

## **MINUTES OF FEBRUARY 10, 2025, REGULAR MEETING**

On this, the 10<sup>th</sup> day of February 10, 2025, beginning at 6:00 p.m., the City Council convened in regular session in the City Council Room. The meeting being open to the public and notice of said meeting having been given as prescribed by Chapter 51 of the Government Code with the following being present and in attendance to wit:

Mayor Joe Davis, Council Members Ed Bailey, Ray Dickson, David Gilbert, Leslie Ivy, Melisa McIntosh, Woody Richardson, and Lloyd Roberts. Employees present were City Secretary Cindy Woodard, Public Works Director Jr Casas, Administrative Assistant Amalia Gaxiola, Police Chief Rex Plant, Librarian Jackie Owens, and Fireman Nick Narvaez. Others present were Kim Cloyd and Ally Hubbard.

### **CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Davis called the meeting to order at 6:00 p.m. and noted a quorum present. He asked Alderman Richardson to voice the invocation and Alderman Roberts to lead the Pledge of Allegiance.

### **PUBLIC COMMENT**

No comments.

### **APPROVE CONSENT AGENDA ITEMS**

The consent agenda items were presented for approval: the regular meeting minutes on January 14, 2025, accept collections & pay expenditures for January 2025. Alderman Bailey moved to approve the consent agenda items, seconded by Alderman Richardson. The vote was unanimous in favor.

### **DEPARTMENT HEAD REPORTS ON MONTHLY ACTIVITIES**

Police Chief Rex Plant read his written report. Dilapidated houses and junk vehicle letters will begin back up with spring coming. Crosswalks at Travis are complete per Public Works Director Jr Casas and he's waiting for Dan Hawthorne to get back with him on it and the others. Chief Plant reported attending a Safety Meeting at the High School on Friday night. Plant is hoping to get good news on his knee at his February 18<sup>th</sup> appointment. Officer Gruwell is hoping to be back to full duty after his March 28<sup>th</sup> appointment. Part-time officers aren't working as much.

Librarian Jackie Owens has been busy. Hall County Historical Society met today and discussed a historical marker for the Morningside Church of Christ but will take close to a year for this to take place. Owens has been working on materials for the summer reading program and the annual report for the State of Texas which is required.

Public Works Director Jr Casas reported working on major leaks and a sewer line fix on Memphis Street where roots had to be pulled. The 10-yard dump truck needs the clutch replaced. Alderwoman Ivy questioned street signs and Casas reported taking 30 to Allen Murdock and more blanks are ordered. Ivy expressed her sorrow for the loss of Casas' brother, Martin Casas. Mayor Davis asked if he has a full staff and Casas said no.

## **CONTINUATION OF MINUTES FEBRUARY 10, 2025**

City Secretary Cindy Woodard reported that Parkhill postponed the February 4<sup>th</sup> bid opening till March due to no bids for the Water Relocation Project. Cason Cartwright was concerned they would have to do the readvertising process if they had no bids. Cindy mentioned it gives us longer to have the money in Texas Class Pool. For the month of January, we received \$3,851 in interest which makes the year-to-date total interest around \$15,000. Cindy mentioned one million was put in to begin with and we've pulled \$15,000 for engineering fees and are back up to one million and ninety-one dollars. Cindy recommends moving the CD money for the Landfill Trust and the Water Security Deposit into Texas Class as the average yield for the month is 4.54 interest plus it has compounded interest and at Wellington State Bank it is 4.33 interest. Friday is the last day to file for City Council and only one has filed. The council questioned and discussed the process of redistricting since there is little to no interest in wards.

Fireman Nick Narvaez read his written report. It's been dry so the Commissioners Court might put burn ban back on. Narvaez stated we had the Insurance Services Office (ISO) inspection last week which is done every 5 years. They give the rating on our city which home insurances look at. We'll know in a couple weeks our rating and recommendations to lower it. The last rating, 5 years ago, dropped a point and we were at a 6 before that for a while. The rating is 1 to 10 with one being the best. Mayor Davis asked how many members we have on our volunteer fire department and Nick said 16 including him.

### **NEW BUSINESS**

#### **CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION ON RESOLUTION ENTERING INTO AN INTERLOCAL AGREEMENT WITH PANHANDLE REGIONAL PLANNING COMMISSION FOR APPLICATION PREPARATION AND GRANT ADMINISTRATION (IF FUNDED) FOR THE TXCDBG DOWNTOWN REVITALIZATION PROGRAM FUND 2025 CYCLE**

Ally Hubbard with Panhandle Regional Planning Commission stated it's best to file in case we do choose to go through with the grant. Secretary Woodard added that the EDC had discussed providing the match if the City qualifies. Alderman Gilbert made the motion to enter into an interlocal agreement with Panhandle Regional Planning Commission, seconded by Alderman Roberts. The vote was unanimous in favor. A copy of the Resolution follows these minutes.

#### **CONSIDER REQUEST FOR ASSISTANCE FROM HOTEL OCCUPANCY TAX FOR SPRING WELCOME GUIDE – ROGER ESLACK**

Secretary Woodard let the council know Roger apologizes he couldn't be here. The last welcome guide was funded \$1,916 which covered delivery, shipping, advertising in the Red River Sun, and the ad for Hotel Occupancy Tax in the guide. The EDC is budgeted to do the Welcome Guide twice a year so Roger is asking for assistance with mailing and shipping. Woodard mentioned Mayor Davis asking about exposure and the Spring Guide had 3,142 online views and the Fall Guide had 856 online views. Secretary Woodard suggested during budget, if they are going to continue assisting, they could budget hotel occupancy tax to cover two publications annually which runs about \$4,000. Woodard stated Roger is asking for about \$2,000. Alderman Bailey made the motion to assist, seconded by Alderwoman Ivy. The vote was unanimous in favor.

**CONTINUATION OF MINUTES FEBRUARY 10, 2025**

**CONSIDER PERMIT AND LANDFILL FEES FOR DEMOLITION DISPOSAL FOR CODE COMPLIANCE**

Alderman Bailey moved to table this item, seconded by Alderwoman McIntosh. The vote was unanimous in favor.

**ORDER CITY OFFICERS GENERAL ELECTION FOR MAY 3, 2025**

Alderwoman Ivy made the motion to order City Officers General Election for the May 3, 2025, seconded by Alderman Roberts. The vote was unanimous in favor.

**CONSIDER SETTING MINIMUM BIDS ON DELINQUENT TAX PROPERTIES**

Secretary Woodard stated these are the two properties that were rejected last month. Woodard also informed the council she received two bids after the agenda was posted. Alderman Bailey made a motion to open the two bids received, seconded by Alderwoman McIntosh. The vote was unanimous in favor. For the property on 310 E Davis, Alderman Bailey made the motion to accept a bid of \$1,200 from Roman Buckner, seconded by Alderman Gilbert. The vote was unanimous in favor. For the property on 203 E Main, Alderman Bailey made the motion to accept a bid of \$1,200 from Roman Buckner, seconded by Alderman Gilbert. The vote was unanimous in favor.

**CONSIDER RE-PAYMENT OPTION TO STATE COMPTROLLER FOR SALES TAX OVERPAYMENT**

Secretary Woodard let the council know the \$25,000 overpayment can be repaid either in full for a 2% discount or 29 monthly payments of \$882, which she recommends. Woodard informed the council this is the third time this has happened with the first repayment being 55 months with a payoff date of January 2027 and the second repayment being 39 months with a payoff date of September 2027. Alderman Gilbert made the motion to repay monthly at \$882 for 29 months, seconded by Alderwoman Ivy. The vote was unanimous in favor.

**CONSIDER ORDINANCE CREATING CITY ADMINISTRATOR POSITION**

Secretary Woodard provided a sample of the City of Clarendon's job description and the online ordinance of their City Administrator. Alderwoman McIntosh made the motion to have an ordinance creating a City Administrator position, seconded by Alderwoman Ivy. The vote was unanimous in favor. Woodard recommended having an admin committee meeting.

**MAYOR AND COUNCIL ITEMS OF COMMUNITY INTEREST**

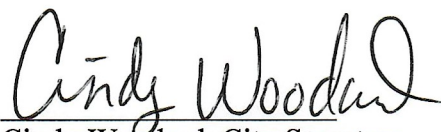
No comments were made.

**CONTINUATION OF MINUTES FEBRUARY 10, 2025**

**ADJOURN**

Alderman Bailey made the motion to adjourn, seconded by Alderman Gilbert. The vote was unanimous in favor. The meeting was adjourned at 7:15 p.m.

Approved:   
Joe Davis, Mayor

Attest:   
Cindy Woodard, City Secretary

## RESOLUTION 2-10-25

WHEREAS, the City of Memphis desires to apply to the Texas Department of Agriculture (TDA) for infrastructure assistance through the 2025 TxCDBG Rural Economic Development Downtown Revitalization program, and;

WHEREAS, the Interlocal Cooperation Act included in Chapter 791 of the Texas Government Code provides for contractual agreements between governmental entities, and;

WHEREAS, 2 CFR 200.318(e) encourages the use of interlocal agreements from the federal level, and;

WHEREAS, the Texas Department of Agriculture has issued a recommendation that communities applying under the 2025 TxCDBG Rural Economic Development Downtown Revitalization program consider contracting professional services for grant application preparation and potential grant administration (if funded) prior to application submission, and;

WHEREAS, the City of Memphis desires to contract the grant application preparation and potential grant administration (if funded) of its 2025 Downtown Revitalization Program application for Community Development Block Grant (TxCDBG) – Rural Economic Development Downtown Revitalization program funds through an interlocal cooperation contractual agreement with the Panhandle Regional Planning Commission (PRPC), and;

WHEREAS, the PRPC shall provide grant application preparation services related to the 2025 Downtown Revitalization program at no cost, and;

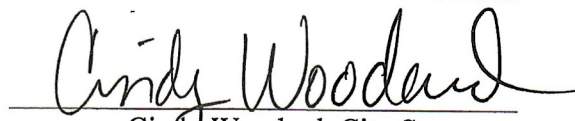
WHEREAS, administrative fees related to project management of any funded 2025 Downtown Revitalization Program project will be agreed to through an amendment to this interlocal agreement if City of Memphis receives funding through the 2025 Downtown Revitalization program, and;

NOW THEREFORE BE IT RESOLVED that the Mayor is authorized to execute an interlocal contract with the PRPC under the Interlocal Cooperation Act for grant application preparation and potential grant management (if funded) services for City of Memphis's activities related to the 2025 Rural Economic Development Downtown Revitalization program.

PASSED THIS 10<sup>th</sup> DAY OF FEBRUARY, 2025.

  
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Joe Davis, Mayor

Attest:

  
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Cindy Woodard, City Secretary