



**CITY OF ELKHART  
CITY COUNCIL  
REGULAR**

**MEETING MINUTES**

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**Monday, November 4, 2019**

**6:00 pm**

**First United Methodist Church**

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**CALL TO ORDER**

With a quorum present, the Regular Meeting of the City of Elkhart City Council was called to order by Mayor Jennifer McCoy at 6:00 p.m. at the First United Methodist Church, 202 West Parker Street, Elkhart, Texas 75839.

Present: Mayor Jennifer McCoy, Mayor Pro Tem Raymond Dunlap, Councilmember Lucia Butler, Councilmember Chuck Conner, Councilmember Daryll Faulk, Councilmember James Warren, City Administrator Judith Cantrell, and City Secretary Ami Ashworth.

**REGULAR ACTION ITEMS**

**A. CALL TO ORDER, PRAYER, AND PLEDGE OF ALLEGIANCE**

Pledge of allegiance was followed by the invocation given by Mayor Pro Tem Raymond Dunlap.

**B. PUBLIC COMMENT**

None

**C. MAYOR AND CITY ADMINISTRATOR JOINT REPORT**

**1. "6-Month Progress Report" to Council**

City Administrator and Mayor presented a joint progress report outlining progress made since taking office in May, as well as plans for future projects and goals. Discussion was had on improvements that have been made to the City facilities, both water and wastewater, as well as streets. Several community involvement projects have been started and plans have been made for additional community events, including the 1<sup>st</sup> Annual Community Christmas at City Hall.

**2. City Finances**

City Administrator updated Council on City finances and provided Council with an updated bank balance sheet.

**3. Update on Ordinance Review**

Mayor McCoy addressed Council concerning plans for rolling out code revisions, bringing City Ordinances up-to-date with current standards and fee rates. We plan to present small sections of Code to Council at a time, starting with items deemed most urgent.



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**4. Personnel Update Including, But Not Limited To, Code Enforcement Schedule**

Mayor McCoy advised Council of the calendar set up for Code Enforcement, providing tasks to be completed monthly. Those tasks include monitoring City facilities, restaurants, business sales tax certifications, etc.

**D. PUBLIC WORKS DIRECTOR REPORT**

City Administrator presented report for Public Works Director. Crews are currently winterizing equipment and exposed lines, assisting with seasonal decorations, addressing the Valero leak that has reopened, and flushing lines.

**E. APPROVAL OF MINUTES**

- September 16, 2019
- October 7, 2019
- October 21, 2019

Motion was made by Councilmember Butler, seconded by Councilmember Faulk to approve the minutes of September 16, 2019, October 7, 2019, and October 21, 2019. Upon vote, the Motion passed unanimously 5-0.

**F. REGULAR SESSION**

1. Discuss and take action, if any, on sewer tap request for service address 523 Highway 287 North. (City Administrator/Mr. Stephen Watts)

Mr. Watts presented to Council a request for a free sewer tap, which resulted from a free tap offer provided at the time the high school was built. Mr. Watts is not the owner of the property but is living on his father's property and setting up a home on that property. Mr. Watts was advised his father would have to provide documentation that he is allowing Mr. Watts to live on the property, and Mr. Watts would need to come by the office and fill out the proper paperwork before we could move forward. Motion was made by Councilmember Conner, seconded by Councilmember Butler, to allow Mr. Watts to hook up to the City's sewer once the proper paperwork is completed. Upon vote, the Motion passed unanimously 5-0.

2. Discuss and take action, if any, on quotes received for vehicle tracking system. (City Administrator)

City Administrator presented Council with a quote received from Verizon for vehicle tracking. No other bids were received. Motion was made by Councilmember Butler, seconded by



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Councilmember Faulk, to contract with Verizon to install GPS equipment on City-owned vehicles. Upon vote, the Motion passed unanimously 5-0.

3. Discuss and take action, if any, on closure of alleyway on west side of City Hall during the holiday season for placement of community Christmas tree. (Mayor McCoy)

Mayor McCoy requested that the alleyway next to City Hall be closed temporarily to house a community Christmas tree. Motion was made by Councilmember Warren, seconded by Councilmember Conner, to temporarily close the alleyway on the west side of City Hall during the holiday season for placement of a community Christmas tree. Upon vote, the Motion passed unanimously 5-0.

4. Discuss and take action, if any, on revising regular Council meeting dates to the first Monday of each month, with a reservation that all Council members are to be available for the third Monday of each month, should a second regular meeting or workshop be necessary. (Mayor McCoy)

Mayor McCoy presented her request to revise regular Council meeting dates to the first Monday of each month, with a reservation that all parties be available for the third Monday of each month, should a second regular meeting be necessary. New administration has been able to handle the majority of the day-to-day functions of running the City in an efficient and disciplined manner, eliminating the need to clutter agendas with day-to-day operational tasks. As we are moving into the holiday season, now is the ideal time to test the theory that one meeting should be enough, but leaving a caveat that members should be available should the need to meet a second time for a regular meeting or workshop arise. Motion was made by Councilmember Butler, seconded by Councilmember Conner, to move regular Council meeting dates to the first Monday of each month, with a reservation that all Council members are to be available for the third Monday of each month, should a second regular meeting or workshop be necessary. Upon vote, the Motion passed unanimously 5-0.

**G. ADJOURN**

Motion was made by Councilmember Chuck Conner, seconded by Councilmember Daryll Faulk, to adjourn the Regular Meeting of the City of Elkhart City Council at 7:13 p.m. Upon vote, the Motion carried unanimously 5-0.



Ami Ashworth, City Secretary