

**CITY OF HOLLAND
CITY COUNCIL MEETING
CITY HALL - 104 WEST TRAVIS
Monday, March 15, 2004
7:00 PM**

MINUTES

1. Frank Horak, Mayor, called the Meeting to order at 7:02 P.M.
2. Citizens' Comments:
 - A. Frank Horak read the italicized notation on the Agenda regarding the Citizens' Comments. Ronnie Guthrie presented his letter of resignation to the Council from his position as Chairman of the Planning and Zoning Committee. Mr. Guthrie read his letter in its entirety, which explained his reasons for resigning. Frank Horak replied to the Citizens' that the situation that Mr. Guthrie referred to in his resignation letter was a matter of public record, and reminded all that any could ask for a copy of the minutes.
3. Review and Act on approval of Meeting Minutes:
 - A. Minutes of the Regular Meeting of February 16, 2004: Mae Smith, Mayor Pro-Tem, asked for the following changes:
 - Page 2, Item #4: Change "All in favor." to "4 for; 1 against."
 - Page 4, Item #2a: Change "contract with the City of Holland" to "contract with the Central Texas Water Supply Corporation (CTWSC)"
 - Page 4, Item #2a: Change "getting water from the City" to "getting water from CTWSC"
 - Page 5, Item #4a: Change "All in favor." To "4 for; 1 against."Mae Smith moved the February 16, 2004 Council Meeting minutes be approved with corrections as listed and Roy Schlickeisen seconded. All in favor. Motion carried.
 - B. Minutes of the Special Meeting of February 28, 2004: Peggy Tracy, Court Clerk/City Clerk asked for the following change:
 - Page 1, Item #B, 2nd paragraph: Change "convene to executive as per" to "convene to executive session as per"Frank Horak asked for the following change:
 - Page 1, Item #C, 1st paragraph: Change "The council asked Perry Butzlaff to explain" to "Frank Horak asked Perry Butzlaff to explain"Curt Murray asked for the following change:
 - Page 1, Item #C, 1st paragraph: Change "Richard Reaves recommended" to "Curt Murray recommended"

Sharon Simmons moved the February 28, 2004 Special Meeting Minutes be approved with corrections as listed and Curt Murray seconded. All in favor. Motion carried.

- C. Minutes of the Called Workshop of February 28, 2004: Sharon Simmons asked for the following change:
- Page 3, Item #F, 2nd paragraph: Change "Did I ease the hardship" to "Did I cause the hardship"
Sharon Simmons moved the February 28, 2004 Workshop Minutes be approved with corrections as listed and Curt Murray seconded. 3 voted for; 2 abstained.

4. OLD BUSINESS: None

5. NEW BUSINESS:

- A. Consider/Act on 2004 Corn Festival and Street Closure Plans and Preparations – STANLEY KOONSEN
Mr. Koonsen provided the Council with a street plan involving the proposed location of the Corn Festival. This year they want to add a car show between Lexington and Travis, and propose that they close Travis at Hogan and Lexington at Crockett Streets. Rockin' Rick and the Corvettes will be performing on Friday night and the Cross Canadian Ragweed band on Saturday. There was discussion about crowd and parking control; Mr. Koonsen indicated that he would ensure a security guard was available to resolve those issues. Additionally, they are looking into shuttle bus options via the school to parking areas at the school and the ballpark. Frank Horak asked Mr. Koonsen to contact the Baseball Association to ensure there were no events planned at the ballpark for that weekend. The agreement and letter will be presented at the next Council meeting for approval. No other action was taken at this time.
- B. Consider/Act On health insurance offered through Scott & White Health Plan for Plan Year 05/01/2004 through 04/30/2005 – JANICE BRACEWELL
Discussion ensued regarding bids for health insurance in the future. Frank Horak reminded Staff that the City pays a certain amount of each employee's individual insurance cost; anything additional will need to be taken out of the employee's paycheck. Sharon Simmons moved to accept Scott & White's Health Plan Proposal for the new plan year and to allow Janice Bracewell to sign the appropriate paperwork accepting such. Curt Murray seconded. Frank Horak asked that a letter be written to Scott & White Health Plan indicating that the Mayor be the primary contact. All in favor. Motion carried.
- C. Consider/Act on Proclamation of April as Fair Housing Month – LEO WOOD
Roy Schlickeisen moved that the Council approve this proclamation and Mae

Smith seconded. All in favor. Motion carried.

- D. Consider/Act on Sick Leave Policy Change to City of Holland Personnel Policy Manual – FRANK HORAK
Discussion ensued about existing policy versus changes that need to be made. Sharon Simmons requested that a workshop be held to discuss personnel policy issues. Mae Smith moved to table this policy change for review at a workshop and Curt Murray seconded. All in favor. Motion carried.
- E. Consider/Act on Inclement Weather Policy Addition to City of Holland Personnel Policy Manual – FRANK HORAK
Discussion ensued about existing policy versus changes that need to be made. Curt Murray moved to table this policy change for review at a workshop and Mae Smith seconded. All in favor. Motion carried.
- F. Consider/Act on Decision fees to Charge Individuals for use of the Kuhlmann Civic Center for Funerals – FRANK HORAK
Mae Smith moved the City not charge a fee for use of the Kuhlmann Civic Center for funerals as long as the Center is cleaned properly following the function and Curt Murray seconded. All in favor. Motion carried.
- G. Consider/Act on Appointment of City Secretary to serve as Treasurer/Finance Officer for the City of Holland – JANICE BRACEWELL
Discussion ensued as to the exact job duties of the Mayor and City Secretary. Mae Smith provided a 2000 copy of TML's Handbook for Mayors and Council Members. Curt Murray also reminded all that Janice was still under her 90-day probation period. No action was taken at this time.
- H. Consider/Act on Clerical Services Provided to the Public, such as Fax Send/Receive; Copies; and Notary Services – JANICE BRACEWELL
Janice Bracewell explained to the Council that she had polled various city secretaries as to the clerical services that other City offices provide, and found that by law Cities are not allowed to charge more than \$0.10 per copy. Discussion ensued as to the amount of time these services involve. Curt Murray moved to cease services to the public for copies and use of the fax machine, to charge citizens \$5.00 for notary services, and to limit any copies to public record. Sharon Simmons seconded. All in favor. Motion carried.
- I. Consider/Act on Acceptance of Diana Carranza VonStosch as Bilingual Clerk for Election – JANICE BRACEWELL
Janice Bracewell provided the Council with a short description of Ms. VonStosch's qualifications as Bilingual Clerk. Mae Smith moved to accept Ms. VonStosch as our Bilingual Clerk for the Election and Roy Schlickeisen seconded. All in favor. Motion carried.

6. Committee Reports:

- A. Planning and Zoning Committee – unable to attend; no report given
- B. Beautification Committee – Rosemary Bookman reported there had been no action thus far. Frank Horak volunteered to help, and Sharon Simmons suggested that the High School students may be interested in helping also.

7. Council and Staff Reports:

A. Mayor's Report:

- 1) Discussion regarding Dissemination of Ordinance Duties Amongst Council Members:

Frank Horak explained his thoughts on the Council splitting up the Ordinances so there is someone familiar with each ordinance to some extent. Sharon Simmons further explained that if each Council Member could familiarize themselves with the Ordinances and have knowledge of the main points. Mae Smith asked what was being done to update the Planning and Zoning Ordinance. No further action was taken.

B. Council Members' Reports:

- 1) Central Texas Water Supply Meeting – MAE SMITH

Mae Smith reported at the last Board Meeting the USDA asked for the President, Director/Manager, and Executive Session to meet with Kemper and him to look at a contract. They hadn't met since then. Another meeting was scheduled for the next week. Mae Smith emphasized that the situation falls back to the 1985 contract with Kempner, which is the only *legal* contract at this time.

C. Utility Director:

- 1) Daily Logs February 6 – March 4, 2004

Richard Reaves provided an oral report to support his daily logs. He indicated that while February had been a good month that the rain had caused issues such as sewer stop-ups. He reviewed costs on road base and talked with someone in Rogers about resurfacing base. Discussion ensued about the vehicles that are needed and what replacements needed to be made. Mae Smith asked about the meter at the school (203 Josephine leak – old line leaking). There was discussion about not running water in the old and the new lines any more. Frank Horak asked how this would be stopped, and Richard Reaves explained that this could be stopped when they found a 'kill spot.' Citizen Virginia Benner asked about fire hydrants that weren't working throughout town, and discussion ensued.

2) Report on Selling Excess Equipment

After a short discussion, it was decided to table this issue until the April meeting, although Roy Schlickeisen did indicate that he was in favor of some of Richard's "wish list" equipment.

Roy Schlickeisen moved to accept the Utility Director's report for the month of February and Curt Murray seconded. All in favor. Motion carried.

D. Police Chief:

1) Monthly Report, February 2004

2) Citation Statistics Report, February 2004

Chief Jeff Green pointed out 4 city ordinance violations and 2 vehicles that had been towed on his monthly report. Discussed the problem of individuals spinning tires, and that this was no longer considered an exhibition of acceleration violation. Jeff Green explained the new law and how it affected the City.

Jeff Green also addressed the issue of animal control in the City and explained that he doesn't have the personnel or the funds to transport animals to Temple at \$45 per animal.

Mae Smith brought up the issue that when Chief Green is in training that the City is "left wide open", and he responded to her concerns. Mae Smith also asked how many days per month he worked traffic, and Chief Green responded that he attempts to do so every day that he works. Mae Smith commented that there were only 3 citations last month, and Chief Green indicated he would need to check his daily calendar to verify. Peggy Tracy asked if Bartlett PD could cover when Chief Green is away. Roy Schlickeisen commented that individuals are parking in ditches, etc. and hanging out in the road. He also added that this was causing the pavement to break off at the edges.

Sharon Simmons moved to accept the Police Report for the month of February and Curt Murray seconded. All in favor. Motion carried.

E. Court Clerk

1) Municipal Court Monthly Report

Roy Schlickeisen asked about state fees, and Peggy Tracy indicated some had changed since March 1, 2004 (some quarterly, some monthly). Mae Smith moved to accept the Municipal Court Monthly Report as presented and Eddie Bookman seconded. All in favor. Motion carried.

F. City Secretary

1) Financial Report

2) Oral Monthly Administrative Report

Janice Bracewell gave a short oral report indicating projects being worked on; progress made; etc. Sharon Simmons moved to accept the City Secretary's report as presented and Curt Murray seconded. All in favor. Motion carried.

8. Curt Murray moved to adjourn and Mae Smith seconded. All in favor. Motion carried.

Respectfully submitted,

Janice E. Bracewell
City Secretary