



## City of Onalaska

P.O. Box 880 • Onalaska, Texas 77360

### SPECIAL CALLED MEETING

### MINUTES

June 19, 2018

**THE STATE OF TEXAS ]**  
**THE COUNTY OF POLK ]**  
**THE CITY OF ONALASKA ]**

The City Council of the City of Onalaska, Texas, met in the chamber room of City Hall for the regular monthly meeting on June 19<sup>th</sup>, 2018, at 7:00 p.m. Roll was called and the following were present:

Chip Choate	]	Mayor
Shirley Gilmore	]	Mayor Pro Tem
James Arnett	]	
Carl Cruse	]	Councilmembers
Patsy Goins	]	
Paul Laverty	]	
Angela Stutts	]	City Secretary
Jay Stutts	]	Fire Chief
Ron Gilbert	]	Police Chief

**And the following visitors:**

Sign in sheet attached.

Quorum being present, the Mayor continued with the meeting. The purpose of the meeting was to hear from the public, approve the consent agenda (minutes, voucher list and accept the financial report), hear reports from the departments, Resolution 18-007 to accept Raymond K. Vann & Associates proposal for administrative services for the upcoming TDA 2019-2020 TxCDBG, TDEM and/or TWDB and GLO Hurricane Harvey disaster relief program grants to assist the City with projects such as street improvement, flood drainage improvements and water & sewer improvements as recommend by selection committee, review and approve final plat submission for the Autumn Trails Subdivision Section One dated May 25, 2018, resolution 18-008 authorizing the Mayor, Mayor ProTem and City Secretary to set up Business Banking at First National Bank to include all city accounts, Resolution 18-009 authorizing the Mayor, Mayor ProTem and City Secretary to set up Cash Management at First State Bank to include all city accounts, review and select permit management software and authorize the Mayor to execute the contract, review and approve submission of a grant application to Ladd and Katherine Hancher Library Foundation for the City of Onalaska Public Library, authorize the purchase of a maintenance vehicle for the city, accept resignation of Reserve Officer Hanson Hansbro and announce any other upcoming events.

### **PLEDGE & PRAYER**

Ron Gilbert opened the meeting with a prayer and Shirley Gilmore led the pledge to the American and Texas Flags.

### **PUBLIC FORUM**

Ted Wiggins Presentation in regards to the Tax Ratification Election Called for June 23, 2018 to better inform citizens.

### **CONSENT AGENDA**

It was moved by Patsy Goins and a second was made by Shirley Gilmore to accept and approve items listed on the consent agenda as presented.

**VOTE: For – All; Against – None. Motion carried.**

### **REPORTS – POLICE DEPARTMENT**

Police Department reported that the department traveled 4312 miles during May 2018; responded to 748 non-dispatched calls; 240 dispatched calls; 11 officer assists, and assisted the fire department 0 times. Besides all of this, 150 citations, 5 warnings. Worked 47 cases, 7 misdemeanor arrests and 1 felony arrest was made.

### **FIRE DEPARTMENT**

Fire Department reported that the Fire Department responded to 56 calls for assistance during May 2018. 44 medical calls, 0 structure fires, 3 grass fires, 0 vehicle fires, 3 motor vehicle accidents, 1 lake rescue, 0 landing zones, 0 hazmat calls, 5 assist calls and 1 mutual-aide call, totaling 74 volunteer man hours.

### **FIRE MARSHAL REPORT (BUILDING INSPECTOR/CODE ENFORCEMENT)**

**Building Inspector**- During the month of May 2018, 13 building permits were issued. There were 12 building inspections performed. Total permit fees collected were **\$1,190**. The total added value to the city was **\$137,491** for a total year to date of **\$2,077,661**.

**Code Enforcement** – During the month of May there were 4 warnings issued. Started 5 new code violation cases and 3 properties voluntarily came into compliance.

**Fire Marshal** – There was 0 fire investigations for the month of May. The Fire Marshal's office assisted Onalaska PD 3 times and OVFD 3 times.

**Park Report/Pavilion Use** – Preparing for our next Market Days Event to be held on July 6 – 8<sup>th</sup>.

### **LIBRARY BOARD REPORT**

Recommendation to City Council for Appointment to Library Board, Volunteer, Steve Eckert. He has already volunteered almost 100 hours this year. "Read It Away" Library Fees – To encourage literacy in the younger generation, we are adopting a fine waiver program. For every hour a Child spends reading in the library, \$5.00 is taken off their debt. Removing Classics – Classics available on Project Gutenberg will be removed from the shelves. These can be read online on the computer or Kindle.

### **LIBRARIAN'S REPORT**

Librarian reported for the month of May: Current borrowers 1387. Books checked out: 813; Patrons: 2080; Computer Usage: 190; Copies/Faxes \$289.00; Fines: \$5.20; Membership Fee: \$12.00; Postage: \$3.00; Book Replacement: \$0.00; Restricted Donations: \$40.94 and Regular Donations: \$147.90 and 20.6 Volunteer Hours were documented.

### **RESOLUTION 18-007 TO ACCEPT RAYMOND K. VANN & ASSOCIATES PROPOSAL FOR ADMINISTRATIVE SERVICES FOR THE UPCOMING TDA 2019-2020 TXCDBG, TDEM AND/OR TWDB AND GLO HURRICANE HARVEY DISASTER RELIEF PROGRAM GRANTS TO ASSIST THE CITY WITH PROJECTS SUCH AS STREET IMPROVEMENT, FLOOD DRAINAGE IMPROVEMENTS AND WATER & SEWER IMPROVEMENTS AS RECOMMEND BY SELECTION COMMITTEE**

It was moved by James Arnett and a second was made by Carl Cruse to approve Resolution 18-007 to accept Raymond K. Vann & Associates proposal for administrative services for the upcoming TDA 2019-2020 TxCDBG, TDEM and/or TWDB and GLO Hurricane Harvey disaster relief program grants to assist the City with projects such as street improvement, flood drainage improvements and water & sewer improvements as recommend by selection committee.

**VOTE: For – All; Against – None. Motion carried.**

### **REVIEW AND APPROVE FINAL PLAT SUBMISSION FOR THE AUTUMN TRAILS SUBDIVISION SECTION ONE DATED MAY 25, 2018**

It was moved by James Arnett and a second was made by Carl Cruse to approve final plat submission for the Autumn Trails Subdivision Section One dated May 25, 2018.

**VOTE: For – All; Against – None. Motion carried.**

### **RESOLUTION 18-008 AUTHORIZING THE MAYOR, MAYOR PROTEM AND CITY SECRETARY TO SET UP BUSINESS BANKING AT FIRST NATIONAL BANK TO INCLUDE ALL CITY ACCOUNTS**

It was moved by Carl Cruse and a second was made by James Arnett to approve resolution 18-008 authorizing the Mayor, Mayor Pro-Tem and City Secretary to set up Business Banking at First National Bank to include all city accounts

**VOTE: For – All; Against – None. Motion carried.**

### **RESOLUTION 18-009 AUTHORIZING THE MAYOR, MAYOR PROTEM AND CITY SECRETARY TO SET UP CASH MANAGEMENT AT FIRST STATE BANK TO INCLUDE ALL CITY ACCOUNTS**

It was moved by James Arnett and a second was made by Carl Cruse to approve resolution 18-008 authorizing the Mayor, Mayor Pro-Tem and City Secretary to set up Business Banking at First National Bank to include all city accounts.

**VOTE: For – All; Against – None. Motion carried.**

### **REVIEW AND SELECT PERMIT MANAGEMENT SOFTWARE AND AUTHORIZE THE MAYOR TO EXECUTE THE CONTRACT**

It was moved by Patsy Goins and a second was made by James Arnett to select Iworq permit management software and authorize the Mayor to execute the contract, as per the prices quoted to the City on May 9, 2018.

**VOTE: For – All; Against – None. Motion carried.**

**REVIEW AND APPROVE SUBMISSION OF A GRANT APPLICATION TO LADD AND KATHERINE HANCHER LIBRARY FOUNDATION FOR THE CITY OF ONALASKA PUBLIC LIBRARY**

It was moved by Shirley Gilmore and a second was made by Patsy Goins to approve submission of a grant application to Ladd and Katherine Hancher Library Foundation for the City of Onalaska Public Library.

**VOTE: For – All; Against – None. Motion carried.**

**AUTHORIZE THE PURCHASE OF A MAINTENANCE VEHICLE FOR THE CITY**

It was moved by Carl Cruse and a second was made by Paul Lavery to authorize the Mayor purchase a maintenance vehicle for the city.

**VOTE: For – James Arnett, Carl Cruse and Paul Lavery; ABSTAINED – Shirley Gilmore and Patsy Goins. Motion carried.**

**ACCEPT RESIGNATION OF RESERVE OFFICER HANSON HANSBRO**

It was moved by Carl Cruse and a second was made by Patsy Goins to accept resignation of Reserve Officer Hanson Hansbro.

**VOTE: For – All; Against – None. Motion carried.**

**PUBLIC ANNOUNCEMENTS**

**ADJOURNMENT**

At approximately 8:40 p.m., it was moved by Shirley Gilmore and a second was made by Patsy Goins and Carl Cruse to adjourn the meeting.

**VOTE: For – All; Against – None. Motion carried.**

APPROVED:

ATTEST:

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Chip Choate, Mayor

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ANGELA STUTTS, City Secretary  
DATE: July 10<sup>th</sup>, 2018