

**CITY OF SAGINAW  
MINUTES OF CITY COUNCIL MEETING  
HELD AT THE SAGINAW CITY HALL  
333 WEST MCLEROY BLVD.  
MARCH 20, 2018**

Present at the meeting:

Mayor	Todd Flippo
Mayor Pro-Tem	David Flory
Councilmember	Valerie Tankersley
Councilmember	Cindy Bighorse
Councilmember	Mary Copeland
City Attorney	Bryn Meredith
City Engineer	Andrew Simonsen, P.E.
City Manager	Gabe Reaume
Asst. City Manager	Dolph Johnson
Asst. Finance Director	Kim Quin
City Secretary	Janice England
Director of Public Works	Rick Trice, P.E.
Fire Chief	Doug Spears
Fire Division Chief	Scott Craver
Police Captain	Russell Ragsdale
Library Director	Ellen Ritchie
Human Resources Director	Melanie McManus
IT Director	Greg Clayton
Police Officer	Joshua Gonzalez

Absent from the meeting:

Councilmember	Patrick Farr
Councilmember	Sheri Adams

Visitors at the meeting:

Daniel J. Bennett	Charles Tucker
Mary Ragle	Dennis Hudson
Millie Beavers	Jay Beavers
Janet Fick	Debbie Raindl
Ofelia Conde	Pam Jones
Angela Hines	Chandler Shields
Jarod Rosson	Elsie Dalton

(1) Call to Order

Mayor Flippo called the meeting to order at 6:00 p.m. with a quorum present.

Pledge of Allegiance to the United States

Pledge of Allegiance to the State of Texas

(2) Invocation

Pastor Dennis Hudson of the Saginaw Park Baptist Church gave the invocation.

(3) Audience Participation

This item was covered on the video screen.

(4) Consent Agenda

a. CC-0318-11

Action regarding Minutes, March 6, 2018

b. CC-0318-12

Action regarding award of contract for Willow Creek Park Tennis Courts Resurfacing

*Summary: On February 19, 2018, the Advisory Recreation and Parks Board discussed the need for repair and resurfacing of the tennis courts in Willow Creek Park. The tennis court surface has cracking and is in need of sealing and resurfacing to prevent moisture infiltration and further damage. Staff solicited three bids from companies specializing in this type of work. Two quotes were received and Dobbs Tennis Courts submitted the lowest bid of \$11,425. The Board has recommended that the contract be awarded to Dobbs Tennis Courts in the amount of \$11,425. Funds are available in the Parks Donation Fund to cover this expenditure.*

c. CC-0318-13

Action regarding award of 2018 annual mowing contract for Finish Mowing/Grounds Maintenance of City Parks and Right-of-Ways

*Summary: The City annually awards a mowing contract to provide maintenance services for city parks and right-of-ways. On March 6, 2018 the city received bids for the 2018 annual mowing contract. Prestige Worldwide Services submitted the lowest responsive bid of \$3,356 for Cycle "A" and \$2,633 for Cycle "B". The contract requires two levels of mowing frequency depending on location. The projected total cost is \$149,520. Funds in the amount of \$168,300 are budgeted in the Public Services Budget (Account 01-5245-06-00 Contract Services-Mowing: \$105,500) and the Parks Budget (Account 01-5245-07-00 Contract Services-Mowing: \$62,800)*

Motion was made by Councilmember Tankersley with a second by Mayor Pro-Tem Flory to approve the consent agenda as presented. Motion carried unanimously. 5-0-0-2

For: Mayor Flippo, Mayor Pro-Tem Flory,  
Councilmembers Tankersley, Bighorse, and Copeland

Against: None

Abstain: None

Absent: Councilmembers Farr and Adams

- (5) CC-0318-14  
Presentation of 2017 Texas Achievement in Library Excellence Award from the Texas Municipal Library Directors Association

City Manager Reaume explained that the John Ed Keeter Public Library has been awarded the 2017 Texas Achievement in Library Excellence Award by the Texas Municipal Library Directors Association. He stated that only 52 of 548 public libraries in Texas received this award. He added that that this is the second consecutive year that the Library has receive this recognition. He commended Library Director Ritchie and the Library Staff for their efforts. Library Director Ritchie briefly explained the requirements that must be met to be considered for this award. She expressed her appreciation to the Library Staff.

- (6) CC-0318-15  
Consideration and Action regarding approval of Resolution No. 2018-06, adopting Code of Conduct and Rules of Procedure for City Council Meetings

City Manager Reaume stated that Resolution No. 2018-06 adopts the Code of Conduct and Rules of Procedure for City Council Meetings that has been discussed at three previous meetings. He explained that the concerns expressed have been addressed in the proposed document. He added that it has been reviewed by the City Attorney.

There was a discussion regarding the public comment portion of the policy. City Attorney Meredith explained that it is typical for cities to have an item early in the agenda where members of the public can speak instead of allowing the public to speak during the actual items listed later on the agenda. He stated that many cities find this a more efficient way to hear public comments. However, he added that public comment on public hearing items are held during the item.

Councilmember Copeland stated that she was not comfortable with the proposed policy and feels it is vague and several areas need clarification. She added that she thinks there needs to be more discussion. City Manager Reaume explained that the intent of the policy is provide general guidance for the City Council and Staff. There was a lengthy discussion regarding Councilmember Copeland's concerns. City Attorney Meredith stated that, if the Council desires, the policy can be changed to reflect current procedures which allows the public to comment during items on the agenda. The removal of the violation/punishment portion was also discussed.

Motion was made by Councilmember Copeland with a second by Councilmember Tankersley to adopt Resolution No. 2018-06, adopting the Code of Conduct and Rules of Procedure for City Council Meetings being amended to include the rewording of the portion regarding requests to speak to allow the public to turn in a request to speak any time prior to the end of the discussion of a particular item; to clean up the wording dealing with the time frame; and to remove the punishment portion. Motion carried unanimously. 5-0-0-2

For: Mayor Flippo, Mayor Pro-Tem Flory,  
Councilmembers Tankersley, Bighorse, and Copeland

Against: None

Abstain: None

Absent: Councilmembers Farr and Adams

- (7) CC-0318-16  
Receive Report, Consideration and Action regarding Economic Development Director

City Manager Reaume stated that the addition of an Economic Development Director to the staff was discussed at the last Council Meeting. He explained that a job description for an Economic Development Director is included in the Council packets. He stated that if the Council chooses to proceed, he will begin the recruitment process and the budget will be amended accordingly. He added that the proposed salary range is \$80,000 to \$90,000. He stated that the estimated impact of salary and benefits to the budget would be \$120,000. He explained that the position will be a department head level position and will have an office at the Depot on Saginaw Boulevard.

City Manager Reaume explained that the Eagle Mountain-Saginaw ISD has Jack Thompson, an Economic Development Director, on retainer. He stated that Mr. Thompson has indicated he would be willing to work on a month to month basis at a rate of \$3,500 per month if the City wanted to use his services until the position is filled.

Motion was made by Mayor Pro-Tem Flory with a second by Councilmember Tankersley to authorize the City Manager to begin the search and hire for the position of an Economic Development Director as discussed. Motion carried unanimously. 5-0-0-2

For: Mayor Flippo, Mayor Pro-Tem Flory,  
Councilmembers Tankersley, Bighorse, and Copeland

Against: None

Abstain: None

Absent: Councilmembers Farr and Adams

- (8) Recess into Workshop

Mayor Flippo declared the meeting recessed into Workshop at 6:46 p.m.

- (9) WS-0318-01  
Presentation of key issues for Fiscal Year 2018-2019 and future projects

City Manager Reaume explained that the purpose of the workshop and power point presentation is to give a general overview of the budget process and begin the discussion of the Fiscal Year 2018-2019 Budget. Also included will be an overview of possible future goals and priorities citywide and by department. He explained that plans are to begin budget discussions now and hold similar workshops over the next few months. He added that these workshops should make it unnecessary to schedule a Saturday budget workshop in August. He also offered to meet with any members of the Council individually to discuss tonight's presentation in more detail.

Asst. Finance Director/Budget Analyst Quin gave an overview of the City's current financial position, financial management policies, and the budgeting process. City Manager Reaume briefly discussed needs for Fiscal Year 2018-2019 and beyond including a proposed increase in the Texas Municipal Retirement System contribution from 6% to 7%. He explained that this increase is the next logical step following the salary study completed last year. This increase would help the City retain employees and also be more attractive to potential employees. Another large proposal is the replacement of the public safety radio communications system at a cost of \$800,000. This replacement is critical to ensure the safety of our fire and police personnel. Legacy projects for future consideration include a new fire station, public works facility, and expansion or relocation of the library. Other facility improvements were also presented.

City Manager Reaume stated that there is an immediate need to add a Police Dispatcher and to change the part time Police Records Clerk to a full time position. He explained that with the current dispatch staff there are times that there is only one dispatcher on duty. Due to increased call volume and radio traffic, the addition of a dispatcher is needed as soon as possible. The volume of records requests has also increased to the point that it is necessary for the part time records clerk to become full time. He also explained that he will request the Council's authorization for these two positions in April. The Council concurred to place these two positions on the next agenda for action.

The Council then agreed to continue the remainder of the presentation at the April 3, 2018 City Council Meeting.

(10) Back into Regular Session

Mayor Flippo declared the meeting back in Regular Session at 7:45 p.m.

(11) Executive Session

1 § 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- a. Any Posted Item

(12) Adjournment

Motion was made by Mayor Pro-Tem Flory with a second by Councilmember Tankersley to adjourn the meeting. Motion carried unanimously. 5-0-0-2

For: Mayor Flippo, Mayor Pro-Tem Flory,  
Councilmembers Tankersley, Bighorse, and Copeland

Against: None

Abstain: None

Absent: Councilmembers Farr and Adams

Mayor Flippo declared the City Council Meeting of March 20, 2018 adjourned at 7:46 p.m.

ATTEST:

APPROVED:

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City Secretary Janice England

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Mayor Todd Flippo