

City of Danbury
Regular Council Meeting Minutes
Thursday, March 19, 2020

Call To Order

Mayor Melinda Strong called the meeting to order at 6:42 p.m.

Council Present

Coby Pruitt
Sue Powell
Heather Martin
Brenda Milligan

Council Not Present

Staff Present

Cynthia Sharp
Steven Humbird

Pledge

Prayer by: Heather Martin

Public Comment

1. Rhonda Holcomb stated that when she receives the CTY call it had static on the line.

Mayor and Council Updates

1. Heather reported that the web site design and layout were in the in works on the first page, it will have a picture of Danbury on the front page.
2. Mayor reported that we have submitted the last of the paperwork for the Glow Grant, just waiting to hear back. Rodger and Cory received the drawing from Kaluza.
3. Sue reported that they had a good turnout and the weather was nice, everything seemed to go smooth for the Red, White and Blue festival.

Consent Agenda

1. Consideration of Monthly Bills (Check Register from February 20, 2020 through March 18, 2020)
2. Consideration of January 2020 Financial Statements
3. Consideration of February Police Report/Maintenance Log
4. Consideration of February Animal Control Report
5. Consideration of February Municipal Court Report

6. Consideration of February Community Center Report
7. Consideration of February Park Report
8. Consideration of February Comp Time Report
9. Consideration of February Utility Report
10. Consideration of City Council Minutes (December 12, 2019, February 11, 2020, and February 20, 2020)
Motion was made by Sue Powell and seconded by Brenda Milligan to approve the consent agenda with the exception of the February 20, 2020 minutes.
Passes unanimously

General Business:

1. Discussion and Consideration of accepting resignation of Councilman and Mayor Pro-Tem Bill Turnipseed. (Melinda Strong)
Motion by Sue Powell and seconded by Brenda Milligan to accept the resignation of Councilman and Mayor Pro-Tem Bill Turnipseed effected March 2, 2020.
Passed unanimously
2. Discussion and Consideration of accepting resignation of Police Chief.
Motion by Sue Powell and seconded by Heather Martin to accept the resignation of Chief Mark Pritchard effected March 13, 2020.
Passes unanimously
3. Consider ordinance declaring emergency due to Covid-19, and consider other actions concerning public health emergency.
Mayor read ordinance 20-08 declaring emergency due to Covid-19 declaring a state of disaster.
Motion made by Heather Martin and seconded by Coby Pruitt to accept Ordinance 20-08 declaring emergency due to Covid-19 and Mayoral declaration of local state of disaster due to public health emergency.
Passes unanimously
4. Discussion and Consideration of restricting the rental of Skrabanek Park and Community Center due to Covid-19 Pandemic. (Melinda Strong)
Motion was made by Heather Martin and seconded by Coby Pruitt restricting the rental of Skrabanek Park and the Community Center due to Covid-19 and to lock the bathrooms at the park, until the disaster ends or the Mayor terminates Ordinance No. 20-08.
Passes unanimously
5. Discussion and Consideration of approving a Fire Marshal Contract for the City of Danbury. (Melinda Strong)
Motion was made by Heather Martin and seconded by Coby Pruitt to accept Ordinance 20-06 to approve the Fire Marshal Contract for the City of Danbury.
Passes unanimously

6. Discussion and Consideration of Ordinance Amending the General and Utility Budgets for the Fiscal Year 2019-2020. (Melinda Strong)
Tabled till March 26, 2020 at 7:30 p.m.
7. Discussion and Consideration of scheduling Budget Workshops for the Fiscal Year 2020-2021. (Melinda Strong)
Tabled till March 26, 2020 at 7:30 p.m.
8. Discussion and Consideration of Purchasing Crushed Concrete for Unpaved Road leading into Danbury Baseball/Softball Complex from Spur 28 and the 1300 block of Ave. J. (Melinda Strong)
Tabled till March 26, 2020
9. Discussion and Consideration of Approving a Break Time Policy for City Employees. (Sue Powell)
Motion was made by Brenda Milligan and seconded by Coby Pruitt to accept the Break Time Policy for City Employees as written.
Passes unanimously
10. Discussion and Consideration of additions, revisions, and updates to the employee manual. (Heather Martin)
Discussion and Consideration of additions, Revisions and updates to the employee manual. Section 12 pay period for accounting purposes, Section 13 pay day, Section 16 paid holidays for police officers, vacation accrual schedule, hours you can carry over, Section 19, insurance and retirement.
Tabled
11. Discussion and Consideration of Adopting a Policy on Bank Deposits. (Melinda Strong)
Motion by Sue Powell and seconded by Brenda Milligan to accept the Policy on Bank Deposits as written.
Passes unanimously
12. Discussion and consideration of amending bylaws and articles of incorporation/certificate of formation of Danbury Higher Education Authority, Inc. and ordinance on same.
Tabled till March 24, 2020 at 7:30p.m.
13. Discussion, but no final action, of proposed refunding bonds by Danbury Higher Education Authority for Ser Ninos, Inc.
Tabled to March 23, 2020

14. Discussion and Consideration of Ordinance 11-5 which made Heckler Loop a One-Way Street and now converting it from a City Street to an American Legion Complex Park Road. (Sue Powell)
Tabled to March 24, 2020
15. Discussion and Consideration of Adopting Ordinance 20-04 Approving Rules, Agreements and Documents for the Use of Danbury City Park. (Sue Powell)
Tabled till the April 16, 2020 meeting
16. Discussion and Consideration of Approving City of Danbury Use Agreement on Ball Fields. (Melinda Strong)
Tabled till March 30, 2020 at 7:30p.m.
17. Discussion and Consideration of Calling a Special Meeting Discussing the Danbury Use Agreement on Ball Fields. (Melinda Strong)
Tabled until March 30, 2020 at 7:30 p.m.
18. Discussion and Consideration of Reimbursing Kaluza and Associates, Inc. for the Railroad Permit Cost of \$750.00. (Melinda Strong)
Motion was made by Brenda Milligan and seconded by Heather Martin to reimburse Kaluza and Associates, Inc. for the railroad permit cost of \$750.00.
Passes unanimously
19. Discussion and Consideration of Adopting a City of Danbury Mayor/Council Member Open Records Retention Policy. (Melinda Strong)
Tabled until March 24, 2020 at 7:30 p.m.

Executive Session at: 8:12p.m. Ended at: 9:58p.m.

Members: Coby Pruitt, Sue Powell, Heather Martin, Brenda Milligan

1. Executive Session under Texas Government Code Section 551.074 to deliberate concerning appointment of Mayor Pro-Tem.
2. Executive Session under Texas Government Code Section 551.074 to discuss appointment to fill vacancy for unexpired term on City Council.
3. Executive Session under Texas Government Code Section 551.089 to deliberate concerning cybersecurity.
4. Executive Session under Texas Government Code Section 551.074 to deliberate the employment, appointment, duties, reassignment, compensation, and evaluation of each city employee considering the current shortage of employees and possible health risks creating a need for coverage in the office.

5. Executive Session under Texas Government Code Section 551.074 to discuss employment, duties, and compensation to be offered in job posting for a City Secretary.
6. Executive Session under Texas Government Code Section 551.074 to discuss duties, qualifications needed, and compensation to be offered in job posting in order to advertise for a Chief of Police.
7. Executive Session under Texas Government Code Section 551.089 to discuss Court Security and the Securing of Court Records.
8. Executive Session under Texas Government Code Sections 551.071 and 551.074 to consult with City Attorney and to deliberate concerning unemployment claim by former Deputy City Secretary.


Entered: 9:58 p.m.

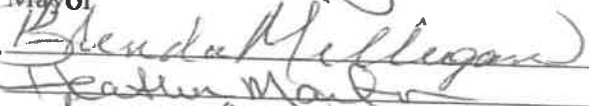
General Agenda Continued:

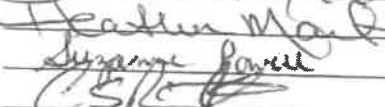
20. Discussion and consideration of appointment of Mayor Pro-Tem.
Motion made by Heather Martin to appoint Sue Powell Mayor Pro-Tem, seconded by Brenda Milligan.
Passes unanimously
21. Discussion and Consideration of filling vacancy for unexpired term on City Council.
(Melinda Strong)
Tabled till April 16, 2020
22. Discussion and Consideration of Cost of filling Public Information Requests and the Cyber-Security Risk Created by filling some Public Information Requests. (Brenda Milligan)
Motion made by Brenda Milligan and seconded by Coby Pruitt, that all PIA involving digital request must be fulfilled on a Thumb drive which will be purchased by the city and the cost passed on to the requester. No outside thumb drives or disk will be accepted from the requester due to cyber security.
Passes unanimously
23. Discussion and consideration of adding/removing signature authorization to the city's bank accounts.
Motion made by Sue Powell and seconded by Brenda Milligan to remove Bill Turnipseed and add Coby Pruitt as an authorized user to the Wells Fargo Account.
Passes but Councilman Coby Pruitt abstains.

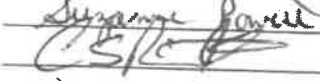
24. Discussion and Consideration of employment, appointment, duties, reassignment, compensation, and evaluation of each city employee considering the current shortage of employees and possible health risks creating a need for coverage in the office. (Heather Martin)
Motion was made by Heather Martin and seconded by Brenda Milligan for all full time employees to receive a \$500.00 bonus, and city will pay the taxes.
Passes unanimously.
25. Discussion and Consideration of advertising for a City Secretary. (Melinda Strong)
No action.
26. Discussion and Consideration of advertising for a Police Chief. (Melinda Strong)
No action.
27. Discussion and Consideration of the securing of the Court and Court Records. (Heather Martin)
No Action
28. Discussion and Consideration of Action on Unemployment Claim by Former Deputy City Secretary.
No action.

Adjourn The meeting was adjourned at 10:11PM

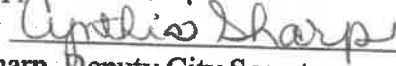


Mayor






Minutes Approved on: 4-23-20

ATTEST: 
Cynthia Sharp, Deputy City Secretary