

**PUBLIC ACCESS WILL BE BY TELECONFERENCE ONLY**

(Please see attached Supplemental Notice of Meeting by Telephone Conference)

City of Danbury  
Regular Council Meeting Agenda  
Thursday, January 21, 2021

**Call To Order**

The meeting was called to order by Mayor Melinda Strong at 6:38 p.m.

**Council Present**

Heather Martin, Butch Peterson, Brenda Milligan, Chris Holcomb

**Council Not Present**

Cody Pruitt

**Staff Present**

Cynthia Sharp

**Pledge**

**Prayer** by Heather Martin

**Public Comment:** none

**Council and Staff Comments**

Heather Martin wanted to thank Fran Turnipseed for the design she made to be used on the water tower.

Mayor Melinda Strong stated that we would be getting new lights for the water tower.

**Consent Agenda**

1. Consideration of Monthly Bills (Check Register from December 17, 2020, through January 20, 2021)
2. Consideration of November 2020 Financial Statements
3. Consideration of December Police Report/Maintenance Log
4. Consideration of December Municipal Court Report
5. Consideration of December Community Center Report
6. Consideration of December Park Report
7. Consideration of December Time Report
8. Consideration of December Utility Report
9. Consideration of City Council Minutes (December 17, 2020; January 7, 2021)  
A motion was made by Heather Martin and seconded by Brenda Milligan to approve the consent agenda with the exception of the November 2020 Financial Statements.

Passes

**General Business:**

1. Discussion and Consideration of Approving Annual Audit and Financial Report for Fiscal Year 2019-2020. (Curtis Craig)

A motion was made by Heather Martin and seconded by Brenda Milligan to approve the annual audit and financial report for fiscal year 2019-2020 by Curtis Craig.

Mr. Peterson stated to Mr. Craig he would like to go over report line by line in person with Mr. Craig.

2. Discussion and Consideration of Hiring SAFEbuilt as a Backup to the Existing Building/Electrical Inspector. (Mike Scoggins)

A motion was made by Heather Martin seconded by Butch Peterson to table with a vote of:

Yes- Heather Martin, Brenda Milligan and Butch Peterson

No- Chris Holcomb

Item was tabled

3. Discussion and Consideration of Reopening City Hall During Regular Business Hours. (Heather Martin)

A motion was made by Heather Martin and seconded by Butch Peterson to open City Hall to the public starting Monday, January 25, 2021.

Passes

4. Discussion and Consideration of Adding Additional Items to the Consent Agenda. (Chris Holcomb/Heather Martin)

A motion was made by Heather Martin and seconded by Butch Peterson to add additional items to the Consent agenda: monthly report on Utility trucks, credit card statement, all time sheets with comp time, building/electrical Inspector monthly report and Police report and miniature version of racial profile report showing tickets/warnings issued.

Passes

5. Discussion and Consideration of Proposal for Copying Machine. (Melinda Strong)

A motion was made by Heather Martin and seconded by Brenda Milligan to accept the bid from BCOS for a Bizhub C300I+DF-714.

Passes.

6. Discussion and Consideration of Appointment of Fire Marshall. (Melinda Strong)

A motion was made by Heather Martin and seconded by Butch Peterson to appoint Roy Hernandez as Fire Marshal.

Passes

7. Discussion and Consideration of Purchasing Paint for Eagle Scouts to Paint Shutters at the Community Center. (Heather Martin)

Tabled

8. Discussion and Consideration of Updates on Ordinance # 16-03. (Park Ordinance)

A motion was made by Heather Martin and seconded by Brenda Milligan to update Ordinance # 21-01 for the park rental fees.

Passes

9. Discussion and Consideration of Advertising for Debris Removal. (Melinda Strong)

A motion was made by Heather Martin and seconded by Chris Holcomb to advertise for the Debris Removal. Attorney Art Pertile suggested the City of Danbury go through Houston Galveston Area Council.

Passes

10. Discussion and Consideration of Designating a Representative and Alternate to the Houston Galveston Area Council. (Melinda Strong)

A motion was made by Brenda Milligan and seconded by Chris Holcomb that Heather Martin would be the Representative and Butch Peterson would serve as Alternate.

Passes with Councilman Heather Martin and Butch Peterson abstaining.

11. Discussion and Consideration of Possible Action Plan for COVID Vaccinations for City Employees. (Heather Martin)

A motion was made by Heather Martin and seconded by Butch Peterson that a document should be furnished to each employee stating where COVID-19 vaccination are available.

Passes

12. Update on Final Cares Act Funding filing as of the December 31<sup>st</sup> deadline. (Heather Martin)  
Heather Martin gave an update on the Cares Act.

13. Discussion and Consideration of Responsibilities and Duties of the Mayor and Council Members. (Art Pertile, City Attorney)

A motion was made by Heather Martin and seconded by Chris Holcomb to meet on February 6, 2021, at 9:00 a.m., for the presentation.

Passes

**Executive Session: Entered: 8:13 pm Ended: 11:35 pm**

14. Executive Session under Texas Government Code Sections 551.071 and 551.074 to consult with attorney and to discuss employment, appointment, evaluation, duties, reassignment, compensation, discipline, dismissal of Utility Superintendent.

15. Executive Session under Texas Government Code Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Police Chief.

**General Business Continued: Time 11:35 pm**

**Council Present:** Heather Martin, Butch Peterson, Brenda Milligan, Chris Holcomb

16. Discussion and Consideration of Employment, Appointment, Evaluation Duties, Reassignment, Compensation, Discipline, Dismissal of Utility Superintendent.

No Action

17. Discussion and Consideration of Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee: Police Chief.

A motion was made by Heather Martin and seconded by Butch Peterson to hire Robert Mancillas as Police Chief at a salary of \$55,000.

Passes

**Adjourn/Dismiss:** 11:39 pm

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minutes Approved on February 18, 2021

ATTEST: \_\_\_\_\_

Cynthia Sharp, Deputy City Secretary