

**MINUTES OF
BULLARD CITY COUNCIL REGULAR MEETING
July 9, 2019**

A Regular Meeting of the City Council of the City of Bullard, Texas, was held Tuesday, July 9, 2019, 6:00 p.m. at Bullard City Hall, 114 South Phillips, and at the Bullard Community Library, 211 West Main Street, Bullard, Texas, with the following present:

**Mayor: Pam Frederick
Mayor Pro Tem: Bryan Willis
Councilmember: Mark Anderson
Councilmember: Ralph Britt**

**Police Chief: Gary Don Lewis
City Engineer: Brian Capps
Finance Director: Sonja Richey
Utility Director: David Hortman
Code Enforcement: Danny Ray
City Secretary: Doris Crockett**

**Absent: Councilmembers
Shirley Coe and David Rhodes**

Meeting Order: Call to Order; Roll Call; Invocation; Pledge to Flag

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CITIZEN PARTICIPATION: NONE

**ITEM 1 – SMITH COUNTY APPRAISAL DISTRICT –
2020 BUDGET APPROVED**

On motion by Mayor Pro Tem Willis, seconded by Councilmember Anderson and carried unanimously, the City Council approved the adopted Smith County Appraisal District Budget for 2020 as presented

**ITEM 2 – CHEROKEE COUNTY APPRAISAL DISTRICT –
2020 BUDGET APPROVED**

On motion by Councilmember Anderson, seconded by Councilmember Britt and carried unanimously, the City Council approved the adopted Cherokee County Appraisal District Budget for 2020 as presented.

**ITEM 3 – CHEROKEE COUNTY APPRAISAL DISTRICT –
2018 AUDIT APPROVED**

On motion by Councilmember Anderson, seconded by Mayor Pro Tem Willis and carried unanimously, the City Council approved the Cherokee County Appraisal District Audit for 2018 as presented.

ITEM 4 – THE RETAIL COACH – UPDATE

Mayor Frederick stated that she had spoken with Aaron Farmer of The Retail Coach regarding the current status of work in Phase 2 of their contract on behalf of the City of Bullard. Mr. Farmer stated that prior to City Manager Abercrombie's departure in March he had kept in touch several times per month but he had not continued that communication. He did report that during a recent retail conference in Las Vegas he did communicate to businesses about the City of Bullard's potential. He also invited the Mayor to attend an upcoming conference in Austin. Since there had not been significant communication for several months, Mr. Farmer agreed that the contract with the City would be extended through December and that additional personal will be added to the project objective.

ITEM 6 - STAFF REPORTS

The following written monthly reports had been furnished to Council in advance:

- a. Building Permits/Code Violations/Warrant Processing Report; building related permits and inspections including remodel of Middle School at 909 West Main Street and remodel at Cherokee Travel Center, solicitors and temporary use permits; growth in various subdivisions; Code violations on 506 Third and on Larissa Road; and processing of warrants – **Danny Ray**
- b. Not the City Manager – Attended Tyler State of the City; Search Committee for new City Manager scheduled to meet with SGR representative Bob Turner; contracted with Remedy Intelligent Staffing to fill Admin Assistant/Social Media position; attended annual MADD awards ceremony where Bullard Police Officer Jeremy Farmer received an award for leadership and Officer Shawn Hays was recognized for outstanding service in DWI enforcement; attended BEDCO meetings where Board is seeking information concerning a strategic plan and need of executive director; attended Republic Services Lunch at the Landfill; met with KSA and TxDOT concerning drainage requirements at Bluebonnet Wellness development; attended P&Z meetings concerning plat and variance for Heritage Springs Commercial Subdivision; discussed drainage issues on Ella and West Emma Street with Brian Capps with a proposal coming forward soon; and have been unable to reach anyone at the USPS that can tell us anything about the lost water bills, although they refunded our postage after my request and I am working with Congressman Louie Gohmert's office to request a local handling of the bills since the claim is that the confusion happens in the Dallas plant – **Pam Frederick**
- c. City Engineer Report – current and future water and sewer needs - **Brian Capps**

- d. City Secretary Report – Continued to work through third change and presentation for a plat to P&Z for Heritage Springs Commercial Subdivision; reviewing and discussing Zoning and variance violations for citations on Larissa Road; attended Northeast Texas Municipal Clerk’s Quarterly Meeting in White Oak on June 7, 2019; continue processing paperwork associated with the Bluebonnet Point Wellness nursing home project; and processing requests, giving notice, attendance and recording of City Council Meetings, P&Z Meeting and BEDCO Meeting; and preparation of legal documents – **Doris Crockett**
- e. Finance Report – review of expenditures, receipts and balances since last report, including Budget summaries – **Sonja Richey**
- f. Human Resources Department Report –processed 2 bi-weekly payrolls; new hire paperwork; posted position for Social Media/Admin Asst.; attended Texas Municipal Human Resource Conference; processed open records request; researched employee insurance claims; provided backup support for various departments; maintained shared office calendar; and related duties associated with employees and employment - **Jennifer MacWhirter**
- g. Municipal Court Report – Statistics for warrants issued, court activity and fines and fees collected – **Diana Folmar**
- h. Police Department Report - Calls for Service or Case Investigations, Traffic, Arrest, Warrants, Cases Filed and general Police activity – **Gary Don Lewis**
- i. Utilities Director – Monthly Work Report for Water Department, Wastewater Department, Street Department and Parks Department; routine daily checks for water and wastewater; water line leaks; patching pot holes and clearing and cleaning rights-of-way; routine daily cleaning and inspection of equipment at Parks – **David Hortman**

Utilities Director David Hortman informed the Council that Well #7 has an issue and will have to be pulled to determine what the issue is with the motor and what the cause might be, whether or not it was struck by lightning. He estimated the cost might be between \$80,000 to \$90,000.

Finance Director Richey reviewed the financial report.

On motion by Mayor Pro Tem Willis, seconded by Councilmember Anderson and carried unanimously, Staff Reports were approved as presented.

ITEM 7– MINUTES APPROVED – JUNE 11, 2019

On motion by Councilmember Anderson, seconded by Mayor Pro Tem Willis and carried unanimously, City Council Minutes for the Regular Meeting June 11, 2019, were approved as presented.

ITEM 8 – PRESENTATION AT BULLARD COMMUNITY LIBRARY

The Council left the Council Chamber at 6:30 p.m. and took a short walk to the Bullard Community Library at 211 West Main Street (noted in advance in the duly posted Council Agenda). Library staff presented a short power point of the Library's services and how the Library impacts the City. No motions were made during the Council's time at the Library except to adjourn.

ITEM 9 – ADJOURNMENT

On motion by Commissioner Anderson, seconded by Mayor Pro Tem Willis and carried unanimously, the meeting adjourned at 7:05 p.m.

PAM FREDERICK, MAYOR

A T T E S T:

DORIS CROCKETT, CITY SECRETARY