



NOTICE OF REGULAR MEETING  
October 14, 2020  
SHENANDOAH CITY COUNCIL

STATE OF TEXAS  
COUNTY OF MONTGOMERY  
CITY OF SHENANDOAH

AGENDA

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, October 14, 2020 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

1. CALL TO ORDER
2. CALL OF ROLL
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. CITIZENS FORUM

Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to stand up and approach the podium to address Council and give their name and address before sharing their comments.

***Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.***

6. COUNCIL INQUIRY

***Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.***

**INDIVIDUAL CONSIDERATION:**

7. Presentation of a MADD award to Officer Ledesma.
8. Introduction of a new employee.
9. Presentation from Lone Star College.
10. Presentation of the annual pool report.
11. Discussion and possible action regarding an equipment replacement purchase.
12. Discussion and possible action regarding tennis court backboards.

13. Discussion and possible action to adopt the following Resolution:

RESOLUTION DESIGNATION OF REPRESENTATIVE AND ALTERNATE HOUSTON-GALVESTON AREA COUNCIL 2021 GENERAL ASSEMBLY.

14. Discussion and possible action to adopt the following Resolution:

A RESOLUTION DESIGNATING THE COURIER AS THE OFFICIAL NEWSPAPER FOR THE CITY OF SHENANDOAH, TEXAS.

15. Discussion and possible action to approve the minutes of the August 26, 2020 and the September 9, 2020 regular meetings.

16. CITIZENS FORUM

Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to stand up and approach the podium to address Council and give their name and address before sharing their comments.

***Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.***

17. City Administrator updates.

18. COUNCIL INQUIRY

***Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.***

## EXECUTIVE SESSION

***Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the Mayor, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.***

Executive Session – According to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code as follows:

- i) Government Code § 551.072. Deliberation Regarding Real Property;
- a) Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session.

## ADJOURN

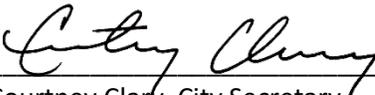
***The Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered***

*together for purposes of convenience and efficiency. The Council may retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.*

**Any discussion item on the City Council agenda permits City Council to question the involved parties or receive a presentation by the involved parties.**

City Hall is wheelchair accessible. A sloped entry is available at the entrance with specially marked parking spaces available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 281-298-5522 or Fax 281-367-2225 for information.

I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 9th day of October 2020 at: 3:30 o'clock p.m.

  
\_\_\_\_\_  
Courtney Clary, City Secretary





# MARY PAT CASE MUNICIPAL POOL

## 2020 ANNUAL REPORT

### POOL USAGE

During the 2020 swim season, pool data was recorded as follows:

- Operational days per month:

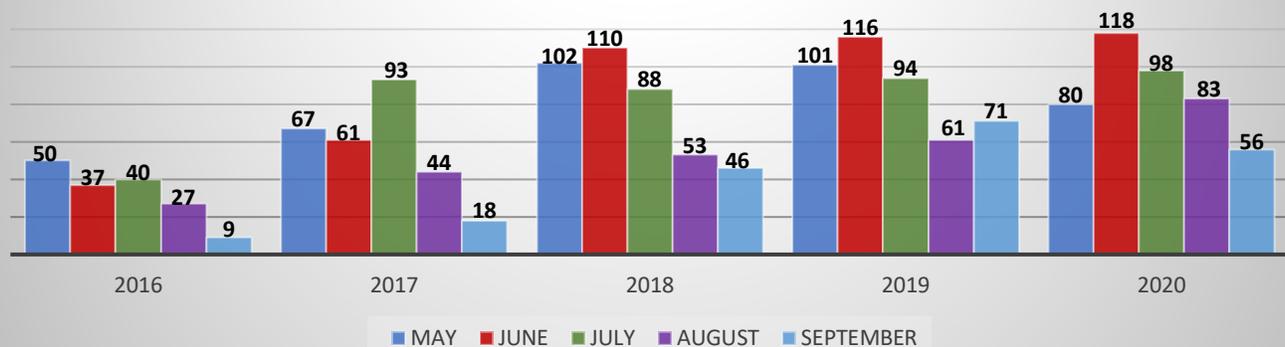
MONTHLY OPERATIONAL DAYS, YEARLY					
	2016	2017	2018	2019	2020
MAY	9	9	9	9	6
JUNE	24	26	25	26	24
JULY	27	26	21	26	27
AUGUST	20	16	21	21**	19**
SEPTEMBER	9	9	8	8	7

\*\* 15 full days & 4 after school only

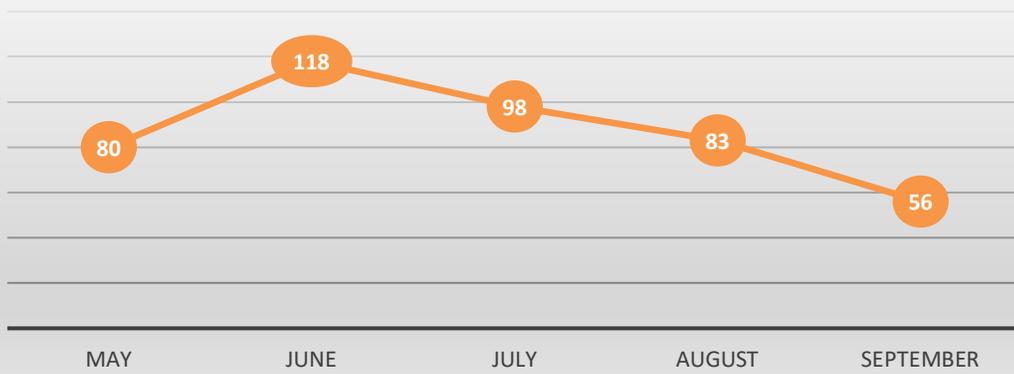
- Average swimmers per month:

AVERAGE SWIMMERS PER MONTH, YEARLY					
	2016	2017	2018	2019	2020
MAY	50	67	102	101	80
JUNE	37	61	110	116	118
JULY	40	93	88	94	98
AUGUST	27	44	53	61	83
SEPTEMBER	9	18	46	71	56

### Average Swimmers per Month per Year

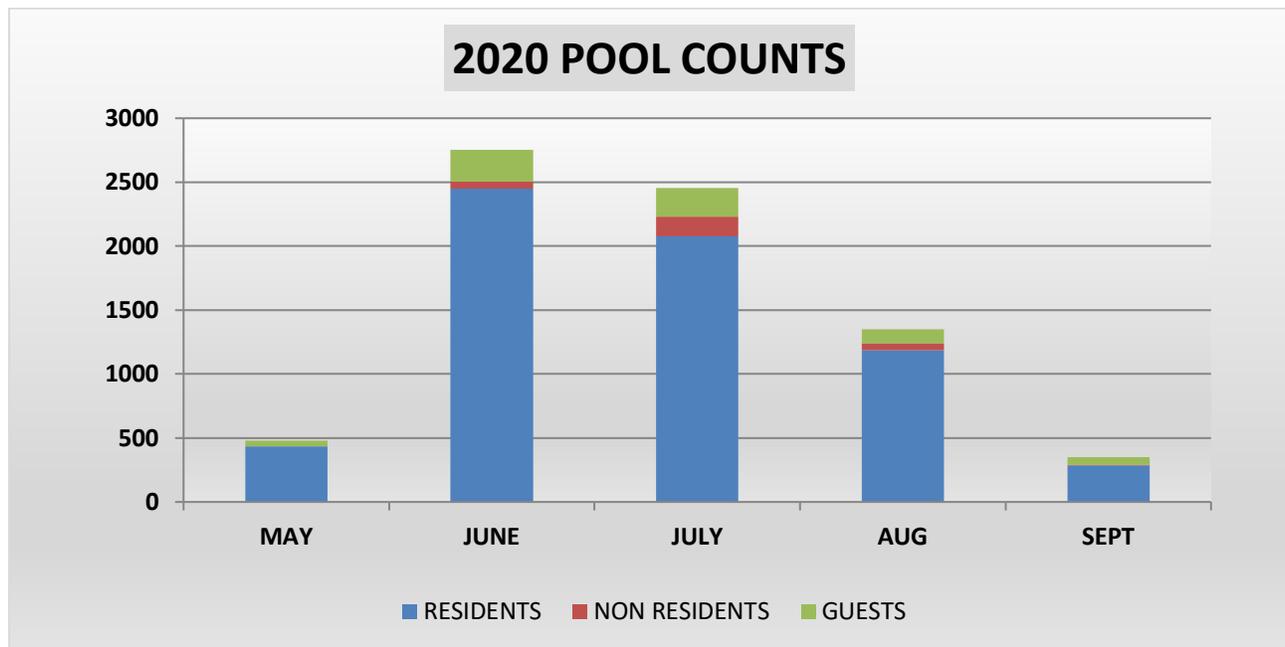


## Average Swimmers per Month 2020



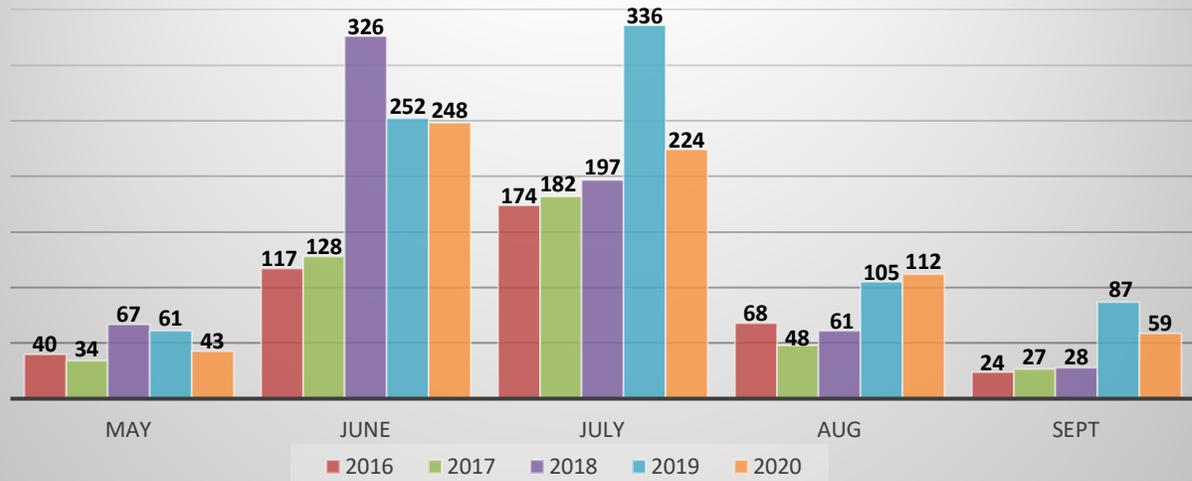
- Pool usage by month:

2020 Pool Counts						
	MAY	JUNE	JULY	AUG	SEPT	TOTAL
<b>RESIDENTS</b>	437	2452	2076	1185	286	<b>6436</b>
<b>NON RESIDENTS</b>	0	54	156	55	5	<b>270</b>
<b>GUESTS</b>	43	248	224	112	59	<b>686</b>
<b>TOTAL</b>	<b>480</b>	<b>2754</b>	<b>2456</b>	<b>1352</b>	<b>350</b>	<b>7392</b>



- Pool usage is based on sign ins
- It may not be entirely accurate due to errors when filling out the sign in sheet

## MONTHLY VISITOR POOL COUNT PER YEAR

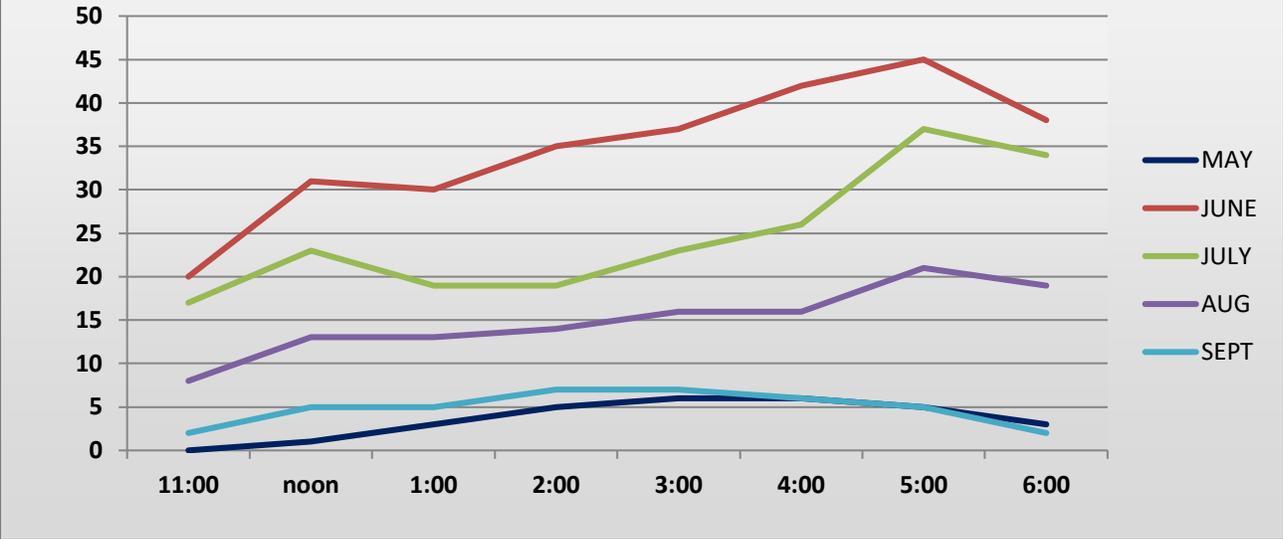


MONTHLY POOL COUNTS PER YEAR						
	MAY	JUNE	JULY	AUG	SEPT	TOTAL
<b>2016</b>	452	877	1092	535	77	<b>3033</b>
<b>2017</b>	612	966	1221	705	160	<b>3664</b>
<b>2018</b>	920	2757	1836	1115	369	<b>6997</b>
<b>2019</b>	1117	3013	2705	1290	566	<b>8691</b>
<b>2020</b>	480	2754	2456	1352	350	<b>7392</b>

- Pool usage by hour:

AVERAGE HOURLY USAGE 2020						
	MAY	JUNE	JULY	AUG	SEPT	TOTAL
<b>11:00</b>	18	22	20	16	10	<b>17</b>
<b>noon</b>	27	33	38	27	21	<b>29</b>
<b>1:00</b>	26	32	23	28	25	<b>27</b>
<b>2:00</b>	38	35	23	29	30	<b>31</b>
<b>3:00</b>	36	39	28	32	33	<b>34</b>
<b>4:00</b>	35	46	31	33	27	<b>34</b>
<b>5:00</b>	33	52	43	39	23	<b>38</b>
<b>6:00</b>	23	44	39	33	18	<b>31</b>
<b>TOTAL</b>	<b>30</b>	<b>38</b>	<b>31</b>	<b>30</b>	<b>23</b>	<b>30</b>

### Average Hourly Usage 2020



HOURLY COMPARISON PER YEAR								
	11:00	Noon	1:00	2:00	3:00	4:00	5:00	6:00
<b>2016</b>	25	40	48	51	58	60	75	62
<b>2017</b>	38	58	74	76	90	132	138	122
<b>2018</b>	76	112	135	170	102	203	224	191
<b>2019</b>	17	26	32	35	38	42	43	33
<b>2020</b>	17	27	27	31	34	38	31	30

## POOL STATS

### ● POOL TRENDS

May - The bulk of swimmers came in from 3-6 pm.

June - The pool stays consistently busy. There are 2 main groups that attend the pre-lunch and pre-dinner.

July - The pool stays busy and the numbers grow after 3pm.

August - Attendance slows down in preparation of school starting.

September - The pool is always slow in September.

\*\*In general - The weather dictates the rise and fall in the numbers. Many longtime residents never signed up for pool membership this season. Families that came daily in the past never came. This past season is one for the record books. Still, we had 261 households sign up for pool membership. Of the 261 households, 7 Non-Residents, 5 Sharks, 12 Staff (Half are lifeguards.) and 237 Residents. The on-line process makes it easier for households to sign up.

\*\*Calls – I received more phone calls about pool passes this summer than the past 2 years combined. Most calls came after 5pm on Friday. Non-Residents wanted to use our pool without paying or on a day pass. With city hall closed on weekends and the guards are not allowed to collect money, I did not make a lot of friends on the phone.

\*\*Walk Ins - The guards had to double check the pool membership list and street list regularly. We would allow a family in once without being on the membership list and give them information on how to become a member. Many residents would apply on their phones that day. Because the guards were checking people in and out, we kept the pool attendees pool members and their guests.

\*\*Special Events - All extra or special events were canceled due to the viruses. The pool was limited to 25% (50 people at a time) and are still running at 50% (100 people at a time). There was about 30 minutes on a Wednesday morning that we hit our magic number. The rest of the summer we had no waiting. Hopefully, in the future special events will be back on the calendar.

### ● PARTIES DURING POOL HOURS

Many parties were held during pool hours. This is mainly because the participants want to have the party during daylight hours and are held in the picnic area. The parties may not have been recorded with the pool staff or city hall.

These parties have 25 or less participants. Extra lifeguards were not required, and residents were not hindered.

The Multipurpose Room was not open to the public this summer.

### ● POOL RENTALS

There were five pool rentals this summer.

One (1) in July, August and September

Two (2) in June,

## POOL PROGRAMS

- **SWIM LESSONS**

Within the 4 sessions, we had a total of 23 different students. 1 student did 4 sessions, 1 student did 3 sessions, and 13 students did 2 sessions and the rest each did one session.

Each session includes eight, thirty-minute swim lessons.

I believe the increase is because this summer we had two guards plus myself certified as WSI. In addition, we had 3 other guards with experience teaching swimming to small children

Next year I hope to include swim lessons for adults on Tuesdays and Thursday evenings during adult time.

We had many requests for private lessons; therefore, I will be setting up a price scale for next year.

- **WATER AEROBICS**

Water Aerobics was offered again this year.

The class met on Tuesday and Thursday evenings from 7-8 pm during the months of June, July and August. We had at least 9 residents and 6 non-residents that came on a regular basis. Some of the residents did not fill out the extra paperwork for water aerobics. They just came.

- **ADULT LAP SWIMMING**

Residents are still using the lap swimming hours regularly.

The pool opened Tuesday and Friday mornings from 6-7:30 and Tuesday/Thursday evenings from 7-8.

We had an increase of lap swimmers. Many did not fill out the extra paperwork for adult lap swimming. They just came.

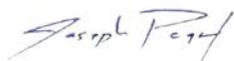
When I was hired, we had Master's Swimming and the coach was not resident friendly. Adult Lap swimming allows adults to swim as they want and how they want.

## POOL COMPLAINTS

For the most part the residents are very pleased with the facilities and programs that are offer at the pool.

The only complaint(s) we had this year was on the volume of the music. According to Mrs. Teague it was too loud. Each time the guards turned it down. On the third time, I took a sharpie and marked the dials for set points.

SUBMITTED BY: Joseph Peart





# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>October 14, 2020</u>	ITEM NUMBER: <u>11</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING: <u>\$27,497</u>	EXHIBITS: <u>Invoice</u>

**SUBJECT/PROCEEDING:**

Discussion and Possible Action to Approve Community Development Purchase from Equipment Replacement

**RECOMMENDED ACTION:**

Staff Recommends Council Approve the Purchase from the Equipment Replacement Fund

**BACKGROUND/DISCUSSION:**

Staff is seeking approval for the purchase of a truck for the Fire Inspector position. Staff is proposing trading in the Malibu pool car but moving the current building department Prius to the pool car fleet and using the replacement fund for the Prius toward the truck. This is following in previous car replacements that occurred in the building and public works departments since trucks are more feasible than smaller sedans. Per policy, Council must approve any purchases from the equipment replacement fund due to the restrictive nature of the funds.

The following needs approval to be purchased from the community development share of equipment replacement:

Requested Purchase From Equipment Replacement			
Item	Quantity	Total Price	Balance in Equipment Replacement Fund
<b>2020 Chevy 1500 Silverado</b>	<b>1</b>	<b>\$ 27,497.00</b>	<b>\$ 25,200.00</b>
Vehicle Cost		\$ 29,997.00	
Graphics and Lights		\$ 2,000.00	
Less Trade In Unit 10-05 - Malibu		\$ (4,500.00)	
<b>Total Expense</b>		<b>\$ 27,497.00</b>	

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>October 6, 2020</u>
CITY ADMINISTRATOR		DATE: <u>October 8, 2020</u>



# Vehicle Locator

## Detail Report for Customer

BUCKALEW CHEVROLET, L.P.  
 1100 INTERSTATE 45 SOUTH, CONROE, TX, 77304  
 936-756-5581

Customer/Company: CITY OF SHENANDOAH Sales Consultant: Jim Pace

Address:

Vehicle #1: 2020 Chevrolet 1500 Silverado	VIN/Order #	MSRP	Stock #
	3GCPWAEF9LG384148	\$40,000.00	T202065
<b>Additional Vehicle Information</b>			
<b>GM Marketing Information</b>			

Body Style: CC10543-Short Box, 2WD, Crew Cab  
 PEG: 1WT-Work Truck Preferred Equipment Group  
 Primary Color: GAZ-Summit White  
 Trim: H1T-1WT/1CX/2CX-Cloth, Jet Black, Interior Trim  
 Engine: L82-Engine: 5.3L, EcoTec3 V-8, DI, Active Fuel Mgt, V V T  
 Transmission: MYC-6-Speed Automatic

<p>Options: 1WT-Work Truck Preferred Equipment Group          A52-Seats: Front 40/20/40 Split Bench          AKO-Glass, Deep Tinted          AQQ-Keyless Remote Entry          AU3-Power Door Locks          BG9-Floor Covering: Rubberized Vinyl, Black          C49-Defogger, Rear Window, Electric          C5H-GVW Rating 6900 Lbs          DLF-Mirrors, O/S: Power, Heated          E63-Durabed          FE9-Federal Emissions          G80-Locking Differential, Rear          GAZ-Summit White          GU6-Rear Axle: 3.42 Ratio          H1T-1WT/1CX/2CX-Cloth, Jet Black, Interior Trim          IOR-Chevrolet Infotainment, 8" Color Screen          JL1-Integrated Trailer Brake Controller          K34-Cruise Control          KC4-Cooler, Engine Oil</p>	<p>KI4-120 Volt Electrical Receptacle, In Cab          KNP-Transmission Cooling System          KW7-Alternator, 170 AMP          L82-Engine: 5.3L, EcoTec3 V-8, DI, Active Fuel Mgt, V V T          MYC-6-Speed Automatic          PCV-1WT Convenience 1 Package          PEB-1WT Value Package          QBN-Tires: 255/70 R17 All Season, Blackwall          QBR-Tire, Spare: 255/70 R17 All Season, Blackwall          QT5-Tailgate Function--EZ Lift, Power Lock &amp; Release          RD6-Wheels: 17" Steel - Painted Ultra Silver          RM7-Wheel, Spare, 17 x 8, Steel          SAF-Spare Tire Lock          UE1-OnStar Communication System          UF2-Lighting, Cargo Box, LED          UVC-Rear Vision Camera          VK3-Front License Plate Mounting Provisions          Z82-Trailer Package</p>
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### Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

2010 CHEV. 29997<sup>00</sup>  
 MALIBU 4500<sup>00</sup>  
25,497<sup>00</sup>



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE:	<u>October 14, 2020</u>	ITEM NUMBER:	<u>12</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u>\$1,100 each</u>	EXHIBITS:	<u></u>

### SUBJECT/PROCEEDING:

Backboard for tennis courts.

### RECOMMENDED ACTION:

Council decision.

### BACKGROUND/DISCUSSION:

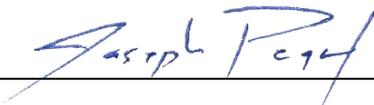
Staff has researched backboards for the tennis courts at the Maplewood Park. Solid core, dense plastic backboards provide the longest durability, lower impact sound, and best visual aesthetic when compared to wood, fiber glass, or concrete backboards.

Rally Master provides a 20 year warranty and requires low maintenance with the color molded directly into each panel, eliminating the need to repaint the backboard. The product is produced in 10' x 4' panels. Each panel is approximately \$1,100. For comparison this pricing matches a high quality gel-coated fiberglass with polyurethane paint 10' x 4' panel.

For each section of panels staff recommends a minimum of three (3) panels.

Council requested pricing for translucent backboards. After extensive searching, no product could be found for sale.

### APPROVALS:

DEPARTMENT HEAD	<u></u>	DATE:	<u>October 6, 2020</u>
CITY ADMINISTRATOR	<u></u>	DATE:	<u>October 7, 2020</u>



Call Toll Free: (866) 900-3648



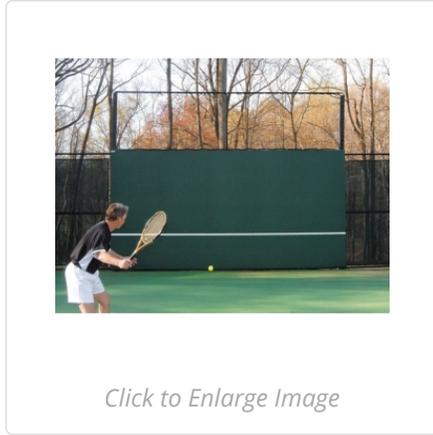
Free Shipping, on Orders Over \$49.99 Some restrictions apply

Racquets Shoes Bags Apparel Equipment String Grips Accessories Junior Pickleball

Court Equipment Rally Master Tennis Equipment Rally Master Tennis Backboards Rally Master 10 x 20 Tennis Backboard

Search...

## Rally Master 10 x 20 Tennis Backboard



[Click to Enlarge Image](#)



Rally Master Add-On Options

Please choose...

1

Add to Cart

Add to Wishlist

Compare

\$5499.00

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Description

Reviews (Be the first!)

### Rally Master 10 x 20 Tennis Backboard (Model #rm10x20)

For durability, performance, and value, nothing beats a Rally Master Tennis Backboard! The dense, solid panels have rich color molded all the way through the panel, not painted on a thin outer shell like fiberglass backboards. Rally Master Panels cannot be punctured like fiberglass, nor will they split, develop dead spots or be subject to irregular rebounds. Decibel reading tests determined that the rebound sound level of a Rally Master Backboard was indistinguishable from that of a leading fiberglass manufacturer's top-of-the-line model.

Unlike inferior fiberglass backboards, the rich color of the Rally Master Backboard is molded all the way through the panel, not just painted on an outer shell. Your Rally Master Backboard will never fade like a painted fiberglass backboard.

#### FEATURES:

**Vandal Resistance:** The unique Rally Master panel design combines solid dense plastic, enhanced with unmatched flexibility and strength. No fiber-glass or hollow core backboard can stand up to constant use and abuse better than Rally Master Backboards.

**Versatility:** Backboard practice is also great for soccer, lacrosse, and basketball. These uses can ruin other types of backboards.

**Permanent Net Line:** Forget replacing net lines made of flimsy tape. Rally Master lines are permanently etched into the panels.

**Mounting System:** We've made installation even simpler than before by developing a faster panel mounting system. It provides a universal fence bracket that allows the installer to quickly adjust the strut alignment to compensate for fence posts that are slightly bent or out of plumb.

**Corrosion-resistant Hardware:** Panels are mounted to heavy-duty, galvanized cross braces that are attached to vertical posts using galvanized hardware for unmatched durability.

#### CHOOSING A BACKBOARD:

Rally Master Backboards are manufactured in 10'x4' panels. The minimum size available for purchase is 10'x12'. There is no limit on length, the only requirement being that the total length is divisible by four. The 16' wide backboard is our most popular seller for private homes, while clubs prefer 20' minimum widths.

A 12' wide backboard is sufficient for use by one intermediate or above level tennis player at a time. A 16' wide backboard provides space for two beginners and/or two players of higher levels. The wider the backboard, the more players it can accommodate and the better cardiovascular workout can be obtained.

#### OPTIONAL CATCH NET:

The heavy duty, black, U.V. stabilized catch net is mounted to the top of the backboard with powder coated steel brackets. The net is made of powder coated steel tubing and super-strength corrosion resistant connectors.



**PLEASE NOTE:**

Do It Tennis is not responsible for the set up of the new backboard.

**SHIPPING:**

Shipping company policies state curbside delivery only for residential deliveries.

That means the shipping company will not bring the backboard into your backyard or onto your court. For commercial deliveries, shipping company policies state loading dock delivery or curbside only. You should prepare for receiving your backboard by having people on hand to move the backboard to its intended area of use.

**RALLY MASTER WARRANTY:**

Rally Master warrants that all their Panels and mounting components shall be free from structural failure for a period of twenty years from the date of shipping. Rally Master's sole obligation under the warranty shall be to repair or replace the defective part(s) only at its sole and absolute option. Rally Master will, at their sole and absolute discretion, determine whether a part repair or part replacement is required. If a part inspection is required prior to our determination, customer will send us the part, pre-paid freight. Customer is responsible for all freight charges on parts repaired or replacement under this warranty. Normal wear and tear, damage through Acts Of God, misuse, improper installation, vandalism, and any claim that is not for structural failure are excluded. Rally Master "Catch Nets" and support poles are not covered by a warranty.

**INSTALLATION:**

Two people can install a 10' x 12' Rally Master Backboard in less than three hours, on a structurally sound, 10' high tennis fence. Each 4' x 10' panel weights 150 lbs. Plan for about one hour or less installation time per 4' x 10' panel. Use additional helpers during the panel attachment procedure if necessary.

[INSTALLATION INSTRUCTIONS](#)

**Do It Tennis Information****Supported Payment Options**

VISA



DISCOVER

**Quick Help**

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[Payment Options](#)  
[Match Point Club \(MPC\)](#)  
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**(866) 900-3648**

**Business Hours:**

Mon-Fri 8am-6pm (PST)  
Sat 10am-3pm (PST) | Sunday Closed

**Retail Hours:**

Mon-Fri 8:30am-5:30pm (PST)  
Sat 10am-3pm (PST) | Sunday Closed

**Business Address:**

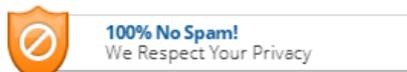
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San Marcos, CA 92069

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# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: October 14, 2020

ITEM NUMBER: 13

DEPARTMENT: Administration

PREPARED BY: Courtney Clary

PRICING: N/A

EXHIBITS: H-GAC Letter, Resolution

### SUBJECT/PROCEEDING:

Houston-Galveston Area Council General Assembly

### RECOMMENDED ACTION:

Adopt a resolution appointing the representative and alternate

### BACKGROUND/DISCUSSION:

The Houston-Galveston Area Council's bylaws provide that each member general law city is entitled to designate one representative and one alternate to the H-GAC General Assembly. The designees must be elected officials.

Council appoints a representative and alternate each year, per the H-GAC bylaws. The current representative is Councilmember Charlie Bradt and the alternate is Councilmember Ron Raymaker.

### APPROVALS:

DEPARTMENT HEAD \_\_\_\_\_

DATE: \_\_\_\_\_

CITY ADMINISTRATOR \_\_\_\_\_

DATE: October 2, 2020



**To:** Mayors – General Law Cities  
**Subject:** 2021 General Assembly Designations  
**From:** Chuck Wemple  
**Date:** October 1, 2020 

It's hard to believe 2021 is right around the corner. The Houston-Galveston Area Council will be entering our 55<sup>th</sup> year of public service and we continue to explore opportunities to better serve our members. The General Assembly and Board of Directors are more active than ever and play an important and revitalized role in setting the course for our agency. You have an opportunity to play a unique role in our future by designating the City Councilmembers that will represent your city at the annual gathering of our General Assembly.

I've attached a form for your city's use in officially designating a representative and an alternate. The two designees must be elected official members of your city's governing body. Please return the completed form by email to [cynthia.jones@h-gac.com](mailto:cynthia.jones@h-gac.com).

A virtual meeting of General Law city representatives will be called on November 5, 2020 via Zoom. At that meeting, your 2020 General Law Cities' H-GAC Board of Directors representatives will report on this year's activities and look ahead to issues and progress in 2021.

We are sending a copy of these designation materials to your city secretary as well. We would appreciate receiving your city's designation form **no later than October 30**.

If more information concerning General Assembly membership would be useful, please contact me at 713-993-4514 or Rick Guerrero at 713-993-4598. Thank you again for your city's continuing participation and support for the Houston-Galveston Area Council

Sincerely,

Chuck Wemple

CW/cj

Attachment  
cc: City Secretary

**DESIGNATION OF REPRESENTATIVE AND ALTERNATE  
HOUSTON-GALVESTON AREA COUNCIL  
2021 GENERAL ASSEMBLY**

\*\*\*\*\*

**BE IT RESOLVED**, by the Mayor and City Council of \_\_\_\_\_, Texas,  
that \_\_\_\_\_ be, and is hereby designated as its Representative  
to the **GENERAL ASSEMBLY** of the Houston-Galveston Area Council for the year 2021.

**FURTHER**, that the Official Alternate authorized to serve as the voting representative should  
the hereinabove named representative become ineligible, or should he/she resign, is  
\_\_\_\_\_.

**THAT** the Executive Director of the Houston-Galveston Area Council be notified of the  
designation of the hereinabove named representative and alternate.

**PASSED AND ADOPTED**, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_



# Shenandoah City Council

## AGENDA REPORT

AGENDA DATE: <u>October 14, 2020</u>	ITEM NUMBER: <u>14</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: _____
PRICING: _____	EXHIBITS: _____

**SUBJECT/PROCEEDING:**

Designate Official Newspaper for FY 2020/2021

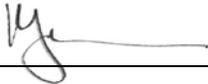
**RECOMMENDED ACTION:**

Staff recommends designating the Courier as the City's official newspaper as it is the area's only daily print publication.

**BACKGROUND/DISCUSSION:**

The City is required by Section 52.004 of the Local Government Code to contract with a public newspaper to be the official newspaper for publishing ordinances, notices or other matters required by law. The resolution included represents the renewal of this contract for the current fiscal year. The Courier's publication schedule provides the City with ample opportunities to publish notices within our required timeframes.

**APPROVALS:**

DEPARTMENT HEAD _____	DATE: _____
CITY ADMINISTRATOR  _____	DATE: <u>October 8, 2020</u>

**RESOLUTION NO. R-20-011**

**A RESOLUTION DESIGNATING THE COURIER AS THE OFFICIAL NEWSPAPER FOR THE CITY OF SHENANDOAH, TEXAS.**

**WHEREAS**, the City is required by Section 52.004 of the Local Government Code by Ordinance or Resolution to contract with a public newspaper to be the Official Newspaper for publishing Ordinances, notices or other matter required by law; and

**WHEREAS**, The Courier is a public newspaper of the community in which such matters may be published and is open to contract with the City for such services; and

**WHEREAS**, it is hereby found and determined by the City Council of the City of Shenandoah, Texas, that it is in the best interest of the City to contract with The Courier for such services.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHENANDOAH, TEXAS THAT:**

Section 1. The City hereby designates The Courier as the official newspaper of the City and grants to the City Administrator the authority to contract with The Courier to provide such services and to do such other acts as are necessary to carry out the instructions of the City.

Section 2. This Resolution shall become effective and continue to remain in effect immediately upon its passage, approval and adoption.

PASSED AND APPROVED this 14th day of October, 2020.

\_\_\_\_\_  
M. RITCHEY WHEELER, MAYOR

ATTEST:

\_\_\_\_\_  
COURTNEY CLARY, CITY SECRETARY

Approved as to Form:

\_\_\_\_\_  
WILLIAM C. FEREBEE, CITY ATTORNEY

## MINUTES OF REGULAR MEETING

August 26, 2020

### SHENANDOAH CITY COUNCIL

The meeting was called to order by Mayor M. Ritchey Wheeler at 7:00 p.m. City Council members present, Councilmember McLeod, Councilmember Bradt, Councilmember Gristy, Councilmember Fletcher and Councilmember Raymaker. City Administrator Kathie Reyer, City Secretary Courtney Clary, City Attorney William Ferebee, Finance Director Lisa Wasner, Interim Police Chief Troye Dunlap, CVB Director John Mayner, Communications Manager Debbie Pilcher, and IT Manager Chris Grizzaffi were also present.

#### 1. CALL TO ORDER

Mayor Wheeler called the meeting to order at 7:00 p.m.

#### 2. CALL OF ROLL

Mayor Wheeler stated for the record that all members were present.

#### 3. PLEDGE OF ALLEGIANCE

#### 4. INVOCATION

Mayor Wheeler gave the invocation.

#### 5. CITIZENS FORUM

*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Mayor Wheeler stated for the record that there were no citizens that wished to speak.

#### 6. COUNCIL'S INQUIRY

*Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Councilmember McLeod addressed some inaccurate comments made regarding the new Code Enforcement Officer position stating that the complete cost of hiring a full-time police officer was

MINUTES OF REGULAR MEETING

August 26, 2020

SHENANDOAH CITY COUNCIL

significantly higher than the total cost to employ a civilian code enforcement officer as suggested by Interim Chief Dunlap. Councilmember McLeod added that budgeted funds included in the budgeting process are not equal to an employee's salary, but rather the full weighted cost of budgeting a new employee.

**INDIVIDUAL CONSIDERATION:**

7. Presentation of the Municipal Development District monthly report.

To view presentation, please click [HERE](#)

8. Discussion and possible action regarding a Strategic Destination Plan for the CVB.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE A STRATEGIC DESTINATION PLAN FOR THE CVB WITH CONSULTANTS CLARITY OF PLACE, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

9. Discussion and possible action regarding authorization to pay an invoice from Steptoe and Johnson.

COUNCILMEMBER BRADT MADE A MOTION TO AUTHORIZE PAYMENT OF ADDITIONAL LEGAL FEES RELATED TO CURRENT LITIGATION WITH THE OAK HAVEN APARTMENT HOMES, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

10. Discussion and possible action to adopt the following Resolution:

RESOLUTION SETTING PUBLIC HEARING TO CONSIDER LAND USE PROJECTIONS AND A CAPITAL IMPROVEMENT PLAN RELATED TO A POSSIBLE IMPACT FEE PURSUANT TO CHAPTER 395 OF THE TEXAS LOCAL GOVERNMENT CODE.

COUNCILMEMBER FLETCHER MADE A MOTION TO ADOPT A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER LAND USE PROJECTIONS AND A CAPITAL IMPROVEMENT PLAN RELATED TO A POSSIBLE IMPACT FEE, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

MINUTES OF REGULAR MEETING

August 26, 2020

SHENANDOAH CITY COUNCIL

11. Presentation of a final report regarding the proposed zoning amendment for a special use permit for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate. The proposed zoning amendment is for Killen's Barbeque located at 8800 Six Pines Drive, Shenandoah, Texas.

Ms. Reyer stated that Killen's would be located at the former Culvers location and that no late hours were requested.

12. Public Hearing regarding the proposed zoning amendment for a special use permit for a Wine and Beer Retailers (On-Premise) Permit with Food and Beverage Certificate. The proposed zoning amendment is for Killen's Barbeque located at 8800 Six Pines Drive, Shenandoah, Texas.

Mayor Wheeler opened the public hearing at 7:27 p.m.

With there being no citizens wishing to speak, Mayor Wheeler closed the public hearing at 7:28 p.m.

13. Discussion and possible action to adopt the following Ordinance:

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 102, SO AS TO A SPECIAL USE PERMIT FOR A WINE AND BEER RETAILERS (ON-PREMISE) PERMIT FOR KILLEN'S BARBEQUE LOCATED AT 8800 SIX PINES DRIVE, SHENANDOAH, TEXAS; PROVIDING FOR A PENALTY IN THE AMOUNT OF \$2,000 FOR VIOLATIONS THEREOF; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

COUNCILMEMBER GRISTY MADE A MOTION TO ADOPT AN ORDINANCE FOR A SPECIAL USE PERMIT FOR A WINE AND BEER RETAILERS (ON PREMISE) PERMIT FOR KILLEN'S BARBEQUE, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

14. Public Hearing regarding the 2020-2021 fiscal year operating budget.

Mayor Wheeler opened the public hearing at 7:29 p.m.

With there being no citizens wishing to speak, Mayor Wheeler closed the public hearing at 7:30 p.m.

MINUTES OF REGULAR MEETING

August 26, 2020

SHENANDOAH CITY COUNCIL

15. Discussion and possible action to adopt the following Ordinance:

AN ORDINANCE OF THE CITY OF SHENANDOAH, TEXAS ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-2021.

COUNCILMEMBER FLETCHER MADE A MOTION TO ADOPT AN ORDINANCE TO ADOPT AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-2021, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

16. Consider, adopt, and set by Order/Resolution the 2019 Ad Valorem Tax Rate for Maintenance and Operation, \$0.0810/\$100.

COUNCILMEMBER BRADT MADE A MOTION TO ADOPT A RESOLUTION ADOPTING THE 2019 AD VALOREM TAX RATE FOR MAINTENANCE AND OPERATION, \$0.0810/\$100, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

17. Consider, adopt, and set by Order/Resolution the 2019 Ad Valorem Tax Rate for Debt Service, \$0.0989/\$100.

COUNCILMEMBER FLETCHER MADE A MOTION TO ADOPT A RESOLUTION ADOPTING THE 2019 AD VALOREM TAX RATE FOR DEBT SERVICE, \$0.0989/\$100, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

18. Discussion and possible action to approve the minutes of the July 8, 2020 and the July 22, 2020 regular meetings.

COUNCILMEMBER FLETCHER MADE A MOTION TO APPROVE THE MINUTES OF THE JULY 8, 2020 AND THE JULY 22, 2020 REGULAR MEETINGS, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

MINUTES OF REGULAR MEETING

August 26, 2020

SHENANDOAH CITY COUNCIL

19. Discussion and possible action to approve the accounts payable for July, 2020.

COUNCILMEMBER FLETCHER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR JULY, 2020, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

20. CITIZENS FORUM

*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Mayor Wheeler stated for the record that there were no citizens that wished to speak.

21. City Administrator Updates – Monthly Reports.

Ms. Reyer provided the following updates:

- The water tower project was completed and running again

22. COUNCIL'S INQUIRY

*Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Councilmember Raymaker asked that Council consider asking MDD for fewer projects where the funding request is higher rather than having numerous requests with fluctuation dollar amounts.

Councilmember Fletcher requested to add a future agenda item regarding the remaining planned City events in order to discuss how to move forward while practicing precaution due to COVID-19.

Mayor Wheeler inquired about whether Killen's was closed due to COVID-19 concerns and asked that staff contact the business to see if they were open. Mayor Wheeler also stated that the

## MINUTES OF REGULAR MEETING

August 26, 2020

### SHENANDOAH CITY COUNCIL

City met with members of the City of Conroe to discuss allocating funds towards the David Memorial Drive expansion project.

#### EXECUTIVE SESSION

*Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the Mayor, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.*

Mayor Wheeler stated for the record that Council would move into executive session at 8:52 p.m.

Executive Session – According to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code as follows:

- i) Government Code § 551.074. Personnel Matters;
  - Police Chief
- a) Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session.

Mayor Wheeler reconvened the regular meeting at 8:12 p.m. and stated for the record that no action was taken in executive session.

There being no further business, Mayor Wheeler adjourned the meeting at 8:13 p.m.

#### **ADJOURN**

***The Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency. The Council may retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.***

**Any discussion item on the City Council agenda permits City Council to question the involved parties or receive a presentation by the involved parties.**

MINUTES OF REGULAR MEETING

August 26, 2020

SHENANDOAH CITY COUNCIL

SUBMITTED BY:

\_\_\_\_\_  
Courtney Clary, City Secretary

DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
M. Ritchey Wheeler, Mayor

DRAFT

# MINUTES OF REGULAR MEETING

September 9, 2020

## SHENANDOAH CITY COUNCIL

The meeting was called to order by Mayor M. Ritchey Wheeler at 7:00 p.m. City Council members present, Councilmember McLeod, Councilmember Bradt, Councilmember Gristy, Councilmember Fletcher and Councilmember Raymaker. City Administrator Kathie Reyer, City Secretary Courtney Clary, City Attorney William Ferebee, Finance Director Lisa Wasner, Interim Police Chief Troye Dunlap, CVB Director John Mayner, Communications Manager Debbie Pilcher, and IT Manager Chris Grizzaffi were also present.

### 1. CALL TO ORDER

Mayor Wheeler called the meeting to order at 7:00 p.m.

### 2. CALL OF ROLL

Mayor Wheeler stated for the record that all members were present.

### 3. PLEDGE OF ALLEGIANCE

### 4. INVOCATION

Mayor Wheeler gave the invocation.

### 5. CITIZENS FORUM

*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Mayor Wheeler stated for the record that there were no citizens that wished to speak.

### 6. COUNCIL'S INQUIRY

*Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Mayor Wheeler stated for the record that there were no Councilmembers wishing to speak.

MINUTES OF REGULAR MEETING

September 9, 2020

SHENANDOAH CITY COUNCIL

**INDIVIDUAL CONSIDERATION:**

7. Discussion and possible action to appoint the Chief of Police.

COUNCILMEMBER RAYMAKER MADE A MOTION TO APPOINT TROYE DUNLAP AS SHENANDOAH CHIEF OF POLICE, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

8. Presentation of a Proclamation to declare September 17 – 23 as Constitution Week.

Mayor Wheeler presented a proclamation declaring September 17 – 23 as Constitution Week.

9. Discussion and possible action to set Council meeting dates for November and December.

COUNCILMEMBER FLETCHER MADE A MOTION TO SET THE COUNCIL MEETING DATES IN NOVEMBER AND DECEMBER FOR NOVEMBER 11, 2020 AND DECEMBER 9, 2020, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

10. Discussion and possible action regarding future scheduled events.

COUNCILMEMBER MCLEOD AMENDED HIS ORIGINAL MOTION TO LEAVING NATIONAL NIGHT OUT TO THE DISCRETION OF THE POLICE DEPARTMENT, MOVING FORWARD WITH HALLOWEEN SAFE STREETS AT STAFFS DISCRETION, MOVING FORWARD WITH LIGHTING OF THE ANGELS, AND MOVING FORWARD WITH THE LUMINARY WORK DAY AT STAFFS DISCRETION, COUNCILMEMBER RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

11. Discussion and possible action regarding the investment policy.

COUNCILMEMBER RAYMAKER MADE A MOTION TO ADOPT THE INVESTMENT POLICY PRESENTED BY STAFF, COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

12. Discussion and possible action regarding new tree plantings.

COUNCILMEMBER FLETCHER MADE A MOTION TO APPROVE THE CONTRACT WITH

MINUTES OF REGULAR MEETING

September 9, 2020

SHENANDOAH CITY COUNCIL

YELLOWSTONE LANDSCAPING REGARDING NEW TREE PLANTING, COUNCILMEMBER BRADT  
SECONDED. THE MOTION CARRIED 5/0.

13. Discussion and possible action to adopt the following Resolutions needed for the Texas Water Development Board loan application:

- a) Application Filing and Authorized Representative Resolution - Resolution by the City Council of the City of Shenandoah, Texas requesting financial participation from the Texas Water Development Board; authorizing the filing of an application for financial participation; and making certain findings in connection therewith.

COUNCILMEMBER RAYMAKER MADE A MOTION TO ADOPT A RESOLUTION REQUESTING  
FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD, COUNCILMEMBER  
BRADT SECONDED. THE MOTION CARRIED 5/0.

- b) Application Resolution – Certificate of Secretary - Resolution by the City Council of the City of Shenandoah, Texas requesting financial participation from the Texas Water Development Board; authorizing the filing of an application for financial participation; and making certain findings in connection therewith.

COUNCILMEMBER GRISTY MADE A MOTION TO ADOPT A RESOLUTION REQUESTING  
FINANCIAL PARTICIPATION FROM THE TEXAS WATER DEVELOPMENT BOARD, COUNCILMEMBER  
MCLEOD SECONDED. THE MOTION CARRIED 5/0.

14. Discussion regarding a project ranking process.

To view the presentation, please click [HERE](#)

Councilmember Raymaker stated that he worked with staff to rank projects to prioritize items and track capital projects and purchases.

15. CITIZENS FORUM

*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.*

## MINUTES OF REGULAR MEETING

September 9, 2020

### SHENANDOAH CITY COUNCIL

Mayor Wheeler stated for the record that there were no citizens that wished to speak.

#### 16. City Administrator Updates.

Ms. Reyer provided the following updates:

- The recycling truck fire debris used to put out the fire was cleaned up
- Hotels have higher occupancy due to some displaced citizens and there had been some police calls to those hotels. The police department would continue to monitor
- The 2020 TML Virtual Conference registration opened

#### 17. COUNCIL'S INQUIRY

*Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Councilmember Fletcher congratulated Chief Dunlap for his promotion.

Councilmember Gristy stated that he received some questions about backboards at the tennis courts and asked that staff look at cost information and provide it to Council at a future meeting.

Councilmember McLeod stated that he was interested in taking steps to have the Municipal Development Districts annual budget approved before the City approved the fiscal year budget moving forward.

Mayor Wheeler congratulated Troye Dunlap for his promotion to Chief of Police. Mayor Wheeler also stated that there were meetings scheduled to discuss funding options for proposed projects in the City.

#### EXECUTIVE SESSION

*Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal*

MINUTES OF REGULAR MEETING

September 9, 2020

SHENANDOAH CITY COUNCIL

*counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the Mayor, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.*

Mayor Wheeler stated for the record that Council would move into executive session at 8:16 p.m.

Executive Session – According to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code as follows:

i) Government Code § Sec. 551.071. Consultation with Attorney; Pending Litigation

- OHAH vs City of Shenandoah

Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session

Mayor Wheeler reconvened the regular meeting at 8:30 p.m. and stated for the record that no action was taken in executive session.

There being no further business, Mayor Wheeler adjourned the meeting at 8:31 p.m.

**ADJOURN**

***The Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency. The Council may retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.***

**Any discussion item on the City Council agenda permits City Council to question the involved parties or receive a presentation by the involved parties.**

SUBMITTED BY: \_\_\_\_\_  
Courtney Clary, City Secretary

DATE APPROVED: \_\_\_\_\_  
  
\_\_\_\_\_  
M. Ritchey Wheeler, Mayor