NOTICE OF SPECIAL MEETING
CITY OF ROCKSPRINGS CITY COUNCIL
Meeting Minutes – December 17, 2018

1. CALL TO ORDER

With a quorum of the City Council Members present, Mayor Pauline Gonzales called the Special Meeting of the City of Rocksprings to order at 6:02 p.m. on Monday December 17, 2018.

2. ROLL CALL

Present:

Mayor Pauline Gonzales

Mayor Pro Tem Brian Wood

Council Member Melinda Ortiz

Council Member Emma Barnebey
Council Member Sharron Croft
Council Member Reynaldo Chapa (Present after Roll Call)

Staff Absent:
Katherine Harris, Ed.D – City Secretary
Daniel Garcia, Public Works Director

3. PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was led by Council member Me Ortiz.

4. PUBLIC FORUM - Jeana Wood, Stella Flores, Conrado Longoria (MRGDC) were in attendance.

5. REPORT FROM PUBLIC WORKS DIRECTOR- Mayor Gonzales read into the record the report from the Public Works Director as follows: Total wastewater treated for the month of November was 1,540,690, which is still way below what our permit will allow us to treat each month. So still having all of the RV's coming in and the ones that are already here, we have stayed within compliance with TCEQ.

Three guys have been sent to a Hazmat class which now gives the City a total of 5 people that have taken the class in which state law says we must have at least 4 trained personnel at all times for the City.

We installed 2 new water and sewer taps this past month and have another 4 more possible new ones. We are just waiting for the customer to come pay for the taps so we can proceed. Guys continue to work on streets wherever possible. We received another truck load of material last so we can continue to be able to work on the potholes. Mayor added that we have order 4 or 5 Dead-End signs ordered for each end. The transfer station is on Cedar street. We will have Yield signs and Dead-End signs.

6. MONTHLY REPORT(S) FROM CITY SECRETARY – Mayor Gonzales read into the record the report from the City Secretary as follows: Thank you for the opportunity to attend the 30th annual Office of Secretary of State Election Law Seminar for Cities, Schools and Other Political Subdivisions, in Austin at the end of November. It was extremely informative and helpful. Mayor noted that she is trying to send the City Secretary to additional training.

The applications for our May 4 general election for a position on the ballot are available January 16, 2019 through February 15, 2019. We will have 2 council positions open and the position of Mayor on the ballot.

All bills have been paid for December 2018. A copy of the statement of revenue/expenditures for both General and Utility Funds is provided as well as the bank reconciliations.

I would also like to note that I have been in contact with the Auditor. He has not given me a date to review our books. We had a lot of work to do from last year in the form of journal entries, which I have completed. I sent all the financial statements he requested. I asked him to send me a punch-out detail list of precisely what files he wants so that I can orderly organize and label them to facilitate his audit. Thank you.

7. DELIBERATE, CONSIDER AND/OR TAKE ACTION ON ANY OF THE FOLLOWING:

A. Discuss/Approve Minutes from the November 13, 2018 Special City Council Meeting. Motion to approve by Mayor Pro Tem Brian Wood, Second by Sharron Croft All in Favor.

B. Review/Discuss/Approve Edwards County Economic Development Grant in the amount of $10,000 for the Hitching Post Laundromat. Stella Flores was available for any questions. The Mayor noted that some of the Council had questions about parking. Ms. Flores has plans and approached council table to explain the parking situation. Ms. Flores noted when a trailer pulls out, upon approval she will have 5 parking slots in that location. Also across the side of the building there is space for 5 or 6 more parking spots.

Councilmember Croft noted that was a total of 10 parking spots. Mayor Gonzales said you also have to the handicap accessible parking sports. Ms. Flores showed council the plan for parking and the city right-of-way. At least 5 or 6 washers/dryers will be available, and Ms. Flores noted that she wanted tokens only. Eventually security cameras, and not a 24 hour hangout. With no further questions, motion to approve grant by Emma Barnebey, second by Mayor pro tem Brian Wood. All in favor.

C. Discuss 2019 Holiday Schedule for the City of Rocksprings.- In the packet for Council Members for review, so that Council will know when City Hall is closed for holidays.

D. Consideration and possible action to select, award and execute engineering services contract for application preparation and contract administration for 2019-2020 TxCDBG funds. Mayor said that Conrado Longoria has been working and thanked him, as well as Council members Mel Ortiz and Reynaldo Chapa for their participation. We met for a couple of hours. We went through the process. Conrado spoke to council and said that we had sent out packet books to 5 different companies, as required to request bids for services and the required 10-day waiting period. They were mailed with return receipt requests. 3 of the 5 responded with proposals. KSA Engineers, Amistad and Dunaway firms. One declined via email. KSA came in and scored the highest. The Mayor explained to Council the process. We came in and sat down, Conrado helped us with the process. We each got an evaluation form. We each had a book. And we looked through and rated each. One firm could not submit a proposal as the firm had moved and we were unable to get a forwarding address.

The Mayor also made note by way of disclosure that KSA is assisting the city with the permitting process for TCEQ. KSA is located throughout Texas and in places in the U.S.

Council member Croft asked if these companies are the ones we deal with for the roads? Conrado assured her that yes, these are the companies we would deal with directly.

The Mayor asked, “Do we have a motion to approve the Engineering Services for KSA

for the 2019-2020 TX CDBG funds.

Sharron Croft asked when we would get the money? If awarded the first round should realize some funds September 2019. Council member Croft asked when we do get it, is there going to be a delay? Conrado assured her that there shouldn't be a delay.

Council member Barnebey wanted to know about one of the other firms and the low score. Conrado noted that it is a smaller firm and they contract out to somebody else.

Motion to approve KSA as the firm for the Contract. Motion by Emma Barnebey, Second by Sharron Croft. All in Favor.

E. Consideration and possible action to select, award and execute administrative services contract for application preparation and contract administration for 2019-2020 TxCDBG funds. The only ones that submitted an application. are Middle Rio Grande and Carl Esser. GrantWorks did not respond. Three was mandatory for administrative services.

Phase 2 Solicitation for the admin services was done. Carl Esser declined. Mayor asked for a motion to approve the 2019-2020 TX CDBG grant. Council member Barnebey made a motion. Second by Mel Ortiz. All in Favor.

F. Consideration and possible action to approve resolution to submit a 2019-2020 Texas Community Development Block Grant Program Application. This is just to submit the application, as we thought we were on a tight schedule due to the holidays and making quorum. Motion to submit the report made by Emma Barnebey. Second by Sharron Croft. All in favor.

G. Consideration and possible action on Declaration of Disaster. That is through FEMA. Edwards County was declared as a disaster area. Conrad noted we needed to take action on this process of the Declaration. Then we can submit all documentation. Mayor read into the record. The Declaration. This is a disaster relief. This is a FEMA grant, and is not tied to the other grant. The whole month of September 2018. MRG does a lot of the legwork for us. Motion to approve by Emma Barnebey. Second by Brian Wood. All in favor. A lot of damage was done and then submit

MEETING ADJOURNED - Motion to adjourn meeting, 6:30pm. Motion by Brian Wood, second by Sharron Croft. All in Favor.

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Pauline Gonzales, Mayor

ATTEST:

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Katherine A. Harris, Ed.D – City Secretary