



Budget Workshop and City Council Minutes

JULY 20, 2023 (6:30 p.m.)

BUDGET WORKSHOP

Overton City Council Chambers, 1200 S. Commerce Street, Overton, TX 75684

Staff and Council Present

Shane West, Connie Chasteen, Lisa Hemus, Curtis Gilbert, Michael Paul Williams, April Littlefield, Tuck Moon, Bryan Pool, Katherine McCandless, Richard Chasteen, David Stone, Chris Hall.

A. CALLED TO ORDER at 6:30 pm

B. WORKSHOP

1. Discussion regarding the FY 2022-2023/2024 Municipal Budget

The budget was presented by Connie Chasteen and was over Public Works and the golf course.

Bryan Pool discussed his part of the budget.

Meeting adjourned at 7:05 pm

July 20, 2023 (7:00 p.m.)

REGULAR COUNCIL MEETING

Overton City Council Chambers, 1200 S. Commerce Street, Overton, Texas 75684

All Members Present

Curtis Gilbert – Mayor
David Stone
Chris Hall
April Littlefield
Raymond (Tuck) Moon
Michael Paul Williams

Members Absent

Other staff present: City Manager Shane West, Legal Representative Blake Armstrong, Police Chief Bryan Pool, Lisa Hemus, Connie Chasteen, Katherine McCandless, Richard Chasteen, Colin Sanders, and Officers Urena and Gaytan.

Members of the Public present: Michelle Williams, Ruth Gilbert, Deanne West, LaShunon Hall, Larry Calhoun, Ronnie Howell, Rusk County Fire Marshal Patrick Dooley, Misty Rhodes, Elsie Hollis, Wilma Kelly, and Scott Cargil.

I. Called to Order at 7:05 pm

A. Invocation by Police Chief Bryan Pool

B. Pledge of Allegiance by Council Member Williams

II. Presentations and Proclamations:

Misty Rhodes discussed plumbing costs incurred at 302 E. Henderson St. Overton.

III. Public Forum – *No one to speak.*

IV. Consent Agenda

A. Consider approval of the following minutes: June 15, 2023.

Councilman Williams had said “table” not “postpone” on Item 13. Motion to approve with corrections by Councilman Williams; 2nd by Councilwoman Littlefield; Passed 5/0.

V. Public Hearings: *NONE*

VI. Statutory Agenda Items:

A. Business

1. Remove from table to discuss and take action on Utility Billing Proposal concerning water bills that would reduce expenses associated with postage, printing, and other administrative costs, maintain a balanced budget, cover operational costs, invest in ongoing improvements of our water infrastructure, save customers time, and provide less human error and paperwork.

*Motion to **remove from the table** and to discuss each item individually by Councilman Williams; 2nd by Councilman Stone; Passed 5/0*

- a. Have customers absorb 3.5% surcharges on credit card and debit card processing transactions. Customers would still be able to pay their bills via check or cash without paying this surcharge.

*Motion to **approve** by Councilman Hall; 2nd by Councilman Williams; Passed 5/0.*

- b. Have customers pay 10% rate on late fees instead of \$10 flat fee.

*Motion to **approve** by Councilman Williams; 2nd by Councilman Moon; Passed 5/0.*

- c. Eliminate mailing of late water bills.

*Motion to **approve** by Councilwoman Littlefield; 2nd by Councilman Moon; Passed 5/0.*

- d. Transition from paper-based billing to email billing and auto-draft in order to help preserve natural resources and reduce the environmental impact associated with paper production and disposal, and leading to a more efficient billing system. With auto-draft and paperless billing, the customer would receive a \$2.00 credit/discount toward their water bill.

*Motion to **approve** by Councilman Williams; 2nd by Councilwoman Littlefield; Passed 5/0.*

- e. Increase the water cut-off fee from \$25.00 to \$30.00.

*Motion to **approve** by Councilman Williams; 2nd by Councilwoman Littlefield; Passed 5/0.*

- f. Place a QR code on the back of water bill.

*Motion to **approve** by Councilman Hall; 2nd by Councilman Williams; Passed 5/0.*

- g. Add a \$5.00 fee to help offset expenses related to dedicating employee time to process phone payments.

*Motion to **add a \$3.00 fee** instead of a \$5.00 fee by Councilman Stone; 2nd by Councilman Williams; Passed 5/0.*

- 2. Discuss and take action on OMDD payment of \$12,000 in admin fees to city to be used for payment on loan taken by City from OEDC Aug. 2021.

*Motion to **approve** by Councilman Williams; 2nd by Councilman Stone; Passed 5/0.*

- Discuss and take action in the City's Code of Ordinances to remove the house square footage requirements from Zoning Ordinance Exhibit 9A, Section 6.05, Pages 9A:15 and 9A:16, published May 2023.

6.05 MINIMUM AREA PER DWELLING UNIT

§ 6

OVERTON CODE

§ 7

Zoning District	Lot Size	Minimum Sq. Ft. of Living Area	Maximum Building(s) Footprint
SF	Lots with 6,000 sq. ft. or more	1,000 sq. ft.	40% lot coverage
SF	Lots with less than 6,000 sq. ft.	750 sq. ft.	40% lot coverage

*Motion to **table** this item by Councilman Stone; 2nd by Councilman Williams; Passed 5/0.*

- Discuss and take action on an interlocal agreement between City of Overton and Rusk County for Fire Code and Investigation Services. (Include fire Inspection Services at a later date.)

*Motion to **approve** by Councilman Hall; 2nd by Councilman Williams; Passed 5/0.*

- Discuss and take action in the City's Code of Ordinances to repeal enforcement of offenses from Chapter 8, Offenses and Additional Provisions, Article 8.02 Minors, Division 2 Curfew, published May 2023.

*Motion to **approve** by Councilman Williams; 2nd by Councilman Stone; Passed 5/0.*

- Discuss and take action on request by Misty Rhodes for restitution of plumber costs at her personal residence.

*Motion to **NOT** reimburse Ms. Rhodes' expenses by Councilwoman Littlefield; no 2nd – motion died.*

No action taken.

B. Request for Excused Absence:

- Mayor to receive request, if any, for leave of absence from any Council Member for future meetings.

2. The next scheduled Regular Meeting is August 17, 2023. There will be more budget workshops scheduled (dates to be determined).

VII. City Administration's Monthly Reports

City Council to hear and/or act, if necessary, on the following items:

- A. Administration Monthly Reports
 1. City Manager's Report
 - a. Upcoming Projects/Update on future administration building.
 2. Police Department Report
 3. City Secretary's Report
 4. Public Works Department Report
 5. Christus EMS report
 6. Overton Volunteer Fire Department Report
 7. Municipal Court Report
- B. Finance Monthly Reports
 1. Income Statement
 2. Expense Approval Report
 3. Monthly Bank Statement
 4. Sales Tax Report

VII. Adjournment

Motion to adjourn by Councilman Hall; 2nd by Councilman Williams

Adjourned @ 8:32 pm

Curtis Gilbert
Mayor

ATTEST:

Lisa Hemus
Interim City Secretary

