



City Council Meeting Agenda Minutes

Council Meeting at 7:00 p.m.

October 19, 2023

111 West North Street, Overton, Texas 75684

City Hall Council Chamber

Members Present

Curtis Gilbert Mayor
Shane West City Manager
Michael Paul Williams Council Member
Chris Hall Council Member
Tuck Moon Council Member
Blake Armstrong City Attorney
Katherine McCandless Interim City Secretary

Members Absent

David Stone
April Littlefield

I. **Call to Order** 7:00 pm

II. **Invocation** Tuck Moon

III. **Pledge of Allegiance** Michael Paul Williams

U.S. flag

Texas flag ("Honor the Texas flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible")

IV. **Public Forum - Each individual will be allowed three (3) minutes.**

Anyone wishing to speak on a posted agenda item must complete a speaker card with his/her name and address and must identify the agenda item number for which he/she would like to speak. A speaker card must be presented to Katherine McCandless, Municipal Clerk, prior to the meeting so that the speaker may be recognized by the Chair at the appropriate time. Speakers will each be allowed a three (3) minute time period to provide comments regarding the posted agenda items for which the request to speak was submitted and may speak before or during the Council's consideration of the agenda item.

Please be advised that by law, City Council may not respond to any comments or questions asked of them by a speaker for items not listed on the agenda. Any response by a member of City Council or staff is limited by Texas law to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council Meeting.

V. **Presentations:**

Promise Gurley presentation for the Overton Heritage Foundation to hold the Christmas Parade *Debbie Maxwell and Promise Gurley gave presentation: parade line up to begin at 5pm on November 27, 2023. Parade time is from 6-7*

VI. Consent Agenda

(NOTE: The Consent Agenda includes non-controversial and routine items that the Council may act on with one single vote. If the Council wishes, they may pull any item from the Consent Agenda to discuss and act upon individually.)

- A. Consider approval of the following: October 04, 2023 minutes: *Michael Paul Williams made a motion to approve 2nd by Tuck Moon motion passes 3/0*

- VII. Convene to Executive Session;** Pursuant to Texas Government Code 551.07 the council will convene in executive session to discuss Finance Clerk applications and permanent admin support of \$6000 per year for Police Dispatch Administrator (Kaylynn Raney) paid for by the city *7:06 pm*

Reconvene to City Council Meeting: *7:48 pm*

VIII. Business (Consider and or Take Action)

- A. Discuss and approve Heard, McElroy & Vestal CPA firm to proceed with the bank reconciliation process to prepare completion of the City Audits. *Chris Hall made a motion to proceed with Heard, McElroy and Vestal 2nd by Michael Paul Williams motion passes 3/0*
- B. Discuss and or take action on Finance Clerk position. *Tuck Moon made a motion to authorize Shane West to enter into a conditional employment contract with Tiffaney Beasley as the Interim Finance Clerk 2nd by Chris Hall motion passes 3/0*
- C. Discuss and or take action on permanent admin support of \$6000 per year for Police Dispatch Administrator (Kaylynn Raney) paid for by the city *Chris Hall made a motion to approve 2nd by Michael Paul Williams motion passes 3/0*
- D. Discuss and take action on Rusk County Appraisal Nominations. *Michael Paul Williams made a motion to approve 2nd by Chris Hall motion passes 3/0*
- E. Discuss and take action on bids for the Downtown Elevated Storage Tank Rehab Project *Jason Brown presented the Letter of Recommendation for the project. Michael Paul Williams made a motion to approve 2nd by Chris Hall motion passes 3/0*

- F. Discuss and or approve the Interlocal Agreement with Rusk County for the Collection of Ad Valorem Taxes *Patrick Woods with Purdue and Brandon Law Firm presented the Interlocal agreement. Michael Paul Williams made a motion to approve 2nd by Chris Hall motion passes 3/0*

IX. 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 City Business
 2. Police Department Report
 3. Public Works Department Report
 4. Christus EMS report
 5. Overton Volunteer Fire Department Report
 6. Municipal Court Report
 7. *Sharon Stuart presented the Golf Course report*
- A. Finance Monthly Reports
1. Income Statement
 2. Expense Approval Report
 3. Monthly Bank Statement
 4. Sales Tax Report

X. Future Meetings *Curtis Gilbert stated a meeting will be held before November 16 to canvas the votes will need two Council Members present at this time.*

- A. Present upcoming meeting and events schedule:
1. City Council Regular meeting- November 16, 2023 at 6:30 pm
Correction next meeting will be November 16, 2023 @ 7:00pm
- B. Mayor to receive request, if any, for leave of absence from any Council Member for future meetings.

XI. Adjournment *8:11 pm Chris Hall made a motion to adjourn 2nd by Tuck Moon motion passes 3/0*

I, Katherine McCandless, Municipal Clerk of the City of Overton, Texas do hereby certify that notice of the above-named meeting was posted on the City Hall bulletin board of the City of Overton, Texas, a place readily accessible to the public at all times, on October 16, 2023 by 5:00 p.m. and remained continuously posted for at least 72 hours immediately

preceding the said meeting and that said notice was posted in accordance with Chapter 551, Texas Government Code.

Katherine McCandless

Katherine McCandless
Municipal Clerk



Curtis Gilbert
Mayor Curtis Gilbert

Note: The City Council for the City of Overton reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberation About Security Devices), 551.074 (Personnel), and 551.087 (Deliberations regarding Economic Development negotiations).

Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the City of Overton forty-eight (48) hours in advance at 903-834-3171, and reasonable accommodation's will be made for assistance. This facility is wheelchair accessible and accessible parking spaces are available.