

MINEOLA CITY COUNCIL MINUTES
REGULAR MEETING – MINEOLA CITY HALL
Monday, April 22, 2024

Call to order and confirmation of quorum.

P	Jayne Lankford, Mayor	P	Mitchell Tuck
P	Sue Jones, Mayor Pro Tem	P	Terry Eaton
P	Eric Carrington	P	Jack Newman
P	Cassandra Sampson	A	Mercy Rushing, City Manager
P	Cindy Karch, City Secretary	A	Blake Armstrong, City Attorney

Staff Present: Charles Bittner, Doris Newman, Aaron Munn, Lisa Morrison, David Madsen, and Owen Tiner.

Citizens Present: Phil Major with the Wood County Monitor; Crystal Arcand, Brady Chambers, Paul Creech, Tom Drang, Modesto Trinidad, Tavita Trinidad, and Daren Beaudou.

Invocation and Pledge of Allegiance

Invocation led by Councilmember Sampson and pledges led by Mayor Lankford.

Citizen Comment: No public comments.

Presentations and Proclamations –

1. Presentation of 2nd Quarter Financial Report – Cindy Karch, Finance Director

Cindy Karch, Finance Director, presented to the council the 2nd Quarter Financial Report.

Consent Agenda

2. Consider approval of minutes of the Special Council Meeting on March 21, 2024, and the Regular Council Meeting on March 25, 2024.
3. Consider approval of Financial Reports for the month of March 2024.
4. Consider approval of the Monthly Department Head Reports for the month of March 2024. (Building Inspections, Code Enforcement, Fire, Police, Main Street, Marketing, Municipal Court, Street, Water, Wastewater)
5. Consider approval of the Quarterly Investment Report, 2nd Quarter FY 2024.
6. Consider approval of Civic Center Board appointments of Lou Ann Hogue, Steve Brooke, and Ellen Brooke to a three-year term.
7. Consider approval of board appointments to the Board of Adjustments; Rachelle Tennyson, Paul Creech and Steve Neville.

Councilmember Eaton made the motion to approve the consent agenda. The motion was seconded by Councilmember Carrington and the motion was carried by unanimous vote.

Discussion on Action Items, Public Hearings, Presentations, and Announcements.

8. Discuss and consider the adoption of the Financial Policies and Procedures for Federal Grants as required for an application submission.

Councilmember Newman made the motion to approve the Financial Policies and Procedures for Federal Grants as required for an application submission. The motion was seconded by Councilmember Sampson and the motion was carried by unanimous vote.

9. Discuss and consider the adoption of Procurement Policies and Procedures for Federal Grants as required for an application submission.

Councilmember Carrington made a motion to the adoption of Procurement Policies and Procedures for Federal Grants as required for an application submission. The motion was seconded by Councilmember Eaton and the motion was carried by unanimous vote.

10. Park Central Road Extension:

- a. Discuss and consider action on Change Order No. 1 for Project No. 100188 Park Central Road Extension, a decrease of \$89,613.51, reconciliatory.

Councilmember Eaton made the motion to approve the Change Order No. 1 for Project No. 100188 Park Central Road Extension, a decrease of \$89,613.51, reconciliatory. The motion was seconded by Councilmember Carrington and the motion was carried by unanimous vote.

- b. Discuss and consider action on final acceptance of Project No. 100188 Park Central Road Extension, to approve the contractor's final pay estimate with retainage reduced to 0%. Final payment amount is \$51,183.92.

Councilmember Sampson made the motion to approve the final acceptance of Project No. 100188 Park Central Road Extension, to approve the contractor's final pay estimate with retainage reduced to 0%. Final payment amount is \$51,183.92. The motion was seconded by Councilmember Newman and the motion was carried by unanimous vote.

11. Wastewater Treatment Plant Improvements:

- a. Discuss and consider action on Change Order No. 1 for Project No. MN.162 Wastewater Treatment Plant Improvements, a decrease of \$84,916.48, reconciliatory.

Councilmember Tuck made the motion to approve Change Order No. 1 for Project No. MN.162 Wastewater Treatment Plan Improvements, a decrease of \$84,916.48, reconciliatory. The motion was seconded by Councilmember Carrington and the motion was carried by unanimous vote.

- b. Discuss and consider action on final acceptance of Project No. MN.162 Wastewater Treatment Plant Improvements, to approve the contractor's final pay estimate with retainage reduced to 0%. The final payment amount is \$47,871.53.

Councilmember Sampson made the motion to approve the final acceptance of Project No. MN.162 Wastewater Treatment Plant Improvements, to approve the contractor's final pay estimate with retainage reduced to 0%. The final payment amount is \$47,871.53. The motion was seconded by Councilmember Eaton and the motion was carried by unanimous vote.

12. Discuss and consider action on final acceptance of Project No. 928301.00, 1888 Plaza, to approve the contractor's final pay estimate with retainage reduced to 0%. Final payment amount is \$30,502.00.

Councilmember Newman made the motion to approve the final acceptance of Project No. 928301.00, 1888 Plaza, to approve the contractor's final pay estimate with retainage reduced to 0%. Final payment amount is \$30,502.00. The motion was seconded by Councilmember Carrington and the motion was carried by unanimous vote.

13. Tax Rebate Guidelines:

- a. Hold a Public Hearing on a RESOLUTION regarding Guidelines & Criteria for Tax Rebate for the City of Mineola

Mayor Lankford opened the public hearing on a RESOLUTION regarding Guidelines & Criteria for Tax Rebate for the City of Mineola at 5:59 pm. With no public comments Mayor Lankford closed the public hearing at 5:59 pm.

- b. Discuss and consider action on a RESOLUTION regarding Guidelines & Criteria for Tax Rebate for the City of Mineola.

Councilmember Newman made the motion to approve a RESOLUTION regarding Guidelines & Criteria for Tax Rebate for the City of Mineola. The motion was seconded by Councilmember Sampson and the motion was carried by unanimous vote.

14. Public Hearing – Specific Use Permit:

- a. Hold a Public Hearing on an ORDINANCE for a Specific Use Permit to place a manufactured home on Lot 4, Block 2 Pierce Addition, 721 Walnut.

Mayor Lankford opened the public hearing on an ORDINANCE for a Specific Use Permit to place a manufactured home on Lot 4, Block 2 Pierce Addition, 721. Walnut at 6:01 pm. With no public comment Mayor Lankford closed the public hearing at 6:01 pm.

- b. Discuss and consider action on an ORDINANCE for a Specific Use Permit to place a manufactured home on Lot 4, Block 2 Pierce Addition, 721 Walnut.

Councilmember Tuck made the motion to approve an ORDINANCE for a Specific Use Permit to place a manufactured home on Lot 4, Block 2 Pierce Addition, 721 Walnut. The motion was seconded by Councilmember Sampson and the motion was carried by unanimous vote.

15. Discuss and consider action on an ORDINANCE abandoning the alleyway in the 400 block of McDaniel between Jones and Engle Streets.

Councilmember Newman made the motion to approve an ORDINANCE abandoning the alleyway in the 400 block of McDaniel between Jones and Engle Streets. The motion was seconded by Councilmember Carrington and the motion was carried by unanimous vote.

16. Discuss and consider action on a request from Brian Steck to subdivide properties located on Shelton, Bromberg, and Baker Streets.

Councilmember Newman made the motion to approve the request from Brian Steck to subdivide properties located on Shelton, Bromberg, and Baker Streets. The motion was seconded by Councilmember Carrington and the motion was carried by unanimous vote.

17. Discuss and consider action to replat Lot 11H, 11I, 12B, 12E Block 34-2 Mineola Townsites.

Councilmember Sampson made the motion to approve the action to replat Lot 11H, 11I, 12B, 12E Block 34-2 Mineola Townsites. The motion was seconded by Councilmember Tuck and the motion was carried by unanimous vote.

18. City Manager Briefing and Announcements.

Cindy Karch, City Secretary/Finance Director briefed the council of upcoming events, and the May council meeting will be moved from May 27, 2024, because of the Memorial Day Holiday and will be held May 20, 2024.

There being no further action to consider, the meeting was adjourned.

Jayne Lankford, Mayor

ATTEST:

Cindy Karch, City Secretary