

MINUTES OF JUNE 9, 2025, REGULAR MEETING

On this, the 9th day of June 2025, beginning at 6:00 p.m., the City Council convened in regular session in the City Council Room. The meeting being open to the public and notice of said meeting having been given as prescribed by Chapter 51 of the Government Code with the following being present and in attendance to wit:

Mayor Pro-Tem Lloyd Roberts, Council Members Zack Altman, Leslie Ivy, Melisa McIntosh, Mark Sweatt, and Woody Richardson. Mayor Joe Davis and Council Member Ray Dickson were absent. Employees present were City Administrator Jack Owens, City Secretary Cindy Woodard, Administrative Assistant Amalia Gaxiola, and Police Chief Rex Plant. Others present were Kim Cloyd and Melissa Foard.

CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Roberts called the meeting to order at 6:00 p.m. and noted a quorum present. He asked Alderman Richardson to voice the invocation and Mayor Pro-Tem Roberts led the pledge of allegiance.

PUBLIC COMMENT

Kim Cloyd let the council know that people cannot find the RV Park because there are no signs telling them where to go.

APPROVE CONSENT AGENDA ITEMS

The consent agenda items were presented for approval: the regular meeting minutes on May 12, 2025, accept collections & pay expenditures for May 2025. Alderman Sweatt moved to approve the consent agenda items, seconded by Alderwoman McIntosh. The vote was unanimous in favor.

DEPARTMENT HEAD REPORTS ON MONTHLY ACTIVITIES

City Administrator Jack Owens let the council know he has had his weekly meetings with department heads. In the Fire Department, there has been an AED ordered that will be installed when it comes in. The Texas Commission on Fire Protection comes every two years and could not come due to damage in Lubbock so it will be rescheduled. One of the pumper trucks is leaking diesel and trying to find a mechanic. In the Library, they've had 9 participants with the summer reading program. Jackie received a letter from the Texas State Library Archives Commission that the Memphis Public Library is accredited for 2026. She has been cleaning out the closet with a community service individual. The library has had some leaks, and Jack had two companies look at it. In the Landfill, the tire container was full and picked up on May 5th and a replacement was dropped off. Jack's been in contact with the Department of Criminal Justice, and they will have prisoners on sight on June 16th through 18th to help with wind-blown trash and loading tires. Repair of dump trucks are ongoing. Discussions with Public Works Director Jr Casas and Landfill Supervisor David Morris are being had about digging the pit. Right now, with all the activities going, maybe in the fall there can be more manpower put into that.

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Alderwoman Ivy asked when the Landfill will be out of room and City Secretary Woodard stated that the annual Landfill report that is submitted to the State, which is then figured up by engineers, states that in fifty-six years the Landfill will be out of room. In the Water Department, the guys have fixed the leak at the Post Office along with several other leaks. With the retirement of the water superintendent, that position will remain vacant. Looking to hire a water technician. He has been in contact with Dick Hutcherson of MISD for summer help with no luck. Greenbelt Water Authority is having a meeting on June 24th that he will attend to discuss the water line the city pays three thousand five hundred a month for. It's a purchase agreement that the city pays for and has not used since 2007. Jack stated that he attended a conference this past Thursday and talked with some guys from the Water Development Board and there's some possibilities of grant funding that is due in December so he will start working on that. Jack informed the council that we got a TCEQ violation after a certificate of delivery to Austin was not sent in, but we are back in compliance. In the Airport, TXDOT sent in a survey to complete in accordance with Title 6 civil rights which is a part of the ramp project and waiting to hear back from them. Jack has received a couple complaints that the air conditioner does not work out there and the rope on the flagpole is missing. Alderman Sweatt added that the lock may need to be replaced as well and the light on the windsock might be out. Moving down to road works, they are doing mowing and doing pothole repairs. An additional two pallets and one yard of bulk material from the rock asphalt were delivered. Removing damaged dumpsters and replacing them with new. The road based crushed concrete will be used for alleys. In the Admin Department, a universal timesheet has been implemented. Budget workshops will begin on June 23rd. Memphistexas.gov is now working and trying to get the emails set up. In Municipal Court, Judge Aleman has two more boxes to go through, and the ageing report will be available at the next council meeting. In Parks and Rec, a controller was compromised but the parts came in and the pool is now open. Memphis Little League received a check for their insurance. Jack has been in contact with Lighthouse Electric to get a pole installed so the lights can be installed. In Animal Control, city dog tags were discussed. Lastly, Administrator Owens added that the TXDOT water relocation project Parkhill is submitting for a first pay reimbursement of \$276,643.47 and they will drop off new plan sets soon. Starting date to be August or September. Police Chief Rex Plant read his written report and added that code and grass violation letters have been sent out and will start on dilapidated houses.

OLD BUSINESS

MOTION TO REMOVE TABLED ITEM FROM THE TABLE

Alderman Altman made the motion to remove the tabled item from the table, seconded by Alderwoman Ivy. The vote was unanimous in favor.

CONSIDER CHANGE TO MEMPHIS BILLBOARDS – RAJU BHAKTA

Administrator Owens recapped Raju Bhakta wanting change on the billboards since the Travelodge sold. Alderman Sweatt made the motion for Alderman Altman and Administrator Owens to get with Allen Murdock for redesign, seconded by Alderwoman Ivy. The vote was unanimous in favor. Discussion was had on where it comes out of and Secretary Woodard added that it can also come out of Community Improvement Fund.

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NEW BUSINESS

CONSIDER REQUEST FOR ASSISTANCE FROM HOTEL OCCUPANCY TAXES FOR PICNIC ASSOCIATION

Melissa Foard asked the council for help with Hall County Picnic expenses. Alderman Altman made the motion to give the Hall County Picnic Association two thousand dollars from the Community Improvement Fund and two thousand dollars from the Hotel Occupancy Tax, seconded by Alderman Sweatt. The vote was unanimous in favor.

CONSIDER AND ADOPT UPDATE TO PERSONNEL POLICIES & PROCEDURES MANUAL

Secretary Woodard stated the updates are adding the City Administrator in the manual. The new pages will be given to each employee, and they will sign an acknowledgement of receiving the pages. Alderwoman Ivy made the motion to approve the new personnel policy, seconded by Alderman Altman. The vote was unanimous in favor.

CONSIDER AND APPROVE REVOLVING LOAN FUND LOAN TO MEMPHIS COUNTRY CLUB

Secretary Woodard informed the council that the Country Club met with the Revolving Loan board and the EDC, and they requested an eleven thousand dollars loan for a new air conditioning system. The Revolving Loan Board approved the loan for forty-eight months and three-point five percent interest rate. Alderwoman McIntosh made the motion to approve the revolving loan fund loan, seconded by Alderwoman Ivy. The vote was unanimous in favor.

DISCUSS AND APPROVE CITY ADMINISTRATOR TO APPLY FOR FAA GRANT FUNDING FOR AIRPORT

Discussion was had on the benefits of funding for the Airport. Alderman Sweatt made the motion to approve City Administrator to apply for FAA Grant Funding for Airport and to initiate the gateway paperwork for an IFR approach, seconded by Alderwoman Ivy. The vote was unanimous in favor.

CONSIDER AND ADOPT RESOLUTION 6-9-25 UPDATING INVESTMENT POLICY

Secretary Woodard informed the council that this is adding the City Administrator. Alderwoman McIntosh made the motion to adopt resolution 6-9-25 updating the investment policy, seconded by Alderman Altman. The vote was unanimous in favor. A copy of Resolution 6-9-25 follows these minutes.

CONSIDER AND APPROVE AUTHORIZED SIGNATORIES FOR CITY BANK ACCOUNTS

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Aldерwoman McIntosh made the motion to approve Jack Owens, Amalia Gaxiola, and Joe Davis as signatories for city bank accounts, seconded by Alderman Sweatt. The vote was unanimous in favor.

ACCEPT RESIGNATION OF ALDERMAN WARD 3

Mayor Pro-Tem read Alderman Gilberts resignation letter. Aldерwoman Ivy made the motion to accept resignation of Alderman Ward 3, seconded by Alderman Altman. The vote was unanimous in favor.

MAYOR AND COUNCIL ITEMS OF COMMUNITY INTEREST

Alderman Altman asked what the plans are for Ward 3 and discussion was had on filling the spot. Mayor Pro-Tem thanked everyone for putting up with him. Alderman Richardson appreciated everyone for putting up with him and keep the good work up. Alderman Altman on commending Jack for his work. Aldерwoman McIntosh on Cindy's many hats and thanked her for her twenty years of service. She thanked Jack Owens and Amalia Gaxiola for their time learning and the positions they took on. Alderman Sweatt thanks for everything and thanks for questioning and thanked Aldерwoman McIntosh for her work. Sweatt added that maybe a townhall meeting could be beneficial. Aldерwoman Ivy on feeling more informed with Jack and having a better financial picture of the city. She added that she will miss Cindy and Lloyd doing good. Alderman Altman added that he wants to challenge the council on going to one department of the city and ask how they are doing and if they have any questions.

ADJOURN

Alderman Altman made the motion to adjourn, seconded by Aldерwoman Ivy. The vote was unanimous in favor. The meeting was adjourned at 8:13 p.m.

Approved:



Joe Davis, Mayor

Attest:



Amalia Gaxiola, Administrative Assistant