

Town of Oak Valley

2211 Oak Valley Lane
Corsicana, Texas 75110

May 9, 2023

MINUTES

In attendance

Mayor **Jarrett Greer**. Aldermen - **Jim Barrington**, **Norma Finnen**, **Bill Horton**, **Dean Barclay**. Secretary - **Kelli Burkey**.
Absent Alderman - **Amy Taylor**.

Sworn in Mayor **Max Taylor**. Sworn in Aldermen - **Randy Burkey**, **Kendall Walker** and **Rebecca Chandler**.

Mayor **Jarrett Greer** called the meeting to order at 6:00 PM
Jim Barrington gave the invocation.

Agenda

Last Meeting:

Minutes for April were reviewed and discussed.

Dean Barclay questioned if the new lawn service bid from Steve Robinson for \$250/month was month to month or a contract rate. It was determined that since the new rate bid required no signatures, it simply locks in the rate for the time frame identified from May 1, 2023 to May 1, 2024.

Motion made to accept April Minutes by **Bill Horton** and seconded by **Norma Finnen**. Motion carried and approved by majority vote.

Replacement/Certification/Swearing In of New Mayor and Aldermen:

Replacement for Alderman Place 4 Seat -

Rebecca Chandler appointed to Place 4. Rebecca was sworn in by Mayor **Jarrett Greer** and read aloud and executed the Oath of Office.

Certification of new Mayor and Aldermen, Place 1 & 2 - **Randy Burkey**, Place 1 and **Kendall Walker**, Place 2, sworn in by Mayor **Jarrett Greer** and read aloud and executed the Oath of Office.

New Mayor **Max Taylor** was sworn in by Mayor **Jarrett Greer** and read aloud and executed the Oath of Office.

Reception for Outgoing Officers and Executive Session (closed meeting)

Guests were invited to have refreshments while the Board of Aldermen met in a brief closed session.

~ **Meeting Resumed** ~

Bills to be paid / Financial Statement:

Bills to be paid were discussed and reviewed as follows:

Electronic debits for Corbet Water, Hudson Energy (both accounts), Building Cleaning by Margaret Garvin \$300, Navarro County Road Material Asphalt for \$1,500 and upcoming final payment to Corsicana Daily Sun for the ad expense of posting bids for the grant work.

Financial Statements were then reviewed and discussed as provided by **Kelli Burkey**. For the benefit of the new board members, Kelli brought attention to the Building Insurance that was paid in January and that that expense was for 2022. Receipt of the invoice had been delayed. Therefore, the City will be receiving another bill for 2023. Also, in April there was \$17,500 that was transferred from the General account into the Grant account. This represents the Town's 5% responsibility of the \$350K drainage grant.

Motion made to approve all bills/financial statements as discussed by **Norma Finnen** and seconded by **Rebecca Chandler**, carried and approved by majority vote.

Fire Department Report:

Chris Fields introduced himself and went on to discuss the volunteer fire dept, their equipment and response.

He brought to our attention a recent change in dispatching services. The Navarro County Sheriff's Office will no longer dispatch the first responders in the county for medical emergencies. So if you call 911 with a medical emergency, the volunteer fire department will not be dispatched unless you specifically request the volunteers.

Chris also said that any expression of appreciation to the workers is always appreciated as they work very hard to serve our communities.

The Fire Department is planning a Fish Fry for early fall. More information to come.

Permits:

N/A

Code Enforcement:

N/A

Building Rental:

See Open Forum

Old Business / Grant Updates:

Per Mayor **Max Taylor**, Grant Works accepted two bids for construction work on drainage issue on Oak Valley roads on 4/27/23 and tentatively awarded the bid to JR West Texas Concrete, LLC from Rice, Tx. Grant Works is waiting on TDA to complete their vetting before the Board of Aldermen can officially award the bid to JR West Texas Concrete. Once we receive a green light from Grant Works, the plan is to call a Special Meeting to award this bid and immediately go into a required Pre Construction Conference w/Grant Works before issuing a Notice to Proceed.

New Business:

Appointment of a Mayor Pro Tem -

Mayor **Max Taylor** discussed the need to appoint a Mayor Pro Tem and asked for volunteers. **Jim Barrington** graciously volunteered and was appointed as Mayor Pro Tem.

Discussion/Vote regarding formal establishment of a *Records Management Plan* - (Requires an Ordinance)

Mayor **Max Taylor** explained that this is to establish an official policy defining clear guidelines for the Town to comply with the requirements of the Texas Local Gov't Records Act for the organization, maintenance, disposition and destruction of Town records.

Motion to accept and execute Ordinance made by **Randy Burkey** and seconded by **Jim Barrington**, carried and approved by majority vote. Mayor **Max Taylor** will execute the Ordinance.

Advertise for Depository Services -

Mayor **Max Taylor** discussed Depository Services in regard to the Town's current bank and advertising for new depository services per Local Gov't Code, Chapter 105. Any contract entered into with a bank, credit union or savings association may not exceed 5 years. Per **Norma Finnen** we need to confirm there is no penalty for moving the existing accounts. **Randy Burkey** asked if this would apply to only the General Account or also the Grant Account. After further discussion it was decided to leave the Grant Account at the current bank until the grant work is completed.

Motion was made to begin the process of advertising for depository services by **Rebecca Chandler** and seconded by **Kendall Walker**, carried and approved by majority vote.

Establishment and Launch of an official Oak Valley, Texas Website -

Mayor **Max Taylor** has set up a website for the Town. The plan is to send postcards to all Oak Valley residents to let them know this is the **official** site for the Town of Oak Valley. Website is: oakvalleytx.org. Chris Fields recommended this would also be a great place to link the Volunteer Fire Dept information.

Motion was made that we adopt the new website as the **official** site for the Town of Oak Valley (where all main information will reside) by **Jim Barrington** and seconded by **Norma Finnen**, carried and approved by majority vote.

Discussion/Vote regarding: Community Development Collaboration - (Resolution Required)

Mayor **Max Taylor** led the discussion regarding an Agreement between the Town of Oak Valley, Texas and Advancing Communities Forward CDC. The Agreement is needed in order to open up the availability of more grants. To this end, Advancing Communities Forward CDC would be the grant administrator, seeking out and applying for grants on behalf of the Town of Oak Valley.

We specifically have a need for a road fund. Mayor **Max Taylor** had requested preliminary estimates of reclaiming the road base and applying chip seal to the main roads. Oak Valley Lane would be ~\$990K, Pin Oak Lane ~\$300K and Liberty Dr ~800K. This represents a significant amount of funding needed.

By entering into this Partnership, Advancing Communities Forward CDC will also provide the Town with a \$20K zero interest loan to be used as “seed funds” for the establishment of a Public Works Office and initial compensation for a part time public works employee for the first year of employment. Loan will be paid back via admin fees CDC will collect as the Town’s grant administrator over the next 24 months (May 15, 2023 - May 14, 2025).

Motion made to approve the Resolution and enter into the Agreement by **Norma Finnen** and seconded by **Rebecca Chandler**, carried and approved by majority vote.

Discussion/Vote regarding *Creating a Public Works Department* (Requires Ordinance). Sub-departments:

- Roads & Bridges
- Building & Permits
- Parks & Recreation
- Commerce
- Library Services

Mayor **Max Taylor** discussed the benefits of creating a Public Works Department and sub-departments as outlined in proposed Ordinance 301. The \$20K loan previously mentioned will help establish the Public Works Department and can also be used toward a part-time employee.

Regarding the Road & Bridges sub-department, Commissioner **David Brewer** reminded everyone about the Inter-local Agreement between Navarro County and the Town of Oak Valley. Mayor **Max Taylor** added that we will work with the County and also perform our own due diligence regarding road repairs and develop a road plan. **Randy Burkey** is assigned to Road & Bridges and will be working closely with the County.

Other considerations are to turn some of the Town's three acres at the Community Center into a park which would fall under Parks & Recreation.

Under Library Services, we could consider expanding our existing building and adding internet/computers for a virtual library set up.

Town sponsored community events would also help work toward fostering community pride.

Motion was made to accept the establishment of the Public Works Department as explained and outlined in proposed Ordinance 301 by **Norma Finnen** and seconded by **Randy Burkey**, carried and approved by majority vote.

Other New Business:

Banking changes for new Board -

- Authorized account signatures -

General Account: Remove existing authorized signatures.

Add **Jim Barrington, Rebecca Chandler & Norma Finnen.**

Grant Account: Remove existing authorized signatures.

Add **Jim Barrington, Rebecca Chandler & Norma Finnen.**

CD Account: Remove existing authorized signatures.

Add **Jim Barrington, Rebecca Chandler & Norma Finnen.**

- On-line Banking -

Bill Horton will send Mayor **Max Taylor** information for transition.

- Debit card -

We currently have 1 debit card that stays in the safe. It was previously set up that any purchases below \$500 did not have to go through the Council for approval. Council agreed that we should probably obtain a second debit card. For additional control, we should be able to have the bank set the maximum transaction limit to \$500.

Motion made to accept banking discussions by **Randy Burkey** and seconded by **Kendall Walker**, carried and approved by majority vote.

Secretary Compensation -

Motion brought forward by **Rebecca Chandler** and seconded by **Kendall Walker** to begin paying the Secretary position \$100/month starting in May 2023. Carried and approved by majority vote.

Building Security -

Motion was brought forward by **Jim Barrington** and seconded by **Rebecca Chandler** to rekey the building. Mayor **Max Taylor** will take care of getting this done and use the debit card to purchase locks/hardware. Carried and approved by majority vote.

Open Forum:

- Lynette Horton talked about the newly created Ladies group. They started meeting in order to gauge community event interest and are currently meeting on the third Thursday of each month. They have also created their own Facebook page. They may begin to initiate dues of \$3 - \$5. Recommended that it would be a good idea to link this group on the new Oak Valley website. The next meeting is on Thursday, May 18th and will be a DIY Craft night for wreath making. You will need to bring \$25 to cover supplies and a glue gun if you have one. Even if you don't want to make a wreath, you are welcome to attend.
- Kristin Horton let us know that she will no longer be able to administer the renting of the Community Center. Council discussed future rentals and decided to place the rentals on hold until further notice. The message on the Oak Valley phone line will need to be updated to reflect this. Kristin agreed to finalize the last rental that is scheduled for May 26th.

Meeting adjourned at 7:57 PM.

Next meeting scheduled for June 13, 2023