

Town of Oak Valley

2211 Oak Valley Lane
Corsicana, Texas 75110

July 11, 2023

MINUTES

In attendance

Mayor **Max Taylor**. Aldermen - **Randy Burkey, Rebecca Chandler, Norma Finnen, Kendall Walker**. Secretary - **Kelli Burkey**.
Absent Alderman - **Jim Barrington**.

Mayor **Max Taylor** called the meeting to order at 6:04 PM
Kendall Walker gave the invocation.

Agenda

Last Meeting:

Minutes for June were reviewed and approved.

Motion made to accept June Minutes by **Norma Finnen** and seconded by **Rebecca Chandler**. Motion carried and approved by majority vote.

Swearing In of Alderman Place 5 Seat:

Letter of resignation was received on July 3rd from current **Alderman Jim Barrington**. **Mayor Max Taylor** discussed with **Leon Ward** regarding filling this position through the end of the April term and Leon agreed.

Motion to appoint Leon Ward as Alderman Place 5 was made by **Randy Burkey** and seconded by **Norma Finnen**. **Leon Ward** was sworn in by **Mayor Max Taylor** and read aloud and executed the Oath of Office and Statement of Officer.

Approval of new Mayor Pro Tem:

Previous Alderman **Jim Barrington** had been acting as Mayor Pro Tem. In light of his resignation, a new Mayor Pro Tem was needed. **Randy Burkey** volunteered to step into that position. Motion was made to appoint **Randy Burkey** as new Mayor Pro Tem by **Rebecca Chandler** and seconded by **Kendall Walker**. Motion carried and approved by majority vote.

Bills to be paid / Financial Report:

Bills to be paid were discussed and reviewed as follows:

1. Check for \$250.00 to Steve Robinson for July 2023 lawn service
2. Check for \$100.00 to Kelli Burkey for secretarial/treasurer services
3. Corbet Water Supply electronic debit of \$38.66
4. Hudson Energy electronic debit of \$10.54 (security light account)
5. Hudson Energy electronic debit of \$187.02 (building account)

Motion made to approve all bills to be paid by **Rebecca Chandler** and seconded by **Norma Finnen**. Motion carried and approved by majority vote.

June Financial Report was discussed as follows:

1. Building expense of \$225 was to Navco Lock for the change-out of building locks.
2. Office expense of \$1,384.20 was the previously approved reimbursement to **Mayor Max Taylor** for his out of pocket expenses toward our building.
3. Legal and Advertising of \$243.40 was \$101.12 for the Waco Tribune ad for depository services and \$142.28 for recording fees to Navarro County for our updated ordinances.
4. This leaves us a balance of \$98,142.34 in our General Acct.
5. No Grant Acct activity in June other than the Service charge for \$6.97.

Motion made to approve the June Financial Report as discussed by **Norma Finnen** and seconded by **Rebecca Chandler**. Motion carried and approved by majority vote.

Budget Amendment was discussed as follows:

1. Income Donations were previously overstated at \$22K and have been corrected to \$20K. This represents the Advancing Communities Forward loan to the Town of Oak Valley rec'd in May 2023.
2. Building Ins was increased from \$2,000 to \$2,830. This was due to 2022 insurance bill being paid in 2023.
3. Maintenance/Lawn increased from \$2,640 to \$2,940 to reflect 4 months at the previous rate of \$235 and 8 months at the new rate of \$250.
4. Added the following Expense Categories & Budget dollars

Office Supplies	\$2,000
Legal & Advertising	\$2,000
Contract Labor (Secretary)	\$800
Utilities Phone for MagicJack	\$175
5. Updated budget dollars for the newly created departments:

Parks & Recreation Dept	\$5,103
Commerce Dept	\$3,000
Library/Events	\$5,103
Roads & Bridges (no change)	\$5,500

Motion to accept amended budget made by **Randy Burkey** and seconded by **Kendall Walker**. Motion carried and approved by majority vote.

Fire Department Report:

Chris Fields with the Corbet/Oak Valley Volunteer fire department spoke on heat related illnesses and provided a hand out that identifies symptoms and first aid.

Also let everyone know that EMS calls have now started dispatching the fire department again but you still need to request just to be sure. Their team will usually arrive within 15-20 minutes which is ahead of medics. Team has also been recently recertified for the next 2 years with structure training scheduled for August.

Chris also shared his direct line, 903-519-4616, for non-emergency calls.

Amend Ordinance to clarify permit fees:

Discussion regarding permit fees was tabled after questions came up around multiple units and/or containers.

Amend Ordinance to clarify variances for Septic Tank Systems:

After much discussion regarding Navarro County variances for issuing septic permits and if those should also be considered by the Town of Oak Valley, it was agreed to move forward with the 1 acre requirement only offering variances to grand-fathered properties.

Motion made to leave septic requirement of 1 acre of land by **Norma Finnen** and seconded by **Rebecca Chandler**. Motion carried and approved by majority vote.

Add Ordinance to set restrictions and citations for Junk & Litter:

Acknowledgement was made that junk and litter are a problem in our community. Council reviewed proposed Chapter 4, Section 7 that defines junk and a process to work with landowners/residents to remove/block view of accumulation. There was also discussion around community involvement and beautification activities i.e. recycling or clean-up days. For now, a decision was made to table and revisit in August.

Public Works Reports:

Building & Permits - Setting Up Procedural Steps:

Reviewed - already in ordinance.

Road & Bridges Report:

Randy Burkey reported that with the help of Mayor Max Taylor, he has started working on a map of Oak Valley that identifies all roads and names of property owners/residents. This will help as he works on patching roads and also with open communications and building local relationships. Map is currently in the Town Hall small meeting room.

Parks & Rec and Library Services - Setting a Citizens Advisory Committee:

We've already had some interest from a few citizens in serving on this committee. **Mayor Max Taylor** will also be sending out a postcard to residents regarding the committee. First meeting of this committee was scheduled for August 8th @ 5:00 PM at Town Hall prior to our monthly meeting. Decided on pot luck and/or finger foods. **Mayor Max Taylor** will coordinate.

Old Business

CDBG - Drainage Improvement Project Update:

Mayor **Max Taylor**, recapped the situation with the grant for those present. Due to bids exceeding our available grant funds, we have had to remove Basin B from the scope of work. Tx. Dept of Agriculture is currently awaiting the 2nd amendment that was filed yesterday, July 10th. Once approved by TDA, we may award the bid.

New Business:

Bids for Depository Services & Approval of 5 Year Depository Services

Contract:

Ad for Request for Proposal of Depository Services was placed in the Waco Tribune last month with a response deadline of 6/30/23 with the new agreement commencing on August 1st.

We received 1 proposal by the specified deadline from Vera Bank of Corsicana and 1 proposal 10 days after the deadline from City National Bank of Corsicana.

Mayor **Max Taylor** confirmed with TML that all funds will need to be moved. Motion was made to approve Vera Bank of Corsicana as our new depository for the next 5 years by **Norma Finnen** and seconded by **Randy Burkey**. Motion carried and approved by majority vote.

Discussion/Vote on Ordinance to set up Banking Protocols:

Chapter 12, Section 4 Depository - Discussed the signatures to be on the new Vera accounts. Three individuals will have signature authority on the accounts: Designated Officer (default is the Mayor) **Max Taylor**, City Secretary **Kelli Burkey** and Mayor Pro Tem **Randy Burkey**.

If the mayor and/or City Secretary are absent or incapacitated, the Mayor Pro Tem may be a valid signer.

When a check is written for more than \$500, it will require two signatures except in an emergency situation. Vera Bank only requires one signature on a check to negotiate. It will be up to us to

make sure this process is followed.

The General Account will also be issued 2 debit cards with a limit of \$500 per transaction.

Motion to adopt Chapter 12, Section 4 Depository made by **Randy Burkey** and seconded by **Kendall Walker**. Motion carried and approved by majority vote.

Other New Business:

Oak Valley Signage - Mayor **Max Taylor** had looked into the possibility of acquiring some new community signs. He presented to the Council for consideration and discussion.

Example of proposed sign with rounded corners and made from 80 mil thick aluminum:

Welcome to Oak Valley
Building Permits Required
www.oakvalleytx.org

For 4 signs, hardware and post kits it would be approx. \$636. Discussed and agreed to place on the August Agenda and pursue additional quotes.

Open Forum for Public Comment:

Oak Valley citizen, Mr. Johnny Allen, spoke and expressed concerns regarding noise, safety and cleanliness in the area of Liberty Dr, Water Oak and Red Oak.

Meeting adjourned at 7:36 PM.

Next meeting scheduled for August 8, 2023

Town of Oak Valley

2211 Oak Valley Lane
Corsicana, Texas 75110

July 20, 2023

MINUTES OF EMERGENCY CALLED MEETING

In attendance

Mayor **Max Taylor**. Aldermen - **Randy Burkey, Rebecca Chandler, Norma Finnen, Kendall Walker** and **Leon Ward**. Secretary - **Kelli Burkey**.

Agenda

Mayor **Max Taylor** called the meeting to order at 12:57 PM.

Quorum was declared by Mayor **Max Taylor** as all aldermen were in attendance.

Vote was taken to award a bid contract to JR West Texas Concrete, LLC for the work on TxCDBG CDV21-0453 project through a Resolution.

- The total base bid, with the deductible alternate basin schedule - basin B was for \$278,170. To be funded with up to \$263,000 in grant funds and up to \$17,500 in local funds.

Motion to award bid to JR West Texas Concrete, LLC was made by **Randy Burkey** and seconded by **Rebecca Chandler**. Vote was unanimous.

Meeting adjourned at 1:00 PM.

Certified By Max Taylor, Oak Valley Mayor on July 20, 2023

Max R Taylor
