



City of Pattison

P.O. Box 223

Pattison, TX 77466

281-934-3715

Website: www.pattison.texas.gov

City Council Special Meeting Minutes: March 23, 2020

I. Call Meeting to Order

A special meeting of the Pattison City Council was called to order by Mayor Joe Garcia at 7:07 p.m. via videoconference.

Members Present:

Mayor Joe Garcia, Councilmember: Seth Stokes, Wayne Kircher, Robert MacCallum, Frank Cobio and Fred Branch

Also, Present: City Attorney, Lora Lenzsch; City Secretary, Christa Molloy; Planning Commission Chair Rick MacDonald; Planning Commission Member Kenneth Coulter; Robert Meyer;

II. Pledge of Allegiance

Mayor Garcia led the pledges.

III. Citizens Comments – No action can be taken:

Citizens who desire to address the City Council will be limited to Three (3) Minutes.

None

IV. Council to approve agenda.

Councilmember MacCallum made the motion to approve the agenda as presented, seconded by Councilmember Kircher. The motion passed unanimously.

V. Declare Conflicts of Interest

None

VI. Consent Agenda

Items listed under the consent agenda are considered routine and are generally enacted in one motion. There will be no separate discussion of these items unless a councilmember requests one or more items to be removed from consent agenda for a separate discussion and action.

A. Consent and approval of Minutes from the March 3, 2020 regular meeting

Councilmember Kircher made the motion to approve the consent agenda item as presented, seconded by Councilmember Stokes. The motion passed unanimously.

VII. Business

I. Council to discuss and take action on Disaster Declaration.

Mayor Garcia shared that he had signed a disaster declaration on March 18th that was valid for 7 days. Mayor Garcia asked the Councilmembers to extend the declaration indefinitely considering the current health emergency. City Attorney advised the City Council declaration differed from the initial one declared by the Mayor as his stated no more than 50 people in a gathering and that the new number is no more than 10.

Councilmember Branch asked for clarification on Section 6 as it related to the 10 or more wording and whether it applied to business or gatherings. The City Attorney advised that



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she was trying to adapt the language from Executive Orders from Governor Abbott. Mayor Garcia asked that the declaration be amended to exclude businesses. The discussion came back to the length of the declaration. Councilmember Kircher suggested that it be amended to six months.

Councilmember Seth Stokes made the motion that the declaration be passed with the two amendments excluding business and the time period to be set to six months. The motion was seconded by Councilmember Branch. The motion passed unanimously.

2. Council to discuss and take action approving an interlocal agreement with the Waller County Sheriff's Office.

Mayor Garcia provided the background that he contacted several local officials to include the Sheriff, the County Judge and State Representative Cecil Bell regarding the ongoing disaster and his concerns that the City of Pattison did not have local law enforcement other than that provided by the Sheriff's office and the local Constable. Mayor Garcia informed the Council that the Constable's Office does not have a line item or agreement for part-time officers, but that the Sheriff's Office does.

Mayor Garcia shared that the interlocal agreement had been written by Waller County and that reviews and revisions had been made after discussions with the City Attorney and Sheriff Smith. The agreement allows for the Sheriff to provide part-time deputies to patrol exclusively in Pattison unless there is some emergency. Mayor Garcia shared that there was no intent to use full-time deputies and the part-time deputies would not be scheduled such that they would be eligible for benefits. Mayor Garcia felt that the City of Pattison needed a law enforcement presence during the on-going disaster and that the interlocal agreement allows an opportunity for the City to obtain that temporary presence.

Mayor Garcia asked the Council to review the FEMA fact sheet on eligible Emergency Protective Measures that had been provided by Brian Cantrell, the Waller Emergency Management Officer (OEM). Security and Law Enforcement are allowable expenses that can be claimed in a disaster and that the City would be seeking reimbursement of the charges received through this agreement. He indicated that he has already started tracking expenses associated with this disaster but there is no written guarantee that the City would be reimbursed. The Mayor also shared that there have been incidents at the Dollar General over grocery items. Councilmember Kircher asked for how the amount of \$100,000 was derived. Mayor Garcia explained that this provided about 16 hours of daily coverage which is about \$15,000 per month with a little buffer. Mayor Garcia stated that it could be decreased or increased as needed. If the interlocal is approved by the City Council, it would require approval by the Waller County Commissioners Court.

Councilmember MacCallum made a motion that the interlocal agreement be approved as presented, seconded by Councilmember Cobio. The motion passed unanimously.



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3. Council to discuss and take action on amending the budget.

Mayor Garcia stated that with the current emergency and the interlocal agreement some changes to the budget would be needed. The following increases would be needed:

- Increase the law enforcement line item from the current \$750 to \$100,000
- Increase the local emergency management line item from \$5,000 to \$10,000
- Increase the payroll expenses from \$15,000 to \$20,000

Mayor Garcia discussed that the \$100,000 should carry the temporary law enforcement to the end of the fiscal year. It is his desire to have it reimbursed by FEMA but also not to have to use of all the funds. The increase in the local emergency management line item is for the possible purchase of Personal Protective Equipment (PPE) that might be needed for volunteers. Additional charges in payroll are for the City Secretary and the anticipated increased workload due to the health emergency. These increases were requested in anticipation of possible expenditures during the current crisis. These expenditures would be submitted to FEMA for reimbursement.

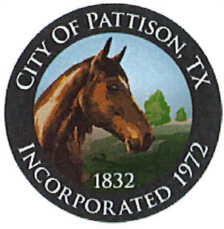
Councilmember MacCallum asked if the money would be coming from Reserves. The Mayor confirmed this and again reiterated that reimbursement will be sought from FEMA but cannot be guaranteed.

Councilmember Kircher made the motion to amend the budget as presented, seconded by Councilmember MacCallum. The motion passed unanimously.

4. Council to discuss and take action on allowing standard monthly payments (utilities, Municipal Court) to be paid via Automatic Clearing House (ACH)

The City Secretary shared that presently checks are written for all the bills. Considering the current situation and there is as possibility that getting checks signed by two Councilmembers could difficult in this current situation. The City Secretary shared that she spoke with the Auditor who indicated that there would not be a problem if there was the ability for the approval of the charges by a Councilmember. The City Secretary shared that she spoke with Allegiance Bank and there is a Positive Pay process for ACH charges. Mayor Garcia shared that this would be a tool to help us keep our government operating as usual. All payments would be shared with the Council and approved monthly.

Councilmember Stokes motioned that the City begin making standard monthly payment of bills through ACH transactions. Seconded by Councilmember Kircher seconded the motion. The motion passed unanimously.



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5. Update on Emergency Management Actions to date.

Mayor Garcia stated that he has been communicating with the City Attorney, City Secretary and Waller County OEM during this time. Brian Cantrell has been to the City to explain the reimbursement process and shared updates of the availability of PPE. The Mayor stated that he wanted to share as much emergency information on our website. One item that Mayor Garcia wants to improve on is the utilization of Code Red in the City.


Mayor Garcia stated that he did not plan to have another special meeting during this emergency and that City meetings would get back to business as usual. He did share that meetings may have to continue via videoconference until the COVID 19 emergency is over. He shared that the City has purchased a monthly subscription to Zoom to allow for meetings over 40 minutes.

Mayor Garcia stated that he would be keeping the Mayor Pro-Tem Seth Stokes aware of his actions so that he would be able to manage things should the Mayor not be able to complete his duties. Mayor Pro-Tem Stokes shared that the community needed to look out for each other during this time. Mayor Garcia agreed and shared that there are food resources available as indicated on the City website.

The City Secretary shared that the front page of the City website will be changed to provide information about the resources available during the health emergency. She also shared that not everyone has Facebook or wants to utilize this application, that she has been able to share the County Judge's daily Facebook updates to our website where someone did not have to be on Facebook could view them.

VIII. Adjourn meeting

The meeting was adjourned at 7:52 p.m.



Mayor, Joe Garcia

Attest:



City Secretary, Christa M. Molloy