



CITY COUNCIL MONTHLY MEETING MINUTES

DATE: February 25, 2021

Attendance: John Gray, Fran Klestinec, Jeff Jakobeit, Sabrina Nelson, Leon Smith, Jessie Solis

Absent: None

Administrator: Robert Wilhite

Attorney: Don Bird

Finance Director: Anna Ortiz

Secretary: Martha Click

Others Present:

Curtis Davidson, Luis Garcia, Dan Heil, Eric Willis

Quorum Established & Call to Order: 7:02 PM

Presentation: None

Public Comments: None

Minutes of Prior Meeting: Minutes of the January 21, 2020 meeting were presented. Councilman Solis made a motion to accept the minutes. Motion was seconded by Councilman Smith and passed by 4-0.

Discussion on: The City 2020 Audit

Jonathan Smith from the audit firm of Cherry Bekaert CPA & Advisors presented the Council with the Comprehensive Annual Financial Report for the City as of the year ended September 30, 2020. With the packet, he also provided a signed Representation Letter. He explained that there was a new column required titled "Debt Service Fund" used for the City's debts as identified as a material weakness. However, there were no significant problems. Mr. Smith reported that the City audit was completed earlier due to Mrs. Ortiz converting to an accrual-basis and having straightened out previous problems. He also announced that though he would be leaving the company that the firm would continue to be available for the City's future audits.

Discussion on: The Project Creedmoor 216

Eric Willis reported that he had given Administrator Wilhite the check for consultants the City uses. He stated that they are continuing to work on obtaining water and a MUD. They are also planning for a water treatment plant too be built where the City wants it and then it would be given to the City. He stated that he had a conference with the engineers and the property was in the City limits. However, Administrator Wilhite clarified that although the City did that annexation as well as Councilman Gray's property and several others in 2007, the Graef and Gray properties were never recorded with Travis County. As a result, Councilman Gray has had to re-request and be re-annexed into the City which has been done. Therefore, the Graef property is not in the City of Creedmoor. Mr. Willis said they still want to be annexed into the City. He also requested that the City expand its Zoning Ordinances to allow "Single Family Dwellings" district to dictate how subdivisions are permitted. He was requesting a minimum 4600 square feet lot size. Attorney Bird said they need to have the land annexed into the City and then request the zoning change later to allow smaller lot sizes. Councilman Gray stated that the Council needs to decide if they want the Creedmoor 216 project and if they want to modify the plans or not. He said he is against the smaller lots and that there would have to be a section zoned commercial. Mr. Curtis ask that the Council make a decision on whether to allow the subdivision because he would have to spend millions of dollars to get

started and then not have the Council's approval. Attorney Bird then suggested that the Council decide so Mr. Curtis so he would not have to keep coming back before the Council. He then requested that the Council adjourn to Executive Session to discuss what they wanted and some legal issues. He suggested Administrator Wilhite send a letter to Mr. Curtis advising him of the Council's decision.

Executive Session: The Council convened in Executive Session at 7:45. The Executive Session adjourned at 9:04pm.

The regular Council meeting reconvened at 9:05pm.

Attorney Comments: None

Council Member Comments: Councilman Jakobeit asked if the \$60,000 loss in the audit was from the lack of events held during 2020 and Mrs. Ortiz affirmed that it was, but that sales tax income had gone up. Councilwoman Nelson asked if the CCCFA was doing a drive by Easter Basket handout and Administrator responded that President Nancy Wilhite and Vice-President Leti Bocanegra had been discussing plans for various events.

Financials: On attached printed sheets. Call Mrs. Ortiz if there are any questions.

Administrator Comments: Administrator Wilhite reported that the Del Valle Care Coalition and the Emergency Network would be distributing water and food next week to the community at the Center. Councilman Solis has volunteered to help on Wednesday. He noted that the memorial for Mayor Click that is being constructed out front is looking very nice. There was a question of doing something for the Council Members who have previously served. Councilman Gray asked about the bench his mother, Edna Gray had donated, and Administrator Wilhite explained that they would plan to have it marked as well as other memorials for Howard Alexander, Lillian Swenson and other donors.

Administrator Wilhite explained that he and his family as well as Councilman Jakobeit had had Covid-19 and he recommended that if anyone suspects they have it to get treated immediately. He said that the Community Center is being considered as a possible Covid-19 vaccine site.

Administrator Wilhite invited everyone to come to the park to see the work that has been done. The bridges and playscape have been finished except for getting mulch for the playscape. He said that the Trail of Lights was a success and planned for it to better next year with more businesses involved. Councilwoman Nelson asked about having an opening ceremony for the park and Administrator Wilhite responded that possibly Mayfest or Oktoberfest would be a good time. He said the office staff has been working hard and doing a great job.

CCCFA: Administrator Wilhite advised that Nancy Wilhite and Leti Bocanegra as president and vice-president had not held meetings due to Covid-19 so were planning to have a conference call. They were wanting to start planning for Mayfest and have things ready even if it ends up having to be cancelled.

Mayor's Comments: Mayor Klestinec said she agreed that the Trail of Lights had turned out very well and she invited everyone to come and see the work that had been done on the park. She approved the workshop and agreed that the City needs to have plans for future development.

Adjourned: The meeting was adjourned at 8:22pm. Councilwoman Nelson made the motion to adjourn, and Councilman Jakobeit seconded the motion. The motion passed: 5-0.

Next Council Meeting: March 18, 2021

CITY OF CREEDMOOR

CITY COUNCIL AGENDA

Notice is hereby given of a meeting of the City Council of Creedmoor to be held on Thursday, February 25, 2021 at 7:00 p.m. at: City Hall-Council Chambers, 12513 FM 1625, Creedmoor, Texas, for the purpose of considering the following agenda items. The City Council reserves the right to meet in closed session on any agenda should the need arise and if applicable pursuant to authorization by Chapter 551, of the Texas Government Code.

Call to Order

Roll Call

Announce a Quorum is Present

A. PRESENTATIONS: None

B: PUBLIC COMMENT

- At this time 3-minute comments will be taken from the audience on non-Agenda related topics. To address the Council, please submit a Public Comment form to the City Secretary prior to the start of the meeting.
- Speakers will have one opportunity to speak during this time period and may speak on any matter not listed in the Agenda. Inquiries about matters not listed in the Agenda will either be directed to Staff or placed on a future agenda for Council consideration.

SPEAKERS MUST BE A RESIDENT, PROPERTY OWNER OR BUSINESS OWNER WITHIN THE CITY LIMITS OF THE CITY OF CREEDMOOR

NO FORMAL ACTION CAN BE TAKEN ON THESE ITEMS AT THIS MEETING.

C. ACTION ITEMS

- Citizens wanting to comment on Agenda items should submit a Public Comment form to the City Secretary prior to the meeting being called to order.
- SPEAKERS MUST BE A RESIDENT, PROPERTY OWNER OR BUSINESS OWNER WITHIN THE CITY LIMITS OF THE CITY OF CREEDMOOR
- Individuals wishing to speak on an Agenda item will be allowed to speak when the Agenda item is called and recognized by the chairperson. Comments made during this time must be directly related to the agenda item under discussion and comments shall be limited to three (3) minutes per person
 1. Discussion and possible action on the minutes of 01-21-21
 2. Discussion and possible action of city Audit.
 3. Discussion and possible action on 216 Project.
 4. Comments from City Council Members
 5. Financial report.
 6. Administrator's Comment, Discussion and possible action with Dan Hejl engineer.
 7. Mayor's Comments

E. EXECUTIVE SESSION: The Creedmoor City Council will announce it will go into Executive Session, if necessary, pursuant to Chapter 551 of the Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development). The City Council may also announce it will go into Executive Session, if necessary, to receive advice from Legal Counsel regarding any other items on this agenda

F. RECONVENE into Regular Session and consider action, if any, on items discussed in Executive session.

G. ANNOUNCEMENTS *No action or in-depth discussion may occur during this item*

Reports from City officials or City staff regarding items of community interest, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutory recognitions of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that have arisen after the posting of the agenda.

March 18, 2021 Next Council Meeting

H. ADJOURNMENT

CERTIFICATION

I, the under signed authority do hereby certify that this Notice of Meeting was posted on the Bulletin board, at the City Hall of the City of Creedmoor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Monday, February 22, 2021 at 6:20 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Robert R. Wilhite
City Administrator

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the day of February 22, 2021 at 5:00 p.m.

Title: Administrator

In compliance with the Americans with Disabilities Act, the City of Creedmoor will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 4 business days prior to the meetings. Please contact City Hall at (512) 512-243-6700 or FAX (512) 243-6701 for further information. Braille is not available.

ROBERT R. WILHITE



City of Creedmoor
Profit & Loss
 January 2021

	Jan 21
Ordinary Income/Expense	
Income	
Cemetery	625.00
Donations	1,720.00
Municipal Right of Way Fees	2,184.49
Property Tax Revenue	191,527.86
Sales & Use Tax Revenue	10,209.06
Travis County Interlocal Grant	8,034.03
Total Income	214,300.44
Expense	
Community Center	
Supplies	354.94
Community Center - Other	114.46
Total Community Center	469.40
Contract Labor	1,600.00
COVID-19	
Disinfect common areas	1,626.00
Total COVID-19	1,626.00
Dues and Subscriptions	115.64
LOAN 2020	
5 Bridges for Trail	375.00
Concrete	800.80
Contract Labor	12,949.20
Covered Playground	9,890.00
Equipment	495.24
Misc (Landscaping ect)	2,275.00
Park Storage Building	8,445.97
Parking Lot	750.00
Total LOAN 2020	35,981.21
Office Expense	
Auto Expenses	
Fuel	437.85
Total Auto Expenses	437.85
Capital Outlay	
Computer, Website, IT	988.16
Total Capital Outlay	988.16
Dues and Subscriptions	251.18
Maintenance	150.00
Security -Council	200.00
Supplies	427.95
Total Office Expense	2,455.14
Park	
Equipment	4,296.96
Equipment Rental	85.00
Equipment Repairs	118.95
Fuel for Tractor	125.55
Maintenance	302.28
Total Park	4,928.74
Payroll Expenses	11,089.63

City of Creedmoor
Profit & Loss
 October 2020 through January 2021

Oct '20 - Jan 21

Ordinary Income/Expense	
Income	
Building Permits	
Mobil Home Permit	500.00
Building Permits - Other	18,650.00
Total Building Permits	19,150.00
Cemetery	1,250.00
Community Center Contract	4,240.00
Donations	3,720.00
Electrical Permit	250.00
Like Kind Revenue	1,072.00
Municipal Right of Way Fees	5,173.38
Park User Fees	1,490.00
Property Tax Revenue	220,607.97
Sales & Use Tax Revenue	44,297.20
Sign Permit	206.00
Special Permit	250.00
Travis County Interlocal Grant	8,034.03
Zoning Request Fee	250.00
Total Income	309,990.58
Expense	
Community Center	
Cleaning	493.00
Parking	45.00
Repairs and Maintenance	523.98
Security	720.00
Supplies	354.94
Community Center - Other	114.46
Total Community Center	2,251.38
Contract Labor	1,600.00
COVID-19	
Contract Labor -Disinfect	1,104.00
Disinfect common areas	6,304.00
Disinfecting supplies	139.48
Webpage update	100.00
Total COVID-19	7,647.48
Dues and Subscriptions	115.64
LOAN 2020	
5 Bridges for Trail	43,125.00
Concrete	12,500.00
Contract Labor	43,349.20
Covered Playground	43,211.75
Equipment	1,506.35
Millings	12,000.00
Misc (Landscaping ect)	6,075.00
Park Storage Building	9,197.06
Parking Lot	1,141.79
Total LOAN 2020	172,106.15
Office Expense	
Auto Expenses	
Fuel	1,151.59
Total Auto Expenses	1,151.59
Capital Outlay	
Computer, Website, IT	3,893.65
Total Capital Outlay	3,893.65

City of Creedmoor
Profit & Loss
 October 2020 through January 2021

	Oct '20 - Jan 21
Road Maintenance	
Waste	45.78
Total Road Maintenance	45.78
Social Activities	
Christmas	586.54
New Years Eve	3,000.00
Thanksgiving Meal	728.94
Trunk-o-Treat	44.31
Total Social Activities	4,359.79
Travel & Ent	
Meals	110.88
Total Travel & Ent	110.88
Utilities	
Electric	2,540.25
Gas and Electric	180.00
Telephone	638.32
Water	742.46
Total Utilities	4,101.03
Total Expense	306,208.79
Net Ordinary Income	3,781.79
Other Income/Expense	
Other Income	
Interest Income	673.19
Total Other Income	673.19
Other Expense	
Gifts	75.76
Robert Wilhite	65.38
Total Other Expense	141.14
Net Other Income	532.05
Net Income	4,313.84

City of Creedmoor
Balance Sheet
 As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
FLNB - Checking	21,635.59
FLNB Checking Covid 62761	6,624.43
Money Market 38844	18,464.11
Money Market 38851	468,481.59
Petty Cash	681.10
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Total Checking/Savings	515,886.82
Accounts Receivable	
*Accounts Receivable	12,275.00
Delinquent Property Tax Receiva	2,345.00
Interest Receivable	15,904.00
Property Tax Receivable	4,467.16
Sales & Use Tax Receivable	992.39
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Total Accounts Receivable	35,983.55
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Total Current Assets	551,870.37
Fixed Assets	
12V Fuel Pump	279.99
16' Trailer	1,650.00
2020 Gator	3,500.00
300 Lb Ramp Pair	239.99
5000 Hartung Ln	34,976.58
Accumulated Depreciation	-821,640.14
Bad Boy 11	4,249.99
Bad Boy 60 InZT ELite	4,599.00
Bond Loan	
Water Truck	867.16
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Total Bond Loan	867.16
Building	743,260.82
Building Improvements	306,948.13
CAT 416E Backhoe	24,000.00
Command Pro	5,950.00
Computer Equipment	1,740.64
Copier	800.00
Cutting Torch	350.00
Dump Trailer	6,550.00
Equipment - Rollers	-350.00
Floor Scrubber	1,000.00
Full-size Pool table and couch	4,000.00
Furniture & Fixtures	11,177.40
Graef Tracts	24,153.88
Ice Maker	5,797.00
Kitchen Equipment	12,025.42
Kubota Tractor w/ Loader	8,000.00
Land	120,793.30
Lincoln Electric Cutwelder	199.00
Message Center	35,680.89
Office Building	44,471.84
Office Furniture	5,070.00
PA System	7,639.00
Parks	641,611.42
Portable Digital Recorder	313.90
Portacool Cyclone	1,499.99
Printer	562.86
Pruner	494.99
Solar Array	23,030.00
SPRAYER	200.00