



CITY COUNCIL MONTHLY MEETING MINUTES

DATE: April 22, 2021

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

Absent: John Gray

Administrator: Robert Wilhite

Attorney: Don Bird

Finance Director: Anna Ortiz

Secretary: Absent

Others Present:

Miza Buig, Sarah Corona, Michael Doerr, Anna Marquez, Joe and Mary Tristan, Jacob Wilhite, Eric Willis

Quorum Established & Call to Order: 7:00 PM

Minutes of Prior Meeting: Minutes of the March 18, 2021 meeting were presented. Councilman Solis made a motion to accept the minutes and Councilman Smith seconded. The motion passed 4-0.

Presentation: None

Public Comments: None

Council Member Comments: Councilwoman Nelson said that the children really liked the Easter Basket Drive-Thru and asked if Mayfest was going to be held and Administrator Wilhite explained that the CCCFA had a meeting and that they decided there would not be enough time to schedule with for the Car Show. They are planning for Oktoberfest with the Bar-B-Que cookoff, games, Car Show, tractor pull. He also asked if anyone is not getting the emails to let him know. The Fourth of July event was discussed, and it was decided to have the fireworks on the 4th and the public could come earlier to the park. Administrator Wilhite reported that The Del Valle Alumnae is planning to have two reunions to accommodate the large crowds. The cost would be \$25, and it would be catered. He said that Travis County had approved full capacity for events.

Public Hearing: The Rezoning of the Carl Cole Property:

This item was tabled at the March Council meeting for the rezoning of the 10-acre lot on the corner belonging to Carl Cole. Mr. Cole had requested that the 70.7190 acres at the corner of Wright Rd. and FM 1327 be rezoned commercial for a planned Fuel Station. Administrator Wilhite explained that they would need the Rezoning and Special Permits and that Engineer Dan Heijl recommended that the City would need the site plan, traffic study fire protection, drainage, driveway, and road maintenance plans. He asked that the owners provide plating, easements, driveway, and internal road responsibilities. Mr. Heijl had recommended not approving the project until all the plans are including TX-Dot, ESDs and Creedmoor-Maha Water. Attorney Bird advised that the Council could approve the zoning change and wait for the Engineer's report to approve the Special Permit. Councilman Jakobeit then made the motion to rezone the Cole property commercial. Councilwoman Nelson seconded the motion and it passed 4-0.

Councilwoman Nelson made the motion to approve the special permit if all engineering conditions are met. Councilman Solis seconded the motion and it passed 4-0. Councilwoman Nelson then asked that Dan Heil be included on all emails concerning this development.

The Public Hearing adjourned, and the regular Council Meeting reconvened at 8:03 pm.

Discussion on: The Project Creedmoor 216

Eric Willis reported that they were doing an environmental study that included street design and soil effect for foundations and a traffic analysis of impact and design. He plans to have a development agreement by the next Council meeting. He said that the meeting with TDS was beneficial helpful in knowing what the City wanted and he planned to meet with Creedmoor-Travis MUD and Creedmoor-Maha Water Corp. next month. Administrator Wilhite inquired as to the plan for the width of the roads. He explained that the roads should be 58'-60' feet wide to accommodate emergency vehicles with cars parked on both sides making it a safety issue.

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

Administrator Comments: Administrator Wilhite said that a few funerals gatherings had been held and upcoming graduation parties had been booked. There are a lot of parties booked for 2022. He also commented that Ralph Warren had said that Travis Co. were distributing more Covid-19 vaccines for ages 16 and up. Administrator Wilhite had agreed to have it held at the Community Center, but he hasn't confirmed it. He then explained that all the money for the park has been spent. The long tables on the island are finished. Also, there will be a survey will be done to tie all the separate pieces of park land together. A security fence will be installed around the utility area. There has been illegal dumping and use of the City's dumpsters. He wants to include a maintenance building in next year's budget for security of the City's equipment.

He also reported that tax notices had gone out and that the City should expect twenty million dollars in revenue for this year however, the tax rate would have to be lowered due to the increase in property values. He also stated that there were some new opportunities for the City as some land was to be donated and he hopes for more.

Administrator Wilhite also asked about having items on the electronic sign like Mama Mary's Pumping Patch or BeeMindful bee removal. The Council agreed to any for community information. Councilwoman Nelson suggested including school fundraising.

Mayor Comments: Mayor Klestinec said she would like to have a dedication for the park and memorials. She also asked if the Boy Scouts or VFW could come to burn the City's old flags.

Executive Session: None

Attorney Comments: None

Adjourned: The meeting was adjourned at 8:15pm. Councilman Jakobeit made the motion to adjourn, and Councilwoman Nelson seconded the motion. The motion passed: 4-0.

Next Council Meeting: May 20, 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, March 18, 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 02-25-21
- 2. Discussion and possible action on the Carl Cole 12610 Wright Rd. Replat of 70.7190 acres and a re-zoning of the same 10 acres.
- 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 on workshop.
- 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 salutary 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.

April 15, 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, March 15, 2021 at 6:20 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

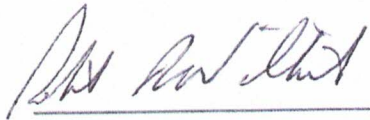
Robert R. Wilhite
City Administrator

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 March 15, 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
 March 2021

	<u>Mar 21</u>
Ordinary Income/Expense	
Income	
Cemetery	785.00
Community Center Contract	520.00
Development Fees-Subdivision	15,000.00
Municipal Right of Way Fees	243.22
Property Tax Revenue	8,375.77
Sales & Use Tax Revenue	62,356.59
Subdivision Plat	250.00
Zoning Request Fee	250.00
Total Income	<u>87,780.58</u>
Expense	
Community Center	
Cleaning	900.00
Parking	45.00
Security	650.00
Total Community Center	<u>1,595.00</u>
COVID-19	
Disinfecting supplies	363.69
Total COVID-19	<u>363.69</u>
Dues and Subscriptions	0.00
LOAN 2020	
Misc (Landscaping ect)	12,800.00
Park Storage Building	3,358.93
Parking Lot	9,786.99
Total LOAN 2020	<u>25,945.92</u>
Office Expense	
Auto Expenses	
Fuel	484.98
Auto Expenses - Other	81.00
Total Auto Expenses	<u>565.98</u>
Bank Charges	4.00
Capital Outlay	
Computer, Website, IT	582.50
Total Capital Outlay	<u>582.50</u>
Dues and Subscriptions	65.00
Insurance	
Warranty	60.00
Total Insurance	<u>60.00</u>
Maintenance	176.61
Security -Council	200.00
Supplies	20.57
TCAD Collection Fee	256.62
Office Expense - Other	307.89
Total Office Expense	<u>2,239.17</u>
Park	
Equipment	267.14
Equipment Repairs parts	893.78
Total Equipment Repairs	<u>893.78</u>

City of Creedmoor
Profit & Loss
March 2021

	<u>Mar 21</u>
Fuel for Tractor	274.00
Maintenance	295.20
Small Tools and equipment supplies	117.37
Walking Trail Material	-69.03
	<u>170.28</u>
Total Walking Trail	170.28
Total Park	1,948.74
Payroll Expenses	17,143.09
Professional Fees	
Engineering	
Inspections	
Electrical	65.00
Frame- Mechanical	65.00
Mechanical	195.00
	<u>325.00</u>
Total Inspections	325.00
Engineering - Other	1,220.00
	<u>1,545.00</u>
Total Engineering	1,545.00
Legal Fees	2,950.00
	<u>4,495.00</u>
Total Professional Fees	4,495.00
Social Activities	
Oktoberfest Expense	
Supplies	50.85
	<u>50.85</u>
Total Oktoberfest Expense	50.85
Total Social Activities	50.85
Travel & Ent	
Meals	47.22
	<u>47.22</u>
Total Travel & Ent	47.22
Utilities	
Electric	746.61
Telephone	158.99
Water	133.21
	<u>1,038.81</u>
Total Utilities	1,038.81
Total Expense	<u>54,867.49</u>
Net Ordinary Income	32,913.09
Other Income/Expense	
Other Income	
Interest Income	160.77
	<u>160.77</u>
Total Other Income	160.77
Net Other Income	160.77
Net Income	<u><u>33,073.86</u></u>

City of Creedmoor
Profit & Loss
 October 2020 through March 2021

Oct '20 - Mar 21

Ordinary Income/Expense	
Income	
Building Permits	
Barn	300.00
Mobil Home Permit	500.00
Building Permits - Other	18,650.00
Total Building Permits	19,450.00
Cemetery	2,460.00
Community Center Contract	5,010.00
Development Fees-Subdivision	15,000.00
Donations	3,720.00
Electrical Permit	250.00
Franchise Fees	5,070.00
Like Kind Revenue	2,157.00
Municipal Right of Way Fees	7,367.35
Park User Fees	1,490.00
Property Tax Revenue	262,312.17
Sales & Use Tax Revenue	118,511.53
Sign Permit	206.00
Special Permit	250.00
Subdivision Plat	250.00
Travis County Interlocal Grant	8,034.03
Zoning Request Fee	500.00
Total Income	452,038.08
Expense	
Community Center	
Cleaning	1,393.00
Parking	90.00
Repairs and Maintenance	772.63
Security	2,335.00
Supplies	392.03
Community Center - Other	114.46
Total Community Center	5,097.12
Contract Labor	1,600.00
COVID-19	
Contract Labor -Disinfect	1,104.00
Disinfect common areas	6,532.00
Disinfecting supplies	599.38
Webpage update	100.00
Total COVID-19	8,335.38
Dues and Subscriptions	368.48
LOAN 2020	
5 Bridges for Trail	43,125.00
Concrete	12,500.00
Contract Labor	61,575.00
Covered Playground	43,211.75
Equipment	1,506.35
Millings	12,000.00
Misc (Landscaping ect)	19,252.67
Park Storage Building	23,069.43
Parking Lot	20,626.03
Total LOAN 2020	236,866.23
Maintenance	51.12
Materials	1,050.00

City of Creedmoor
Profit & Loss
 October 2020 through March 2021

04/22/21

Cash Basis

	Oct '20 - Mar 21
Office Expense	
Auto Expenses	
Fuel	2,014.33
Auto Expenses - Other	81.00
Total Auto Expenses	2,095.33
Bank Charges	4.00
Capital Outlay	
Computer, Website, IT	5,058.65
Total Capital Outlay	5,058.65
Dues and Subscriptions	1,349.08
Insurance	
Auto Liab	63.70
Errors & Omissions	547.82
Law Enforcement	554.68
Liability	238.77
Mobil Equipment	134.26
Property	2,628.36
Warranty	89.97
Workers Comp	1,626.71
Total Insurance	5,884.27
Maintenance	1,325.49
Postage	55.00
Security -Council	940.00
Supplies	1,602.87
TCAD Collection Fee	757.36
Training	-499.50
Office Expense - Other	1,300.07
Total Office Expense	19,872.62
Park	
Equipment	792.14
Equipment Rental	255.00
Equipment Repairs	
parts	5,248.18
Equipment Repairs - Other	3,558.09
Total Equipment Repairs	8,806.27
Fuel for Tractor	968.83
Maintenance	4,324.39
Small Tools and equipment	814.08
supplies	447.32
Walking Trail	
Material	319.04
Total Walking Trail	319.04
Total Park	16,727.07
Payroll Expenses	88,430.99
Professional Fees	
CPA	
Audit	15,000.00
Total CPA	15,000.00

City of Creedmoor
Profit & Loss
 October 2020 through March 2021

4/22/21 12:35 PM
 04/22/21 12:35 PM
 04/22/21 12:35 PM

	Oct '20 - Mar 21
Engineering	
Inspections	
Electrical	1,170.00
Frame- Mechanical	65.00
Mechanical	520.00
Slab Ground UFER	65.00
	1,820.00
Total Inspections	1,820.00
Engineering - Other	2,266.50
	4,086.50
Total Engineering	4,086.50
Legal Fees	22,739.17
	41,825.67
Total Professional Fees	41,825.67
Repairs	
Building Repairs	42.33
Equipment Repairs	508.88
	551.21
Total Repairs	551.21
Road Maintenance	
Waste	45.78
	45.78
Total Road Maintenance	45.78
Social Activities	
Christmas	663.33
New Years Eve	3,000.00
Oktoberfest Expense	
Supplies	50.85
	50.85
Total Oktoberfest Expense	50.85
Thanksgiving Meal	772.06
Trunk-o-Treat	44.31
	4,530.55
Total Social Activities	4,530.55
Travel & Ent	
Meals	228.69
	228.69
Total Travel & Ent	228.69
Utilities	
Electric	4,078.80
Gas and Electric	180.00
Telephone	956.30
Water	1,009.77
	6,224.87
Total Utilities	6,224.87
Total Expense	431,805.78
Net Ordinary Income	20,232.30
Other Income/Expense	
Other Income	
Interest Income	893.13
	893.13
Total Other Income	893.13

City of Creedmoor Profit & Loss October 2020 through March 2021

	Oct '20 - Mar 21
Other Expense	
Gifts	75.76
Robert Wilhite	0.00
Total Other Expense	75.76
Net Other Income	817.37
Net Income	21,049.67

City of Creedmoor
Balance Sheet
 As of March 31, 2021

Mar 31, 21

ASSETS

Current Assets

Checking/Savings

FLNB - Checking	1,507.73
FLNB Checking Covid 62761	5,910.74
Money Market 38844	19,275.93
Money Market 38851	504,254.71
Petty Cash	249.79

Total Checking/Savings 531,198.90

Accounts Receivable

Delinquent Property Tax Receiva	-4,033.10
Franchise Fees Receivable	-8,778.62
Property Tax Receivable	-775,802.91
Sales & Use Tax Receivable	-27,664.23

Total Accounts Receivable -816,278.86

Total Current Assets -285,079.96

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

Total Bond Loan 867.16

Building	737,805.82
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
Utility Vehicle	5,895.00

City of Creedmoor
Balance Sheet
 As of March 31, 2021

	<u>Mar 31, 21</u>
Walter Long Property	6,848.08
Washer/Dryer Combo	150.00
Total Fixed Assets	<u>1,273,131.13</u>
Other Assets	
Micro Bus Loan	16,838.40
Total Other Assets	<u>16,838.40</u>
TOTAL ASSETS	<u><u>1,004,889.57</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-1,681.50
Total Accounts Payable	-1,681.50
Other Current Liabilities	
Accounts Payable	31,015.00
BOND -CERTIFICATE OF OBLIGATION	500,000.00
Community Center Lease	20,288.00
Payroll Liabilities	519.09
Total Other Current Liabilities	<u>551,822.09</u>
Total Current Liabilities	<u>550,140.59</u>
Total Liabilities	550,140.59
Equity	
Fund Balance	206,883.02
Investments in Gen Fixed Assets	19,509.61
Opening Bal Equity	0.04
Restricted Fund - Small Busines	0.15
Unrestricted Net Assets	207,306.49
Net Income	21,049.67
Total Equity	<u>454,748.98</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,004,889.57</u></u>

CITY OF CREEDMOOR
5008 HARTUNG LN
CREEDMOOR, TEXAS. 78610

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www.cityofcreedmoortx.gov

MAYOR

Fran Pogue Klestinec

mayor@cityofcreedmoortx.gov

CITY ADMINISTRATOR

Robert Wilhite

administrator@cityofcreedmoortx.gov

COUNCIL MEMBERS

Jesse Solis, Mayor Pro-Tem

Jeff Jakobeit

Leon Smith

Richard Harrison

Sabrina Nelson

PUBLISHED NOTICE

NOTICE IS HEREBY GIVEN to all interested persons that the City of Creedmoor, Texas discuss and possible take action on a 10 acres Re-zone Commercial & Special Permit for a Fuel Station at 12610 Wright Rd. Creedmoor Texas (ABS 155 SUR 6 CAPLES) owned by Carl Cole.

City of Creedmoor Council will meet on April 22, 2021 at the Creedmoor City Hall at 12513 FM 1625 Creedmoor, Texas at 7:15 pm.

All persons interested in the above have the right to appear and be heard.

By the order of the City Council of Creedmoor, Texas, Robert R. Wilhite Administrator.