

**THE CITY OF PALACIOS, TEXAS**  
**REGULAR MEETING MINUTES**  
**April 14, 2022**

A Regular Meeting was held by the City Council of the City of Palacios on April 14, 2022, at 6:00 p.m., in the Council Chamber, 311 Henderson, Palacios, Texas 77465.

**Call to Order:**

Mayor Chau called the meeting to Order at 6pm.

**Invocation**

Mayor Chau recognized Councilmember Woolf who led the Council, Staff, and Citizens in prayer and pledges to the U.S., Texas, and Palacios Flags.

**Roll Call:**

Mayor, Linh Chau	Councilmember Place 6, Michael Dotson
Councilmember Place 5, Raylyn Samora	Councilmember, Place 4, Troy Lewis
Councilmember Place 3, Chip Woolf	Councilmember, Place 2, Jim Gardner
Councilmember Place 1, Larry Glenn	
City Manager, Cynthia Raleigh	City Attorney, Anne Marie Odefey
City Treasurer, Tammy McDonald	

**Announcements and recognitions by City Manager (C.Raleigh)**

- Community Hub, Emily, she helps our citizens with grants, job applications, and anything they may need.
- Darrell Robbins and the Public Works Department – successfully completed their TCEQ inspection this week.
- Lynn Construction – donated funds for a new hose reel for the Fire Department
- Gary George – Pilot who stores planes at our airport. Shows true care and concern for our facility and supports leadership in regards to improvements.

**AGENDA ITEMS**

**Hearing of Residents**

- Ryan Adams, 118 Tarpon, Palacios – addressed the Council regarding new equipment he has approved for purchase by the Volunteer Fire Department as Fire Chief.
- Jason Wendel, 1506 W. Alabama, - addressed the Council requesting a letter to provide non-emergent transport care in Palacios.
- Huyen Jessica Tran, 1016 Henderson - addressed the Council supporting the need for non-emergent transport care in Palacios, requesting the letter.
- Harlan Stanley, 809 4<sup>th</sup> Street – addressed the Council regarding his want to open businesses in town and requested clarification of Commercial versus Residential zones.
- Mark Rusk, 101 1<sup>st</sup> Street – addressed the Council regarding Agenda Item 15, KPIs, thanking Council for placing this item on the agenda.
- Melinda Cruz, 905 6<sup>th</sup> Street – addressed the Council regarding the Rainbow Land Drainage Project, thanking Council for the work being done and clarification of the discussion she had with previous leadership.
- Mary Kathryn Niccolai – addressed the Council regarding her appreciation of the new City Manager, thanking Council for taking the time and hiring the best person for the job.

#### PRESENTATION ONLY

- Public Procurement Made Easy (C.Raleigh)

City Manager Cynthia Raleigh presented a quick overview of Public Procurement Rules to the City Council and answering questions.

- Park Restrooms/Pavilion Restroom project (C. Wallis)

City Manager Cynthia Raleigh presented the overview of the project that will be completed by the Seawall Commission to repair and upgrade the restrooms along the seawall.

- Marketing Palacios with PEDC (P. Oliver)

Paula Whitney from the Palacios Economic Development presented an overview of their activity for the last several months.

- Newmark Regional Presentation Overview (R. Garza)

City Manager Cynthia Raleigh welcomed Raquel Garza from the Victoria EDC who presented their invitation for the City of Palacios to take part in the Newmark Regional Strategic Planning Project.

- Designation of parking area for large trucks (J. Jones)

City Manager, Cynthia Raleigh, introduced Lt. Josh Jones who presented a letter from the Family Dollar/Dollar Tree located on Henderson allowing large trucks to park overnight in their parking lot which assists drivers of big rigs in our community store their trucks safely while at home for the night.

- Rezoning of R1 to R2 in certain parts of the City of Palacios (C.Raleigh)

City Manager, Cynthia Raleigh announced to the Council that she had presented an idea to Planning and Zoning to allow Manufactured and Industrial Built Homes in certain areas of the

city and her intent to bring forward for a Public Hearing in the future.

- Financials and Grant Update (T.McDonald)

Finance Manager, Tammy McDonald presented the year-to-date financials for the City including Cash Flows, Grants, Revenue and Expenses for all funds and departments.

### **Agenda Items**

#### **Approval of the April 14 Regular Board Meeting Minutes**

Consideration and action regarding the approval of the minutes of the Special Meeting of March 11, 2022 and the regular meeting of April 14, 2022. (C. Mills). Mayor Linh Chau recognized Councilmember Gardner, who motioned, seconded by Councilmember Lewis, to approve the Special Meeting of March 11, 2022 and the April 14, 2022, minutes. (Attachment 1). *Motion Passed, vote unanimous.*

#### **Newmark Regional Group**

Consideration and action regarding the participation in the Newmark Regional Group. Councilmember Samora motioned to open the item for discussion, seconded by Councilmember Dotson. Councilmembers discussed this item and asked questions of the presenter. Councilmember Gardner motioned, seconded by Councilmember Dotson that the Palacios EDC hear this opportunity and make the decision to participate and fund the \$5,000 for the regional study. *Motion Passed, vote was 6 to 1 with Councilmember Larry Glenn voting no.*

#### **Ordinance 2022-0-1**

Discuss and consider action to ratify Ordinance 2022-0-1 adding section A3.01.0000S to Appendix "A" CHAPTER 3 "Building Regulations", of the Code of Ordinances of the City of Palacios, Texas, to recover charges charged by Bureau Veritas North America plus additional fees. City Manager Cynthia Raleigh read the Ordinance for the first reading. Councilmember Woolf motioned, seconded by Councilmember Gardener to approve the Ordinance on its first reading. *Motion passed, vote unanimous.*

#### **Ordinance 2022-0-3**

Consideration and/or action approving an Ordinance by the City Council of the

City of Palacios, Texas amending Chapter 6 of the Palacios City Code; providing that the City is deemed the owner of impounded animals not redeemed with 72 hours of impoundment. City Manager Cynthia Raleigh read the Ordinance for the first reading. Councilmember Woolf motioned, seconded by Councilmember Gardener to approve the Ordinance on its first reading. *Motion passed, vote unanimous.*

**Ordinance 2022-O-4**

Consideration and/or action approving an Ordinance amending Chapter 10, Division 12 of the Code of Ordinances of the City of Palacios, Texas to regulate the parking and placement of manufactured and industrial built homes within the City of Palacios. Councilmember Glenn made a motion, seconded by Councilmember Dotson to table this item. *Motion passed, vote unanimous. Per request of Staff, this item was tabled to allow for a public hearing on the matter.*

**Resolution 2022-R-09**

Designating authorized signatories for contractual documents pertaining to the CDBG Coastal Resiliency Program General Land Office State Contract Number 22-087-002-D227. City Treasurer, Tammy McDonald introduced this item as a part of the process to move forward with the CDBG Coastal Resiliency Program Grant. Councilmember Woolf motioned, seconded by Council Samora to approve Resolution 2022-R-09. *Motion passed, vote was unanimous.*

**Resolution 2022-R-10**

A Resolution adopting a Section 3 Policy; Excessive Force Policy, Limited English Proficiency (LEP) Standards Plan; Section 504 Policy and Grievance Procedures; Code of Conduct Policy, and Fair Housing Policy. City Treasurer, Tammy McDonald introduced this item as a part of the process to move forward with the CDBG Coastal Resiliency Program Grant. Councilmember Woolf motioned, seconded by Council Samora to approve Resolution 2022-R-10. *Motion passed, vote was unanimous.*

**Resolution 2022-R-11**

Consideration and/or Action to adopt certain rules, procedures and official order of business for City Council pursuant to the authority contained in Article 3.12, of the City Charter; and providing for the effective date thereof. Councilmember Woolf motioned, seconded by Council Samora to approve Resolution 2022-R-11. *Motion passed, vote was unanimous.*

### **Asset Disposal Policy**

Consideration and/or action to approve an Asset Disposal Policy for the City of Palacios. City Manager, Cynthia Raleigh presented the Asset Disposal Policy for the City indicating that the City did not previously have a policy in place and with this policy it opens up other sources for sale of property to gain the best return on investment. Councilmember Samora motioned, seconded by Councilmember Glenn to approve the Asset Disposal Policy for the City of Palacios. *Motion passed, vote was unanimous.*

### **Texas Homeowners Assistance Fund**

Consideration and/or action to promote the Texas Homeowner's Assistance Fund Program (TXHAF) and allow staff to help any individuals who may need help completing and filing the application and backup documents. City Treasurer, Tammy McDonald presented the program to help citizens pay their delinquent mortgages, property taxes, and HOA fees. Councilmember Samora motioned, seconded by Councilmember Gardner for the City to participate in this program helping citizens fill out forms needed to get the assistance. *Motion passed, vote unanimous.*

## **NEW BUSINESS**

### **Peacock Financial**

Discussion and/or action to approve an agreement with Peacock Financial for Financial Transparency, Review, Budget Preparation, and Recommendations for Improvement. City Manager, Cynthia Raleigh introduced this item as customary under new management to have an outside source review the financials and budgeting process for an organization to ensure compliance with rules and regulations as well as provide for the efficiency and effectiveness of the next fiscal year budget. Councilmember Woolf motioned, seconded by Councilmember Glenn to enter into an agreement with Peacock Financial in an amount not to exceed \$14,000. *Motion passed, vote was unanimous.*

### **Annual Computer Network Support Agreement**

Discussion and/or action to approve an Annual Computer Network Support Agreement with ICT Infinity. City Manager, Cynthia Raleigh introduced the item by indicating that the City currently has two providers for Computer Network Support and the need to combine into one would create a better response time and assistance to city staff needing support. The new contract will reduce the current rate by 5%. Councilmember Woolf motioned, seconded by Councilmember Glenn to

enter in an agreement with ICT Infinity at a total of \$17,823 a year, renewable annually. *Motion passed, vote was unanimous.*

### **City Website Update Project**

Discussion and/or action to approve a City Website Update Project with PTS Marketing Solutions. City Manager, Cynthia Raleigh presented the need to update our City Website making it more user friendly, intuitive, and robust. Mrs. Raleigh answered questions from City Council regarding the development of the website and licensing of the site itself. Councilmember Samora motioned, seconded by Councilmember Gardner to enter into an agreement with PTS Marketing Solutions in an amount not to exceed \$5,990. *Motion passed, vote was unanimous.*

### **Digital Document Solutions**

Discussion and/or action to approve the Digital Document Solutions (Laserfiche) Agreement. City Manager, Cynthia Raleigh presented the facts that the City has years and years of paper documents, plans and historical data stored in files. The safety of these files is at jeopardy during one natural or unplanned disaster. The project will take approximately three-years to complete and will make all files digitally accessible. Councilmember Gardner motioned, seconded by Councilmember Glenn to enter into an agreement with Digital Document Solutions in the amount of \$4,150 for a one-time set up fee and yearly maintenance and access fee of \$1,200. *Motion passed; vote was unanimous.*

### **KPIs**

Discussion and/or action regarding the KPI's {30/60/90/120 Day Goals) as directed by City Council/Management Contract. City Manager Cynthia Raleigh presented a PowerPoint presentation regarding her goals as set forth by her agreement with City Council. Mrs. Raleigh answered questions from City Council. *No action necessary.*

### **EXECUTIVE SESSION**

*Entered into Executive Session at 8:27 p.m.*

**Called under Section 551.071 of the Texas Government Code under the following sections:**

- 551.071(2) To confer with its attorney regarding matters covered by the attorney/client privilege.
- 551.072 To deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- 551.074 To discuss the appointment, employment, evaluation, responsibilities, and duties, reassignment, discipline, or dismissal of an officer or employee, or to hear a

complaint or charge against an officer or employee(s) City Secretary and/or City Treasurer in regard to team re-organization.

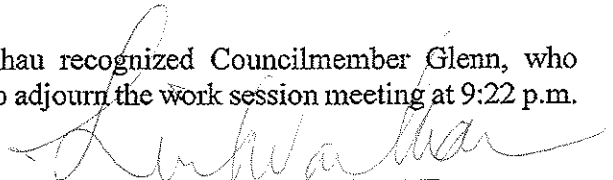
*Reconvened into Regular Session at 9:20 p.m.*

14. Consider and/or take action deemed necessary as a result of the Executive Session.

*No action was taken.*

**ADJOURNMENT**

As there was no further action, Mayor Linh Chau recognized Councilmember Glenn, who motioned, seconded by Councilmember Gardner, to adjourn the work session meeting at 9:22 p.m.  
*Motion Passed, Vote Unanimous.*

  
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Mayor Linh Chau

Attest:

  
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Cynthia Raleigh, City Manager

