

City of Danbury
Regular Council Meeting
Minutes
Thursday,
April 18, 2024

Call to Order: Mayor Suzanne Powell called the meeting to order at 6:30 p.m.

Council Present: Gordon Hatthorn, Keith Woods, Rocky Hicks, Kylie Kroschel and Jon Williams

Staff Present: Erin Nolan and Lydia Silvas

Pledge

Prayer: Clint Williams

Public Comment

NONE

Mayor Update

- Town Hall Meeting will be Thursday, May 2nd at the Community Center at 6:30 p.m.
- Early Voting begins Monday, April 22nd.

Council and Staff Comments:

NONE

Consent Agenda:

1. Consideration of March Financial Statements
2. Consideration of Credit Card Statement- 2.15.2024-3.18.2024
3. Notification of All Bank accounts- available balance as of 4.18.2024
4. Consideration of March Police Report/Maintenance Log
5. Consideration of March Municipal Court Report
6. Consideration of March Community Center Report
7. Consideration of March Park Report
8. Consideration of March Time Report
9. Consideration of March Utility Report

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10. Consideration of Building/Electrical Inspector Report
11. Consideration of Utility Department Vehicle Report

Motion by Kylie Kroschel and seconded by Rocky Hicks to approve the Consent agenda.

PASSES

Consent Agenda:

12. Consideration of Monthly Bills (Check Register from 3.1.2024-3.31.2024)

Motion by Rocky Hicks and seconded by Kylie Kroschel to approve Monthly Bills (Check Register from 3.1.2024-3.31.2024).

Passes but councilman Keith Woods abstains.

General Business:

1. Discussion and Consideration of a replat of lots 4-6 and the south ½ of Lot 3, Block 86, of the Danbury Town site as records in volume 80, pages 624-627 of the Brazoria County deed records in the Henry Austin League, Abstract 13 Brazoria County, Texas. (Michael and Bobbie Young)

Motion by Kylie Kroschel and seconded by Keith Woods to approve a replat of lots 4-6 and the south ½ of Lot 3, Block 86, of the Danbury Town site as records in volume 80, pages 624-627 of the Brazoria County deed records in the Henry Austin League, Abstract 13 Brazoria County, Texas.

PASSES

2. Discussion and Consideration of Regular Council Meeting Minutes from 3.21.2024. (Erin Nolan)

Motion by Rocky Hicks and seconded by Jon Williams approve the Regular Council Meeting Minutes from 3.21.2024.

Passes but councilman Keith Woods abstains because he thought he was not at the March 21, 2024 meeting.

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3. Discussion and Consideration of Regular Council Meeting Minutes from 4.4.2024.
(Erin Nolan)

Motion by Rocky Hicks and seconded by Kylie Kroschel to approve the Regular Council Meeting Minutes from 4.4.2024.

Passes but councilmen Keith Woods and Jon Williams abstain because they were not present at the April 4, 2024 meeting.

4. Discussion and Consideration of sign replacement in City of Danbury with work to be performed by Brazoria County. (Sue Powell)

Motion by Kylie Kroschel and seconded by Rocky Hicks to approve the sign replacement in City of Danbury with work to be performed by Brazoria County with \$1,432.81 to be used from line 7555 and the remainder amount of \$905.94 to be taken from line 7387 for a total of \$2,338.75.

PASSES

5. Discussion and Consideration of Interlocal Agreement for Collection of Taxes and PID Assessments for City of Danbury with Brazoria County. (Sue Powell)

Motion by Kylie Kroschel and seconded by Gordon Hatthorn to approve Resolution 24-003 approving the Interlocal Agreement for Collection of Taxes and PID Assessments for City of Danbury with Brazoria County.

Passes but Councilman Keith Woods abstains needs more time look at this information.

6. Discussion and Consideration of Ordinance 24-06 Substandard Buildings replacing Ordinance 07-07 Substandard Buildings. (Rocky Hicks)

Motion by Kylie Kroschel and seconded by Rocky Hicks to approve Ordinance 24-06 Substandard Buildings replacing Ordinance 07-07 Substandard Buildings.

PASSES

7. Update from Utility Department.

- **Having the pump at Water Tower checked out may need to have it replaced.**
- **Luke one year anniversary will be on May 1st annual appraisal will be at second meeting in May.**
- **Utility guys doing well about keeping mowing and weed eating.**
- **Mike is finishing his continuing education courses.**
- **Tony's application was approved for water license but have to wait for the letter before sign up to take the test. Letter is needed when go to facility to take the test.**
- **Mit- Mod Glo Grant does not have any updates at this time.**
- **WWTP Application is in the last phases of the application renewal.**

8. Discussion and Consideration of purchasing a Backhoe using ARPA Grant funds.
(Sue Powell)

Motion by Kylie Kroschel and seconded by Jon Williams to purchase a case 580 SV Backhoe Loader 4WD for \$111,838.50 using the ARPA grant funds.

PASSES

9. Discussion and Consideration of quote from Perry Welding for North rotor on racetrack at Waste Water Treatment Plant. (Sue Powell)

TABLED because Jon Williams and Keith Woods would like Luke and Rodney to attend meeting in May to explain to council why the water level is so low.

10. Update from Police Department. (Chief Henken)

Moved to the May 16th Meeting.

11. Discussion and Consideration of Resolution 24-002: Annual Dates for the enumerated community events at Skrabanek Park. (Sue Powell)

Updating the resolution to include the Back to School Bash.

Motion by Kylie Kroschel and seconded by Gordon Hatthorn to approve Resolution 24-002: Annual Dates for the enumerated community events at

PASSES

12. Discussion and Consideration of purchasing a new Phillips DPM8900 Digital Meeting Conference Recording System. (Erin Nolan)

Motion by Kylie Kroschel and seconded by Rocky Hicks to purchase a new Phillips DPM8900 Digital Meeting Conference Recording System with funds to be used from 7230 Equipment and supplies.

PASSES

13. Discussion of updates to Budget for fiscal year 2023-2024. (Sue Powell and Lydia Silvas)

Lydia Silvas discussed changes to be made. Her notes have been attached to become part of the official minutes.

Entered into executive session at 7:42 p.m.

Executive Session:

14. Executive Session under Texas Government Code Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Utility Supervisor

Returned to general session at 7:58 p.m.

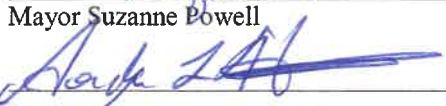
General Session:

15. Executive Session under Texas Government Code Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Utility Supervisor

NO ACTION

Adjourn/Dismiss: Mayor Suzanne Powell adjourned the meeting at 7:59 p.m.

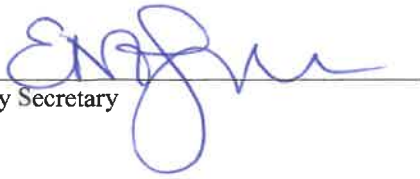


Mayor Suzanne Powell




City of Danbury
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ATTEST by:
Erin Nolan, City Secretary

A handwritten signature in blue ink, appearing to read 'ENolan', is written over a horizontal line. The signature is fluid and cursive, with the first part being more prominent and stylized.

General Fund Budget

Adopted 2023-2024 6 Month Amendment
4.1.24 Budget

4.1.2.4

Revenue Account

Taxes

4110	Property Tax - Current	\$	497,813.00	\$	497,813.00
4115	Property Tax - Prior	\$	4,000.00	\$	4,000.00
4120	Property Tax - P&I	\$	4,000.00	\$	4,000.00
4130	Franchise Tax: Combined	\$	75,000.00	\$	75,000.00
4140	Sales Tax - Regular	\$	140,000.00	\$	140,000.00
4141	Sales Tax - Streets	\$	70,000.00	\$	70,000.00

Licenses And Permits

4220	Licenses and Permits	\$	10,000.00	\$	10,000.00
4243	Fire Inspections	\$	200.00	\$	200.00

Court Fees & Fines

4301	Court Fees	\$	1,500.00	\$	5,269.30	Change to reflect what we received
	Fines					

Other Revenues

4390	BCCA Dinner Income	\$		\$	1,380.00	Change to reflect what we received
4410	Rental & Usage	\$	9,000.00	\$	9,000.00	
	Community Center					
	Park					
	Marquee					
4415	Office Rental	\$	200.00	\$	206.00	Changed to reflect what we received
4460	Police Training	\$	500.00	\$	1,152.22	Changed to reflect what we received
4480	Other Income	\$	2,000.00	\$	11,553.30	Changed to reflect what we received (Sold Vehicle)
	Notary					
	Copies/Fax					
	PIA					
	Opload Income					
4485	Restitution Received	\$	9,800.00	\$	9,800.00	
4490	Interest Earned	\$	5,000.00	\$	12,364.79	Changed to reflect what we received
	General					
	Park					
	Streets & Roads					
	Community Center					
	savings					
	debit service					
	DHEA					
	Reimbursement Sports					
	Electric					
	Grant Proceeds-ARPA	\$	409,982.52	\$	409,982.52	

Expenses

5200	Sala
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Move 454.75 to 7435 & 664.56 to 7440

Moved From 7137 Contingency Expense

7135	Computer Services	\$	1,000.00	\$605.42	\$1,605.42
	Email subscription				
	ECOS/square 3				
7153	Cyber Monthly Monitoring	\$	12,000.00		\$ 12,000.00
7660	Website	\$	2,000.00		\$ 2,000.00
7145	Copy Machine	\$	2,000.00		\$ 2,000.00
7155	Cyber Security (Yearly Training)	\$	200.00		\$ 200.00
7170	Dues/Subscriptions	\$	4,300.00		\$ 4,300.00
	Saltgrass				
	BCCA dues				
	TML				
	CSA software finance				
	Black board				
	HGAC				
	court				
	Keep Braz. County beautiful				

General Fund Budget

7420	Office Supplies	\$	5,000.00	\$	5,000.00
	Office Equipment				
	Office Furniture				
7134	Community outreach	\$	2,000.00	\$	2,000.00
7125	Bank charges	\$		\$64.59	
	payroll processing fee				
Utility Expense					
7591	Telephone & Internet city Hall	\$	4,000.00	-\$2,000.00	\$2,000.00
	Zuily				
	AT&T				
	Verizon				
7631	Utilities - Electric	\$	20,000.00		\$ 20,000.00
	City Hall				
	Electric Community Center				
	Electric City Park				
	Electric Street Lights				
	Baseball Field				
	Softball Field				

Need to move fund into this acct

Moved \$2,000.00 to 7591 Police

Accounting & Legal Services

7100	Accounting - Annual Audit	\$	25,000.00	-\$2,500.00	\$22,500.00
7105	Accounting - CPA Review	\$	12,000.00		\$ 12,000.00
7370	Legal Expenses	\$	25,000.00	-\$2,000.00	\$23,000.00
7373	Legal Expenses - PIA	\$	2,000.00		\$ 2,000.00
7375	Legal Publications	\$	3,000.00		\$ 3,000.00
7376	Legal Expense - ARPA	\$	1,000.00		\$ 1,000.00
7377	Legal Expense - CDBG	\$	-		
7378	Legal Expense CDB MIT GLO	\$	5,000.00		\$ 5,000.00

Moved to 7235 Fuel

Moved to 7410 Miscellaneous 4,18.24

Miscellaneous Expense

7108	American Rescue Act	\$	409,982.52		\$ 409,982.52
7110	Animal Control Expenses	\$	2,000.00		\$ 2,000.00
7115	Appraisal District	\$	3,000.00		\$ 3,000.00
7132	Capital Outlay - Drainage DDB	\$	2,000.00		\$ 2,000.00
7137	Contingency Expense	\$	5,277.19	-855.42	\$ 4,421.77
7147	BCCA Dinner	\$	200.00	\$1,456.48	\$1,656.48
	County tax office				
	Credit card expense				
7185	Election	\$	5,000.00		\$ 5,000.00
7190	Emergency Management Equipment	\$	4,000.00		\$ 4,000.00
7195	Emergency Mgmt Exp/Training	\$	2,000.00		\$ 2,000.00

Moved \$605.42 To 7135 & \$250. to 7442 To Reflect What We spent

General Fund Budget

7198	Emergency Street Repair	\$	10,000.00	\$	10,000.00	
7215	Engineering - CDBG	\$	2,000.00	\$3,679.80	\$5,679.80	Moved from 7216 Engineering - GLO Grant 4.18.24
7216	Engineering - GLO Grant	\$	20,000.00	\$2,860.00	\$22,860.00	Moved to 7250 GLO Grant to Grant Works & \$3,679.80 to 7215 Engineering -CDBG 4.18.24
7219	Eng. Fees - Future Grant	\$	5,000.00		\$ 5,000.00	
7230	city hall Equipment & Supplies ink, printers.	\$	1,000.00		\$ 1,000.00	
7235	Fuel Expense	\$	-	2500	\$ 2,500.00	Moved 2500 from 7100 Accounting-Annual Audit
7250	GLO Grant to Grant Works	\$	-			Moved \$2,586.00 from 7216 Engineering - GLO Grant 4.18.24
7580	Technology Supplies	\$	1,000.00		\$ 1,000.00	Moved 1,000 to 7560 Sports Complex
7352	Inspector Fees	\$	15,000.00	-5000	\$ 10,000.00	Moved \$5000 to 7560
	Electric					
	Plumbing					
	Gas					
	Building					
7353	Inspector Fees - Fire	\$	200.00		\$ 200.00	
7355	Insurance & Bonds	\$	20,000.00		\$ 20,000.00	
	TML Risk					
	TML Windstorm					
	Employees					
	Utility clerk					
	City Secretary					
	Employees					
	City Secretary					
	Mayor					
	Chief					
	Finance officer					
7380	Library Expense	\$	7,000.00		\$ 7,000.00	
	repairs					
	labor					
7410	Miscellaneous	\$	1,000.00	\$2,000.00	\$ 3,000.00	Moved \$2,000 from 7370 4.18.24
7435	Other Expenses	\$	-	454.75	\$ 454.75	Moved from 7175
7440	Parts	\$	-	664.56	\$ 664.56	Moved from 7175
	Shipping Charges					
	Freight					
7442	Penalty & Interest	\$	100.00	250	\$ 350.00	Moved from 7137
7554	Security Cameras	\$	-	\$23,335.00	\$ 23,335.00	Moved \$20,000 from 7216 & \$3,335.00 From 7219
7555	Signage	\$	2,000.00		\$ 2,000.00	
Maintenance & Repairs						
7387	Maintenance city hall	\$	15,000.00		\$ 15,000.00	
	Repair Parts					
	Labor					
7560	Sports Complex Maintenance	\$	5,000.00	\$6,000.00	\$ 11,000.00	Moved 1,000 From 7580 Technology Supplies & 5000 from 7352

General Fund Budget

8010	Yearly WaterTwr Refurb Contract	\$	18,000.00	\$	18,000.00
		\$	816,459.71	\$	30,395.87
					846,790.99

Police Department

5235	Salary - Police Chief	\$	75,000.00	\$	75,000.00
5270	Employee Retirement	\$	4,500.00	\$	4,500.00
	Health Insurance chief	\$	10,836.00	\$	10,836.00
5290	Payroll Taxes	\$	5,250.00	\$	5,250.00
7170	Dues & Subscription	\$	-	500	500.00
	Bond				
	Tracker Technology				
	Memberships				
7175	Education & Training	\$	3,000.00	\$	3,000.00
	Course				
	Meals				
	Travel				
	Gas				
5238	Salary - Police Officer	\$	110,000.00	\$	110,000.00
5270	Employee Retirement	\$	6,700.00	\$	6,700.00
	Health Insurance officers	\$	21,672.00	\$	21,672.00
	Officer #1				
	Officer #2				
	Reserve officer expense				
5290	Payroll Taxes	\$	7,700.00	\$	7,700.00
7175	Education & Training	\$	2,500.00	-500	2,000.00
	Course				
	Meals				
	Travel				
	Gas				
7135	Computer Services	\$	11,500.00	-6999	4,501.00
7153	Monthly Cyber Monitoring	\$	-	6999	6,999.00
	subscription Kobgic				
7140	Contract Labor	\$	5,000.00	\$	5,000.00
7230	Equipment & Supplies	\$	10,000.00	\$	10,000.00
	supplies				
	firearms				
	Ammo				
	Uniforms/vest				
7231	equipment upgrades	\$	15,000.00	-723.5	14,276.50
	Vehicle computer service				
	Miscellaneous				
	Office Supplies				
7235	Fuel Expense	\$	15,000.00	\$	15,000.00

Moved From 7231

Take \$500 move \$250 to 7435, & \$250 to 7552

Moved 36,999.96 to 7153
Moved from 7135

Move \$500.00 to 7170 & 223.50 to 7387

General Fund Budget

7387	Maintenance & Repairs	\$	-	223.5	\$	223.50	Moved From 7231
7420	Office Supplies						
7435	Other Expenses	\$	-	250	\$	250.00	Moved From 7175
7535	Radio Contract w/BCSO	\$	2,500.00		\$	2,500.00	
7552	Shipping Charges	\$	-	250	\$	250.00	Moved From 7175
7591	Telephone & Internet cty	\$	-	2000		2000	Moved \$2,000. From 7591 General Fund
7641	Hall Vehicles - 2014 Tahoe #104	\$	5,000.00	-1500		3500	Move \$1,500 to 7644
	Maintenance						
	Repairs						
	Parts						
	Labor						
7642	Vehicles - 2018 Ford #106	\$	2,000.00	-2000	\$	-	Move \$2,000 to 7644
	Maintenance						
	Repairs						
	Parts						
	Labor						
7643	Vehicles - 2018 Chevy #105	\$	2,000.00		\$	2,000.00	
	Maintenance						
	Repairs						
	Parts						
	Labor						
7644	Vehicles - 2018 Ford #109	\$	2,000.00	3500	\$	5,500.00	Moved \$2,000 From 7642 & \$1,500 from 7641
	Maintenance						
	Repairs						
	Parts						
	Labor						
		\$	317,158.00	\$	2,000.00	\$	319,158.00

Court expense

5225	Salary - Court Clerk	\$	9,452.81		\$	9,452.81	Need to write a check to GF from UF
7175	Education & Training	\$	1,000.00		\$	1,000.00	
	Course Fees						
	Meals						
	Travel Time						
	Hotel						
	Gasoline						
5230	Salary - Judge	\$	1,000.00		\$	1,000.00	
5290	Payroll Taxes	\$	100.00		\$	100.00	
7175	Judge Education & Training	\$	1,000.00	-337.17	\$	662.83	Moved \$180 to 7170 & 157.17 to 7435
	Course Fees						
	Meals						
	Travel Time						
	Hotel						
	payroll Taxes						

General Fund Budget

7151	Court Software	\$	2,000.00		\$	2,000.00
7170	Dues/Subscriptions	\$		180	\$	180.00
7435	Other Expense	\$		157.17	\$	157.17
7570	State Court Costs	\$	1,000.00		\$	1,000.00

Moved \$180 From 7175
Moved \$157.17 From 7175

		\$	15,552.81	\$	\$	15,552.81
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Streets expense

7130	Capital Outlay	\$	70,000.00		\$	70,000.00
7218	Engineering - Street Paving	\$	5,000.00		\$	5,000.00
7387	Maintenance & Repair	\$	5,000.00		\$	5,000.00
		\$	80,000.00	\$	64,791.74	\$ 80,000.00