

**MINUTES:**

City of Hays Special Called City Council Meeting  
October 15, 2022,  
5:00 P.M.

**LOCATION: 520 Country Lane****ZOOM MEETING ID: 652 617 8786****PASSWORD: 5DrX4H****SPECIAL CALLED CITY COUNCIL MEETING**

1. CALL TO ORDER AND ROLL CALL The meeting was called to order at 5:01 p.m. In attendance were Mayor Billy Maphies, Mayor Pro Tem Roxanne O'Neal, Councilmembers Candace Blake, Hannah Ballou, Tony Valdez and Glennell Strawn. City Treasurer Harvey Davis and City Engineer Don Rauschuber were also present
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS –  
Don Rauschuber gave an update on the plat submitted by Milestone and the water leak on Hardin Loop.
4. NEW BUSINESS:
  - a. Discussion and possible action regarding a Second Amendment to the October 1, 2016, Professional Services Agreement by and between the City of Hays and Professional General Management Services, Inc.  
Don Rauschuber explained the PGMS will take over the services for the City of Hays. Three minor corrections were made to the Second Amendment. Glennell Strawn made a motion to approve the Second Amendment with correction. Roxanne O'Neal seconded the motion. The motion passed 5-0.
  - b. Discussion and possible and action regarding the repair of Elliott Ranch Well No. 1 wellhead.  
Don Rauschuber gave a summary of the repair issues. A sanitary seal has moved and needs to be repair and the ceiling block has cracked. A timeline of the repairs was explained. The mayor instructed Mr. Rauschuber to proceed with getting bids to make the repairs. When the costs are determined, Don is to get together with the City Treasurer to make the needed budget changes. Roxanne O'Neal made a motion to approve Mr. Rauschuber's plan for repairing the Well No. 1. Candace Blake seconded the motion. The motion passed unanimously.
  - c. Discussion and possible action regarding authorizing the City Engineer to prepare and file Texas Commission on Environment Quality exception request pertaining

to sanitary control easements to the proposed new Country Lane public water supply well.

Don Rauschuber passed out a map of the easements. The exception process takes at least 90 days. Tony Valdez made a motion to authorize the City Engineer to proceed with filing the exception request with TCEQ. Glennell Strawn seconded the motion. The motion passed unanimously.

- d. Discussion and possible action regarding salary of the City of Hays Treasurer. Harvey Davis gave a description of the work done so far. He is keeping a time sheet. Roxanne O'Neal made a motion to pay the City Treasurer \$1,500 a month, the pay period ends on the last day of the month, and the compensation will be reevaluated on a quarterly basis. Hannah Ballou seconded the motion. The motion passed unanimously.
- e. Discussion and possible action on request to authorize the mayor to spend up to \$3,000 to hire contract labor to assist in the reorganization of the city office. Hannah Ballou suggested the person be bonded and sign a Non-Disclosure Agreement. The council had a discussion of how they want the office organized. Roxanne O'Neal made a motion to authorize the mayor to spend up to \$3,000 to hire someone to assist in the reorganization of the city office. Candace Blake seconded the motion. The motion passed unanimously.
- f. Consider and take appropriate action on request to approve the following budget amendment:
  - Payroll (General Fund) decrease by \$3,000
  - Contract Labor increase by \$3,000 (Contract Labor will be a new line item)Glennell Strawn made a motion to approve the requested budget amendment. Roxanne O'Neal seconded the motion. The motion passed unanimously.
- g. Discussion and possible action to approve authorized signors for Texpool. Hannah Ballou made a motion to approve Harvey Davis, Roxanne O'Neal and Billy Maphies and to remove Larry Odom and Connie Gibbens as signers for Texpool. Roxanne O'Neal seconded the motion. The motion passed unanimously.
- h. Discussion and possible action to delegate who will prepare minutes to the meetings until a city secretary is hired.



Roxanne O'Neal made a motion to delegate preparation of the minutes to Candace Blake until a City Secretary is hired. Tony Valdez seconded the motion. The motion passed unanimously.

i. Discussion and possible action of Attorney Request for Qualifications.

The item was tabled. Hannah Ballou will put the document Google Docs so everyone can contribute to changes. Hannah Ballou made a motion to have a meeting on October 24<sup>th</sup> at 6:30 pm to approve the edits of the RFQ. Roxanne O'Neal seconded the motion. The motion passed unanimously.

5. OLD BUSINESS:

a. Discussion and possible action on modifying the job description and/or City Code related to City Secretary position to remove Treasurer duties.


Roxanne O'Neal made a motion to modify the job description of the City Code related to the City Secretary and City Treasurer duties. Tony Valdez seconded the motion. The motion passed unanimously.


b. Discussion and possible action on considering options for interim employment of City Secretary.

Roxanne O'Neal made a motion for the policies and procedures committee to rewrite the City Secretary job description for reposting. Glennell Strawn seconded the motion. The motion carried 4-0, with Tony Valdez absent.

6. ADJOURNMENT

The meeting adjourned at 7:08 pm.

  
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Mayor Billy Maphies

  
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Harvey Davis, City Treasurer