

Notice of Special Meeting Minutes
CITY OF BEVIL OAKS, TEXAS

August 14, 2025

1. **Call to Order @ 6:30 pm**
2. **Pledge of Allegiance/Invocation**
 - a. The United States Flag
 - b. The Texas state flag: "*Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*"
3. **Roll Call: All Present**
 - a. Since a quorum of Councilmembers will be physically present, the Council hereby provides notice that one or more Councilmembers may participate via video conference.
 - b. The announcement of those participating by videoconference will be announced at roll call and all members of the public attending the meeting shall be able to hear and see remotely attending Councilmembers.
4. **Conflict of Interest Statement- None**
5. **Citizen Comments (3 minutes each)** – An opportunity for the citizens to address Council on agenda items or concerns not on the agenda – those wishing to speak must complete the comment card, present the comment card to the City Secretary prior to the beginning of the meeting, and observe a 3-minute time limit
 - **Deborah Scroggins-** Asks if there is an ordinance enforcement official?
 - **Councilwoman Cramer-** Yes
 - **Deborah Scroggins-** Do they get paid? Do they live here? States that if that person lives here, that is a concern. Are they critiquing everyone the same? Are they critiquing the house or the person that lives in the house?
 - **Deborah Scroggins-** Asks what the steps are for ordinance enforcement? In the letter that everyone received, didn't clarify that. The consequences need to be listed in the letter.
 - **Councilwoman Cramer-** States that the consequences are in each of the ordinances.
 - **Deborah Scroggins-** Asks if citations have been given out?
 - **Mayor Mitchell-** States that no citations have been given. Those go through the court.
 - **Deborah Scroggins-** They just receive a notice then?
 - **Mayor Mitchell-** They receive a warning letter.
 - **Councilman Merendino-** States that we are trying to work with the people that have received notices and give them time to address the issue before a citation is given.
 - **Deborah Scroggins-** States that she wanted to make sure that no one was receiving a citation before a warning was given.
 - **Mayor Mitchell-** States that if Mrs. Scroggins will get with her that she will give her a flow chart of the steps for ordinance enforcement.
 - **Councilwoman Cramer-** States that the sweep happened because of the complaints that were received.

- **Deborah Scroggins-** States that she was curious how the properties that received notices, got “picked”. Is this something that will be done on a regular basis?
 - **Councilwoman Cramer-** Yes.
 - **Councilman Merendino-** States that we are looking into hiring an ordinance enforcement officer.
 - **Deborah Scroggins-** Suggests that the City sends the warning, then the ordinance enforcement officer gets involved if there isn’t a response.
 - **Councilman Merendino-** If we hire an code enforcement officer, everything will go through them.
 - **Councilwoman Cramer-** States that warning letters aren’t required.
 - **Councilman Merendino-** States that there has been a lot of work done sine the letters went out.
 - **Councilman Thibodeaux-** Asks if the written complaint that Mrs. Scroggins turned in was the only one that we received?
 - **Councilwoman Cramer-** No.
 - **Mayor Mitchell-** States that she has encouraged people that have complained to turn in a written complaint, but no one wants to do it.
 - **Heather Steelman-** States that her and Sabrenna have told the people that are complaining that they can turn in an anonymous complaint as well.
 - **Councilman Thibodeaux-** Is the number of complaints that went out the same amount of complaints that we have had?
 - **Mayor Mitchell-** Yes
6. **Review/Approve Consent Items- M/M/2/C- Councilman Merendino/Councilman Mannette- Approved-Unanimous**
- a. **Financial Reports for City of Bevil Oaks**
 - b. **Financial Reports for Public Works**
 - c. **Utility Innovations Report**
7. **Review/Approve Action Items**
- a. **Consideration/Discussion/Approval of revision of ordinance # 240-M/M/2/C- Councilman Clayton/Councilman Merendino- Approved-Unanimous**
 - **Councilman Merendino-** States that he brought it up at the last Council meeting. States that the new ordinance takes out the door-to-door solicitation.
 - **Dru Montgomery-** States that the other ordinance was not being followed. Certain solicitors had to get a bond and pull a permit, but they weren’t.
 - **Councilman Merendino-** States that the current signs that we have will be replaced.
 - **Dru Montgomery-** States that we could put a QR code on the sign to make it easier to follow. States that he would suggests doing this for all future signs.
 - **Mayor Mitchell-** States that being that there is a misdemeanor charge, Jefferson County will enforce it.
 - **Dru Montgomery-** States that the sign is the notice of no trespassing. States that if you see the solicitor go to multiple properties, you can call

Jefferson County and let them know that they are soliciting, but if they only go to one persons house, the property owner has to be the one to call Jefferson County.

b. Consideration/Discussion/Approval of hiring a grant administrator for general services M/M/2/C- Councilwoman Cramer/Councilman Clayton- Approved- Unanimous

- **Councilman Merendino-** Asks what the cost would be to hire a grant administrator?
- **Mayor Mitchell-** States that any cost associated with this would be taken out of the grant that they find.
- **Dru Montgomery-** States that we would need to put out a RFP (request for proposals)
- **Heather Steelman-** States that the reason why we hired Tyler to do the grants that we have is because he has a unique software.
- **Councilman Merendino-** Asks if there is money involved in hiring a grant administrator?
- **Mayor Mitchell-** No
- **Dru Montgomery-** States that it has to be put out to the public. States that we have approved an engineer for this type of services. States that the compensation for a grant administrator will be that they will have first crack at being our grant administrator for grants that we apply for because they will already know what we are doing. The first step is to put out an RFQ.
- **Councilman Mannette-** Asks if in the proposal that they submit, will it include the amount that they want to be compensated?
- **Dru Montgomery-** Most of the grant projects pay for this professional service.
- **Councilman Wright-** States that Tyler has been proactive with the current grant that we have.

c. Consideration/Discussion/Approval of giving a variance to homeowner at 7135 Sweetgum to provide conditions for temporary exception to Ordinance 241 and related ordinances regulating the presence of recreational vehicles. Variance request is related to destruction of residence. M/M/2/C- Councilman Merendino/Councilman Clayton- Approved- Unanimous

- **Councilman Wright-** How long is the variance for?
- **Councilman Merendino-** 6 months. If they need an extension, they have to come to Council every 3 months. As long as they are making progress.
- **Dru Montgomery-** States that usually variance are a slippery slope, but in this situation, their house burned down so it's different. States that in the future, this resolution can be viewed as the standard for a variance because it is written in a more formal approach.

d. Consideration/Discussion/Approval of ordering general election M/M/2/C- Councilman Clayton/Councilman Merendino- Approved- Unanimous

- **Councilman Thibodeaux-** Asks what the cost was?
- **Mayor Mitchell-** \$10,000

- **Councilman Merendino-** States that if all positions run unopposed, then we can cancel it.
- **Councilman Thibodeaux-** If the election is canceled, we still have to host an election for the fire department right?
- **Mayor Mitchell-** No
- **Dru Montgomery-** States that he isn't sure because it isn't common for other stuff to be on the ballot for Bevil Oaks

8. Reports

- a. **Mayor Mitchell**
- b. **Councilman Clayton**
- c. **Councilwoman Cramer**
- d. **Councilman Thibodeaux**
- e. **Councilman Wright**
- f. **Councilman Merendino**
- g. **Councilman Mannette- *Made his report first***
 - States that the property on the end of the Blvd is being addressed.
- **Councilman Thibodeaux Report-** States that the port a potty and the handwashing station service will end on August 22nd. States that he personally paid it, so he will be turning in a reimbursement. States that he is the Council member over the Event Center and he tries to make sure that everything is taken care of. States that we may need to look into having someone clean the building. We may have taken care of this week though. States that someone rented the building at the end of July and they didn't have access to the building and the building was a mess. They paid to have the building cleaned and the tables were supposed to be picked up as well. They had to take down all of the tables and sweep and mop before they could have their event. States that he brought it to Heather and Sabrenna's attention after their event and they were embarrassed that it slipped their mind. States that it was a mistake on their part. States that we need to do better than that. States that we need to make sure that we are giving them the same treatment that we are getting in return. We expect them to go through the checklist that they are given and make sure that everything meets our expectations and we need to do the same before they rent it out. States that the residents that rented the facility are not happy that they had to pay \$500 to rent the building and they had to clean it before they could use it. Asks how we can resolve this issue?
- **Mayor Mitchell-** States that the City breached the contract and the money need to be returned in full.
- **Councilman Thibodeaux-** Agrees
- **Mayor Mitchell-** States that we need a checklist for the employee that will be cleaning the building. We could also have a checklist for other things that need to be done throughout the City.
- **Councilman Wright-** Asks Councilman Thibodeaux what he thinks the fair thing to do for the people that rented the building out?
- **Councilman Thibodeaux-** States that he thinks that if we were to fully refund their \$500, that would make them very pleased.
- **Councilman Merendino-** Asks how much we should give back to the renter? Half of the rental fee or the entire thing?

- **Heather Steelman-** States that at the very least the \$350 that they submitted for the cleaning deposit should be credited to the \$500. States that it makes the City look terrible.
- **Councilwoman Cramer-** Asks if this had to go to a vote?
- **Mayor Mitchell-** No. It is within the Mayor's discretion.
- **Councilman Wright-** States that he got a call as well because they couldn't get in the building.
- **Councilman Clayton-** States that he thinks that all of Council agrees on what needs to be done.
- **Heather Steelman-** States that Sabrenna did reach out to them by phone today, but there wasn't an answer.
- **Mayor Mitchell-** States that Sabrenna also sent them an email.
- **Councilman Wright-** States that his first thought is that they did get to use the building and they had a decent event, but they had to do some work that they shouldn't have had to do.
 - **Councilman Thibodeaux-** States that we need to start paying him because he has no incentive to get inspections done. States that there have been a few inspections that took up to 3 weeks to get done. He is a great guy and he does a great job, but he is not serving the community. States that he reached out to an inspector from Fittz and Shipman today about doing our inspections, but he is \$400/trip. States that he is also reaching out to someone else.
 - **Heather Steelman-** States that we have told the contractors that need inspections, that they could hire their own inspector if they would like. States that we are getting a good service, but it is on his timeline.
 - **Councilman Thibodeaux-** States that he is starting the process to become an inspector. States that the inspections are something that we have to get better at doing.
- **Councilman Wright begins his report-** States that there are a number of issues that are being worked on. States that there are a number of problems with endpoints reading right. States that we are meeting with Accurate meter next week. States that the I & I problems are going to bring to light with the work that we are doing. States that we are working on a plan to see what all steps need to be taken. States that he studied the rain fall with the pump report to see if one pump station was working harder than the other ones. States that the reports for the stations weren't that much different. States that they are looking at vacant houses, City lots that don't have houses on them, manhole covers missing, manholes, homes that have missing clean out lids, etc. States once the "easy" part, the next step is probably going to be smoke testing the system. States that the smoke testing may not make people happy because the smoke will back up in people's homes that have any leaks. It will also show if there are any breaks in lines or if there is stuff hooked up to the sewer system. The other step is going to take grant money. States that there are a couple of dead trees at the sewer plant that are going to be cut down. States that there is a lot of dead trees throughout the City.

- **Dru Montgomery-** States that if we are aware of a dead tree, we need to do something about it before something happens because once we have been notified, we are responsible for any damages that occur.
- **Councilman Wright-** Asks that his question is if a neighbor has a dead tree and it falls on his house, they are reliable for it? Asks that if there is a live tree that is leaning and it falls, then it is an act of God?
- **Dru Montgomery-** Yes
- **Councilman Wright-** If someone has a dead tree in their yard and it falls on a power line, are they responsible for the damages?
- **Dru Montgomery-** States that if they are aware or if they have been notified about a dead tree in their yard, they are responsible for the damages that occur.
- **Councilman Thibodeaux-** States that they have to be notified about it first.
- **Dru Montgomery-** States that if there is a dead tree and they are aware of it, then yes, they are responsible.
- **Councilwoman Cramer's Report-** States that they are picking up big appliances and trash to the dump this weekend if someone would like to help or needs stuff picked up, then they will pick it up. States that she gave Officer Miller several addresses to patrol for speeders and they have been doing extra patrols in those areas.
- **Councilman Merendino-** States that the County put the 4 inches of limestone at the end of the Blvd. States that Chimney Rock and Thousand Oaks will be chip sealed. States that the potholes got repaired yesterday. States that he turned in a work order for the culvert in front of the Event Center and for the culvert in front of Mr. Klumpp's to get blown out. States that the water is backing up and almost getting in the house on the corner. States that he is getting a bid on getting the ditch beside the Event Center cleaned out. States that DD6 completed the ditch that runs from Sweetgum to Riverbend. States that we are in the process of ordering the road signs. States that we weren't going to put the block numbers on the Sweetgum signs, but after speaking to Chief Gonzales, he said that they need to be on the signs because they have a lot of new drivers.
- **Heather Steelman-** States that the road signs are a tedious process because of all of the intersections.
- **Councilwoman Cramer-** Asks Councilman Mannette what is going to be done with the concrete block that someone put on the Blvd.
- **Mayor Mitchell-** States that she is going to call the resident.

9. Adjourn Meeting @ 7:30 pm Councilman Merendino/Councilman Mannette


 Mayor Cheri Mitchell

Attest: 
 City Secretary, Jeff Thibodeaux

Approved on this 16 day of October, 2025.