



CITY COUNCIL AGENDA

Monday, February 07, 2022 at 6:00 PM

City Hall – Council Chambers, 200 North Fifth, Crockett, TX 75835

Dr. Ianthia Fisher, Mayor

Gene Caldwell, Council Member
Darrell Jones, Council Member
Ernest Jackson, Council Member
Marquita Beasley, Council Member
Mike Marsh, Mayor Pro Tem

John Angerstein, City Administrator
Mitzi Stefka, City Secretary
William Pemberton, City Attorney
Clayton Smith, Police Chief
Jason Frizzell, Fire Chief

Notice is hereby given of a meeting of the City Council of Crockett to be held on **MONDAY, FEBRUARY 7, 2022 at 6:00 PM** at City Hall – Council Chambers, 200 North Fifth, Crockett, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

OPEN MEETING WITH INVOCATION AND PLEDGE

RECOGNITION OF VISITORS

COMMENTS FROM AUDIENCE OR COUNCIL *(At this time, anyone will be allowed to speak on City related matters only; no personal matters or matters under litigation will be allowed. The length of time may not exceed three (3) minutes. NO Council discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.)*

APPROVAL OF MINUTES

1. APPROVAL OF MINUTES: SPECIAL SESSION - JANUARY 10, 2022

BUSINESS

2. CONSIDER AND APPROVE NEW POLICIES 4.03 AND 12.01 AND AMENDED POLICY 4.02 IN THE CITY OF CROCKETT PERSONNEL POLICY AND PROCEDURE MANUAL TO BE EFFECTIVE ON FEBRUARY 8, 2022
3. DISCUSS THE CREATION OF COMMUNITY ADVISORY COMMITTEES FOR EACH CITY COUNCIL PRECINCT
4. AWARD BID: CONCRETE CONSTRUCTION PROJECTS
5. AWARD BID: PAVILION DEMOLITION
6. CONSIDER AND APPROVE AN ORDER AND RESOLUTION CALLING FOR THE REGULAR ELECTION OF COUNCIL MEMBERS IN PRECINCTS 3, 4 AND 5 IN AND FOR THE CITY OF CROCKETT, TEXAS
7. CONSIDER AND APPROVE A JOINT ELECTION AGREEMENT BETWEEN THE CROCKETT INDEPENDENT SCHOOL DISTRICT AND THE CITY OF CROCKETT
8. CONSIDER AND APPROVE APPOINTMENT/S OF EX-OFFICIO DIRECTOR/S TO CROCKETT ECONOMIC AND INDUSTRIAL DEVELOPMENT CORPORATION

EXECUTIVE SESSION

9. EXECUTIVE SESSION: GOV. CODE SECTION 551.074 - PERSONNEL MATTERS. TO DELIBERATE THE EVALUATION OR DUTIES OF THE FIRE MARSHAL
10. EXECUTIVE SESSION: GOV. CODE SECTION 551.072 - DELIBERATION REGARDING REAL PROPERTY. TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY

RECONVENE INTO REGULAR SESSION AND CONSIDER ACTION, IF ANY, ON EXECUTIVE ITEMS

ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Crockett will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Mitzi Stefka, City Secretary, at 936-544-5156.

CERTIFICATION

I certify that a copy of the February 7, 2022 agenda of items to be considered by the Crockett City Council was posted for viewing at Crockett City Hall on February 3, 2022 at 2:00 PM.

Mitzi Stefka, City Secretary

I certify that the agenda items to be considered by the City Council was removed from the City Hall window on the ____ day of _____, 2022. _____ Title _____

MINUTES OF THE CROCKETT CITY COUNCIL MEETING HELD ON THE 10th DAY OF JANUARY 2022 IN THE CITY HALL COUNCIL CHAMBERS, LOCATED AT 200 NORTH FIFTH IN THE CITY OF CROCKETT, HOUSTON COUNTY TEXAS AT 6:00 P.M.

THE COUNCIL MET IN SPECIAL SESSION WITH THE FOLLOWING MEMBERS
PRESENT: IANTHIA FISHER, GENE CALDWELL, DARRELL JONES & MIKE MARSH.
CITY OFFICIALS PRESENT: CITY ADMINISTRATOR JOHN ANGERSTEIN, CITY SECRETARY MITZI STEFKA AND POLICE CHIEF CLAYTON SMITH.
ERNEST JACKSON & MARQUITA BEASLEY NOT PRESENT.

OPEN MEETING WITH INVOCATION AND PLEDGE

Mayor Fisher called the formal session open. Mayor Fisher gave the invocation and all joined in the pledge.

RECOGNITION OF VISITORS

Mayor Fisher recognized all visitors present.

COMMENTS FROM AUDIENCE OR COUNCIL *(At this time, anyone will be allowed to speak on City related matters only; no personnel matters or matters under litigation will be allowed. The length of time may not exceed three minutes. NO Council discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.)*

Pam Wells – concerns regarding R.V. parking inside city limits.

Mayor Fisher – appointed Pam Wells and Brenda Erwin as Commissioners of the Crockett Housing Authority.

Mayor Fisher - read a Proclamation thanking the Crockett I.S.D School Board and declaring January 2022 as School Board Recognition Month.

1. APPROVAL OF MINUTES: REGULAR SESSION – DECEMBER 6, 2021

Mayor Pro Tem Marsh made a motion to approve the minutes of the December 6, 2021 Regular Meeting. Council member Caldwell seconded the motion.
Motion passes 3-0.

2. LIBRARY REPORT FROM DIRECTOR JUDY SCOTT

Mrs. Scott recognized multiple donors the library has and reported a total of a little over \$20,500.00 donated this year, with \$10,000 going towards a book mobile.

Mr. Angerstein recognized all the services the library provides and commended Mrs. Scott on her success in getting awareness out to the community about these services.

Mayor Fisher also acknowledged the library's success.

Mayor Pro Tem Marsh thanked Mrs. Scott and noted that the library looked its best at the last event he attended there.

3. POLICE DEPARTMENT MANPOWER & CRIMINAL INCIDENT REPORT
NOVEMBER AND DECEMBER 2021

Chief Smith reported for the month of November 2021; 13 total manpower, 2266 total manpower hours, 428 total calls and 17 total accidents. For December 2021; 13 total manpower, 2275 total manpower hours, 512 total calls and 13 total accidents. A breakdown of the criminal reports is included in the packets.

4. FIRE DEPARTMENT MONTHLY ACTIVITY & STATUS REPORT FOR
NOVEMBER AND DECEMBER 2021

Fire Chief Frizzell was not present. Mr. Angerstein stated a breakdown for both months is included in the packets.

5. CONSIDER AND APPROVE A RESOLUTION BY THE CITY COUNCIL OF THE
CITY OF CROCKETT, TEXAS, AUTHORIZING PUBLICATION OF NOTICE OF
INTENTION TO ISSUE CERTIFICATES OF OBLIGATION IN CONNECTION
WITH THE RECEIPT OF FINANCIAL ASSISTANCE FROM THE TEXAS WATER
DEVELOPMENT BOARD THROUGH THE DRINKING WATER STATE
REVOLVING FUND; AND APPROVING OTHER MATTERS INCIDENTAL
THERE TO

Mr. Angerstein reminded council that these funds will be used to repair the water lines at State Highway 7 East and State Highway 21 East from the square to the Loop. Mr. Ben Rosenberg, US Capital Advisors, stated this project will be funded as a 50% grant and 50% will be a no interest loan; paid back with tax revenue over thirty years. He also presented council with a timetable of events noting the closing date will be April 21, 2022. Mayor Pro Tem Marsh made a motion to approve the resolution by the City Council of the City of Crockett Texas, authorizing publication of the notice of intention to issue certificates of obligation in connection with the receipt of financial assistance from the Texas Water Development Board through the drinking water state revolving fund; and approving other matters incidental. Council member Caldwell seconded the motion. Motion passed 3-0.

6. CONSIDER AND APPROVE A RESOLUTION SUPPORTING THE PURCHASE OF
PEACEMAKER WIRELESS TABLETS, EFORCE DISPATCH SOFTWARE AND
RELATED ACCESSORIES WITH FUNDING FROM THE AMERICAN RESCUE
PLAN CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Chief Smith gave an extensive presentation to council on the wireless ticket writers and software for the patrol units. With these units in the vehicles, officers will have the ability to write and print citations or scan driver's licenses and registrations. After discussion on pricing and leasing options, Council member Jones made a motion to approve a Resolution supporting the purchase of Peacemaker wireless tablet, E-Force dispatch software and related accessories with funding from the American Rescue Plan

Coronavirus State and Local Fiscal Recovery Funds, with an amendment to the resolution to increase total purchase cost to buy outright and not lease equipment. Council member Caldwell seconded the motion. Motion passes 3-0

7. CONSIDER AND APPROVE APPOINTMENT OF MEMBER TO CROCKETT ECONOMIC AND INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

James Gentry stated he recommends Warren Taylor as a new member to the Crockett Economic and Industrial Development Corporation Board of Directors. Council member Jones made a motion to approve the appointment of Warren Taylor to the Economic Development Board. Council member Caldwell Seconded the motion. Motion passes 3-0

ADJOURNMENT

Without objection, Mayor Fisher adjourned the meeting at 7:18 P.M.

Dr. Ianthia Fisher, Mayor

ATTEST:

Mitzi Stefka, City Secretary

City of Crockett

Personnel Policy and Procedure Manual

PD 4.02

Item 2.

Chapter: Compensation
Policy: Timekeeping, Pay Periods, and Pay Methods

Effective Date: 01/01/2022
Page 1 of 2
New

Policy.

The City of Crockett (City) strives to ensure that employees are paid promptly on regularly scheduled paydays and receive the correct amount of pay for each pay period based on accurate time reporting records.

Additional Resources.

- PRS.4.03, FLSA Overtime and **Other** Compensatory Time - Describes when an employee earns **FLSA** overtime and **other** compensatory time.
- PD-4.04, On-Call Duty - Includes procedures for reporting on-call hours worked.
- PD-4.05, Work Breaks

Procedures.

I. Work Periods and Pay Periods

- A. The City has three work periods for time reporting and determination of overtime pay. All work periods begin on Thursday and end on Wednesday.
 - 1. Employees in a law enforcement position have a **28-day 14-day** work period.
 - 2. Employees in a fire protection position have a 14-day work period.
 - 2. All other employees have a 7-day work period.
- B. City employees are paid bi-weekly every other Friday, except when an observed Friday holiday results in an earlier payment. The bi-weekly pay generally results in 26 paydays each calendar year.

II. Time Reporting and Corrections.

- A. All hourly employees are required to complete and review time reports showing their hours worked and leave taken each day of a work period. An employee's signature is acknowledgement that the hours reported are correct.
 - 1. An employee may not complete another co-worker's time record or allow another co-worker to complete his time record.

2. When an employee is on leave, the employee's time and leave record may be completed by the employee's supervisor or higher level of authority or by the timekeeper.
 - B. Salaried employees work on a fixed schedule from which they seldom vary. The City Secretary maintains a record with the schedule for such employees and merely indicates that the worker followed the schedule. When such an employee works additional hours or takes leave to be off, he is responsible for notifying the City Secretary of the exception to his fixed schedule to allow the exception to be properly recorded.
 - C. Time worked must be reported in 15-minute increments.
 - D. An employee's supervisor is responsible for:
 1. ensuring the employee accurately reported the number of hours and minutes physically worked each day in a work period;
 2. ensuring the accurate reporting of any hours and minutes of leave used each day for each work period; and
 3. submitting time reports to the designated timekeeper as requested.
 - E. An employee must notify his supervisor and the City Secretary of any timekeeping/pay errors upon receipt of his pay stub. The City Secretary or timekeeper will:
 1. correct an obvious data entry error; or
 2. discuss any other alleged error with the employee's supervisor and inform the employee of the correction or outcome of the discussion.
- III. Direct Deposit of Pay.

The City pays employees by direct-deposit into a bank account designated by the employee. A newly-hired employee must provide direct deposit bank account information to the City Secretary within 14 days of effective hire date.

City of Crockett

Personnel Policy and Procedure Manual

PD-12.01

Item 2.

Chapter: Training and Staff Development
Policy: Educational Assistance Program

Effective Date: mm/dd/yyyy
Page 1 of 3
New

Policy.

The City of Crockett (City) may, in accordance with the provisions of this policy, provide reimbursement of tuition and related fees when employees are voluntarily seeking to obtain a degree or certification related to their current position or related to the needs of the City. Reimbursement of tuition and related fees are contingent upon the availability of funds for the current fiscal year, the employee's continue eligibility after application for tuition reimbursement, and a satisfactory grade as described by this policy.

Applicability.

This policy does not apply to any course, training, licensing or certification required by the City. Fees for such education/training will be paid by the City separately from this policy/program.

Procedures.

- I. General Provisions.
 - A. Tuition reimbursement includes the cost of related required fees (e.g., lab fees).
 - B. Tuition reimbursement:
 1. is limited to job-related courses or courses required for a job-related degree or certification;
 2. may be requested for a maximum of two courses, not to exceed a total of seven (7) hours, each semester;
 3. may not be requested for courses previously taken;
 4. will be considered on a semester-by-semester basis;
 5. may be approved for a maximum of four (4) semesters per fiscal year;
 6. is limited to the amount charged by the regionally accredited state-supported colleges or universities in the City's geographical area (i.e., Sam Houston State University in Huntsville or Stephen F. Austin State University in Nacogdoches). The employee is responsible for any tuition cost above this amount (e.g., an employee who chooses to complete an on-line course offered by a privately funded school will only be reimbursed for the actual amount of the course not to exceed the amount the course would have cost at the regionally located state-supported college or university); and
 7. may only be requested for expenses not covered by external funding from another source (e.g., grants, scholarships, GI bill, or other sources).
 - C. Any tax consequences or tax implications that may arise from receipt of a tuition reimbursement are the responsibility of the employee.

- D. Although an educational degree or certification may enhance promotional opportunities, completion of a course or attainment of a degree in no way obligates the City to promote the employee to a higher pay range or to a different position.

II. Eligibility Requirements.

- A. An employee must meet the following conditions to be eligible to be considered for tuition reimbursement:
 - 1. be a full-time employee;
 - 2. be employed for at least 12 consecutive months;
 - 3. have a current satisfactory performance evaluation; and
 - 4. have had no disciplinary actions more severe than a written reprimand within the prior 12 months.
- B. To remain eligible for tuition reimbursement, an employee must continue meeting the following conditions:
 - 1. continue full-time employment with the City;
 - 2. maintain a satisfactory performance evaluation; and
 - 3. incur no disciplinary action more severe than a written reprimand.

III. Requesting Reimbursement.

A. Application Packet.

Applications for tuition reimbursement approval must be submitted to the City Secretary for approval prior to the beginning of the semester. The City Secretary will review the application with the appropriate administrator.

- 1. Every applicant must provide:
 - a. a copy of the job-related course description(s) from the school catalog or equivalent documentation, for the courses for which tuition reimbursement is being requested, along with a summary of the related tuition costs and, if applicable, a comparison of the costs from a local state-supported university; and
 - b. a written explanation of how the course, certification, or degree being sought will benefit the City.
- 2. A first-time applicant for courses required for a job-related degree or an applicant who has changed his degree plan must provide the City Secretary with a copy of his degree plan.

B. Reimbursement.

Within two weeks after the course has been completed or the semester has ended, the employee must provide the City Secretary with proof that the employee earned a grade of 2.0 or "C" or better for an undergraduate course or 3.0 or "B" for a graduate course to receive reimbursement.

IV. Employee Service Obligation.

For each course that an employee receives tuition reimbursement, the employee makes a commitment to the City for six continued months of employment. The service obligation begins the first day of the month after completion of the course or semester.

V. Repayment upon Separation from Employment.

Only full months of completed service will count towards fulfillment of the service commitment.

- A. If the employee fulfilled less than one full month of the service commitment, the employee must refund the full amount of the corresponding tuition reimbursement.
- B. If the employee fulfilled at least one month of the service commitment, the employee must refund a prorated amount based on the remaining number of months in the service commitment that will not be fulfilled.

City of Crockett

Personnel Policy and Procedure Manual

PD 4.03

Item 2.

Chapter: Compensation
Policy: FLSA Overtime and Other Compensatory Time

Effective Date: mm/dd/yyyy
Page 1 of 4
New

Policy.

The City of Crockett (City) complies with all federal and state laws regarding accrual and use of Fair Labor Standards Act (FLSA) compensatory time (overtime) and other compensatory time. The City reserves the right to require an employee to work extra hours beyond the employee's regular schedule as needed.

Additional Resources.

- PD-4.01, FLSA Exempt and Non-Exempt Status - Explains how the City designates positions as FLSA exempt or FLSA non-exempt.
- PD-4.02, Pay Periods, Pay Methods, and Timekeeping - Explains how time worked is reported and the City's pay periods.

Definitions.

"FLSA Compensatory Time (Overtime)" is time credited to an FLSA non-exempt employee for overtime worked at a rate of 1-1/2 hours for each overtime hour worked.

"Other Compensatory Time/Leave" is time credited to an employee at a rate of equal time for time worked (i.e., one hour of other compensatory time for one hour worked) when the hours exceed:

- 80 hours in a 14-day work period for an FLSA non-exempt law enforcement or fire protection position, or an equivalent ratio for any other work period, or
- 40 hours in a 7-day work period for any other employee

BUT the hours are not FLSA compensatory time (overtime) hours.

"Physically Worked" refers to the hours an employee reported for duty. The hours an employee is on leave with pay or leave without pay do not count as hours physically worked.

Procedures.

I. Prior Approval to Work FLSA / Other Compensatory Time.

Except for on-call employees responding to emergency call-outs, an employee must obtain his supervisor's approval before working any hours outside of his regular schedule that the employee knows would result in accrual of overtime hours or other compensatory hours.

II. FLSA Compensatory Time (Overtime).

A. Accrual.

An FLSA non-exempt hourly or salaried employee accrues overtime hours only when he physically works more than the corresponding number of hours designated in the below table.

Position Held	Work Period	Hours Physically Worked in Work Period Before Accruing Overtime
Law Enforcement	14-Day Work Period	86
Fire Protection	14-Day Work Period	106
All Others	7-Day Work Period	40
Note: If the work period changes for a law enforcement or fire protection position, the number of hours worked before accruing overtime will bear the same relationship to 86 or 106 hours in a 14-day work period, whichever is applicable.		

Example: A police officer assigned to a 14-day work period works 36 hours the first week of the work period and 56 hours the second week of the work period. The officer worked a total of 92 hours for the 14-day work period ($36 + 56 = 92$), and 6 of those hours are overtime hours ($92 - 86 = 6$).

B. Payment.

The City pays all FLSA non-exempt employees, hourly and salaried, for overtime hours worked.

Note: Although the FLSA allows governmental employers to compensate employees for overtime hours by granting FLSA compensatory leave in lieu of pay, the City chooses to pay for overtime hours as they are worked instead of granting FLSA compensatory leave. If the City changes this practice and grants FLSA compensatory leave, the practice must be consistent for all employees within the same or similar positions, and the maximum leave accruals in compliance with federal law would be: (1) 480 hours for FLSA non-exempt law enforcement or fire protection employees (equivalent to 320 overtime hours worked); and (2) 240 hours for any other FLSA non-exempt employee (equivalent to 160 overtime hours worked).

III. Other Compensatory Time/Leave.

A. Accrual.

1. FLSA Exempt Employee:

An employee in an FLSA exempt position accrues other compensatory time as leave when he physically works more than 40 hours in a 7-day work cycle.

Note: City employees in an FLSA exempt position include the City Administrator, Fire Chief, Police Chief, City Secretary, and Program/Grant Administrator.

2. FLSA Non-exempt Salaried Employees:

An FLSA non-exempt salaried employee accrues other compensatory time/leave hours when the employee:

- a. physically worked during a work cycle but less than 40 hours;
- b. used paid leave or was off for an observed holiday during the work cycle; and
- c. the total number of hours physically worked plus leave/holiday hours totals more than 40 hours. The employee will receive other compensatory leave for the hours that exceed 40 hours.

Example: An FLSA non-exempt salaried employee on a seven-day 40-hour work cycle physically works 8 hours on Thursday and Friday, is off on an observed Monday holiday, physically works 8 hours on Tuesday and then physically works 12 hours on Wednesday. The hours that the employee physically worked during the 40-hour work cycle only equals 36 hours (8+8+8+12) so the employee did not receive FLSA compensatory time. However, the 36 hours physically worked plus 8 hours of holiday leave totals 44 hours, so the employee receives a 4-hour leave credit for other compensatory time/leave.

3. FLSA Non-exempt Hourly Law Enforcement or Firefighter Position:

For an FLSA non-exempt hourly law enforcement or firefighter position, the hours worked between 80 hours in a 14-day work period and the number of hours required to accrue overtime are known as other compensatory hours worked. The City pays these employees for all other compensatory hours worked; therefore, they do not accrue compensatory leave.

4. All Other FLSA Non-exempt Hourly Employees:

All other FLSA non-exempt hourly employees accrue other compensatory hours in the same manner as an FLSA non-exempt salaried employee. However, the City pays these employees for all other compensatory hours worked; therefore, they do not accrue compensatory leave.

B. Use/Lapsing.

1. A supervisor must make a reasonable effort to allow an employee to use other compensatory leave upon request.
2. No employee receives pay for other compensatory leave.
3. The disposition of other compensatory leave upon separation from employment will be determined as part of the exit process in accordance with PD-5.02.

IV. Adjusting Schedules to Avoid Accrual of Overtime / Compensatory Hours.

With authority from the appropriate administrator, a supervisor may adjust an employee's regularly scheduled work hours within the same work period to avoid or reduce the employee's accrual of overtime or other compensatory hours. (Example: If an FLSA non-exempt employee on a 40-hour work cycle works 12 hours on Monday, an authorized supervisor could adjust the employee's schedule to only work 4 hours on Wednesday to avoid the accrual of overtime hours.)

The supervisor must provide as much advance notice as possible to the employee of the adjusted work schedule to allow the employee to make personal plans on the day of reduced hours.

Purpose

The community and precinct advisory committee is charged with reviewing projects and programs that are identified by the city council and staff that will assist the city with maintenance and revitalization programs designed to maintain residential and commercial property values throughout the city. The committee will review and provide recommendations to the city council regarding community code, beautification and neighborhood revitalization programs and other initiatives, such as yard-of-the-month. The committee will function as an advisory and recommending body to the city council and will have no role in enforcement or inspection activities, which are the responsibility of duly-authorized city staff.

**CITY OF CROCKETT
BID TALLY SHEET**

Item 4.

CONTRACT

☒ Sealed Bid

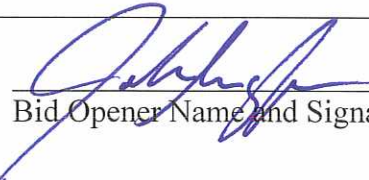
☐ Telephone Bid

☐ Letter Bid

BID DESCRIPTION: Concrete Projects:2022

BID OPENING DATE/TIME: January 21, 2022 at 11 AM/PM

VENDOR/BIDDER	BASE BID	TOTAL BID	COMMENTS
Palomares Construction		\$46.00 LF	Curb and Gutter
✓		\$20.00 SF	Low Water Crossing
✓		\$18.25 SF	Sidewalks / Non Load Bearing Slabs
Brother's Concrete		\$32.00 LF	Curb and Gutter
		\$10.00 SF	Low Water Crossing
		\$6.50 SF	Sidewalks / Non Load Bearing Slabs


Bid Opener Name and Signature



February 1, 2022

Letter of Recommendation for Bid Award

Dear Mayor and Councilmembers:

Sealed proposal packets were received with a deadline of January 21, 2022 at 11:00 A.M. for Concrete Construction Projects. Two (2) sealed bids were received.

The notification and advertising process for this bid included advertisement in the Houston County Courier newspaper and on our city's website.

On Friday, January 21, 2022 at 11:00 A.M. the bids were publicly opened and documented as shown on attached bid tally sheet. From the review of the information provided in the sealed bids, the low bidder is Brother's Concrete. They are fully qualified and have excellent prior work performance with the city. Therefore, I am recommending the city awarding the 12-month contract to Brother's Concrete.

Sincerely,

John Angerstein,

City Administrator



CITY OF CROCKETT BID TALLY SHEET

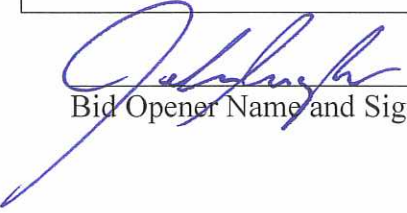
CONTRACT

- ☒ Sealed Bid
☐ Telephone Bid
☐ Letter Bid

BID DESCRIPTION: Pavilion Demolition

BID OPENING DATE/TIME: January 21, 2022 at 11:30 AM

VENDOR/BIDDER	BASE BID	TOTAL BID	COMMENTS
Circle H Welding/Construction		\$9,000. ⁰⁰	Concrete demolition excluded.
Crockett Construction		\$6,900. ⁰⁰	
Albo Construction		\$13,000. ⁰⁰	


 Bid Opener Name and Signature



February 1, 2022

Letter of Recommendation for Bid Award

Dear Mayor and Councilmembers:

Sealed proposal packets were received with a deadline of January 21, 2022 at 11:30 A.M. for Concrete Construction Projects. Three (3) sealed bids were received.

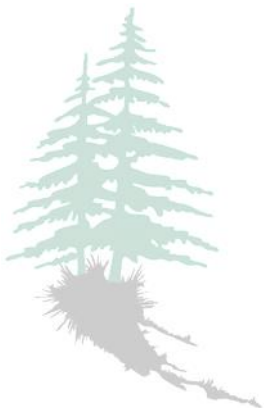
The notification and advertising process for this bid included advertisement in the Houston County Courier newspaper and on our city's website.

On Friday, January 21, 2022 at 11:30 A.M. the bids were publicly opened and documented as shown on attached bid tally sheet. From the review of the information provided in the sealed bids, the low bidder is Crockett Construction. They are fully qualified and have excellent prior work performance with the city. Therefore, I am recommending the city awarding the contract to Crockett Construction.

Sincerely,

John Angerstein,

City Administrator



Paradise in the Pines

RESOLUTION NO. R-02-22

A RESOLUTION CALLING FOR THE REGULAR ELECTION OF COUNCIL MEMBERS IN PRECINCTS 3, 4 AND 5 IN AND FOR THE CITY OF CROCKETT, TEXAS;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROCKETT, HOUSTON COUNTY, TEXAS:

WHEREAS, a Municipal Election be held in the City of Crockett, Texas, on Saturday, May 7, 2022, with polls open from 7:00 AM to 7:00 PM for the election of three members of the City Council, being Precincts 3, 4 and 5; and

WHEREAS, early voting by personal appearance be conducted each weekday at: City Hall, 200 N. 5th Street Crockett, TX 75835 between the hours of 8:00 a.m. and 5:00 p.m. beginning on April 25, 2022 and ending on May 3, 2022; and

WHEREAS, applications for ballot by mail shall be mailed to: City Secretary, 200 N. 5th Street, Crockett. (936-544-5156) Email: stefkam@crocketttxas.org. All applications for ballots by mail must be received no later than the close of business on April 26, 2022; and

WHEREAS, said election shall be held and conducted at the following locations:

PRECINCT #3 – Crockett High School – 1600 S.W. Loop 304
PRECINCT #4 – Crockett Administration Building – 1400 W. Austin
PRECINCT #5 – Sr. Citizens Center – 716 Wells Street

WHEREAS, notice of said election shall be given as required by law, and that a copy of this Resolution shall serve as legal notice.

PASSED AND APPROVED this the 7th day of February 2022.

Dr. Ianthia Fisher, Mayor

ATTEST:

Mitzi Stefka, City Secretary

NOTICE OF CITY ELECTION
(AVISO DE ELECCION CITY)

To the Registered Voters of CROCKETT, Texas:

(A los votantes registrados del CROCKETT, Texas;)

Notice is hereby given that the polling places listed below will be open from 7:00 am to 7:00 pm on **May 7, 2022** for voting in a CITY election, to elect COUNCIL MEMBERS IN PRECINCT #3, 4 & 5.

Notifiquese, por las presente, que las casillas electorales sitados abajo se abriran desde las 7:00 am hasta las 7:00 pm el 2 de Mayo, 2022 para votar en la Eleccion para MIEMBRO DEL CONSEJO DE DISTRITOS 3, 4 & 5.

LOCATION(S) OF POLLING PLACES
(DIRECCION(ES) DE LAS CASILLAS ELECTORALES)

Precinct #3 - Crockett High School – 1600 S.W. Loop 304
Precinct #4 - Crockett Administration Building - 1400 W Austin
Precinct #5 - Sr. Citizens Center – 716 Wells Street

Early voting by personal appearance will be conducted each weekday at:
(La votacion en adelantada en persona se lievrad a cabo de lunes a viernes en)

City Hall, 200 N. 5th Street , Crockett, TX 75835
(location) (sitlo)

between the hours of **8:00 a.m.** and **5:00 p.m.** beginning on **April 25, 2022 thru May 3, 2022**

entre las 8:00 de la manana y las 5:00 de la tarde empezando el 25 de Abril thru 3 de Mayo 2022

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votardn en ausencia por correo deberdn envlarse a:)

Mitzi Stefka
(Name of Early Voting Clerk)
(Nombra del Secretario da la Votacion En Adelantada)
200 N. Fifth (936-544-5156)
(Address) (Direccion)
Crockett, TX 75835
(City) (Ciudad) (Zip Code) (Zona Postal)
stefkam@crocketttxas.org
(email)

Applications for ballots by mail must be received no later than the close of business on
(Las solicitudes para boletas que se votardn en ausencia por correo deberan recibirse para el fin de las horas de negocio el)

April 26, 2022 26 de Abril, 2022
(date) (fecha)

Issued this the 7th day of February 2022.
(Emitada este dia 7 de Febrero 2022)

Presiding Officer – Mayor Ianthia Fisher
(Firma del Oficial que Preside)

**JOINT ELECTION AGREEMENT BETWEEN THE
CROCKETT INDEPENDENT SCHOOL DISTRICT AND
THE CITY OF CROCKETT**

This joint election agreement is made this 24th day of January 2022, by and between the Crockett Independent School District ("Crockett ISD") and the City of Crockett ("the City").

WHEREAS, Crockett ISD plans to hold a Board of Trustees Election on Saturday, May 7, 2022 for the purpose of electing trustees for Districts 1, & 6;

WHEREAS, the City plans to hold a City Council Election on Saturday, May 7, 2022 for the purpose of electing Councilmembers to Positions 3, 4 & 5;

WHEREAS, Texas Election Code § 271.002 authorizes the governing bodies of political subdivisions to enter into an agreement to hold joint elections in election precincts that can be served by common polling places;

WHEREAS, Crockett ISD and the City will hold elections on the same day; and

WHEREAS, the parties to this agreement serve voters within the same boundaries, and it would be to the benefit of the City, Crockett ISD, and the citizens and voters thereof to hold the elections jointly.

NOW, THEREFORE, IT IS AGREED that a joint election will be held by Crockett ISD and the City of Crockett under the following terms and conditions: Each entity, Crockett ISD and the City of Crockett will be responsible for their own:

*Ballots
Election Forms & Records
Tabulation of results and canvassing
Notice of Election & Order of Election
Appointment of Election Officials, Early Voting Clerk*

Crockett ISD and the City of Crockett will share the following polling places on Saturday, May 7, 2022:

School District 6 – Houston Co Senior Citizens Center

Joint Election Agreement
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The undersigned are the duly authorized representatives of the parties' governing bodies, and their signatures represent adoption and acceptance of the terms and conditions of this agreement.

APPROVED, this 24th day of January, 2022 by the Board of Trustees of the Crockett Independent School District.

President, Board of Trustees

Secretary, Board of Trustees

APPROVED, this 7th day of February, 2022 by the City Council of the City of Crockett.

Dr. Ianthia Fisher, Mayor

Mitzi Stefka, City Secretary