

MINUTES
REGULAR MEETING
TUESDAY, DECEMBER 13, 2022

The City Council of the City of Monahans, Texas convened on the above date at 3:00 p.m. in the Council Chambers of City Hall with the following members, officers and visitors present:

Adam Steen	Mayor
Rudy Hernandez	Council Member District No. 1
Jeppie S. Wilson, Jr.	Council Member District No. 2/Mayor Pro Tem
Calvin Carrell	Council Member District No. 3
Ivy Valenzuela	Council Member District No. 4
Richard Hawkins	Council Member District No. 5
Rex M. Thee	City Manager
Frank Heslin	Assistant City Manager
Tonya Todd	City Secretary
Justin Till	Attorney for the City
Joel Melendez	Building/Plumbing Inspector
Richard Covington	Public Works Director
Kristofer Quintana	Chief of Police MPD
Xavier Ramon	Sergeant MPD
Nadali Carrasco	Self
Jennifer Terrazas	Patrol Officer MPD
Sergio Ortiz	Patrol Officer MPD
Luis Esquivel	Sergeant MPD
Teresa Burnett	Chamber of Commerce Executive Director
Ashley Adatao	MEDC Director
Jennifer Merrick	Utilities Clerk
John Romo	Landfill Supervisor
Christy Sullivan	Monahans Newspaper
Loris M. Scott	Self
Joe Olvera, Jr.	Animal Control Officer
Raquel Blanco	Self
Aaron Rodriguez	Operator
Mary Jo Sinclair	Self
Bobby Sinclair	Public Utilities Director
Melton Mitchell	Risk Management Officer
Tywa Banks	Production/Distribution

David Milliron
Pablo Villegos
Carolyn Hughes

Production/Distribution
Production/Distribution
Communications MPD

ITEM #1 & ITEM #2 Mayor Steen called the meeting to order and Councilman Wilson gave the invocation.

ITEM #3 City Manager Rex M. Thee briefed the Council on approving the minutes of the November 22, 2022 Regular Council Meeting.

Motion by Councilman Carrell, seconded by Councilman Valenzuela to approve the minutes of the November 22, 2022 Regular Council Meeting.

Votes were as follows:

“Aye”	Rudy Hernandez
“Aye”	Jeppie Wilson
“Aye”	Calvin Carrell
“Aye”	Ivy Valenzuela
“Aye”	Richard Hawkins

Motion carried.

ITEM #4 Consider and Act Upon approving the following consent items:

- a. Accounts Payable in the amount of \$1,012,859.89
- b. Resolution No. 2022-035 Regarding Tax Roll Adjustments
- c. Monthly Reports/Minutes: (a) Airport Manager’s Monthly Report (b) Animal Control Monthly Report, (c) Building Permit Monthly Report, (d) Code Enforcement Monthly Report (e) MEDC Minutes and Monthly Financial Report, (f) Municipal Court Monthly Report, (g) City Monthly Fund Balance Report, (h) City Monthly Revenue and Expenditure Comparison Summary Report (i) Airport Advisory Board Minutes

Motion by Councilman Hawkins seconded by Councilman Valenzuela to approve the consent items.

Votes were as follows:

“Aye”	Rudy Hernandez
“Aye”	Jeppie Wilson
“Aye”	Calvin Carrell
“Aye”	Ivy Valenzuela
“Aye”	Richard Hawkins

Motion carried.

ITEM #5 Presentation by citizens to be heard. None

ITEM #6 City Manager Rex M. Thee briefed the Council regarding Resolution No. 2022-036 recognition and presentation of Annual Service Awards for City Employees. Mr. Thee stated something we enjoy doing each year is to recognize City employees for their years of service. Mayor Steen thanked the employees for their service and dedication to the City of Monahans and gave thanks on behalf of the Council for all their work throughout the year. Mayor Steen read the Resolution out loud.

Motion by Councilman Hawkins, seconded by Councilman Carrell to approve Resolution No. 2022-036: To recognize the following employees for their years of service to the City of Monahans and award employees Certificates of Appreciation and monetary stipend equal to fifteen dollars (\$15.00) for each year of service.

Tywa Banks	Production/Distribution	5 Years
David Milliron	Production/Distribution	5 Years
Jeremy Kines	Lieutenant-MPD	5 Years
Pablo Villegas	Production/Distribution	5 Years
Carolyn Hughes	Communication Officer-MPD	5 Years
Jennifer Merrick	Utility Clerk	5 Years
Claudia Sanchez	Court Clerk, Level 1	15 Years
Joel Melendez	Building/Plumbing Inspector	20 Years
Bobby Sinclair	Public Utilities Director	40 Years

Mayor Steen recognized the above-mentioned employees with a framed certificate and a monetary stipend. Mr. Kines and Ms. Sanchez were not in attendance.

ITEM #7 City Manager Rex M. Thee briefed the Council with regards to acknowledgement and presentation of the 2022 Safety Awards for City Employees.

2022 Safe Driver of the Year Public Safety	Sergio Ortiz
2022 Safe Operator of the Year Public Works	Juan Aaron Rodriguez
2022 Safe Operator of the Year Public Utilities	Pablo Villegas

Mayor Steen recognized the above-mentioned employees with a framed certificate and a monetary stipend.

ITEM #8 City Manager Rex M. Thee briefed the Council with regard to acknowledgement and presentation of the Monahans Police Department's Officer of the Year and Non-Sworn Employee of the Year.

Officer of the Year	Xavier Ramon
Non-Sworn Employee of the Year	Joe Olvera, Jr.

Chief Quintana recognized the above-mentioned employees and stated this was the first year to do this for the Monahans Police Department.

ITEM #9 City Manager Rex M. Thee briefed the Council with regards to the 2023 Septic Sewage Disposal Contract with 24/365 Oil Tools Service, Inc. Mr. Thee stated that there have been no issues with 24/365 Oil Tools Service using the plant and is basically the same contract as last year with our fees slightly higher than the area average.

Motion by Councilman Wilson seconded by Councilman Hawkins to approve the 2023 Septic Sewage Disposal Contract with 24/365 Oil Tools Service, Inc.

Votes were as follows:

“Aye”	Rudy Hernandez
“Aye”	Jeppie Wilson
“Aye”	Calvin Carrell
“Aye”	Ivy Valenzuela
“Aye”	Richard Hawkins

Motion carried.

ITEM #10 City Manager Rex M. Thee briefed the Council with regards to authorizing the City Manager to sign a Memorandum of Understanding (MOU) with Franklin Legal Publishing for Re-codification of the City’s Code of Ordinances. Mr. Thee indicated that the MOU outlines revisions to be made in the final draft code and approximately sixty-six (66) changes to the Code are recommended. Mr. Thee mentioned that the process will produce an updated and legally viable Code of Ordinances for final attorney review and council action. Mr. Thee stated that this does not include the City Charter that is being worked on and will require an election for approval.

Motion by Councilman Wilson seconded by Councilman Hawkins to authorize the City Manager to sign a Memorandum of Understanding (MOU) with Franklin Legal Publishing for Re-codification of the City’s Code of Ordinances.

Votes were as follows:

“Aye”	Rudy Hernandez
“Aye”	Jeppie Wilson
“Aye”	Calvin Carrell
“Aye”	Ivy Valenzuela
“Aye”	Richard Hawkins

Motion carried.

ITEM #11 City Manager Rex M. Thee briefed the Council with regards to Resolution No. 2022-037 regarding annual review of the Public Funds Investment Policy for the City of Monahans. Mr. Thee stated that this is a conservative policy with no changes from last year and compliant with state statues. Mayor Steen read the Resolution out loud.

Motion by Councilman Valenzuela, seconded by Councilman Hawkins to approve Resolution No. 2022-037: That the City of Monahans Investment Policy and Strategy attached is hereby reviewed and approved as written.

Votes were as follows:

“Aye”	Rudy Hernandez
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“Aye” Jeppie Wilson
“Aye” Calvin Carrell
“Aye” Ivy Valenzuela
“Aye” Richard Hawkins

Motion carried.

ITEM #12 City Manager Rex M. Thee briefed the Council with regards to Approving Emergency Repairs to West “A” Street and a Contract with Permian Paving for the Project. Mr. Thee indicated that the unexpected damage to the street due to the heavy truck traffic with very heavy loads going to and from Monahans Metals has torn the street up very quickly. Mr. Thee mentioned that the City’s repairs to the city portion and county repairs on their side of the road have not worked, and with the recent snow and quick melt the street has gotten dangerous to residents living along it, as well as to the employees and customers of Monahans Metals, railroad workers, and incidental users. Mr. Thee mentioned that there have been numerous near misses. Mr. Thee stated that County Commissioner Tino Sanchez has hired a paving company to do the county portion, and when completed will create a more dangerous situation with trucks going faster from the new road onto the unrepaired portions, if the City’s portion is not repaired. Mr. Thee stated that he proposes to have the road repaired using the lowest responsible proposal as soon as possible to mesh with the county project, and complete the entire road section. Mr. Thee mentioned that the City has received responses to Requests for Proposals (RFP) and all have come in over the \$50,000 competitive bid threshold with the lowest responsible bid meeting required specification is Permian Paving at \$87,350. Mr. Thee mentioned that there are exceptions to the General Rule provided under State Law Tex. Loc. Gov’t Code 252.022 and provides that competitive bidding requirements do not apply in certain emergency situations when a “procurement is necessary to preserve or protect the public health or safety of the municipality’s residents”; and, “...which is necessary because of unforeseen damage to public machinery, equipment, or other property.” Mr. Thee mentioned that Mr. Till agrees that the City is in compliance due to the circumstance of this matter. Mr. Thee indicated that having the same company already on site, mobilized for the county job, will “provide the best value for the municipality,” as per Tex. Loc. Gov’t Code 252.021.

Motion by Councilman Carrell, seconded by Councilman Hawkins to approve emergency repairs to West “A” Street and a Contract with Permian Paving for the Project.

Votes were as follows: “Aye” Rudy Hernandez
“Aye” Jeppie Wilson
“Aye” Calvin Carrell
“Aye” Ivy Valenzuela
“Aye” Richard Hawkins

Motion carried.

ITEM #13 Motion by Councilman Hawkins, seconded by Councilman Valenzuela to adjourn meeting at 3:26 p.m.

Votes were as follows: “Aye” Rudy Hernandez

“Aye” Jeppie Wilson
“Aye” Calvin Carrell
“Aye” Ivy Valenzuela
“Aye” Richard Hawkins

Motion carried.

City Manager Rex M. Thee announced that there will not be another meeting in December unless something specific comes up.

Passed and approved by the Monahans City Council on January 10, 2023.

ATTEST:

APPROVED:

Tonya Todd, City Secretary

Adam Steen, Mayor