

**City of Booker
Regular Council Meeting
October 13, 2025
6:30 PM**

Members Present: Mayor Stephen Skipper, Alderman Susie Wynn, Alderman Leslie Payne, Alderman Jeff Monk.

Members Absent: Alderman Daisy Lira. Alderman Jana Compean

Staff Present: Guillermo Estrada – Public Works Manager; Elena McMullin – City Secretary; Lance Swan – Police Chief; Wayne Floyd – Police Officer.

Others present for this meeting: None

Call to Order:

The regular meeting of the Booker City Council was called to order at 6:31 pm October 13, 2025 in the City Council Room, 222 South Main, Booker, Texas by Mayor Skipper.

Opening:

Mayor Skipper opened the meeting with the Pledge of Allegiance and Alderman Leslie Payne offered the invocation.

A. Review And Consider Approving The Minutes

Motion to approve the September 8, 2025 minutes by Alderman Wynn. Second by Alderman Monk. Vote 3 for. 0 opposed. Motion carried.

B. Consent Items – Review & Consider Approving: Accounts Payable & September Payroll; Incode Journal Entries Completed; Funds On Deposit, Interest Earned, CD List & Financial Statement; And The Gas Purchased/Sold Report

Motion to approve the consent items of Accounts Payable & September 2025 Payroll, Incode Journal Entries completed, Funds on Deposit, Interest Earned, CD List & Financial Statement, the Gas Purchased/Sold Report and additional bills in the amount of \$586.75 by Alderman Wynn. Second by Alderman Monk. Vote 3 for. 0 opposed. Motion carried.

C. Citizens Comments

None.

D. Fire Department Report

Andrew Skipper, Fire Chief was absent for the meeting. Assistant Fire Chief Stephen Skipper gave the report and stated: 1 dumpster fire; on stand by for the burning of the “B”; involved with the parade; received grant money from TX Forest Service for training equipment; bought a TV and mount for the Fire station; Couple new recruits.

E. Police Department Report

Chief Swan stated: Busy; writing tickets-7 stop signs, 3 warnings; working on a case cannot tell any details at the moment, will be able to tell more when it comes available; Jimmy Burt, Reserve Officer has been out working quite a bit.

F. Annual Review and Consider Approving City of Booker Investment Policy

Council completed the annual review of the investment policy with no changes or updates made this year. Motion to approve the investment policy for the City of Booker by Alderman Payne. Second by Alderman Monk. Vote 3 for. 0 opposed. Motion carried.

G. Review & Consider Approving The Utility Department Bad Debts

Council reviewed the bad debts for the utility department and Elena explained that it goes on to TRRA (Texas Revenue Recovery Association). Motion to approve the Utility Department Bad Debts in the total amount of \$101.46 by Alderman Payne. Second by Alderman Wynn. Vote 3 for. 0 opposed. Motion carried.

H. Discuss Christmas On Main Street-December 3, 2025

Alderman Wynn stated: Mandy Schilling's dancers will perform; Donna Shephard and Brett Duke will sing; Mario will DJ with his sound equipment; Fire department will do chili; Roger Miller will be Santa Claus; talked about opening up to certain groups like churches to set up booths for fundraising for their benefit.

I. Staff Reports: Public Works Manager, City Secretary

Public Works Manager Report: We started to read meters on the 25th and finished on the 29th then started to do rereads afterwards as well as door knockers (closing the valves on the water meter of customers that did not pay their bill.) We had to change 2 ¾" water meter; we found that out after rechecking the readings by doing rereads. We collected and delivered 5 BOD and PH samples from the middle stabilizing pond. We dug the Northwest corner of the intersection of West 1st St. and Bluebonnet St. to expose the water pipe connections to the old fire hydrant we needed to change out. We also installed a 6" gate valve to isolate it if needed. (This fire hydrant and valve set up is a typical installation). We also spent time making sure we cleaned the area around the installation to make it possible for the property owner to mow around it besides making the area look as close to as it was before we dug. We fixed 2 water leaks on ¾" service lines. One on a residence located at Azalea St. and the other one on a residence at Denton St. We had to dig clear up to the taps so we could contain the flow of the water and repair the leaks. We also had to fill in the holes and level the areas afterwards. The leaks developed because of ground movement, which caused the service lines to come out from the taps. We also had to fix a water leak on a 4" main Line located south of Floyd's Earth movement property. We had to install a full circle repair clamp on the pipe to fix the leak. As we did with the other leaks, we spent time covering the hole and levelling up the area. We also fixed a leak on 2" line just east of Keith Fronk's garage. We had to dig to expose the damaged area. We had to replace a corroded full circle repair clamp. We also had to spend extra time scraping off gravel that we had to spread back on the area after we fixed the leak to make it look as level as possible. We collected and send 2 routine bacteriological water samples. We empty the small trash cans located on both sides of

main st. (we try to do this weekly or as required.) I received the results from the soil samples which I used to fill out the required state-provisioned forms and sent them to TCEQ office located in Austin. At the landfill dirt is being hauled from the Pile located north of the west pit throughout the week to the working face of the current pit that is being filled to be used to cover up the weekly trash. I did the 3rd qtr Landfill report. We serviced the 2022 trash truck. And on the 2000 model trash truck we trouble shut the air system to find a leak that was making the system leak every time the brake pedal was pushed. We ended up having to replace the drivers side back air drum, air sensor and air dryer. We dug a hole 2ft x 2ft x 1 1/2 ft at the cemetery, where the Ashes of Mrs. Oletta were going to be buried. At Roberson Park we had to install another mirror because the one that was there was stolen! Also, at this park we sprayed the weeds all around the playground and under the stands and around the dugouts at Grace Field. We also dug the electric line that services the restrooms at this park because we notice the power was off after checking for voltage. We needed to figure out the problem so that these restrooms could be used during softball games that started to take place last week. We had to replace a fuse at one of the set of lights located on the north side of the north dugout of Grace Field. We cleaned the south gutter Gaylord St. to prepare to level out the area at the entrance of the alley with cold mix. We trimmed the weeds on the new sidewalk at Hwy 15. We installed the new ice maker that we got because of a warranty claim because the first did not work. We continue mowing parks and water ways weather permitting. As well as cleaning the decks of mowers and changing the blades on the new Hustler mower and one of the JD mowers. On the big mowing attachment, we had to replace the spindle on the center deck and change the blades on all three decks. We still fog for mosquitos as needed although now not as often. We had to set up concrete pads for the portable generator that will power up City Hall and north shop. On the generator itself we had to change the battery and build a muffler end before it was ready to be operationally tested. On the north shop we had to reinforce the electric line metal support plate that is attached to the side of the building. It was almost to the point of pulling through the wall. We used a steel cable to brace it on the metal roof beam to pull it back to the side of the building. After doing so we fixed the broken concrete around the plate and filled up the cracks around it. We also started to disassemble the old stainless steel dish washer counter and washer at the Legion Hall and started to put together new stainless steel table. We cleaned alleys (Tree limbs, furniture and appliances, etc.) For the Homecoming Parade, we had to set up cones and caution tape on the intersection of 1st St and Main St. as well as each one of the streets that intersect Main St. Afterwards, we had to remove cones and caution tape to reestablish traffic. We did line locates again for the highway department because all the signs on highway 15 are going to be replaced. We also did line locates for other projects that people are working on. Also new PTCI fiber optic installation. As well as the regular on-going Service orders of Water and Gas utilities turn on and Offs.

City Secretary September 2025 Report: Payroll, bi-monthly. Department of Treasury 941 taxes online reporting of payroll. Texas Municipal Retirement System online reporting, balanced payroll with the online system total and processed ach payment. Texas Health Benefits Pool printed monthly statement, balanced and mailed payment. Aflac printed monthly statement, balanced and mailed payment. Printed General Fund and Utility Fund CIP checks; completed deposits to the GF CIP account and the UF CIP account; complete Incode journal entries for the deposits; and enter into the ledgers for the accounts. Coded accounts payable invoices throughout the month as invoices are received and put in folder for preparation of accounts payables. Any invoices that are

due when received are coded and manual checks are completed weekly. Completed Incode journal entries as needed for accounts. Printed interest bearing bank statements and entered Incode journal entries. Printed the Incode financial statement for August 2025 for approval. Updated and printed the Funds on Deposit report for the Council books. Updated and printed the Certificate of Deposit report for the Council books. Updated and printed the Interest Earned report for the Council books. Copied & calculated the accounts payable before & after and the payroll for the Council books. Copied the journal entries for the Council books. Printed the Incode payroll overtime report and payroll history report for Council books. Completed City Secretary monthly report for Council books. Prepared the Council Regular meeting agenda, posted agenda as required and provided information for the agenda items as well as other information as requested. Assist with preparation of Council books to be delivered. Emailed agenda to KXDJ Radio and others as requested. Set up for Council meeting. Transferred Council meeting recording from the recorder to the meeting recording flash drive. Typed minutes from the Council meeting and filed all information from the meeting. Made an excel spreadsheet with the history of the West Texas Gas contracted amounts. Completed the monthly FirstBank Southwest bank statement reconciliations for all accounts. Check employee timesheets for missed clock in/out and correct as needed. Complete the US Bureau of Labor Statistics online reporting monthly. Answer phone calls and assist customers and vendors as needed. Cover desk at customer entrance and assist customers with utility payments and tag renewals as needed. Prepared invoice for Booker Golf, updated balance spreadsheet with invoice. Received FBSW certificate of deposit renewal notifications, calculated interest earned and made copy for end of month journal entries and ledger updates. Renewed the ad for the City Manager. Completed manual checks for the cemetery mowing as needed. Added agenda to website bookertx.net. If you have any suggestions or corrections to what is on the site, please let me know. Trained with Karen from 9/23/25-9/30/25 for City Secretary position. The next regular meeting will be held on Monday, November 10, 2025.

J. Mayor Update Regarding City Manager and Police Officer Search/Applications
Mayor Skipper stated he had no applicants.

K. Executive Session Under Section 551.074 Of The Local Government Code – Personnel Matters

Mayor Skipper stated no executive session needed.

L. Old Business

None.

M. Adjournment

Motion to adjourn the meeting by Alderman Monk. Second by Alderman Payne. Vote 3 for. 0 opposed. Motion carried.

Meeting adjourned.

/s/ Stephen Skipper
Stephen Skipper, Mayor

/s/ Elena McMullin
Elena McMullin, City Secretary