

**City of Booker  
Special Council Meeting  
November 18, 2025  
6:30 PM**

Members Present: Mayor Stephen Skipper, Alderman Susie Wynn, Alderman Leslie Payne, Alderman Jeff Monk, Alderman Daisy Lira, Alderman Jana Compean.

Members Absent: None

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

Others present for this meeting: Debra (Helfenbein Mitchell Harris Sikes) Speer

**Call to Order:**

The regular meeting of the Booker City Council was called to order at 6:33pm November 18, 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 Jana Compean offered the invocation.

**A. Review And Consider Approving The Minutes**

Motion to approve the October 13, 2025 minutes by Alderman Wynn. Second by Alderman Monk. Vote 5 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 & October 2025 Payroll, Incode Journal Entries completed, Funds on Deposit, Interest Earned, CD List & Financial Statement, the Gas Purchased/Sold Report and no additional bills by Alderman Wynn. Second by Alderman Compean. Vote 5 for. 0 opposed. Motion carried.

**C. Citizens Comments**

Debra Speer – Asked to put flags out at cemetery since she was not here for Veteran's Day. Told the council that she appreciated the people in this town. She went on to tell some childhood stories, then concluded.

**D. Fire Department Report**

Andrew Skipper, Fire Chief stated: Talked about a year or so ago about maybe looking into what it would take to build a new fire dept. Chief had a meeting with the Railroad

board and looking on the right northside of the caboose if they would long term lease it or donate to the city as a spot to put the new building. Goal is to find a way to come up with the money and come back to the city to talk about building a new fire station to serve this community. Received a couple new members to join this month.

#### **E. Police Department Report**

Chief Swan stated: Steadiness this last month. A little accident with a delivery truck tore a Windstream cable off and tore the pole down. Written a couple of warnings for stop signs. Working on a small theft report and finished that up. Trying to keep people slowed down around the school and down the highway.

#### **F. Review & Consider Approving Police Department Grant-Bullet Resistant Components for Law Enforcement Vehicles**

Council reviewed the Police Department Grant-Bullet Resistant Components for Law Enforcement Vehicles. Motion to approve the Grant process for bullet resistant components for law enforcement vehicles for the City of Booker by Alderman Monk. Second by Alderman Lira. Vote 5 for. 0 opposed. Motion carried.

#### **G. Consider Approving the Purchase of NIBRS-Compliant RMS(Record Management System)**

Council reviewed the Purchase of NIBRS-Compliant RMS(Record Management System). Motion to approve the purchase of NIBRS-compliant RMS(Record Management System) by Alderman Monk. Second by Alderman Compean. Vote 5 for. 0 opposed. Motion carried.

#### **H. Consider Approving Holiday Gift Cards for City Employees & Fire Department Volunteers**

Motion to approve holiday gift cards of \$200.00 each for the city employees and the fire department volunteers by Alderman Wynn. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried. Alderman Lira abstained.

#### **I. Staff Reports: Public Works Manager, City Secretary**

**Public Works Manager Report:** We started to read meters on the 24<sup>th</sup> and finished on the 28<sup>th</sup>. After that we did rereads and we found out that we had to change out 2 -3/4 x 5/8 meters as well as 2 gas meters. We also had to change a leaking gas meter riser valve at Mrs. Winona Stephenson residence. We pulled and packaged 4 BOD and PH wastewater samples as well as the 2 Bacteriological sample from 2 different sites of the water system. The later samples came back with negative results from the lab. I also met with the TCEQ contracted water sample technician on 4 different sites of the water system. So he could pull the respective water samples that would be analyzed for heavy metals. We had to replace 4 water meter setter valves 2 at 56 gatewood apts. One Mr. Sheppard's residence and the last one at a house located at the intersection of Beaumont St. and 2<sup>nd</sup> St. All these replacements involved digging by shoveling around the water meter can then pull it out and change the valve. After that the meter can needs to be set back making sure it is leveled. Then we shovel the dirt around it and level the area. We fix water leak on a 2" main in the alley right behind Jimmy Burt's residence. After

digging to expose the line. We found out that the leak was located on a collar. We installed a repair clamp on the pipe to fix the leak. After the repair we proceeded to pack the repaired area with sand and then dirt on top of that to level the area. At the East side wastewater lift station. We had to replace the 90-degree steel elbow and 3" quick connect aluminum hose fitting that connect the 3" sewer hose to the submersible pump. At the landfill we are leveling with dirt the area of the trash pit that is to the maximum allowed trash level by State rules. As mentioned before, we still have half of a small pit on the west side of the old trash pit that was dug by my dad as he had time. On regard to the pit that was dug by Floyd's earth moving company, we have filled a quarter of it already. We also dug up the electric line from the high line pole located near the entrance and services the carport located in the middle of the landfill because we were having loss of electricity. We empty the small trash can that are located on both sides of Main st. We try to empty these as needed usually every week. We repaired dumpsters repairs included re-installing lid hinges and unbending hooks as well as cutting off rusted out bottoms and welding new ones on. We also swapped dumpsters, as well as setting 2 at requested farm locations. We also cleaned the weeds of the planters that are located on Main St. We swapped stop signs at the intersection of Crockett St. and 5<sup>th</sup> St. and from the intersection of Denton St. and 5<sup>th</sup> St. We had concerns from motorists that the offset of 5<sup>th</sup> street at the first mentioned intersection was making them stop further into the street to stop and make sure no other vehicle was coming from the west side of the street. We trimmed off tree limbs that were sticking too far out into the alley partially blocking the way of the trash truck and utility vehicles. We hauled off other tree limb piles from other areas of town as well as the usual junk. We patched up a 10ft by 4ft pothole that was located at the south edge of Gaylord St. We repaired the cracked area around the electric service line located on the top edge of the north shop, after we reinforced around the roof beam the support aluminum wire. We set the portable generator behind City Hall on top of concrete planks we got from the Highway sidewalk project. Afterwards we serviced the engine, and we installed metal barricade around the generator. We pulled out and replaced 2 sections of culverts along the north side of Mitchell Road. These are the south entrances of two of the alleys that intersect Mitchell Road. We installed toolboxes and truck bed racks on the 2 new pickup trucks as well as identifying decals. We drove back the white dump truck from the mechanic shop. They installed a new transmission on it. We dug and covered the grave for Mrs. Cates. We have installed new water lines in the kitchen of Anita Miller's activity building, as well as putting together the new stainless-steel sinks and tables. We had to take time to catch 2 dogs south of the car wash. We installed and LED light south of the restrooms at Robertsons Park as well as replacing the old restroom electric line from the breaker box located on the east side of the park. We also had to reinstall a different mirror in the women's restroom because the one that was there was stolen. We also dragged the infields of Kiowas and Grace Field respectively because of the weekly softball games. We had to do line locates (water, sewer, and gas lines mains and services) for different projects done by utilities companies and homeowners. We also had to do service orders which include closing and opening water and gas utilities meters. Stated during meeting: Went to pick up toolboxes and skid steer from Amarillo and had a tire blowout on the trailer at Borger, met a man that let him keep the trailer with equipment on his property while Guillermo came back home and returned the next day with a new tire and was able to make it back to Booker.

**City Secretary October 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. Worked with TML Risk Pool Workers' Comp Auditors R Dylong & Associates. Uploaded all specific information they have requested. Scheduled 4<sup>th</sup> quarter random drug & alcohol testing for the DOT & NON-DOT. Tests were completed October 29, 2025. Attended Webinar for Public Funds Investment Act Training Oct. 22-23 9am-2pm each day. Certificate of training is good until 2027, done every 2 years. Cashed in CD#6847 in the amount of \$137,165.14 and deposited in the GF checking. Cashing in CD#3091 in the amount of \$97360.12 and deposited in the UF checking. Registered for Election Law Seminar that will take place on January 22-23, 2026. The next regular meeting will be held on Monday, December 8, 2025. Stated during meeting: Working with auditors, they came Tuesday November 18 and will be here for a couple days.

#### **J. Mayor Update Regarding City Manager/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 they needed a motion to go to executive session. Motion to convene to executive session per Executive Session under Section 551.074 of the Local Government Code – Personnel Matters at 6:59 pm by Alderman Compean. Second by Alderman Payne. Vote 5 for. 0 opposed. Motion carried. Council reconvened from executive session at 7:07 pm with no further action taken.

**L. Old Business**

Mayor Skipper: Received a text that there is an issue at the softball field, open drinking and the smell of possibly some marijuana or something going on during that game. Jimmy went and took care of the situation. Would like to have some signs made and put on the fence around the park saying, “it’s unlawful to drink alcohol or possess open containers in city parks, City of Booker Ordinance #267”.

Alderman Wynn stated: Christmas on Main all the letters have gone out, Mayor Skipper will open, Donna Shephard, Mandy Schillings dancers, Santa Claus then Brett Duke will finish the evening. Need some stools for Donna and Bret. Christian church will do the hot chocolate. Baptist church was asked to do the water, no response yet. I will contact them all. Mayor Skipper added we got the sound system coming.

**M. Adjournment**

Motion to adjourn the meeting by Alderman Monk. Second by Alderman Payne. Vote 5 for. 0 opposed. Motion carried.

Meeting adjourned.

---

Stephen Skipper, Mayor

---

Elena McMullin, City Secretary