

**City of Booker
Regular Council Meeting
December 8, 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: Elena McMullin – City Secretary; Lance Swan – Police Chief; Wayne Floyd – Police Officer; Jimmy Burt—Reserve Police Officer.

Staff Absent: Guillermo Estrada—Public Works Manager; Andrew Skipper—Fire Chief

Others present for this meeting: None

Call to Order:

The regular meeting of the Booker City Council was called to order at 6:31pm December 8, 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 offered the invocation.

A. Review And Consider Approving The Minutes

Motion to approve the November 18, 2025 minutes by Alderman Wynn. Second by Alderman Compean. 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 & November 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 \$295.61 by Alderman Wynn. Second by Alderman Lira. Vote 5 for. 0 opposed. Motion carried.

C. Citizens Comments

None

D. Fire Department Report

Stephen Skipper, Assistant Fire Chief stated: 100-acre grass fire east of Darrouzett assisted with that.

E. Police Department Report

Chief Swan stated: Doing good, trying to finish getting a report to the DA's office. Working with Motorola trying to get that onboarding going on for body cam/dash cams. Brad Herring helping with that. Mid-January all up and running. Wrote a few little tickets, truckers speeding through town

F. Review & Accept Mayor Resignation

Mayor Stephen Skipper presented letter of resignation to council. Motion to accept Mayor Skipper resignation by Alderman Compean. Second by Alderman Monk. Vote 5 for. 0 opposed. Motion carried.

G. Discussion & Possible Action Related to Filling the Mayoral Vacancy

Council discussed and made a motion to appoint Alderman/Mayor Pro-Tem Leslie Payne to fill the mayoral vacancy. Motion to approve by Alderman Compean. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

At this time Alderman/Mayor Pro-Tem Leslie Payne verbally resigned as an Alderman

H. Swear In Mayor Appointee—Statement of Officer & Oath of Office

Mayor Leslie Payne reviewed, read and signed the Statement of Elected Officer and the Oath of Office.

I. Review & Consider Approving Resolution#2025-002 Authorizing the City's Participation in the Panhandle Region (Texas State Planning Region 1) Regional Mutual Aid Agreement and designating the Mayor to serve as the City's Chief Representative in all matters pertaining to the City's Participation in this agreement.

Motion to approve Resolution#2025-002 Authorizing the City's Participation in the PRPC Mutual Aid Agreement by Alderman Compean. Second by Alderman Monk. Vote 4 for. 0 opposed. Motion carried.

J. Discuss & Appoint Representative To Library Board For 2 Year Term

Alderman Wynn explained the Library Board and that they meet once each semester. Motion to appoint Elena McMullin as representative to the Booker Library Board for a 2 year term by Alderman Wynn Second by Lira. Vote 4 for. 0 opposed. Motion carried.

K. Discuss Christmas on Main—December 3, 2025

We had to move it inside the Anita Miller Community Building since it was too cold outside for the event. We had a big crowd. The people that performed were good. All the thank you notes are in the mail. We are set until next year.

L. Staff Reports: Public Works Manager, City Secretary

Public Works Manager Report: We worked on taking out Christmas lights testing each buildings light strands and changing burned out bulbs as required. On the signs for the buildings, we cleaned them and changed the burned-out rope light sections. We had to install 20 small hooks on one of the buildings. After doing all that we proceeded to hang the lights and signs after we installed the safety cage on the front of the back-hoe bucket. When it was too windy to do that, we worked on putting lights on the trees and gazebo and other decorations at Memorial Park as well as the caboose area. We emptied the small trash cans located on Main St. We patched more potholes after cleaning the areas and applying primer. We replaced another old section of culvert located east of the last one we replaced. These are all located along the north Side of Mitchell Rd. We trimmed off long tree limbs on 4 trees, that were too low and sticking too far out on Crockett St. We repaired lids on dumpsters and replaced rusted out bottoms on 2 dumpsters. We pulled one Bacteriological sample and 4 BOD and PH samples. We installed irrigation pipes in 2 different fields. This involves unloading 20 feet long by 8 inches diameter pipes 40 in total and connecting them by pushing against the ends until they bottom out on the belled ends. We also have to check the plastic gates that cover 20 small rectangular holes that control the flow of water as needed. If we find any that are cracked or missing, we replace or install new ones. When all the pipes are connected, we brace the ends of the last pipes by driving a metal tee post and wire it to the end cap of the pipes. We also started to read meters on 21st and finished on the 25th. We ended up needing to replace 2 3/4"X 5/8" Water meters. We did that, after we went back and checked the readings on the meters that were not showing usage. We worked on fixing 2 water leaks. One was located on a 3/4" service line and the other was located on the collar of a 4" main line. We found out the exact location of the leaks after exposing the areas by digging with the backhoe and shovels. On the small diameter leak we had to replace a one foot and half piece of poly line. And on the 4" main leak we had to install a full circle repair clamp. After the repair of the latter one we went ahead and filled in the hole. On the other leak we conned off the area and installed caution type around it. We decided this because it was too close to 5pm. And the hole was not as big as the other leak. I delivered 3, 6" meter impeller indexes to the shop in Borger to be calibrated. One is going to replace the one at well 7, another one at the tail water pond at the Wastewater Treatment Plant, and the last one will be installed on the 6" water line that supplies Preferred Beef. At the Landfill, my dad and I helped to put the electrical wire inside the 1" pvc conduit. A total of 250ft. approx.. We did this to help reduce the time the electricians were going to spend doing it. This helped reduce the cost of the total labor. They had to install 100 and so feet of new wire from the car port to the 1st of 2 junction boxes they installed on 2 4X4 wooden post. The old installation did not provide a constant source of electricity. We troubleshooted the existing braker boxes. The main one is located near the landfill sign located 30ft from the main entrance and a secondary that is located under the car port. After changing one cracked braker. We were still having issues. That is when I decided to call the electricians after they were done checking the causes of the issue. They decided that a section of the wire was defective and probably shorted out. Another thing we did ourselves to lower the cost was the digging of the ditch to expose the entire electrical line from the car port to the barker near the main entrance. I worked on the solid waste disposal Landfill yearly report. This contains the total amount of trash disposed of in the landfill, which is the sum of the 4 quarterly reports I had done previously. We are still waiting for the permit approval process for the extra land. I will have a zoom meeting to discuss the last details of the application process on the 11th with

the representatives of TCEQ the regulating state agency, that is going to grant the permit after the process is complete. We also had to work on the usual utilities service orders. Line locates(The marking of utility lines: water, wastewater and gas.) for different projects for different companies and homeowners.

City Secretary November 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 Eminent Domain report. Took a BEDC loan payment—Booker Tire. Order Christmas on Main treats for Santa bags. Worked onsite with the auditors Hankins Eastup Nov. 18-20, 2025. Provided all necessary paperwork that was requested. Prepared and posted the required election notices for May 2, 2026 on bulletin board and on website. First day to file is January 14, 2026 and last day to file is February 13, 2026 by 5pm. The next regular meeting will be held on Monday, January 12, 2026.

M. Mayor Update Regarding City Manager/Applications

Mayor Payne stated no updates

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

No Executive session needed.

O. Old Business

None

P. Adjournment

Motion to adjourn the meeting by Alderman Monk. Second by Alderman Compean. Vote 4 for. 0 opposed. Motion carried.

Meeting adjourned.

/s/ Leslie Payne
Leslie Payne, Mayor

/s/ Elena McMullin
Elena McMullin, City Secretary