



**Orchard City Council
Workshop Meeting, October 28, 2024**

1. Call to Order and Announce a Quorum is Present:

With a quorum of the Commissioners present, Mayor Matt Perreault called the Workshop Meeting of the Orchard City Council to order at 5:10 p.m. on Monday, October 28, 2024 in the Council Chambers of the Orchard City Hall, 9714 Kibler, Orchard, Texas.

2. Roll Call:

Matt Perreault, Mayor
Renee Wesbrooks, Commissioner
Morgan Supak, Commissioner

3. Visitors / Citizens Forum: The following guests were in attendance:

Danielle Perreault (citizen)

4. Workshop Agenda:

a. Changing the Fiscal Year – Commissioner Wesbrooks discussed being on the same schedule as government offices, having less confusion on when items are due. Commissioner Supak asks how difficult is it to change fiscal year as a government entity. Mayor Perreault suggests giving it to Siedel, Schroeder the city's accountants to decide the best way to change the fiscal year, budget has already been submitted for this coming year to possibly start next fiscal year. This item has been tabled until further discussion with the accountants.

*Council moved discussion from item # a to item # f *

f. Siedel, Schroeder Accountants – Mayor Perreault has reached out with accountants asking about when audits start, they have already initiated it. The process has started, with them contacting the City Hall Office requesting information. Heather is no longer the auditor for the city, Taylor is the new contact auditor for the City of Orchard. Mayor Perreault asked auditor about Quickbooks, was told that all small cities use Quickbooks, it is cheap and really all you need for a small city. Commissioner Wesbrooks mentioned manipulation of Quickbooks. Commissioner Supak discussed requiring reconciliation every month. Checks and Balances need to be in place.

b. Financial System Options – Commissioner Supak received one quote in from Eddie Peacock, PLLC. This quote has a wide range of options depending on how extensive the city needs. This will help with checks and balances. Discussion on who should be capable of writing checks. Council discussed that City Secretary should not sign checks. Commissioner Wesbrooks suggests that they (council) look into accounting costs, Commissioner Supak discussed wanting account reconciliation each month. City Council discussed not accepting any cash payments. Commissioner Supak asked about ACH payments, if they are automatically placed into Quickbooks or if they are being adding in. Commissioner Supak mentioned if the accounts were reconciled every month it would save money by not having to hire outside help. However, it may

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be needed in future. Need to create a new budget template. Reach out to Jennifer Ward for the budget template that she created, to see if we could get it, if it has a cost, how much?

c. Code Enforcement Options – Commissioner Wesbrooks received a quote from Safebuilt about \$1,300.00 a month but may be only needed for a couple of months. Code enforcer needs to be licensed and needs to be strict on the ordinances. Mayor Perreault asked the specifics of the code enforcer quote about if it is a month – to- month basis, what it all entails for his services. Commissioner Wesbrooks said she would look into it and get more detail about what would be provided. Commissioner Wesbrooks will ask him for a month-to-month quote and ask what if we drive around and get the photos and document the write-ups so all he would have to do is the citation portion. Council discussed the quote (6 hours per day / 2 days per week of in office work) they all agreed that it sounded reasonable. Council is favoring this idea as long as it can be a month-to-month to see if it will work for the city. Commissioner Wesbrooks will look into it. This will be on the agenda for November Meeting.

d. Bank Account Options – Commissioner Wesbrooks is requesting to look at moving the cities bank accounts, Commissioner Supak mentioned getting interest rates on all the accounts, Commissioner Wesbrooks stated some accounts don't have any. The bank in Rosenberg has a personal dedicated to helping and assisting to make sure that the city money is being invested in the correct accounts. Commissioner Supak mentioned The Bank of America Rosenberg is a bank that has checking account for government entities and has a 5-7% right now. Mentioning that it would be good to have an account that gives money back and that this is a checking account, so you can use the money out of it. The problem with this is the switching process of banks, as well having to change out information Quickbooks, checks, credit cards, water bill online payments, etc. Mayor Perreault has asked to table this item for a few months to get more information.

e. IT Quotes – Council was undecided because reviewing the quotes is difficult to understand as they are written differently. Not understanding if they are quoting the same things and same type of work.

Mayor Perreault stated we need city emails, Commissioner Wesbrooks agrees. Commissioner Supak and Commissioner Wesbrooks discussing the breakdown of XperNet quote the one time costs with what is monthly costs.

Commissioner Supak notes that VC3 does not have camera coverage like XperNet.

Mayor Perreault stated, we need one time cost / annual cost / monthly cost on these quotes and they need to be more apples to apples for everyone to understand.

Council will like to speak with XperNet.

XperNet – this company is in Fulshear, the owner came out. (About \$24,000.00 upfront start cost / about 400.00 per month)

VC3 – this company is from South Carolina. (About 800.00 per month.)

Impress – this company is in Katy. (About 700.00 per month.)

Charles Swihart – this company is in Richmond....no contact

g. Facebook (official government page) – Council agrees, it is needed to have an informational page that is under control of City Hall. This will be an Official City page. No motion needed for this item, it does not need to be a Regular Council Meeting Agenda. Commissioner Wesbrooks suggest City Secretary and an emergency admin to have on the Facebook account. City posts, citizens can comment but cannot post.

h. TikTok Policy – Mayor Perreault discusses the mandatory TikTok Policy set out by the state. No company computers, company phones can have access to TikTok. Mayor Perreault stated that we should ask the IT services how they can block the App Store on the desktop computers, or get advice on how to get this monitored. This will be on the agenda for November Meeting.

- i. Current Grants – Commissioner Wesbrooks has been working with Jalissa from the Grant office. It has been revealed that the previous City Secretary was not submitting items in “official” format.

2020 Grant is for the booster pumps. This one should be good and Commissioner Wesbrooks spoke with the engineer Matt Breazeale.

2021 Grant is for the Wastewater Treatment Plant drying beds and back-up generator. Unsure if we have a scope of work for this one. Matt Breazeale wrote a scope of work on behalf of the city. As per Commissioner Wesbrooks he did not charge the city for the write-up, it would take too much money out of the grant if he charged us.

2022 Grant is for the 8” water line, Commissioner Wesbrooks stated she hasn’t gotten any information on this one as of yet.

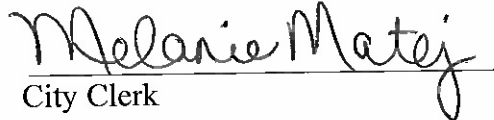
These are the current Grants that are in the works.

Commissioner Wesbrooks mentioned that when Mayor Perreault is out of town that Commissioner Supak be the Mayor Pro Tem for emergencies.

6. Mayor Perreault adjourn the meeting at 6:25 p.m.



Matt Perreault, Mayor



City Clerk