

**Minutes of the Meeting**  
**Town of Bayview Board of Aldermen Special Meeting**  
**March 16, 2016, 6:30 p.m.**  
**104 South San Roman Road, Bayview, Texas**

**Elected Officials Present:** Mayor Steenbock; Alderman Lowder; Alderman Lewis; Mayor Pro Tem Stachowiak; Alderman Deason

**Elected Officials Absent:** Alderman Mullendore

**REGULAR MEETING**

1. *Call the Meeting to Order* - The Meeting was called to order at 6:30 p.m.
2. *Pledge of Allegiance* - The Pledge of Allegiance was recited.
3. *Mayor's Welcoming Comments* - Mayor Steenbock welcomed those in attendance.
4. *Public Comments and Announcements:* *This is an opportunity for citizens to address the Town Council on matters relating to Town business, issues, concerns, or interests, including items on the agenda. Speakers are required to state their names for the record and to limit their comments to three minutes. Persons making comments and announcements may be referred to Town Staff for follow-up or to have items placed on the agenda for a future Town meeting* - There were no comments.
5. *Adjourn the Open Meeting* - The Open Meeting was adjourned at 6:40 p.m.

**EXECUTIVE SESSION**

The Executive Session was called to order at 6:42 p.m.

*The Town Council convened the Executive Session as authorized by Subchapter D Section 551.074: Personnel Matters of the Texas Open Meetings Act for deliberations regarding certain agenda items: 90 and 180 Day Evaluations of the:*

- a. *Town Bookkeeper*
- b. *Town Secretary*
- c. *Town Building Inspector*

**Adjourn the Executive Session.**

**ACTION ITEMS**

6. The Regular Session was reconvened.
7. *Discussion and possible action on items deliberated in the Executive Session:*

Alderman Lowder summarized what was accomplished: to understand what our employees are asking .. from us in order to make their jobs easier and to perform better for the community and for the Board. And I think we need to exercise the action to take their requests seriously and give them what they need in order so they can accomplish their job. 1) Our Bookkeeper being more in control of the entries in QuickBooks 2) Our Town Secretary helping the Building Inspector by giving the applicants the checklist and the direction to contact the

Building Inspector directly so that he can follow up 100% with their application and the permit applications 3) the Town Secretary will review the QuickBooks learning discs that Connie has given her and 4) listening to the Town Secretary's request that the Board should be more assertive in listening to all sides when evaluating and 5) there should be improvement in communication between the employees and with their direct supervisor, Mayor Steenbock.

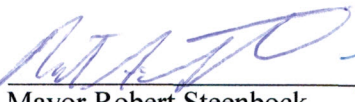
The Town Secretary stated that "my life has gotten a great deal better under Bob's authority. I feel like we are progressing, we are working toward some festering wounds in the community and I really appreciate the way he checks in with me every day and he directs me. He is kind. He is helpful. And that makes a huge difference in my life. And I think it also makes a difference in our community."

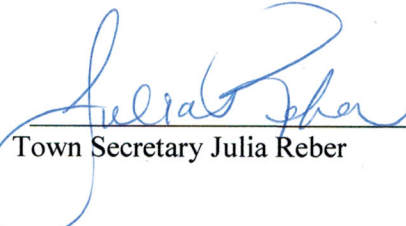
Mayor Pro Tem Stachowiak felt that we've got some good things somewhat ironed out. I don't think we're done by any means. I think we still have some work to do and according to the Building Inspector and the Bookkeeper, the Board can streamline the process to improve the efficiency of the Town Office, making the Town Secretary's job better. Both Mayor Pro Tem Stachowiak and Alderman Deason wanted the Board to consider a 30 day review for improvement and changes.

There was discussion about extending the office hours which had, until budget cycle 2014-2015 had been open 4 hours per day, 4 days of week. The Town Secretary stated that she would like an optional one hour to stay and complete her work if needed. She also agreed to work one extra hour per day if the Board required. Alderman Deason stated that historically, when the office was open 4 hours per day, the Town Secretary also did the financials. Alderman Lewis stated that with the new ordinances, policies and procedures, that the work of the Town Secretary is more extensive than historically and that the position is "basically a new job." Also, based on current and historical data, a Town Secretary could not possibly do both the job of the Town Secretary and the Bookkeeper in 4 hours per day. During the 2012-2015 budget cycles, the former bookkeeper worked 15-20 hours per month and the current bookkeeper stated that she was working up to 24 hours per month. Currently, the Town Secretary is working beyond her allotted 12 hours without compensation to help Bayview stay within budget.

Mayor Steenbock stated that the Board was negligent in hiring all the employees as there were no I-9 forms on file.

**Adjourn the Regular Meeting** – Alderman Lowder made a Motion to adjourn the Regular Session. Second: Alderman Lewis. All in Favor. Meeting adjourned at 9:04 p.m.

  
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Mayor Robert Steenbock      Date      May 19, 2016

  
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Town Secretary Julia Reber      Date      5/19/2016