



# CITY COUNCIL – REGULAR MEETING

Tuesday, December 16, 2025 at 5:00 PM

Council Chambers – 301 South Harrison St. San Augustine, TX 75972

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## MINUTES

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### 1. CALL MEETING TO ORDER

In Attendance:

Mayor Pro Tem, Dan Fussell  
Alderwoman, Pam Teel  
Alderman, Juan Diaz  
Alderman, Herman Wilson  
City Attorney, Wade Flasowki  
City Manager, Jeaneyse Mosby  
City Secretary, Rhonda Lewis

- A. Prayer
- B. Pledge To the Flags
- C. Welcome Guests

### 2. CITIZEN PRESENTATIONS

At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. Please limit to three minutes each.

- A. Mr. Rocky Rodriguez of AOKA Engineering outlined the services available from AOKA and how they can assist the City of San Augustine with its specific needs.

Rocky Rodriguez, Business Development Manager and Eli Fernandez, Building Official, of Aoka Engineering, presented a Master Services Agreement and a Statement of Qualifications to Council.

Mr. Rodriguez described his firm, Aoka as providing planning and zoning support to rural urban communities without access to planning and development services other larger cities may have. He stated their services would ensure that buildings, whether commercial, residential or industrial, are built safely, with public safety as the utmost importance.

Mr. Rodriguez informed Council that there are no long-term commitments or contracts and their services are offered on an as-needed basis. He stated that a fee schedule and estimates can be provided for the work needed in the City. He discussed some of the

services that may be useful to the City, such as, reviewing and updated some of the city's ordinances to meet the IBC (International Building Code) and IRC (International Residential Code)s.

Mr. Rodriguez stated that there are 12 Master Code Professional's at Aoka, which means working with experienced and certified professionals.

- B. Mr. McLerran will address Council to discuss San Augustine High School's Student Council regarding community projects.

Mr. McLerran was not able to attend this meeting.

### **3. ITEMS TO BE REMOVED FROM THE CONSENT AGENDA**

There were no items removed from the Consent Agenda. However, Mayor Pro Tem Fussell asked the City Secretary, Rhonda Lewis, to clarify the addition of items 3 and 4 of the agenda. Ms. Lewis provided Council with the use and purpose of the two, regarding items that require little to no deliberation by Council.

### **4. CONSENT AGENDA**

- A. Consider approval of the minutes from the November 18, 2025, Regular City Council meeting.

Alderman Diaz moved to approve the minutes from the November 18, 2025, Regular City Council meeting as written. Alderwoman Teel duly seconded the motion and motion carried unanimously.

### **5. ADMINISTRATION - DEPARTMENT REPORTS**

Activities/Updates/Announcements/Items of Community Interest

- A. Update on Police Department Activity - Chief Jonathan Sowell

Patrol Officer, Timothy Pruitt, provided an update on the police department activity to Council. Officer Pruitt's breakdown follows:

- B. Update on Municipal Court Activity - Judge Jeff Cox

City Manager Mosby, stepped in to read the report on behalf of Judge Jeff Cox. Judge Cox reported; 17 total citations; \$370.00 collected in court costs and fines; Remitted to state was \$231.00; Retained by the City \$139.00.

- C. Update on Main Street Program - Shelby Curtis

Shelby Curtis, Main Street Manager, presented her update on Main Street matters. She stated that the Main Street Board agreed to move the annual Christmas Parade to Tuesday so as to not interfere with other planned events. Ms. Curtis conveyed that in January 2026, Main Street would begin their annual assessment for continued certification status as a Main Street program. She also informed Council that the Heritage Day Festival will now coincide with the Sale on the Trail event to garner more foot traffic for the events.

D. Update on Library Activity – Celeste Rainey

Ms. Rainey invited everyone to the Library's Open House on December 23. She stated the Home-School program is doing very well with numerous students involved. Ms. Rainey reported that the home-school group has read 60,000 books, and the library had 1000 visitors for the month of December.

E. Update from City Manager - Jeaneyse Mosby

City Manager, Jeaneyse Mosby, reported that the construction repairs had started on the corner of East Market and South Harrison streets. Four company's bid on the project, and AR Brothers was the only company to respond to the bid. Work should be completed by the end of January 2026.

Ms. Mosby shared that she and the Finance Director, Kim Smith, met with a software company. The services offered by the company are utility billing; court collections; financials; and work order processing. Alderman Diaz asked if the SCADA system would be under consideration. Ms. Mosby confirmed that it would not as the SCADA system is exclusive to the Water Plant. These programs are for Office and Admin operations.

Mayor Pro Tem, Fussell asked for an update on the audit. Ms. Mosby is currently working with a CPA firm and uploading items for year 2023. She stated her next Zoom call with the firm will be for Thursday, and the firm plans to complete the work for 2023 by the end of March.

Ms. Mosby explained the inspection process and the virtual features available.

Mr. Fussell asked if we are borrowing money to pay any bills. Ms. Mosby stated that we are not, and that the PCA account has switched to a Money Market account.

## 6. REGULAR AGENDA

- A. Discussion and consideration for San Augustine city staff to have December 25 and 26, 2025, for the Christmas Holiday. As it stands, staff will take December 24 and 25, 2025 for the holiday; however, Council is asked to approve this one-time change so staff may spend time with families into the weekend, returning to work on Monday, December 29, 2025.

In addition, City Council is asked to approve days off of January 1 and 2, 2026 in lieu of taking December 31, 2025 and January 1, 2026, as a one-time change for the New Year's Holiday.

The City Manager, Mosby, asked that Council approve the adjusted dates and times for the upcoming Christmas and New Year's holidays. This would allow city staff to spend a 4-day weekend with family. Mayor Pro Tem, Fussell expressed his agreement on the matter, as he has experienced this situation with his own staff.

Alderman Diaz made a motion to approve the days presented to the Council. Alderman Wilson duly seconded the motion, and motion passed unanimously.

## **7. ADJOURN**

The meeting adjourned at 5:17 p.m.

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Leroy Hughes, Mayor

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Rhonda Lewis, City Secretary