

## RESPONSIBILITIES AND COORDINATION (last updated Nov 17, 2025)

Also reference Texas Municipal League "[Handbook for Mayors and Councilmembers](#)"

Positions marked with an asterisk "\*" are volunteer.

### **All Councilmembers: \***

- Help make decisions on behalf of residents
- Support creation & management of yearly budget & 5-year forecast
- Approve yearly Budget and Town Property Tax Rate
- Participate in Council meetings, 2<sup>nd</sup> Tuesday of each month, 7 pm
  - Discuss & Vote on changes to Town Ordinances & Resolutions  
e.g., Parking, Fireworks, Chickens, Fences
  - Approve monthly financial reports (Revenue/Expenditures & Balance Sheet)
  - Approve various yearly required reporting e.g., audit
- Provide support for specific areas of responsibility as shown below, to include:
  - Budget Management
  - Approval of expenditures/invoices

### **Judy King – Mayor \***

- Provide guidance to Council Members and City Administrator
- Sign all contracts for Town Business
- Approve all invoices requiring signature
- Prioritize City Administrator job assignments as needed
- Stay abreast of relevant activities
- Fulfill obligations as Emergency Management Director *\*mandated by state of Texas*
- Fulfill other duties as required

### **Don Agold – Alderman, Emergency Management, Pool, Trailer Parking \***

- Oversee Pool Maintenance & Pool Contractor
- Manage Pool yearly open/close
- Oversee Trailer Parking Lot projects
- Fulfill obligations as Emergency Management Coordinator *\*mandated by state of Texas*

### **Shelia Hermes – Alderman, Waste Management & Flower Beds \***

- Manage contract with Republic Waste Systems & schedule extra holiday dumpsters
- Manage dumpster site & town flower beds

### **Kim Cochran – Alderman, Building Maintenance – Town Hall and Police Station; Mayor Pro Tem \***

- Manage all issues regarding Building maintenance & capital improvements
- Report issues with residents to City Administrator/Police Chief
- Backup Mayor with managing Budget & approving Payments

### **Bill Grissom - Alderman, Roads and Drainage Maintenance\***

- Work with Maintenance Worker to establish Road/Drainage priorities & hire contractors as needed.
- Work with Building Officials and City Administrator as needed for Drainage changes.

### **Tim Johnson - Alderman, Parks and Recreation/Boat Ramps\***

- Manage contracts for Parks and Recreation, Boat Ramps
- Manage all Parks and Recreation, Boat Ramp issues, to include findings from yearly TRWD audit

### **Regina Kiser, City Administrator**

The City Administrator is appointed by the Town Council to manage and perform municipal processes as prioritized by the Town Council, to include:

- Manage town facilities: Roads & Drainage, Swimming Pool, Town Hall, Police Station, Waste Management, Trailer Parking, Boat Launches, Parks
- Oversee and coordinate Employees and City Works Projects: e.g., Waste Management Improvements
- Provide directions, back up and assistance to the City Secretary
- Oversee and coordinate Code Enforcement with Police Chief
- Institute processes that generate additional revenue streams (sales tax, utility fees)
- Assign citizen access to Waste Management
- Respond to citizen queries and complaints
- Oversee enchantedoaks.org web site content to ensure compliance and transparency
- Create and Present to the Council a yearly budget, to include Capital Planning and 5-year forecast
- Provide Property Tax and Fee recommendations to Council yearly
- Complete State and County Ad Valorem Tax reporting yearly
- Review and update Insurance coverage yearly
- Provide reports to Council and attend Monthly Council Meetings
- Obtain and Manage Grants: e.g., Disaster Mitigation funding
- Execute other miscellaneous duties as needed as identified by mayor
- Review and manage all subscriptions and fees
- Provide directions, and manage maintenance requests
- Manage the Municipal Court procedures and reports
- Assign trailer parking spots & handle issues as needed. Maintain database in Excel, with trailer photographs.

### **Melissa Kreindel - City Secretary**

- Attend regular monthly Town Council meetings and other Town Council meetings as needed. Take minutes of meetings, transcribe, and send to Council members in a timely manner.
- Pick up mail from Mabank post office box two to three times a week and distribute or file as necessary during office hours. Review mail for time sensitive information, making sure deadlines are met.
- Update Web Site as needed

- Maintain Town Hall & Office with needed equipment, supplies, and materials.
- Perform coordination with other entities, prepare correspondence, billing, and other administrative tasks as required by the office of secretary or as directed by the Mayor or City Administrator
- Maintain Notary, Asst. Court Clerk and Emergency Management duties as required.
- Provide services for 20 hours per week or as needed, with normal office hours Monday through Thursday from 8:00 am to noon.

### **Raymond Wennerstrom – Police Chief**

- Provide part-time services to be divided among investigation, patrol, code enforcement and administration.
- Coordinate with Henderson County Dispatch to provide off-hours coverage.
- Provide police protection, investigation of burglaries and other police-related requested action unless on approved days off or vacation.
- Enforce all traffic laws, Town ordinances, and the Texas Penal Code.
- Assist with City Crime Watch and emergency management programs.
- Perform police investigations, including preparation of affidavits, citations, reports and coordinate with local law enforcement agencies and other entities as necessary.
- Attend each monthly City Council meeting and provide a report of activities for the previous month
- File all violations in proper court as required.
- Maintain the police office, equipment and files.
- Provide maintenance of the city owned police vehicle to OEM recommended standards. Handle unscheduled maintenance. Maintain records on vehicle service and repairs & provide to the city.
- Provide technical expertise to the Mayor and council as required to support the security of the town and enforcement of all laws and ordinances.

### **Kyle Burch – Groundskeeper**

- Mowing and trimming on an as needed basis:
  - Entrance Drive Right of Ways
  - Right of Ways on non-residential lots
  - City Hall/Pool, Boat Ramps, Dumpster, Police Station, Trailer Parking
  - Fire Hydrant Areas
  - Parks and Ball fields
  - Other areas as directed
  - Minor tree and limb removal
- Clearing of leaves as needed, especially to maintain drainage flows
- Manage equipment routine service, repairs, and inspections as required
- Spray herbicide in trailer parking area as needed

### **Steve Foster – Maintenance Worker**

- Perform hands-on work for things that make sense to do internally & hire/supervise contractors for other work.
- Roads. Perform road maintenance as possible (minor pothole fills) & coordinate with contractors for larger projects. Repair/replace signage as needed.
- Drainage. Track performance of under-street culverts and clear or hire someone to clear as needed.
- Building maintenance. Perform regular maintenance (filters, a/c drain, sump-pump, light bulbs). Clean out sheds/garages. Minor painting/plumbing.
- Waste Management. Assist with facility cleanup - especially on busy holidays. Adjust/reset/repair electronic gates.
- Parks & Ramps. Perform yearly maintenance & hire contractors as needed. Trash pickup? Swings? Dock board replacements/staining.
- Grounds. Assist with Groundskeeping during high maintenance periods.
- Manage/Execute larger approved projects as needed. (e.g. Traffic Calming signage, WMS move, Security Camera improvements)

### **Building Officials – Open\***

- Answer questions from Owners/Contractors  
Issue Building Permits, Stop Work Orders, Certificate of Occupancy, etc.
- Perform inspections
- Address site issues with Owner/Contractor as needed

### **Treasurer – Open\***

- Reconcile monthly & create monthly Financial Reports
- Consult on yearly budget
- Manage investments

### **City Attorney – Brad Neighbor \***

- Create ordinances
- Advise during council meetings
- Manage legal issues

### **Other Volunteer Activities – various residents \***

- Clean up Trash at WMS, Right of Ways, Parks
- Update Entry Marquee
- Landscape Flower Beds
- Mowing, Trimming, and other Groundskeeping support
- Pool Trash Pickup, resetting of chairs, skimming