



**INGRAM CITY COUNCIL AGENDA
MINUTES OF REGULAR MEETING
ON TUESDAY, JANUARY 17, 2023**

The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting. Please contact the City Secretary's office at 830-367-5115 for further information.

CALL TO ORDER:

On January 17, 2023, at 6:04 P.M., the Ingram City Council Regular Meeting was called to order by Mayor Claud Jordan at City Hall, 230 Hwy 39, Ingram Texas.

ROLL CALL:

Mayor Claud Jordan-Present
Mayor Pro Tem Rocky Hawkins-Present
Councilman Robert Kimbrough- Absent
Councilman David Britton-Present
Councilwoman Twanda Brown-Present
Councilman Ray Howard-Present

CITY STAFF:

Police Chief Glenn Juenke - Present
City Secretary Ruby Nix - Present

Prayer: Councilman Howard

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:

We have 3 councilmember spots that are up for election. Candidate packets will be available for pick up at City Hall from the City Secretary starting tomorrow, January 18, 2023.

There will be a Special Meeting held on January 24th, 2023 at 6pm regarding the grant process. *This date had to be changed to the 26th due to late agenda posting.*

2. VISITORS/CITIZENS FORUM: COMMENT PERIOD-LIMITED TO THREE (3)

MINUTES TOTAL: None

3. CONSENT AGENDA:

Possible action to approve minutes from Ingram City Council Regular Meeting held on January 3, 2023. Councilman Howard made a motion to approve these minutes. Councilman Hawkins seconded the motion and the motion carried 4-0 votes.

RH – aye

RH – aye

TB – aye

DB - aye

4. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:

4. A. Phase III Wastewater update. (Greg White) Mr. White advised that they are currently on week 36 and they're starting on Mineola St. They have laid 7,752' of pipe and installed 35 manholes. They are currently conducting density testing on Arkansas, Josephine, and Velma.

4. B. Order Calling the City of Ingram General Election to be held May 6, 2023 at the West Kerr County Annex in Ingram. (Mayor Jordan) Councilman Hawkins made the motion to approve the order. Councilman Howard second the motion and the motion carried 4-0 votes.

RH – aye

DB – aye

TB – aye

RH – aye

4. C. Phone system issues. (R. Nix) Having problems with the new phone system in that I was told that we would be able to make a phone tree where customers could push a button and be transferred to Certified Payments in order to free up employee time with taking credit card payments over the phone. After it was installed I was told that no it could not be done. We were also told that this would be a VOIP system and that also has not been done. I will be calling Matt with HCTC to go over this issue later this week.

5. ORDINANCES AND RESOLUTIONS: None

6. STAFF REPORTS:

6. A. Public Works update (R. Lynch) Advised council of the projects that public works has been working on. He also stated that he would call Mr. Masters about purchasing tar to assist with fixing the roads.

6. B. City Secretary report. (R. Nix) Reported to council that the Election Law Seminar in Denton was very informative and made several connections with other local city secretaries and their deputy clerks who are members of the Hill Country Chapter of the Texas Municipal Clerks Association. They were very helpful with giving pointers on how they put their candidate packets together. I also learned that if a city has a webpage then election information must be posted on it. Chief Juenke assisted me with adding an election section to our webpage and I will be uploading all the candidate packet information along with an election calendar and links to the Texas Ethics Committee and Texas Secretary of State. A message was left with the City of Kerrville Wastewater supervisor, Matthew Zapata to call me regarding the issue with lift station 1, pump not working properly. Still learning how to do the USDA paperwork the way that they wish to have it.

6. C. Police Departments stats and updates. (Chief Juenke) New officer, Audra Fuller and Lt Senger responded to five calls today, one of those calls is for a counterfeit bill that was passed at Ritas. Officers have been responding to a variety of calls including CPS referrals that are very labor intensive. We still have two openings for officers that we will be posting shortly. Will be requesting a meeting with the Sheriff as well as the Supervisor over Kerr County Animal Control regarding the lack of response to Ingram when they are requested. For example, I was out with two vicious dogs that literally bit the bumper of the patrol unit and Animal Control never showed up despite being given several updates on their ETA.

7. OLD/NEW BUSINESS INFORMATION AND DISCUSSION:

7.A. Project Management update. (Chief Juenke)

- USDA meeting. (Chief Juenke) I've been meeting with Greg White several times over the last few weeks going over the estimate of funds and getting people paid. There has been a major disconnect with the USDA with no response to emails from Ms. Soto. There are thousands of dollars that we are awaiting to receive from the USDA so that we in turn can pay the contractors and engineering firm. Ruby and I went over the pay amounts and discovered that we received two invoices with the same invoice numbers but different amounts. He wants to schedule meetings with the City of Kerrville and Aqua Texas to streamline the meter reading and billing process.
- Meeting with CPA update. (Chief Juenke) Met with the CPA last Monday. We've gotten signed up with bill.com. The CPA is not only handling our payroll he is also submitting quarterly reports to Texas Workforce Commission for unemployment. The City of was penalized for this not previously being done by a former city secretary. We are still working on how to proceed with doing billing that doesn't involve the Caselle program.
- HCTC Network Assessment at PD. (Chief Juenke) Servers that literally have an oscillating fan to keep it cool. Low hanging lines under officer workstations and too many plugs/extension cords.
- HCTC Project – review scope of work. (Chief Juenke) Currently unable to pick up a line that's ringing at someone else's desk. The wiring in the men's restroom was supposed to be relocated and it hasn't been done. The reason given was because there is one analog phone line to a fax machine.

8. ITEMS FOR FUTURE AGENDAS:

8. A. City West Church – place on the agenda to discuss the November bill and possible adjustment for the November bill.

8. B. Absorbing the lost deposit from 11/08/2022. We have double checked with the bank and the deposit slip that was created for this date was never received. The 18 customer's who's checks, and \$220 in cash, accounts were credited as being paid. However, the person who at the time was taking the deposits to the bank did not follow through with this one. This employee subsequently quit two days later.

9. EXECUTIVE SESSION: None

10. ACTON ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF ANY:

ADJOURNMENT:

Councilman Britton made the motion to adjourn at 7:36 P.M. Councilman Hawkins seconded the motion and the motion carried 4 to 0 votes.

RH – aye

DB – aye

TB – aye

RH – aye

Approved By:  February 7, 2023
 Claud Jordan, Jr., Mayor

Attest: 
 Ruby Nix, City Secretary