



**INGRAM CITY COUNCIL AGENDA
MINUTES OF REGULAR MEETING
ON TUESDAY, MAY 2, 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 May 2, 2023, at 6:01 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- Present
Councilman David Britton-Present
Councilwoman Twanda Brown-Present
Councilman Ray Howard-Absent

CITY STAFF:

Ruby Nix, City Secretary
Dawn Tarr, Finance Officer
Otto Arnim, Interim Police Chief

Prayer: Councilwoman Brown

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:

1 A. Mayor Jordan introduced Interim Chief Arnim who advised that he retired from the Texas Department of Public Safety after 25 years and is now working with Texas First to assist law enforcement agency's with building their departments back up.

**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 April 18, 2023. Councilwoman Brown Howard made a motion to approve these minutes. Councilman Kimbrough seconded the motion and the motion carried 4-0 votes.

RH – aye
RK – aye
TB – aye
DB – aye

4. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:

- 4 A. Wastewater Administration (Harold Wunsch) *No show*
- 4 B. Neumart regarding compliance with historical district. *Per Councilwoman Brown the owners were unable to attend this meeting but request to be placed on the May 15th Agenda.*
- 4 C. Grant update (Councilwoman Brown)
Councilwoman Brown advised that the surveys have been completed and submitted to Ms. Sifuentes.
- 4 D. Increase of Annual Business License fee. (R. Nix) Mrs. Nix advised council that the City of Kerrville does not charge an annual fee for business licenses and that the current rate of \$10 does not cover the cost of the paper, toner, and employee time. Councilman Britton made the motion to do away with this annual fee. Councilman Hawkins seconded the motion and the motion carried 4-0 votes.

RH – aye

RK – aye

TB – aye

DB – aye

- 4 E. Consider release of lien by the City of Ingram, Texas filed on the following described property and authorize the City Secretary to sign a release on behalf of the City: 104 Old Ingram Loop, Ingram, Texas, more particularly described as ABS A0332 TREVINO, SUR 129, ACRES .93, TITLE # 00909529, SN1 F402696; HUD # RAD0968541, Property ID 16767 Property Owner: Claud Jordan (Ruby Nix) *Mrs. Nix read the request due to this property belonging to the Mayor.* Councilman Hawkins made the motion to release the lien on this property and to give Ruby Nix permission to sign on the City's behalf. Councilman Britton seconded the motion and the motion carried 4-0 votes.

RH – aye

RK – aye

TB – aye

DB – aye

5. ORDINANCES AND RESOLUTIONS:

Update RV Ordinance to read:

§ 3.05.006 Recreational vehicles.

(b) Habitation or parking of recreational vehicle; complaints.

(1) It shall be unlawful to inhabit a recreational vehicle within the corporate limits of the city on a long-term basis unless such vehicle is located in a *RV* park or other area previously designated by the city for such use. *An exception will be made for visitors that are here for less than 9 days.*

(2) It shall be unlawful to park or occupy a recreational vehicle within the corporate limits of the city in a manner that is offensive or injurious to the health, *human* safety or welfare of members of the public.

(Ordinance adopted 4/20/21) Tabled for Interim Chief Arnim to review and give input regarding police enforcement.

6. STAFF REPORTS:

6. A. City Secretary Report (R Nix) Mrs. Nix advised the council that their packets included the last 30 days' worth of bills that have been paid along with last week's payroll summary.

The electricity and internet services have been installed down at the park and Absolute System is tentatively scheduled to install the cameras next week.

She will be meeting with the Hunter House owner/manager on May 3rd regarding a monthly rate for the interim chiefs stay.

Mrs. Nix will be out of town for the May 15th meeting due to attending a Texas Municipal Human Resource Association conference to learn more about that aspect of her position as City Secretary.

Mayor Jordan and Mrs. Nix will be meeting with a representation on May 23rd regarding TXDot request to negotiate a new MMA with the City of Ingram. The previous MMA was rescinded based on it stating that the City of Ingram would be responsible for the inspection of bridges within the city limits.

Mrs. Nix has been nominated for an Emerging Leader Award with the Texas Municipal Clerks Association.

Due to the cost of "travel time" it has been posted on the TML website that the City is looking for another municipal judge and prosecutor; however, there has been no interest shown by any local attorneys out of Kerrville or Fredericksburg. As of May 1, 2023 we no longer have a contract with the Bojorquez Law Firm for a prosecutor. Therefore, Mrs. Nix advised the current Municipal Judge, who is out of San Antonio, that we may need to postpone the May 26th court date.

City offices will be closed in observance of Memorial Day on Monday, May 29, 2023.

7. OLD/NEW BUSINESS INFORMATION AND DISCUSSION:

8. INFORMATION AND DISCUSSION: None

9. ITEMS FOR FUTURE AGENDAS:

9 A. RV ordinance

9 B. Grant

10. EXECUTIVE SESSION: Mayor Jordan called for an executive session at 7:15.

11. ACTON ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF ANY: None

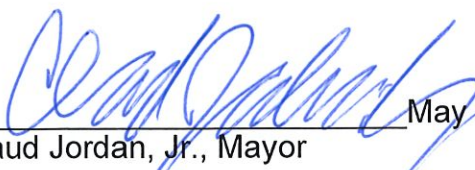
ADJOURNMENT:


Mayor Jordan called the regular meeting back in session at 7:45 P.M. Councilman Kimbrough made the motion to adjourn. Councilman Howard seconded the motion and the motion carried 3 to 0 votes.

RH – aye

RK – aye

TB – aye

Approved By:  May 12, 2023
Claud Jordan, Jr., Mayor

Attest: 
Ruby Nix, City Secretary



**INGRAM CITY COUNCIL AGENDA
MINUTES OF REGULAR MEETING
ON TUESDAY, APRIL 18, 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 April 18, 2023, at 6:06 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-Absent
Councilman Robert Kimbrough- Present
Councilman David Britton-Absent
Councilwoman Twanda Brown-Present
Councilman Ray Howard-Present

CITY STAFF:

Lieutenant Senger

Prayer: Councilman R. Howard

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:

1 A. City of Ingram Spring Cleanout will be on Saturday, April 22nd from 9a.m.-2 p.m. behind the Ingram Fire Station.

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

3. CONSENT AGENDA:

Possible action to approve minutes from the Ingram City Council Special Called Executive Meeting held on April 4, 2023. Councilman Howard made a motion to approve these minutes. Councilwoman Brown seconded the motion and the motion carried 3-0 votes.

RH – aye

RK – aye

TB – aye

4. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:

4 A. Phase III Wastewater update. (Greg White) *Unable to attend*

4 B. Radio presentation. (Jeff Wendling) Mr. Wendling spoke about the different types of Motorola radios that are available to work with the upcoming transition.

- 4 C. Amendment to contingency on the radios. (Lt Senger) Lt Senger requested that council increase the radio contingency to \$90k. Councilman Howard made the motion to approve of the increase. Councilman Kimbrough seconded the motion and the motion carried 3-0 votes.
RH – aye
RK – aye
TB – aye
- 4 D. Wastewater billing inconsistency and performance. (Jo Ann Varner) *No show*
- 4 E. Request for a second tap to be installed at 408 Winona, requestee is wanting to sell a ¼ acre and would like for there to be a tap in place to help with the sale. (Raymond Rowan) *Tabled*
- 4 F. Request for a second tap to be installed at 504 Josephine. (Aurelio Zapata, Jr.) *Tabled*
- 4 G. Due to Ingram ISD sporting events occurring on Tuesdays consider moving the council meetings to the first and third *Monday* of every month. (Mayor Jordan) Councilman Kimbrough made the motion to change council meetings from every first and third Tuesday of the month to every first and third Monday of every month. Councilman Howard seconded the motion and the motion carried 3-0 votes.
RH – aye
RK – aye
TB – aye
- 4 H. Discussion regarding the Eclipse. (Councilwoman Brown)
- 4 I. Discussion regarding the enforcement of ordinance
§ 3.05.006 Recreational vehicles.
(b) Habitation or parking of recreational vehicle; complaints.
(1) It shall be unlawful to inhabit a recreational vehicle within the corporate limits of the city on a long-term basis unless such vehicle is located in a mobile home park or other area previously designated by the city for such use.
(2) It shall be unlawful to park or occupy a recreational vehicle within the corporate limits of the city in a manner that is offensive or injurious to the health, safety or welfare of members of the public.
(Ordinance adopted 4/20/21) (Councilwoman Brown) *Tabled, wording needs to be updated.*

5. **ORDINANCES AND RESOLUTIONS:**

6. **STAFF REPORTS:**

6. A. Police Departments stats and updates. (Lt. Senger) Lt Senger advised council that 84 traffic stops were made over the last two week with 7 citations issued in school zones.

7. **OLD/NEW BUSINESS INFORMATION AND DISCUSSION:**

8. **INFORMATION AND DISCUSSION:** None

9. **ITEMS FOR FUTURE AGENDAS:**

9 A. RV ordinance

9 B. Grant

10. **EXECUTIVE SESSION:** Mayor Jordan called for an executive session at 7:15.

11. **ACTON ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF ANY:** None

ADJOURNMENT:

Mayor Jordan called the regular meeting back in session at 7:45 P.M. Councilman Kimbrough made the motion to adjourn. Councilman Howard seconded the motion and the motion carried 3 to 0 votes.

RH – aye

RK – aye

TB – aye

Approved By:  April 25, 2023

Claud Jordan, Jr., Mayor

Attest: 

Ruby Nix, City Secretary



CITY OF INGRAM
230 HWY 39, INGRAM TX 78025
CITIZEN REQUEST FOR AGENDA ITEM
TO BE CONSIDERED BY CITY COUNCIL

Subject of Request: WASTEWATER

Agenda Date Requested: 5-1-23

Date Submitted: 4-21-23

Requested/Submitted By: HAROLD J. WUNSCH

Phone Number: 830-928-6859

Organization: CITIZEN

Mailing Address: 211 OLD INGRAM LOOP

Email Address: judyaw57@suddenlink.net

Description of Request: _____

WASTEWATER
ADMINISTRATION

Will this Item Require City Council to Authorize the Expenditure of City Funds?

Yes: _____ No: X

If Yes, Please State Amount Requested: \$ _____

OFFICE USE ONLY:

Date Received: _____

Approved By: ___ Mayor ___ Councilmember ___ City Administrator ___ City Secretary

Date Approved: _____

Agenda item added to Council Meeting on: _____

Agenda Section and Item Name to be added to the agenda: _____

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED

**HEALTH
PERMITS**

Bars and Lounges: Free Standing <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
> 10,000 square feet	\$350.00 per year
Catering License	\$70.00 per year
Health/Catering Permits <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
> 10,000 square feet	\$350.00 per year
Hotel Permit	\$50.00 per year
Mobile Food Establishment Permits	\$225.00 per unit / year
Peddler and Solicitor Fees Base Charge	\$600.00 per year
Each additional person	\$10.00 per 30 days
Each additional person	\$100.00 per year
Deposit (refundable)	\$750.00 each
Non-Profit Organization Permit (14 Consecutive Days)	\$50.00 per event
Temporary Food Establishment Permit Single Event	\$45.00 per 14 days
Multi-temp Annual Permit	\$225.00 per year
Non-profit Health Permit	\$50.00 per year

INSPECTIONS

After Hours Inspection Emergency (4 hr minimum)	\$50.00 per hour
Certificate of Occupancy Inspection	\$50.00 per site
Hotel Complaint Inspection First complaint	\$100.00 per inspection
Subsequent complaints	\$150.00 per inspection
Reinspection Fees (same violation) First reinspection	\$0.00 each
Second reinspection	\$100.00 each
Subsequent reinspections	\$150.00 each
Sanitation and Environmental Inspections Foster homes, daycare centers, pools	\$40.00 per site
Semi-Public Pools/Spas Single pool facilities	\$75.00 each
Additional pool/spa	\$25.00 each

OTHER FEES

Health Permit Late Fee	\$50.00 per permit
Replacement Permit or Certificate	\$5.00 each
Farmer's Market Organizer	\$100.00 Annual permit
Farmer's Market Vendor	\$100.00 Annual permit

QuickBooks Payroll Services

Sent: 04/25/2023

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$20.52
Direct Deposit	\$16709.76

Total payment	\$16730.28

to be withdrawn from Bank Accounts:SSBT - [REDACTED] - General Operating.

Payroll Run Summary for 04/28/2023:

Paychecks	Direct Deposit
Total	16,709.76
DD1113 [REDACTED]	1,211.25
DD1114 [REDACTED]	1,760.72
DD1115 [REDACTED]	868.04
DD1116 [REDACTED]	1,133.10
DD1117 [REDACTED]	1,119.04
DD1118 [REDACTED]	1,691.02
DD1119 [REDACTED]	1,926.08
DD1120 [REDACTED]	1,919.80
DD1121 [REDACTED]	1,913.45
DD1122 [REDACTED]	2,581.60
DD1123 [REDACTED]	585.66

Modified 10 paychecks.

CONFIRMATION #	VENDOR	AMOUNT	PROCESS DATE	PAYMENT STATUS
P23050102 - 1686018	UBEO, LLC.	561.47	05/01/23	Processed
P23042402 - 0482117	FUELMAN	1,259.81	04/28/23	Sent
P23042602 - 1015890	Cecil Atkission Motors Inc	1,973.25	04/27/23	Check Issued
P23042602 - 0901517	Odessa Pumps & Equipment, Inc	11,648.07	04/27/23	Sent
P23042602 - 0904188	SWG Engineering, LLC.	35,470.30	04/27/23	Cleared
P23042602 - 0901892	UniFirst Corporation	75.58	04/26/23	Cleared
P23040702 - 7967485	UniFirst Corporation	188.76	04/26/23	Sent
P23042502 - 0679411	West Central Wireless	528.24	04/26/23	Check Issued
P23042102 - 0247390	Pitney Bowes Bank Inc Purchase Power	58.34	04/25/23	Check Issued
P23042402 - 0511166	State Comptroller	3,342.73	04/25/23	Check Issued
P23040302 - 7086136	The Police and Sheriffs Press	48.05	04/25/23	Check Issued
P23042102 - 0247957	Christopher Overly	8.13	04/24/23	Cleared
P23042102 - 0246933	FUELMAN	1,189.07	04/24/23	Check Issued
P23042102 - 0247595	Kerr County Sheriff's Office	50	04/24/23	Check Issued
P23042102 - 0301011	Priour Electric, Inc	2,229.50	04/24/23	Cleared
P23042102 - 0249222	Skyblue Utilities Inc.	381,317.34	04/24/23	Sent
P23042402 - 0481692	The Kerrville Daily Times	445.18	04/24/23	Cleared
P23033102 - 6827746	Bojorquez Law Firm Pc	4,370.60	04/21/23	Cleared
P23031602 - 4362394	Hill Country Electric Supply	80.71	04/21/23	Cleared
P23041102 - 8438763	ZFNB - Texas Corporate Trust	250	04/21/23	Cleared
P23041902 - 9700873	Kerrville Landfill-4225	445.18	04/20/23	Cleared
P23041902 - 9700999	T.J. Moore Lumber Yard	179.54	04/20/23	Cleared
P23040302 - 7045587	UBEO, LLC.	340.59	04/20/23	Cleared
P23032902 - 6387234	UBEO, LLC.	340.59	04/20/23	Cleared
P23041902 - 9700775	Bureau Veritas North America Inc.	400	04/19/23	Cleared
P23040302 - 6974802	Cleanview Resources LLC	2,132.50	04/19/23	Cleared

P23041902 - 9700256 UniFirst Corporation	92.98	04/19/23	Cleared
P23041102 - 8441302 City of Kerrville	24,950.47	04/14/23	Voided
P23041102 - 8439288 FUELMAN	1,189.07	04/14/23	Cleared
P23032202 - 5291326 The Law Offices Of Ryan Henry	1,166.67	04/13/23	Cleared
P23041102 - 8439621 A & A TIRE SERVICE, INC.	57.43	04/12/23	Cleared
P23041102 - 8439713 CarQuest Auto Parts	241.48	04/12/23	Cleared
P23041102 - 8441079 So Fast Printing	120	04/12/23	Cleared
P23041102 - 8442146 State Comptroller	3,342.73	04/12/23	Cleared
P23041102 - 8440191 TM Intergovernmental Risk Pool	14,615.19	04/12/23	Cleared
P23032002 - 4874601 Lowery Plumbing	300	04/11/23	Cleared
P23032702 - 5880861 West Central Wireless	200	04/11/23	Check Issued
P23040702 - 7969330 Bureau Veritas North America Inc.	676.92	04/10/23	Cleared
P23040702 - 7967544 Kerr Business Services	439.5	04/10/23	Cleared
P23040702 - 7970826 Margarita Cruces	360	04/10/23	Cleared
P23040702 - 7967260 McGinnis Lochridge Llp	1,320.00	04/10/23	Cleared
P23032002 - 4743529 Caselle Inc.	297.5	04/07/23	Cleared
P23040302 - 7045522 S & S Controls And Motors	460	04/07/23	Cleared
P23032902 - 6386012 Shred-It	165.49	04/07/23	Cleared
P23033102 - 6812886 Donald L Allman Cpa Pc	3,000.00	04/03/23	Cleared

I've included in your packets the last 30 days' worth of bills that have been paid along with last weeks payroll.

The electric and internet lines have now been ran down at the Park. Absolute Systems is tentatively scheduled to install the cameras next week. Justin is verify his schedule before giving me a definitive date.

I will be meeting with the owner of Hunter House tomorrow morning to discuss a monthly rate for the interim chief.

Per Council vote to change the meetings to the first and third Monday of every month our next meeting will be on ~~June~~ ^{May} 15th. I will be out of town for this meeting attending a Texas Municipal Human Resource Association conference so I can learn more about that aspect of my position as City Secretary.

The Mayor and I have a meeting scheduled with TXDot on the 23rd at 10 a.m. regarding TXDot wanting to negotiate a new MMA with the City of Ingram. We were able to get out of the previous one due to it stating that the City of Ingram would be responsible for inspecting bridges within the city limits.

I am currently serving on the Nominating & Scholarship Committee for our chapter and have been nominated by the Fredericksburg City Secretary for an Emerging Leader Award which recognizes an individual who is a current member of TMCA; is enrolled in the Texas Municipal Clerks Certification Program or has earned the TRMC; and has demonstrated significant leadership through service at their city, within their chapter, or to the municipal clerk profession. Entries are judged on the overall contribution of the individual to the award category and on specific results/impacts that have been achieved/produced by the individual.

Due to the cost of "travel time" I have had it posted on the TML website that we are looking for another municipal judge and prosecutor; however, I still haven't gotten any interest from any of the local attorneys out of Kerrville or Fredericksburg. As of yesterday, we no longer have a contract for the prosecutor. Therefore, I have advised the current municipal judge, who is out of San Antonio, that we may need to postpone the May 26th court date.

The city offices will be closed May 29th in observance of Memorial Day.