



**INGRAM CITY COUNCIL AGENDA
MINUTES OF REGULAR MEETING
ON MONDAY, JUNE 5, 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 June 5, 2023, at 6:00 P.M., the Ingram City Council Regular Meeting was called to order by Councilwoman Twanda Brown at City Hall, 230 Hwy 39, Ingram Texas.

ROLL CALL:

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

CITY STAFF:

Dawn Tarr, Finance Officer
Otto Arnim, Interim Police Chief

Prayer: Councilman Ray Howard

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS: None

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

MINUTES TOTAL: Mrs. Bridgett Dale addressed council with her concerns regarding the loss of revenue for not only the restaurant owners but the City due to the food trucks only paying a Peddler's Fee and not the taxes that the restaurants pay in. She also voiced her concern about the disposal of grease by these food trucks; that they may be disposing of it into the wastewater system since the current grease trap ordinance doesn't cover food trucks.

3. CONSENT AGENDA:

Possible action to approve minutes from Ingram City Council Regular Meeting held on May 15, 2023. Councilman Kimbrough made a motion to approve these minutes. Councilman Howard seconded the motion and the motion carried 4-0 votes.

RK – aye
TB – aye
RH – aye
DB – aye

4. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:

- 4 A. 105 College St Burn Permit (James Crider) Mr. Crider advised that he would like to get permission to dig a hole in which to put the brush into for controlled burning due to the cost of hauling it to the dump being so high. The Pastor for New Hope Fellowship Church stated that the church congregation is opposed to this due to the extent of damage and cost that they incurred due to the previous owner not having any property insurance. It was suggested by Councilwoman Brown and Councilman Howard that Mr. Crider obtain property insurance to cover the liability to neighboring properties should there be another out of control fire at that location. Mr. Crider also asked if the Ingram VFD might do the burn for him if he paid them a fee/made a donation. He was advised that he would need to speak to the VFD directly to ask that question. *Tabled until Mr. Crider can show proof of liability insurance and an answer received by the IVFD.*
- 4 B. Issues with Bureau Veritas (R Nix) Mrs. Nix advised council that there is an ongoing issue with Bureau Veritas either sending emails requesting information that has already been submitted to them, or dragging their feet on getting back to city staff advising whether or not the permit applicant can proceed with their build. Mrs. Nix has sent out emails to several local inspectors with no response as to whether there would be an interest in taking over the building inspections for the City. *Tabled pending a solution.*
- 4 C. Cleanview proposal (Councilwoman Brown) Councilwoman Brown suggested that this be tabled until the budget reconciliation has been completed. *Tabled*

5. ORDINANCES AND RESOLUTIONS:

- 5A. Grease Trap Ordinance revision suggestion. (R. Nix) Suggestion to include the following to current ordinance, "Failure to properly clean and maintain a grease trap may subject the violators to penalties of up to \$2,000 per violation per day. *Authority to disconnect service.* In addition to all other remedies, the city shall retain the right to immediately disconnect water/waste disposal services if the city determines that a generator is introducing pollutants into the city's POTW resulting in either interference or pass-through as prohibited." *Tabled until additional wording can be added to address food trucks.*

6. STAFF REPORTS:

6. A. City Secretary report. (R. Nix) Mrs. Nix presented the council with the current pay periods time sheets and payroll summary. Also included in the packet was the current report of amounts paid to vendors. She advised that the state had found in favor of the city in the unemployment claim made by Casie North. This morning Mrs. Nix had the unemployment hearing regarding Glenn Juenke's claim and will advise the council once a ruling has been made on it. Mrs. Nix attended the Texas Municipal Human Resources convention in Galveston where she learned more about the duties and responsibilities of her HR role. The main take from the conference was that salary, is salary, is salary. No matter whether a salaried employee is working in City Hall or the Police Department they are not entitled to compensation time or overtime. Interim Chief Arnim and Mrs. Nix interviewed and hired Jackie Grubb for the administrative assistant/dispatcher vacancy at the police department. "No Parking, Vehicles Will Be Towed at Owner's Expense" came in today and public works will put them up along Morgan St where people keep parking on both sides of the street causing a bottle neck type of traffic jam. Magnetic placards with the City of Ingram logo have been placed on the white tahoe and a "Code Enforcement" vest has been provided to Mr. Gross to use while making his rounds around town.

6 B. Police report (Interim Chief O. Annim) Chief Annim advised that the police department is down to one officer at this point. Across the state all law enforcement agencies are having trouble hiring and retaining personnel. He and Mrs. Nix have been working together to form a solution that would hopefully take care of hiring and retention and will be presenting that to Council once all the numbers are finalized. We have two applicants for the Chief position, one is in the background phase and the other applicant has only submitted a resume and not the TCOLE application.

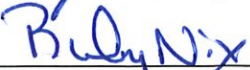
7. **OLD/NEW BUSINESS INFORMATION AND DISCUSSION:** In answer to Councilman Howard's question regarding the Texas Patcher, Mrs. Nix advised that it will be delivered once the maintenance services have been completed on it. Mrs. Nix asked council to advise whether they remember making a vote that allowed Mr. Wood to receive city holiday pay as he is only a 24 hr. per week part-time employee. Mr. Wood stated that former city secretary Breckenridge had advised him that if a holiday fell on one of the days that he regularly worked that he would be paid for that holiday. However, there is nothing in writing regarding that in his file. Councilwoman Brown stated that we need to stick with what we're doing now and not do things that were done in the past. Councilman Howard inquired about the promoter that Councilwoman Brown had been speaking to. She advised that he no longer seems to be interested since he lives in San Antonio he can put on an event there on those dates. He did however suggest that we get an application process started so we aren't duplicating services. Mrs. Nix stated that she has been attending the Kerr County Eclipse logistic meetings and they are already working out the details for off duty KCSO and KPD officers to be at outlying manned stations, ie City West Church in Ingram.
8. **ITEMS FOR FUTURE AGENDAS:**
9 A. Councilwoman Brown requests that we discuss the Eclipse again, food truck and tap fees. Possibly have the Finance Officer at the next meeting to give an update on the status of the account reconciliations.
9. **EXECUTIVE SESSION:** *None*
10. **ACTON ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF ANY:** *None*

ADJOURNMENT:

Councilman Howard made the motion to adjourn the meeting at 6:40 p.m. Councilman Britton seconded the motion and the motion carried 4 to 0 votes.

RH – aye
RK – aye
TB – aye
DB – aye

Approved By:  June 16, 2023
Claud Jordan, Jr., Mayor

Attest: 
Ruby Nix, City Secretary

CONFIRMATION #	VENDOR	AMOUNT	PROCESS DATE	PAYMENT TYPE	PAYMENT STATUS
P23060102 - 7119489	Ranchers ATV & Tractor	120.41	06/02/2023	Check	Sent
P23053102 - 6839980	UBEO, LLC.	561.47	06/01/2023	Check	Sent
P23053002 - 6551033	Margarita Cruces	540	05/31/2023	Check	Check Issued
P23053002 - 6549356	Texas Patcher LLC	79800	05/31/2023	Check	Void pending
P23052602 - 6319251	Clint Nix	1469.46	05/30/2023	Check	Cleared
P23052602 - 6316049	D & R Automotive	214.94	05/30/2023	Check	Check Issued
P23053002 - 6550816	McGinnis Lochridge Llp	2990	05/30/2023	Vendor Direct	Cleared
P23052502 - 6064598	Royals Automotive Exhaust and F	626.59	05/26/2023	ePayment	Cleared
P23052402 - 5889796	Hill Country Fire Safety	405.5	05/25/2023	Check	Cleared
P23050902 - 3146766	Kerr County Sheriff's Office	12000	05/25/2023	Check	Check Issued
P23050902 - 3146834	Kerr County Sheriff's Office	12000	05/25/2023	Check	Check Issued
P23052402 - 5728458	Texas First Group LLC	3590.5	05/25/2023	ePayment	Cleared
P23052302 - 5540985	Card Service Center	16.23	05/24/2023	Check	Cleared
P23052402 - 5728186	McGinnis Lochridge Llp	990	05/24/2023	Vendor Direct	Cleared
P23052302 - 5643197	personnel concepts	366.9	05/24/2023	Check	Check Issued
P23052302 - 5541819	The Law Offices Of Ryan Henry	1166.67	05/24/2023	ePayment	Cleared
P23050902 - 3145668	UniFirst Corporation	75.58	05/23/2023	Vendor Direct	Sent
P23042602 - 0934509	Scrap Solutions	1463.3	05/18/2023	Check	Cleared
P23050902 - 3145808	Data Flow Systems, Inc	122.79	05/17/2023	Check	Cleared
P23050902 - 3147343	Bureau Veritas North America Inc	543.9	05/10/2023	Vendor Direct	Cleared
P23050902 - 3147184	Bureau Veritas North America Inc	400	05/10/2023	Vendor Direct	Cleared
P23050902 - 3147278	Bureau Veritas North America Inc	977.15	05/10/2023	Vendor Direct	Cleared
P23050902 - 3145614	CarQuest Auto Parts	17.99	05/10/2023	Check	Cleared
P23050902 - 3145549	Secor Equipment Company	78	05/10/2023	Check	Cleared
P23050802 - 2866247	Kerr Business Services	449.49	05/09/2023	ePayment	Cleared

QuickBooks Payroll Services

Sent: 06/05/2023

Subject: Details of Funds to be Withdrawn

Actual funds to be withdrawn:	
Payroll service fee	\$16.79
Direct Deposit	\$13948.53

Total payment	\$13965.32

to be withdrawn from Bank Accounts:SSBT - 1860 - General Operating.

Payroll Run Summary for 06/09/2023:

Paychecks		Direct Deposit
Total		13,948.53
DD1147	[REDACTED]	1,194.88
DD1148	[REDACTED]	786.15
DD1149	[REDACTED]	1,336.68
DD1150	[REDACTED]	1,133.10
DD1151	[REDACTED]	1,119.04
DD1152	[REDACTED]	1,691.02
DD1153	[REDACTED]	3,604.66
DD1154	[REDACTED]	2,685.22
DD1155	[REDACTED]	397.78

Modified 3 paychecks.
