



INGRAM CITY COUNCIL AGENDA  
MINUTES OF REGULAR MEETING  
ON MONDAY, JULY 3, 2023

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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.

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**CALL TO ORDER:**

On July 3, 2023, at 6:02 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

**Prayer:** Mrs. Linda Sevey

1. **CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:** None

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 June 2, 2023. Councilwoman Brown made a motion to approve these minutes. Councilman Britton 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. Phase III Wastewater update. (Gregory White) *Out of Town*

4 B. Noise ordinance (Kevin Theis) *Unable to attend*

- 4 C. Letter to business owners regarding the eclipses. (Councilwoman Brown)  
 Councilwoman Brown made a motion to approve the letter to businesses that will be mailed out along with next months bills. Councilman Britton seconded the motion and the motion carried 4-0 votes.  
 RK – aye  
 TB – aye  
 RH – aye  
 DB – aye
- 4 D. Posting of “No Vagrancy” sign(s) at the City Park. (R. Nix) Councilwoman Brown made the motion to have the sign read, “No Overnight Camping” and made the motion to approve the sign being put up at the park. Councilman Kimbrough seconded the motion and the motion carried 4-0 votes.  
 RK – aye  
 TB – aye  
 RH – aye  
 DB – aye
- 4 E. Cost to build restrooms at event grounds. (R. Nix) *Tabled until a complete quote can be submitted.*

**5. ORDINANCES AND RESOLUTIONS:**

5 A. Change side and back property setback line from 5’ to 10’. (R Nix)

**§ 3.04.032 Setback lines.**

All property on which there are or will have structures shall have the following setback lines:

**(1)** Along the entire property line fronting on a street, there shall be a setback line of twenty (20) feet from the property line.

**(2)** Along the side and back property lines, there shall be a setback line of *ten (10)* feet extending the full depth of a lot or parcel that is not adjacent to a street or other public right-of-way.

**(3)** Along the side of a property where the side of the building is adjacent to a street or other public right-of-way, there shall be a setback line of not less than ten (10) feet extending the full depth of the property.

*(Ordinance 110607, sec. II(C), adopted 11/6/07) This ordinance was previously approved by council. Placed on agenda for council to view the agreed upon updates.*

5 B. Update abatement height of weeds from 48 inches to 18 inches. (R Nix)

**(d)** Notwithstanding the previous provisions in this article regarding notice, the city may abate high weeds (taller than 18 inches) without notice to the owner or occupant where such weeds pose an immediate danger to the health, life, or safety of any person. If such abatement is undertaken without prior notice to owner or occupant, the city shall give notice not later than the 10th day after the weeds are abated, in the manner prescribed by Texas Health and Safety Code, section 342.006. Councilwoman Brown made a motion to approve the revision. Councilman Britton seconded the motion and the motion carried 4-0 votes.

RK – aye  
TB – aye  
RH – aye  
DB – aye

5 C. Add food trucks (temporary food service facility) to grease trap ordinance. (R Nix)

§ 13.02.027 **Grease traps.**

The installation, operation, and maintenance of **grease** traps must comply with the following regulations:

(1) When required. A food service establishment, or temporary food service facility, which generates **grease** or oil based products shall install

a **grease** trap in accordance with city-approved design specification when:

(A) The food service establishment/temporary food service facility is initially constructed or permitted;

(B) There is a change in ownership or in occupancy of the food service establishment/temporary food service facility;

(C) There is a reconstruction of the premises/temporary food service facility;

(D) A violation of chapter 110, article IV of the city of Kerrville Code of Ordinances as incorporated by section 13.02.025; or

(E) The food service establishment/temporary food service facility has been determined by a code enforcement/health officer to have no **grease** trap or to have a **grease** trap which is insufficiently sized such that it is reasonable to expect that the food service

establishment/temporary food service facility will discharge wastes into the wastewater system in violation of chapter 110, article IV of the City of Kerrville Code of Ordinances as incorporated by section 13.02.025.

(2) Owner liable. The owner of the food service establishment/temporary food service facility, is at all times responsible for the proper operation, cleaning, and maintenance of the **grease** trap connected to the wastewater system. *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.*

(3) Inspection by code enforcement/health officer.

When conducting inspections of a food service establishment/temporary food service facility, the code enforcement/health officer shall conduct the following additional inspections:

(A) A visual inspection of any **grease** trap installed at the location or as part of the temporary food service facility to determine that the trap is being properly maintained and cleaned;

**(B)** A review of the manifest of a liquid waste transporter to determine the adequacy of cleaning of such traps in accordance with chapter 110 of the City of Kerrville Code of Ordinances as incorporated by section **13.02.025**;

**(C)** A visual inspection of the food service establishment/*temporary food service facility* and the surrounding premises to determine the reasonable likelihood that the operation of the food service establishment/*temporary food service facility* will discharge wastes into the wastewater system in violation of chapter 110, article IV of the City of Kerrville Code of Ordinances as incorporated by section **13.02.025**, if a sufficiently sized **grease** trap is not installed.

**(4) Maintenance of manifests.**

The owner of a food service establishment/*temporary food service facility* must keep and maintain on the premises of the food service establishment/*temporary food service facility* for a period of five years after issuance, a copy of each manifest issued by a liquid waste transporter for removal of waste from the **grease** trap of the food service establishment/*temporary food service facility* in accordance with chapter 110 of the City of Kerrville Code of Ordinances as incorporated by section **13.02.025**.

(Ordinance 2021-6 adopted 8/3/21)

Councilwoman Brown made the motion to accept the updated ordinance to include t temporary food service facility. Councilman Hawkins seconded the motion and the motion carried 4-0 votes.

RK – aye

TB – aye

RH – aye

DB – aye

**6. STAFF REPORTS:**

6. A. Code Enforcement (S. Gross) Mr. Gross updated council on properties that are starting to comply by being cleaned up. Others however are not. Mr. Gross suggested that the City set a fee schedule to include man hours and dump fees should the public works personnel end up having to do the clean up.

6. B. City Secretary (R. Nix) *Nothing more to report other than what was previously discussed.*

6. C. Police Report (Interim Chief Arnim)

**7. OLD/NEW BUSINESS INFORMATION AND DISCUSSION: None**


**8. ITEMS FOR FUTURE AGENDAS: But Neumart back on agenda. Update ordinance regarding fees for not cleaning up property.**


**9. EXECUTIVE SESSION: None**

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

**ADJOURNMENT:** Councilman Kimbrough made the motion to adjourn the meeting at 6:33 p.m. Councilman Britton seconded the motion and the motion carried 4 to 0 votes.

RK – aye  
TB – aye  
RH – aye  
DB – aye

Approved By:  July 14, 2023  
Claud Jordan, Jr., Mayor

Attest:   
Ruby Nix, City Secretary