



**INGRAM CITY COUNCIL AGENDA  
MINUTES OF REGULAR MEETING  
ON TUESDAY, SEPTEMBER 5, 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 FOR PUBLIC HEARING:**

On September 5, 2023, at 6:00 P.M., the Ingram City Council Public Hearing 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-Present

**PUBLIC HEARING FOR CONSIDERATION AND POSSIBLE ACTION ON BUSINESS**

**ITEMS:**

A. Public Hearing for Proposed tax rate. (D Tarr) Mrs. Tarr advised that this is a public hearing for the citizens to ask questions regarding the proposed tax rate. This years proposed tax rate is set at .4050. This rate is below the voter approval rate of .449 and will raise approximately \$43k more than last years tax rate. Mayor Jordan opened for citizens to ask questions and/or to make any comments and none were made.

B. Public Hearing FY 24 Proposed Budget (D Tarr) Mrs. Tarr advised that the proposed budget has been posted to the City's website for anyone to review. As we previously discussed this years budget will bring in \$150k of additional revenue from this years budget not counting the \$500k grant for road improvements. We have created 3 additional funds for clarity and better management of funds and we're on the road to better financial health. We will formally adopt the FY24 budget at the next meeting on September 18, 2023. Mayor Jordan opened for citizens to ask questions and/or to make any comments and none were made.

**CALL TO ORDER:**

The Mayor closed out the Public Hearing and the Ingram City Council Regular Meeting was called to order at 6:02 P.M.

**CITY STAFF:**

Ruby Nix, City Secretary  
Dawn Tarr, Finance Officer

Otto Arnim, Interim Police Chief  
Rod Tarr, Public Works Supervisor

**Prayer:** Councilman Howard

**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 August 7, 2023. Councilman Howard made a motion to approve these minutes. Councilman Hawkins seconded the motion and the motion carried 5-0 votes.

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

Possible action to approve minutes from Ingram City Council Regular Meeting held on August 21, 2023. Councilman Howard made a motion to approve these minutes. Councilman Kimbrough seconded the motion and the motion carried 5-0 votes.

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

**4. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:**

4 A. Adopt tax rate with ordinance (D Tarr) Attached you will see the ordinance 2023-004 that will allow the City to adopt the tax rate of .4050. Mrs. Tarr requested an individual record of vote for the approved ordinance at this time. Mayor Jordan asked for confirmation that this rate would be bringing the tax rate down where as if it had been left the same it would have been higher. Mrs. Tarr advised that that was correct.

Councilwoman Twanda Brown – Yes  
Councilman David Britton – Yes  
Councilman Ray Howard – Yes  
Councilman Rocky Hawkins – Yes  
Councilman Robert Kimbrough – Yes  
Mayor Claud Jordan – Yes

Council voted unanimously to adopt the 2023 tax rate ordinance 2023-004 with 5-0 votes.

4 B. FY 22 Audit Report (Donald Allman) Mr. Allman has been the auditor for the past two audits. Mr. Allman thanked the Mayor and Councilmembers for choosing his firm to do the audit for the City of Ingram. Mr. Allman also extended thanks to the staff, everyone was great to work with, and especially thank you to Ruby Nix and Dawn Tarr. Mr. Allman stated that, "I have to really give Dawn an extra pat on the back. The first year was things were really kind of messy as far as financials. Dawn knows what she's doing. We do probably 25-30 cities and she's one of the best. She actually caught some things that I didn't catch. Dawn actually has a really good understanding of the financials. I think she's

going to do a really good job of getting the City of Ingram where it needs to be as far as reporting wise and getting your financials in order. A couple of years ago I don't think y'all had any idea of where you were financially. You're going to know with Dawn." The City's government wide net position increase was \$959,884, \$750k of that is a grant that is earmarked for grant project. Actual profit without the grant money is actually \$250k. Business type activity net position increased \$432,752 in the wastewater fund. General fund activities net income position increased \$517,132. Again there is a good deal of grant money supplementing those figures. Total revenue from all sources was \$2,819,207 for a total increase of \$732,064 from the prior year. The primary reason for this increase was due to sales tax, property tax, and more grant income. During the year the City's cost for all programs was \$1,859,323 which was actually a decrease of \$41,080 from the prior year. So the City made more money and spent less money. The City's governmental funds ended the year with \$1,150,207 which represents an increase of \$638,790 from the prior year. This is just the general fund and represents case basis and doesn't count depreciation or loan payments. The City did well last year with all three basis of governmental accounting did very well by being well in the black. Current and other assets in the general fund \$1,238,788 that's up from the \$715k from the prior year so we're up a little over \$500k. Capital assets net depreciation about \$792k down from \$813k so total assets in the general fund are \$2,030,000 up from the \$1,528,000. Current liabilities, that's mostly accounts payable, \$48k down from \$134k so we decreased out current liabilities quite a bit. Long term liabilities in the general fund are right at \$100k down from \$143k so we decreased our debt by \$43k. Total liabilities in the general fund are right at \$148k down from \$278k so you almost cut your liabilities in half. The net position, net worth for the City of Ingram in the general fund invested in capital assets, value of properties, buildings, vehicles and equipment \$692k down from \$701k. Restricted for debt services, loan payments for the next fiscal year, right at \$20k. Unrestricted free and clear money is \$979,614 up from \$453k so a nice \$500k increase in your unrestricted net position. Total net position is \$1,691,912 up from \$1,174,780. Business type activities which is the wastewater fund current assets there are \$754k up from \$404k so we're up \$350k there. Capital assets net depreciation \$7,025,535 up from the \$7,008,358 so a slight increase of capital assets added. So total assets \$7,779,898 up from \$7,412,474. Current liabilities right at \$46k up slightly from \$44k. Long term debt in the wastewater fund \$2,612,000 down from \$2,701,000 so we've cut our long term debt by \$89k. Total liabilities \$2,658,000 down from \$2,746,000. Net worth in the wastewater fund \$4,413,535 up from \$4,309,000 so we're up a little over \$100k there. Debt service in the wastewater fund \$146k both years just a few dollars difference. Unrestricted free and clear in the wastewater fund is \$541,637 up from \$203,254 so total net position or net worth is \$5,101,625 up from \$4,658,000 about at \$450k increase. Profit-loss income statement, licenses and permits in the general fund slight decrease of \$15,334 down from \$17,691. Fines and forfeitures were up quite a bit \$72,681 up from \$40,175. Grant income a very small increase of \$231,275 up from \$230,608. Property taxes were up last year with a pretty good increase of \$529,603 up from \$482,840 so your up right at almost \$50k, about \$47k in property tax revenue. Sales and other taxes (mixed beverages taxes) \$823,439 good increase from the \$785k so you're up about \$38k. Franchise fees also up slightly \$93k up from \$88k. Interest income down \$1500 from \$1800. Total revenue in the general fund \$1,766,993 up a little over a \$100k from the \$1,662,408. General government expenses \$341k down from \$355k. Public Safety is down to \$616k from \$673k. Court expenses also down \$64k down from \$74k. Public works was up a little bit \$207k up from \$157k. Hotel and tourism expenses \$14k down from \$44k. Interest on your debts \$7,330 down from \$7,660. Total expenses \$1,249,861 down from \$1,311,968. So a change in net position is \$517k better than the prior year of \$350k still two really good years in your general fund. Wastewater services \$542,271 up from \$424k so that's \$118k increase. Wastewater charges big \$509,558 grant in 2021 so that's contributing a lot to the income in wastewater. \$385 in

interest up from \$243. Total wastewater revenue \$1,052,214 way up from the \$424k in the prior year but again \$510k of that is from grant funds. Interest on your debt \$56k pretty much for both years. Water and sewer expenses \$553k up from the \$531k so total expenses \$609k up from \$588k. Change in net position is positive with a net income of \$442,752. There was about a \$163k loss in 2021 but take out that \$509k wastewater grant and wastewater is still in the hole and not quite turning a profit on just operating so we're about \$70k in hole without that grant money. Mr. Allman again thanked Dawn for making the audit process a whole lot better. Mayor Jordan asked where it states that the audit was done by the state accounting practices. Mr. Allman replied that is printed under the unqualified opinion section of the report.

4 C. Kerr 911 Budget (Mark Del Torro) Mr. Del Torro came to request approval by the Ingram City Council. The proposed budget was approved by the board of managers on August 24, 2023. The proposed revenue is the same as last year just some minor adjustments to line items. Proposing a 4.83% salary increase to the two staff members. The big item is the operations line item it is increasing 130% over last year. Our expenditures for this year is \$80k expected and next year is \$185k; that is due to an unfunded mandate out of the Texas Legislature 87<sup>th</sup> session mandating that the whole state of Texas tie into Next Generation Core Services 911 Connectivity. That is moving our monthly cost from \$11k to \$12k a month to just under \$10k a month. The Legislature has offered ARPA funds as a reimbursement grant so we will recoup our operating expenses each month. So by the end of the year it should all balance out. This is the first time in 16 years that Mr. Del Torro has had an upside-down budget but it will work itself out by the end of the year. Mr. Del Torro also advised that they make the blue 911 number signs in their office, \$9 for single sided and \$11 for double sided. Councilman Hawkins made a motion to approve the Kerr 911 Budget as presented by Mr. Del Torro. Councilman Britton seconded the motion and the motion carried 5-0 votes.

TB – aye

RH – aye

RK – aye

DB – aye

RH – aye

4 D. Phase III Wastewater Update (Gregory White) Mr. White advised that they are decommissioning septic tanks and connecting houses to the wastewater system now. So far they have 32 rights of entry, 60 manholes, 15,000' of line and have thus far decommissioned 15 septic tanks. H2O Specialist is the plumber approving installs but they are currently working through some issues to get a process set in place to get these things done right. Until then work has stopped (with the exception of yard lines being laid). Still having discussions regarding paving, USDA considers this as a septic project not a street project. The original plan was to lay asphalt over what was currently in place, now they have to come up with a solution to improve the road base. There a concern regarding the USDA time frame and these issues are impeding upon that.

4 E. Requesting a variance of the 10' setback line at 214 Fourth St (Celestino Perez) Corrected address is 213 First St not what requestee originally wrote on form. Mr. Perez is requesting a variance of 5' on one side and 7' on the other. Mr. Perez has bought two lots, he's planning on building a house on the smaller lot with the same dimensions that he is bringing before council. Mr. Gross went and measured the property and advised the council that the lot is not big enough for the house dimensions that Mr. Perez has drawn up due to the total footage of both lots being 18,469 square feet. Mr. Perez was advised that for him to still use the plans for the house he's wanting built he would need to see if the property owners on either side of the lots that he's purchased would be willing to sell a section from their lots in order for Mr. Perez to have 20,000 total square feet that's needed to build two

houses. Each house requires 10,000 square feet and also must meet the setback ordinance. Mr. Stuart Gross advised that there is only one tap and one water connection for these two lots therefore an additional wastewater tap and water line will also need to be ran in order for these plans to pass inspection.

4 F. Requesting two taps at 422 Winona (Suzanne Arlan) *No Show. There is a small building on site that is vacant, no electricity or plumbing is connected at this time.*

4 G. Final plat approval for Cutoff Business Park Lot 8 (Jared Martin) Final approval for final plat of track 8A being separated from track 8B. Councilman Hawkins made a motion to approve the final plat of the Cutoff Business Park. Councilman Kimbrough seconded the motion and the motion carried 5-0 votes.

TB – aye

RH – aye

RK – aye

DB – aye

RH – aye

4 H. Cleanview wastewater maintenance proposal. (Matthew) Matthew advised that the proposal was initially brought to Council in May for inspecting and maintaining several portions of the City's wastewater system. Particularly the Phase I and Phase II portions that were added. There have been problems encountered since that part of the systems installation. This proposal includes a price to inspect, as well as for cleaning, further inspecting areas of the system that were indicated to need potential maintenance or corrections. We also included a price for maintaining the lift stations as well as servicing sewer line backups and other unplanned emergency maintenance. He suggested that we include in the budget a line item for servicing the lift stations. His company has serviced the station on the east side of town (lift station 1) about 6 months ago. The other lift station appears to have been serviced by another company with a smaller truck that didn't do a very good job of getting most of the solids and the sludge at the bottom of the lift station. He recommends that these lift stations be serviced at least every 6 months to a year, and that the budget for this be set for \$4k twice a year (\$8k total which covers the cost for both lift stations). This will help keep the pumps from stopping up and odor issues at the lift stations. This will also alleviate other concerns with that part of the collection system related to a substantial amount of water surcharging into the lift stations and gravity lines that feed the lift stations. They charge hourly for this service, but have included the most flexible pricing scheme that they could come up with so the City could use to their advantage to incorporate into their budget as much as possible. The two chargeable items on servicing the lift station is their hourly time for the truck as well as the cost of the landfill to accept the slug that they would be dumping there. A day of work will cost roughly \$2500. This will allow enough time to empty normal debris from the lift stations and to allow about 6-7 tons of debris to be disposed of. The Mayor asked Dawn (City Finance Officer) how much money has been set aside for this project. Mrs. Tarr replied that she budgeted \$25k because she wasn't sure what number we were looking at for this so she went on the higher side. Servicing the manholes would be a separate fee. Matthew recommends that the first step would be to inspect the system and prioritizing the areas that need further inspection/maintenance. There is about 48,000' between Phase I and Phase II of sewer pipe in Ingram. His first suggestion would be to inspect everything, he thinks that would be prudent. If there are budget limitations they will be happy to work around that based on the budget the Council wants to give them. One way to do that would be to open the manholes, and rather than doing a full cleaning and inspection which would involve hydro-jetting the sewer and putting a camera through all of the pipes looking at everything so that we know completely whats

there and what's wrong which would be the ideal solution for Phase I and II and as well as existing lines in Ingram so there would be a hard record of everything that could be wrong with it. The alternative to that would be to open the manholes and rather than putting a camera in it could be done more cost effectively and not give us as thorough an ideal of what's going on in the system but still give us an idea of what areas we need to prioritize for further inspection and would also hydro-jet them. Doing it this way would cost roughly about \$28 per manhole that they inspect and they can do about 50 per day. They would be able to see evidence that the manhole has surcharged, debris hanging up above the flow line, can tell if its actively surcharging. If its backed up it will leave evidence that they can take pictures of, document, and come back to look for the problem that would be downstream of the manhole as well as to look for things like grease, debris, solids and sludge that's been left upstream of the backup. He believes that there is a good chance that they will find that some areas are currently backed up due to finding other manholes in Ingram just in the course of servicing the lift station that are backed up on a regular basis. There are a couple of things that can be done when a line has a belly in it that causes the back up, one thing would be to replace the line that is a lot of money; an alternative to replacing the line would be to clean it more frequently. This would be a very solid preventative step to ensure that that line does not backup and cause an emergency. The Mayor asked for a price to get put together to repair the diamonds around the manholes that are all broken/cracked. Part replacing lines is to prevent water infiltration when it rains and the other part of preventing infiltration is by not having cracked manholes. The Mayor suggested that we should start off by cleaning the lift stations, and start inspections with Ingram Loop and Clark St. Mrs. Nix and Mrs. Tarr advised Council that ARPA funds can also be used for this maintenance. Matthew reiterated that they have priced \$1.89 per foot to inspect and clean these lines. Competitively that's a very cost effect rate. Councilman Hawkins recommended that we do this project in stages to ensure that we do not go over budget. Councilman Kimbrough made a motion to start the maintenance of the lift stations, inspections of 50 manholes and to bring a price back to inspect lines on Ingram Loop and Clark St. Councilman Howard seconded the motion and the motion carried 5-0 votes.

TB – aye

RH – aye

RK – aye

DB – aye

RH – aye

4 I. Adding Additional Cameras to the City Park (R Nix) *Tabled due to quote not being included in Councils packets.*

4 J. Purchase of used 2008 Polaris Ranger 700 for \$7500 (S Gross) *Tabled until pricing on a new can be obtained.*

4 K. Parking in right of way easements. (R Nix) Mrs. Nix advised Council that our ordinance already states in 12.04.001 Parking of commercial vehicles; obstruction of traffic. (b) on-street parking (1) Twenty feet of roadway to be left available for traffic. A person shall not at any time park a motor vehicle on a public street or its right-of-way if the parking of such vehicle will cause the street and right-of-way to have a width for travel of less than twenty (20) feet. Mrs. Nix made the suggestion that Mr. Gross's hours be adjusted to where he goes out in the evenings when people are home to start tagging the vehicles that are parking in the right-of-way that has been causing traffic problems for school buses. Mr. Gross stated that he does not mind being flexible with his hours in order to assist with this issue.

**5. ORDINANCES AND RESOLUTIONS:**

**5A. CITY OF INGRAM ORDINANCE NO. 2023-004**

**ORDINANCE ADOPTING 2023  
TAX RATE**

**AN ORDINANCE LEVYING AN AD VALOREM TAX FOR THE USE AND THE SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF INGRAM, TEXAS, FOR THE FISCAL YEAR 2023-2024; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID**

**WHEREAS**, City Council finds that an ad valorem tax must be levied to provide for expenses and improvements for the City of Ingram, Texas during Fiscal Year 2024; and

**WHEREAS**, City Council further finds that an ad valorem tax must be levied to provide for the payment of principal and interest on outstanding debt maturing in Fiscal Year 2024; and

**WHEREAS**, all required notices will be published and posted on the City's website; and

**WHEREAS**, after due deliberation, study, and consideration of the proposed tax rate for Fiscal Year 2024, City Council has determined that adoption of the rate is in the best interest of the taxpayers of the City, and it should be adopted in accordance with law;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INGRAM, TEXAS:**

**I.**

**SECTION ONE.** There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Ingram, Texas, and to provide interest and sinking funds for the Fiscal Year 2024, a total tax rate of \$0.4050 on each one hundred dollars (\$100) valuation of all property, real, personal, and mixed, within the corporate limits of the City subject to taxation, for the specific purposes herein set forth:

- A. For the Maintenance and Operation for the City of Ingram, \$0.3088 on each one hundred dollars (\$100) valuation of property, and
- B. For the Interest and Sinking Fund, \$0.0962 on each one hundred dollars (\$100) valuation of property.

**SECTION TWO.** The ad valorem tax levied shall become due on October 1, 2023, and may be paid up to January 31, 2024, without penalty, but if not paid, such taxes shall become delinquent on February 1, 2024, provided however, in accordance with Section 31.03(a) of the Texas Tax Code.

**SECTION THREE.** No discounts are authorized on property tax payments made prior to January 31, 2024.

**SECTION FOUR.** All taxes become a lien upon the property against which assessed and the designated City tax collector for the City of Ingram is authorized and empowered to enforce the collection of such taxes according to the Constitution and Laws of the State of

Texas and ordinances of the City of Ingram, and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of such taxes, penalty, and interest. All delinquent taxes shall bear interest and other charges from the date of delinquency as prescribed by state law.

**SECTION FIVE. THIS TAX RATE WILL RAISE MORE TAX REVENUE FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.14 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$27.90.**

**6. STAFF REPORTS:**

6 A. City Secretary (R. Nix) Mrs. Nix provided Council with a copy of time sheets and payroll payout. And gave an example of what the new billing will look like.

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

**8. ITEMS FOR FUTURE AGENDAS:** Side by Side views of the City of Ingram and the City of Fredericksburg's noise ordinances; additional cameras; event grounds eclipse contract; and gator pricing.

**9. EXECUTIVE SESSION:**

Mayor Jordan called to go into executive session at 7:36p.m.

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

Mayor Jordan called the meeting back into regular session at 8:34.

Councilwoman Brown made a motion to hire Steven Wheeler as the new Ingram Chief of Police. Councilman Howard seconded the motion and the motion carried 5-0 votes.

TB – aye

RH – aye

RK – aye

DB – aye

RH – aye

Councilwoman Brown made a motion to hire the firm of Langley & Banack as our new City Attorney. Councilman Hawkins seconded the motion and the motion carried 5-0 votes.

TB – aye

RH – aye

RK – aye

DB – aye

RH – aye

Councilwoman Brown made a motion to hire the firm of Langley & Banack to provide a Municipal Prosecutor. Councilman Kimbrough seconded the motion and the motion carried 5-0 votes.

TB – aye

RH – aye

RK – aye

DB – aye

RH – aye



**ADJOURNMENT:** Councilman Kimbrough made the motion to adjourn the meeting at 8:30 p.m. Councilman Howard seconded the motion and the motion carried 5-0 votes.

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

Approved By: \_\_\_\_\_ September 18, 2023  
Claud Jordan, Jr., Mayor

Attest: \_\_\_\_\_  
Ruby Nix, City Secretary