



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

On September 18, 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

**CITY STAFF:**

Ruby Nix, City Secretary  
Dawn Tarr, Finance Officer  
Rod Tarr, Public Works Supervisor  
Steven Wheeler, Chief of Police

**Prayer:** Councilman Howard

1. **CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:** *None*  
Fall Clean up - November 4<sup>th</sup> 8a.m.-1p.m.

2. **VISITORS/CITIZENS FORUM: COMMENT PERIOD-LIMITED TO THREE (3)**  
**MINUTES TOTAL:** Johnna Curle and Fluffy Cash addressed the Council and citizens regarding Keep West Kerr Beautiful planning on having a "Light Up The Y" by lighting the oak tree in front of TJ Moore's on Sunday, November 19, 2023 at 6:30 p.m. They plan to have refreshments (hot chocolate and candy canes) and entertainment (school choirs to sing Christmas carols and maybe a visit by old Saint Nick) for this ceremony. They are welcome to have others volunteer and help with this endeavor. Anyone who would like to get involved are welcome to reach out to Ms. Curle, Ms. Cash or Councilwoman Brown who are all members of the committee.

**3. CONSENT AGENDA:**

Possible action to approve minutes from Ingram City Council Regular Meeting held on September 18, 2023. Councilman Howard made the motion to accept these minutes. Councilwoman Brown seconded the motion and the motion passed 5-0 votes.

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

Possible action to approve minutes from Ingram City Council Special Meeting held on September 21, 2023. Councilman Howard made the motion to accept these minutes. Councilman Britton seconded the motion and the motion passed 5-0 votes.

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

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

4 A. Phase III update (Greg White) *Out Sick*

4 B. Approval of Master's Construction bid to repave Josephine St from College St to Way Dr. (R Nix) Mrs. Nix advised council that she had requested bids from several paving companies but Master's was the only one that responded. Their bid is for \$105,035.00 to remove the existing Josephine road between College and Way Dr, add crushed base for the new road; clean drainage ditches; and add culverts as needed. The new road would be paved with 2 course chipseal at a width of 18'. Mayor Jordan stated that we could discuss tying into the new part of Josephine once its repaved by the Phase III contractors. Mr. Master's advised the Mayor that it may be spring before he can even get started on this project. Councilwoman Brown pointed out that our roads are supposed to be 20' wide not 18'. Mayor Pro Tem Hawkins stated that the area would need to be surveyed to make sure that with the property lines the width can meet the requirements therefore, he requested that this item be tabled for now.

4 C. Review bids for tree/stump removal for 224 Hwy 39 (R Nix) Ms. Nix presented Council with bids from two different companies regarding the removal of trees and stumps to make that piece of property into the new public works yard. Texas Tree Service put in a bid of \$16,500 and Landmark Landscaping put in \$10,500. This would also include cleaning the fence line in preparation for putting a new security fence up to match what we have on the other side of City Hall. Mayor Jordan and Councilwoman Brown expressed their concern regarding the height of some of the trees and the safety of our public works employees if they were to cut them down instead. Mr. Tarr advised that he believes public works would be able to do the work by cutting the trees down in sections. The problem may be not having the equipment to grind the stumps down. Councilwoman Brown again advised her concern about the safety of our public works employees doing this work rather than a company that does this type of work everyday. Mr. Tarr stated that they have hardhats, safety harnesses and that he can do the work himself. Councilman Howard and Mayor Pro Tem Hawkins advised that the would prefer the money not be spent for an outside company to do the work. They would rather it be down inhouse by the public works employees.

4 D. Permission to start demoing the house at 224 Hwy 39 (R. Nix) Mrs. Nix requested official approval to have the house at 224 Hwy 39 demolished, again in order to make this property into the new yard for the public works equipment and building a more secure fence around that area. Mayor Jordan advised that he is offering the use of his services by using his excavator to tear the house down and load the materials into a roll off dumpster. Council members agreed that the house is old and is disrepair due to it not being taken care of.



Mayor Pro Tem Hawkins made the motion to tear the house down. Councilman Britton seconded the motion and the motion carried 5-0 votes.

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

4 E. Recommendations from the Historical Committee regarding new construction in the historical district. Seeking approval to demolish the building at 214 Old Ingram Loop, approval of the exterior rendering for 214 Hwy 39; and approval of rendering for 216 Old Ingram Loop as an Artisan's Park (Councilwoman Brown and Cristina Holcomb) Mrs. Holcomb handed out packets showing the renderings that she wishes to discuss. Councilwoman Brown indicated that the first pages were of 216 Old Ingram Loop and the building next to it is 214 Old Ingram Loop. This paper showed an architect depiction of where the old Schafer that they plan to build 7 buildings, with some landscaping touches to include a water feature and a large tower with a sundial in it. Councilwoman Brown went on to further explain that these 7 buildings will be spread out over 3 lots. Ms. Holcomb advised that this would not only be a green space with the buildings resembling old camp cabins rather than a shopping mall. These cabins will include native rock, cedar shingles and the pergolas would also be built out of cedar. There will be parking along the front and they plan to plant a lot of trees. The buildings are drawn to be 24x24, little shops. Councilwoman Brown advised that two of the buildings have an outbuilding attached with paths leading to them, those are bathrooms. Mrs. Holcombe then corrected that now they have updated for each building to have a bathroom. Councilwoman Brown made the motion to approve the demolition of 214 Old Ingram Loop. Councilman Howard seconded the motion and the motion carried 5-0 votes.

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

Councilwoman Brown made the motion to approve the rendering for the Artisan's Park at 216 Old Ingram Loop which will encompass 3 lots. Councilman Howard seconded the motion and the motion carried 5-0 votes.

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

Councilwoman Brown stated that the new rendering of 214 Hwy 39 that they have come up with uses more rock rather than corrugated metal front that they had initially brought to council for review. Councilwoman Brown made the motion to approve the exterior rendering of 214 Hwy 39 aka the washtub/laundry mat. Councilman Britton seconded the motion and the motion carried 5-0 votes.

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

4 F. Review of bids for purchase of a Polaris ATV (R Nix and S Gross) Mrs. Nix advised council that in their packets there are a number of proposals for the purchasing of an ATV. Mr. Gross also advised that he had a number of proposals to. Councilwoman Brown stated that she feels that these are all overpriced from what had previously been discussed. Mr. Stuart stated that he went back through the ones that he has received to take into consideration the warranties that were offered. He also found that the utv's are cheaper in San Antonio. Mayor Pro Tem Hawkins requested that this be tabled due to currently the proposals aren't for the same caliber of machines.

4 G. Purchase of culverts and possible land purchase for drainage containment off 6<sup>th</sup> St. (R Tarr) Mr. Tarr stated that drainage of 6<sup>th</sup> St is due to in part to there not being enough culverts. He spoke with a resident on 6<sup>th</sup> street who offered that the City can build a containment area for the water runoff. She does not wish to sell the property to the city but she would be willing to negotiate some type of deal for the use of that section of her property. Mayor Jordan stated that he thought council had previously approved to purchase plastic culverts. Mayor Pro Tem Hawkins stated that due to the number needed he feels that we should go through a distributor. Mayor Pro Tem Hawkins requested that this be tabled until a dealer in New Braunfels and other locations can be reached for culvert pricing bids. The Mayor inquired as to whether the Covid money can be used for this and Mrs. Tarr advised that yes it can. Councilwoman Brown also advised that it can because its infrastructure improvement. Mrs. Tarr advised that we still have \$223k left in that fund.

4 H. Purchase of additional cameras for the park and public works grounds (R Nix) Mrs. Nix advised that the camera bid for the public works grounds had not been received yet but that the one for the park has been received. The bid for the park cameras is \$1,862.78 to include a view of the basketball court, and license plates as they come into the park. Mayor Pro Tem Hawkins made a motion to approve the purchase of more cameras at the City Park. Councilman Kimbrough seconded the motion and the motion carried 5-0 votes.

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

4 I. Purchase of a new cooling tower for the Police Department (R Nix) Mrs. Nix advised that this will need to be tabled due to the prices of \$8,722.60 has increased since the proposal was first given in February 2023. Currently the servers in the PD are having to be cooled with fans. The new tower would have a built in AC unit that would blow the heat up and out/away from the servers. Chief Wheeler stated that he had also mentioned purchasing new computers because the ones that they currently have are outdated and ready to crash. Councilwoman Brown made a motion to approve up to \$12,000 for purchasing this new equipment for the police department. Councilman Howard seconded the motion and the motion carried 5-0 votes.

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

4 J. Recommend that Rod Tarr be moved from hourly to salary. R. Nix) Mrs. Nix recommended that due to Mr. Tarr being a supervisor over employees in the public works department that he be moved to salary rather than hourly. Councilman Howard made a



motion to approve for Mr. Tarr to be placed on salary. Councilman Kimbrough seconded the motion and the motion carried 5-0 votes.

TB – aye

RH – aye

RK – aye

RH – aye

DB – aye

**5. ORDINANCES AND RESOLUTIONS: *None***

**6. STAFF REPORTS:**

6 A. Police Department (Chief Wheeler) Chief Wheeler advised that he's made a lot of ground this week by meeting with the Sheriff a few times. He's also met with Chief Garcia with Ingram ISD. He has also met with the Chief and Assistant Chief with Kerrville PD. All other departments are saying that they just plan to "wing it" for the October Eclipse and are mainly focusing on the one next April. So far they are not being advised by local hotels that they are receiving a big influx of reservations for the first eclipse. The Outpost donated a \$1000 to the police department and advised Chief Wheeler that they really appreciate what he's doing. Chief Wheeler reached out to the City Attorney via the phone regarding the parking situation and building situation. Chief Wheeler stated that he hasn't found anything in our ordinance regarding a stop order when someone is building without an approved permit. He recommends that that be implemented into our city ordinance. As of the time of the meeting he was still awaiting word back from the attorney regarding the stop order. Chief Wheeler advised that he wants to be fair about these things. These situations have been going on for a long time so he wants to make sure if he needs to order second warnings before a citation is ordered or a vehicle gets towed. He thinks the first thing that can be done is to have it placed in the paper to educate people. Chief Wheeler advised that he did review two candidates and they did not have what he is looking for in officers for this department. He does have a former Sgt who has worked under him before coming up to check out Ingram and to consider possibly moving to take the position of Sgt with IPD. He plans to go by AACOG to promote IPD with graduating cadets. While in San Antonio he'll be going to the Apple Store to get one of the new iPads factory reset due to a previous employee not remembering what his "apple id password" is and it transferred over from an old iPad to the new one. Chief Wheeler has spoken with Sgt Greeb at Lubbock ISD who are looking for vehicles that may be interested in purchasing our excess fleet. The cameras are now up on the Administrative Assistant's computer as well as the big screen computer in the Chief's office. He and his assistant have both spent hours going over the footage. Unfortunately, the one that wrote the report is very vague regarding who reported it, along with the actual date and time that it occurred. Chief Wheeler recommends that a gate be built and installed at the entrance to the city park to lock at night to help facilitate the park really being closed at sundown. KCSO has advised him that there is a lot of drug activity going on in the parking lot of the park at night. Trudy with KCSO came in and has been very helpful with teaching the Chief and the assistant how to use the EForce software. She also assisted him with learning the jail process. Chief Wheeler plans to go in with the Ingram VFD for Trunk or Treat. He also stated that he is unsure whether he'll have enough staff to be able to do Blue Santa this year.

6 B. City Secretary (R. Nix) Mrs. Nix advised the council that included in their packets are copies of the last payroll; timesheets; correspondence between Mrs. Nix and Aqua regarding when we will start receiving meter readings on commercial customers – she stated they do their reading on the 12<sup>th</sup> and 13<sup>th</sup>; emails between Mrs. Nix and the city attorney's regarding a variety of concerns; and three months worth of credit card statements also with

corresponding receipts that are also found in the expenditures report. Ray thoroughly enjoyed his retirement party that the city threw for him on Friday, September 29<sup>th</sup>. Mrs. Nix reminded council again that she will be leaving at noon on October 3<sup>rd</sup> to attend the TML Annual Conference in Dallas and will be returning late Friday, October 6<sup>th</sup>, evening. The City's Administrative Offices would be closed on Monday, October 9<sup>th</sup>, in observance of Columbus Day. And that the finance officer and Mrs. Nix will be leaving October 24<sup>th</sup> to attend the GFOAT Conference in Ft Worth and will be returning late Friday, October 27<sup>th</sup>.

6 C. Finance Officer (D. Tarr) Nothing to report at this time. However, Mrs. Tarr advised that at the next meeting she will have the updated end of year numbers.

6 D. Public Works Report (Rod Tarr) Mr. Tarr advised that he has hired another person, a female who doesn't have any trouble working just as hard as the guys do. We now have a full staff and one part time employe. Working several different jobs in several different areas. On Friday there was an episode of someone running through the road closed sign and cones that put the public work employees endanger. Mr. Tarr advised that his crew will be able to build the gate for the park. The park bathrooms have been left open and are still being vandalized.

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

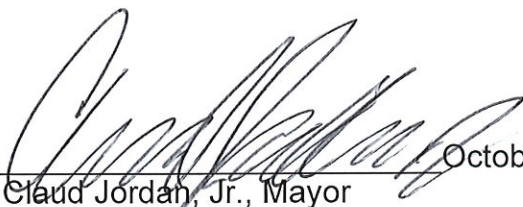
8. ITEMS FOR FUTURE AGENDAS: Proposed 2024 holiday schedule. Stop order from City Attorney. Noise ordinance. Atv's. Culverts.

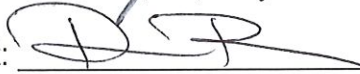
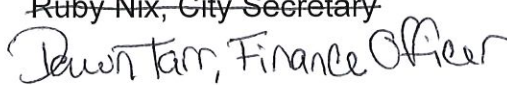
9. EXECUTIVE SESSION: *None*

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

**ADJOURNMENT:** Councilman Kimbrough made the motion to adjourn the meeting at 7:03 p.m. Councilman Howard seconded the motion and the motion carried 5-0 votes.

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

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

Attest:   
Ruby Nix, City Secretary  
  
Dawn Tarr, Finance Officer