



## INGRAM CITY COUNCIL AGENDA MINUTES OF REGULAR MEETING ON MONDAY, OCTOBER 23, 2023

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### **CALL TO ORDER:**

On October 23, 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:**

Steven Wheeler, Chief of Police  
Dawn Tarr, Finance Officer  
Rod Tarr, Public Works Supervisor  
Joseph Rowan, Public Works Employee

**PRAYER:** Councilman Ray Howard

### **1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:**

Fall Clean up - November 4<sup>th</sup>, 8 a.m.-1 p.m.  
Light the Y – November 19<sup>th</sup>

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

**MINUTES TOTAL:** Ms. Maria Luna addressed the council with concerns regarding her 16-year-old son's harassment.

### **3. CONSENT AGENDA:**

All items listed below within the consent agenda are considered to be routine by City Council and will be enacted with one motion. There will be no separate discussion of items unless the mayor or council member so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

Possible action to approve minutes from Ingram City Council Regular Meeting held on October 2, 2023. *Tabled until November 6<sup>th</sup>, 2023 Regular Meeting.*

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

4 A. Phase III update. Greg White presented an update and presentation on Phase III

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Wastewater Improvement Project. Mr. White stated that the basic location for the project is Moore and Josephine Street. The Project Manager is Oscar Arreguin and the Inspector is, Greg White. Currently, the roads are on hold due to discussions with Engineering and the General Contractor. Mr. White gave the Mayor and council credit for making sure that roads are being done properly but the contract does show that the contractor just repaves the roads, which is a conflict. The contractor is ready to pull off the project and be done but there is a high risk that the USDA funds on the grant go to the contractor since he has not been released to improve these roads and why the roads are on hold. Mr. White advised that Mayor Jordan and himself have been working on a change order extension and that there are some yard lines pending due to rights of entry issues. Mr. White encouraged citizens to get signed up for connection. There are 82 left that need to sign up and be connected out of 132. Mr. White advised that if the contractor pulls off the project there will be additional charges and that obtaining rights of entry has been challenging. There are two generators at the lift stations that are pending installation due to supply demands. There are some easements and grinder pump issues with this project. The Geo Tech for the existing road is also an outstanding issue. Mayor Jordan asked if the Geo Tech is getting that drawn up. Mr. White responded that the Geo Tech will be sending something over and that Mr. White is working actively on this. Mayor Jordan responded that the property owner is getting ready to sell that property and that this issue needs to be escalated. Mr. White advised citizens that Mayor Jordan is referring to property and that if the City can get an easement, it will allow the flow to be gravity-fed and do away with the grinder pumps. Mayor Jordan stated that we are waiting for the Engineer to draw it up, correct? Mr. White advised that the Engineer already has something drawn up. Mr. White also advised that the Geo Tech wants to look at the existing road and that Mr. White has asked him specifically to look at what is there and to give an assessment if we just repave what we have so that he can give an official statement on whether we just repave per the contract. The general contractor is going to do a negative change order. What that means is that this is a \$4.7M contract and that they have completed \$3.4M of the contract, leaving \$1.3M left to finish the project. A portion of the \$1.3M left is for repaving the roads which is part of the conflict that has been going on. Instead of milling the existing road and repaving to Kerr Co spec, it has been found that Aqua Water has 2" of water under the existing roads which means the roads and manholes would need to be lifted, and the City would need to add culverts and ditches. This now becomes a road project and is quite a bit more money. Mayor Jordan responded that the City was qualified for this project under a Colonia and that it was known that the City was a poor area with no roads and no potable water and that is where the argument lies with the whole project. Mr. White stated that they are working on getting additional funding from USDA to cover the roads as part of this Phase III project.

- 4 B. Keep West Kerr Beautiful. Mike Morrison, Johnna Curle (Chair), and Richard Schneider, the contractor to light the tree for the Light the Y event on November 19<sup>th</sup> were present. Mr. Morrison stated that they have the funding for the event but have a roadblock with putting up the lights. The lights will need to be put up using a boom truck and will need to block the roads in doing so. Mr. Morrison is asking for the city to help in blocking the streets on November 8<sup>th</sup> to put lights up and January 8<sup>th</sup> to take the lights down. It will take approximately 3 hours to put up and take down. Mr. Tarr asked what type of boom truck they would be using and suggested using a JLB Genie that would allow them to put up lights without blocking the roads. Mr. Tarr and Chief Wheeler are willing to help. Mr. Morrison also stated that they are addressing some safety concerns.

4 C. Extension of the building permit at 223 Fourth St. (Brenda Medrano) *Tabled-Ms Medrano was not in attendance.*

4 D. Purchase of patrol cars through Caldwell. Chief Wheeler stated that the trade-in value of the current fleet was too low and to consider looking at auctioning the old fleet. Chief Wheeler received a quote for a new Tahoe, but they are on backorder and cost about \$60K each without outfitting. Chief Wheeler stated that the City can save about \$18K per vehicle if they go with the Dodge Challenger instead of the Tahoe which also gets better gas mileage. Chief Wheeler received a quote for the Challengers at \$62K each but will be fully outfitted and turnkey. Mayor Jordan asked if the grill guards and everything needed were included. Chief Wheeler responded that everything is included, the only exception is the graphics and that should not cost much. Mayor Jordan asked if he would be able to move the radios and equipment needed from the current vehicles over to the new vehicles. Chief Wheeler responded that is included in the price. Councilman Howard made a motion to purchase the Challengers and sell the old vehicles. Councilman Hawkins seconded the motion. The motion carries 4-1 votes.

RH – aye

RK – aye

DB - aye

TB – no

RH – aye

4 E. Budget amendments to increase patrol starting salary to \$66K per year and to increase the Chief of Police salary. Chief Wheeler recommends increasing the starting salary of IPD officers. Surrounding counties are starting out equivalent to \$66K and due to the lack of applicants and the cost of living, the IPD should increase the starting salary. Chief Wheeler and Mrs. Grubb are working on recruiting, using different platforms. Councilwoman Brown asked with the higher starting salary, how many officers are you looking to hire? Chief Wheeler would like to hire 3 officers plus himself. Mrs. Tarr stated that there is a budget amendment to reallocate \$37,746 from fund balance to increase the starting salaries and to raise the Chief's salary to what was promised to him when hired. Councilwoman Brown made a motion to accept Budget Amendment 2023-006 to move money from the General Fund balance to pay for the additional wages. Councilman Howard seconded the motion. The motion carries 5-0 votes.

RH – aye

RK – aye

DB - aye

TB – aye

RH – aye

4 F. Employee concerns regarding day-to-day operations. (R Nix) *Removed by Mayor Jordan*

4 G. Approval of the proposed 2024 holiday schedule. Mrs. Tarr recommended that the council accept the proposed 2024 holiday schedule. Mayor Jordan inquired about the floating holiday. Councilman Hawkins made a motion to remove the floating holiday and accept the amended proposed 2024 holiday schedule. Councilman Kimbrough seconded the motion. The motion carries 5-0 votes.

RH – aye

RK – aye

DB - aye

TB – aye

RH – aye

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- 4 H. ATV bid (Mayor Jordan) *Tabled for future agenda in the Spring*
- 4 I. Annual boot allowance for public works employees. Mr. Tarr recommends an annual boot allowance as an incentive to public works employees. The maximum amount per person is \$150. If the employee goes over the \$150 limit, it is the responsibility of the employee to cover the overage. Councilman Howard asked how many employees are included. Mr. Tarr responded six employees for an annual cost of \$900, which is already included in the budget. Councilman Kimbrough made a motion to approve the boot allowance. Councilman Howard seconded the motion. The motion carries 5-0 votes.  
RH – aye  
RK – aye  
DB - aye  
TB – aye  
RH – aye
- 4 J. Employee of the Month. Mr. Tarr presented Joseph Rowan with a Public Works Employee of the Month certificate and gift card.
- 4 K. 3350 Junction Hwy remodeling without an approved permit. Councilwoman Brown stated that this is the old tax office. No one has approached the council to talk about the front of the building. The rock was being removed from the building when Code Enforcement, Mr. Gross told them to stop due to no permits from the City. The owner, Aaron Lamb told his employees to continue to remove the rock after Mr. Gross left. One of Mr. Lamb's employees came to get a building permit after the fact and Mr. Gross informed them that they would need to bring it before the council in order to proceed with a permit since the building is part of the Historical District. Councilman Brown is asking the council what they want to do about this. Mayor Jordan recommends that we talk with the attorney about this. Councilwoman advised that the City recently added fines to our ordinance. Mayor Jordan advised that the City will contact the attorney and see what options are allowed and available.
5. **ORDINANCES AND RESOLUTIONS:** See attached Ordinance 2023-006 Budget Amendment for Agenda Item 4 E.
6. **STAFF REPORTS:**
- 6 A. Police Department - Chief Wheeler advised that Kerr Co CID arrested 3 people responsible for breaking into vehicles and were able to recover some stolen property and firearms. Chief Wheeler is working with CID on the Ingram cases. Chief Wheeler is continuing his recruiting efforts to attract Officers for the City. For the Trunk or Treat event, IPD will be teaming up with Ingram VFD this year. Mrs. Grubb will be donating her time to help out. Chief Wheeler advised that IPD received a \$1,000 donation from The Outpost Club and will be using those funds to purchase a new computer for the new system. Chief Wheeler also advised that IPD is entering into an interlocal agreement, at no cost (included in the EForce package), with Moore County to allow IPD to run background information when needed.
- 6 B. City Secretary (R. Nix) *Removed by Mayor Jordan*
- 6 C. Finance Officer – Mrs. Tarr presented a letter that will be sent out in November to all wastewater customers to announce the upcoming changes in the wastewater billing system. Mayor Jordan announced that we are moving over to FundView so there will

be a few small changes such as the auto-pay customers will need to re-enroll. Mrs. Tarr also presented the last payroll and timesheets and the monthly financials as of September but there are still some accruals to take into consideration before finalizing FY2023.

6 D. Public Works Report – Mr. Tarr advised that the new schedule for picking up tree limbs will be every Tuesday, going forward. Mr. Tarr recommended that the council should consider purchasing an oil tank for the pothole patcher to avoid the supplier running out when they need to refill. Public Works is working on cleaning out bar ditches. Mr. Tarr advised that he will continue to lock the park bathrooms until additional cameras are installed and that he will be building a gate with donated material from Councilman Hawkins.

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

8. **INFORMATION AND DISCUSSION:** *None*

9. **ITEMS FOR FUTURE AGENDAS:** Extension of the building permit at 223 Fourth St (Brenda Medrano), fines for ordinance violations, sewer ordinance and road repairs in Phase III.

10. **EXECUTIVE SESSION:**

City Council may, as permitted by law, adjourn into executive session at any time to discuss any matter listed above if they meet the qualifications in Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel/officers), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Texas Government Code.

10 A. Executive session pursuant to Sections 551.071 (consultation with attorney) and 551.074 (personnel/officers), Chapter 551 of the Texas Government Code: deliberation on possible personnel action regarding city secretary.

11. **ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF ANY:**

Mayor Jordan called the meeting back into open session at 9:20. Regarding 10A, Councilwoman Brown made a motion of oral resolution to terminate Ruby Nix based on the lack of confidence of the City Secretary. Councilman Kimbrough seconded the motion. The motion carries 3-1 votes.

RH – sustained

RK – aye

DB - aye

TB – no

RH – aye

**ADJOURNMENT:**

Councilman Howard made the motion to adjourn at 9:30 P.M. Councilman Kimbrough seconded the motion and the motion carried 5-0 votes.

RH – aye

RK – aye

DB - aye

TB – aye

RH – aye

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Approved By: \_\_\_\_\_

Claud Jordan, Jr., Mayor

Attest: \_\_\_\_\_

Dawn Tarr, Finance Officer