



**INGRAM CITY COUNCIL AGENDA
MINUTES OF REGULAR MEETING
ON TUESDAY, NOVEMBER 1, 2022**

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 November 1, 2022, at 6:00 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:

Police Chief G. Juenke
Administrative Coordinator R. Nix

Prayer: Chief Juenke

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:

The Trunk or Treat was a success. Christmas Parade is still on for Dec 3rd.
Taking applications for Blue Santa.

**2. VISITORS/CITIZENS FORUM: COMMENT PERIOD-LIMITED TO THREE (3)
MINUTES TOTAL: None**

3. CONSENT AGENDA:

Rocky Hawkins made a motion to approve minutes from City Council Regular Meeting that was held on October 18, 2022. Robert Kimbrough seconded the motion and the motion carried 4 to 0 votes.

DB-aye
RH-aye
TB-aye
RH-aye

Robert Kimbrough made a motion to approve minutes from City Council Executive Session that was held on October 27, 2022. David Britton seconded the motion and the motion carried 4 to 0 votes.

DB-aye
RH-aye
TB-aye
RH-aye

4. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:

4. A. Phase III Wastewater Update (Greg White)

Mr. White advised that they are on week 25, they've laid approximately 7000' of pipe and have placed 26 manholes. They are currently working on Josephine St between Velma and Way St. Mr. White also stated that he believes Amy Price, the Municipal Court Clerk, has been notifying citizens on road closures.

4. B. Courtroom Etiquette (G. Juenke)

Chief Juenke submitted a draft for approval of Courtroom Etiquette and has combined it with Courtroom Attire which basically states that when in court attendees shall dress appropriately out of respect for the judicial system and the court. Etiquette involves the common courtroom rules of no cell phone usage or reading while court is in session. David Britton made a motion to approve the Courtroom Attire and Etiquette Policy. Rocky Hawkins seconded the motion and the motion carried 4 to 0 votes.

DB-aye
RH-aye
TB-aye
RH-aye

4. C. Courtroom Attire (G. Juenke) *Addressed in 4. B.*

4. D. Workday Work Week (G. Juenke)

This is a policy that was previously discussed as part of the revision to the Employee Handbook that was last updated in 2008. This policy is for citizen employees as well as police officers. Employees will be responsible for clocking themselves in, they will not ask another employee to clock in for them no matter the excuse. There is also some safety issues that are addressed in this policy so far as officers will not work more than 16 hours in a 24-hour period unless there is a natural disaster that would require officers to stay on duty for public safety reasons. Flex time was addressed as well in that exempt police employees that work over 40 hours in a week will be able to take some time off later to offset the overage of hours worked. Rocky Hawkins made a motion to approve the Workday Work Week Policy with the understanding that amendments can be made to it as needed. David Britton seconded the motion and the motion carried 4 to 0 votes.

DB-aye
RH-aye
TB-aye
RH-aye

4. E. Resolution for Election Day 2022 (G.Juenke)

On behalf of the Mayor of Ingram we encourage everyone to go out and vote.

4. F. Stroehler & Olfer, Inc Tire Contract (R. Nix)

Mrs. Nix presented to council the government contract with Stroehler & Olfer in which significant discounts are given for the purchasing of tires for all city owned vehicles. Rocky Hawkins made a motion to renew this contract with Stroehler & Olfer. David Britton seconded the motion and the motion carried 4 to 0 votes.

DB-aye

RH-aye

TB-aye

RH-aye

4. G. QuickBooks Training for Staff (Mayor Jordan)

Mayor Jordan recommended that every employee that touches the books get trained on QuickBooks. *Not vote was needed on this issue.*

4. H. Office Meetings (Councilwoman Brown)

Councilwoman Brown stated that she wished for Office Meetings, that had formerly stopped between department heads, start occurring again on a regular basis. These meetings help with the cohesiveness between the City's police and administrative offices. Twanda Brown made a motion for these meetings to occur at least once a week and more if needed. This is the council's desire to have a cohesively staff that works well together. David Britton seconded the motion and the motion carried 4 to 0 votes.

DB-aye

RH-aye

TB-aye

RH-aye

4. I. Municipal Court (Councilwoman Brown)

Councilwoman Brown advised that she wished to take this to Executive Session due to it being a personnel issue.

5. **ORDINANCES AND RESOLUTIONS:** None

6. **STAFF REPORTS:**

6. A. Police Departments stats and updates. (Chief Juenke)

Chief Juenke advised that the Police Department had 64 calls for service in October, one less than what they had in September. Many traffic stops have resulted in warnings being issued rather than citations. The Chief also advised the Council of a letter of gratitude from the Ingram ISD Chief for the use of one of the patrol vehicles while they were waiting for one that they had ordered to get delivered. Chief Juenke stated that his department will be more involved in next years Homecoming Parade as far as the route being covered by police personnel at all intersections and hopefully to get the fire department involved as well. New officer Steven Roukie was introduced to Council.

7. **OLD/NEW BUSINESS INFORMATION AND DISCUSSION:**

This line has been added for items that have been tabled to be brought back up to be voted on.

8. ITEMS FOR FUTURE AGENDAS:

Barking dogs – check resolution regarding number of dogs allowed per family.
Consider having Kerr County Animal Control come and speak with the Council.

9. EXECUTIVE SESSION:

Mayor Jordan called for the council to go into executive session at 6:49 to discuss personnel and municipal court personnel.

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

Mayor Jordan called council back into regular session at 7:36 P.M and for a ruling regarding Casie North’s resignation and requests. Robert Kimbrough made a motion to accept Casie North’s resignation only. David Britton seconded the motion and the motion carried 4 to 0 votes.

DB-aye
RH-aye
TB-aye
RH-aye


Mayor Jordan called for a vote on the lateral transfer of Ruby Nix from Administrative Coordinator to City Secretary. Twanda Brown made a motion to approve the lateral transfer of Ruby Nix from the Police Department as Administrative Coordinator to the City Secretary position with an increase in pay to \$56,000 per year. Robert Kimbrough seconded the motion and the motion carried 4 to 0 votes.

DB-aye
RH-aye
TB-aye
RH-aye

ADJOURNMENT:

Rocky Hawkins made the motion to adjourn at 7:38 P.M. David Britton seconded the motion and the motion carried 4 to 0 votes.

TB-aye
RK-aye
RH-aye
DB-aye

Approved By:  November 15, 2022
Claud Jordan, Jr., Mayor

Attest: 
Ruby Nix, Administrative Coordinator