



**INGRAM CITY COUNCIL AGENDA
MINUTES OF REGULAR MEETING
ON TUESDAY, NOVEMBER 15, 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 15, 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-Absent
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: Councilman Ray Howard

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:

The Christmas Parade and Tree Lighting will be held on December 3rd with parade line up starting at 5p.m. Due to the time frame the City of Ingram Police Department will not be doing the Blue Santa Program.

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

3. CONSENT AGENDA:

Robert Kimbrough made a motion to approve minutes from City Council Regular Meeting that was held on November 1, 2022. Ray Howard seconded the motion and the motion carried 4 to 0 votes.

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

4. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:

4.A. Consider changing the request for the \$150k to buy a lawn mower and backhoe to purchasing other equipment. (Mayor Jordan and Scott Ince)

Mr. Ince was unable to make it to the meeting. Mayor advised council that he had received a bid of \$70k for a skid loader with a broom to sweep the streets with. He also mentioned that the City would benefit from a bucket truck. *This was just for information and no action was taken at this time.*

4. B. Updating trustee from Kathryn Rider for the Retirement Advantage (R. Nix)

Mrs. Nix spoke with Michelle Dreibradt with Edwards Johns regarding sending paperwork to The Retirement Advantage to change the name of the trustee from Kathryn Rider to Claud Jordan. Ray Howard made a motion to approve this trustee change. Robert Kimbrough seconded the motion and the motion carried 4 to 0 votes.

DB-aye

RK-aye

TB-aye

RH-aye

4. C. City Safe (R. Nix)

Mrs. Nix advised Council of the need to change the City Safe from a manual dial to an electronic keypad due to it being very hard to get open. David Britton made a motion to approve that the safe dial be replaced with an electronic keypad. Ray Howard seconded the motion and the motion carried 4 to 0 votes.

DB-aye

RK-aye

TB-aye

RH-aye

4. D. Purchasing Park security equipment for the security monitor and equipment. (R. Nix)

Mrs. Nix provided Council with a options of different security boxes with which to put the security equipment in to protect it from vandals. Ray Howard made a motion to approve the purchase a security box for the cheaper amount provided. Robert Kimbrough seconded the motion and the motion carried 4 to 0 votes.

DB-aye

RK-aye

TB-aye

RH-aye

4. E. Intergovernmental Agreement regarding the County applying for FEMA grant funds to create a countywide Hazard Mitigation Action Plan. (R. Nix)

Mr. Dub Thomas was in attendance and advised Council of purpose of the Hazard Mitigation Action Plan and how it would benefit the City of Ingram and its citizens. Ray Howard made a motion to approve of the City of Ingram participating in this Plan at the cost of \$3800. Robert Kimbrough seconded the motion and the motion carried 4 to 0 votes.

DB-aye

RK-aye

TB-aye

RH-aye

4. F. Purchasing of 2000' of Christmas lights for the Christmas lighting, per Ray Lynch the old ones that were used in the past are no longer working. Possibly also purchasing pole decorations due to the old ones being in disrepair. (R. Nix)

Mrs. Nix provided Council with the cost of purchasing 2000' of lights and the cost to replace the pole decorations. It was decided that rather than purchasing the new pole mounts that new lights be bought to spruce the decorations up and possibly seeking sponsor for the purchase of new pole mount decorations next year. Twanda Brown made a motion to approve the purchase of new lights. Ray Howard seconded the motion and the motion carried 4 to 0 votes.

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

4. G. Request approval to have the Security Monitoring be set up for automatic payment from the City Secretary MasterCard. (R. Nix)

David Britton made a motion to approve to place the recurring monthly charge for the security monitoring on the City Secretary business credit card. Robert Kimbrough seconded the motion and the motion carried 4 to 0 votes.

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

4. H. Develop "Purchasing Card Policy and Procedures" (G. Juenke)

Chief Juenke provided Council with a draft of a newly recommended Purchasing Card Policy and Procedures. Ray Howard made a motion approve this policy. David Britton seconded the motion and the motion carried 4 to 0 votes.

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

4. I. Develop "City Building Alarm Procedures" (G. Juenke)

Chief Juenke proposed a City Building Alarm Procedures for the Police Department. Ray Howard made a motion approve this policy. Twanda Brown seconded the motion and the motion carried 4 to 0 votes.

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

- 4.J. Council to review and approve/deny Termination/Resignation Employee Checkout Form (G. Juenke)

Based on recent suspensions/terminations, and walk outs Chief Juenke drafted a checkout form to ensure that the City is not left in a slump with missing working

paperwork, passwords, etc. David Britton made a motion approve this policy. Twanda Brown seconded the motion and the motion carried 4 to 0 votes.

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

- 4.K. Consider selling the city tahoe and white unmarked tahoe and use the funds to buy a new work truck for public works. (G. Juenke)
Chief Juenke proposed to the Council that rather than selling the Dodge Truck that is part of the Police fleet that the council consider selling the city Tahoe and the Police unmarked white Tahoe. Both vehicles have more miles on them and do not have as much equipment mounted in them. Robert Kimbrough made a motion approve this sale of these two Tahoe's and to keep the Dodge Truck in the fleet. Ray Howard seconded the motion and the motion carried 4 to 0 votes.

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

5. ORDINANCES AND RESOLUTIONS: None

6. STAFF REPORTS:

6. A. Police Departments stats and updates. (Chief Juenke)
Chief Juenke updated Council on the number of citations that have been written and cases that officers are involved in. He will be attending the Police Academy graduation of future new hire, Audra Fuller, and will be pinning on her badger per her request on December 14th.

6. B. *City Secretary business was addressed during the business items action section of the meeting.*

7. OLD/NEW BUSINESS INFORMATION AND DISCUSSION: None

8. ITEMS FOR FUTURE AGENDAS:

Skid loader to be placed on agenda for Mr. Ince to give his presentation.

9. EXECUTIVE SESSION:

Mayor Jordan called for the council to go into executive session at 6:47 to discuss Personnel/Employees/Accountability/Training/Potential Job Vacancy/Organizational Structure.

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

Mayor Jordan called council back into regular session at 8:02 P.M.
Twanda Brown made a motion that every position needs a job description. David Britton seconded the motion and the motion carried 4 to 0 votes.

DB-aye
RK-aye
TB-aye

RH-aye

Twanda Brown made a motion to post job vacancies for the Police Department Dispatcher and for new Municipal Court Clerk. Ray Howard seconded the motion and the motion carried 4 to 0 votes.

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


Councilwoman Brown made the motion to run criminal background checks on all employees not just the ones that are hired by the Police Department. Ray Howard seconded the motion and the motion carried 4 to 0 votes.


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

ADJOURNMENT:

Twanda Brown made the motion to adjourn at 8:04 P.M. David Britton seconded the motion and the motion carried 4 to 0 votes.

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

Approved By:  December 20, 2022
Claud Jordan, Jr., Mayor

Attest: 
Ruby Nix, City Secretary