



**INGRAM CITY COUNCIL AGENDA
MINUTES OF REGULAR MEETING
ON MONDAY
DECEMBER 18, 2023**

The meeting facility is wheelchair-accessible and accessible parking spaces are provided. Requests for accommodation 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 December 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 Tawanda Brown- Present
Councilman Ray Howard- Present

CITY STAFF:

Steven Wheeler, Chief of Police
Heather Davis, Finance Officer
Heather Davis, Public Works Supervisor
Jacqueline Grubb, Admin/Dispatch PD

PRAYER: Councilman Ray Howard

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:

Ingram Lighted Parade and Tree Lighting will be held on 12-16-2023 at 6:00 PM
The Ingram PD Blue Santa Program is continuing. We are accepting cash/check/gift card donations and gifts until 12/15/2023. The program has a goal of \$2000 for the 2023 season.

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

Mr. Thomas Emergency Management Coordinator of Kerr County provided an update on the emergency mitigation plan. If additional cities participate our costs will be reduced proportionally to making the plan \$20,000 per participant. We can get the grant, but we would need to file a letter of exception to qualify. We would pursue the cash option at this point to get the grant. The basic plan is \$50,000 plus \$5,000.00 per participant equaling \$60,000, the plan is \$20,000 per jurisdiction. If more participants were to join the cost is \$5,000 each participant. The money buys us a dedicated mitigation plan to do this plan.

Derek Horton of 200 Hill Top Drive asked the city council to stop the adjoining landowner from creating an RV park.

3. **CONSENT AGENDA:**

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

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

4. A. Discussion and possible action on Antenna Booster for the City of Ingram (Chief Wheeler).
Councilman Ray Howard made a motion to obtain an antenna booster & Councilman Robert Kimbrough Seconded

- ✓ Mayor Pro Tem Rocky Hawkins-Aye
- ✓ Councilman Robert Kimbrough- Aye
- ✓ Councilman David Britton- Aye
- ✓ Councilwoman Tawanda Brown- Aye
- ✓ Councilman Ray Howard- Aye

- 4 B. Discussion of CD Renewal

Councilwoman Twanda Brown Motion to renew our CD at the best possible rate
Councilman David Britton Seconded

- ✓ Mayor Pro Tem Rocky Hawkins-Aye
- ✓ Councilman Robert Kimbrough- Aye
- ✓ Councilman David Britton- Aye
- ✓ Councilwoman Tawanda Brown- Aye
- ✓ Councilman Ray Howard- Aye

- 4 C. Discussion and Possible Action on \$500,000 Grant awarded to fix College Street to McNeil Street.

Secretary Davis informed the Council that the City of Ingram was awarded a Texas Community Development Block Grant in the amount of \$500,000. The road improvement project will begin in February 2024 at College and McNeil Streets.

- 4 D. Discussion and Possible Action on Public Officials Bond (Heather)

Secretary Davis informed the council that they are now fully bonded following research on the requirements for public officials' bonds for City Council, Mayor and City Secretary.

- 3 E. Discussion and Possible Action on Phase III moving forward on the asphalt and start bringing in equipment on January 2, 2024

Secretary Davis provided an update on the start of Phase III of Wastewater Improvements Project, indicating that work will begin starting January 2, 2024

- 4 F. Discussion and Possible Action on the purchase of a bucket truck (Claud)

Mayor Jordan requested the purchase of a bucket truck not exceed \$50,000 for use by Public Works in tasks included tree trimming, accessibility.

Motion made by Councilman Rocky Hawkins to utilize COVID funds to purchase the vehicle. The motion was seconded by Councilman Kimbrough. The vote was 3 to 1 and carried.

- ✓ Mayor Pro Tem Rocky Hawkins-Aye
- ✓ Councilman Robert Kimbrough- Aye
- ✓ Councilman David Britton- Aye
- ✓ Councilwoman Twanda Brown- No
- ✓ Councilman Ray Howard- Aye

4 G. Discussion and Possible Action on new Public Works team members (Heather)
Secretary Davis informed the council that she would be hiring several new members of the Public Works team to round out the capabilities and capacity of the team.

4 H. Discussion and Possible Action on hiring a new Finance team member (Heather)
Secretary Davis informed the council that she would be hiring a new Finance team member following the departure of the City's prior Finance Officer.

4 I. Discussion and Possible Action on updating the Ordinance §2.04.002 (Chief Wheeler)
Chief Wheeler requested an improvement in the language of the ordinance related to Nuisances; Number of Animals; Area Requirements. After discussion, there was a motion made to accept the new language provided to clarify the intention of the ordinance.

A motion was made by Council member Twanda Brown to update the Nuisance Ordinance Seconded by Councilman Ray Howard seconded

- ✓ Mayor Pro Tem Rocky Hawkins-Aye
- ✓ Councilman Robert Kimbrough- Aye
- ✓ Councilman David Britton- Aye
- ✓ Councilwoman Twanda Brown- Aye
- ✓ Councilman Ray Howard- Aye

4 J. Discussion and Possible Action on contract for Police Chief (Executive Session)

4 K. Discussion and Possible Action Personnel item for Ingram Police Department

5. **ORDINANCES AND RESOLUTIONS: None**

6. **STAFF REPORTS:**

6 A. Police Department-none

6 B. Finance Officer – none

6 C. Public Works Report –none

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

7A. Discussion of installation of security camera at park (Chief Wheeler)

7B. Discussion of status for Vehicle outfitting for Police Department vehicles (Chief Wheeler)

7C. Discussion of progress with Fundview (Heather)

7D. Discussion on the City of Ingram Administrative Office Maintenance and repairs

7E. Discussion on possible forensic audit for City of Ingram

7F. Discussion and action on the City of Ingram Employee Benefits including health insurance, paid time off (PTO), and new Employee Handbook.

7G. Discussion and Possible action on Moving the next City Council Meeting to January 8, 2024 due to the holiday on the prior week (New Year's Day)

8. ITEMS FOR FUTURE AGENDAS:

The City Council may suggest items or topics for future agendas.

9. 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.

9 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.

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

Discussion and action taken on PD administration salary and contract.
Discussion and action taken on hiring a new finance team member.

ADJOURNMENT:

Councilman Robert Kimbrough made the motion to adjourn at 7:21P.M. Councilman Ray Howard seconded the motion and the motion carried x-x votes.

- ✓ Mayor Pro Tem Rocky Hawkins-Aye
- ✓ Councilman Robert Kimbrough- Aye
- ✓ Councilman David Britton- Aye
- ✓ Councilwoman Tawanda Brown- Aye
- ✓ Councilman Ray Howard- Aye

Approved By: _____

Claud Jordan, Jr., Mayor

Attest: _____

Heather Davis, Finance Officer