



**INGRAM CITY COUNCIL**  
**MINUTES**  
**FEBRUARY 19, 2024, AT 6:00 P.M.**  
**INGRAM CITY HALL**  
**230 HWY 39, INGRAM TX 78025**  
**REGULAR COUNCIL MEETING**

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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.

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**CALL TO ORDER:**

On February 19<sup>th</sup>, 2024, at 6:02 pm, 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**
- ✓ **Mayor Pro Temp: Rocky Hawkins**
- ✓ **Council Member: David Britton**
- ✓ **Council Member: Robert Kimbrough**
- ✓ **Council Member: Ray Howard**
- ✓ **Council Member: Twanda Brown**

**PRAYER:** Councilmember Ray Howard

**PLEDGE OF ALLEGIENCE:**

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

Status on the phase III wastewater project, Greg White Inspector, update on Josphine loop, Greg White stated the status of the wastewater project as they added base, & the roads are getting paved. Yard lines of septic decommissions are still being continued & Kerrville comes out to inspect to make sure the job is getting done correctly. Greg White stated that if the citizens have not gotten their yard line done now is the time to do so it will not cost anything to the citizen now but, in the near future the city may require it and it will cost the citizen at that point.

Lift stations & generators ATF (Automatic Transfer Switch), monitoring will be put in place, if a pump goes out the city will be aware of it by putting in place a messaging system via email & text. The generators are on a concrete pad diesel will be located by the art foundation & by the Highschool. Mayor asked, instead if diesel generators can we put propane in? Greg White stated he would check on that but normally you

would use diesel.

The city has deleted grinder pumps. Currently there are 15 pumps & the city has deleted all but 2 pumps. The purpose of that is if the citizens are gravity fed there is little of no maintenance.

Election Status: Update May 4<sup>th</sup> 2024, Secretary Davis stated the place on the ballot will be held Wednesday February 21, 2024 at 11:00 am.

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

Any citizen with business not scheduled on the agenda may speak to the council. Prior to speaking, each speaker must fill out the speaker request form and give it to the Mayor, & the Council may not discuss or take any action on an item but may place the issue on a future agenda. Each speaker is limited to three minutes.

**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 members 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 January 15<sup>th</sup>, 2024, & the Special meeting held on February 12<sup>th</sup>, 2024.

Councilman Robert Kimbrough made a motion to approve the minutes on January 15<sup>th</sup>, 2024 and the special meeting on February 12<sup>th</sup>, 2024 the motion was seconded by Councilmember Ray Howard & the motion carried 4-0

RK-aye

HR-aye

DB- aye

TB-aye

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

- a) Discuss & possible action on Lee Rojas regarding an extension of a building permit.

Citizen Lee Rojas was decommissioned due to illness.

Councilmember, Twanda Brown made a motion to extend the building permit for another 10 months from Feb 19<sup>th</sup> to Dec 16<sup>th</sup> 2024 the motion was seconded by Councilmember, Ray Howard & the motion carried 4-0

RK-aye

HR-aye

DB- aye

TB-aye

- b) Discuss & possible action on Christian Holcomb and the J&LT Group regarding remodel 103 Junction Hwy, Ingram

Councilmember, Twanda Brown made a motion to remove this item from the agenda motion was seconded by Councilmember, Ray Howard & the motion carried 4-0

RK-aye

HR-aye

DB- aye

TB-aye

- c) TDA Grant (Slide shot print/out) (Secretary Davis)

Angel Sifuentes, council called in to speak to her, Ingram CDBG 23-05 06 Road grant on West McNeil & West College St for \$500,000 applied for last spring.

The project is to reconstruct approximately 2450 feet of street and driveway tie ins

The city would need to adopt the compliance for Section 3 business the housing & urban Development

- d) Discuss & possible action on approval of 2024 employee holiday calendar & event dates (Secretary Davis)

The City Events person in charge for the events is the City Secretary and City Council they will work together to line out the events. Events are Easter Blue Santa, (Police Dept oversees it) Veterans Day, Halloween, & Christmas parade

- e) Discuss & possible action on Mitigation Plan (William Thomas)

Finalize the mitigation plan, it allows the city Of Ingram to Receive funds for a natural hazard funds from FEMA at a 75/25 split. If the city has project such as flood, fire, hail, or tornado for natural hazards it is split between city of Kerrville will pay \$27,500.00 & Kerr County will pay \$27,500.00 other participants thus this far Gaudalupe River Authority, Kerrville ISD, K-Pub, & City Of Ingram will be paying \$5,000. This is a 5 year plan this process takes about 9-12 months & grant works will come to The City Of Ingram and there will be public hearings and needs 2 contacts are needed.

Councilmember, Ray Howard made a motion to approve the mitigation plan the motion was seconded by Councilmember, David Britton & the motion carried 4-0

RK-aye

HR-aye

DB- aye

TB-aye

f) Discuss and possible action on retaining Record Retention Company (RCI) (Secretary Davis)

Councilmember, Twanda Brown made a motion to accept the records retention from RCI in the amount to not exceed \$5,000 motion was seconded by Councilmember, Ray Howard & the motion carried 4-0

RK-aye

HR-aye

DB- aye

TB-aye

Councilmember, Twanda Brown made a motion to draw up a record retention policy motion was seconded by Councilmember, Ray Howard & the motion carried 4-0

RK-aye

HR-aye

DB- aye

TB-aye

g) Discussion on the update of the City of Ingram website

Secretary Davis Updated Council on the website to make it user friendly

h) Discussion and Possible Action on the updated Employee Handbook

Tabled due to a councilmember absent

**5. ORDINANCES AND RESOLUTIONS:**

New Employee handbook Ordinance, this ordinance is required to enforce the new employee handbook.

Tabled by the Mayor

**6. STAFF REPORTS:**

a) PD Department (Chief Wheeler)

New Lieutenant/Detective Courtney Raney started Feb 20<sup>th</sup> 2024 get her set up to start work

2 new PD employees start the first week in March 2024

Police cars should be done in one week, waiting for the tech to reprogram the radios to make them live. All the cars have decals and are ready for the road. Old Printers are on auction to sell otherwise they will be donated. Code Enforcement will be testing Feb 29<sup>th</sup> 2024 to be in compliance.

b) City Secretary (Secretary Davis) N/A

c) Finance Officer (Secretary Davis) Financial & Payroll Reports.

Mr. Peacock is working on Fund view, Quarterly and TWC reports have been filed and paid for the 2023 quarter.

Finance reports were given to the council and reviewed.

d) Public Works Report (Secretary Davis)

Office renovations are complete & bucket truck has been purchased (with Covid Money). Public works had resumed patching. Safety classes will be looked into for public works by Secretary Davis to make sure that public works if safe

e) Code Enforcement (Stuart Gross)

Baur Veritas, S. Gross had a meeting with Mo the regional employee now has a new way to do calculations for permits, Code enforcement and public works have been working on abatement clean up and have made progress. S. Gross stated that there is a process if citizens don't want to pay for the abatement but rather not do that. Code Enforcement & Public works went to 303 College and 101 4th St & 199 & 2nd St and pulled (2) 30-yard dumpsters out of the residents lots. Moved to hilltop and pulled out (3) 30- yard roll offs from one resident. Other residents have been cleaning up their lots and things are coming together. City Clean up May 11th 2024

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

- a) Solar Eclipse event Councilmember Ray Howard asked to follow up on the solar eclipse contract. Councilmember Twanda Brown stated that Marvin Wills is putting together the event.

8. **BUSINESS DISCUSSION ONLY – NO ACTION TAKEN**

- a) Councilmember Twanda Brown asked to get a break down on the office renovations.

9. **ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS**

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

- Tex pool investments and money market
- Follow up on the Eclipse contract with Marvis Willis invite him to attend the next meeting.

10. **ORDINANCES AND RESOLUTIONS: None**

