



INGRAM CITY COUNCIL AGENDA MINUTES OF REGULAR MEETING ON MONDAY, January 15, 2024

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 January 15, 2024, at 6:05 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- Absent

CITY STAFF:

Heather Davis, Finance Officer
Heather Davis, Public Works Supervisor
Stuart Gross, Public Works Code Enforcement
Jacqueline Grubb, Admin/Dispatch PD

PRAYER: City Secretary Heather Davis

1. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:

None.

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

None.

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 December 18, 2023. Councilman Robert Kimbrough made a motion to approve the minutes. The motion was seconded by Councilman David Britton and the motion carried 4-0.

RH – aye

RK – aye

DB – aye

TB – aye

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

a) **Beatriz Barrera regarding a permit for a steel building – NOT PRESENT**

b) **Lee Rojas regarding an extension of a building permit – NOT PRESENT**

c) **Christina Holcomb regarding a remodel – NOT PRESENT**

d) **Eddie Peacock, financial consultant for local government contract (Heather) FUNDVIEW data is currently lacking detail and requires extensive data entry before we can produce summary reports.** We also have an audit due by March 27, 2024. In order to be able to have an audit, we need the details entered into FUNDVIEW that will match our previous balance and data. He will also make use of the 2022 audit and insure that all accounts are setup with balances for comparison purposes and will reconcile the entire FUNDVIEW system and will guide us on best practices moving forward. He is well-known as a qualified CPA with expertise in FUNDVIEW. Secretary Davis has previously spoken with Mr. Peacock and has also forwarded bank statements to provide a running start. Teresa from FUNDVIEW is no longer able to spend the amount of time that we need helping us get our data into FUNDVIEW including 4 months of data (Oct 2023 through January 2024)

Following discussion, a motion was made by Councilwoman Brown to provide up to \$10k to contract with Eddie Peacock to complete data entry and reconciliation to be audit ready as required by the end of March, 2024. The motion was seconded by Councilman Hawkins. Motion carried following vote.

RH – aye

RK – aye

DB – aye

TB – aye

e) **Reseal Park driveway and refresh requested by Councilman Hawkins.**

We received a bid for refreshing the City Park driveway and parking lot from Seal Coat Specialist. Mayor Jordan provided the details. The estimate was \$5049 for the entire surface including sealcoat, adhesives, and striping and provided a discount. Councilman Hawkins mentioned that there would be saving by doing this work now to prevent further degradation of the surface. For comparison the City of Ingram parking lot was \$4,000.

A motion was made by Councilman Hawkins to accept a contract for \$5049 to complete the resurfacing project. The motion was seconded by councilman Britton. The vote carried.

RH – aye

RK – aye

DB – aye

TB – aye

- f) Order 2024 Municipal Election and sign order (Secretary Davis)**
Secretary Davis provided a 2024 Order of Election to be considered and signed by the Council. This updated order will allow the City to conduct the May 4, 2024 election for Mayor and council seats. Numerous changes have been incorporated into this year's Election.
- g) Racial Profile Report 2023 (Jacqueline Grubb on behalf of Chief Wheeler)**
Moved to Staff Reports.
- h) Discuss information & status of 2024 election process**
Secretary Davis recently attended the Election Law workshop put on by Texas Municipal League to gain knowledge and understanding about the requirements of holding a City election. She has completed the required manual and documents to provide to candidates beginning 1/17/2024 and has begun updating the website with the necessary links and documents.
- i) Discussion and possible action on holding Council Meetings one time per month.**

Following discussion this item was tabled for future.

5. ORDINANCES AND RESOLUTIONS:

None.

6. STAFF REPORTS:

- a) PD Department (Chief Wheeler)
 - Two new officers: Christian Perez and Frank Ellis who are both finishing up Academy. Perez has begun his FTO (Field Training) with the Kerr County Sheriff. Ellis has just signed his agreement with the Ingram Police Department and will begin his FTO soon. We have had conversations with several other candidates as well to fill our remaining position. We will keep you updated on progress.

- In your packets, you will find our annual Racial Profiling Report as required by TCOLE. These reports fulfill our obligation to provide the report to our governing body as noted below:

“Texas Occupations Code 1701.164 specifies that TCOLE collect incident-based data in accordance with the Code of Criminal Procedure Article 2.131 – 2.138.

*Chief administrators of law enforcement agencies that meet criteria must submit racial profiling reports to: **their governing body**, as well as TCOLE via TCLEDDS.”*

- We had our regular DPS audit (3 year) last week. The auditor noted that Jacqueline Grubb’s L1, L2 and L3 were incorrectly filed when she was hired, resulting in our having to re-do the drug test (L2) and psychological exams (L3) to correct these issues. A portion of Chief Steven Wheeler’s personal history references completed by the prior interim chief were not complete. All issues have been corrected.
- Jacqueline Grubb successfully completed the TCIC/TLETS **Mobile Access Operator Training Course & Exam** and is now certified as required.
- We have updated some of our equipment to help bring the department up to date and improve officer safety including ammunition, firearms, a gun safe, computer equipment, fire extinguishers, and storage for vehicles. We will move forward with the server rack project soon. And the Code Enforcement vehicle has also been updated with new vinyl and lights.

b) City Secretary (Secretary Davis)

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

d) Code Enforcement (Stuart Gross)

- Veritas will be used moving forward to improve the process of issuing permits and getting inspections. Costs will be slightly more, but the calculations will be done accurately and correctly
- Tentatively planning the next city cleanup on May 11, 2024 from 8:00 PM – until 4:00 PM/full. Conversation has been had with the tire people to have one load transported. We are waiting for final agreement
- We have sent 5 abatement letters, with language provided by our attorney, right around Christmas. We wanted the first ones to be the least complicated. Of those, several have already started to clean up their properties. We are making plans to abate 3 properties in Ingram in the coming weeks.
- We will also be sending out letters related to burned out structures that need to be removed.
- We will keep track of details the abatements are done: date/time, who is present, and the costs related to equipment and staff and we will work with Council to determine the appropriate rates to charge the property owner for this work. We will reach out to Mason and Kerrville for information about how they approach billing for abatement services from the City.

e) Public Works Report (Secretary Davis)

- The office looks amazing. Painting will be completed soon. The new floors are in.

7. OLD/NEW BUSINESS INFORMATION AND DISCUSSION:

a) Emergency Management Hazard Mitigation Plan FEMA Grant (William Thomas)
Not Present

b) Discuss securing 2 CD's in the amount of \$100K each (Heather)

- The \$100,000 CDs have been purchased. We have over \$811K in a single account.

c) Discuss Money Market account (Heather)

- The money remaining (\$811K - \$200k CDs) + operating funds should be placed in an interest-bearing account. Anything over \$250K is uninsured. Money-Market accounts allow for quick transfer without penalty, no fees for any services including wires and all funds are insured. Heather Davis will open three (3) Money Market accounts to insure all funds.

d) Discuss investments with Tex Pool and Logic Investments (Heather)

- Tabled for future meeting. One investment with Tex Pool for a total of \$111. Secretary Davis will bring detailed information to future meeting.

e) TMRS Changes that have been completed (Secretary Davis)

- All previously discussed changes have been made and were effective as of January 1, 2024 for the 6.85%

f) Nuisance Ordinance notes added to online service (e-Code) pending full update.

- All previously discussed changes have been made and were effective as of January 1, 2024

8. BUSINESS DISCUSSION ONLY - NO ACTION TAKEN

- a) Discuss hiring forensic auditor for City of Ingram (Secretary Davis) – Discussing with several people. Councilman Hawkins would like additional research about other possible audits as well – for future meeting.

9. ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS

City Council may suggest items or topics for future agendas.

10. ORDINANCES AND RESOLUTIONS:

None.

11. EXECUTIVE SESSION: 551.074

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),
- 551.087 (deliberation regarding economic development negotiations)

of Chapter 551 of the Texas Government Code

Personnel matters re: Heather Davis salary increase.

12. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION:

No action was taken. The council will discuss this matter further.

ADJOURNMENT:

AGENDA NOTICES:

Attendance By Other Elected or Appointed Officials:

It is anticipated that members of the other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.

Posted this 12th day of January 2024, at 7:50 PM on the bulletin board located on the exterior wall of the Police Department's Office and on the bulletin board inside City Hall.

Councilman Kimbrough made the motion to adjourn at 7:55P.M. Councilman Britton seconded the motion and the motion carried x-x votes.

RH – aye

RK – aye

DB - aye

RH – aye

Approved By: _____

Rocky Hawkins
Rocky Hawkins, Mayor Pro Tem

Attest: _____

Heather Davis
Heather Davis, Finance Officer