

MINUTES



INGRAM CITY COUNCIL
August 18, 2025
Ingram City Hall
230 Highway 39, Ingram TX 78025
Regular Council Meeting

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

The meeting was called to order by Mayor Claud Jordan at 6:05 PM

ROLL CALL

Council Members Present:

- Rocky Hawkins, Mayor Pro Tem
- Robert Kimbrough, Council Member
- Ray Howard, Council Member
- Christopher McLachlan, Council Member

Council Members Absent:

- David Britton, Council Member

A quorum was present.

Staff Members Present:

- Dustin Brashear – Police Department
 - Stuart Gross – Code Enforcement
 - Bryanne Doss – City Secretary
-

INVOCATION/PRAYER

The prayer was offered by Council Member Ray Howard.

1. ANNOUNCEMENTS OF COMMUNITY INTEREST

None

2. VISITORS / CITIZENS FORUM

Dr. Jacob Torres

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 councilmember so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

- A. Possible action to approve minutes from Ingram City Council Regular Meeting held on June 30, 2025.
- B. Possible action to approve minutes from Ingram City Council Emergency Meeting held on July 9, 2025.
- C. Possible action to approve minutes from Ingram City Council Regular Meeting held on July 21, 2025. Action:

ACTION: Tabled

4. CONSIDERATION & POSSIBLE ACTION

- A Implementation of Early Flood Warning System, partially funded by Texas Water Development Board.**

Presentation by Dr. Jacob Torres

The presenter expressed condolences regarding the July 4 flooding affecting Ingram and the surrounding area and provided an overview of prior experience implementing the Bryan Flood Early Warning System, partially funded by the Texas Water Development Board.

The presentation emphasized that strategically placed water-level gages and coordination with the City are critical to an effective system. Various sensor

technologies are available (including pressure transducers, acoustic, and radar), with selection dependent on site-specific conditions. A phased approach was recommended, beginning with a pilot configuration that could serve as a model for future expansion and grant applications.

Torres & Associates indicated their readiness to assist the City and planned to conduct a field reconnaissance with staff. The presenter also noted ongoing collaboration with American Communications and Texas A&M University regarding flood sirens and multi-hazard warning systems.

Discussion included technical components such as sensors, data loggers, cloud-based dashboards, and the ability to activate flasher beacons, automatic barriers, and sirens. Council discussed concerns about false positives and the importance of filtering data and establishing appropriate alert thresholds. Challenges related to equipment installation and maintenance in Hill Country flash-flood conditions were addressed, along with the need for coverage on Johnson Creek and other tributaries to improve warning lead time.

Estimated costs for a gage system were discussed (approximately \$10,000–\$12,000 in another area, potentially higher locally due to system hardening and telemetry needs). Potential state funding opportunities were noted, with emphasis on having initial infrastructure in place to strengthen future grant applications. Coordination with Kerr County, the Upper Guadalupe River Authority, and upstream landowners was also discussed.

The presenter's next steps include conducting a field assessment with City personnel, evaluating site and telemetry conditions, and returning with a cost proposal for Council consideration.

ACTION: No Action Taken

B Citizen Request – Temporary RV Housing for Flood Victims

Presenter: Miss Cake (resident)

Requesting a temporary exception to City Ordinance forbidding living in RVs within city limits.

- She can accommodate two RVs in her driveway with Electric, water, and septic hookups already in place.
- All vehicles parked inside locked gates, not on the public street.
- She does not intend to charge rent or operate an RV park.
- Her purpose is to assist flood victims, including:

1. An Iraqi war veteran (50% disabled, previously captured and tortured).
2. Another displaced family whose child wishes to remain enrolled in Ingram schools.

Council and Staff Discussion:

- Sanitary/septic: must be safely and lawfully connected.
- Parking: ensure adequate off-street parking to avoid congestion.
- Precedent: concern about widespread use of RVs as dwellings in driveways and impacting prior clean-up efforts.
- Council discussion favored a narrowly tailored, temporary, case-by-case permit process available only to flood victims, with appropriate inspections and time limits.

MOTION

Council Member Ray Howard made the motion to authorize the City to grant temporary exceptions to the ordinance prohibiting living in RVs within city limits, subject to the following conditions:

- 1 Eligibility:
 - The RV occupants must be flooding victims displaced from their homes.
- 2 Permit Process:
 - Each request shall be considered by the City Council on a case-by-case basis.
 - A special permit shall be required for each location.
- 3 Term and Renewals:
 - Each permit shall be issued for an initial term of three (3) months.
 - The permit may be reviewed and considered for renewal by the Council every three (3) months.
 - Total occupancy under any such permit shall not exceed approximately one (1) year, consistent with the discussion.
- 4 Inspection and Conditions:
 - Before occupancy, Code Enforcement shall inspect the property to confirm:
 - Proper, sanitary septic/sewer connection is available and in use.

- Adequate off-street parking is available so that vehicles are not routinely parked on City streets.

VOTE:

Member	Y	N
RH	X	
RK	X	
RHo	X	
CM	X	
DB	ABS	

Motion Passed

FOLLOW-UP:

Citizen was advised to coordinate with staff to apply for the special permit under this framework.

C: Floodplain Administrator – FEMA Compliance

Presenter: Stuart Gross, Code Enforcement.

Summary:

- The City is required under FEMA and related regulations to have a Floodplain Administrator when development is proposed in the floodplain or floodway.
- Given Ingram’s limited developable riverfront, a full-time position is not needed; an on-call arrangement is recommended.
- Stuart recommended using Bureau Veritas, with Mo Olsen, a Certified Floodplain Manager, to provide needed services.
- Proposed structure:
 0. Bureau Veritas charges approximately \$150/hour.
 1. Costs are to be borne by the property owner/applicant (e.g., those rebuilding in flood-prone areas).
 2. FEMA’s cost-share (approximately 75/25 for up to 90 days) is limited in duration; long-term costs must be addressed locally.
- Stuart also raised concerns about existing **campgrounds and RV parks** in the floodway and the need to re-evaluate permitting and enforcement in light of the recent flood.

MOTION: Designation of floodplain administrator

Made by Ray Howard to designate **Bureau Veritas**, through its Certified Floodplain Manager, as the City’s **Floodplain Administrator** on an **as-needed, on-call basis**, with associated review and inspection costs charged to the property owner or applicant as part of their project.

SECOND: Robert Kimbrough

VOTE:

By voice vote, all councilmembers responding voted “Aye”, and no “Nay” votes are audible on the recording. [1:01:10–1:01:20]

Member	Y	N
RH	X	
RK	X	
RHo	X	
CM	X	
DB	ABS	

Motion Passed – unanimous voice vote of Councilmembers Present.

D. Wastewater System – Flood Damage Inspection

Presenter: Bryanne Doss, City Secretary.

Summary:

- The City’s wastewater bill from **Kerrville** increased substantially following the flood.
- Only a portion of the wastewater system was inundated, and there is concern that damage may have occurred.
- Bryanne requested authorization to **obtain bids** for a professional **inspection** of the wastewater system.

MOTION

Solicit Bids for Wastewater Inspection

A motion to authorize city staff to solicit bids for an inspection of the wastewater system to determine whether it sustained damage from the recent flood was made by Council Member Ray Howard.

SECOND: Robert Kimbrough

VOTE:

By voice vote, councilmembers responding voted “**Aye**”; no “**Nay**” votes are audible

Member	Y	N
RH	X	
RK	X	
RHo	X	
CM	X	
DB	ABS	

Motion Passed – Unanimous Voice Vote.

E. Public Works Uniforms – One-Time Policy Exception

Presenter: Bryanne Doss. [1:02:44–1:04:01]

Summary:

- City policy normally imposes a **90-day waiting period** before public works employees receive City-issued uniforms.
- One employee is near 90 days; two are roughly half that tenure.
- Bryanne reported a strong, stable crew and requested a **one-time exception** to issue uniforms now for all three.

MOTION – One-Time Uniform Exception

Motion made by Christopher McLachlan to approve a one-time exception to the 90-day waiting period and authorize immediate purchase and issuance of uniforms for all current public works employees.

SECOND: Made but name not clearly recorded in audio transcription.

VOTE:

Member	Y	N
RH	X	
RK	X	
RHo	X	
CM	X	
DB	ABS	

Motion Passed – Unanimous Voice Vote.

F. Municipal Court Bank Account – Streamlining Accounting

Presenter: Bryanne Doss

Summary:

- Due to a prior **FundView** setup, Municipal Court transactions are being recorded into:
 1. The Municipal Court bank account, and Consolidated cash (general fund).
 2. All **credit card** transactions already flow into consolidated cash.
 3. This duplication forces manual corrections and complicates reconciliation.

Recommendation:

- Cease using the separate Municipal Court bank account for new deposits.
- Deposit Municipal Court revenues into the general fund bank account, while maintaining proper ledger separation so court funds remain distinguishable.
- Keep the Municipal Court bank account open temporarily to ensure there are no residual automatic transactions, and consider closure later.

MOTION:

Council Member Christopher McLachlan made motion to authorize the City Secretary to stop using the Municipal Court bank account for new deposits and to deposit all Municipal Court receipts into the general fund bank account, with those funds tracked in the appropriate Municipal Court ledger accounts.

SECOND:

The recording suggests the motion was seconded, but the seconding member's name is not clearly audible.

VOTE:

Member	Y	N
RH	X	
RK	X	
RHo	X	
CM	X	

DB	ABS	
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Motion passed – unanimous voice vote.

G. AED Replacement – City Hall and Police Department

Presenter: Dustin Brashear, Police Department.

Summary:

- Existing Automated External Defibrillators (AEDs) in the City Hall lobby, Police Department, and patrol units are expired and essentially unusable.
- Replacement batteries would cost more than new units.
- Dustin reported that purchase of replacement AEDs had been previously approved at an earlier meeting and requested to proceed.

ACTION / OUTCOME:

The Council's discussion reflects that the matter was already approved previously; no new motion or vote necessary.

Proceed with the purchase and placement of the new AEDs as earlier authorized.

H. Police Training – Administrative/Leadership Course

Presenter: Dustin Brashear.

Summary:

- State law requires police leadership to complete an **administrative course** within two years of assuming leadership.
- Dustin and **Malik** had prior approval to attend such training but had not yet completed it.
- Dustin requested approval to **reschedule and attend** the required course.

MOTION – Rescheduling Police Administrative Training

Council Member Ray Howard made a motion to approve the rescheduling and attendance of the required administrative/leadership training for the Police Department leadership, as previously authorized.

SECOND:

The recording indicates that the motion was seconded, but the seconding member is not clearly identified.

VOTE:

Member	Y	N
RH	X	
RK	X	
RHo	X	
CM	X	
DB	ABS	

Motion Passed – Unanimous Voice Vote.

I. Police Staffing – Potential Sergeant Position

Presenter: Dustin Brashear

Summary:

- Dustin is conducting a background check on an officer with approximately 36 years' experience:
- Former Master Arson Investigator for Bexar County (20+ years).
- Former Chief in Poteet and at the Stockdale Marshal's Office.
- Proposed hiring as a Sergeant to assist with case backlog and leadership duties.
- Candidate is reportedly willing to serve at the rank of Sergeant despite previous service as a chief.

ACTION / OUTCOME:

Councilmembers expressed interest and general support in concept but requested that Dustin return with:

1. A specific pay rate proposal, and
2. Any relevant budget considerations.

J. Tax Rate Calculations and FY 2025–2026 Budget

Summary:

- Bryanne provided preliminary budget worksheets and explained:
- The statutory purpose of the budget (legal compliance, control of expenditures, determination of tax rate, and accountability).
- The role of the Mayor as the City’s budget officer.

Discussion:

- Prior year tax rate: \$0.4019 per \$100 valuation.
- No-New-Revenue Rate (NNR): \$0.3820 per \$100 valuation for the coming year.
- Using the NNR would cover tax-supported debt and generally hold revenues from existing property level, with incremental increases from newly added property.

Tax Rate Calculations and FY 2025–2026 Budget

K. Consideration and possible action on approval of proposed meeting, public notice, and publication dates related to proposed budget for 2025-2026 Fiscal Year.

- Though not clearly recorded in notes or on audio, future action clarifies that the Budget Meeting dates were set for 8/29, 9/5.

ACTION / OUTCOME:

- The recording provided ends while budget/tax rate discussion is ongoing.
- No motion or vote to adopt a proposed tax rate or the FY 2025–2026 budget appears in this portion of the record.
- Council direction was to conduct budget workshops and refine figures before taking formal action at a later date.

5. REPORTS

A Code Enforcement Report

- None

B Law Enforcement Report

- None

C Administration / Finance Report

- None
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6. OLD / NEW BUSINESS

None

7. 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.

None

8. ADJOURNMENT

The available audio recording/notes do not contain an adjournment motion or stated adjournment time. Accordingly, the exact time of adjournment is not available from the record reviewed, but all agenda items were completed.

MOTION & SECOND: The motion to adjourn was made and seconded.

VOTE:

Member	Y	N
RH	X	
RK	X	
RHo	X	
CM	X	
DB	ABS	

Unanimous voice vote (“Aye”).

ADJOURNED: Meeting adjourned at approximately 7:22 p.m.

STATEMENT REGARDING RECONSTRUCTION

These minutes have been reconstructed from the available transcript and audio recording and reflect the best available record of actions taken, in compliance with Texas Government Code §551.021.

CERTIFICATION

I certify that the foregoing minutes are a true and correct record of the City Council meeting to the best of my knowledge and based upon available documentation and recording.

CITY SECRETARY/ACTING CITY SECRETARY

APPROVED

APPROVED WITH CHANGES

REJECTED

CITY COUNCIL REVIEWED ON 3/16/2026
DATE:

FINAL ACCEPTANCE

[Signature] 3/16/26
MAYOR / DATE

[Signature] 3/16/26
ATTEST / DATE

