**MINUTES**

**FOR THE REGULAR MEETING OF THE**

**CITY COUNCIL OF THE CITY OF BANDERA**

**FEBRUARY 19, 2015**

**AT 6:00 PM IN THE MUNICIPAL BUILDING**

**AT 511 MAIN STREET, BANDERA, TX**

1. Meeting Called to Order by Mayor John Hegemier. Council members Glenn Clark, Suzanne Schauman, Sheila Pumphrey, and Jim Hannah were present. City Administrator, Lamar Schulz, City Treasurer, Betty Brown, and City Secretary, Karen Chesler were also present. Charlotte Browning arrived at 6:03 pm while council was discussing item C.
2. Invocation given by Marshal Will Dietrich & All stood for the Pledge of Allegiance
3. Visitors to be heard-no one signed up and no one spoke
4. Minutes of Previous Meeting – no minutes to approve
5. Discussion and Possible Action on the Following Topics:
6. Executive session: The City Council may convene in executive session to discuss:

Consultation with City Attorney and deliberation of the employment, dismissal, discipline and duties of the City’s Water Quality Monitor pursuant to Texas Government Code Sections 551.071 Consultation with the City Attorney and 551.074 Personnel Matters

Jim Hannah request to pass on this item due to the concerns.

1. Open session. Reconvene in open session to take action or give direction if necessary on items discussed in Executive Session with regards to City Water Quality Monitor’s employment, dismissal, discipline and duties

Item passed as item was not discussed in executive session.

1. Request to approve the 2009 version as the City’s Master Plan

John Hegemier stated they had a meeting with the Planning & Zoning and EDC to discuss the master plan but have not formally adopted a city’s master plan as the city’s master plan. Thus, we formally need to adopt a master plan.

**Council member Jim Hannah made a motion to adopt the 2009 version of the City’s Master Plan with the stipulation that we are going to redo parts of the master plan and upgrading it with the advice from the Planning & Zoning Commission, seconded by Council Member Suzanne Schauman. All in favor none opposed. Motion carried.**

1. Presentation of Certificates of Appreciation to Brian Cummings (30 years) and Jose De La Fuente, Jr. (20 years) for their service to the city

Mayor John Hegemier stated they wanted to get a photo for this occasion. John Hegemier stated Brian Cummings started on October 10, 1983 and has been with the city for 31 years and 5 months but the certificate shows 30 years of service. Jose De La Fuente, Jr. started with the city May 15, 1991 and has been with the city for 23 years and 9 months but the certificate shows 20 years of service. Lamar Schulz stated along with the certificate is a $50 gift card from the city. Lamar Schulz added in the future the city is planning on recognizing individuals in five year increments. Brian Cummings added for them it should be every 6 months. Suzanne Schauman stated they should give one to JR Higgins if he is still here in 6 months.

1. Request for approval of a contract between the City of Bandera and Mr. Daniel Monreal. Per said contract, Mr. Monreal would be allowed to draw caricatures of visitors to City Park on weekends and various holidays.

Lamar Schulz stated the contract would be the same as what the city has done with concessions and water at the city park where the city receives 15% of profits. Lamar Schulz stated in council packets is a letter stating his interest and two pictures he has drawn to show the quality of his work. Lamar Schulz stated he highly recommends this as it would be a nice addition to things going on at the park for visitors and generate some revenue for the city.

**Council member Glenn Clark made a motion to approve a contract between Mr. Monreal and the City of Bandera, seconded by Council Member Sheila Pumphrey. All in favor none opposed. Motion carried.**

1. Request for approval of Medina River Protection Fund, Inc. for the use of City Park, to include camping, and provide a dumpster for the Medina River cleanup scheduled to begin Friday evening, May 1, 2015 through Sunday morning, May 3, 2015

Lamar Schulz stated this is the request from the Medina River Protection Fund but no one is present. Jim Hannah added this is just for people to camp for that one weekend and clean up the river area but it is not setting precedence. John Hegemier stated it has always been a good thing for the river. Jim Hannah added he is always amazed at what they can do even when the river is low. Mr. Hannah added it is a great group that comes in and spends the weekend cleaning up both upstream and downstream, they congregate and have a good time in the park and barbeque at the end. It is a really good event for the City of Bandera.

**Council member Jim Hannah made a motion to approve the Medina River Protection Fund, Inc. for the use of City Park including camping, and dumpster for the Medina River clean up from Friday evening, May 1, 2015 through Sunday morning, May 3, 2015, seconded by Council Member Glenn Clark. All in favor none opposed. Motion carried.**

1. Request for a Texas Consortium Card Program with a Public Sector Group with Bank of America which requires an Interlocal Agreement for a credit card

Betty Brown stated the Interlocal Agreement and the consortium card is through the Bank of America with the Interlocal Agreement part of the Fort Worth School District who gives us special purchasing privileges for cheaper products with fewer fees. Ms. Brown stated a large application needs to be filled out and the Texas Consortium Card Program will get back with the city and give us a contract that states certain things cannot be charged on the card and what can be charged on the card. The city will get a statement on a monthly basis and the only people who would be getting the credit cards are the department heads with strict restrictions about who the card is issued to. Ms. Brown added the credit card statements need to be paid every month or they will pull your card. They used this card and system in Hondo and it has been proven to work. If an item is something that you have not purchased in the past they will call the city and let them know someone is attempting to charge something and ask for approval. Betty Brown stated the card has a daily maximum and as well as a monthly maximum. If we have something out of the ordinary we can call and let them know. Rilla Stephens asked is there a fee when someone here purchases something. Betty Brown responded no ma’am. We are not asking for anything that would cause a fee like travel and miles. Betty Brown stated we are not going to use it for travel. Rilla Stephens asked if it is necessity for the City of Bandera. Betty Brown stated yes, because we can buy things from out of the city and have them shipped in for a better rate or free. Ms. Brown stated it is when we cannot buy products here locally like pumps and water meters. Lamar Schulz stated a lot of conferences now a days give a discount if paid with a credit card versus mailing a check. The city did away with the credit cards a while back when our number got in one of the batches that were stolen and someone was trying to use the credit card. Suzanne Schauman asked if the city has purchased pumps and supplies previously and was able to write a check for them. John Hegemier asked do we get a discount if we use this card. Betty Brown stated yes. Rilla Stephens asked isn’t that more bookkeeping to keep up with a credit card as opposed to what we have now. Betty Brown replied it is not any more now than what we have now with a credit card as opposed to a house account like Boyle’s. Lamar Schulz replied JR Higgins can vouch for times when a credit card is needed and he had to use this own credit card.

**Council member Glenn Clark made a motion to approve a Texas Consortium Card Program with a Public Sector Group with Bank of America which requires a Interlocal Agreement for a credit card, seconded by Council Member Sheila Pumphrey. All in favor none opposed. Motion carried.**

1. Financial Reports
2. Water Department
3. Permits Issued
4. Water Usage
5. General Fund – Bills paid
6. Enterprise Fund - Bills paid & Balance Sheet
7. Municipal Court Activity Report
8. Marshal’s Department Report

Karen Chesler stated she will start with the permits issued report which is included in council’s packet. The first section on the page is the six residential building permits issued in January for a total project cost of $24,500. The next is the seven commercial building permits with a total project cost of $37,075.00 and the permit fees the city collected were $1,161.38. The last section is the six banner and sign permits with the project cost of $4,140 and the fees collected were $92.50.

JR Higgins, Public Works Department stated these are his first month of water reports to council. John Hegemier asked for his summary of what he found interesting for the month of January. JR Higgins replied they have not done anything real outstanding but he has reformatted a lot of the reports and how things are done. Public Works is still working on the Indian Waters well. Jerry Alcorta took a basic water operations class and he had to pay by credit card because the classes can’t be paid for with a check. For example Texas Rural Water Association only accepts credit cards for the online classes. Mr. Higgins stated the first page is a summary of the Public Works activities with the basic stuff. The next page is the Operation Summary Report out of the billing program which includes water pumped, water sold, and total water loss of 20.22%. The next page is so he has an idea where meters are miss read with the total receivables. It takes about 3 months before everything works out with the numbers. The next page is a colored graph page for October through January and he arrived in January and broke down how many work orders they have completed for each department. The Public Works Department has done 108 work orders for January and does not count any of the regular duties. Mr. Higgins created this spread sheet to keep up with the work orders. The next report is the Monthly Operating Report which TCEQ wants to see when they come down to audit for the wells and water in the format they recommend. If you recall the billing system goes from the 20th to 20th of the month and TCEQ wants the reports from the 1st to the 31st. Thus, the numbers are not going to match. John Hegemier asked what the daily CL2 is. JR Higgins replied that is the amount of chlorine used per day for all of the water plants with between 5-8 pounds per day and to know how much to keep on hand. The next page is a brief history of the year 2014 for the monthly well usage. Mr. Higgins likes to see the numbers from last year to see where they have been and how they are moving forward with the new system. The next page is the treated daily flow from the affluent waste water plant but he did not get a chance to finish the report. The report lists the low, high and average for the month. The last report is just for his curiosity about the gallons pumped from the wells versus the sewer plant treated flow. The result is a lot of days we pump more out of the waste water plant than the wells and it did rain a little bit during the month for a difference of 19,743 this month. Glenn Clark stated he talked to JR Higgins and when they get a chance they are cleaning up the river bottom between 1st and Dripping Springs or 4th Street. JR Higgins stated he would like to add one comment he pushed Jerry Alcorta to take some water classes and he needed the credit card to sign up. Mr. Alcorta took the test and passed. Jerry Alcorta now has his class D water license and the certificate should be coming in the mail soon.

Betty Brown stated we are in the process of converting to a new financial system, Incode and it is going to give us better information. The first report is for the checks that have been paid including all funds, how much money each department has spent with the vendor first by the General Fund and then department starting with the non-departmentalized which includes Omnibase and State Comptroller checks followed by the departments – Administration, Marshal’s, Animal Control, Municipal Court, Parks, Streets, Fire, Hotel/Motel Tax, Non-Departmental for the EDC, Water/Sewer for customer deposits, Water, Sewer and Solid Waste Department. The totals at the bottom for Fund 10-General Fund expended $43,065.80, Hotel/Motel Tax for Fund 20 expended $5,000, EDC-Fund 40 expended $44,943.60 and Water Sewer & Refuse-Fund 50 total $285,610.53 and the City of Bandera expended a grand total of $378,619.93. Suzanne Schauman asked if the report includes November, December and January. Betty Brown replied yes, didn’t I just do January’s report. No, this is January but the date column is when the invoice came into the city. Suzanne Schauman stated not the payment date but the invoice date. Betty Brown stated no ma’am the invoice date. Suzanne Schauman stated ok, that makes sense. Rilla Stephens stated she has a compliment. Ms. Stephen’s has been coming to the council meetings for years and these are the best reports she has seen. Betty Brown stated the next report is the Profit and Loss Statement for the city as a summary report but some of the council received all of the detail. The detailed reports include the department where the money is being spent. The summary page for the General Fund in the first column shows the current budget for the year, the next column shows the current period (the month of January), the next column shows the YTD expenses, the fourth column shows the percentage of the budget that is used and the final column shows the amount of the budget that is left in that particular line item or department. The report includes both the revenue and expenditures for all departments including the Skate Park Trust with a summary of the expenses and total with revenue over expenses year to date. In the second Fund, the Hotel/Motel Tax with franchise fees but it is hotel/motel taxes collected. Finance needs to work on the headings for these reports. EDC will be presenting their own financial statements but this will be the same report from the Finance Office. Betty Brown stated she has a Summary Report but if you decide you do not want all of this detail we will go to just the summary report. John Hegemier asked if the Incode guy is still here for another week. Betty Brown replied yes. John Hegemier stated if we need any changes this would be a good time. Suzanne Schauman stated she likes the reports. Jim Hannah added this is the first format that he has seen in over 2 years that he can understand and appreciates it. Mr. Hannah appreciates Incode even though it was an expense to the city and it will be used in the next budget. Betty Brown stated the final fund is the Water/Wastewater Fund that has been billed out and expenses but we are down $115,494. Betty Brown stated the long pages are how much money they spend each month but does not include the budgeted figures. Betty Brown stated we are going to tweak this so it helps to know when we have more demands on cash.

Karen Chesler stated she is going to highlight what Judge Kaiser has requested she go over on the Municipal Court Report. The court tried to break it down for council by new cases filed with 83 for the month of January. The City Marshal’s citations and new arrests total 36 and the failure to appear & violate promise to appear cases filed total 47. The Municipal Court’s numbers are high and they are really getting through some of the old stuff. The Municipal Court has 4 pending jury trials and two pre-trial hearings. The report lists out the clerk hours and the judge’s hours. The fees collected by the court for December and January have been high with $7,401.88 for December and $6,289.48 for January with a total year to date of $21,882.62 from October through January.

Marshal Will Dietrich stated he provided for council packets his report. January was pretty peaceful and the top section they do not have control over and would like to see the numbers go down. The next two sections the Marshal would like to see maintain steady or edge up a little for traffic and arrests. The bottom section is the other calls he would like to see the numbers go up and things they do not have control over. The Marshal’s Department made it through Mardi gras without any major problems with it being the biggest turnout thus far. Mr. Crady, the new Deputy just started before this weekend and worked throughout and has decided to stick around. The Marshal’s Department started putting business cards out when checking on businesses and the Marshal is getting good feedback. They previously were not doing business checks because they hung a tag on the door and when someone comes along they knew the Marshal had already checked on the business. Mr. Dietrich changed to using cards that are a little bigger than a business card and can be slid under the door so crooks do not see them. Mr. Dietrich stated they ordered citation books and warning books because the warning books are only a third of the cost of the citation books with citations and warnings being issued a month pretty even. The citations were ordered through the Hondo prison because they are cheaper and he encouraged the Municipal Court to order cards for mailing out which are bright green and hard to miss help get the cases closed out. The school superintendent called Mr. Dietrich at the beginning of the week and has concerns about the school zone in the evenings. The Deputies are getting out and doing more work in the school zones. Several citizens have expressed appreciation for the Marshal’s presence in the school zone. Mr. Dietrich wants to get with Lamar Schulz because the area here in front of the school is not a school zone and we are lucky we have not had any problems. The school zone is on Main Street but not on Eleventh Street in front of the school. Suzanne Schauman asked what is the process for getting the warrants into the system. Will Dietrich replied the night deputy brings the warrants to the Sherriff’s Office and if the individual is picked up then they are notified but will look into a collection agency and then getting involved with the stated to have the licensed suspended at a later date.

1. Adjourn - **Council member Glenn Clark made a motion to adjourn at 6:45 pm, seconded by Council Member Suzanne Schauman. All in favor none opposed. Motion carried.**

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Karen Chesler John Hegemier

City Secretary Mayor