**MINUTES**

**OF REGULAR MEETING OF THE**

**CITY COUNCIL OF THE CITY OF BANDERA**

**NOVEMBER 19TH, 2015**

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

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

1. Meeting called to order by Mayor John Hegemier at 6:00 pm. Council members Glenn Clark, Suzanne Schauman, Sheila Pumphrey, and Jim Hannah were present. Charlotte Browning was absent. City Administrator, Lamar Schulz, City Secretary, Karen Chesler, City Treasurer, Trinity Burnes, and City Marshal, Will Dietrich were also present.
2. No Invocation given & 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

**Council member Suzanne Schauman made a motion to approve the Public Hearing & Regular Meeting minutes for September 17, 2015 at 6:00 pm, seconded by Council Member Sheila Pumphrey. All in favor none opposed. Motion carried.**

1. Discussion and Possible Action on the Following Topics:
2. Request a resolution for the submission of FEMA Hazard Mitigation Grant Program (HMGP) application (s) for the purchase of emergency generators

Lamar Schulz stated Beth from Langford is here to look at the sites where they want to place the generators. Sheila Pumphrey asked how many do we need. Lamar Schulz replied they may have more than one grant submission. Beth stated it is a FEMA Mitigation Grant and if we put all of our eggs in one basket we may not get funded for everything on the list. A better strategy might be to put in a generate for the water department, a generator for the sewer plant, and then one for the wells all together. The match is 25% but it is a reimbursement program. The city will not find out if they are funded until next June based on the Federal funding and money spent over a year period spent by FEMA, 15% of the total is spent. Of the 15%, 5% is set aside for initiative projects. Texas Division of Emergency Management is now saying they have an estimated $25 to $30 million dollars state wide for funds available. Then 5% of that will be set aside for generator projects. They might be able to do a smaller portion or priority based on the last several years to spread the funds around. Lamar Schulz asked what the timeframe this needs to be spent is. Beth replied it is a two year window where the funds need to be spent. Lamar Schulz replied then we can put it in the budget for next year. Beth stated the process is slow and she would not image anyone seeing any money until October 2016. Suzanne Schauman asked what the total cost for the project is. Lamar Schulz replied actually the engineer is working on the totals. Roy Clayton stated anywhere from $20 to $60 thousand a piece for a generator and we are in need of as many as six generators. Lamar Schulz replied we are really short on generators and he does not know why. Over time the generators were phased out. Lamar Schulz stated if he can get someone else to pay for 75% for the generator he would be really happy. Lamar Schulz stated these are for when you have a disaster and the first thing to go down is the wastewater plant and sewers start backing up into people’s houses. The generators would allow the wastewater plant and lift stations to continue to run and then you do not have that problem. Roy Clayton stated if they have the generators for the wells they can move them around, if needed. Jim Hannah stated this is a project Horst Pulaski in his two terms kept trying to budget for. This is going back to a need the City of Bandera had 15 years ago. Optimistically, we can get funding for one or possibly some of the generators.

**Council member Jim Hannah made a motion to approve the resolution for the submission of FEMA Hazard Mitigation Grant Program (HMGP) application (s) for the purchase of emergency generators, seconded by Council Member Suzanne Schauman. All in favor none opposed. Motion carried.**

1. Request to award the management/administrative services contracts to Langford Community Management Services for application preparation and management/administration of HMGP emergency generator projects if funded by Hazard Mitigation Grant Program

Lamar Schulz stated basically we went out for bid or proposal on the service but they were the only applicant due to the size and most of these people do not want to put that much detail in if they are not going to get a return on their money. Lamar Schulz stated the contract only gives Langford $1,000 for each application they write. At the time of the contract they would only be able to get 5% per agreement from FEMA out of the funding of the grant. Lamar Schulz stated the only cost for the City of Bandera is the $1,000.

**Council member Suzanne Schauman made a motion to award the management/administrative services contracts to Langford Community Management Services for application preparation and management/administration of HMGP emergency generator projects if funded by Hazard Mitigation Grant Program, seconded by Council Member Charlotte Browning. All in favor none opposed. Motion carried.**

1. Request to approve resolution acknowledging City Council’s support to the development of a Best Western Hotel within the City of Bandera, Texas

Lamar Schulz stated basically this is something mentioned in the EDC meeting and they would like to have this as they talk to other entities to show the city is supporting the project. Karen Chesler stated when she prepared council’s packets the number of rooms and square footage of the conference center was not available. The resolution should state 46 rooms and 1,441 square feet for the conference center.

**Council member Suzanne Schauman made a motion to approve the resolution acknowledging City Council’s support of the development of a Best Western Hotel within the City of Bandera, Texas, seconded by Council Member Rebeca Gibson. All in favor none opposed. Motion carried.**

1. Request for the street closure of the Block of 11th Street between Cypress Street and Cedar Street on Saturday, January 16, 2016 between the hours 12 noon and 3 am, to provide a safe environment to accommodate the large volume of visitors, family, and 300+ bikes associated with the Reguladors Motor Cycle Club for their National meeting and event

James McGroarty stated this is the ninth year and the first year the Reguladors have selected Bandera for the National meeting. The cycle club starts in Corpus Christi and rides to Bandera. They are a huge motorcycle gang that is 100% police officers.

**Council member Jim Hannah made a motion to approve the street closure of the Block of 11th Street between Cypress Street and Cedar Street on Saturday, January 16, 2016 between the hours of 12 noon to 3 am, seconded by Council Member Sheila Pumphrey. All in favor none opposed. Motion carried.**

1. Request for motorcycle parking in front of the Chikin Coop, January 15, 16, & 17 for the Reguladores National meeting,

Suzanne Schauman stated the reason she has asked for Friday, Saturday and Sunday is because they have limited parking. Friday night the registration pre-party is being held at the Chikin Coop, Saturday is the motorcycle run, and 11th street is where they end the run. Sunday is when the stragglers leave town.

**Council member Sheila Pumphrey made a motion to approve motorcycle parking in front of the Chikin Coop, January 15, 16, & 17 for the Reguladores National meeting, seconded by Council Member Rebeca Gibson. In favor – Jim Hannah, Charlotte Browning, Sheila Pumphrey, and Rebeca Gibson. None opposed. Suzanne Schauman abstained. Motion carried.**

1. Request from the Central Appraisal District of Bandera County for the 61 votes on behalf of the City of Bandera to elect Board of Directors for the Central Appraisal District for Bandera County for 2016-2017

Rebeca Gibson asked if council has talked to any of the candidates. John Hegemier stated in the past they gave all of the votes to Gary Johnston. Bob Grimes stated all six of those are existing members and no matter how you spread your vote chances are they will all return. Bob Grimes added for some reason, you should give at least one vote to everybody.

**Council member Jim Hannah made a motion to award 11 votes for Lee Haile, and 10 votes for each Gary Johnston, Randy MacNaughton, Bo Mansfield, Dale Naumann, and Nick Palacios, seconded by Council Member Sheila Pumphrey. All in favor none opposed. Motion carried.**

1. Request to elect a Mayor Pro Tem for the 2015-2016 year

John Hegemier stated Suzanne Schauman has been around for whenever he has not been around to sign checks and has run a few meetings.

**Council member Rebeca Gibson made a motion to elect Suzanne Schauman as the Mayor Pro Tem for the 2015-2016 year, seconded by Council Member Jim Hannah. In favor – Jim Hannah, Charlotte Browning, Sheila Pumphrey, and Rebeca Gibson. None opposed. Suzanne Schauman abstained. Motion carried.**

1. Request to review and possible approval of a Letter of Agreement between the City of Bandera and Bandera Public Library Corporation

John Hegemier stated at a previous council meeting they had elected to fund $5,800 for the Bandera Library. Suzanne Schauman asked where is the money coming from. Lamar Schulz replied it was in the budget. Lamar Schulz stated in the agreement they will not be sending the money to another library. We did put in the contract the Bandera Library can use said funds for budgeted operating expenses and/or the purchase of new books.

**Council member Suzanne Schauman made a motion to approve the letter of agreement between the City of Bandera and Bandera Public Library Corporation, seconded by Council Member Sheila Pumphrey. All in favor none opposed. Motion carried.**

1. Request to designate an official newspaper of the City of Bandera

**Council member Jim Hannah made a motion to designate the official newspaper of the City of Bandera as the Bandera Bulletin, seconded by Council Member Sheila Pumphrey. All in favor none opposed. Motion carried.**

1. Approve a date for a workshop on: A) Park Fees and Associated items, and B) Mobile Food vendors (Food Trucks)

Lamar Schulz stated he would recommend Thursday, December 10 because it is between the two regular city council meetings. Karen Chesler stated the other item she wants to add for discussion is the garage sale ordinance.

**Council member Suzanne Schauman made a motion to approve a workshop for December 10, 2015 at 6:00 pm, seconded by Council Member Rebeca Gibson. All in favor none opposed. Motion carried.**

1. Departmental Reports:

1. Permits Department Report

2. Public Works Department Reports

3. Finance Department Reports

4. Municipal Court Activity Report

5. Marshal’s Department Report

Karen Chesler stated for the residential building permits they had two, and commercial building permits were five. The sign permits for October the city only received one. Things have slowed down a bit.

Jim Hannah asked Roy Clayton how the street patching is going. Roy Clayton stated he believes that the pot holes on the northeast side of town have been completed. They plan on being on the other side of Main Street for a long time to get to all of the pot holes filled. The shoulders are being handled by a separate bunch of people and at a different time. Glenn Clark stated the pads have been completed for the picnic tables at the City Park. Roy Clayton replied they are ready for the picnic tables and should be delivered next week to be assembled.

Trinity Burnes stated the first pages of this report which only includes one month’s worth of revenue and expense for the General Fund, Hotel Motel Tax Fund, EDC Fund, Utility Fund, and CDBG Grant. Thus, the next page titled the preliminary snapshot has All Funds, General Fund, and Utility Fund to show how the accounts were for the whole budget last year. They are still booking things and the Sales Tax will be processed. They are planning on wrapping it up so the auditors can come in December instead of May. They have been fixing the utility billing stuff and it should get really pretty here soon. Rebeca Gibson stated she would like to set up a meeting with Trinity Burnes to learn more about the financials. Trinity Burnes agreed. Suzanne Schauman asked if they are current with the BBA payment. Trinity Burnes replied she has not made the most recent payment because she has not received the hotel motel tax because the payments started coming in at the end of November and then they should be able to pay for it now. Trinity Burnes stated she will process it next week.

Karen Chesler stated the Municipal Court report is for October. John Hegemier stated he knows they have been busy and generating revenue.

Marshal Will Dietrich stated before he bores everyone with the numbers and the final report of the year he would like to read a letter her received from Catherine Gifford. A special thanks to Officer Ryan Crady of the Bandera Marshal’s office. We were newlyweds staying at the Carriage House Inn after celebrating at the 11th Street Cowboy bar. We went out on the front porch to get some night air before turning in for the night. The problem was we did not notice the door knob was locked when we shut the door. They had no phone, no keys, no credit cards and money. We flagged down Mr. Crady and he found out who they needed to call as he patrolled the streets of Bandera. Mr. Crady helped them locate the owner of the inn and he came right over to unlock the door. The wedding night was saved. Thank you for your service Officer Crady. We love Bandera even more now and plan to come back soon. Will Dietrich explained this man has been working hard and Mr. Dietrich has been hard on him. If council sees him to give him a pat on the back. That will go a long way for him right now. Mr. Crady is in Austin in his third week of arson investigator school, which Bexar County Fire is paying for but could be a benefit to us sometime in the future.

Council should have received a copy of the Marshal’s report starting last year back in November he changed the way they kept the information. He use to keep track of the number of miles drove and how many gallons of gas they burned. For the twelve months they have investigated 125 accidents, 46 alarm calls, 22 assaults, 10 burglary/robberies, 13 criminal mischief’s, 39 criminal trespasses, 62 disturbances, 23 DWI’s, 30 drug offenses, 154 city ordinance violations, 199 suspicious persons or vehicles, 46 thefts, 18 noise complaints, 647 traffic citations, 455 traffic warnings, 36 searches, 68 subjects for warrants, 63 on view arrests, and attempted 32 other ones. 52 animal calls for service, 1804 assist the public, 218 assisting other agencies, 31 court duty, 37 civil matters, 9-911 hang ups, 6 emergency detention, 170 information, 25 lost or found property, 3 suicides or natural deaths, 5243 security checks, and 35 welfare concerns. John Hegemier asked if Cop Sync is the name of the software they are getting. Will Dietrich replied yes sir. John Hegemier asked how we are progressing with that. Will Dietrich replied they sent him the information for a closing date and he forwarded the email to Trinity Burnes and Lamar Schulz. They installed the software on the desktops remotely and by the end of November Cop Sync should all be installed with the licensing and software with the State of Texas. Trinity Burnes stated she just reached out to the court on the integration for Incode and Cop Sync.

Lamar Schulz stated they are trying to work on a grant application through AACOG to have a household hazardous waste disposal for products like paint and solvents.

1. Adjourn - **Council member Suzanne Schauman made a motion to adjourn at 6:37 PM, seconded by Council Member Jim Hannah. All in favor none opposed. Motion carried.**

Attest:

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Karen Chesler John Hegemier

City Secretary Mayor