



CITY OF BANDERA

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MINUTES FOR THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF BANDERA THURSDAY, SEPTEMBER 17, 2020 AT 6:00 PM

THIS MEETING WAS OPEN TO THE PUBLIC VIRTUALLY VIA ZOOM.

1. Call to order.

Mayor Schauman calls the meeting to order at 6:01 pm. All councilmembers are present, as well as the City Administrator J Horry, City Secretary Jill Shelton, City Treasurer Amber Kinsey and Marshal Dietrich.

2. **Visitors to be heard.** *Please sign up to speak during visitors to be heard by emailing the City Secretary at citysecretary@cityofbandera.org your name and/or a number you will be calling from at least one hour prior to the meeting so that she may locate you when you log in to the Zoom meeting or call in to the meeting. You may also email comments to the City Secretary to be read during visitors to be heard. Comments must be received at least one hour before the meeting. Please note that the City Secretary will not read comments aloud that are believed to be in violation of the meeting rules of decorum.*

There are no visitors to be heard.

3. Regular Agenda.

Discussion and possible action on the following items:

- a. **Discussion and possible action on the recommendation from Planning and Zoning commission on the request by Suzanne Reed to replat lots 303 9th Street and 307 9th Street.**

This item is postponed until the October 15th meeting following a Planning and Zoning public hearing.

- b. **Update on TxDOT road project.**

City Administrator J Horry reads an email from the TxDOT representative stating they have not conducted any other surveys. However, providing a turn lane at the lights would provide a lot of safety and operational benefits but the cost would be a problem. The email also explains some of the complications adding a turn lane would incur. Mr. Horry adds he has not had the opportunity to discuss these things any further with TxDOT.

There is discussion about how this could help the city and specific traffic problems that are currently happening. There is no action on this item.

- c. **Authorizing the submission of a Community Development Block Grant – Mitigation Project Application to the General Land Office; and authorizing the Mayor to act as the City’s Executive Officer and authorized representative in all manners pertaining to the City’s participation in the Community Development Block Grant – Mitigation Program.**

Mayor Pro Tem Gibson makes a motion to approve, seconded by Councilmember Russe. The Mayor explains this an opportunity for the city to get a grant up to \$10,000,000 to relocate the wastewater treatment plant. The city will match this grant at 1% which is \$100,000. All in favor, none opposed. Motion passes.

- d. **Adopt the Citizen Participation Plan Policy for the GLO Community Development Block Grant Programs.**

Mayor Pro Tem Gibson makes a motion to approve, seconded by Councilmember Russe. All in favor, none opposed. Motion passes.

- e. **Update the Financial Management Policy for the City of Bandera.**
Mayor Pro Tem Gibson makes a motion to approve, seconded by Councilmember Russe. All in favor, none opposed. Motion passes.
- f. **Adopt the Procurement Policy for the City of Bandera.**
Councilmember Russe makes a motion to approve, seconded by Mayor Pro Tem Gibson. All in favor, none opposed. Motion passes.
- g. **Approval of Resolution 2020-007 authorizing the submission of a community development block grant - mitigation project application.**
Mayor Pro Tem Gibson makes a motion to approve, seconded by Councilmember Russe. All in favor, none opposed Motion passes.
- h. **Approval of proclamation for Fair Housing Month.**
The Mayor reads the proclamation and there are no objections. There is no action on this item.
- i. **Award a solid waste services contract and authorize negotiation of a professional services agreement.**
Councilmember Clark makes a motion to award the contract to Republic Services, seconded by Councilmember Smith. There is discussion about the scores given and how the scoring was done. Councilmembers Clark and Smith are in favor, Councilmember Russe and Mayor Pro Tem Gibson are opposed. Mayor Schauman breaks the tie and votes in favor. Motion passes.
- j. **Approval of TWDB-0201A Application for filing and authorization representative resolution for the 2020 Flood Infrastructure Fund for flood mitigation project.**
Mayor Pro Tem Gibson makes a motion to approve, seconded by Councilmember Russe. The Mayor explains this \$8,000,000 project is to protect the park from erosion and the city flooding issues. All in favor, none opposed. Motion passes.
- k. **Approval of TWDB-0201B Application Resolution-Certificate of Secretary for the 2020 Flood Infrastructure Fund for flood mitigation project.**
Mayor Pro Tem Gibson makes a motion to approve, seconded by Councilmember Russe. All in favor, none opposed Motion passes.
- l. **Approval of TWDB-0201 Application Affidavit for the 2020 Flood Infrastructure Fund for flood mitigation project.**
Mayor Pro Tem Gibson makes a motion to approve, seconded by Councilmember Russe. All in favor, none opposed. Motion passes.
- m. **Discussion and possible action of the purchase of a sewer camera for the inspection and locate of sewer lines in the collections system.**
Councilmember Russe makes a motion to approve, seconded by Councilmember Clark. The Mayor explains the city has sold equipment to create funds to purchase new equipment. There is discussion about hiring a company to do the work instead of investing in a camera. All in favor, none opposed. Motion passes.
- n. **Approval of the 2021 Holiday Calendar.**
Councilmember Russe makes a motion to approve, seconded by Mayor Pro Tem Gibson. There is discussion about previous holiday calendars and if there are the same amount of days. All in favor, none opposed. Motion passes.

- o. Approval to pay the Simple City phase one invoice in the amount of \$28,105.00 out of 10-506-7510 Council Contingency Fund.**

Councilmember Russe makes a motion to approve, seconded by Councilmember Clark. All in favor, none opposed. Motion passes.

- p. Discussion and possible action to leave the vacant City Council seat empty until after the election or to fill.**

Councilmember Russe makes a motion to fill the vacant seat before the election, seconded by Councilmember Clark. There is discussion about extending the call for applicants. Councilmembers Russe, Clark and Smith are in favor, Mayor Pro Tem Gibson is opposed. Motion passes.

- q. Discussion and possible action to review and approve the position exemption analysis for the following positions:**

Clarissa Rodriguez, an attorney with Denton Navarro, explains the process of the desk audit and how she came to the recommendations she provided. She also explains this is about the position, not the employee. She also gives examples of what council can do as well as how to approve the pay scale.

i. City Secretary

Mayor Pro Tem Gibson makes a motion to accept the recommendation of the desk audit and make the position exempt, seconded by Councilmember Russe. All in favor, none opposed.

ii. Human Resources Director

Councilmember Russe makes a motion to accept the recommendation of the desk audit and make the position exempt, seconded by Mayor Pro Tem Gibson. All in favor, none opposed.

iii. Public Works Director

Mayor Pro Tem Gibson makes a motion to accept the recommendation of the desk audit and make the position exempt, seconded by Councilmember Smith. All in favor, none opposed.

iv. City Treasurer

Mayor Pro Tem Gibson makes a motion to accept the recommendation of the desk audit and make the position exempt, seconded by Councilmember Russe. All in favor, none opposed.

- r. Discuss and possible action to review and approve job descriptions for the following positions.**

i. City Secretary

ii. Human Resources Director

iii. Public Works Director

iv. City Treasurer

Mayor Pro Tem Gibson makes a motion to approve the updated job description for the city secretary, human resources director, public works director and city treasurer, seconded by Councilmember Russe. All in favor, none opposed. Motion passes.

4. Closed Session.

The City Council will convene in closed session pursuant to Texas Government Code 551.074, Personnel, to discuss the employment, evaluation, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee; to wit: City Secretary /HR Director Jill Shelton and City Treasurer Amber Kinsey.

Mayor Schauman recesses the open session at 6:54 pm with the addition of Texas Government Code 551.071, Consultation with Attorney.

5. Action following Closed Session

The City Council will convene following closed session to consider any action recommended to be taken during the closed session.

Mayor Schauman reconvenes the open session at 8:04 pm. There is no action on this item.

6. Workshop.

a. Discuss budget for Fiscal Year 2020-2021.

Councilmember Russe makes a motion to table this item until the meeting on September 22, 2020, seconded by Councilmember Smith. All in favor, none opposed. Motion passes.

7. Requests and Announcements.

a. Requests from Council for items on future agendas.

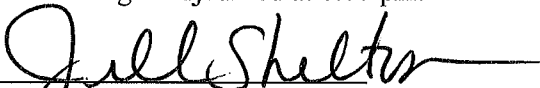
The prayer, pledge, and people like meetings before the pandemic.
Appoint the EDC to fill vacant seats.

b. Announcement by Council.

There are no announcements.

8. Adjourn.

The meeting is adjourned at 8:07 pm.



Jill Shelton, City Secretary