



CITY OF BANDERA

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MINUTES CITY OF BANDERA BOARD OF ADJUSTMENT

WEDNESDAY, JULY 24, 2019
AT 5:30 PM IN THE MUNICIPAL BUILDING AT
511 MAIN STREET, BANDERA, TEXAS

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE BOARD OF ADJUSTMENT FOR THE CITY OF BANDERA WILL BE HELD AT CITY HALL, 511 MAIN STREET, BANDERA, TEXAS, ON THE 24TH DAY OF JULY 2019 AT 5:30 PM. DURING THE MEETING, THE FOLLOWING ITEMS WILL BE CONSIDERED, AND THE BOARD MAY TAKE ACTION ON ANY OF THE ITEMS.

The meeting was called to order at 5:30 pm. Board members Schauman, Gibson, Cavanaugh, Palmer and McEachin are present, as well as City Administrator J Horry, City Secretary Jill Shelton, City Treasurer Amber Kinsey, Public Works Director Martin Park and Marshal Will Dietrich. Board member Clark is absent.


- 1. Consideration, discussion, and possible action on a request by the First Baptist Church at 1302 Pecan Street, Bandera, Texas, for a variance from the maximum time allowed for a banner under the terms of the Bandera Code of Ordinances Section 3.09.012.**

Diana Condry, the secretary for the First Baptist Church, presents the church's request to put up a 4-foot by 3-foot Awanis banner starting August 1, 2019 through the school year. Ms. Condry explains the contents of the banner. There is discussion about how the information from the banner gets to the children and families. There was then discussion about turning the banner into a permanent sign and the different ways it could be done.

Board member Gibson makes a motion to approve the variance request to extend the time duration of the banner as described in the banner permit application from August 1, 2019 through 5 days after the end of the school year 2020, seconded by Board member Palmer. There is discussion about why the banner ordinance is in place and further discussion about how to make the banner a permanent sign to alleviate the need for a variance altogether.

Board member Gibson amends her motion to extend the banner permit from the 14 days currently allowed to 60 days, from August 1, 2019 to September 30, 2019, seconded by Board member McEachin. There was discussion about future permits and the need for conversations with the Code Enforcement Officer. All in favor, none opposed. Motion passes.

- 2. Adjourn.** Meeting adjourned at 5:42 pm.


Jill Shelton
City Secretary

**MINUTES
FOR THE SPECIAL MEETING
OF THE CITY COUNCIL OF THE CITY OF BANDERA**

**WEDNESDAY, JULY 24, 2019 AT 5:30 PM
IN THE MUNICIPAL BUILDING AT 511 MAIN STREET, BANDERA, TEXAS**

1. **Call to order.** Mayor Suzanne Schauman calls the meeting to order at 5:42 pm. Mayor Pro Tem Gibson, Councilmembers Lynn Palmer, Brice Cavanaugh, and Tom McEachin are present, as well as City Administrator J Horry, Marshal Will Dietrich, City Secretary Jill Shelton, City Treasurer Amber Kinsey, and Public Works Director Martin Park. Councilmember Clark is absent.
2. **Invocation and Pledge of Allegiance.** Marshal Dietrich offers the invocation, and all stand for the pledge.
3. **Visitors to be heard.** *(Please hold comments to three (3) minutes).* There are no visitors to be heard.
4. **Consent agenda.**

- a. **Approve minutes from the Regular Meeting on June 6, 2019.**

The above minutes should read Regular Meeting on June 20, 2019. The June 20, 2019 minutes were in the packet and, therefore, approved by City Council.

- b. **Mayor to Call Election and Post Notice of Election to be held on November 5, 2019.**

- c. **Adoption of Resolution 2019-019 Ordering a General Election by the Qualified Voters of the City of Bandera on November 5, 2019 for the purpose of electing three city councilmembers to serve two-year terms.**

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

5. **Quarterly Staff Reports:**

- a. **Administrator's Report (Update on City Park, traffic and general update)**
- b. **Marshal's Report/Code Enforcement Report (Monthly statistics on Code and Deputy Report)**
- c. **DPW Report (Update on street, water and infrastructure)**
- d. **Municipal Court Report (Monthly statistics on court cases)**
- e. **Treasurer's Report (Quarterly update on financial reports)**

All staff reports are approved as read.

6. **Discussion and possible action on the following items:**

- a. **Presentation of 2017-2018 audit by Neffendorf & Knopp.** Keith Neffendorf of Neffendorf & Knopp, presents the 2017-2018 audit.
- b. **Approval of 2017-2018 audit.** Mayor Pro Tem Gibson makes a motion to approve the 2017-2018 audit, seconded by Councilmember Cavanaugh. All in favor, none opposed. Motion passes.
- c. **Discussion and possible approval of revising the 2018-2019 Comprehensive Fee Schedule to reflect the Texas Attorney General's fee schedule regarding Open Records Requests. (Rebeca Gibson)** Mayor Pro Tem Gibson explains that she brought this before Council because there has been a significant influx of Open Records Requests made to the City Secretary's office this year and the intention is to protect the City's

resources. There is discussion about the research that can be involved in Open Records Requests. City Secretary Shelton gives examples of some specific fees the Attorney General's Office recommends and that these will be reflected on the City of Bandera's fee schedule.

Mayor Pro Tem Gibson makes a motion to approve the updates to the fee schedule as outlined and highlighted in the Texas Administrative Code, seconded by Councilmember McEachin. All in favor, none opposed. Motion passes.

- d. **Discussion and possible approval of Resolution 2019-020 executing an agreement to implement the Texas Statewide Interoperability Channel Plan. (Carey Reed)** Emergency Management Coordinator was not present at the meeting. Mayor Pro Tem Gibson makes a motion to table until the next regular meeting, seconded by Councilmember Cavanaugh. All in favor, none opposed. Motion passes.

7. Requests and announcements.

a. Request by Council to place items on future agenda.

Mayor Schauman requests a workshop on the NewGen utility rate study immediately following the Regular Meeting on August 1, 2019.

City Secretary Shelton reminds Council of the coming meetings: Joint Workshop with Planning and Zoning at 5:30 pm on Monday, July 29, 2019 and the EDC workshop following their meeting on Wednesday, August 14, 2019 at 6:30 pm.

Mayor Schauman requests the International Building Code be updated after the budget is finished.

City Administrator Horry requests Council review and discuss a new utility adjustment policy and process.

b. Announcements by Council.

National Day of the American Cowboy on July 27, 2019.

The election has been called and there are three seats open for two-year terms. Packets are available in the City Secretary's office and can be picked up.

The Frontier Times Museum is having a ceremony the evening of Friday, July 26, 2019.

8. Adjourn. Meeting is adjourned at 6:51 pm.


Jill Shelton, City Secretary