

**CITY OF INGLESIDE  
MINUTES  
REGULAR CITY COUNCIL MEETING  
MAY 30, 2017**

**1. Call meeting to order**

The meeting was called to order at 6:30 p.m. with Mayor Luis Lamas presiding. Council Members present: Mayor Luis Lamas and Council Members Ben Tucker, Bill Underbrink, Oscar Adame, and Ronnie Parker. Council Members absent: Council Members Dennis Knippa and John Schack. Staff present: City Manager Melissa Byrne Vossmer, Finance Director Paul Baen, and City Secretary Kimberly Sampson. There were approximately 20 guests.

**2. Roll Call**

**3. Invocation**

**4. Pledge of Allegiance**

**5. Citizen Comments**

There were no comments from the public.

**Presentations:**

**6. Overview of Ingleside emergency preparedness by Texas Department of Emergency Management District Coordinator Brandi Ashby-Fisher.**

Police Chief/Emergency Management Coordinator Stan Bynum introduced the Texas Department of Emergency Management District Coordinator Brandi Ashby-Fisher. Ms. Fisher provided a Texas Emergency Management Executive Guide to the Council Members and explained this is not just for Hurricanes but for any emergency situation affecting the public: storms, chemical spills, utility service issue, terrorism, fire, etc.

Most people think this plan only includes the examples to staff of how to handle these various situations. But the plan also provides resources to make sure we educate the public in advance, during an event, and the cleanup/follow up after the event. The city staff, along with regional and state officials, work year around to keep these plans up to date and educate the public as available. There are levels of mandatory training for staff and elected officials, of which most are free on-line. All of these requirements are in place to make sure the City is eligible for FEMA funding should a catastrophic event ever occur. Ms. Fisher stated she and her staff are willing to provide the training at the local level as needed.

**7. Presentation by Hanson Engineering of the Avenue B Drainage Project.**

City Manager Melissa Byrne Vossmer explained that we are close to the bid process and we will holding a Town Hall meeting for everyone to be aware of the options for the Avenue B Drainage improvements.

Naismith/Hanson Engineering representative, Craig Thompson gave an overview of the 2016 Flood issue and explained that the estimated costs are anywhere from \$2M to \$3.7M depending on the alternate bids awarded. Mr. Thompson explained the base bid upgrades along with each of the Alternate options 1-4. Some of the cost may be reduced with the assistance from the Drainage District instead of contractors; however, the engineers are recommending the City to get the alternate bid due the availability of the Drainage District when that part of the project is necessary. Because it is unknown when this project will start, the Drainage District cannot commit to assistance at this time.

Council Member Parker questioned what would be done in the Houghton Subdivision which includes Waco Street, Amarillo Street and Humble Street. Mr. Thompson explained that the down-stream area has to be enhanced before the up-stream areas can be addressed. With the improvements down-stream, it may relieve the up-stream areas, but if not, it will at least give us better direction regarding what needs to be fixed up-stream.

It was noted this is the estimated for the construction cost alone. The engineer cost is estimated at \$371,000 in addition to the construction.

Mrs. Vossmer stated that staff will be holding a Town Hall meeting to help educate the public and then we will not go out for bids until all temporary orders/easement, and a few permanent easements are approved. Staff suggested that all alternates be kept in bid process and then taken out if not needed later.

### **Public Hearings:**

N/A

### **Action Items:**

- 8. Discussion, consideration and action of an Ordinance granting a Special Permit to be allowed to temporarily have someone to live in a Recreational Vehicle (RV) to assist with renovations to existing cattle corrals located at Lots 1-5, Blocks 102 and 103, McCampbell Subdivision and further providing for effective date, reading, severances, and publication. (Final Reading)**

Council Member Tucker made am motion to approve Ordinance # 2017-15 granting a Special Permit to be allowed to temporarily have someone to live in a Recreational Vehicle (RV) to assist with renovations to existing cattle corrals located at Lots 1-5, Blocks 102 and 103, McCampbell Subdivision and further providing for effective date, reading, severances, and publication; and was seconded by Council Member Parker. The motion was approved with Mayor Lamas and Council Members Tucker, Adame, and Parker voting aye; and Council Member Underbrink voting no.

- 9. Discussion, consideration and action of an Ordinance amending Chapter 62, Traffic and Vehicles, Ingleside Code of Ordinances, by adding a new Article V, Golf Carts and further providing for effective date, reading, severances, and publication. (Final Reading)**

Council Member Parker made a motion to approve Ordinance # 2017-16 amending Chapter 62, Traffic and Vehicles, Ingleside Code of Ordinances, by adding a new Article V, Golf Carts and further providing for effective date, reading, severances, and publication; and was seconded by Council Member Adame. The motion was approved unanimously.

- 10. Discussion, consideration and action concerning an Interlocal Agreement between the County of San Patricio and the City of Ingleside for Assistance on City Streets and Parking Facilities.**

City Manager Melissa Byrne Vossmer stated that San Patricio County Commissioner Precinct # 4 Howard Gillespie previously presented an Interlocal Agreement to her to assist the City with Street repairs. They cannot perform the upkeep on all of our streets; however, when they have the time/resources, they can schedule and perform repairs on the limited streets we agree upon. This would still require the Street Committee's input; however, this is a great resource for the Street Maintenance tax funds. The County would provide the labor and equipment, the City would pay for the supplies needed.

Council Member Underbrink asked who would perform the inspections and Mrs. Vossmer stated that the County would be inspecting the product.

Council Member Parker made a motion to approve the Interlocal Agreement between the County of San Patricio and the City of Ingleside for Assistance on City Streets and

Parking Facilities; and was seconded by Council Member Underbrink. The motion was approved unanimously.

**11. Discussion, consideration and action to suspend the Contract with Gourley Contracting for Miscellaneous Sidewalk Improvements.**

City Manager Melissa Byrne Vossmer explained that the contract with Gourley Contracting for the Sidewalk Improvements will expire on May 31, 2017 and since we are not finished with the sidewalks due to delays with the City making changes and delays for easements, staff is recommending the suspension of the contract until such time that easement agreements can be finalized. Once the easements area completed, then we can provide the contractor a two (2) month timeline to complete the project.

Council Member Adame made a motion to suspend the Contract with Gourley Contracting for Miscellaneous Sidewalk Improvements; and was seconded by Mayor Lamas. The motion was approved unanimously.

**12. Discussion, consideration and action awarding a contract to Trade Mart Construction, L.L.C in the amount of \$31,123.81 for City Hall renovations.**

Parks and Facilities Manager Mariana Garcia explained she received three (3) bids for the renovations to City Hall. The scope of work includes the expansion of the small office in the Council Chambers, the removal of the popcorn ceiling in the Council Chambers, replace the light fixtures in the Council Chambers, the removal of wallpaper/texturing/painting of the walls in the Council Chambers, updates to the restrooms, new flooring to the entry and common hall, flooring and some wall painting to the Finance staff area and the front utility desk area, paint all interior doors, exterior clean/replace/paint fascia and soffit area as needed. Council previous allowed for \$38,000 and the bids received range anywhere from \$31,123.81, to \$57, 793.35, to \$67,812.76. Council questioned why the low bid was so much lower than the others and stated that the contract needs to make sure that there will be no add-ons for unexpected costs.

Council Member Tucker made a motion to award the contract to Trade Mart Construction, L.L.C in the amount of \$31,123.81 for City Hall renovations and was seconded by Council Member Parker. The motion was approved unanimously.

**13. Discussion, consideration and action to authorize publication of Request for Qualifications (RFQ's) for Bond Counsel Services, Financial Advisory Services, and Engineering Services in connection with the preparation of an application for financing from the Texas Water Development Board (TWDB) for the construction of a new 2.0 mgd Wastewater Treatment Facility.**

Finance Director Paul Baen explained that the City has been approved to move to the full application process with the Texas Water Development Board (TWDB) and for these type of services to be reimbursed, we are required to go through the Request for Qualifications (RFQ's) process in advance. The engineer work being performed is not the full design work; this is only the preliminary work for the application process.

Council Member Parker questioned the cost to renovate the old wastewater plant (aka Race Track system) that was built in anticipation of the large navy ships and was later abandoned due to cost and non-use. Public Works Director Donald Paty stated he didn't know the cost of that renovation; however, he noted that the type of plant built was for large quantities of industrial waste from these ships. That never occurred and thereby the costs were a lot higher than expected and it never worked properly for the lesser load on the system. Staff will bring back the study that was previously done to renovate the 1.MGD Race Track system.

Mayor Lamas made a motion authorizing the publication of Request for Qualifications (RFQ's) for Bond Counsel Services, Financial Advisory Services, and Engineering Services in connection with the preparation of an application for financing from the Texas Water Development Board (TWDB) for the construction of a new 2.0 mgd

Wastewater Treatment Facility; and was seconded by Council Member Underbrink. The motion was approved unanimously.

**14. Discussion, consideration and action to appoint/reappoint members to serve on the Ingleside Development Corporation (4-B Sales Tax) Board of Directors; one position to expire May 2018 and three positions to expire May 2019.**

It was noted that Council Members Adame and Tucker are interested in continuing with serving on this board. Former Council Member Steve Diehl has agreed to serve if appointed. It was unknown if Mrs. Cindy Wilson wanted to continue to serve or not.

Mayor Lamas made a motion to table this agenda item and was seconded by Council Member Parker. The motion was approved unanimously.

**15. Discussion, consideration and action in accordance with Section 3.05 of the City Charter regarding the appointment of a Mayor Pro-Tem.**

Mayor Lamas made a motion to appoint Council Member Adame as Mayor Pro-Tem and was seconded by Council Member Underbrink. The motion was approved unanimously.

**16. Financial Status Report as of March 31, 2017.**

Finance Director Paul Baen provided an overview of the monthly finance which basically indicates half of the budget year.

**17. Discussion, consideration and action of a Resolution finding that AEP Texas Inc.'s application to amend its Distribution Cost Recovery Factors to Increase Distribution Rates within the City should be denied; finding that the City's Reasonable Rate Case Expenses shall be reimbursed by the Company; finding that the Meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and Legal Counsel.**

Council Member Parker made a motion to approve Resolution # 2017-13 finding that AEP Texas Inc.'s application to amend its Distribution Cost Recovery Factors to Increase Distribution Rates within the City should be denied; finding that the City's Reasonable Rate Case Expenses shall be reimbursed by the Company; finding that the Meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and Legal Counsel; and was seconded by Council Member Adame. The motion was approved unanimously.

**18. Discussion, consideration and action of a Resolution to amend the City's designated representatives with the City's depositories setting forth signature authorizations.**

City Manager Melissa Byrne Vossmer explained this Resolution adds each of the Council Members willing to serve as signators for the City's Depositories. This is another level of transparency by requiring each of the checks to be signed by both a staff member and a Council Member.

Council Member Parker made a motion to approve Resolution # 2017-14 to amend the City's designated representatives with the City's depositories setting forth signature authorizations; and was seconded by Council Member Adame. The motion was approved unanimously.

**Work Sessions:**

**19. Workshop regarding the status of the city's various Capital Improvements Projects, the Impact Fees Analysis, The Utility Rate Analysis, State highway 200, and review and consideration of engineering task orders and related billings.**

Naismith/Hanson Engineering representatives available tonight were Pete Avila, Craig Thompson, and Melanie Gavlik. Mr. Avila stated that the final PS&E's for the SH-200 project are currently at TxDOT for review.

Finance Director Paul Baen explained the Rate Analysis, Impact Fees, and the Capital Program projects are still being worked on. He further noted that the Rate Analysis is for the monthly fees only, it does not include hook-up fees.

Council Member Parker suggested that the staff look at other fees that can be increased when considering getting rid of the Impact fees.

Council Member Underbrink stated he recalls the Council instructing the staff to get rid of the Impact fees about a year ago and questioned why this was not accomplished yet. Mr. Baen stated State law requires a review at least every five (5) years and when that review is up to date, the Council can consider the removal of the Impact fees, but not until that review is complete. Additionally, the review is a lengthy process that requires a lot of time consuming information, notices, public hearings, planning and zoning, etc. He further noted that the former Interim City Manager didn't want to start the process until the new City Manager was in place.

## 20. Staff Reports

There were no reports from Staff.

## 21. Requests from Council Members

Council Member Adame requested an update regarding the drainage of Alana and Garza Lanes as well as the sewer lines near 6<sup>th</sup> Street.

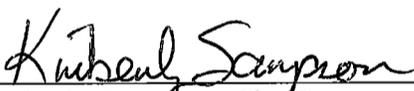
Council Member Parker requested a future agenda item from the Tax Attorneys to explain what they are doing to get the delinquent taxes paid and those who are not paying, to get them sold.

Council Member Underbrink requested a future agenda item to discuss the termination process for Impact Fees.

## 22. Adjourn

There being no further business, the meeting was adjourned at 8:09 p.m.

**ATTEST:**

  
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 Kimberly Sampson, City Secretary

**APPROVED:**

  
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 Mayor Luis Lamas