

The Regular City Council Meeting of January 23, 2018 was called to order at 6:30 p.m.

**MAYOR**

Ron Reinhard - Absent

**OTHERS**

Shannan Kinsley

Irene Scharf

Chief David Bejar

**COUNCILMEMBERS**

Susan Darst - Absent

Gigi Duke

Holly Holleway

Don Reddout

Phil Howard

Matt Baker

Jennifer Nottingham

Patricia Baker

Lynn Tiner

Madeline McCloskey

Lee Holleway

Council member Nottingham stated Mayor Reinhard is out of town for work. Council member Darst has a family commitment with her daughter. Council member Nottingham stated she will be running the Council Meeting as Mayor Pro Tem and declared a quorum with Council member Holleway, Council member Howard and Council member Tiner present. The meeting was started with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

The minutes of the August 22, 2017 Public Hearing/Regular City Council Meeting were reviewed. Council member Tiner stated on Page 1, under Council members, it should reflect he was "Absent" at the August 22<sup>nd</sup> Meeting. The motion to accept the minutes of August 22, 2017 as amended was made by Council member Howard, seconded by Council member Holleway and passed with 2 YES and 2 ABSTAINING by Council member Tiner and Council member Nottingham as they were absent.

The minutes of the September 19, 2017 Budget Public Hearing were reviewed. The motion to approve the minutes of September 19, 2017 as written was made by Council member Tiner, seconded by Council member Howard and passed unanimously.

**PRESENTATIONS BY CITIZENS AND VISITORS**

Matt Baker stated one of the unique aspects of living in Grey Forest is that there is forest everywhere. For those who garden, he would like to suggest that a place that would look beautiful to have a community garden; would be the open area at the Community Center. A lot of people have shared the same interest in a community garden. It would bring community members together; they could share techniques and continue to foster good community relations. Matt Baker stated he would like to propose to Council a community garden to take advantage of the unique nature of Grey Forest. Council member Howard stated he would suggest this item be placed on a future Agenda for Council to consider. Mayor Pro Tem Nottingham stated she suggests they take it to the Grey Forest Community Board (GFCB) as they are in charge of that property. Then, if the GFCB wants to bring it to the City, Council would gladly listen.

**MAYOR ANNOUNCEMENTS/FINANCIAL REPORTS**

Mayor Pro Tem Nottingham stated the financials are pretty much on target and nothing is out of line as far as she can see.

Mayor Pro Tem Nottingham stated Council has been provided the City Attorney Legal Activity for the month of November 2017. She stated the City is in litigation and has retained outside Counsel to work with our City Attorney as we vigorously defend an ordinance. We've been advised not to discuss it but Council will eventually be called into a Closed Session and be given details. There may be some extra attorney fees in the next statement.

**COUNCIL/STAFF ANNOUNCEMENTS**

Mayor Pro Tem Nottingham stated she doesn't have an update on the Scenic Loop – Helotes Creek Corridor. She tried to get some meetings scheduled but they haven't happened yet.

### **COMMITTEE ANNOUNCEMENTS/REPORTS**

Council member Howard stated letters have gone out to homeowners requesting permission to access properties to continue the professional land survey. Good responses are coming back so we're waiting for them to continue to come in. The surveyor has started doing some components of the job. Council member Holleway stated she has had some citizens come to her extremely upset that we're spending money on a survey and asking how it's going to impact their land. For example, if you find a line where the property already has permanent fence, how is that going to affect them. Council member Howard stated that's going to have to be determined by sitting with the property owner and possible mediation.

### **GREY FOREST COMMUNITY BOARD (GFCB) UPDATE**

Madeline McCloskey stated the Grey Forest Community Board (GFCB) had its 12<sup>th</sup> Night Celebration and it was a success. They had a great time. They have left over food and would like to have another one. They are moving forward with renovation of the Community Center. There will be no more rentals until the renovations are complete. The HVAC unit in the Community Center went out and has to be replaced. The City is in the process of getting bids for its replacement. It was discussed the City will involve Council member Tiner in the process as this is his expertise. Council agreed they would like to get quotes for both electric and gas. Then it will need to come before City Council for approval.

### **SENATOR FRANK L. MADLA, JR. NATURAL AREA UPDATE**

Mayor Pro Tem Nottingham stated the Madla Board is trying to put together a prescribed burn to take care of the fields. There's a lot of coordination you have to do with the Texas Forest Service, Fire Department and TCEQ so they may or may not get it done this year. She has an appointment with the Texas Forest Service for a walkthrough of the Madla Park to start talking about fuel mitigation and what they can actually do. The fundraiser at La Hacienda on March 24<sup>th</sup> is coming along. They've collected quite a bit for the auction. They have the speaker. Brenda Reinhard will report on the fundraiser in more detail next month.

### **BOARD OF ADJUSTMENT UPDATE**

None.

### **POLICE DEPARTMENT ACTIVITY REPORT**

Chief Bejar reviewed the November and December Monthly Activity Reports. For the Month of November 2017; there were 134 calls for service, 987 hours worked, 6548 total miles driven, 56 traffic stops, 45 summons issued, 20 warnings issued and 1 arrest. The arrest was a traffic stop that had an active warrant. For the Month of December 2017; there were 114 calls for service, 994 hours worked, 5050 total miles driven, 35 traffic stops, 23 summons issued, 16 warnings issued and 1 total arrest. The arrest was a misdemeanor citation. Council member Holleway asked if we still have 24 hour/7 day week police coverage. Chief Bejar stated the Police Departments has 24/7 coverage. Chief Bejar stated the Police Department applied for and was awarded the grant for Rifle Resistant Body Armor. They will be getting 25 new rifle resistant vests. The new police vehicle has arrived. Officer North has volunteered to strip the old vehicle and install the equipment in the new vehicle. It's going to save the City approximately \$5,000. The old dodge police truck will still go to Public Works.

### **PUBLIC WORKS ANNOUNCEMENTS**

Mayor Pro Tem Nottingham stated Public Works has been fortunate enough to be able to bring back our original Public Works Manager, Bubba Rutledge. He's part-time and will work at least three days a week.

He's only been back with the City for a week now but hopefully he'll have an update in February. Council member Holleway asked if Bubba will be one of the paid Public Works positions currently in the budget or is he in addition to. Mayor Pro Tem Nottingham stated Bubba is filling a part-time position so we can hire another part-timer to fill out one full-time position. She stated we are under budget for Public Works salaries and benefit package.

**GFU UTILITY ANNOUNCEMENTS**

Mayor Pro Tem Nottingham stated she doesn't have an update.

**FIRE DEPARTMENT REPORT**

Don Reddout stated he has November and December to report. For the month of November 2017, there were 5 calls for service in the City; 2 medical and 3 other than medical. The Average Response Time was 3.60, Average Number of Personnel 3.80 and Average Number of Apparatus 1.60. For the month of December 2017, there were 3 calls for service in the City; 1 medical and 2 other than medical. The Average Response Time was 6.00, Average Number of Personnel 4.33 and Average Number of Apparatus 1.67. Don Reddout thanked Council and stated he has to leave to attend the ESD No. 8 Board Meeting across the street.

**NEW BUSINESS:**

**1. DISCUSS AND ACT ON ORDER OF ELECTION FOR MUNICIPALITIES FOR THE MAY 5, 2018 ELECTION**

Mayor Pro Tem Nottingham stated the Order of Election is for the General and Special Election. If the General Election for Mayor and Council member Place No. 2 and 4 is not contested; the General Election will be cancelled and we'd move forward with just the Special Election. The City has to have a Special Election this year to reauthorize the local sales and use tax for maintenance and repair of the municipal streets. This is to reauthorize the sales tax already in place. The tax is reauthorized every four years. Council member Howard made the motion to approve the Order of General and Special Election for Municipalities as outlined. The motion was seconded by Council member Holleway and passed unanimously.

**2. DISCUSS AND ACT ON AMENDMENT TO ORDINANCE NO. 215 TO ESTABLISH BOARD MEMBER ATTENDENCE REQUIREMENTS. AMENDMENT TO ORDINANCE NO. 215 CREATES A SUPERVISORY BOARD TO MANAGE OPERATIONS OF THE GREY FOREST COMMUNITY PROPERTY AND FACILITIES.**

Mayor Pro Tem Nottingham stated Ordinance No. 215 creates the Grey Forest Community Board (GFCB). Before Council is an amendment which would require attendance requirements for Board members. The amendment states "To provide consistency of service as a Board member, absence of 3 consecutive scheduled meetings, or 4 scheduled meetings in a 12 month period, may be considered a resignation from the Board. If the Board determines that such absences constitute a resignation, then the Board will follow the procedure for recommending a Board member subsequent appointment as specified in section 2.4(d) of this ordinance". Mayor Pro Tem Nottingham stated the word "constituent" needs to be changed to reflect "constitutes". She stated the amendment is basically stating; if you're going to be on the Board, you need to attend the meetings. Council member Holleway made the motion to approve Amendment to Ordinance No. 215 with the change noted. The motion was seconded by Council member Howard and passed unanimously.

**3. DISCUSS AND ACT ON AMENDMENT TO ORDINANCE NO. 180 TO ESTABLISH BOARD MEMBER ATTENDENCE REQUIREMENTS AND UPDATED PROCEDURE FOR BOARD MEMBER RECOMMENDATION. ORDINANCE NO. 180 CREATES A BOARD OF DIRECTORS**

**TO MANAGE DEVELOPMENT AND OPERATIONS OF THE SENATOR FRANK L. MADLA, JR. NATURAL AREA**

Mayor Pro Tem Nottingham stated Ordinance No. 180 creates the Senator Frank L. Madla, Jr. Natural Area Board. The amendment before Council also sets the same attendance requirements for Board members as just discussed. The word “constituent” will also need to reflect “constitute”. In addition, on page 4, it adds Section 2.6 outlining the procedure for appointments for subsequent terms, expired terms, or vacancies. The Madla Board doesn’t currently have a procedure in place outlining appointments. The proposed amendment is the same procedure that the GFCB already has in place for appointments. Council member Tiner made the motion to accept Amendment to Ordinance No. 180 with the noted change. The motion was seconded by Council member Howard and passed unanimously. Council member Holleway asked if any of the Board positions are paid. It was noted no Board positions are paid.

**UNFINISHED BUSINESS:**

**4. DISCUSS AND ACT ON INTERLOCAL AGREEMENT FOR FIRE PREVENTION SERVICES**

Mayor Pro Tem Nottingham stated City Council already approved the Interlocal Agreement for Fire Prevention and Inspection Services with the City of Helotes on November 28, 2017. However; the City of Helotes made some changes. Now it is up to City Council to approve the final agreement that they’ve already signed. It was noted they were all minor changes, no substance changes however they changed enough that City Council needed to see the final document. Mayor Pro Tem Nottingham stated she would strongly suggest that Council approve the agreement as presented. Council member Howard made the motion to accept as written the Interlocal Fire Prevention and Inspection Services Agreement between the City of Helotes and the City of Grey Forest. The motion was seconded by Council member Holleway and passed unanimously.

There was no further business. Mayor Pro Tem Nottingham adjourned the Regular City Council Meeting at 7:05 p.m.

These minutes were written/recorded by Shawuan Kinsley.

These minutes were approved as ~~written~~ amended on the 22nd day of May, 2018.

Signed: Phillip A. Howard  
Phillip A. Howard, Mayor