

MINUTES
REGULAR MEETING
May 28, 2019

A Regular Meeting was held by the Grey Forest City Council of the City of Grey Forest, Texas on May 28, 2019 at 6:29 p.m. in the Grey Forest Council Chambers, 18502 Scenic Loop Road, Grey Forest, Texas. The following members present to-wit:

Mayor Phillip Howard
Council member Kimberly Verity
Council member Geri Poss

Council member Sean Skaggs
Council member Susan Darst

Staff Present:
City Attorney Ryan Henry
Sgt. Scott Ristow
Sgt. Elliot Rodriguez
Lt. Frank Francis

City Secretary Shannan Kinsley
Assistant to City Secretary Joni Baker

Call to Order – City Council Regular Session

Mayor Howard called the regular meeting to order at 6:29 p.m.

Opening Pledge of Allegiance to the Flag of the United States

(Mayor Howard)

Executive Session

1. City Council will meet in Executive session under Section 551.071 (Consultation with Attorney) and 551.074 (Personnel Matters) of the Texas Government Code for discussion of A) authorizing and funding the Assistant to City Secretary position from Part-Time to Full-Time with an effective date.

Council member Darst made the motion to retire into Executive Session. The motion was seconded by Council member Poss and passed unanimously.

City Council retired into Executive session at 6:31 p.m.

Council members meet with City Attorney Ryan Henry

*The Executive session was adjourned at 6:43 p.m.
The Regular City Council Meeting was reconvened.*

Consent Agenda Items

Minutes – Consideration and/or action regarding the approval of the minutes of the Regular meeting of February 26, 2018. Minutes were accepted as written. Consideration and/or action regarding the approval of the minutes of the Regular meeting February 26, 2019. Minutes were accepted as written. Consideration and/or action regarding the approval of the minutes of the Regular meeting March 26, 2019. Minutes were accepted as written. Council member Poss abstained. Consideration and/or action regarding the approval of the minutes of the Regular meeting April 23, 2019. Council made motion to change pg. 10, line item 5 to read There needs to be a better job done of communicating. Change of pg. 13, item 14 2nd paragraph to say Council member Darst states. Minutes were accepted as amended. Mayor Howard recognized Council member Darst who moved and was seconded by Council member Poss. *The vote was unanimous Council members Verity, and Skaggs voting for and no one voting no. Motion Passed.*

Hearing of Residents - None

Mayor Announcements

- Mayor Howard recognized Sgt. Scott Ristow with ASIS International Award for saving life of teenager that overdosed on LSD at Madla Park (American Society of Industrial Security).
- Mayor Howard discussed Council discussion procedures Bringing formality to Council with being recognized to speak. Not to speak over each other and easier to hear for production of minutes.
- Reviewed 2019 Budget Priorities
 1. Maintain level of Police protection
 2. Maintain level of Fire protection
 3. Maintain level of garbage and recycle collection
 4. Improve efficiency and effectiveness of City Administration
 5. Improve efficiency, effectiveness of Public Works
 6. Continue road improvements
 7. Finalize Code of Ordinance project as “Codified” by Franklin Legal Publication
 8. Continue community outreach
 9. Continue efforts to reclaim for use of creeks and swim hole

Short Term Goals (1 year or less)

1. Administration – Hired an Assistant to the City Secretary, total online document management; e.g.Quickbooks
2. Public Works – Increase salary, provide electrical power to Public Works building area, purchased trailer for portable generator, purchased radios for Public Works, Chief of Police and City Secretary

3. Road Improvements – Complete right-of-way survey, developed road improvement plan, began active efforts to secure funding to improve roads, began road repair, continue pothole repair
4. Community Board – Complete invasive removal, remove organic/non-organic material from creek and repair swim hole gate and removal of sediment

Long Term Goals (More than 1 year)

1. Administrative – Continue on Laser fiche, Digitizing historical records
 2. Public Works – Potentially hire 3rd full-time worker
 3. Road Improvements – Re-paving
 4. Community Board – Maintain Creeks
- This year's accomplishments May 2018 through May 2019
Mayor recognized everyone who made all the accomplishments possible. Primary focus was on Administration. Administration process has been rebuilt starting with:
 1. Office furniture, décor, equipment (shredder) and part-time assistant.
 2. Admin Technology new computers with online backups, secure City Wi-Fi, public Wi-Fi, professional computer technician, policy and procedures for the computer admin (Shannan), financial QuickBooks online, training Joni Baker on managing/update City website, Contact Link on website, Mayor's letter on website and link to City Ordinance has been uploaded.
 3. Ordinance/Resolutions
 4. Police Department updated SOP from 59 pages to 200
 5. Public Works under shelter, generator, radios, line ran for electricity, resurfacing, hired director, initial rough survey drawings completed.

April 2019 Monthly Financials

- Data lost when transferring from old to new. City Secretary, Shannan Kinsley has been hand entering in preparation of next audit. Shannan announces updates have been finished for last year and working on October, November time frame where data was lost. Financials are not complete at this time.

Council/Staff Announcements – None

Committee Announcements/Reports – None

City Events and Announcements

- Announcements and update of upcoming Grey Forest Community Board (GFCB)

Mayor Howard recognized Madeline McCloskey who provided the announcements:

Group sign-ups for Ball Park usage will be on the website for different ball seasons with preference to Grey Forest citizens and their team. Guidelines for usage of ball field only and not the Community Center.

Saturday, June 1st

Community Garage Sale

Working along with Police

Expiring terms for Madeline McCloskey and Patricia Baker

- Announcements and update of upcoming Senator Frank L. Madla, Jr. Natural Area

Mayor Howard recognized Storms Duthie to provide the announcements:
Wildflowers are blooming in the Park. Renewals for board members. Budget is good.

Saturday, March 21st

Fundraiser

Board of Adjustment Update – None

Police Department Activity Report

- Announcements of April 2019 Monthly Report

Mayor Howard recognized Chief Rodriguez who will provide the following announcements:
271 total calls for service, 55 Summons (1 of which was a truck), 41 traffic stops.
Grant Fund of \$10,589.41 was approved. Came in at #12. Applied for \$5,000.00 Walmart Grant.

Sgt. Scott Ristow was nominated for Officer of the Year.

Sgt. Scott Ristow announced the “Knock & Talk” program door-to-door completed 130 homes not able to contact all. Reserve officers will be calling the homes that were not reached beginning 6/1/2019. No negative feedback. Suggestions were to have more Police presence in the morning. New method of identifying workers the Police would like to see bumper stickers on Cars of residence and cars that frequently visit. Police would like dialog from Citizen’s. Police would like to see quarterly crime prevention along with citizens helping with National Night Out to reduce crime rate. Goal is 0% Crime Rate.

Sgt. Elliot Rodriguez announced SOP was lacking on criteria that was mandated. Reduced liability for Grey Forest and Officers with a SOP guidelines for racial profiling, use of force, etc. Gave example of Municipal Court Summons that needs to be updated with 2 different violations books one for traffic/theft and the other for City Ordinance violations. Draft will be passed through Prosecutor and City Attorney with their input.

Deputy Chief Frank Francis announced TCOLE (Texas Commission on Law Enforcement) can fine departments that are not in compliance up to \$1,000 daily. Education and training that the officers have is one area they look at. If there is any violation the Officers license are suspended August 31, 2019 is the end date for the training. Proposed training schedule to officers (once a month) so that completion of 40 hrs. training every 2 years is met. Classes are being held at the Club House. Upcoming mandated training classes include Tactical updates, Patrol, Investigative updates and Community Policing.

October 1st
National Night Out

Public Works

- Announcements of April 2019 Monthly

Mayor Howard provides the following announcements:

Grey Forest Utilities gave the City of Grey Forest a bobcat it will require repairs to the hydraulics.

Electrical Grey Forest Utilities trenching machine and reworking the chipper.

Saturday, June 22nd

Junk Pick-up

8:00 am – Noon

GFU Utility

- Announcements - None

Fire Department

- Announcements of April 2019 Incident Report

Mayor Howard recognized Travis Lorton who will provide the following announcements:

Total of 3 calls average response time 2 minutes.

Hired 9th full-time and have 8 part-time. Station 2 will start construction in August.

New Business

2. **Discuss and act on appointment of City Attorney for the term expiring May 2019 for the City of Grey Forest pursuant to Ordinance No. 79 dated 10/02/79** – Mayor Howard recognized *Council member Darst who moved to approve the reappointment of Ryan Henry, City Attorney for the term expiring May 2019 for the City of Grey Forest approving Ordinance No. 79 dated 10/02/79. Seconded by Council member Poss. The vote was unanimous Council member Verity, and Skaggs voting for and no on voting no. Motion Passed.*
3. **Discuss and act on authorizing and funding the Assistant to City Secretary position from part-time to full-time with an effective date** - Mayor Howard recognized *Council member Darst who moved to authorize and fund Joni Baker as the Assistant to City Secretary position from part-time to full-time (from 20 hours to 40 hours per week) with an effective date of 5/1/2019. Seconded by Council member Verity. The vote was unanimous Council member Skaggs and Poss voting for and no on voting no. Motion Passed.*
4. **Discuss and act on appointment and funding of Code Enforcement Officer** - Mayor Howard recognized *Council member Poss who moved to appoint and fund Sgt. Elliot Rodriguez to Code Enforcement Officer. Seconded by Council member Darst. The vote was unanimous Council member Verity and Skaggs voting for and no on voting no. Motion Passed.*

Mayor Howard announced Code Enforcement training will be provided by Texas A&M Engineering Services June 17th-21st in San Antonio cost will be \$500.00 with testing of \$50.00.

5. **Discuss and act on Ordinance for Fire Prevention and Protection** - Mayor Howard recognized *Council member Darst who moved to approve the updated Ordinance No. 230 Fire Prevention and Protection of the City of Grey Forest. Seconded by Council member Poss. The vote was unanimous Council member Verity and Skaggs voting for and no one voting no. Motion Passed.*
6. **Discuss and act on Ordinance for Health and Sanitation Standards** - Mayor Howard recognized *Council member Poss who moved to accept the updated Ordinance No. 231 Amending Health and Sanitation, of the City of Grey Forest Code of Ordinances, to regulate the maintenance of buildings and properties within the City and impose civil and criminal penalties; and providing for an effective date. Seconded by Council member Darst. The vote was unanimous Council member Verity and Skaggs voting for and no one voting no. Motion Passed.*
7. **Discuss and act on Ordinance for Nuisances** - Mayor Howard recognized *Council member Poss accepted the update Ordinance No. 232 Amending Chapter 8, offenses and nuisances, of the City of Grey Forest Code of Ordinances, to adopt article 8.08*

establishing the declaration of nuisance-generating properties, appellate procedures, registration and bond regulations, and civil and criminal penalties; and providing for an effective date. Seconded by Council member Darst. The vote was unanimous Council member Verity and Skaggs voting for and no one voting no. Motion Passed.

8. **Discuss and act on Ordinance adopting City Boundary Survey** - Mayor Howard recognized *Council member Darst who moved to approve Ordinance No. 233 confirming designated legal boundaries and official City map. Seconded by Council member Skaggs. The vote was unanimous Council members Verity and Poss voting for and no one voting no. Motion Passed.*
9. **Discuss and act on appointment of Mayor Pro Tem** - Mayor Howard recommends Susan Darst for 1 year term for Mayor Pro Tem who in the absence of the Mayor, runs the meetings but retains the right to vote. Mayor Howard recognized *Council member Verity who moved to appoint Susan Darst as Mayor Pro Tem. Seconded by Council member Skaggs. The vote was unanimous Council members Poss and Darst voting for and no one voting no. Motion Passed.*
10. **Discuss and act on appointment of a Council person to the Grey Forest Community Board (GFCB) pursuant to amendment to Ordinance No. 215** – Mayor Howard recommends Sean Skaggs. Mayor Howard recognized *Council member Verity who moved to appoint Sean Skaggs as Council person to the Grey Forest Community Board (GFCB) pursuant to amendment to Ordinance No. 215. Seconded by Council member Poss. The vote was unanimous Council member Darst voting for and no one voting no. Motion Passed.*
11. **Discuss and act on appointment of a Council Person to the Senator Frank L. Madla, Jr. Natural Area Board of Directors pursuant to Amendment to Ordinance No. 180** – Mayor Howard nominates Jennifer Nottingham. Mayor Howard recognized *Council member Poss to appoint Jennifer Nottingham as Council Person to the Senator Frank L. Madla, Jr. Natural Area Board of Directors pursuant to Amendment to Ordinance No. 180. Seconded by Council member Verity. The vote was unanimous Council members Skaggs and Darst voting for and no one voting no. Motion Passed.*
12. **Discuss and act on appointment of one Board member to the Board of Adjustment to fill position vacated by new Council member** – Mayor Howard nominated Lynn Tiner. Mayor Howard recognized *Council member Poss to appoint Lynn Tiner to Board member to the Board of Adjustments. Seconded by Council member Darst. The vote was unanimous Council members Verity and Skaggs voting for and no one voting no. Motion Passed.*
13. **Discuss and act on reappointment of three Board members to the Board of Adjustment and confirming all actions of the positions since July 25, 2018** – Mayor

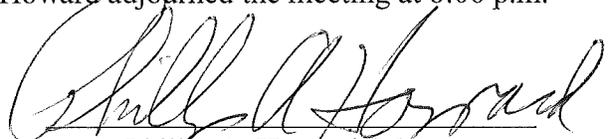
Howard recognized Attorney Ryan Henry who states that the positions are a hold over position their action is still valid. Mayor Howard recognized *Council member Poss to appoint three Board members to the Board of Adjustments and confirming all actions of the positions since July 25, 2018. Seconded by Council member Darst. The vote was unanimous Council members Verity and Skaggs voting for and no one voting no. Motion Passed.*

14. Discuss and act on moving the December 24, 2019 City Council meeting to December 17, 2019 – Mayor Howard recognized *Council member Poss to move the December 24, 2019 City Council meeting to December 17, 2019. Seconded by Council member Darst. The vote was unanimous Council members Verity and Skaggs voting for and no one voting no. Motion Passed.*

Unfinished Business: - None

Adjournment

As there was no further business, Mayor Howard adjourned the meeting at 8:06 p.m.


Phillip A. Howard, Mayor

ATTEST:


Shannan Kinsley, City Secretary