

MINUTES
REGULAR MEETING
June 25, 2019

A Regular Meeting was held by the Grey Forest City Council of the City of Grey Forest, Texas on June 25, 2019 at 6:30 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 Sean Skaggs
Council member Susan Darst
Council member Jennifer Nottingham

Council member Geri Poss – absent

Staff Present:
City Attorney Ryan Henry
Ryan Henry's Assistant, Sonya Herrera
Sgt. Scott Ristow
Chief Rene Rodriguez

City Secretary Shannan Kinsley

Citizen's Present:
Don Reddout
Lynn Tiner
Neil Verity

Call to Order – City Council Regular Session

Mayor Howard called the regular meeting to order at 6:30 p.m.

Mayor Howard presented a plaque to Lynn Tiner for his years of service on the Grey Forest City Council.

Opening Pledge of Allegiance to the Flag of the United States

(Mayor Howard)

Consent Agenda Items

Minutes – Consideration and/or action regarding the approval of the minutes of the Regular meeting of May 28, 2019. Council made motion to change pg. 5, line 1 from Lt. Frank to Deputy Chief Frank Francis and TCOL to TCOLE (Texas Commission on Law Enforcement) and pg. 6, item 3, line 3 from wo to who. Pg. 7, Item 9, line 2 from Tem who runs the meeting to Tem, who in the absence of the Mayor, runs the meetings. Minutes were accepted as amended.

Mayor Howard recognized *Council member Darst who moved and was seconded by Council member Skaggs. The vote was unanimous Council member Verity voting for and no one voting no. Council member Nottingham abstains. Motion Passed.*

Hearing of Residents - None

Mayor Announcements

1. Budget Deadline – Budget Workshop July 24th, 2019. Mayor asked for budgets by July 8, 2019
2. August 23rd, 2019 – File proposed budget with City Secretary and posted on the City Website
3. September 11, 2019 – Public Hearing @ 6:30 on the proposed budget City Council to be present as well as any citizen's
4. September 11, 2019 – Special Session to act on budget if no changes or will adopt budget on September 24th at Regular City Council meeting

Wednesday, July 24th

Budget Workshop

6:30 p.m.

May 2019 Monthly Financials

- Up to date except for Payroll
- Council member Darst asked for clarification on line Item 15 Security Fund (clarified as municipal funds) and clarification on pg. 4, line Item 415 Vehicle Maintenance (clarified as pickup usage)

Council/Staff Announcements – None

Committee Announcements/Reports – None

City Events and Announcements

- Announcements and update of upcoming Grey Forest Community Board (GFCB)
- Next Board meeting July 11th, 2019
- Mayor Howard recognized Sean Skaggs who provided the announcements: 4th of July Celebration
- Getting quotes for the Bamboo to be cut in August
- Board is voting on 2 vacancies

- Council member Verity requested GFCB update on projects in limbo.
- Mayor Howard recognized Council member Nottingham regarding updates of Madla Park Board:
- Put Senator Frank L. Madla Board on marquee for Board members. Nothing further to report.

Board of Adjustment Update

- June 11th, 2019 Board of Adjustment Public Hearing

Mayor Howard recognized Shannan Kinsley, City Secretary who will provide the following announcements: Homeowner wants to rebuild an existing shed for washer and dryer. He did not meet the setbacks, wanted to use the existing concrete and wanted it less than a foot off of the property setbacks. The Board made him move it 2 feet off and then approved. Neighbors did not object and were in support of making the improvements.

Police Department Activity Report

- Announcements of May 2019 Monthly Report

Mayor Howard recognized Chief Rodriguez who will provide the following announcements: 1193 hours worked, 4360 miles driven, 380 total calls for service, 42 Summons, 63 total stops with 21 warnings (4 of which were trucks).

Police Department will know something on the \$5,000 Walmart Grant by next month.

June 1st – Follow-up phone calls will begin as part of the Knock & Talk Program.

Sgt. Elliot Rodriguez attended a meeting with the City Attorney regarding SOP's which were approved.

June 4th – 5th – Chief Rodriguez and Deputy Chief Francis attended FEMA (Federal Emergency Management Agency) training event. Council member Darst wants to know if Sgt. Elliot Rodriguez has completed Code Enforcement Classes. City Secretary Shannan Kinsley states she has his Certificate of 48 hour class training. Council member Sean Skaggs states that once Sgt. Rodriguez gets his certificate, receives his license and is registered as a Code Enforcement Officer by TDLR (Texas Department of Licensing and Regulations) he will receive his card in the mail. City of Grey Forest is a City of under 5,000 and has different laws. Ryan Henry states that as a General Law City you cannot pass an Ordinance unless you are granted the authority from a state statute over a subject matter. As long as you have been granted the authority on that subject matter then you can pass Ordinances that are

consistent with the state statutes. Ryan Henry will clarify any questions Sgt. Rodriguez might have.

Public Works

- Announcements of June 2019 Monthly

Mayor Howard provides the following announcements:

The rain is slowing progress down. The asphalt plant is shut down anytime it rains heavy and we are not able to get asphalt. Work will continue on the east side of Scenic Loop Road.

We are looking into procedures on how to properly dispose of Hazardous waste.

GFU Utility

- Announcements - None

Fire Department

- Announcements of April 2019 Incident Report

Mayor Howard recognized Don Reddout who will provide the following announcements:

Total of 4 calls, 3 assist EMS and 1 handled inhouse. Average response time 2.25 minutes.

New Business

1. **Discuss and act on City Support of 4th of July Parade** – Mayor Howard recognized *Chief Rodriguez who states that the Parade route starts at City Hall and goes down Sherwood, loops back to Hillside and ends at the park. Motion not required.*
2. **Discussion and action on the Scenic Loop Road maintenance plan for 2019 including, but not limited to associated bid documentation, contract award and execution of contracts to the lowest responsible bidder(s) as determined by Mayor Howard and staff, and authorizing the expenditure of budgeted funds** - Mayor Howard states that it is a One-Course with level up and final layer with Mastic Surface seal coat. It is an addendum to the City of Helotes road bid efforts.

Approximate work area is 151,008 feet from City boundary to City boundary. Packets include 2 contracts from Helotes and working with Rick Schroeder and Susan Darst. Mayor tailored contracts to say Grey Forest. July 28, 2019 Helotes City Hall will be presented with sealed bids that will be opened. Selections will be made the following week and will notify

with selection made. They will come back to us with an executed contract and then we will move forward from there. Estimated cost based on passed experience is approximately \$64,000. We are still under budget.

Council member Nottingham asked for clarification on the difference between seal coat, One Course and the Mastic. Clarification that One Course is the rougher, harder and denser material. Mastic covers the rough course and seals the One Course.

Council member Darst states that Josh Maier put a lot of work into the correct operations and decided this is the best application for the type of road we currently have. This product outperforms anything else.

Council member Darst asks if within the motion did we intend to include the stripping as part of the Council approval of the project or are we coming back to that? Mayor Howard answers "No, that is separate". Council member Nottingham asks if who ever does the road also does the stripping? Council member Darst states "No that it is a completely different company". Mayor Howard states that it is a Thermal Plastic Stripping that will have a reflective material on it with a shelf life of 7 years. Council member Nottingham states that the reflective stripping years ago would reflect when there is a flood and could be seen when water is on the road. Is this reflective stripping the same? Council member Darst states that when there is water across the road nobody should be crossing.

Mayor Howard recognized *Council member Skaggs who moved to approve the following: The presented Street Maintenance Plan for the Year 2019; Associated bid documentation; Award and execution of contracts to the lowest responsible bidder(s) as determined by Mayor Howard and Staff, and Expenditure of budgeted funds. Seconded by Council member Verity. The vote was unanimous. Motion Passed.*

Unfinished Business: - None


Adjournment

As there was no further business, Mayor Howard adjourned the meeting at 7:12 p.m.



Phillip A. Howard, Mayor

ATTEST:


Shannan Kinsley, City Secretary