

MINUTES
REGULAR MEETING

June 23, 2020

A Regular Meeting was held by the Grey Forest City Council of the City of Grey Forest, Texas on June 23, 2020 at 6:30 p.m. in the Grey Forest Community Center, 18249 Sherwood Trail, Grey Forest, Texas 78023.

The following members present to-wit:

Mayor Mitch Thornton	Council member Sean Skaggs
Council member Susan Darst	Council member Geri Poss
Council member Kimberly Verity (Via Phone)	Council member Jennifer Nottingham

Staff Present:

Chief Rene Rodriguez	City Secretary Shannan Kinsley
Sgt. Scott Ristow	Assistant to City Secretary Joni Baker
Deputy Chief Frank Francis	City Attorney Ryan Henry (Via Phone)
Officer Raymond Yee	

Citizen's Present:

Don Reddout	Emory Bluhm
Madeline McCloskey	Jill Sulak
Kathleen McCloskey	Brenda Reinhard
L. David Givler	Ron Reinhard
Paul Dart	Anthony Jackson
Abraham Galindo	Maria Ammerman
Susan Beavin	Aurelia Scharnhorst
John Feist	Murray Hughey
Kate Feist	Daniel Rosen
Myra Hanson	Michael Phillips
Jeff Hanson	

Call to Order – City Council Regular Session

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

Opening Pledge of Allegiance to the Flag of the United States

(Mayor Thornton)

Consent Agenda Items

Minutes – Consideration and/or action regarding the approval of the minutes of the Regular City Council Meeting of February 25, 2020. *Mayor Thornton recognized Council member Darst who moved to accept the minutes as presented. The motion was seconded by Council member Poss. The motion passed with Council members Skaggs and Verity voting for and Council member Nottingham abstaining. Motion passed 4-FOR, 1-ABSTAINING.*

Consideration and/or action regarding the approval of the minutes of the Special City Council Meeting by Zoom on May 28, 2020. ***Mayor Thornton recognized Council member Nottingham who moved to accept the minutes as written. The motion was seconded by Council member Darst. The vote was unanimous with Council members Poss, Skaggs and Verity voting for and no one voting no. Motion passed 5-FOR, 0-NO.***

Hearing of Residents

Mayor Thornton recognized the following who spoke:

- Brenda Reinhard spoke in favor of locked mailboxes. Many of the mailboxes are in disrepair. The whole unit is leaning causing a safety issue. They have trouble getting the correct mail.
- Ron Reinhard spoke in support of locked mailboxes. He understands they are a landmark; however, security is important. He encourages a rustic cover for the boxes and would like to see the old ones repurposed in the City.
- Tim Santy stated he would like to use a litmus test for issues that come up. If it is something that is going to impact all citizens in some meaningful way, Council could put it out in advance to cut down on misinformation. Citizens could understand the facts.

Mayor Thornton stated we received citizen emails prior to the meeting. They will be a part of the permanent public record but will not be read aloud. The permanent records can be requested through City Hall. He also has the letters available this evening to review. Emails were received from the following citizens: Joe Sulak, Sandra Schneider, Irene Scharf, Lee & Holly Holleway, Lou Hoffman, Tim Santy and the McEntire's.

Mayor Announcements

Mayor Thornton called on Phil Howard and thanked him for his service to the City as our Mayor. A plaque of appreciation was presented. Phil Howard thanked everyone for their hard work and stated he left the City with a great Council that has made much progress.

Mayor Thornton stated he is going to change the order of the agenda to allow our guests to present.

Unfinished Business

2. **Discuss and Act On Roadway Repairs on Grey Forest Drive and Hillside Drive** – Mayor Thornton recognized L. David Givler, the City Engineer with Givler Engineering who discussed the detailed plans and updated opinion of cost for roadway repairs on Grey Forest Drive and Hillside Drive. Mr. Givler stated the construction design has two major steps; the preliminary design that was presented a few months ago and the detailed design where they inform Council on what they have found. From there they add more details and report back to Council for feedback on how they want to proceed. Abraham Galindo with Givler Engineering stated the project involves roadway extending from Scenic Loop Road to the bridge on Grey Forest Drive and Hillside Drive. Part of the project is in the flood plain and pavement in that area would be concrete. The remaining roadway outside of the flood plain

will be asphalt with flush curbs along the sides to support the asphalt. These are not typical curbs. The curbs are flush with the roadway extending the life of the pavement. Swells will be installed to help convey stormwater into the creek. There are alternates giving the City the option to remove or relocate the rock walls and columns. The base cost for the project ranges from \$175,000 to \$201,000. Then you have your alternates. Council member Nottingham asked what will happen to the rain garden. It took a long time to get that going and asked if they know the history behind it. Mr. Galindo stated the rain garden would have to be removed. The City Engineer was asked if the road is at risk of failure. Mr. Givler stated the flood plain has the greatest risk of failure. Concrete is proposed for that area to give longevity. The roads are aging, and the risk is increasing. The City Engineer was asked what the minimum width a road should be and what is the width they are proposing. Mr. Givler stated the minimum road width is 18'. The road is currently 13'-15'. They are proposing 20' if you include the flush curbs. It was asked who determines the specifications for road width. Mr. Givler stated the Federal Highway Administration puts out the guidelines and TxDOT adopts them. The question was asked what impact this has to the existing Grey Moss Inn and adjacent lamp post structures. Mr. Givler stated the ideal situation would be to move the columns and rock walls outside of the right-of-way for safe passage. Mayor Thornton stated if we move the rock walls, they would be on Dr. Baeten's property. He will need to have a discussion with Dr. Baeten to see if that is something he would allow. Council member Nottingham asked if we had to move the columns due to safety, could we just move the one column farthest from Grey Moss Inn and leave the one by the mailboxes. Mr. Givler stated he would not recommend it because the wall would be butted up against the pavement. Mayor Thornton stated this is a public safety issue. Vehicles have hit trees there. He is surprised the wall has not already been taken out. Council member Nottingham stated she would like to set a date for a workshop for a visual walk through of the project. Council member Darst stated this project has been discussed, it is not a new subject. No one wants the structures to go away. Council member Poss stated she would like to have a visual walk through. Council consented to holding a workshop on Saturday, July 11, 2020 at 9:00 a.m. for a walk through of the area. Mayor Thornton stated he will try and talk to Dr. Baeten before the next meeting.

1. **Discuss and Act On Replacement of Mailboxes for Grey Forest Citizens** – Mayor Thornton recognized Gilbert Mendez with the Helotes United States Post Office. Mr. Mendez stated Grey Forest is a unique community when it comes to mailboxes. Mail is not protected the way the mailboxes are set up and a lot of theft has happened. The mailboxes are not secured. The Post Office is proposing to update the mailboxes and centralize them. The priority of the Post Office is to protect the mail. There are approximately 126 mailboxes. Of those, 108 are active. 16 have P.O. Boxes in Helotes. There are approximately 221 residences. They would like to localize all Grey Forest mailboxes in one location by City Hall. The Post Office will help with funding the mailboxes and keys. Regular mailboxes would be on one side and boxes for parcels on the other side. Mayor Thornton stated we can repurpose the existing mailboxes. We can look at a cover for the new mailboxes that fit the community. He found a picture of a cover that looks like an old bridge that is in Fair Oaks. Council member Nottingham suggested moving the new

mailboxes to the Grey Forest Community Center. Mr. Mendez stated the Post Office cannot abandon mailboxes so they would have to remove the old mailboxes. Mayor Thornton stated if new mailboxes were placed across the street from City Hall, there is already a utility pole there with a light and could house a camera. In addition, police vehicles would be a detour to thieves. There was a question if citizens along Scenic Loop Road could keep existing roadside mailboxes. Mr. Mendez answered yes. Council member Nottingham asked if the Post Office cannot abandon mailboxes, can the owners remove their own. Mr. Mendez answered yes. *Mayor Thornton recognized Council member Darst who moved to approve replacement of the mailboxes by City Hall and pursue design plans for a covering as well as the estimated cost of the project for the next Council Meeting. The motion was seconded by Council member Skaggs. The motion passed with Council members Poss and Verity voting for and Council member Nottingham voting no. Council member Nottingham stated she is disappointed in replacing the mailboxes. Motion passed 4-FOR, 1-NO.*

May 2020 Monthly Financials

Council member Darst asked for an explanation of Line Item No. 800, Emergency Management. Shannan Kinsley stated it is the emergency notification system through Blackboard. Council member Nottingham stated it was extremely useful during the last flood. Council member Darst asked that we review this cost as there are free services out there through Bexar County.

Council/Staff Announcements – None

Committee Announcements/Reports – None

Grey Forest Community Board (GFCB) Update

Madeline McCloskey provided the following announcements:

- Board member Kristin Marshall had her baby.
- The July 4th celebration will include social distancing and will be moved to the evening for cooler weather.
- Watering of the trees planted on Arbor Day has been turned over to the Community Board. They have 4 volunteers watering. The Fire Department is filling up the water tanks being used.
- The Yard Sale has been postponed to the fall.
- Efforts continue to clean up the creeks. They are removing lots of Ligustrum and Elephant Ears. They have hired workers to help with removal. Public Works has been helping haul away the brush.

Senator Frank L. Madla, Jr. Natural Area Update

Jennifer Nottingham provided the following announcements:

- They continue to remove Ligustrum.
- The fundraiser is scheduled for September 12, 2020. More information to follow in July.

City Events and Announcements

Saturday, July 4th in the evening
4th of July Celebration
Community Center

Saturday, September 12th
Madla Fundraiser
To Be Announced

Board of Adjustment Update – None

Police Department Activity Report

Chief Rene Rodriguez provided the following announcements:

- Cumulative 5-month report for the months of January 2020 through May 2020: 5455 hours worked, 21,809 miles driven, 1503 total calls for service, Summons 186/156 (citations), 271 total traffic stops, 114 warnings, 1 arrest, 1344 Crime Prevention.
- Grant approved for \$86,000 on April 20, 2020.
- 18-wheeler turn around signs were installed on both entrances to Grey Forest.
- Contact maintained with the Helotes Post-Master regarding security of mailboxes.
- Continue communication with STRAC and other agencies on PPE supplies.
- All officers completed the Cyber Security Awareness course mandated by HB3834.

Deputy Chief Frank Francis provided the following announcements:

- Update on training: all Police Academy's in the State of Texas are now mandated to one-on-one bias class training along with Cyber Security training. The FBI is changing their information system to be more specific, saving \$7,000 to report manually. DPS in Austin will replace our computer at no cost.

Officer Raymond Yee provided the following announcements:

- Update on grant writing: three resolutions before Council for grants awarded. The resolutions assure we spend the money in line with the grant. He is closing out phase 1 from last year's grant. Next grant to work on is for State Homeland Security.

Sgt. Scott Ristow provided the following announcements:

- Update on Knock & Talk. Received complaints of speeding on Sherwood Trail and Scenic Loop Road. Spoke of stop signs in these areas. Code Compliance asked for a summer cleanup to reduce brush fires and hazards. He is looking at scheduling a Bicycle Rodeo for the kids baring COVID-19. The Code Enforcement class was pushed back due to COVID-19 and is now scheduled for August 18–22, 2020 to get certified.

Public Works Announcements

Mayor Thornton stated Public Works activity has been provided to Council. Junk day has been postponed due to COVID-19. A new date has not been scheduled.

GFU Utility Announcements

Mayor Thornton stated he spoke with Jeff English and everything is moving along.

Fire Department Report

Don Reddout provided the following announcements:

- Total calls for service for the period covering February 2020 to May 2020: 17 total calls; 8 medical, 8 fire/other than medical and 1 cancelled in route. Average response time 2.1. Average personnel 2.5
- Hope to have the new fire station open in October. The Grey Forest station will remain open. They are still looking at a station on Toutant Beauregard.
- Have a new brush truck. A military vehicle was acquired that can be used as a brush truck or for high water.
- They received a new IFO Rating and it was better than they expected.

Mayor Thornton announced City Council will retire into Executive Session as authorized by the Texas Government Code, Section 551.071 (Consultation with Attorney) & 551.072 (Deliberations about real property)

Council member Nottingham made the motion to retire into Executive Session. The motion was seconded by Council member Darst. The motion passed with Council members Poss, Skaggs and Verity voting for and no one voting no. Motion passed 5-FOR, 0-NO.

City Council retired into Executive Session at 8:32 p.m.

Present in the Executive Session was Mayor Thornton, Council members Darst, Nottingham, Poss, Skaggs, Verity (via phone), City Attorney Ryan Henry (via phone), Shannan Kinsley and Joni Baker.

The Executive Session was adjourned at 8:59 p.m.

No action was taken. The Regular City Council Meeting was reconvened.

New Business

3. **Legal Discussion Regarding the Right of Way in front of City Hall** – Mayor Thornton asked for a motion on the legal discussion regarding the right of way in front of City Hall. *Council member Darst made the motion to pursue option no. 2 as discussed in the Executive Session. The motion was seconded by Council member Skaggs. Council members Nottingham, Poss and Verity opposed the motion. Motion failed with 2-FOR, 3-OPPOSED.*
4. **Discuss and Act On Appointment of Mayor Pro Tem** – Mayor Thornton stated he would like for Council member Darst to continue as Mayor Pro Tem. *Council member Skaggs*

made the motion for Council member Darst to continue as Mayor Pro Tem. The motion was seconded by Council member Verity. Council members Darst, Nottingham and Poss voted for and no one voting no. Motion passed 5-FOR, 0-NO.

5. **Discuss and Act On Confirming Appointment of Board members and Alternate Board members to the Board of Adjustments** – Mayor Thornton announced the Presiding Officer, Holly Thornton resigned from the Board of Adjustment. Interest was expressed by Mark Peavy to fill a regular board position and by Neil Verity as an alternate. *Council member Nottingham made the motion to confirm Barbara Coulter as the Presiding Officer, move Mark Peavy to a regular position and appoint Neil Verity as alternate. The motion was seconded by Council member Darst. Council members Poss, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.*
6. **Discuss and Act On Resolution and Interlocal Agreement for Designation of Health Authority Under the Authority of Government Code Chapter 791 and Health Safety Code §121.028(c) by the City of San Antonio** – Mayor Thornton recognized City Attorney, Ryan Henry who stated in the event of a health and safety emergency, in order to get assistance, you have to designate a Health Authority. The Health Authority does not need to be the same as Bexar County, but they must be a licensed doctor. *The motion to adopt Resolution No. 006-20 designating Dr. Woo as the Health Authority for the City of Grey Forest was made by Council member Nottingham. The motion was seconded by Council member Poss. Council members Darst, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.*
7. **Discuss and Act On Resolution and Interlocal Grant Agreement Between the County of Bexar and Certain Municipal Jurisdictions for the Distribution of Federal Coronavirus Relief Funds** – *The motion to adopt Resolution No. 002-20 was made by Council member Nottingham. The motion was seconded by Council member Darst. Council members Poss, Skaggs and Verity voted for and no one voted no. Motion passed 5-FOR, 0-NO.*
8. **Discuss and Act On Resolution Approving Submission of a Grant Application for Coronavirus Emergency Supplemental Funding (CESF) to the Office of the Governor** – *The motion to accept Resolution No. 003-20 was made by Council member Nottingham. The motion was seconded by Council member Poss. Council members Darst, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.*
9. **Discuss and Act On Resolution Approving Submission of a Grant Application for Criminal Justice Modernization 2 Grant to the Office of the Governor** – *The motion to accept Resolution 004-20 was made by Council member Nottingham. The motion was seconded by Council member Darst. Council members Poss, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.*
10. **Discuss and Act On Resolution Approving Submission of a Grant Application for the Surveillance, Detection, and Information Sharing Grant to the Office of the Governor** –

The motion to accept Resolution 005-20 was made by Council member Nottingham. The motion was seconded by Council member Poss. Council members Darst, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.

11. **Discuss and Act On Food Service and Establishments Application for Permit to Sell or Distribute Food and Food Products Pursuant to Grey Forest Code of Ordinances Chapter 6, Health & Sanitation Article 6.02, Section 6.02.005** – Mayor Thornton recognized Shannan Kinsley to explain why we are revisiting this. Shannan Kinsley stated City Council passed the Health and Sanitation Ordinance some time ago which states you must go through the permit process to obtain a permit. The City did not have a permit or application process. We are now proposing that application process. Ryan Henry stated our Health and Safety Code was out of date, so they updated it. You now have an ordinance in place, but this approves the application and form that would be submitted to the City. Applications are needed to grant the permits to allow the regulations and enforce them. *The motion to adopt the Food Service and Establishments Application for permit to sell or distribute food and food products was made by Council member Nottingham. The motion was seconded by Council member Darst. Council members Poss, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.*
12. **Discuss and Act On Proposals for 4-Way Stop Signs in the City Limits** – Mayor Thornton recognized Sgt. Ristow for discussion on the safety issues. Sgt. Ristow stated as part of the Knock & Talk Program, the big concern with citizens was speeding within our community. They are recommending to Council that at the intersection of Sherwood Trail and Lookout Mountain, two more stop signs be added at this intersection creating a 4-way stop. Council member Darst stated safety is important however she also does not want to just put stop signs everywhere. She would like to see data that supports this. After further discussion, Mayor Thornton asked for a motion. *The motion to instruct the City Attorney to make this change to the Ordinance to bring back to Council for approval was made by Council member Nottingham. The motion was seconded by Council member Poss. Council members Darst, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.*

Council member Nottingham stated she is proposing a 3-way stop at Lovers Lane and Sherwood Trail. It was brought to her attention by a citizen. After further discussion, Council member Nottingham stated we can table this and revisit if it is a problem. *There was no action taken to make Lovers Lane and Sherwood Trail a 3-way stop.*

13. **Update by Grey Forest Code Enforcement Officer Regarding the Status of the Code Enforcement Program** – As mentioned earlier, Code Enforcement has asked citizens for a summer cleanup to reduce brush fires and hazards.

Unfinished Business

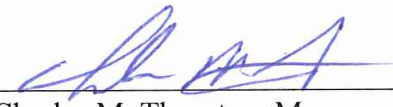
14. **Discuss and Act On Ordinance No. 239 Implementing a Policy and Procedure to Address the Retention of Public Records for Use of Personal Electronic Devices and**

Compliance with SB944 – Mayor Thornton stated the Madla Board discussed this at a Board Meeting and decided they would rather use their own personal devices. We have created an email address that the board is required to copy and goes to Shannan for retention. We will do the same with the Community Board. We will need to prepare a document for everyone to sign stating they acknowledge the policy which will take the liability off the City. Mayor Thornton stated going forward, he would like emails for the Mayor and Council to be Mayor@ or Councilmember1@ (greyforest-tx.gov), etc. so that the next Mayor or Council member will have all the emails from previous person holding the position. All they would have to do is change the password. Council member Darst stated she does not like the text message language. Ryan Henry stated emails and City correspondence are the property of the City and if documents are not turned over, it is a Class A Misdemeanor. He suggests giving all Board members guidance on what to do when someone contacts them on their personal devices. Council can approve the ordinance this evening, however we will still need a program set up for text messages. ***The motion to adopt Ordinance No. 239 with the single change of removing the text message language in Subsection 3 was made by Council member Darst. The motion was seconded by Council member Poss. Council members Nottingham, Skaggs and Verity voted for and no one voting no. Motion passed 5-FOR, 0-NO.***

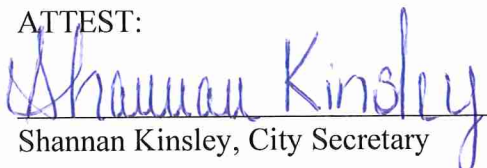
- 15. Discuss and Act On Obtaining Cell Phones for Full Time Officers** – Council member Skaggs explained he made a call to one of our officers and did not realize it was his personal phone. He feels the Police Department should not have to use their own personal phones while on duty or in an emergency situation. He feels they need work phones. Mayor Thornton stated everything should go through dispatch so that everything is logged. Sgt. Ristow stated this is a unique City where people have your personal number and he would be interested in getting a City cell phone. Council member Darst stated the City of Helotes is going with FirstNet for First Responders through AT&T for \$37.00 per line a month and no cost for the phone. The federal government gives a certain amount of band width that would be uninterrupted in an event of a national catastrophe. This service allows the use of the reserve band width and could serve as City business phones. Mayor Thornton asked Chief Rodriguez if he would want to do this. Chief Rodriguez stated he would review and put a proposal together for Council. Item tabled to the next Council Meeting.

Adjournment

As there was no further business, Mayor Thornton adjourned the meeting at 10:20 p.m.


Charles M. Thornton, Mayor

ATTEST:


Shannan Kinsley, City Secretary