

**MINUTES  
SPECIAL CITY COUNCIL MEETING  
CITY OF GREY FOREST, TEXAS  
GREY FOREST COMMUNITY CENTER  
~~18249 SHERWOOD TRAIL~~**

*After advisement from City Attorney Ryan Henry the meeting was moved to*

**GREY FOREST CITY HALL  
18502 SCENIC LOOP ROAD  
HELOTES, TX 78023  
MAY 6, 2022 at 6:30 PM**

**I. CALL TO ORDER**

Mayor Charles M. Thornton called the meeting to order at 6:35 p.m. After Mayor Thornton consulted with City Attorney Ryan Henry, the City Council Meeting was moved to City Hall, 18502 Scenic Loop Road, Helotes, Texas 78023. Relocation of the meeting was due to the upcoming May 7, 2022 Bexar County Elections who had secured the Grey Forest Community Center. Additionally, Mayor Thornton delayed calling the meeting to order by 5 minutes to allow the public to be redirected to City Hall by Assistant to the City Secretary Nichole Heinrich. Ms. Heinrich remained at the Grey Forest Community Center, 18249 Sherwood Trail, Helotes, Texas 78023 throughout the special meeting.

**II. ROLL CALL**

Mayor Charles M. Thornton Jr., Mayor Pro Tem Geri Poss, Council Member Jennifer Nottingham, Council Member Sean Skaggs, Council Member Susan Darst, and Council Member Kimberly Verity.

Staff Present: City Secretary Miguel Cantu, Assistant to the City Secretary Nichole Heinrich, Chief Rene Rodriguez, and SGT Scott Ristow

**III. PLEDGE OF ALLEGIANCE AND INVOCATION**

The meeting commenced with the Pledge of Allegiance.

**IV. PRESENTATIONS BY CITIZENS AND VISITORS**

Mayor Thornton opened the floor for presentation by citizens and visitors. No presentations.

**V. NEW BUSINESS**

- a) **Discuss and take possible action on Ordinance 2022-05-16, an ordinance of the City of Grey Forest, Texas, amending the City Code of Ordinances Chapter 1 General Provisions, Article 1.03 Mayor and Council, to add Section 1.03.005 Powers and Authority of Mayor; providing a cumulative clause, a severability clause, and an effective date.**

Mayor Thornton stated the ordinance would require City Council take action on the termination of any employee except Reserve Officers because they are volunteers. This ordinance does not affect statutory employees such as the City Secretary and the Chief of Police where a super majority is required for termination. Mayor Thornton also informed City Council that the ordinance would also require the Mayor to notify City Council of any decisions as it relates to expenses or aesthetic changes to city buildings and facilities.

MOTION WAS MADE BY COUNCIL MEMBER DARST TO APPROVE ORDINANCE 2022-05-16, AN ORDINANCE OF THE CITY OF GREY FOREST, TEXAS, AMENDING THE CITY CODE OF ORDINANCES CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.03 MAYOR AND COUNCIL, TO ADD SECTION 1.03.005 POWERS AND AUTHORITY OF

MAYOR; PROVIDING A CUMULATIVE CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE. COUNCIL MEMBER NOTTINGHAM SECONDED THE MOTION. COUNCIL VOTED 5-0.

**b) Discuss and take possible action on use of funding from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) for payroll and covered benefits for eligible employees' time spent on COVID-19 response.**

Mayor Thornton stated after his request to provide a pay increase to police officers, the agenda item had morphed into the request to use the Coronavirus State and Local Fiscal Recovery Funds (Texas Department of Emergency Management (TDEM)/American Rescue Plan Act (ARPA) for employees. He reported a final rule had been issued by the US Department of Treasury that diversified the use of COVID-19 funds. Council Member Nottingham stated she reviewed the final rule and found that all employees qualified for the use of funds. Mayor Thornton reported the city received \$69,879 in 2021 and would receive the remainder of the grant in the amount of \$69,879 in August 2022. Mayor Pro Tem Poss asked if there was a timeframe the funds would have to be spent. Mr. Cantu informed Council the funds may have to be spent by December 2024. Additionally, Mr. Cantu reported the full-time employees are Chief Rene Rodriguez, SGT Gary Russell, SGT Scott Ristow, Public Works Supervisor Jay Shipley, City Secretary Miguel Cantu, and Assistant to the City Secretary Nichole Heinrich; part time employees included Public Works Christian Holt, Municipal Court Clerk Belinda McCall, Deputy Chief Frank Francis, and Public Works Director Clarence "Bubba" Rutledge. Council Member Darst noted the Police Department and Public Works were in direct contact with the public and asked if administrative staff was also in contact with the public during this period. Council Member Verity stated administration was in contact with the public during COVID. She recalls assisting at City Hall with scanning documents and City staff was assisting customers. Council Member Verity recommended providing each full-time employee (6) \$3,200 and each part time employee (4) \$1,600 with a total amount of \$25,600. Council Member Nottingham asked if this would be provided to the employees at a lump sum. Mayor Thornton responded it would be one lump sum.

MOTION WAS MADE BY COUNCIL MEMBER VERITY TO USE FUNDING FROM THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) FOR PAYROLL AND COVERED BENEFITS FOR FULL TIME EMPLOYEES IN AN AMOUNT OF \$3,200 AND PART TIME EMPLOYEES IN AN AMOUNT OF \$1,600. COUNCIL MEMBER NOTTINGHAM SECONDED THE MOTION. COUNCIL VOTED 5-0.

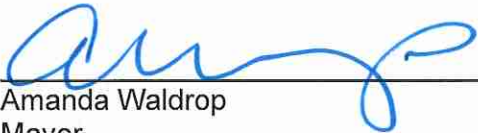
**VI. ADJOURNMENT**

MOTION WAS MADE BY MAYOR PRO TEM POSS TO ADJOURN AT 6:57 P.M. COUNCIL MEMBER DARST SECONDED THE MOTION. COUNCIL VOTED 5-0.

PASSED AND APPROVED THIS 24TH DAY OF MAY, 2022.

APPROVED:



  
Amanda Waldrop  
Mayor



ATTEST:

A handwritten signature in blue ink, consisting of several overlapping loops and lines, positioned above a horizontal line.

Miguel Cantu, TRMC  
City Secretary

