



CITY OF WINTERS, TEXAS
310 S. MAIN ST. WINTERS, TX
COUNCIL CHAMBERS
REGULAR MEETING MINUTES

January 29, 2024, 6:00 p.m.

Call meeting to order. Mayor Chris Bahlman called the meeting to order at 6:00 p.m. and a quorum was established. In attendance were Alderwoman Ida Rodriguez, Alderman Wesley Hagle, Alderwoman Ursula Estrada, Alderman Mike Neal, Alderman Jimmy Butler and City Attorney Ken Slimp.

Pledge of Allegiance -US and Texas Flag

Agenda Item 1. Community Input. Mark Burkhardt stated he would like to see the agenda packet on the screen so that the public could see what was being addressed. He also reminded the council that this week is day ninety (90) regarding the substandard building located at 517 N. Main St.

Agenda Item 2. Approval of Minutes from December 18, 2023. Alderman Mike Neal made a motion to approve the minutes from December 18th, seconded by Alderman Wesley Hagle. All in favor, motion carried. Ayes 5, Noes 0.

Agenda Item 3. Department Reports:

- **City Administrator: Nate Smith**
 - A. City Administrator Report. Mr. Smith stated he would look into Mr. Burkhardt's request as the city is about transparency. He states further that he has some ideas regarding the Hotel Occupancy Tax and Economic Development Committees.
 - B. Sales Tax graphics. Mr. Smith stated that the sales tax is 9.78% less than in January but does not consider it to be bad compared to neighboring towns.
- **City Secretary: Sheila Lincoln**
 - A. Atmos Rider GCR -Rate Filing. No discussion.
 - B. Selection of Appraisal District Directors for the 2024-2025 term. No discussion.
 - C. Open positions for the city of Winters. Ms. Lincoln stated there had been several applications submitted for the Lake and the Utility Billing Clerk positions, but none submitted for the Water Department. Interviews had been scheduled and are underway for the positions of Lake Keeper and Utility Billing Clerk.
- **Water Department: Supervisor, Michael Blackshear**
 - A. Water Usage- Water Usage & Lake Report. Mr. Blackshear stated the leak which caused the city to be without water is fixed and backfilling will begin tomorrow. Mayor Bahlman stated that he appreciated the hard work of the water department.

- B. Sewer Status -NA.
 - C. Projects, New/ Ongoing. NA.
- **Street Department: Supervisor, David Lara.** Mr. Lara stated that they had the TDA Inspection for logbooks, credentials, chemicals and equipment, all was well.
 - A. Projects. NA.
- **Police Department: Chief Paula Geyer.** Chief Geyer was not present, no discussion.
 - A. Statistics- Report attached.
- **Code Enforcement: Bobby Sanders.** Mr. Sanders stated the TCEQ inspection for the Monofil was completed today and it passed.
 - A. Animal Control-Mr. Sanders gave the annual report for 2023 stating he picked up 94 dogs, 122 cats, 2 opossums, 2 racoons, 3 snakes and 2 skunks. There were 52 incident reports and 8 dog bites. There were 11 citations for 2023 regarding animals.
 - B. Citation Statistics- On the code enforcement side Mr. Sanders stated there were 239 prohibited conditions, 8 junked vehicles, 7 living in RV's, 11 substandard buildings, and 1 zoning ordinance violation. There were 50 citations issued regarding code enforcement.
- **City Judge: Greg Nichols.**
 - A. Citation Statistics. Mr. Nichols stated in December there were 21 violations, 17 completed, \$1900 in fines and \$1800 in fees. Of the 548 cases in 2023 233 are still open, a total of 1755 cases were closed with the bulk of them being older cases.
- **Airport Manager: Richard Humphrey**
 - A. Projects
 - B. Events-Upcoming training in Galveston, TX. April 24-26,2024

Agenda Item 4. Approval of Bills. Alderman Mike Neal made a motion to approve the bills, seconded by Alderwoman Ida Rodriguez. All in favor, motion carried. Ayes 5, Noes 0.

Agenda Item 5. Council's Report:

- A. Mission, Vision, and Goal Setting. No discussion.

Agenda Item 6. Old Business:

- A. **Consider and take possible action on requests for additional time from Eugene Kilgore regarding substandard dwelling at 517 N. Main St.** Mr. Sanders stated that Mr. Killgore had written two letters to the city asking for more time to fix the substandard dwelling as he is incarcerated. Mr. Sanders stated that there is an inspection scheduled for February 1, 2024. Alderman Jimmy Butler asked City Attorney Ken Slimp to weigh in on the request, Mr. Slimp stated it is an option, but it would be a liability; he has reservations about it. Judge Nichols stated that the last time Mr. Killgore worked on the house he was injured. Ms. Renee Trip of the community asked about Adult Protective Services (APS) getting involved to help with relocation of tenant. Mr. Sanders explained that

APS has been involved and help was refused. City Administrator, Nate Smith suggested that the request be denied. Alderman Mike Neal stated that three (3) months ago the council voted to demolish the substandard dwelling. Alderman Jimmy Butler made a motion to deny the request to allow additional time, Alderwoman Ida Rodriguez seconded the motion. All in favor, motion carried. Ayes 4, Abstained 1 (Alderman Wesley Hagle), Noes 0.

Agenda Item 7. New Business:

- B. Consider and take possible action on Roof RFP.** Mr. Smith stated that an RFP had been put in the paper with a January 12th deadline, none were submitted. He asked for authorization to solicit directly. Alderman Mike Neal made a motion to allow Mr. Smith to solicit for roof repairs, Alderwoman Ursula Estrada seconded the motion. All in favor, motion carried. Ayes 5, Noes 0.
- C. Consider and take possible action to approve sludge removal bids.** City Administrator, Mr. Smith stated that in December requests for proposals went out and the engineers at eHT drew up specs for this project; there were three bidders with the lowest bidder being Synagro of Texas-CDR, Inc. which came in at \$138,000 being lower than the ball-park estimate of \$150,000. It is the recommendation of eHT to award the bid to Synagro. Alderman Wesley Hagle asked when the process would start to which Mr. Smith replied “probably in a couple of weeks”. Mr. Hagle asked how often this process was done; Michael Blackshear of the Water Department stated that the last time was about ten years ago, but it does depend on lake levels. Alderman Mike Neal made a motion to accept the bid from Synagro of Texas-CDR, Inc., seconded by Alderwoman Ursula Estrada. All in favor, motion carried. Ayes 5, Noes 0.
- D. Consider and take possible action on emergency filter work at the Water Treatment Plant.** Mr. Smith directed the discussion to Michael Blackshear regarding the emergency filter work. Mr. Blackshear stated that this is an ongoing problem stating that the city replaced three valves last year and currently has four valves not working and are having to backwash two to three times a day and is unable to remove sludge currently as effectively as required. Mr. Blackshear states further that when the drain valve on filter 4 will not open up and when it does it shuts down pumps at the lake. Alderman Jimmy Butler asked if there was a better alternative, Mr. Blackshear answered a new plant. Alderman Mike Neal made a motion to approve the emergency filter work at the Water Treatment Plant, seconded by Alderwoman Ursula Estrada. All in favor, motion carried. Ayes 5, Noes 0.
- E. Consider and take possible action to approve citizen notification vendor.** Mr. Smith stated that in the ongoing effort to provide better communication with the citizens city staff have evaluated three different companies: Code Red, Everbridge and Go Gov, his suggestion is to go with Everbridge which he has personal experience with when in Fairfield. The price is \$4,779 for the first year and around \$4,425 for years two and three. Alderman Mike Neal made a motion to approve the purchase of Everbridge as the citizen notification vendor, seconded by Ursula Estrada. All in favor, motion carried. Ayes 5, Noes 0.

- F. Consider and take possible action on approving vendor for logo and rebranding services.** Mr. Smith stated he had the idea to rebrand the city for Economic Development and Civic Pride and he had reached out to Christina Davis, Avery Wheat and Design Works Group for their ideas for a new logo. Alderwoman Ursula Estrada asked if this just for the logo to which Mr. Smith replied yes. Alderman Wesley Hagle asked about other services such as website, social media platforms, etc., Mr. Smith stated at this point it is for a logo only. Alderwoman Ursula Estrada made a motion to approve Avery Wheat as vendor for the logo, seconded by Alderman Wesley Hagle and the floor was open for discussion. Alderman Mike Neal stated that he would like to see a submission of mockups before making a decision as there is no risk on the part of the vendor, but it would be more of a risk of the city to agree to one sight unseen. Alderman Wesley Hagle agreed with Mr. Neal stating he would like to see what the locals have to offer. Alderman Neal stated when creating a campaign for the city value matters, we want the best for this city and is proud of the fact that there is discussion of rebranding the city. Alderman Jimmy Butler stated maybe there could be input from a committee Motion did not carry as presented, council would like to see submission of logos before deciding. Ayes 1, Noes 3, Abstained 1 (Wesley Hagle).
- G. Consider and take possible action to approve Resolution 2024-01, revising Personnel Policy.** Mr. Smith stated there needed to be several changes in the personnel policy to avoid litigation in the future, he added clear definitions and descriptions. Alderman Mike Neal made a motion to approve Resolution 2024-01, seconded by Alderwoman Ida Rodriguez. Mayor Bahlman asked about employee incentive pay being paid in addition to their salary, Mr. Neal stated there is no stacking as written in the policy. Ms. Lincoln asked for clarity regarding the incentives being paid in addition to employees' salary and not a part of it. The policy was approved as written. All were in favor, motion carried to approve. Ayes 5, Noes 0.
- H. Consider and take possible action to approve Resolution 2024-03, creating a Purchasing Policy for the city.** Mr. Smith stated that verbal guidelines have been implemented but there has been no written policy. The policy states that anything over \$5,000 would be brought to the council for approval and have at least three quotes with the request. He states further this was discussed with himself, Sharon Miller and Mayor Pro Tem, Jimmy Butler. Anything over \$50,000 would require bids and advertising per the Local Government Code. Alderwoman Ursula Estrada made a motion to approve Resolution 2024-03 creating a Purchasing Policy for the city, seconded by Alderman Mike Neal. Alderwoman Ida Rodriguez asked if there were an emergency would the department head decide or approve purchase to which Mr. Smith answered yes with discussion with himself and the mayor. All in favor of motion as presented, motion carried. Ayes 5, Noes 0.
- I. Consider and take possible action to approve Resolution 2024-04, creating a Financial Management Policy for the city.** Mr. Smith thanked the council for sticking with him this evening as they go through the resolutions, he knows there was a lot of paperwork with this agenda; he goes on to say he has been working with

- Jimmy Butler and Sheila Lincoln and would like to have the policy in play. Mr. Butler stated it is important when dealing with bonds and such. Alderman Mike Neal made a motion to approve Resolution 2024-04 creating a Financial Management Policy for the city, seconded by Alderwoman Ursula Estrada. All in favor, motion carried. Ayes 5, Noes 0.
- J. Consider and take possible action to approve Resolution 2024-05, regarding ALERRT Travel Assistance for 2024-2025.** Mr. Smith stated that the office of the Governor puts out submittals each year for grants and one of the stipulations of the grant is that there is council approval for grant application submittal. Alderman Jimmy Butler made a motion to approve Resolution 2024-05, seconded by Alderwoman Ida Rodriguez. All in favor, motion carried. Ayes 5, Noes 0.
- K. Consider and take action to approve Resolution 2024-06 regarding the Bullet Sheild project for 2024-2025.** Alderman Jimmy Butler made a motion to approve Resolution 2024-05, seconded by Alderwoman Ida Rodriguez. All in favor, motion carried. Ayes 5, Noes 0.
- L. Consider and take action to approve Resolution 2024-07, regarding the Officer Wellness and Training project for 2024-2025.** Alderman Jimmy Butler made a motion to approve Resolution 2024-05, seconded by Alderwoman Ida Rodriguez. All in favor, motion carried. Ayes 5, Noes 0.
- M. Consider and take possible action on Resolution 2024-08, regarding membership in the Texas SmartBuy program.** Mr. Smith explained that the city has to be a part of the Texas SmartBuy program and there is a \$100 filing cost in order to use the Citi Commercial Cards. Alderwoman Ida Rodriguez made a motion to approve Resolution 2024-08 regarding membership in the Texas SmartBuy program, seconded by Alderman Wesley Hagle. All in favor, motion carried. Ayes 5, Noes 0.
- N. Consider and take possible action to approve Resolution 2024-09 City of Winters Records Management Policy.** Ms. Lincoln explained that there is currently no records retention program. This policy will follow the records retention of the Texas State Library and Archives Commission. Alderwoman Ida Rodriguez made a motion to approve Resolution 2024-09 to approve the Records Management Policy for the city of Winters, seconded by Alderman Jimmy Butler. Alderman Mike Neal made a motion to revise the policy to state that the city would be following the records retention schedule of the Texas State Library and Archives Commission. Alderwoman Ida Rodriguez seconded the amended motion, all in favor. Motion carried. Ayes 5, Noes 0.
- O. Consider and take possible action on authorizing the City Administrator and City Secretary the authority to apply with Citi Commercial Cards for the State of Texas Purchasing Card program.** Mr. Smith is asking for authorization to apply for the authority to apply with the Citi Commercial Cards, Alderman Butler asked what the process is and how many cards would be needed. Mr. Smith said there could be as many as needed or just one. Alderman Wesley Hagle spoke of his personal experience with the brand and made a motion to apply, seconded by Alderwoman Ursula Estrada. All in favor, motion carried. Ayes 5, Noes 0.

Agenda Item 9. Adjourn. Alderwoman Ursula Estrada made a motion to adjourn the meeting, seconded by Alderman Jimmy Butler. All in favor, motion carried. Ayes 5, Noes. 0. Meeting adjourned at 7:25 p.m.

ATTEST:

Chris Bahlman, Mayor

Sheila Lincoln, City Secretary