



Expanding Horizons

CITY OF CONVERSE
CITY ADMINISTRATION

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CITY OF CONVERSE
CITY COUNCIL MEETING
MINUTES OF FEBRUARY 7, 2012
7:00 PM

The City Council of the City of Converse met in a regular meeting at the Converse Municipal Complex on Tuesday, February 7, 2012 at 7:00 PM to discuss various items on the agenda. The following were present:

Mayor Al Suarez
Council Member Kathy Richel, Place 1
Council Member Randy Pannell, Place 4
Ms. Shawna Dowell, City Manager
Mr. Rick Jamison, Chief of Police
Mr. Karl Hoppes, Director of Facilities
Mr. Jerry Wilson, Finance Director
Ms. Michelle Burns, EDC Secretary
Mr. Joe Williams, Building Inspector
Mr. Craig Ramon, Fire/EMS Lieutenant
Ms. Cari Belzer-Gonzales, Police Dispatcher
Mr. Gilbert Martinez, Police Sergeant
Mr. Ray Ortiz, City Attorney
Ms. Penny Hieronymus, City Secretary

MPT Grant Lopez, Place 2
Council Member Andy Selko, Place 3
Council Member Laura Beehler, Place 5
Mr. John Quintanilla, Assistant City Manager
Mr. Richard Wendt, Chief of Fire/EMS
Mr. Lupe Perez, Director of Utilities
Ms. Kate Silvas, EDC Director
Mr. Robert Ayala, Librarian
Ms. T. J. Niemietz, Communications Supervisor
Ms. Mae Kirk, Building Clerk
Ms. Iris Mata, Police Dispatcher
Mr. Ray Moerhig, Police Officer
Mr. Jeff Tondre, City Engineer

1. Call to Order

At approximately 7:03 PM, Mayor Suarez called the meeting to order.

2. Invocation

City Manager Ms. Dowell gave the invocation.

3. Pledge of Allegiance: To the U.S. Flag led by Mayor Suarez
To the Texas Flag led by Mayor Pro Tem Lopez

Mayor Suarez led all those present in the Pledge of Allegiance to the U.S. Flag.

MPT Lopez led all those present in the Pledge of Allegiance to the Texas Flag.

4. Roll Call and Recognition of Visitors

Mayor Suarez stated all CC members were present with the exception of Council member Brown, who is out due to illness. The Mayor recognized Council & staff.

5. Consent Agenda. All of the following items may be acted upon by one motion. No separate discussion or action on any of the items is necessary unless desired by a Council member.

- A. Action to Approve Minutes for City Council Meeting on January 17, 2012
- B. Receive Minutes for Beautification & Environmental Meeting on October 24, 2011
- C. Receive Minutes for Charter Review Commission Meeting on January 11, 2012
- D. Approve Financials for November 2011
- E. Approve Investment Report for November 2011
- F. Action to Appoint Mr. Leon Stubbs as Chairman of the Parks & Recreation Commission (Councilwoman Richel)

Council member Selko asked to pull agenda item #5 A.

Council member Richel made a motion to approve agenda items #5 B – F. Council member Pannell seconded the motion. Motion passed unanimously.

Council member Selko stated on Page 4, Item B, there were 2 typographical errors.

Reads: “Mr. Ortiz will provide a non-signability provision for all the contracts.” And “Councilman Selko made a motion to approve the amended contract between St. Monica’s Catholic Youth Organization (CYO) and the City of Converse to include the non-signability provision.”

Should Be: “Mr. Ortiz will provide a non-assignability provision for all the contracts.” And “Councilman Selko made a motion to approve the amended contract between St. Monica’s Catholic Youth Organization (CYO) and the City of Converse to include the non-assignability provision.”

Council member Pannell made a motion to approve agenda #5 A with the amendment on the typographical errors. Council member Selko seconded the motion. Motion passed unanimously.

6. Special Consideration Items

- A. Recognition of Retirement of Clara “Mae” Kirk, Building Clerk, for her Service of more than Fourteen (14) Years of Service with the City of Converse (Mayor Suarez)

Council & staff presented Ms. Kirk with a plaque for her 14 ½ years of service & her retirement at the end of the month.

- B. Recognition of Kimberly Molder, Police Officer, for her Service of Five (5) Years with the City of Converse Police Department (Mayor Suarez)

Mayor Suarez stated this item is deferred; Ms. Molder was not present tonight.

- C. Recognition of Keri Belzer-Gonzales, Police Dispatcher, for her Service of Five (5) Years with the City of Converse Police Department (Mayor Suarez)

Council & staff presented Ms. Belzer-Gonzales with a Certificate of Appreciation.

Ms. Belzer-Gonzales thanked everyone.

- D. Recognition of Iris Guel (Mata), Police Officer, for her Service of Five (5) Years with the City of Converse Police Department (Mayor Suarez)

Council & staff presented Ms. Mata with a Certificate of Appreciation.

Officer Mata thanked everyone.

- E. Recognition of the Fireman of the Quarter (Councilman Selko) (Fire Academy Alumni/ John Woolery)

Mr. Woolery read a letter to the public, which was written by Captain Craig Ramon on behalf of Fire Fighter/EMT Josh Desinger as Fire/Fighter of the Quarter.

Fire Fighter Desinger thanked everyone.

- 7. Citizens To Be Heard: This time is provided for Citizens to address City Council on any issues and concerns. No City Council discussion or action can be taken if the item is not on the Agenda. Please limit your remarks to three (3) minutes and state your name and address for the record.

-Ms. Celeste Morris of 9014 Arabian King stated she would appreciate further discussion on the commercial platting of 8960 FM 78 on the Council meeting agenda Tues., Feb. 14 & P&Z meeting Mon., Feb. 13 for consideration. She wants to have the situation with the land behind them, which is in a flood plain zone resolved.

-Ms. Ora Blake of 9819 Wagon Train stated she walks & is tired of being chased by dogs; at 913 Meadow Branch the owners have 4 large dogs & the owners let them out. Then, at the corner of Nugget Creek & Meadow Branch a dog was there & charging for her. We have Ordinances & giving people warning don't work. Then, next door to her there are 2 cars that are wrecked & the leaves have not been raked in about 4 years & the back yard looks like a trash dump. She thinks when people move in here they should be given a Welcome to Converse packet.

8. Public Hearing

- A. None

Mayor Suarez stated there were no Public Hearings.

9. Old Business:

- A. Discussion and Appropriate Action to Amend the City of Converse Code of Ordinances, Chapter 46, Utilities, Article IV, Water, Division II, Regulations, Section 46-108-Standard Procedures, City of Converse Ordinance that Regulates Water Billing. This amendment serves to change from the Current Four Cycle Utility Billing Cycle to the Proposed Two Cycle Utility Billing Cycle (Second Reading) (Director of Utilities) (City Manager)

Ms. Dowell stated if you are on the 1st three billing cycles you will be on the 1st of the month & if you are on the 4th billing cycle you will be on the 15th of the month with commercial accounts. There are some individuals that will see 2 bills in 1 month in the transition period, but we will notify the customers.

MPT Lopez made a motion to approve agenda item #9 A. Council member Pannell seconded the motion. Motion passed unanimously.

- B. Discussion and Appropriate Action on a Request to Amend the City of Converse Code of Ordinances Chapter 50-Zoning, Article IV, Districts and District Regulations, Division 7 B-2 Retail Market, Section 50-275, Use Regulations, Adding Fitness Centers to B-2 Zoning. This Section of the City of Converse Ordinance Regulates Zoning (Second Reading) (Assistant City Manager)

Mr. Quintanilla stated P&Z & staff are recommending approval of adding fitness centers to B-2 zoning.

Council member Pannell made a motion to approve agenda item #9 B. MPT Lopez seconded the motion. Motion passed unanimously.

10. New Business

- A. Discussion and Appropriate Action to Approve Resolution #648, a Resolution relating to establishing the City's Intention to Reimburse Itself for the prior Lawful Expenditure of Funds from the proceeds of Tax-Exempt Obligations to be issued by the City for Authorized Purposes; Authorizing other Matters Incident and Related Thereto: and providing an Effective Date (CVLGC) (City Manager)

Ms. Dowell stated during the last cycle of tax notes issued, the City issued reimbursement Resolution, which allowed us to incur cost & reimburse ourselves once the funding went through. This is very similar, but this is for CVLGC & part of the 5 cities (Converse, Seguin, Cibolo, Schertz & Selma). We are moving toward levying some bonds to develop the Guadalupe field project. We have all contributed our \$250,000 to set up the CVLGC organization; this allows us to reimburse ourselves.

Council member Pannell made a motion to approve agenda item #10 A. MPT Lopez seconded the motion. Motion passed unanimously.

- B. Discussion and Appropriate Action to Approve Resolution #649, a Resolution that Authorizes the City of Converse to Submit a Grant Application to the Texas Department of Parks & Wildlife for Improvements to Converse North Park in the Amount of \$68,928.00 (City Manager)

Ms. Burns stated this grant application is through the Texas Parks & Wildlife Dept., for their recreational trails grant. We have applied for a North Park walking trail, 1.25 long, loop around perimeter of North

Park, 5 benches at each ¼ mile with markers, 2 trail head signs at park entrances, 3 handicap accessible water fountains with lower bowl for pets. The total project cost is \$68,928 & requires a match of 20% & we are requesting from the State is \$55,142 & our match is \$13,786, the majority will be provided through labor by our City employees.

MPT Lopez made a motion to approve agenda item #10 B. Council member Beehler seconded the motion. Motion passed unanimously.

C. Discussion of Interconnect Project (City Manager)

Ms. Dowell gave a picture format overview of the water interconnect site out by MacArthur Park & Lower Seguin Road. This is to become a receptacle of water from Schertz to assist us as a backup source for water; but this is the City's project.

Mr. Tondre stated construction began about Dec. 20, 2011. He had provided with a handout of the contractors schedule, but we did get some rain this fall. He gave details on his handouts. We have 1 construction issue related to the project & that is related to the water line coming from Schertz up to the tank site. We are working on a permit to extend the crane permit from FAA, before they can erect it to the full height. We are working on a gas main that was previously incorrectly marked & we are evaluating some options. He will bring this to the next CC mtg. & see what options are available. We don't anticipate a delay.

We can send something out to the residents of MacArthur Park, so they will know what is going on.

D. Discussion of Annexation Plan (City Manager)

Ms. Dowell shared maps for the audience & gave a briefing on annexation. As we move towards growing our community, we must look at where other communities are starting to annex. We have areas right within the incorporated areas of the COC. The Department heads are here who have worked on annexation plans on how we would handle the growth for the area. We will need to know which area(s) if any, that the COC would like for us to look. We will have to re-format the needs of the City to provide those services to the newly annexed areas & re-work our spreadsheet.

Discussion included: Do we want to take on somebody else's headaches, how it would affect our Police, Fire/EMS, Utilities, etc. Depts., annexation at this point should be geared in properties where we can expand our City, when you annex you do it for economic development, 1604 is going to be expanded to 4 lanes & there will be more economic development, we have 1 street in Dover & have been told that Dover wants us to annex them, have to protect our borders, annexation does not happen overnight & you have to have a plan, Fire/EMS Dept. already covers ESD #1, Police Dept. is ready to take on Dover, set up workshops for Council, City will need to know what Council wants to look at for boundaries to focus, we need to know our infrastructure & what improvements will be needed, look at boundaries at 1604 & all of the way to IH 10 on both sides & 1516, imaginary line on 1516 on Walzem to FM 78, Chief Wendt will take any Council member on the tour of annexation sites, include Ventura & Spring Meadows in discussion, etc.

Ms. Silvas has read through the TML guide book for annexation & it is very complicated. The outline of the areas identified will give us an opportunity for growth & expansion for the economic development. Wal-Mart is significant in terms of our sales tax base & a significant corporate client.

- E. Discussion and Appropriate Action to Approve Resolution #650, a Resolution that Authorizes the City of Converse to Submit a Grant Application to Bexar County Department of Community Resources for a Community Development Block Grant (CDBG) in the Amount of Three Hundred Thousand dollars (\$300,000.00) for Improvements to Janice Lane, Converse, Texas (City Manager)

Ms. Dowell stated just in the last few days, we found out that our grant application was oversized for the federal funding.

Ms. Burns stated she has been working Mr. Hoppes, Director of Facilities, has been wonderful for getting her everything she needed. She stated Bexar Co. is expected to receive \$1 million dollars in CDBG funds next year. They have gone back & worked a new plan & instead of Janice Lane, we will be going to Elm Street. This project is a total of \$90,000 & are requesting funds in the amount of \$67,500 & offering a match of 25% = \$22,500, which will include street reconstruction, storm drainage inlets, replacement of certain curbs & installation of ADA ramps for handicap accessibility for project year 2012.

Council member Selko made a motion to approve agenda item #10 E as a non-specific Resolution allowing us to advance the request for the funds. Council member Pannell seconded the motion. Motion passed unanimously.

- 11. City Council and Staff Reports: In consideration of Texas Attorney General Opinion AG-0668, information provided on subjects not on the agenda shall be limited to statements of specific factual information; or recitation of existing policy. Any deliberation of or decision about a subject not on the agenda shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

- A. Mayor's Report/Items of Interest

- Thanked the City Manager for having CPS attending the Greater Bexar Co. suburban cities meeting last month; CPS indicated there is a plan in the works to release the seed monies to the cities.
- CC will be doing the annual evaluation of the City Manager sometime in March

- B. Councilmember's Reports/Items of Interest

Council member Selko reported:

- This Fri. at the American Legion they are having their chicken fried steak dinner for \$8
- This Sat. at the American Legion they are having their breakfast for \$5 at 8 AM

- C. City Commission Liaison Reports

Parks & Recreation – Council Member Richel reported:

- Not meeting until next Monday

Building & Standards – Council Member Pannell reported:

- Thank Mr. Quintanilla, Ms. Dowell & Mr. Ortiz because the Commission did not have to meet in Jan., so they will meet this month; 2 homes on Toepperwein are gone & are still working 1 more home (505 Toepperwein) to be demolished

Beautification & Environmental – Council Member Beehler reported:

- Productive meeting at end of Jan.
- Member Cricket Temkin had reported she contacted 8 out of the 11 Church's in the Converse area & received a commitment from 5 of them to participate in the 1st Converse Clean Up Day for Sat., March 31 – would appreciate any citizens to help; concentration will be on the Justice Center, City Hall & the Library; please put information out (web site, marquee, newsletter, etc.)
- Assistant Chief Rheiner spoke to them on the Eagle Scouts projects & how they could assist the B&E
- Member Renee Paschall reported on discussions of improvements of the Library, most of the improvements would include manpower rather than dollars
- Mr. Hoppes spoke to them on the walking trail at North Park
- Next mtg. Mon., Feb. 26 at 7 PM, all invited

Planning & Zoning – Mr. Quintanilla reported:

- Next mtg. Feb. 26, they will have 5 public hearings

Charter Review – Council Member Selko reported:

- Met last night, went well
- Completed review of the City Charter & there have been a number of changes
- They are a very well organized Committee
- Everything that has gone into the Charter, he believes is for the betterment of the City
- The next mtg. they will have, they are going to go back 1 last time & review all of the changes; then, the changes will be presented to Council for review & afterwards it will go to the public to be voted on for approval
- Thanked all of the members of the Committee
- Thanked Ms. Burns & Ms. Gaines for their help in keeping everyone straight

Mayor Suarez stated once presented to Council, they will be able to do modifications they see fit.

Council member Selko stated they will be presented to the Council for modifications. He stated his personal opinion on this, when presented to the Council he would like to see the Council forward it as written. He believes it should go to the citizens as the Committee has presented it to them. The Committee worked very hard on this.

Mr. Ortiz stated the Commissions give recommendations & Council decides what happens afterwards.

D. Economic Development Corporation Report & Discussion of Items of Interest

Ms. Silvas reported:

- Nearing completion of the 60 day public comment period on the proposed EDC 1604 Commercial Corridor Study
- Nearing completion of negotiations on the lease agreement for 210 Hilltop
- Finished demolition of 204 Hilltop last week with the help of the Street Dept.
- Ms. Silvas & Ms. Burns attended the IEDC Workforce Development Course in SA Jan. 26 & 27, towards her certification as a Certified Economic Developers
- Attended the IEDC Leadership Summit held in SA Jan. 29-31
- There will be an MPO public hearing on Thurs., Feb. 9 at Judson Middle School from 6-8 PM, encourages everyone to attend & show support for the Toepperwein project

- Met with a prospective commercial real estate developer this week
- Following up with packages for prospect development for several projects
- Beginning to conduct business retention visits on a weekly basis
- CVS will open Feb. 19 with a grand opening ceremony to be confirmed on Sat., Feb 25 at 10 AM
- Staff is working with Bx. Co. on the CDBG application for next fiscal year
- Business Breakfast on Social Media will be Fri., Feb. 10 at 8 AM in the City Hall Conference Room
- Next EDC Board mtg. will be held on Thurs., Feb 16 at 6:30 PM in the City Hall Conference Room

CVLGC - Council member Pannell reported:

- Wonderful corporation, under the leadership of Ms. Dowell as President
- Very professional
- Proud to be the liaison for the City & this Council

Ms. Dowell reported the CVLGC is now in the process of looking toward a \$32 million bond issuance.

E. City Manager's Report & Discussion of Future Agenda Items/Items of Interest

Ms. Dowell reported:

- Reminded CC to let us know if they will be attending the Elected Official Conference at the Hyatt Regency River Walk in SA Feb. 17-19 by TML in SA
- Sat., Mar. 3-Mr. Dan Norris will host a Strategic Planning workshop with Council to move forward on the information developed by the Strategic Planning group that met last spring
- Feb. 29 – Retirement Party for Ms. Kirk & Ms. Hieronymus, invitations will go out from 3-5 PM at Fire Station #2
- This Thurs., Bx. Co. Flood Control will have a mtg. in the Council Chambers & the MPO is holding their mtg. at JISD
- City staff recently held an emergency operations center tabletop workshop coordinated by Lt. James
- Feb. 20 – Closed; President's Day
- 4 Projects working on: Water Utility Rate Study by Mr. Bob McClain & hope to have complete by April; Today began Incode implementation which began today & Incode has come back to us with 1 amendment to the contract; Feb. 21 Lan Comm information will go to Council for their contract on the wireless point-to-point routing regarding the router system; and today we began the process of working on the pay plan study for the City working with Mr. Werling

F. City Staff Reports

1. Report and Discussion of Significant Police Events

Chief of Police Jamison reported:

- Staying busy
- Council had already been briefed on the Miramar incident
- Ms. Niemietz, Dispatch Supervisor is leaving for 3 weeks to complete her Law Enforcement Management Training

2. Report and Discussion of Significant Fire & EMS Events

Chief of Fire/EMS Wendt reported:

- Staying busy

- New pumper has been ordered
- Thank CC for all of their support
- Began working on pay scale today

3. Report and Discussion of Significant Public Works Events

Director of Facilities Mr. Hoppes reported:

Streets:

- Busy pouring concrete
- Paving striping & buttons on Gibb-Sprawl Road
- Swept Zones 1 & 2
- Placed an order for signs in Miramar Unit 9 & Cimarron Landing Unit 2
- Feb. 16 – Training class for new chip spreader

Grounds:

- Chipping in Zone 1
- Had 2 out of cycle brush pick up
- Picked up 15 bags of trash throughout City
- Cut down about 19 trees between the 2 parks because they were dead
- Mowed & trimmed EDC properties & City right of ways

Parks:

- Routine work with mowing & trimming
- Started working on the ball field maintenance
- Installed road base for bleacher pads at City Park football field
- Trenched the lines at North Park to support the electrical for the restrooms & the Pavilion

Fleet:

- Working routine maintenance on keeping City vehicles & equipment running

Council member Pannell would like to have a copy of the list of all the streets they are working on.

4. Report and Discussion of Significant Public Utilities Events

Director of Utilities Mr. Perez reported:

Water Techs:

- 325 Turn offs for non-payment
- 100 Deposits
- 107 Finals
- 24 Customer leaks
- Calibrated 11 water meters
- Set 21 New meters
- Replaced 14 old meters

Maintenance Crews:

- Repaired 17 water leaks

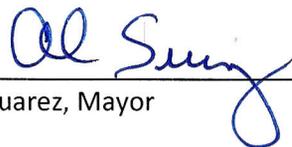
- 5 Sewer back ups
- Installed 18 irrigation metes
- Last Wed. Premium Pumps came out & started pulling the Bob Grubb Well

Ms. Dowell stated we will need to do a budget amendment regarding the Bob Grubb Well.

12. Adjournment

At approximately 9:03 PM, Mayor Suarez adjourned the meeting.

PASSED AND APPROVED THIS 6th DAY OF MARCH, 2012.



Al Suarez, Mayor

ATTEST:



Jackie Gaines, City Secretary