



*Expanding Horizons*

CITY OF CONVERSE  
CITY ADMINISTRATION

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**MINUTES  
CITY OF CONVERSE  
CITY COUNCIL MEETING  
March 06, 2012 - 7:00 PM**

Be it known that the City Council of the City Of Converse met for a Regular Meeting at the City Council Chambers at 402 South Seguin Street on Tuesday, March 06, 2012 at 7:00 PM. A quorum of the following commissions may be present: Beautification & Environmental, Building & Standards, Charter Review, Economic Development Corporation, Park & Recreation and Planning & Zoning.

**1. CALL TO ORDER**

Mayor Suarez called the meeting to order at 7:03 P.M.

**2. INVOCATION**

Mayor Suarez gave the invocation.

**3. PLEDGE OF ALLEGIANCE:**

Mayor Suarez led the Pledge of Allegiance to the United States Flag; Mayor Pro Tem Lopez led the Pledge of Allegiance to the Texas Flag.

**4. ROLL CALL AND RECOGNITION OF VISITORS**

Mayor Al Suarez  
Councilwoman Kathy Richel, Place 1  
Councilman Randy Pannell, Place 4  
Ms. Shawna Dowell, City Manager  
Mr. Ray Ortiz, City Attorney

Mayor Pro Tem, Grant Lopez  
Councilman Andy Selko, Place 3  
Councilwoman Laura Beehler, Place 5  
Councilman Steve Brown, Place 6  
Ms. Jackie Gaines, City Secretary

Mayor Suarez stated a quorum is present.

**5. CONSENT AGENDA:**

- A. Approve Minutes for the City Council Meeting on February 7, 2012**
- B. Receive Minutes for Beautification and Environmental Commission Meeting on November 28, 2011.**
- C. Receive Minutes for Building and Standards Commission Meeting on December 28, 2011.**
- D. Receive Minutes for the Economic Development Corporation Meeting on January 10, 2012.**
- E. Receive Minutes for Beautification & Environmental Commission Meeting on January 23, 2012.**
- F. Approve Financials for December 2011.**

**G. Approve Investment Report for December 2011.**

Councilman Pannell made a motion to approve Item 5A-G. Councilwoman Richel seconded the motion. The motion passed unanimously.

**6. SPECIAL CONSIDERATION ITEMS:**

**A. Recognition of John Adams, Crew Member, Street Maintenance, for his Service of Five (5) Years with the City of Converse. (Mayor Suarez).**

Mr. Adams was unable to attend the meeting and will be placed on a future agenda for recognition.

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

Mr. John Woolery, Chairman of the Fire Academy Alumni, read a letter from Captain Gollinger to Chief Wendt recommending Fire-Fighter Crystal Gutierrez for Fireman of the Quarter due to FF Gutierrez' positive attitude, dedication to the city and to the department and for her great strides in knowledge and performance. Fire Fighter Gutierrez was presented with a certificate and a gift.

**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.

-Ora Blake of 9819 Wagon Train- brought up unsanitary conditions of 9815 Wagon Train and asked Council to address the issue.

-Phyllis Perez of 7306 Coers Blvd. - discussed the high price of the utilities and reported pit bulls on Dream Avenue.

**8. PUBLIC HEARINGS:**

NONE

**9. OLD BUSINESS:**

NONE

**10. NEW BUSINESS:**

**A. Quarterly Report from the Beautification & Environmental Commission. (Beautification & Environmental Chair)**

Mr. Roger Dennis, Chairman, March 31<sup>st</sup> beautification workday to landscape the Justice Center. Local churches are volunteering; Karl Hoppes will purchase 78 drought resistant plants with the \$850 budget. Ms. Dowell added the water truck is out of service; will look for a water truck to assist during the summer months.

**B. Quarterly Report from the Building and Standards Commission. (Building & Standards Chair)**

Ms. Lu Ann Holden, Chairman, had 9 residential structures not in compliance, 5 brought to compliance, 2 demolished by owner and 1 demolished by staff with a lien on the property.

**C. Quarterly Report from the Parks and Recreation Commission. (Parks & Recreation Chair)**

Deferred to next meeting.

**D. Quarterly Report from the Planning & Zoning Commission. (Planning & Zoning Chair)**

Mr. Robert Browning, Chairman, discussed the following:

Code Revision zone B-3 truck stop uses, B-2 fitness centers, amusement redemption machine business establishments, workshops scheduled for March 10<sup>th</sup> and 17<sup>th</sup>.

Rezoning 41.4 from B-2 and B-3 to R-1.

Variances Rolling Creek, Unit 4 variance-not supported, CVS Pharmacy-signage.

Preliminary Plats Cimmaron Landing Phase III, Lower Seguin Rd. Interconnect, MacArthur Park Unit III-B, Rolling Creek, Unit 4-tabled by applicant.

Final Plats Cimmaron Landing, Phase III-tabled by applicant, Lower Seguin Rd. Interconnect, Cimmaron Landing, Phase III, MacArthur Park, Unit III-B.

Special Use Permits 8960 FM 78 transmission service shop, 9160 FM 78 water distribution business, 339 S. Seguin-Lucky Penny 8-liner-not supported, 8400 block of Crestway-mini- storage-not supported.

**E. Discussion of 2011 City of Converse Building Department Year End Statistics. (Building Official)**

Deferred to next meeting.

**F. Discussion of 2011 City of Converse Facilities Department Year End Statistics. (Director of Facilities)**

Karl Hoppes report on the following projects: Toepperwein Road asphalt \$104,000 project cost; Avenue B reconstruction project cost \$232,931.99, Crestway sidewalk installation; new units in MacArthur Park, Miramar, and Meadows of Copperfield; crack sealing program cost of \$12,774.84; sidewalks, curbs, driveways project cost \$17,000; concrete repairs water line breaks project cost \$7,094; water line breaks hot mix project cost \$ 6,329. Removed 37 aged/diseased trees; picked up 92 bags of dumped trash; picked-up 83 out-of-cycle brush pick-up cost \$4,150. Supported NIOC; NP new restroom and foot bridge; park personal offices out of park meeting room and upgrades and maintenance to the parks and city buildings.

**G. Discussion of 2011 City of Converse Fire Department Year End Statistics. (Fire Chief)**

Chief Wendt reported the 2011run activity: EMS total responses 2210; patients transported 976; structure fires (city and county) 83; vehicle fires (city and county) 10; grass fires (city and county) 92; haz-mat (city and county) 49; other runs 202; rescue (city and county) 210; mutual aid 317.

**H. Discussion of 2011 City of Converse Utility Department Year End Statistics. (Director of Utilities)**

Jon Smith reported on the drought and water leak repairs with a total of 389 leaks from April-December; 40 sewer backups; 40 water leaks and 9 sewer back-ups prior to April; construction crew completed Avenue B water line upgrade; installed 750 ft of 6 inch PVC pipe; installed hydrants, valves and meters; passed state inspection with no discrepancies found and maintained the Superior Water System status; Bob Grubb well taken of line December 27, 2011 with motor failure, estimated time for service April time frame. Set 235 new meters and replaced 405 meters; February freeze responded to many calls and had a non-potable 4 inch like blow off as a result of the freeze. Construction began December 19<sup>th</sup> on the interconnect line. 75% of 2011 dealt with drought issues and 25% of 2011 maintaining the systems. April-December averaged 43 leaks per month and had personnel on call throughout the year.

**I. Update on Digital Marquee Sign. (City Manager)**

Ms. Dowell received final legal review on the contract. The city will start on the project once we have a negotiated contract.

**J. Update on CVLGC Interconnect Water Project. (City Engineer) (City Manager) (Asst. Director of Utilities)**

Jeff Tondre reported on the construction of the tank. Have conflict with utilities not properly marked for the water line that will be coming from the City of Schertz. Two options for the water line relocate: a project that is within our lime line at an approximate cost of \$60,000 or a more economical plan that is not within our control. Construction is ten days behind due to the rain.

**K. Discussion and Appropriate Action on Request by the Economic Development Corporation to Create a Project known as the Loop 1604 Corridor Study. (Executive Director) (City Manager)**

Ms. Silvas' presentation covered the 1604 Commercial Corridor Plan, the Economic Study, the Financial Impact, the Repayment Agreement and the process. Mr. Aranda, EDC Chairman, reiterated the expansion will enable the City to attract solid businesses and draw people to stop in Converse.

Ms. Brenda Johnson discussed the difference between the corridor study and the economic study. The corridor study is a geographical study of the land and use and the economic study is for demographics of the land.

Councilman Pannell made a motion to approve the 1604 Commercial Corridor Plan. Mayor Pro Tem Lopez seconded the motion. The motion passed unanimously.

**L. Discussion of new Citywide Master Plan. (City Engineer) (City Manager)**

Ms. Dowell suggested targeting the growth area first, which will be the expansion of 1604 and plan for growth to broaden the entire city and perform a 20-year plan. We want to make every dollar count and not make mistakes from the past, so we do have a need for a professional master plan. Since we did narrow the scope of the master plan, our tax note we recently issued only included the \$190,000 1604 corridor study. We do need to broaden the study to include the entire city with land planning and ordinance changes either now or in the near future as Council and the citizens would like us to develop over the next twenty years. If we chose to join the 1604 Corridor Plan without hindering the project, the cost to include a city-wide master plan is \$90,000. The economic analysis for the 1604 study is the exact data that will go into a master plan. If we wait several years, we will be duplicating

some effort. Since the study will take several months of process, we can either look to financing wither in the budget or through debt in the next fiscal year.

Ms. Johnson added a comprehensive master plan includes everything from information on the water-sewer-storm drainage system, plans for capital improvements, economic development projects to serve as a guide, as help the Council make decisions by using the study as a guide, help establish budgets, help acquire grants and assist in rewriting zoning ordinances.

Mr. Tondre stated the previous master plan is dated due to a lot of the projects have been completed.

Council shared their support of a complete master plan.

**M. Discussion and Appropriate Action to Approve Resolution #664, a Resolution that Authorizes the Adoption of Governmental Accounting Standards Board ("GASB") 54 Standards and Applications. (Director of Finance) (City Manager)**

Ms. Dowell stated this is a standard that all cities are adopting and the auditors asked that use this standard.

Councilman Selko made a motion to approve the Resolution adopting GASB 54 standards and application. Councilwoman Richel seconded the motion. The 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:** Mayor Suarez stated the NEP was briefed on the MPO project. Received a call from a citizen praising the work Sgt. Robert Avella and Cpl. Mike Scogins did as detectives on a case prosecuted in Bexar County.

**B. Councilmember's Reports/Items of Interest:** Mayor Pro Tem Lopez asked Ms. Dowell to follow up on the parameters and conditions we set on Special Use Permits.

Councilwoman Beehler addressed the Access Transmission business, a Special Use Permit business we approved, has improved the property and is working on the parameters that were set by Council. A house on FM1516 has a refrigerator placed by the road.

Councilman Pannell received complaints about dirt bikes in North Park and solicitor selling meat.

Councilman Brown read a letter of appreciation thanking City Council, citizens, City staff and the Fire and Police Department for the care given to him and his wife while Councilman Brown was ill.

**C. City Commission Liaison Reports:**

Building and Standards Commission-Councilman Pannell, 505 Toepperwein Road is demolished.

Parks and Recreation Commission-Councilwoman Richel, Movie Night in the City Park March 24, 2012. P&R meeting set for March 12, 2012 6:30 P.M.

Planning and Zoning Commission-Councilman Brown, Workshop Saturday, March 10, 2012 at 9:00 A.M.

Beautification and Environmental Commission-Councilwoman Beehler, Beautification project March 31, 2012 from 8:00 A.M. to 2:00 P.M.

CVLGC-Councilman Pannell, Attended a two-day seminar in Austin.

- D. Economic Development Corporation Report & Discussion of Items of Interest:** Ms. Silvas reported the City of Converse EDC received second place at the Expo, attending the ICSC seminar in Nevada, Staff working with CPS on the SECO grant, getting ready to close on 210 Hilltop and continuing to receive applications for the vacancy on the EDC Board.
- E. City Manager's Report & Discussion of Future Agenda Items/Items of Interest:** Ms. Dowell reported on the MPO meeting and invited everyone to attend the next meeting on March 26<sup>th</sup>, City staff has addressed the dumping from outside city limits into the city limits on Crestway, staff is currently working on 52 major projects. Future agenda items: discussions for the P25 tax note to order radios for the Police and Fire, budget amendments, chip seal priorities, SUP 2-year review.
- F. City Staff Reports:**
- 1. Report and Discussion of Significant Police Events-**Chief Jamison reported on the Cops More grant and if awarded, may only receive 75% of the salary and would like to come to Council for support.

## 12. EXECUTIVE SESSION:

Mayor Suarez called for a recess at 9:05 P.M. to reconvene into Executive Session.

- A. Executive Session in Accordance with Texas Open Meetings Act Section 551.074, PERSONNEL MATTERS. Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, specifically the evaluation of the City Manager. (Mayor)**

Opened at 9:21 P.M. Closed at 10:08 P.M.

- B. Executive Session In Accordance With Section 551.072, Texas Open Meetings Act DELIBERATION REGARDING REAL PROPERTY; Closed Meeting. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. (City Attorney) (Executive Director of EDC)**

Opened at 9:12 P.M. Closed at 9:20 P.M.

## 13. RECONVENE TO OPEN SESSION:

Mayor Suarez reconvened the open session at 10:10 P.M.

- A. Discussion Appropriate Action in Accordance with the Texas Open Meetings Act § 551.074. PERSONNEL MATTERS; CLOSED MEETING. Personnel Matters to deliberate the evaluation of the City Manager (Mayor)**

Mayor Suarez stated there is no action to be taken on the item.

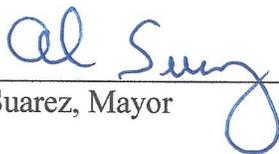
**B. Discussion and Appropriate Action in Accordance with Deliberations regarding Real Estate Leases of 210 Hilltop. (City Attorney) (Executive Director of EDC)**

Mayor Pro Tem Lopez made a motion to approve. Councilman Brown seconded the motion. The motion passed unanimously.

**14. ADJOURNMENT:**

Mayor Suarez adjourned the meeting at 10:11 P.M.

PASSED AND APPROVED ON April 3, 2012.

  
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Al Suarez, Mayor

ATTEST:

  
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Jackie Gaines  
City Secretary