

**MINUTES FOR THE  
NOVEMBER 13, 2023  
REGULAR COUNCIL MEETING**

**1. Call to Order and Recording of Quorum.**

The meeting was called to order at 4:00pm and a quorum was recorded.

Council Members Present

Mayor John Low  
Emmy Ballantyne  
Bill Mitchell  
Peter Mako  
Kate Lanfear

City Staff Present

City Manager William Foley  
Asst. City Manager Michelle Pack  
Fire Chief William Knupp  
Asst. Fire Chief Justin Seibert  
Police Chief Gail Baham  
Asst. Police Chief Gabriel Ortiz  
Director Rick Baldarrama  
Attorney Frank Garza  
Municipal Court Judge William Kingman  
Municipal Court Prosecutor Dwight Chumbley  
Court Clerk Kristyn Schones

Others Present

Erin Drawert  
Andrea Sitterle  
Debbie Dial  
Illegible  
Cassie Porterfield  
Lisa Nichols  
Embry Nichols  
Ben Halbach  
Porter Corrigan  
Gary Koehl  
Buddy & Kay Rosene  
Brian, Alice and Pryor Ballantyne  
Anne Ballantyne

**2. Review/Action of minutes from:**

- a. **Oct 11<sup>th</sup> Budget Workshop**
- b. **Oct 11<sup>th</sup> Regular Meeting**

The minutes were reviewed, Mako motioned to approve both sets of minutes, Ballantyne seconded, all voted in favor and the minutes for October's budget workshop and regular meeting were approved as submitted.

**3. Comments by Citizens**

There were no comments.

**4. Presentation: Honoring Judge Richard Corrigan for his years of service as the Municipal Court Judge**

Mayor Low and William Kingman honored and spoke about the years of service Richard Corrigan provided to the city as the Municipal Court Judge. Cassie Porterfield and Porter Corrigan accepted a plaque on their father's behalf. Photos were taken of the plaque acceptance.

**5. Presentation: Texas Fire Chief's Association presenting the Best Practices Recognition to the Fire Department**

This item was tabled and will be discussed at the December 2024 meeting.

**6. Discussion/Action: Authorizing the City Manager to sign an Agreement for Alley Paving.**

Baldarrama introduced the agreement saying that the residents at 335 Charles & 412 Garraty submitted an application for paving the alley, the plans were approved by the city attorney and city engineer, the residents also had support from all surrounding neighbors (some of which were in attendance). The council had no questions or further discussion, Mitchell motioned to approve, Mako seconded, all voted in favor and the authorization was granted.

**7. Discussion/Action: Authorizing the Mayor to sign an Animal Control Agreement with Eagle Veterinary Clinic.**

Mayor Low began by saying that an agreement like this has been approved in the past. Foley said this agreement has been in the works for the past year due to fine tuning the language, the new veterinarian in charge has been more welcoming of the agreement with the PD and that the City Attorney has approved it. There was no further discussion from council, Ballantyne motioned to approve the agreement, Lanfear seconded, all voted in favor and the authorization was granted.

**8. Discussion/Action: Authorizing the City Manager to enter into an agreement with Republic Services Disposal establishing a disposal fee of \$43.00 per ton of waste.**

Foley explained that the city received a rate increase in the mail, as did our neighboring city Alamo Heights. Foley said that he discussed the rate increase with Baldarrama who agreed that Republic Services is the best option. Foley also said that he confirmed the financials with Pack to make sure that the city could support the increase. Foley told council that the city attorney has no objections to the agreement. Mitchell asked when the last increase was, and Foley confirmed it was before his time as city manager. Mako motioned to approve the increase, Ballantyne seconded, all voted in favor and the authorization was approved.

**9. Discussion/Approval: Annual Employee Health/Life and Dental Ins.**

Halbach began by saying that the biggest topic was the change in provider as Humana is no longer offering coverage to municipalities, the city costs are going down and suggested a to change to United Healthcare. He said there was a typical 4% increase in the dental providers' rates. Halbach said there were no other increases, so, his recommendation is to keep everything the same and change carriers to United Healthcare. Mayor Low asked what our total costs were for last year, Halbach responded with that they roughly collected \$156,000 and paid out \$80,000. He explained that our "credibility" rating was why we had such a positive response from carriers and why we are paying less now than 4 or 5 years ago. Mako motioned to approve the recommendations from the city's insurance agent and to authorize the city manager to enter into agreements in providing insurance coverages to employees, Michell seconded, all voted in favor and authorization was given.

**10. Discussion/Action: Adoption of an Ordinance prohibiting stationary vehicular signs in residential districts.**

Foley commented that there were some minimal language changes to the ordinance and the changes were sent out in the council packet email. There was no further discussion, Ballantyne motioned to approve, Lanfear seconded, all voted in favor and Ordinance 1524 was adopted.

**11. Discussion/Action: Authorizing the Mayor to sign an Extension to the Emergency Medical Service Agreement.**

Low said that even though the council had already granted an extension to Nov. 17<sup>th</sup>, another extension is required to make sure what is drafted protects our city's interest as best as possible. Low is asking for another extension to December 21, 2023. Low stated that he is hopeful that the Tri Cities will come to an agreement before then so it can be voted on in the December council meeting. Mitchell asked if the discussions were going well to which Low replied that they were, the delay is mostly due to drafting. Mako motioned to approve, Mitchell seconded, all voted in favor and authorization was granted.

**12. Discussion/Action: Adoption of an Ordinance for review of Annual Investment Policy**

Foley explained that this is standard house keeping with no changes to the policy. Mitchell asked if we were at the 2.5 million, Pack confirmed. Mitchell motioned to approve, Ballantyne seconded, all voted in favor and the motion carried. Ordinance 1523 was adopted.

**13. Discussion /Action: Adoption of a Resolution casting a ballot for the Election of Bexar County Appraisal District Board of Directors.**

Foley began by saying that he was contacted by the City of Olmos Park regarding this item. Foley said if it is approved by the council, they would be able to cast 8 votes to one of the candidates. Foley named all the candidates and their nominees. Low said they have never casted the votes in prior years, Ballantyne said she knows one of the candidates very well and suggested a vote for Juliana (nominated by Olmos Park), Mako said he was not familiar with any of the candidates but would support whomever our council agrees on, Mayor Low said it could be beneficial to cast votes for the candidate nominated by Olmos Park as it is part of our Tri City. Ballantyne motioned to approve Resolution 1525, Mako seconded, and all voted in favor. Ballantyne then motioned to direct the 8 votes to Juliana Dusek, Mitchell seconded, all voted in favor and the motion carried.

**14. Discussion from monthly reports as submitted in the council packets.**

Ballantyne noticed and gave praise to Baham for the police report being more detailed, possibly due to a new software program.

**15. Executive Session: Council will convene into executive session to discuss the terms and conditions of the City Mangers Contract per Texas Government Code § 551.074 (Personnel Matters).**

The executive session started at 4:31pm and ended at 4:36pm.

**16. Discussion/Action from matters discussed in executive session.**

Low asked for a motion to approve the terms and conditions of the City Manager's employment contract, Mako motioned to approve, Ballantyne seconded, all voted in favor and the motion carried.

**17. Adjournment**

The meeting adjourned at 4:37pm.

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MAYOR

ATTEST:

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SECRETARY-MANAGER