

**MINUTES  
CITY OF SHAVANO PARK, TEXAS**

**1. CALL MEETING TO ORDER**

Mayor Marne called the meeting to order at 6:30 p.m.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Marne led the Pledge of Allegiance to the Flag and followed with the Invocation.

**3. ROLL CALL**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Marne

**4. CITIZENS TO BE HEARD**

Dwayne Robinson, introduced himself as the new Constituents Services Director for Bexar County for Bexar County Judge Wolfe.

**5. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the Meeting.

**6. CONSENT AGENDA**

**6.1 City Council Meeting Minutes, December 15, 2014**

**6.2 Planning & Zoning Commission Minutes, December 3, 2014**

**6.3 Water Advisory Committee Minutes, October 13, 2014**

**6.4 Approval – Ordinance No. O-2014-024 Deleting Chapter 2 –Administration, Article III , Section 2-65 , of the City of Shavano Park Code of Ordinances and replace Chapter 2 – Administration, Article III, Section 2-65, City Secretary to be consistent with the City Manager / Council form of Government (final reading)**

**6.5 Approval - Final plat of Shavano Park, Unit -19C, Phase III, a 39.84 acre tract of land located generally west of Kinnan Way and Collins Circle Intersection**

**6.6 Approval - Final plat of Pond Hill Commercial West Phase I, a 3.62 acre tract of land out of a 46.94 acre tract of located generally west of NW Military HWY and Pond Hill Rd Intersection**

**6.7 Approval -Final plat of Shavano Park, Unit 19B Phase V, a 2.19 acre tract of land out of a 289.5 acre tract of land located generally 0.5 miles west of Bitters and Loop 1604 Intersection**

**6.8 Approval - Resolution R-2015-001 calling the City of Shavano Park - May 9, 2015 General Election**

**6.9 Approval - Quarterly Investment Report ending December 31, 2014**

Mayor Pro Tem Ross made a motion to approve the consent agenda with correction to 6.8 Resolution R-2015-001 from 1 precinct to 2 precincts.

Alderman Hisel seconded the motion.

The motion carried unanimously.

At this time, Mayor Marne deviated to agenda item 8. Public Hearings.

## **8. PUBLIC HEARINGS**

**8.1 Public Hearing - Rezoning a 0.0837 acre tract of land and a 2.037 acre tract of land out of Lot 1813, Shavano Park Subdivision, Unit -16A-1 described as Lot 1813A and 1813B, located in the vicinity of Lockhill Selma and Huebner from A-2 Single Family to B-2 Business District.**

Public Hearing opened - 6:39 p.m.

Attorney Jay Farwell addressed the City Council regarding the abovementioned property.

Public Hearing closed - 6:44 p.m.

**8.2 Public Hearing - Rezoning of Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B-2 Business District.**

Public Hearing opened - 6:45 p.m.

No comments.

Public Hearing closed - 6:46 p.m.

**8.3 Public Hearing - Zoning of 1.88 acres, more or less, tract of land out of the Collin McCrae Survey No. 391, Abstract 482 in Bexar County (south of North Loop 1604, to the east of the City of Shavano Park, and to the west of Bitters Road in North San Antonio to be zoned M- Municipal**

Public Hearing opened - 6:47 p.m.

No comments.

Public Hearing closed - 6:48 p.m.

**8.4 Public Hearing - Zoning of 4.36 acre tract of land, more or less, out of the 479.37 acre tract recorded in Volume 12007, Page 2490 out of the official public records of Bexar County Texas, out of the Refugio Vargas Survey No. 80, Abstract 781, Bexar County TX (south of North Loop 1604, to the east of the City of Shavano Park and to the west of Bitters Road in north San Antonio to be zoned B-2 Business District**

Public Hearing opened - 6:48 p.m.

No comments.

Public Hearing closed - 6:49 p.m.

**8.5 Public Hearing - Rezone a 16.04 acre tract of land, Shavano Park Unit 19B Phase V to a Planned Unit Development with a base district of B-2**

Public Hearing opened - 6:50 p.m.

No comments

Public Hearing closed - 6:51 p.m.

**9. REGULAR AGENDA ITEMS**

**9.1 Discussion / possible action – issues associated with rental activities at 102 Turkey Creek. Possible Executive Session pursuant to Texas Government Code, Chapter §551.071, Consultation with Attorney - City Manager Hill /City Attorney**

Mayor Marne closed the Open Meeting at 6:52 p.m.

Executive Session pursuant to Texas Government Code, Chapter §551.071, Consultation with Attorney - issues associated with rental activities at 102 Turkey Creek

The Open Meeting reconvened at 7:14 p.m.

No action was taken on this item.

At this time, Mayor Marne deviated back to agenda item 7. City Manager's Report

**7. CITY MANAGER'S REPORT**

**7.1 Building Permit Activity Report**

**7.2 Code Compliance Activity Report**

**7.3 Fire Department Activity Report**

**7.4 Municipal Court Activity Report**

**7.5 Police Department Activity Report**

**7.6 Public Works Activity Report**

**7.7 Finance Department Activity Report**

**7.8 Municipal Tract Survey Update**

**7.9 Status report and way ahead in regard to the oak wilt mitigation plan**

Finance Director Feagins presented agenda item 7.7 - Finance Department Activity Report.

City Manager Hill presented agenda item 7.8 Municipal Tract Survey Update - the survey was mailed out today and agenda item 7.9 Status report and way ahead in regard to the oak wilt mitigation plan – City Manager Hill stated that the proposed contract for trenching and project timeline is in progress with a tentative trench start date 1-2 week in February.

Mayor Marne proceed to agenda item 9.2

**9.2 Discussion / possible action – accepting the City of Shavano Park September 30, 2014 Financial Audit – Finance Director / Mike Del Toro**

Mayor Pro Tem Ross made a motion to accept the City of Shavano Park September 30, 2014 Financial Audit.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**9.3 Presentation and request for direction - Texas Department of Transportation (TxDot) 1999 plan and Pape – Dawson study concerning NW Military Highway - City Manager**

City Manager Hill gave an overview of the TxDot 1999 plan and Pape-Dawson study concerning NW Military Highway.

Alderman Heintzelman made a motion to direct the City Manager continue working with the Town Plan, Planning & Zoning and City Council to pursue discussions with TxDot for improvements for the future.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**9.4 Discussion / possible action - Ordinance No O-2015-003 Amending the City of Shavano Park Code of Ordinances adding a definition of convenience stores and providing that pay at the pump gasoline sales and stand-alone self-service car washes are authorized uses in B-1 and B-2 Business Districts - (first reading) - City Manager**

Mayor Pro Tem Ross made a motion to approve the first reading of O-2015-003.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**9.5 Discussion / possible action - Ordinance O-2014-026 amending the City of Shavano Park Code of Ordinances Appendix A “Fee Schedule” for the addition of license fees for Community Homes for Disabled Persons; modify residential / commercial fees for tree trimming permits; to correct the language to read “Development fee for Unit 17 / 18 / 19 (per developable acre) and establishing an effective date – (first reading) City Manager**

Alderman Hisel made the motion to approve the first reading of O-2014-026 as written.

Alderman Maisel seconded the motion.

Vote: AYES: 4; NAYES: 1 (Alderman Berrier)

**9.6a Discussion / possible action - Ordinance No. O-2015-007 amending Chapter 14, Article II, Oak Wilt Prevention - (first reading) Mayor Pro Tem Bunting Ross**

Alderman Hisel made a motion to move O-2015-007 to include the following language... Any red oak infected with oak wilt must be removed from the property immediately at the owner's expense. Disposal methods of infected red oak include chipping, burning or buried at a landfill.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**9.6b Discussion / possible Action - Ordinance O-2015-008 Formation of a City of Shavano Park Tree Committee (first reading) Mayor Pro Tem Bunting Ross / Alderman Maisel / City Manager**

Alderman Maisel made a motion to approve the first reading of O-2015-008 with staff recommendations after city attorney review.

Alderman Hisel seconded the motion.

The motion carried unanimously.

**9.7 Discussion / possible action - Ordinance O-2015-009 amending Chapter 14 Article VI – Landscaping and Tree removal for commercial developments limit red oak trees (first reading) - Mayor Pro Tem Bunting Ross**

Alderman Maisel made a motion to direct staff to meet with the developers and discuss possible incentives for removing existing red oaks from existing and future landscaping.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**9.8 Discussion / possible action - Ordinance O-2015-002 Rezoning a 0.0837 acre tract of land and a 2.037 acre tract of land out of Lot 1813, Shavano Park Subdivision, Unit -16A-1 described as Lot 1813A and 1813B, located in the vicinity of Lockhill Selma and Huebner from A-2 Single Family to B-2 Business District (first reading) – City Manager**

Mayor Pro Tem Ross made a motion to adjourn into Executive Session. Mayor Pro Tem Ross withdrew her motion. Alderman Maisel stated that she had a question regarding how this will impact or not impact the litigation involving the property.

Mayor Marne stated that City Council will call an Executive Session pursuant to Texas Government Code, Chapter §551.071, Consultation with Attorney to discuss Ordinance O-2015-002 Rezoning a 0.0837 acre tract of land and a 2.037 acre tract of land out of Lot 1813, Shavano Park Subdivision, Unit -16A-1 described as Lot 1813A and 1813B, located in the vicinity of Lockhill Selma and Huebner from A-2 Single Family to B-2 Business District.

Open Meeting closed – 8:42 p.m.

Open Meeting reconvened - 8:53 p.m.

Mayor Pro Tem Ross made a motion to approve O-2015-002.

Alderman Berrier seconded the motion.

Vote; AYES: 4; NAYES: 1 (Alderman Hisel)

**9.9 Discussion / possible action - Ordinance O-2015-001 Rezoning of 1.038 acre described as Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B-2 Business District. (first reading) - City Manager**

Alderman Maisel made a motion to approve the first reading of O-2015-001.

Mayor Pro Tem Ross seconded the motion.

Motion carried unanimously.

**9.10 Discussion / possible action - Ordinance No O-2015-004 Zoning of 1.88 acres, more or less, tract of land out of the Collin McCrae Survey No. 391, Abstract 482 in Bexar County (south of North Loop 1604, to the east of the City of Shavano Park, and to the west of Bitters Road in North San Antonio to be zoned M- Municipal – (first reading) – City Manager**

Alderman Hisel made a motion to approve O-2015-004 for the first reading.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**9.11 Discussion / possible action - Ordinance No. O-2015-005 Zoning of 4.36 acre tract of land, more or less, out of the 479.37 acre tract recorded in Volume 12007, Page 2490 out of the official public records of Bexar County Texas, out of the Refugio Vargas Survey No. 80, Abstract 781, Bexar County TX (south of North Loop 1604, to the east of the City of**

**Shavano Park and to the west of Bitters Road in north San Antonio to be zoned B-2 Business District (first reading) – City Manager**

Alderman Berrier made a motion to approve O-2015-005 for the first reading.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**9.12 Discussion / possible action - Ordinance O-2015 -006 Rezone a 16.04 acre tract of land, Shavano Park Unit 19B Phase V to a Planned Unit Development with a base district of B-2 (first reading) – City Manager**

Mayor Pro Tem Ross made a motion to approve O-2015-006 for the first reading.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**9.13 Discussion and direction - Unassigned Fund Balance and Receipt of Development Fees and consideration to place in the Capital Improvement Fund – City Manager Hill**

City Manager Hill updated City Council on the status of the Unassigned and Receipt of Development fees. This will be addressed in more detail during the budget process.

**9.14 Discussion / possible action - setting the dates for city wide activities (Mar / Apr 2015) - City Manager**

Mayor Pro Tem Ross made a motion to authorize Hobby 5K Run and hold off on all other non – city events.

Alderman Maisel seconded the motion.

- a. Alderman Maisel made a motion to amend the original motion by adding Arbor Day / Earth Day on April 25, 2015.  
Mayor Pro Tem Ross seconded the motion.
- b. Mayor Pro Tem Ross made a motion to amend the original motion by adding April 11, 2015 as date for the City – Wide Garage Sale.  
Alderman Berrier seconded the motion.
- c. Mayor Pro Tem Ross made a motion to amend the original motion and authorize Winston 5K run on February 28, 2015,  
Alderman Berrier seconded the motion.

Vote on amendment c to the original motion – unanimous

Vote on amendment b to the original motion – unanimous

Vote on amendment a to the original motion – unanimous

Vote on the original motion to authorize Hobby 5K run and hold off on all other non-city events - unanimous

**9.15 Discussion / possible action - status and way ahead on PW / W Building – Mayor Pro Tem Bunting Ross**

The consensus of City Council is that Mayor Pro Tem Ross will serve as City Council Liaison for the PW / W building.

**9.16 Discussion / possible action - Renewal of ATT Cell Tower Contract – City Manager**  
City Manager Hill gave an overview of the status of the contract negotiations.

**10. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting

Alderman Berrier seconded the motion.

The meeting adjourned at 9:16 p.m.

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**A. David Marne**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

**MINUTES  
CITY COUNCIL  
SHAVANO PARK, TEXAS**

**1. CALL MEETING TO ORDER**

Mayor Marne called the meeting to order at 6:30 p.m.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Marne led the Pledge of Allegiance to the Flag and followed with the Invocation.

**3. ROLL CALL**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Marne

**4. CITIZENS TO BE HEARD**

A number of citizens addressed City Council regarding concerns regarding smart meters, the proposed ordinance on amending the City of Shavano Park Code of Ordinances adding a definition of convenience stores and providing pay at the pump gasoline sales and standing-alone self-service carwashes are authorized uses in B-1 and B-2 Business Districts, deer, and the municipal tract survey.

**5. CITY COUNCIL COMMENTS**

City Council welcomed all the City Council meeting.

At this time, Mayor Marne deviated to agenda item:

**9.10 Update – Earth Day / Arbor Day – Mayor Pro Tem Bunting Ross / Alderman Maisel**

Mayor Marne introduced Megan Lira, who will be hosting the Recycling, Shred and Repurpose event to be held in conjunction with Arbor Day, April 25<sup>th</sup> at the Municipal Tract. Mayor Pro Tem Ross and Alderman Maisel presented the schedule of events for Arbor Day.

Mayor Marne deviated back to agenda item 6 Consent Agenda.

**6. CONSENT AGENDA**

**6.1 City Council Meeting Workshop Minutes, January 26, 2015**

**6.2 City Council Meeting Regular Minutes, January 26, 2015**



**6.3 Planning & Zoning Commission Minutes, January 14, 2015**

**6.4 Approval - Ordinance O-2014-026 amending the City of Shavano Park Code of Ordinances Appendix A “Fee Schedule” for the addition of license fees for Community Homes for Disabled Persons; modify residential / commercial fees for tree trimming permits; to correct the language to read “Development fee for Unit 17 / 18 / 19 (per developable acre) and establishing an effective date – (final reading) City Manager**

**6.5 Approval - Ordinance O-2015-002 Rezoning a 0.0837 acre tract of land and a 2.037 acre tract of land out of Lot 1813, Shavano Park Subdivision, Unit -16A-1 described as Lot 1813A and 1813B, located in the vicinity of Lockhill Selma and Huebner from A-2 Single Family to B-2 Business District (final reading) – City Manager**

**6.6 Approval - Ordinance O-2015-001 Rezoning of 1.038 acre described as Lot 1813A, CB5938 – Northeast Corner (3829 Lockhill Selma - Advanced Smile Care) from A-2 Single Family residential to B-2 Business District. (final reading) - City Manager**

**6.7 Approval - Ordinance No O-2015-004 Zoning of 1.88 acres, more or less, tract of land out of the Collin McCrae Survey No. 391, Abstract 482 in Bexar County (south of North Loop 1604, to the east of the City of Shavano Park, and to the west of Bitters Road in North San Antonio to be zoned M- Municipal – (final reading) – City Manager**

**6.8 Approval - Ordinance No. O-2015-005 Zoning of 4.36 acre tract of land, more or less, out of the 479.37 acre tract recorded in Volume 12007, Page 2490 out of the official public records of Bexar County Texas, out of the Refugio Vargas Survey No. 80, Abstract 781, Bexar County TX (south of North Loop 1604, to the east of the City of Shavano Park and to the west of Bitters Road in north San Antonio to be zoned B-2 Business District (final reading) – City Manager**

**6.9 Approval - Ordinance O-2015 -006 Rezone a 16.04 acre tract of land, Shavano Park Unit 19B Phase V to a Planned Unit Development with a base district of B-2 (final reading) – City Manager**

**6.10 - Approval - Authorizing the City Manager to enter into an agreement with Bexar County Elections Administrator for the May 9 2015 General Election – City Secretary**

**6.11 Approval - Authorize City Manager to proceed with disposition of surplus property - City Manager**

Mayor Pro Tem Ross made a motion to approve the consent agenda with a change to 6.4 Ordinance O-2014-026 amending the City of Shavano Park Code of Ordinances Appendix A “Fee Schedule” for the addition of license fees for Community Homes for Disabled Persons; modify residential / commercial fees for tree trimming permits; to correct the language to read “Development fee for Unit 17 / 18 / 19 (per developable acre ) and delete the fees for residential / commercial fees for tree trimming permits.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**7. CITY MANAGER'S REPORT**

- 7.1 Building Permit Activity Report**
- 7.2 Code Compliance Activity Report**
- 7.3 Fire Department Activity Report**
- 7.4 Municipal Court Activity Report**
- 7.5 Police Department Activity Report**
- 7.6 Public Works Activity Report**
- 7.7 Finance Department Activity Report**
- 7.8 IT update – City Wide Fiber**
- 7.9 Updates on Public Works / Water Building**
- 7.10 Status report and way ahead in regard to the oak wilt mitigation plan**
- 7.11 Business Directory Update**
- 7.12 Employee Handbook Update**
- 7.13 Update – 102 Turkey Creek**

City Manager Hill presented the City Manager's Report.

**8. PUBLIC HEARINGS / POSSIBLE ACTION**

- 8.1 Public Hearing - Amending the City of Shavano Park Code of Ordinances adding a definition of convenience stores and providing that pay at the pump gasoline sales and stand-alone self-service car washes are authorized uses in B-1 and B-2 Business Districts**

The public hearing opened at 7:41 p.m.

Several citizens voiced their concerns with the proposed ordinance.

The public hearing closed at 7:47 p.m.

- 8.2 Discussion / possible action - Ordinance No O-2015-003 Amending the City of Shavano Park Code of Ordinances adding a definition of convenience stores and providing that pay at the pump gasoline sales and stand-alone self-service car washes are authorized uses in B-1 and B-2 Business Districts – (final reading) - City Manager**

Alderman Maisel made a motion to approve Ordinance No O-2015-003.

Mayor Pro Tem Ross seconded the motion.

AYES: 4; NAYES: 2 (Pro Tem Ross /Alderman Hisel)

The motion carried.

**9. REGULAR AGENDA ITEMS**

- 9.1 Presentation – Update on refuse service / recycling services within the City of Shavano Park – Andy Joslin Republic Services**

Tom Armstrong, Republic Services, presented the update on refuse / recycling services within Shavano Park.

- 9.2 Presentation - Semiannual presentation by Denton Communities regarding residential and commercial development within the City – Denton Communities**

Alderman Maisel made a motion to table this item until the next City Council Meeting.

Alderman Heintzelman seconded the motion.

The vote was unanimous to table this item to the next meeting.

**9.3 Presentation / Discussion / possible action - Municipal tract survey status / results – Dr. Susan Korbel, Core Research**

Dr. Susan Korbel, Core Research presented the Municipal tract survey results. Shavano Park selected Core Research to determine how residents feel about potential improvements to the Municipal Tract (MT). A mailed survey and online option was launched on January 26th 2015, with a February 12th deadline to respond. Over a third (34.5%) of the 1,207 Shavano Park residences responded to the mailed and/or online survey regarding the Municipal Tract (MT) Feasibility Study.

**9.4 Discussion / possible action – Texas Best Practices (TBP) recognition program for Shavano Park Police Department – Police Chief**

City Manager presented the Law Enforcement Recognition Program is a voluntary accreditation process where law enforcement agencies in Texas prove their compliance with 165 Texas Law Enforcement Best Practices. These Best Practices were carefully developed by Texas Law Enforcement professionals to assist agencies in the efficient and effective delivery of service, improve officer improve officer safety, the reduction of risk, and the protection of individual's rights.

**9.5 Discussion / possible action – Resolution approving the 2015 Investment policy – City Manager**

Alderman Hisel made a motion to approve the 2015 Investment Policy.  
Alderman Heintzelman seconded the motion  
The motion carried unanimously.

**9.6 Update / Discussion - City of Shavano Park website – Planner / Information Systems Manager**

Curtis Leeth, Planner / Information Systems Manager, presented City Council an update of the website. In the December 15<sup>th</sup> meeting, Council directed a small ad-hoc committee be formed between Johnathan Schmidt, a resident with decades of experience in IT, and Curtis Leeth, the City Planner / Information Systems Manager. The purposes of this committee was to analyze the City's current website and make recommends on a course of action to Council. The consensus of City Council is that the website be tailored to citizen uses not the City.

**9.7 Discussion / possible action - Ordinance No. O-2015-007 amending Chapter 14, Article II, Oak Wilt Prevention – (first reading) Mayor Pro Tem Bunting Ross**

Mayor Pro Tem Ross made a motion to approve Ordinance No. O-2015-007.  
Alderman Maisel seconded the motion.  
The motion carried unanimously.

**9.8 Discussion / possible Action – Ordinance O-2015-008 Formation of a City of Shavano Park Tree Committee (first reading) Mayor Pro Tem Bunting Ross / Alderman Maisel / City Manager**

**9.9 Discussion / possible action - Ordinance O-2015-009 amending Chapter 14 Article VI – Landscaping and Tree removal for commercial developments limit red oak trees (first reading) - Mayor Pro Tem Bunting Ross**

**Mayor Pro Tem Ross made a motion to approve Ordinance O-2015-009.**

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

**9.11 Discussion / possible action – Reviewing proposed language of future Ordinance adding Section 2.87 (Committee /Boards Selection Processes) to the City of Shavano Code of Ordinances and revisions establishing processes for all City Boards /Committees / Commission appointments - Mayor Pro Tem Bunting Ross**

Alderman Maisel made a motion to direct staff to prepare an ordinance on this item with deleting that the Mayor will only vote in cases there is a tie.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**9.12 Discussion / possible action – Ordinance No. O-2015-010 amending Chapter 2 of the City of Shavano Park Code of Ordinances revising the process for submission and processing of agenda items; providing for a cumulative clause; providing for severability, providing for proper notice and meeting; and providing for an effective date. (first reading) – Mayor Pro Tem Bunting Ross**

Mayor Pro Tem Ross made a motion to approve Ordinance No. O-2015-010.

Alderman Hisel seconded the motion.

The motion carried unanimously.

**9.13 Discussion / possible action - Renewal of ATT Cell Tower Contract – City Manager**

Alderman Hisel made a motion to review the ATT Cell Tower Contract.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**9.14 Discussion / possible action - City of Shavano Park Organizational Chart – City Manager**

Mayor Pro Tem Ross made a motion to approve the City of Shavano Park Organizational Chart as presented.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**9.15 Discussion / possible action - Draft of City Manager objectives – City Manager**

City Council reviewed the draft of City Manager objectives. There was consensus that a Workshop Meeting be called for March 23<sup>rd</sup> @ 4:30 to discuss the objectives and city manager review process.

**9.16 Discussion / possible action - Technical Codes – City Manager**

City Council consensus that staff will review the technical codes and prepare to present to City Council.

**10. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Mayor Pro Tem Ross seconded the motion.

The meeting adjourned at 10:19 p.m.

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A. David Marne  
Mayor

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Zina Tedford  
City Secretary

## MINUTES

### 1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 5:39 pm.

### 2. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Marne led the Pledge of Allegiance to the Flag and followed with a moment of silence.

### 3. ROLL CALL

#### PRESENT

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Maisel

Mayor Marne

#### ABSENT

Alderman Hisel

### 4. CITIZENS TO BE HEARD

No one signed up to address City Council at this time.

### 5. CITY COUNCIL COMMENTS

City Council welcomed everyone to the meeting.

### 6. REGULAR AGENDA ITEMS

**6.1 Discussion / action – Ordinance No. O-2015-013 adopting amendments to the Articles of Incorporation and to the Bylaws of the City of Shavano Park Texas Higher Education Facilities Corporation to revise references to statutory authority pursuant to which the Corporation is organized to reflect statutory changes approved by the Texas Legislature in 2005 and revise qualifications for appointment to the Board permitted by statutory amendments in 2009 and directing the Board of Directors of such Corporation to adopt such amendments (Administrative Ordinance)**

Alderman Berrier made a motion to approve O-2015-013,

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**6.2 Presentation / discussion concerning the proposed Montessori School of San Antonio & Jefferson Bank Loan.**

City Manager Hill gave an overview of the proposed Montessori School of San Antonio and Jefferson Bank Loan.

### 7. ADJOURNMENT

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Maisel seconded the motion. The meeting adjourned at 6:01 p.m.

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**A. David Marne**  
Mayor

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**Zina Tedford**  
City Secretary

## **1. CALL MEETING TO ORDER**

Mayor Marne called the meeting to order at 4:30 p.m.

## **2. ROLL CALL**

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Hisel

Alderman Maisel

Mayor Marne

## **3. INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Marne dispensed with the Invocation and Pledge of Allegiance to the Flag.

## **4. WORKSHOP**

### **4.1 Review - process for conducting the City Manager's Review**

Discussion involved the goal of a quality appraisal form with a set of clearly define parameters. It was the consensus to utilize sections of two different forms to create the desired form.

## **5. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Mayor Pro Tem Ross seconded the motion.

The meeting adjourned at 5:38 p.m.

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A. David Marne  
Mayor

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Zina Tedford  
City Secretary

**1. CALL MEETING TO ORDER**

Mayor Marne called the meeting to order at 6:32 p.m.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Marne led the Pledge of Allegiance to the Flag and followed with the Invocation.

**3. ROLL CALL**

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Hisel

Alderman Maisel

Mayor Marne

**4. CITIZENS TO BE HEARD**

Citizen requested that agenda item 8.4 be pulled due to the issues are being addressed during the Legislative Session, agenda 8.5 asked that City Council consider allowing the use of the chambers for educational purposes and addressed concerns regarding the transparency of the Texas Higher Education Facilities Corporation.

**5. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the meeting.

**6. CONSENT AGENDA**

**6.1 City Council Meeting Regular Minutes, February 23, 2015**

**6.2 Planning & Zoning Commission Minutes, February 4, 2015**

**6.3 Approval - Ordinance No. O-2015-007 amending Chapter 14, Article II, Oak Wilt Prevention – (final reading) Mayor Pro Tem Bunting Ross**

**6.4 Approval – Ordinance O-2015-008 Formation of a City of Shavano Park Tree Committee (final reading) Mayor Pro Tem Bunting Ross / Alderman Maisel / City Manager**

**6.5 Approval - Ordinance O-2015-009 amending Chapter 14 Article VI – Landscaping and Tree removal for commercial developments limit red oak trees (final reading) - Mayor Pro Tem Bunting Ross**

**6.6 Approval – Ordinance No. O-2015-010 amending Chapter 2 of the City of Shavano Park Code of Ordinances revising the process for submission and processing of agenda items; providing for a cumulative clause; providing for severability, providing for proper notice and meeting; and providing for an effective date. (final reading) – Mayor Pro Tem Bunting Ross**



Mayor Pro Tem Ross made a motion to approve agenda items 6.1-6.5 and discuss agenda item 6.6.

Alderman Maisel seconded the motion

Alderman Hisel amended the motion requesting agenda 6.1 be pulled for discussion.

Mayor Pro Tem Ross seconded the motion.

Alderman Hisel asked why the names of citizens were not listed under Citizens to be Heard.

There is not a policy addressing this item.

Alderman Hisel made a motion to approve agenda item 6.1 as presented.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

Mayor Pro Tem Ross indicated that page 2, paragraph 2 of the Ordinance O-2015-010 were blank.

Mayor Pro Tem Ross made a motion for the ordinance to state not later than 5:00 p.m. at least five (5) days preceding the convening of the special City Council Meeting.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

## **7. CITY MANAGER'S REPORT**

### **7.1 Building Permit Activity Report**

### **7.2 Code Compliance Activity Report**

### **7.3 Fire Department Activity Report**

### **7.4 Municipal Court Activity Report**

### **7.5 Police Department Activity Report**

### **7.6 Public Works Activity Report**

### **7.7 Finance Department Activity Report**

### **7.8 IT Update**

### **7.9 Detailed Status costs estimates/furniture Public Works / Water Building**

### **7.10 Status report and way ahead in regard to the oak wilt mitigation plan**

Finance Director Feagins presented item 7.7 - Finance Department Activity Report.

Planner / Information Systems Manager Leeth presented 7.8 - IT Update

Public Works Director Mintz presented 7.9 – Detailed Status cost estimates/furniture Public Works / Water Building.

City Manager Hill provided an oak wilt mitigation update.

## **8. REGULAR AGENDA ITEMS**

### **8.1 Presentation - Semiannual presentation by Denton Communities regarding residential and commercial development within the City – Denton Communities**

Representatives of Denton Communities presented the semiannual presentation regarding residential and commercial development within the City.

### **8.2 Discussion / action - Application for vacation of the Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) – City Manager**

Mayor Pro Tem Ross made a motion to approve the application for vacation of the Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.).

Alderman Maisel seconded the motion.

Motion carried unanimously.

**8.3 Discussion / action - Application for the re-subdivision (Preliminary Plat) of the vacated Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr. – City Manager**  
Mayor Pro Tem Ross made the motion to approve the application for the re-subdivision (Preliminary Plat) of the vacated Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr. Alderman Heintzelman seconded the motion.

Motion carried unanimously.

**8.4 Discussion / action – Possible consideration and support to expend funds on legal fees for an opinion regarding whether or not a General Law Type A City has any jurisdiction over a utility with regard to installation of smart meters. - Mayor Pro Tem Bunting Ross as requested by Citizen Dagne Florine**

Mayor Pro Tem Ross made a motion to pull this item from the agenda.

Alderman Maisel seconded the motion.

Motion carried unanimously.

**8.5 Discussion/ action – Smart meter presentations - Mayor Pro Tem Bunting Ross as requested by Citizen Dagne Florine**

Alderman Maisel made a motion to table this item until after the Legislative Session.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**8.6 Discussion / action - Ordinance O-2015-013 amending the City of Shavano Park Code of Ordinances Appendix A “Fee Schedule” for the modify residential / commercial fees for tree trimming permits and establishing an effective date – (final reading) City Manager**

Mayor Pro Tem Ross made a motion to table this item for further research.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**8.7 Discussion / action – Ordinance O-2015-012 adding Section 2.87 (Committee /Boards Selection Processes) to the City of Shavano Code of Ordinances and revisions establishing processes for all City Boards /Committees / Commission appointments (first reading) - Mayor Pro Tem Bunting Ross**

Mayor Pro Tem Ross made motion to approve O-2015-012.

Alderman Maisel seconded the motion.

Mayor Pro Tem Ross stated noted corrections to Section B2, delete the words, “Mayor and”, B3 delete the first word “the” at the beginning of the sentence, and paragraph 2, change “The application will remain on file one year...”

Alderman Hisel made the motion to approve the Ordinance O-2015-012 as modified.

Alderman Heintzelman seconded the motion.

The motion carried unanimously. The Ordinance was passed as an administrative ordinance.

**8.8 Discussion / action regarding amending CoSP Ordinances/development code to prohibit certain commercial uses of property on or near the Edwards Aquifer recharge zone – Ald. Hisel**

Alderman Hisel made a motion to direct this item to the Planning & Zoning Commission to review what other municipalities, particularly City of San Antonio and San Marcos, have done with respect to Edwards Aquifer Recharge Zone and Water Shed protection, adopting a goal of non-degradation which maintains or improves the quality of water entering the Edwards Aquifer and those areas pertinent to Shavano Park and recommend how to implement Best Management Practice measures to reduce the impact of our activity on water quality in and upstream of the Edwards Aquifer.

The motion died due to a lack of a second.

**8.9 Discussion / action – Ordinance O-2015-011 amending the 2014-15 FY budget – (first reading) – City Manager**

Mayor Pro Tem Ross made a motion to approve O-2015-011 amending the 2014-15 budget for the first reading.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**8.10 Discussion / action - Resolution R-2015-003 approving the issuance of tax-exempt revenue notes by City of Shavano Park, Texas Higher Education Facilities Corporation to finance and refinance acquisition and construction of certain educational facilities by the Montessori School of San Antonio - City Manager**

Mayor Pro Tem Ross made a motion to approve R-2015-003 approving the issuance of tax-exempt revenue notes by City of Shavano Park, Texas Higher Education Facilities Corporation to finance and refinance acquisition and construction of certain educational facilities by the Montessori School of San Antonio.

Alderman Berrier seconded the motion.

The motion passed unanimously.

**8.11 Discussion / action - Mutual Aid Agreement for VA Bldg. – Police Chief**

Alderman Maisel made a motion to approve agenda items 8.11, 8.12, and 8.13 as presented.

Alderman Hisel seconded the motion.

The motion carried unanimously.

**8.12 Discussion / action - AACOG Regional Mutual Aid Agreement - Fire Chief**

**8.13 Discussion / action – Alamo Area Fire Chiefs Regional Mutual Aid Agreement - Fire Chief**

**8.14 Discussion / action – status of rental activities at 102 Turkey Creek. Possible Executive Session pursuant to Texas Government Code, Chapter §551.071, Consultation with Attorney - City Manager Hill /City Attorney**

City Manager Hill informed City Council that the hearing had been rescheduled to April 27<sup>th</sup>.

**9. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Heintzelman seconded the meeting.

The meeting adjourned t 8:31 p.m.

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**A. David Marne**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## MINUTES

### 1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 5:30 p.m.

### 2. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Marne led the Pledge of Allegiance to the Flag and followed with a moment of silence.

### 3. ROLL CALL

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Hisel

Alderman Maisel

Mayor Marne

### 4. CITIZENS TO BE HEARD

No one signed up to address City Council at this time.

### 5. CITY COUNCIL COMMENTS

City Council welcomed all to the meeting.

### 6. REGULAR AGENDA ITEMS

**6.1 Discussion and action on a proposed settlement agreement in the matter of City of Shavano Park v. Ricardo Valdes, Cause No. 2015C102888 in the 407th District Court Bexar County Texas. Executive Session pursuant to Texas Government Code, Chapter 551.071, Consultation with Attorney to receive legal advice and give direction with respect to pending litigation and settlement negotiations in City of Shavano Park v. Ricardo Valdes, Cause No 2015C102888 in the 407th District Court of Bexar County Texas.**

The Open meeting closed at 5:34 p.m.

The Open meeting reconvened at 6:25 p.m.

Alderman Hisel made a motion to authorize the City Attorney to resolve the matter as discussed in closed session.

Alderman Heintzelman seconded the motion.

The motion carried.

### 7. ADJOURNMENT

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Berrier seconded the motion.

The meeting adjourned at 6:26 p.m.

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**A. David Marne**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Marne called the meeting to order at 6:30 p.m.

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Marne led the Pledge of Allegiance to the Flag and followed with a moment of reflection.

## **3. ROLL CALL**

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Hisel

Alderman Maisel

Mayor Marne

## **4. CITIZENS TO BE HEARD**

Mr. Colemere presented Mayor Marne with a token of appreciation for his years of service to the citizens of Shavano Park.

Mr. Simpson thanked the everyone for the support and respect his family received after the loss of his son from injuries sustained from an IED. Mr. Simpson voiced concerns regarding notices of a potential quorum.

At this time, Mayor Marne deviated to agenda Item 8.1.

8.1 Proclamation – San Antonio Radio Club – Mayor Marne

Mayor Marne presented Richard Elder, San Antonio Radio Club, with a proclamation proclaiming June 22-28, 2015 as Amateur Radio Week.

Mayor Marne continued with agenda item 5.

## **5. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting, thanked all the volunteers that assisted with the Arbor/ Earth Day event.

Mayor Marne expressed his appreciation to everyone that he has served with during his tenure as Mayor (2005-2015).

### **5a. PRESENTATION – Lloyd Perrin, Shavano Park Fire Department Captain retired from the City of Shavano Park effective April 16, 2015 – Mayor Marne / Chief Naughton**

Mayor Marne and Fire Chief Naughton presented Captain Lloyd Perrin with a plaque of appreciation for his years of service with the City of Shavano Park Fire Department.

## **6. CONSENT AGENDA**

### **6.1 Special City Council Meeting Minutes, March 31, 2015**

**6.2 City Council Workshop Meeting, March 23, 2015**

**6.3 Regular City Council Meeting Minutes, March 23, 2015**

**6.4 Special City Council Meeting Minutes, March 16, 2015**

**6.5 Planning & Zoning Commission Minutes, March 4, 2015**

**6.6 Approval - application for the re-subdivision (Final Plat) of the vacated Plat of Shavano Park Lot 394B (known as 99 Cliffside Dr.) into two conforming lots with one lot facing N.W. Military Hwy and one lot facing Cliffside Dr.**

**6.7 Approval – Authorize City Manager to proceed with disposition of surplus property**

Alderman Maisel made a motion to approve the consent agenda as presented.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

**7. CITY MANAGER’S REPORT**

**7.1 Building Permit Activity Report**

**7.2 Code Compliance Activity Report**

**7.3 Fire Department Activity Report**

**7.4 Municipal Court Activity Report**

**7.5 Police Department Activity Report**

**7.6 Public Works Activity Report**

**7.7 Finance Department Activity Report**

**7.8 Status report and way ahead in regard to the oak wilt mitigation plan**

**7.9 Update on 102 Turkey Creek vacation home**

Finance Director Feagins presented agenda item 7.7.

City Manager Hill updated City Council agenda items 7.8 and 7.9.

**8. REGULAR AGENDA ITEMS**

**8.2 Discussion / action – Rescheduling the Regular City Council Meeting scheduled for May 25, 2015 to May 12, 2015 – City Manager**

Mayor Pro Tem Ross made a motion to schedule a Special Meeting on May 12<sup>th</sup> and conduct the Regular Meeting on May 26<sup>th</sup>.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**8.3 Presentation / discussion – Twelve (12) month crime report by categories / trends - City Manager**

Chief Creed presented a Twelve (12) month crime report by categories / trends.

Discussion involved how to keep the citizens informed of these types of events.

**8.4 Discussion / action – Authorizing the City Manager to proceed with website redesign – City Manager**

Planner / Information Systems Manager Leeth presented the website redesign information.

Alderman Maisel made a motion to proceed with negotiations with option 2 - Revize.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**8.5 Discussion / action – Complete status report and budget for Public Works / Water Building – Public Works Director / City Manager**

Public Work Director Mintz presented the status report and budget for Public Works / Water Bldg.

**8.6 Discussion / action – Ordinance O-2015-011 amending the 2014-15 FY budget – (final reading) – City Manager**

Mayor Pro Tem Ross made a motion to approve O-2015-011 amending the 2014-15 FY budget for the final reading.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**8.7 Discussion / action – Ordinance O-2015-013 amending the City of Shavano Park Code of Ordinances Appendix A “Fee Schedule” to modify residential / commercial fees for tree trimming permits and establishing an effective date – (final reading) City Manager**

Alderman Maisel made a motion to set the residential / commercial fees for tree trimming permits to \$35.00 per event.

Alderman Hisel seconded the motion.

The motion carried unanimously.

**8.8 Discussion / possible action - Review of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters, Texas Government Code §551.071, Consultation with Attorney – Mayor Pro Tem Bunting Ross**

The Open Meeting closed at 8:44 p.m.

The Open Meeting reconvened at 8:57 p.m.

No action was taken on this item.

**9. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Alderman Heintzelman seconded the motion.

The meeting adjourned at 9:00 p.m.

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**A. David Marne**  
**Mayor**

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**Zina Tedford**  
**City Secretary**



**1. CALL MEETING TO ORDER**

Mayor Marne called the meeting to order at 6:30 p.m.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Marne led the Pledge of Allegiance to the Flag and followed with a moment of silence.

**3. ROLL CALL**

**PRESENT:**

Alderman Berrier  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Marne

**ABSENT:**

Mayor Pro Tem Ross

**4. CITIZENS TO BE HEARD**

Mike Simpson – congratulated Mayor Elect Werner and will provide his full support.

Bob Werner – thanked Mayor Marne for his years of service to the citizens of Shavano Park.

**5. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the meeting and wished the Mayor good luck in in his future endeavors.

**6. REGULAR AGENDA ITEMS**

**Mayor Marne with the consensus of City Council moved agenda item 6.1to the end of the agenda.**

**6.2 Discussion / action - Resolution R-2015-004 canvassing the 2015 General Election – City Council**

Alderman Maisel made the motion to approve R-2015-004 canvassing the 2015 General Election.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**6.3 Oath of Office - Newly elected officials - Mayor Marne**

This item has been postponed.

**6.4 Recognition of A. David Marne – Service to the City of Shavano Park as Mayor from 2005 thru May 2015 - City Council**

At this time, Alderman Maisel, on behalf of City Council, presented Mayor Marne with a proclamation signed by Governor Abbot. City Manager Hill presented Mayor Marne with a certificate which commissioned Mayor Marne as an Admiral in the Texas Navy and street sign “A. David Marne Mayor 2005-2015.

**6.1 Discussion / action - Review of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters**

Open Meeting closed at 6:54 p.m.

Open Meeting reconvened at 7:44 p.m.

Mayor Marne stated that the City Manager has the full support of the City Council. The City of Shavano Park is lucky to have Mr. Hill as City Manager.

**7. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Alderman Berrier seconded the motion.

The meeting adjourned at 7:44 p.m.

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**Bob Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:30 p.m.

### **PRESENT:**

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman (arrived at 7:22 p.m.)

Alderman Hisel

Alderman Maisel

Mayor Werner

### **ABSENT:**

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Berrier led the Pledge of Allegiance to the Flag. Mayor Werner led the Invocation.

## **3. CITIZENS TO BE HEARD**

Mr. Smoot addressed City Council regarding election protocol.

Mrs. Fandel addressed City Council regarding a request for a monument at Cliffside.

## **4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting.

## **5. PRESENTATION**

### **5.1. Plaques of Appreciation - Arbor / Earth Day 2015**

- Republic Services
- CPS Energy
- Ms. Megan Lira

Mayor Werner presented Tom Armstrong, Republic Services and Jim McAden with plaques of appreciation for their assistance with 2015 Arbor / Earth Day. Mayor Werner asked with Council consensus that a list of volunteers be reflected in the minutes.

### **LIST OF VOLUNTEERS ARBOR DAY / EARTH DAY 2015**

Kyra Clarke  
Kevin Choy  
Glenda Bibb  
Jessica Cooper  
Juliana Engler  
Susan Rehm  
Trisha Ashar  
Chris Lira  
Kailey Butler  
Abby Cooper  
Marcia Stipek

Jiayin In  
Einyu Zhau  
Jack Cooper  
Emily Wegman  
Xavier Ferreris  
Thomas Ferrer  
Truett Heintzelman  
Steve Respondek  
Jorge Guerrero  
Women's Club  
Irene Horner

Austin Respondek  
Josh Cooper  
Emily Boazman  
Sandra Cooley  
Sheila Allen  
Jeannette Geiman  
Taylem Tisdell  
Samantha Panchevre  
Alex Rodriguez  
Maggie Kautz

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action - appointment of Mayor Pro-Tem – City Council**

Alderman Maisel made a motion to nominate Michele Bunting Ross as Mayor Pro Tem.

Alderman Berrier seconded the motion.

AYES: 4; NAYES: 0

### **6.2. Discussion / action - Acceptance of resignation of Robert B. Werner and appointment to the Planning & Zoning Commission to fill vacancy – City Council**

Alderman Maisel made a motion to nominate Carlos Ortiz to fill the vacancy due to the resignation of Robert B. Werner.

Mayor Pro Tem Ross seconded the motion.

Motion carried

AYES: 4; NAYES: 0

### **6.3. Discussion / action - Acceptance of resignation of Marshal Fairbanks and appointment to the Water Advisory Committee to fill vacancy – City Council**

Alderman Berrier made a motion to nominate Al Walea.

Alderman Maisel seconded the motion.

Motion carried.

AYES: 4; NAYES: 0

### **6.4. Discussion / action - Monument signs along NW Military Highway at Southern entrance of city and vicinity the Fire Station and status of removal of monument sign in San Antonio at Lockhill Selma and Loop 1604 – City Manager**

Mayor Pro Tem Ross made a motion to authorize an amount not to exceed 8000.00 and the installation of a donated sign for the fire department.

Alderman Maisel seconded the motion.

City Manager Hill informed City Council that the monument at Lockhill Selma was removed in cooperation with City of San Antonio and TxDOT due to potential hazard to drivers.

Motion carried

AYES: 4; NAYES: 0

### **6.5. Discussion / action - Requalification as an Urban County for participation in the U.S. Department of Housing and Urban Development (aka “HUD”) Community Development Block Grant (aka “CDBG”), HOME and EST Programs for fiscal years 2016, 2017, and 2018 (Resolution R-2015-009) - City Manager**

Mayor Pro Tem Ross made a motion to suspend to the next meeting.

Alderman Berrier seconded the motion.

Motion carried.

AYES: 4; NAYES: 0

### **6.6. Discussion / action - Consideration to participate in the Edwards Aquifer Authority Aquifer Storage and Recovery Lease Program - City Manager**

Mayor Pro Tem Ross made a motion to authorize participation in the Edwards Aquifer Authority Aquifer Storage and Recovery Lease Program - two 100 acre feet leases for one year period with an option to renew or cancel each lease depending on water consumption.

Alderman Maisel seconded the motion.

Motion carried

AYES: 4; NAYES: 0

**6.7. Discussion / action - Application to apply for “STPMM” grant (Federal Highway Administration) for future improvements of NW Military Highway and the need to determine the City’s position through public input process – City Manager**

Alderman Maisel made a motion to discuss this item.

Alderman Berrier seconded the motion.

Alderman Maisel made a motion to direct this item to the Planning & Zoning Commission for their review and recommendation.

Mayor Pro Tem Ross seconded the motion.

Motion carried.

AYES: 4; NAYES: 0

**6.8. Discussion / action - Resolution R-2015-005 a CoSP Grant Policy – City Manager**

The consensus of City Council that no action be taken on this item at this time.

**6.9. Discussion / action – CoSP FY15-16 budget development calendar – City Manager**

Mayor Pro Tem Ross made a motion to schedule the following meetings:

- Workshop Meeting, June 1<sup>st</sup> @ 6 p.m.
- Workshop Meeting, June 22<sup>nd</sup> @ 5:00 p.m.
- Workshop Meeting July 15<sup>th</sup> @ 6:00 p.m.

Alderman Heintzelman seconded the motion.

Motion carried.

AYES: 5; NAYES: 0

**6.10. Schedule work shop – Policy on use of CoSP resources – City Manager**

Alderman Maisel made a motion to appoint to Councilmembers (Mayor Pro Tem Ross and Alderman Hisel) to meet with staff, formulate policies and present City Council with a recommendation.

Mayor Pro Tem Ross seconded the motion.

Motion carried

AYES: 4; NAYES: 0

**6.11. Discussion / action - Research the cost of installing GPS equipment in all City of Shavano Park vehicles - Ald. Berrier**

Alderman Berrier made a motion to direct the City Manager to research this item and present information at the July 22<sup>nd</sup> Regular City Council meeting.

Alderman Heintzelman seconded the motion.

Motion carried.

AYES: 5; NAYES: 0

**6.12. Discussion / action - New entrance to Willow Wood off of Loop 1604 and consider referral to Planning & Zoning Commission - Mayor**

Alderman Maisel made a motion to direct this item to the Planning & Zoning Commission for their review and recommendation.

Mayor Pro Tem Ross seconded the motion.

Motion carried.

AYES: 5; NAYES: 0

**6.13. Discussion / possible action - Status of litigation regarding Texas Ardmore Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) – City Manager / City Attorney**

Mayor Pro Tem Ross asked that this item be pulled from the agenda at this time.

**7. CITY MANAGER'S REPORT**

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen.

- 7.1. Building Permit Activity Report**
- 7.2. Code Compliance Activity Report**
- 7.3. Fire Department Activity Report**
- 7.4. Municipal Court Activity Report**
- 7.5. Police Department Activity Report**
- 7.6. Public Works Activity Report**
- 7.7. Finance Department Activity Report**
- 7.8. Status report Public Works / Water Building**

**8. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

- 8.1. Approval - Regular City Council Meeting Minutes, April 27, 2015**
- 8.2. Approval - Special City Council Meeting Minutes, May 12, 2015**
- 8.3. Approval - Planning & Zoning Commission Minutes, April 1, 2015**
- 8.4. Approval - Water Advisory Workshop Minutes, February 27, 2015**
- 8.5. Approval - Water Advisory Workshop Meeting Minutes, March 12, 2015**
- 8.6. Approval - Resolution R-2015-006 authorizing participation in the local government purchasing cooperative program**
- 8.7. Approval – Resolution R-2015-007 designating authorized signers of all banking depository accounts for CoSP**
- 8.8. Approval – Resolution R-2015-008 authorizing the City Manager to establish accounts or memberships at banks or state or federal credit unions as authorized**

**by the City of Shavano Park Investment Policy for the sole purpose of purchasing certificates of deposit**

**8.9. Approval - Quarterly Investment Report**

Alderman Berrier made a motion to approve consent agenda items 8.1, 8.2 and 8.6 - 8.9.

Alderman Maisel seconded the motion.

Consent agenda item 8.1, 8.2 and 8.6 - 8.9 were approved.

Mayor Pro Tem Ross stated that 8.3, 8.4 and 8.5 are not approved by City Council, correct language should be “accept” the minutes of 8.3, 8.4, and 8.5.

Mayor Pro Tem Ross made a motion to accept the minutes of 8.3, 8.4 and 8.5. Alderman Heintzelman seconded the motion.

Motion carried.

AYES: 5; NAYES: 0

**9. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Alderman Heintzelman seconded the motion.

The meeting adjourned at 7:55 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:00 p.m.

### **PRESENT:**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

### **ABSENT:**

Alderman Heintzelman

## **2. INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Werner dispensed with the Invocation and Pledge of Allegiance to the Flag.

## **3. WORKSHOP**

3.1 Presentation / Discussion – goals, objectives and City Council Guidance for FY 2016 budget in preparation for the Council Budget Workshop scheduled for June 22<sup>nd</sup>

Mayor Werner discussed goals and objectives that he asked Council to consider for the budget process.

Mayor Werner asked Council to consider:

Budget reduction / freeze

Anticipated Revenue sources

Expense planning and goals

Implement rolling five- year planning for capital expenditures

Reserve policies

Enterprise fund

Compensation planning

Council held discussion on the above mentioned topics.

## **4. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Hisel seconded the motion.

The meeting adjourned at 8:00 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary



## **1. CALL MEETING TO ORDER**

Mayor Werner called the Workshop Meeting to order at 5:07 p.m.

### **PRESENT:**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

### **ABSENT:**

## **2. BUDGET WORKSHOP**

### **2.1 Presentation / Discussion – Goals / Objectives for budget FY 2015-16**

Mayor Werner discussed goals and objectives that he asked Council to consider for the budget process. Council made recommendations for establishing goals for FY 2015-16. Council discussed objectives to support those goals. The remaining objectives will be discussed at another Workshop.

## **3. ADJOURNMENT**

The meeting adjourned at 6:21 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:30 p.m.

### **PRESENT:**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

### **ABSENT:**

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Pro Tem Ross led the Pledge of Allegiance to the Flag. Mayor Werner led the Invocation.

## **3. CITIZENS TO BE HEARD**

The following citizens signed up to be heard on the listed topic

Citizen Susan Rehm – thanked the City Council for their service and questioned an ordinance on number of vehicles allowed at residences.

Citizen Kennie Kahn addressed City Council regarding election concerns.

Citizens Mike Simpson, Etta Fanning, Gary Arnold, addressed City Council regarding numerous ordinances.

Citizens Karen Leitko and Maggie Kautz addressed City Council regarding the need for Neighborhood Watch signs.

Citizens Dagne Florine and Dick Zucker addressed City Council regarding nepotism issues.

Citizen MJ Smoot addressed City Council regarding Neighborhood Watch and various topics.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner commended the Shavano Park Women's Club for completing the 2015 Shavano Park Directory.

City Council welcomed everyone to the meeting and congratulated the City of Shavano Park be recognized as the (2<sup>nd</sup> Best Place to Live) by various entities as top places to live.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1. Plaques of Appreciation - Arbor / Earth Day 2015**

- Ms. Megan Lira

### **5.2. Commendation**

- Corporal Villanueva

Mayor Werner recognized Corporal Villanueva for this role in apprehension of individuals involved in criminal activity within the city.

### **5.3. Independence Day Celebration**

- Alderwoman Maisel

Alderman Maisel invited everyone to the Independence Day event being held July 4<sup>th</sup> at City Hall. There will be a pet parade beginning at 9:30, carnival, GameTruck, face painting, dunking booth, food trucks and music from 10 a.m. - 2 p.m.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action – approval of a preliminary plat of Pond Hill Garden Villas – City Manager**

Mayor Pro Tem Ross made a motion to approve a preliminary plat of Pond Hill Garden Villas. Alderman Berrier seconded the motion.

AYES: 5; NAYES: 0

### **6.2. Discussion / action –**

#### **6.2.1. Status report on the Public Works / Water Building – City Manager**

City Manager Hill presented the status report on the completed Public Works /Water Building.

#### **6.2.2. Set a date for dedication/open house for Public Works / Water Building – Mayor Pro Tem Bunting Ross**

Mayor Pro Tem Ross made a motion to set the date for the dedication/open house for the Public Works / Water Building to Saturday, August 15, 2015 from 10:00 a.m. – 1:00 p.m. Alderman Maisel seconded the motion.

AYES: 5; NAYES: 0

### **6.3. Discussion - removal of certain policies from the City of Shavano Park Code of Ordinances, adoption of policies by Resolution, creation and maintenance of a policy continuity book for annual review, revision and adoption by each City Council – Mayor Werner**

Mayor Werner discussed the need to remove certain policies from the City of Shavano Park Code of Ordinances, adoption of policies by Resolution, creation and maintenance of a policy continuity book for annual review, revision and adoption by each City Council

### **6.4. Discussion / action - Grant Policy – City Manager**

Alderman Heintzelman made a motion to approve Grant Policy, R-2015-005.

Mayor Pro Tem Ross seconded the motion.

AYES: 5; NAYES: 0

### **6.5. Discussion / action –FY15-16 budget development calendar – City Manager**

Mayor Pro Tem Ross made a motion to schedule the following meetings:

Goals & Objectives /Budget Workshop, July 15 at 6 p.m.

Special City Council Meeting - August 6 @ 6 p.m.

Special City Council Meeting - August 13 @ 6 p.m.

Special City Council Meeting - August 19 @ 6 p.m.

Alderman Hisel seconded the motion

AYES: 5; NAYES: 0

### **6.6. Discussion / action - Ordinance No. O-2015-016 and Resolution No. R-2015-011**

**6.6.1. Adoption of Resolution No. R-2015-011 providing a nepotism policy for service as member of a City board, committee or commission - Alderman Maisel**

Alderman Maisel withdrew agenda item 6.6.1 with the consent of City Council.

**6.6.2. Adoption of Ordinance O-2015-016 repealing Section 2.86 of the City Code of Ordinances regarding a nepotism policy for service as a member of a City board, committee or commission (Administrative) - Alderman Maisel**

Alderman Maisel withdrew agenda item 6.6.2 with the consent of City Council.

**6.7. Discussion / action - Ordinance No. O-2015-015 and Resolution No. R-2015-010**

**6.7.1. Adoption of Resolution No. R-2015-010 providing a policy for City Council appointments to boards, committees and commissions - Alderman Hisel / Mayor Werner**

The item died due to the lack of a motion.

**6.7.2. Adoption of Ordinance O-2015-015 amending the City of Shavano Park Code of Ordinances by repealing Section 2-87 regarding procedures and processes for appointing board and commission members and revisions to all boards and commissions to make consistent with city policy (Administrative) - Mayor Werner**

The item died due to the lack of a motion.

It was the consensus of City Council that City Manager Hill prepare a revision to the ordinance to include that the Chairman of a Board/Commission/Committee that has a vacancy may make request that City Council fill the vacancy and that City Council may request a nomination process to fill a vacancy.

**6.8. Discussion/ action - Revisions to Record retention policy by establishing annual date for Council authorization of document destruction and periodic dates for destruction of emails and other transitory information - Mayor Werner**

Mayor Pro Tem Ross made a motion for staff to prepare a policy for document destruction and periodic date for destruction of emails and other transitory information.

Alderman Maisel seconded the motion.

AYES: 5; NAYES: 0

**6.9. Discussion / action - Authorize City Manager to (1) assign a Staff Point-of-Contact for Shavano Park's city-sponsored 2015 National Night Out Event to be held October 6, 2015, (2) formulate budget recommendation for event, (3) establish a written policy concerning the same, and (4) approve use of National Night Out banner signs in advance of and during the 2015 and subsequent events – Mayor Pro Tem Bunting Ross**

Mayor Pro Tem Ross made a motion to authorize the City Manager to

- 1) Assign Staff Point-of Contact for Shavano Park's city-sponsored 2016 National Night Out Event to be held October 6, 2015
- 2) Formulate budget recommendation for event
- 3) Establish a written policy concerning the same and

- 4) Approval of the City Council for the use of National Night Out Banner signs in advance of and during the 2015 and subsequent events.

Alderman Berrier seconded the motion.

Mayor Pro Tem Ross moved to amend the motion to 1) be changed to include multiple staff points of contact.

Alderman Maisel seconded the amendment to the motion.

Mayor Pro Tem Ross called the question.

AYES: 5; NAYES: 0

**6.10. Discussion - Neighborhood Watch Program - City Manager Hill**

City Manager Hill informed City Council that he had received a request for Neighborhood Watch signs. It was the consensus of City Council that City Manager Hill proceed with the purchase of the requested Neighborhood Watch signs.

**6.11. Discussion / action - City of Shavano Park 2015 Employee Handbook as a City Policy - City Manager Hill**

City Manager Hill presented the draft 2015 Employee Handbook.

Mayor Pro Tem Ross made a motion to postpone this item until the next City Council meeting.

Alderman Berrier seconded the motion.

AYES: 5; NAYES: 0

**6.12. Discussion / action - Use/Access of City resources by Mayor and City Council - Mayor Pro Tem Bunting Ross**

It was the consensus of City Council that Mayor Pro Tem Ross and Alderman Maisel will review the use/access of City resources by Mayor and City Council and report findings back to City Council

**6.13. Discussion / action - Review of the City Manager - Possible Executive Session pursuant to Texas Government Code 551.074, Personnel Matters - Mayor Pro Tem Bunting Ross**

Alderman Maisel made a motion to postpone this item until the next meeting.

Mayor Pro Tem Ross seconded the motion.

AYES: 5; NAYES: 0

**7. CITY MANAGER'S REPORT**

- 7.1. Building Permit Activity Report**
- 7.2. Code Compliance Activity Report**
- 7.3. Fire Department Activity Report**
- 7.4. Municipal Court Activity Report**
- 7.5. Police Department Activity Report**
- 7.6. Public Works Activity Report**
- 7.7. Finance Department Activity Report**

**8. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

**8.1. Approval - Regular City Council Meeting Minutes, May 26, 2015**

**8.2. Approval - Workshop City Council Meeting Minutes, June 1, 2015**

**8.3. Accept - Water Advisory Workshop Meeting Minutes, March 12, 2015**

**8.4. Approval - Bexar Metro 9-1-1 Network District Fiscal Year 2016 Proposed Budget**

Mayor Pro Tem Ross made accept the consent agenda as presented.

Alderman Maisel seconded the motion.

AYES: 5; NAYES: 0

## **9. POTENTIAL FUTURE AGENDA ITEMS**

**9.1. Alderman please contact City staff to add new or reconsider old agenda items.**

**9.2. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:**

- **FY 2015-16 Budget – City Manager Hill**
- **FY 2015-16 Budget Development Calendar – City Manager Hill**
- **Policy on use of CoSP resources – Alderwomen Hisel and Ross**
- **Report on cost of installing GPS equipment in all City of Shavano Park vehicles – City Manager**
- **Report on new entrance to Willow Wood off of Loop 1604 and direction to City Manager - City Manager**
- **Report on litigation, Texas Ardmor Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) – City Manager / City Attorney**
- **Technical Code Update – 2015 International Codes and 2014 National Electric Code – City Manager**

## **10. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Berrier seconded the motion.

The meeting adjourned at 9:30 pm.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:40 p.m.

### **PRESENT:**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

### **ABSENT:**

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner led the Pledge of Allegiance to the Flag and followed with the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizen Mike Simpson addressed City Council regarding tax rates and board appointments ordinances.

Citizen Florine addressed City Council regarding city events costs, role of city government and tax rates.

Citizen Powers addressed City Council regarding volunteerism and that he has applied to start a Shavano Park Optimist Club.

Citizen Smooth addressed City Council regarding the organizational chart, agenda item 6.9 and appointment of sub committees.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner thanked State Rep. Larson for coming this evening to present a recap of the 84<sup>th</sup> Legislative Session.

City Council thanked everyone for coming out to the meeting.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1 Proclamation - American Spirit Alliance – Angie Borras**

At this time, Mayor Werner asked the members of the American Spirit Alliance to step to the front and be presented with a proclamation.

San Antonio Young Marines

Seth Adams

Maxwell Colacino

Abraham Halpin

Emmanuel Jaimes

Xander Rousseau

Erin Villalobos

Andrew Whitney

Joseph Andino

Rudolph Gallegos

Andrew Halpin

Andres Juarez

Alexia Salas

Thomas Villalobos

Additional Youth that participated in the ceremony



Alexis Guerrero	Andres Madrid
Ashley Beuhler	Bryttnee De La Rosa
Brianna Uribe	Daliyah Montoya
Danielle Mendez	Doaiva Jeronimo
Dommnyk De La Rosa	Jakyb De La Rosa
Jesus A. Quilantan	Jocelyn Lopez
Kailey Shannon	Lacy Harms
Leandro A. R. Saldana	Leroy Isaiah Montoya
Lydianna A.R. Saldana	Madeline Park
Noah Z. Quilantan	Orion Tobias
Samuel Madrid	Victoria Gutierrez
Angelina C. Trevino	

### **5.2 Recognition - Shavano Park Women's Club**

Mayor Werner stated that the Shavano Park Women's Club had started working on the City of Shavano Park Directory at the beginning of the year and the new directories were mailed out to the residents in June. Mayor Werner thanked the following Shavano Park Women's Club members for their service to the community in collecting, organizing and putting the directory together.

Marcia Stipek	Jolanda Bradley
Glenda Bibb	Maggi' Kautz
Marylin Berrier	Kathy Schwesinger

### **5.3 Recognition - City of Shavano Park Independence Day Event**

Mayor Werner stated the City of Shavano Park held a community event on Independence Day. This event brought family and friends together for food and refreshments. A pet parade with many patriotic fervor and an apple pie contest that yielded 17 pies. Mayor Werner recognized 1<sup>st</sup> Place Apple Pie Winners: Rose Wissler in the traditional category and Vicky Maisel in the non-traditional category. Mayor Werner recognized this year's organizers: Vicky Maisel, Mary Werner, Michele Ross, Tomas Palmer, Andrew Walters and Zina Tedford for their service to the City of Shavano Park Independence Day Event.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action – Preliminary replat of a 9.23 acre tract subdivision plat along Lockhill Selma, Shavano Park Subdivision, Unit 17N – City Manager**

Alderman Heintzelman made a motion to approve Preliminary replat of a 9.23 acre tract subdivision plat along Lockhill Selma, Shavano Park Subdivision, Unit 17N.

Mayor Pro Tem Ross seconded the motion.

AYES: 5; NAYS: 0

### **6.2. Discussion / action – appointment to Water Advisory Committee to fill vacancy – City Council**

Alderman Hisel made a motion to nominate Sean Fitzpatrick to the Water Advisory Committee for the next two months.

Motion died due to the lack of a second.

Mayor Pro Tem Ross made a motion to postpone this item to the September,  
Alderman Berrier seconded the motion.  
AYES: 4; NAYS: 1 (Ald. Hisel)

**6.3. Discussion / action – Review of potential improvements to NW Military Hwy and way ahead for possible application for “STPMM” grant (Federal Highway Administration) – City Manager**

Mayor Pro Tem Ross made a motion to authorize the Planning & Zoning Commission to continue working on this project and present a recommendation at the August City Council meeting.  
Alderman Heintzelman seconded the motion.  
AYES: 5; NAYS: 0

**6.4. Discussion / action – FY 2015-16 Budget Development Calendar and rescheduling Regular City Council Meeting scheduled for Monday, August 24th to Thursday, August 27th at 6:30 p.m. – City Manager**

Mayor Pro Tem Ross made a motion to reschedule the Regular City Council meeting scheduled for Monday, August 24th to Thursday, August 27th at 6:30 p.m.  
Alderman Hisel seconded the motion.

Mayor Pro Tem Ross amended the motion to add a Special Meeting on Monday, September 14th at 6:00 p.m.  
Alderman Hisel seconded the motion.  
AYES: 5; NAYS: 0

**6.5. Discussion / action – Adoption of Ordinance 0-2015-015 amending the City of Shavano Park Code of Ordinances by amending Section 2-87 regarding appointment to fill vacancies (Administrative) – City Council**

Alderman Berrier made a motion to approve O-2015-015 amending the City of Shavano Park Code of Ordinances by amending Section 2-87 regarding appointment to fill vacancies.  
Mayor Pro Tem Ross seconded the motion.  
AYES: 4; NAYS: 1 (Ald. Hisel)

**6.6. Discussion / action – Appointment of City Council member to website redesign committee and creation of user (citizen & staff) focus groups – Mayor Pro Tem Ross**

Mayor Pro Tem Ross made a motion to appoint two (2) Council members and two (2) citizens to be selected by the appointed Council members to the website redesign committee.  
Alderman Maisel seconded the motion.  
AYES: 5; NAYS: 0

**6.7. Discussion / action – Creation of new citizen committees – Mayor Pro Tem Ross**

Mayor Pro Tem Ross made a motion to schedule a Workshop Meeting to discuss this item in October.

Alderman Maisel seconded the motion.

AYES: 5; NAYS: 0

**6.8. Discussion /action – Appointment of Council Subcommittee for review of 2015 International Codes and 2014 Electrical Codes – City Manager**

Alderman Maisel made a motion to appoint Mayor Werner and Alderman Berrier to the Council Subcommittee for review of the 2015 International Codes and 2014 Electrical Codes.

Mayor Pro Tem Ross seconded the motion.

AYES: 5; NAYS: 0

**6.9. Discussion / action – Appointment of Council Subcommittee for review of the 2012 International Fire Codes – City Manager**

Mayor Pro Tem Ross made a motion to appoint Mayor Werner and Alderman Maisel to the Council Subcommittee for review of the 2012 International Fire Codes.

Alderman Berrier seconded the motion.

AYES: 5; NAYS: 0

**6.10. Discussion / action - Use/Access of City resources by Mayor and City Council – Mayor Pro Tem Bunting Ross and Alderman Maisel**

Alderman Berrier made a motion to postpone this item until the August meeting.

Alderman Hisel seconded the motion.

AYES: 5; NAYS: 0

**6.11. Discussion / action -City of Shavano Park 2015 Employee Handbook as a City Ordinance or City Policy – City Manager Hill**

Alderman Maisel made a motion to prepare the City of Shavano Park 2015 Employee Handbook as a resolution for the next City Council meeting.

Mayor Pro Tem Ross seconded the motion.

It was the consensus of City Council to remove the organizational chart and schedule of holidays from the Employee Handbook and adopt these items separately.

AYES: 5; NAYS: 0

**6.12. Discussion / action – Report on cost of installing GPS equipment in all City of Shavano Park vehicles – Alderman Berrier**

Alderman Berrier stated that with City Council consensus, he would like to withdraw agenda item 6.12. It was City Council consensus to withdraw agenda item 6.12.

**6.13. Discussion / action - Review of the City Manager / compensation – Possible Executive Session pursuant to Texas Government Code 551.074, Personnel Matters - Mayor Pro Tem Bunting Ross / Mayor Werner**

Alderman Berrier made a motion to postpone this item.

Motion died due to lack of a second.

Alderman Maisel made a motion go into executive session and postpone the review until after the executive session.

Alderman Berrier seconded the motion.

Alderman Maisel made an amendment to the motion include the review.

Alderman Berrier withdrew his second to the motion.

Mayor Pro Tem Ross seconded the motion.

Mayor Werner stated that City Council would now close the Open Meeting and conduct Review of the City Manager / compensation – Possible Executive Session pursuant to Texas Government Code 551.074, Personnel Matters

Open Meeting closed at 8:45 p.m.

Open Meeting reconvened at 9:21 p.m.

Alderman Maisel made a motion to increase the compensation of the City Manager by 4.5% to begin October 1, 2015.

Alderman Berrier seconded the motion.

AYES: 5; NAYS: 0

## **7. CITY MANAGER'S REPORT**

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

### **7.1. Building Permit Activity Report**

### **7.2. Fire Department Activity Report**

### **7.3. Municipal Court Activity Report**

### **7.4. Police Department Activity Report**

#### **7.4.a. Crime Trend Analysis**

### **7.5. Public Works Activity Report**

### **7.6. Finance Department Activity Report**

## **8. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

**8.1. Approval - Workshop Meeting Minutes, June 22, 2015**

**8.2. Approval - City Council Meeting Minutes, June 22, 2015**

**8.3. Approval - Workshop Meeting Minutes, July 15, 2015**

**8.4. Accept - Water Advisory Workshop Meeting Minutes, June 15, 2015**

**8.5. Accept - Planning & Zoning Commission Meeting Minutes, June 3, 2015**

Alderman Maisel made a motion to approve the Consent Agenda as provided.

Mayor Pro Tem Ross seconded the motion.

Motion carried unanimously.

AYES: 5; NAYS: 0

## **9. POTENTIAL FUTURE AGENDA ITEMS**

Alderman please contact City staff to add new or reconsider old agenda items. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:

**9.1. FY 2015-16 City Budget – City Manager Hill**

**9.2. FY 2015-16 Crime Control District Budget**

**9.3. Selection –Boards, Commissions, and Committees**

**9.4. Designation of City of Shavano Park Official Paper**

**9.5. Records Retention Policy**

**9.6. Council consideration –Disposal of city equipment / furniture**

**9.7. P&Z to review the sign ordinance in light of the recent Supreme Court decision**

**9.8. Report on litigation, Texas Ardmor Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) – City Manager / City Attorney**

**9.9. Policy on use of CoSP resources**

**10. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Mayor Pro Tem Ross seconded the motion.

The meeting adjourned at 9:25 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:00 p.m.

**PRESENT:**

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Hisel

Mayor Werner

**ABSENT:**

Alderman Maisel

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance and the Invocation.

**3. CITIZENS TO BE HEARD**

Citizens Florine and Smoot addressed City Council regarding city events and citizen participation.

**4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council comments.

**5. AGENDA ITEMS**

- 5.1. Discussion / action –Status of litigation, Texas Ardmor Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney - City Manager / City Attorney**

Mayor Werner read agenda item 5.1- Discussion / action –Status of litigation, Texas Ardmor Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney - City Manager / City Attorney

Mayor Pro Tem Ross made a motion to go into Executive Session.

Alderman Berrier seconded the motion.

Motion carried unanimously.

Open Meeting closed at 6:08 p.m.

Open Meeting reconvened at 6:37 p.m.

Alderman Hisel made a motion to authorize the City Attorney to move forward with a motion for rehearing.

Mayor Pro Tem Ross seconded the motion.

Motion carried unanimously.

**5.2. Receipt of the Effective and Rollback Calculation – City Manager Hill**

City Manager Hill presented the Effective and Rollback Calculation information to City Council.

**5.3. Submission of the City Manager Proposed Budget for FY 2015-16 –City Manager Hill**

City Manager Hill presented the City Manager Proposed Budget for FY 2015-16. City Manager Hill proceeded with a brief overview of the proposed budget for the general fund, department, water fund, crime control prevention district, oak wilt and debt service.

**5.4. Discussion – City of Shavano Park FY 2015 -16 Goals and Objectives**

Mayor Pro Tem Ross made a motion to table this item.

Alderman Heintzelman seconded the motion.

Motion carried with one (1) opposed (Ald. Hisel)

**6. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Berrier seconded the motion.

The meeting adjourned at 8:52 p.m.

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**Robert Werner, Mayor**

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**Zina Tedford**  
**City Secretary**



## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:06 p.m.

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Maisel  
Mayor Werner

Alderman Hisel

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and the Invocation.

## **3. CITIZENS TO BE HEARD**

No citizens signed up to address City Council at this time.

## **4. CITY COUNCIL COMMENTS**

City Council dispensed with comments at this time.

## **5. AGENDA ITEMS**

Mayor Werner deviated to agenda item 5.2 and 5.3 at this time.

### **5.2 Discussion / action – Appointment of two (2) City Council members to website redesign committee – Mayor Pro Tem Ross**

Alderman Berrier made a motion to appoint Mayor Pro Tem Ross and Alderman Maisel to the website redesign committee.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

### **5.3 Discussion / action – Ordinance O-2015-016 amending City of Shavano Park Code of Municipal Ordinance Section 36-41(d) (2) to allow a 10-foot minimum for side-load residential garages in MXD – Mixed Use Districts (first reading)**

City Manager Hill gave an overview of the proposed ordinance. Planning & Zoning Chairman Janssen addressed City Council and informed City Council that the Planning & Zoning Commission voted unanimously to approve the proposed ordinance.

Mayor Pro Tem Ross made a motion to approve Ordinance O-2015-016 amending City of Shavano Park Code of Municipal Ordinance Section 36-41(d) (2) to allow a 10-foot minimum for side-load residential garages in MXD – Mixed Use Districts (first reading).

Alderman Berrier seconded the motion.

The motion carried unanimously.

At this time, Mayor Werner indicated that City Council would be retiring to the front tables for agenda items 5.1, 5.4 and 5.5.

### **5.1 Discussion – City of Shavano Park FY 2015 -16 Goals and Objectives**

City Manager Hill proposed a new objective and consensus was reached to conduct a staff compensation study. City Council discussed the goals and objectives and determined which would be used as objective measures for the City Manager's evaluation.

Mayor Werner deviated to agenda item 5.5

### **5.5 Discussion / action - consider a proposed Tax Rate for FY 2015; taking a Record vote and Schedule Public Hearings on the proposed tax rate**

Alderman Berrier made a motion to consider a proposed Tax Rate for FY 2015.

Alderman Heintzelman seconded the motion.

Motion carried unanimously.

Mayor Pro Tem Ross amended the motion to include setting the Tax Rate at the Effective Rate of .287742/100.

Alderman Maisel seconded the motion. The motion carried.

Roll Call Vote:

Alderman Berrier	- Yes
Mayor Pro Tem Ross	- Yes
Alderman Heintzelman	- Yes
Alderman Maisel	- Yes
Alderman Hisel	- Absent
Mayor Werner	- does not vote

### **5.4 Discussion – proposed FY 2015-16 Budget**

City Manager Hill led the discussion on the overview of the proposed FY 2015-16 Budget.

Discussion involved refuse franchise fees, salary survey, need for projector upgrade, desk chairs, exchange server, publication expense, account 3013 – Professional Services. Increase in EMS supplies, and reallocating \$1000 in police department employee appreciation under administration. City Manager Hill discussed proposed budgets for each department, debt service, and water fund. Capital Replacement Budget will be discussed at the next Workshop.

## **6. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Berrier seconded the motion.

The meeting adjourned at 9:02 p.m.

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Robert Werner  
Mayor

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Zina Tedford, City Secretary

**1. CALL MEETING TO ORDER**

Mayor Pro Tem Ross called the Workshop Meeting to order at 6:00 p.m.

Alderman Berrier

Alderman Heintzelman

Alderman Hisel

Mayor Werner (arrived 6:28 p.m.)

Alderman Maisel

Mayor Pro Tem Ross

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Pro Tem Ross dispensed with the Pledge of Allegiance and Invocation.

**3. CITIZENS TO BE HEARD**

Citizens Simpson, Smoot, and Florine addressed City Council regarding the proposed budget, tax rate and protocol.

**4. CITY COUNCIL COMMENTS**

City Council thanked everyone for coming to the meeting.

**5. AGENDA ITEMS**

**5.1. Presentation / Discussion – Health benefits for City of Shavano Park Employees – Jenni Haff, Managing Director, Wortham Insurance**

Ms. Haff informed Council that her agency had met with staff for the bid opening for health benefits. Ms. Haff presented a brief overview of the proposals and indicated that a more in depth briefing would be presented to the subcommittee.

**5.2. Discussion – City of Shavano Park FY 2015 -16 Goals and Objectives**

City Manager Hill presented the 2015-16 Goals and Objectives with the revisions discussed at the last meeting. Alderman Hisel asked that City Council consider adding an objective regarding the municipal tract. Council consensus was to add an objective under Enhance the City Image while maintaining a rural atmosphere - Consider permanent green space on the municipal tract.

**5.3. Discussion - Proposed Budget for FY 2015-16 Budget– City Manager Hill**

City Manager Hill presented an overview of the proposed budget with the changes discussed at the last meeting. City Manager Hill reviewed the Water Fund and Capital Replacement Fund for each department. Staff will research the replacement of the Fire Department roof, roller for Public Works, Overhang/floor for Public Works shop.

**6. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting

Mayor Pro Tem Ross seconded the motion.

The meeting adjourned at 8:50 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

### **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:30 p.m.

### **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Hisel led the Pledge of Allegiance to the Flag.

Alderman Heintzelman led the Invocation.

### **3. CITIZENS TO BE HEARD**

Citizen Narboni addressed City Council requesting support for ALS –Team Dennis to raise funds for ALS

Citizens Walea complimented the proposed budget.

Citizen Jauer addressed NW Military Highway.

Citizen Simpson addressed the proposed budget, investment report, and salary survey and benefits.

Citizen Florine echoed Citizen Walea's comments regarding the budget and Citizen Simpson comments regarding use of city funds.

### **4. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the meeting.

Mayor Pro Tem Ross stated that the Town Hall meeting was well attended and thanked Congressman Hurd for attending.

Mayor Werner thanked Mayor Pro Tem Ross for having Congressman Will Hurd speak at the Town Hall Meeting held Saturday, August 22<sup>nd</sup>.

### **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

#### **5.1 Recognition – Fire Department on ISO rating and recognition**

Mayor Werner recognized City Manager Hill, Fire Chief Naughton and Public Works Director Mintz for their assistance in obtaining a better ISO rating.

#### **5.2 Announcement – National Night Out – Alderman Maisel**

Alderman Maisel announced that the City will host a National Night Out event at city.

#### **5.3 Announcement – Movie Night – Alderman Maisel**

Alderman Maisel announced that Movie Night will be held October 31<sup>st</sup> at 9:00 p.m. for a family friendly movie. Popcorn and refreshments will be provided, so bring your blankets and chairs and join the fun.

#### **5.4 Proclamation – National Payroll Week**

Mayor Werner presented a proclamation proclaiming the first week of September as National Payroll Week.

## **6. PUBLIC HEARING**

### **6.1. Public Hearing – Proposed Ordinance No. O-2015-016 amending the City of Shavano Park Code of Municipal Ordinance Section 36(d) (2) to allow a 10-foot minimum for side-load residential garages in MXD – Mixed Use Districts**

Public hearing opened at 6:55 p.m.

City Manager Hill have a brief overview of the proposed ordinance.

Mr. Denton discussed the Garden Villa layout and that the Garden Villas will be individually designed and built based upon the lot size.

Public hearing closed at 6:59 p.m.

### **6.2. Public Hearing - Final replat of a 9.23 acre tract subdivision plat along Lockhill Selma, Shavano Park Subdivision, Unit 17N**

Public hearing opened at 6:59 p.m.

Citizen Florine commented on clear cutting will affect Arbor Day and Tree City USA.

Public hearing closed at 7:02 p.m.

## **7. REGULAR AGENDA ITEMS**

### **7.1. Discussion / action – Ordinance No O-2015-016 amending City of Shavano Park Code of Municipal Ordinance Section 36(d)(2) to allow a 10-foot minimum for side-load residential garages in MXC – Mixed Use Districts (second reading) – City Manager**

Mayor Pro Tem made a motion to approve O-2015-016.

Alderman Maisel seconded the motion.

Alderman Berrier – Yes

Mayor Pro Tem Ross – Yes

Alderman Heintzelman – Yes

Alderman Hisel – Yes

Alderman Maisel – Yes

Motion to approve O-2015-016 passed with five (5) in favor, none (0) opposed.

### **7.2. Discussion / action – Final plat of Pond Hill Garden Villas – City Manager**

Alderman Berrier made a motion to approve the final plat of Pond Hill Garden Villas.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously to approve the final plat of Pond Hill Garden Villas.

### **7.3. Discussion / action – Final replat of a 9.23 acre tract subdivision plat along Lockhill Selma, Shavano Park Subdivision, Unit 17N – City Manager**

Alderman Maisel made a motion to approve the final replat of a 9.23 acre tract subdivision plat along Lockhill Selma, Shavano Park Subdivision, Unit 17N.

Alderman Heintzelman seconded the motion.

The motion carried unanimously to approve the final replat of 9.23 acre tract subdivision plat along Lockhill Selma, Shavano Park Subdivision, Unit 17N.

Mayor Werner deviated to agenda item 7.7.

**7.4. Discussion / action – FY 2015-16 Budget Development Calendar – City Manager**

Alderman Maisel made a motion to schedule a tentative Workshop Meeting for Wednesday, September 9<sup>th</sup> at 6 p.m.

Alderman Berrier seconded the motion.

The motion carried unanimously to schedule a tentative Workshop for Wednesday, September 9<sup>th</sup> at 6:00 p.m.

**7.5. Discussion / action – Health Benefits for the City of Shavano Park Employees – City Manager Hill**

Alderman Berrier made a motion to discuss this item.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

City Manager Hill presented a brief overview of the Health benefits package. City Manager Hill stated that the subcommittee would be meeting on Monday where they will discuss the options with a TML representative.

**7.6. Discussion – Proposed Budget for FY 2015-016 – City Manager**

City Manager Hill presented a number of changes to the proposed budget for FY 2016 based on the discussions held during the last meeting.

**7.7. Discussion / action – Review of potential improvements to NW Military Hwy and way ahead for possible application for “STPMM” grant (Federal Highway Administration) – City Manager**

Planning & Zoning Chairman Janssen presented an overview of the processes that took place prior to Council approval. Chairman Janssen asked City Council if they would like the Planning & Zoning Commission to continue working with the City on this project. City Manager Hill reported that he met with TxDOT and confirmed TxDOT will take over all “local government” responsibilities and costs in a MPO grant submission.

Mayor Pro Tem Ross made a motion to accept the recommendations from the Planning & Zoning Commission for potential improvements on NW Military Highway and way ahead for possible application for the equivalent of the MPO.

Alderman Hisel seconded the motion.

The motion carried unanimously.

Alderman Maisel made a motion to keep Planning & Zoning Commission continue working on this project with the City Manager and make recommendations to the City Council regarding the MPO application.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

Mayor Werner deviated back to agenda item 7.4.

**7.8. Discussion /action – Ordinance No. O-2015-018 adopting 2015 International Codes and 2014 Electrical Codes – City Manager**

Alderman Berrier made a motion to approve O-2015-018 for the first reading.  
Alderman Heintzelman seconded the motion.  
The motion carried unanimously.

**7.9. Discussion / action - Use/Access of City resources by Mayor and City Council – Mayor Pro Tem Bunting Ross and Alderman Maisel**

Mayor Pro Tem Ross made a motion to direct staff to prepare a resolution regarding use / access of City resources by Mayor and City Council.  
Alderman Hisel seconded the motion.  
The motion carried unanimously.

**7.10. Discussion / action – City of Shavano Park 2015 Employee Handbook – City Manager Hill**

Mayor Pro Tem Ross made a motion to postpone this item.  
Alderman Maisel seconded the motion.  
Motion carried unanimously.

**8. CITY MANAGER'S REPORT**

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

**8.1. Building Permit Activity Report**

**8.2. Fire Department Activity Report**

**8.3. Municipal Court Activity Report**

**8.4. Police Department Activity Report**

**8.4.1. Crime Trend Analysis**

**8.5. Public Works Activity Report**

**8.6. Finance Department Activity Report**

**9. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

**9.1. Discussion / action – Ordinance O-2015-017 changing the starting time of the Planning & Zoning Commission meetings as established by Sec. 36-69(f) from**

**7:30 p.m. to 6:30 p.m. as requested by the Planning & Zoning Commission –  
City Manager Hill**

- 9.2. Approval – Special City Council Meeting Minutes, July 27, 2017**
- 9.3. Approval - Regular City Council Meeting Minutes, July 27, 2015**
- 9.4. Approval - Special City Council Meeting Minutes, August 6, 2015**
- 9.5. Approval - Special City Council Meeting Minutes, August 13, 2015**
- 9.6. Approval – Special City Council Meeting Minutes, August 19, 2015**
- 9.7. Accept - Water Advisory Workshop Meeting Minutes, July 13, 2015**
- 9.8. Accept - Planning & Zoning Commission Meeting Minutes, July 8, 2015**
- 9.9. Approval – Quarterly Investment Report**

Alderman Maisel made a motion to approve the consent agenda item 9.1-9.8 and 9.9 as corrected.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

#### **10. POTENTIAL FUTURE AGENDA ITEMS**

Alderman please contact City staff to add new or reconsider old agenda items. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:

- 10.1. FY 2015-16 City Budget – City Manager Hill**
- 10.2. FY 2015-16 Crime Control District Budget**
- 10.3. Selection –Boards, Commissions, and Committees**
- 10.4. Veteran’s Memorial**
- 10.5. Designation of City of Shavano Park Official Paper**
- 10.6. Records Retention Policy**
- 10.7. Council consideration –Disposal of city equipment / furniture**
- 10.8. P&Z to review the sign ordinance in light of the recent Supreme Court decision**



- 10.9. Report on litigation, Texas Ardmore Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) – City Manager / City Attorney**
- 10.10. Policy on use of CoSP resources**
- 10.11. Policy on use of CoSP resources by Mayor and Council**
- 10.12. Workshop to consider creating citizen committees**
- 10.13. Report on website development – website committee**
- 10.14. Planning and Zoning Commission recommended changes to CoSP Code Sections 36-36(a)(7), 36-34(a)(2), and 36-102 regulating home occupations**
- 10.15. Nomination(s) – Bexar Appraisal District Board of Directors**
- 10.16. 2012 International Fire Codes**

## **11. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting  
Mayor Pro Tem Ross seconded the motion.  
The meeting adjourned at 9:35 p.m.

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Robert Werner

Mayor

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:19 p.m.

### **PRESENT:**

Alderman Berrier  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

### **ABSENT:**

Mayor Pro Tem Ross

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and the Invocation.

## **3. CITIZENS TO BE HEARD**

No one signed up to address City Council at this time.

## **4. CITY COUNCIL COMMENTS**

Mayor dispensed with City Council comments.

## **5. AGENDA ITEMS**

### **5.1. Discussion / action – authorizing the City Manager to enter into an Interlocal Agreement with Texas Municipal League (TML) MultiState Intergovernmental Employees Benefits Pool for employee benefits – City Manager**

Alderman Hisel made a motion to authorize the City Manager to enter into an Interlocal agreement with Texas Municipal League (TML) MultiState Intergovernmental Employees Benefits Pool for employee benefits.

Alderman Heintzelman seconded the motion.

City Manager Hill presented an overview of the bid process for the employee health benefits. After brief discussion, Alderman Hisel made a motion to postpone this time until review of agenda item 5.3.

Alderman Maisel seconded the motion.

Motion to postpone agenda item 5.1 until after discussion of agenda item 5.3.

Mayor Werner deviated to agenda item 5.3.

After discussion on agenda item 5.3, Mayor Werner if there is any additional discussion on agenda item 5.1. Mayor Werner stated we have motion and a second to the motion to authorize the City Manager to enter into an Interlocal agreement with Texas Municipal League (TML) MultiState Intergovernmental Employees Benefits Pool for employee benefits.

Alderman Heintzelman seconded the motion.

The motion carried to unanimously to authorize the City Manager to enter into an interlocal agreement with TML.

**5.2. Discussion / action – authorizing the City Manager to enter into a COBRA Continuation of Coverage Administrative Agreement with TML MultiState Intergovernmental Employee Benefits Pool – City Manager**

Alderman Maisel made a motion to authorizing the City Manager to enter into a COBRA Continuation of Coverage Administrative Agreement with TML MultiState Intergovernmental Employee Benefits Pool.

Alderman Berrier seconded the motion.

The motion carried to unanimously to authorize the City Manager to enter into a COBRA Continuation of Coverage Administrative Agreement with TML.

**5.3. Presentation / discussion /action – TML Health benefit options and City's contribution levels – City Manager**

City Manager Hill presented an overview of the history of the bid process and a constraint that was placed on the City was that only one plan out of the three proposed TML plans could be chosen (all employees would have been required to use either a High Deductible Health Care Plan (36 currently) or a Preferred Provider Organization (PPO) Plan (10 currently). We asked TML to consider allowing us to adopt the choice of eight plans they briefed us on. TML approved allowing the City to adopt the eight plans option – this is called the “Consumer Centered Pool Plans (CCPP).” TML then clarified that we must adopt either one of the first three plans or the CCPP – not both. They also stated that the intent of the CCPP plans was to allow the City to select a “defined contribution” amount and allow the employee to then select one of the eight plans available in this CCPP. An advantage of the CCPP is that we don't have to pick a plan (the employee does that), we only need to pick the City Contribution amount.

Mayor Werner deviated back to agenda item 5.1.

After discussion / action of agenda items 5.1 and 5.2, Alderman Maisel made a motion to authorize selection of the TML Consumer Center Pool Plans for city health benefits and authorize a defined contribution amount of \$450.00 per city employee.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

**ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Alderman Berrier seconded the motion.

The meeting adjourned at 7:09 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:00 p.m.

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and Invocation at this time.

## **3. CITIZENS TO BE HEARD**

Citizen Simpson addressed City referencing letters he had sent to individual councilmembers.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council Comments at this time.

## **5. PUBLIC HEARING**

### **5.1. Public Hearing – Public Hearing – Proposed Budget FY 2015-16**

Public hearing opened at 6:04 p.m.

City Manager Hill presented an overview of the proposed budget based on direction from City Council from the Special Meeting held September 9<sup>th</sup>.

Citizen Simpson had questions on the proposed budget regarding Debt Service.

Public hearing closed at 6:13 p.m.

## **6. REGULAR AGENDA ITEMS**

- 6.1. Discussion / action – Ordinance No. O-2015-019 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2015 and ending September 30, 2016; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (first reading) –City Manager**

Alderman Maisel made a motion to approve O-2015-019 for the first reading.

Alderman Berrier seconded the motion.

City Manager Hill outlined the proposed budget process:

- August 6 - City Manager presented the proposed budget to City Council.
- August 13 - City Council held a special City Council meeting and voted to propose a tax rate equal to the 2015 Effective Tax Rate.
- August 19 - City Council Workshop held to further refine the budget.
- August 27 - Council considered the Budget
- September 9 - City Council held a special meeting address health care plans and budget. Staff has updated the proposed budget document to include two new spreadsheets on pages 42-43 (Combined Fund Summary and Consolidated Budget Summary by Fund),

added better descriptions of the General Fund, Water Debt, Capital Replacement Funds and a glossary was added.

After a brief discussion of the changes, Mayor Werner stated that we have motion and second to approve O-2015-019 for the first reading.

The motion to approve O-2015-09 for the first reading carried unanimously.

## **7. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting

Alderman Berrier seconded the motion.

The meeting adjourned at 6:41 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:44 pm.

### **PRESENT:**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

### **ABSENT:**

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Maisel led the Pledge of Allegiance to the Flag. Mayor Werner led the Invocation.

## **3. CITIZENS TO BE HEARD**

No one signed up to address City Council at this time.

## **4. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the meeting.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1. Proclamation – Dennis Carolin Day**

Mayor Werner read the proclamation proclaiming October 31<sup>st</sup> as “Dennis Carolin Day”

### **5.2. Announcement – Walk to Defeat ALS - Team Dennis –Alderman Maisel**

Alderman Maisel stated that Team Dennis will have a registration booth for the Walk to Defeat ALS at National Night Out, October 6, 2015

### **5.3. Announcement – National Night Out – Alderman Maisel**

Alderman Maisel announced National Night Out scheduled for October 6, 2015. There are a number of neighborhoods participating as well as City Hall.

### **5.4. Announcement – Movie Night – Alderman Maisel**

Alderman Maisel announced that the First Movie Night in Shavano Park will be held October 31<sup>st</sup> at the city hall grounds beginning at 8:30 p.m.

## **6. PUBLIC HEARING**

### **6.1. Public Hearing – Crime Control & Prevention Budget of the City of Shavano Park Crime Control and Prevention District for FY 2015-16**

**6.2. Public Hearing – City of Shavano Park Proposed Budget FY 2015-16 (second public hearing)**

**7. REGULAR AGENDA ITEMS**

**7.1. Discussion / action - Resolution R-2015-012 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2015-16 –City Manager**

Mayor Pro Tem Ross made a motion to approve R-2015-012 removing the transfer of \$51,791 which is to remain in the Crime Control Budget and not transferred to the Capital Replacement fund.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**7.2. Discussion / action - Ordinance No. O-2015-019 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2015 and ending September 30, 2016; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (second reading) (Record Vote) -City Manager**

Mayor Pro Tem Ross made a motion to approve O-2015-019 with the change to the Crime Control & Prevention District budget.

Alderman Heintzelman seconded the motion.

Alderman Hisel made a motion to amend Ordinance O-2015-019 with reallocation of funds from the muni tract line item to the oak wilt fund.

Motion died due to the lack of a second.

The motion to approve O-2015-019 with the change to the Crime Control & Prevention District Budget carried with four (4) in favor – one (1) opposed (Alderman Hisel)

**7.3. Discussion / action – Resolution No. R-2015-013 adopting the City of Shavano Park 2015 Effective Tax Rate (Record Vote) – City Manager**

Alderman Berrier made a motion to approve R-2015-013 setting a total tax rate of \$0.287742, with the Maintenance & Operation rate being \$0.264066 and the Interest & Sinking rate being \$0.023676.

Alderman Maisel seconded the motion.

Alderman Berrier - Yes

Mayor Pro Tem Ross - Yes

Alderman Heintzelman - Yes

Alderman Hisel - No

Alderman Maisel - Yes

The motion to approve R-2015-013 as presented carried with four (4) in favor - one (1) opposed (Alderman Hisel)

**7.4. Record vote to ratify the property tax increase reflected in the FY 2015-16 budget (Record Vote) - City Manager**

Mayor Pro Tem Ross made a motion to ratify the property tax increase reflected in the FY 2015-16 budget.

Alderman Berrier seconded the motion.

Alderman Maisel - Yes

Alderman Hisel - No

Alderman Heintzelman - Yes

Mayor Pro Tem Ross - Yes

Alderman Berrier - Yes

The motion to approve ratifying the property tax increase reflected in the FY 2015-16 budget carried with four (4) in favor - one (1) opposed (Alderman Hisel)

**7.5. Discussion / action – Selection Boards, Commissions, and Committees – City Manager**

Mayor Werner deviated to agenda item 7.5.4.

**7.5.1. Planning & Zoning Commissions – Five appointments, all two-year terms**

Mayor Pro Tem Ross made a motion to appoint the following individuals to the Planning & Zoning Commission for a two year term:

Richard Lazor

Carlos Ortiz

Michael Janssen

Brian Harr

Kerry Dike

Alderman Maisel seconded the motion.

The motion carried unanimously to appoint Richard Lazor, Carlos Ortiz, Michael Janssen, Brian Harr and Kerry Dike to the Planning & Zoning Commission.

**7.5.2. Board of Adjustments – Three appointment and two alternates, all two-year terms**

Mayor Pro Tem Ross made a motion to appoint the following individuals to the Board of Adjustments –Three appointments - all two year terms

Larry Lyons

William Hartman

Fred Hobbs

Alderman Hisel seconded the motion.



The motion carried unanimously to appoint Larry Lyons, William Hartman and Fred Hobbs to the Board of Adjustments.

Alderman Heintzelman made a motion to appoint Cassie Matheson and Michael Meurer as Alternates to the Board of Adjustments.

Alderman Maisel seconded the motion.

The motion carried unanimously.

**7.5.3. Water Advisory Committee – Three appointments (Water System Users Only), all two-year terms**

Alderman Maisel made a motion to appoint the following individuals to the Water Advisory Committee for two year terms:

Al Walea

Matthew Trippy

Tomas Palmer

Mayor Pro Tem Ross seconded the motion.

Alderman Heintzelman made an amendment to the motion to appoint the slate of individuals one by one.

Alderman Hisel seconded the motion.

The motion carried three (3) in favor – two (2) opposed (Alderman Maisel/ Mayor Pro Tem Ross.

Al Walea – Motion to appoint approved unanimously.

Matthew Trippy – Motion to appoint approved unanimously.

Tomas Palmer – Motion to appoint approved unanimously.

**7.5.4. Investment Committee – One appointment for two-year term**

Alderman Maisel made a motion to appoint Mark Standeford to the Investment Committee.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

Mayor Werner deviated to agenda item 7.5.1

**7.5.5. Tree Committee – At least seven appointments, including one Council member and one member of the International Society of Arboriculture Certified Arborist and/or a forester, with at least 50% of all terms designated as two-year terms and the balance as one-year terms.**

The consensus of City Council is that the Tree Committee will 12 members.

Mayor Pro Tem Ross made a motion to appoint the following members to the Tree Committee for two year term:

Kim Lane  
Randy Smith  
Bob Bradley  
Niko Papanikolaou  
Randy Wayland  
Howard Marnan

Alderman Maisel seconded the motion.

Motion carried unanimously to appoint the above mentioned individuals to the Tree Committee for a two year term.

Alderman Maisel made a motion to appoint the following individuals to the Tree Committee for a one year term:

Gerald Reamey  
Kenneth Chorn  
Louise Chumley  
Nancy Bula  
Betty Boazman

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously to appoint the above mentioned individuals to the Tree Committee for a one year term.

**7.6. Discussion / action - R-2015-016 City of Shavano Park 2015 Employee Handbook – City Manager**

Alderman Heintzelman made a motion to approve R-2015-016.

Alderman Hisel seconded the motion.

The motion carried unanimously.

**7.7. Discussion / action - Resolution R-2015-014 Nomination(s) to Bexar Appraisal District Board of Directors – Alderman Maisel**

Alderman Maisel made a motion to approve R-2015-014 nomination of Mayor Pro Tem Ross to the Bexar Appraisal Board of Directors.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**7.8. Discussion / action - Ordinance No O-2015-020 adopting the 2012 International Fire Codes (first reading) – City Manager**

Alderman Maisel made a motion to approve O-2015-020 adopting the 2012 International Fire Codes for the first reading.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**7.9. Discussion / action - Veteran's Memorial - Alderman Maisel**

Alderman Maisel made a motion to secure assistance of Denton Communities and any other persons as needed to pursue a Veterans Memorial and authorize the sale of bricks at Christmas subject to the standards established by the committee.

Alderman Heintzelman seconded the motion.

Mayor Pro Tem Ross made a motion to amend the motion we do not pursue the assistance of Denton Communities at this time, a subcommittee be appointed and not authorize the sale of bricks.

The motion carried four (4) in favor – one (1) opposed (Alderman Hisel).

**7.10. Discussion / action - Utilization of City technology and City website for City Council Meeting - Alderman Hisel**

Alderman Hisel made a motion that we record all meetings regarding city business.

Motion died due to the lack of a second.

**7.11. Discussion / action - Resolution No. R-2015-015 Use/Access of City resources by Mayor and City Council - Mayor Pro Tem Bunting Ross and Alderman Maisel**

Mayor Pro Tem Ross made a motion to approve R-2015-015 for Use / Access of City resources by Mayor and City Council.

Alderman Maisel seconded the motion

Motion carried three (3) in favor – two (2) opposed (Alderman Hisel /Berrier)

**8. CITY MANAGER'S REPORT**

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

**8.1. Building Permit Activity Report**

**8.2. Fire Department Activity Report**

**8.3. Municipal Court Activity Report**

**8.4. Police Department Activity Report**

**8.5. Public Works Activity Report**

**8.6. Finance Department Activity Report**

**9. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

- 9.1. Approval – City Council Meeting Minutes, August 27, 2015**
- 9.2. Approval - Special City Council Meeting Minutes, September 9, 2015**
- 9.3. Approval – Special City Council Meeting Minutes, September 14, 2015**
- 9.4. Accept – Planning & Zoning Commission Meeting Minutes, August 5, 2015**
- 9.5. Approve – Ordinance No. O-2015-018 adopting 2015 International Codes and 2014 Electrical Codes (second reading) – City Manager**
- 9.6. Approve – Sponsor Walk to Defeat ALS - Team Dennis –Alderman Maisel**

Alderman Berrier made a motion to approve the consent agenda as presented.

Alderman Maisel seconded the motion.

The motion carried unanimously.

## **10. POTENTIAL FUTURE AGENDA ITEMS**

Alderman please contact City staff to add new or reconsider old agenda items. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:

- 10.1. Bitterblue Inc. – Formal request for City Council consideration of Assisted Living Facility “CC”**
- 10.2. Designation of City of Shavano Park Official Paper**
- 10.3. Records Retention Policy**
- 10.4. Council consideration – Disposal of city equipment / furniture**
- 10.5. Policy on use of CoSP resources –Alderman Hisel / Mayor Pro Tem Ross**
- 10.6. P&Z to review the sign ordinance in light of the recent Supreme Court decision**
- 10.7. Report on litigation, Texas Ardmor Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) – City Manager / City Attorney**

- 10.8. Workshop to consider creating additional citizen committees – Mayor Pro Tem Ross**
- 10.9. Report on website development – Mayor Pro Tem Ross / Ald. Maisel**
- 10.10. Planning and Zoning Commission proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances, Chapter 36**
- 10.11. City Council Orientation – Ald. Hisel**
- 10.12. Recognition of 16 acres municipal as Legacy Shavano Park – Ald. Hisel**
- 10.13. Martin Marietta Quarry Operations blasting levels – City Manager**
- 10.14. Status of application for “STPMM” grant (Federal Highway Administration) for NW Military Hwy**
- 10.15. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund**
- 10.16. City Manager authorization to refurbish and paint the Elevated Water Tower**
- 10.17. Consideration for improvements to the City of Shavano Park’s Water Supervisory Control and Data Acquisition (SCADA) system**
- 10.18. Consideration for leasing a portion of the City’s Acre-feet as part of the Edwards Aquifer Habitat Conservation Plan Aquifer Storage and Recovery**

## **11. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Maisel seconded the motion.

The meeting adjourned at 8:15 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:32 p.m.

### **PRESENT:**

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Maisel

Mayor Werner

### **ABSENT:**

Alderman Hisel

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

At this time, Mayor Werner dispensed with the Pledge of Allegiance to the Flag and the Invocation.

## **3. CITIZENS TO BE HEARD**

Lee Powers addressed City Council regarding police department equipment.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council comments at this time.

## **5. AGENDA ITEMS**

### **5.1 Discussion / possible action – authorizing the City Manager to extend an offer of employment to Brandon Peterson for the position of Public Works Director. Possible Executive Session pursuant to Texas Government Code 551.074, Personnel Matters - City Manager**

City Manager Hill gave an overview of the selection process and recommendation for Mr. Peterson.

Alderman Maisel made a motion to discuss authorizing the City Manager to extend an offer of employment to Brandon Peterson for the position of Public Works Director.

Alderman Berrier seconded the motion.

Alderman Maisel made a motion to approve City Manager Hill's recommendation on the condition that Mr. Peterson obtaining his water license within four (4) months of date of hire.

Alderman Berrier seconded the motion.

AYES: 3; NAYES: 1 (Mayor Pro Tem Ross)

## **5. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Alderman Heintzelman seconded the motion.

The meeting adjourned at 6:55 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford, City Secretary**

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:32 p.m.

**PRESENT:**

**ABSENT:**

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

The Pledge of Allegiance was led by Mayor Werner and Alderman Heintzelman followed with the Invocation.

**3. CITIZENS TO BE HEARD**

Citizens Florine, Smoot, Rostik, Pierce and Nash addressed concerns regarding city government, National Night Out, speed limit in Bentley Manor, NW Military Hwy. project and San Antonio Water System billing issues.

**4. CITY COUNCIL COMMENTS**

City Council welcomed all the meeting and thank.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Proclamation - Marjie Sensiba and Karen Pumphrey**

Mayor Werner read proclamations for Marjie Sensiba and Karen Pumphrey.

**5.2. Proclamation - McGruff the Crime Dog**

Mayor Werner presented a proclamation for McGruff the Crime Dog.

**5.3. Announcement - Walk to Defeat ALS - Team Dennis –Alderman Maisel**

Alderman Maisel made the announcement regarding Walk to Defeat ALS which will be held October 31<sup>st</sup>.

**5.4. Announcement - Movie Night – Alderman Maisel**

Alderman Maisel announced the First City of Shavano Park Movie night to be held October 31<sup>st</sup> at 8:30 p.m.

**6. PUBLIC HEARING**

**6.1. Public Hearing - Ordinance No O-2015-022 Chapter 36 eliminating boutique auto sales with outdoor display as a permitted use**

Public Hearing opened at 6:55 p.m.

City Manager Hill presented an overview of the proposed ordinance.

Public Hearing closed at 6:57 p.m.

**6.2. Public Hearing - Ordinance No. O -2015-023 an application for special use assisted living “CC” for Shavano Park Subdivision, Unit – 17N – a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX**

Public Hearing opened at 6:57 p.m.

City Manager Hill presented an overview of the proposed ordinance.

Public Hearing closed at 7:00 p.m.

**6.3. Public Hearing - Ordinance O-2015-021 proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances, Chapter 36**

Public Hearing opened at 7:01 p.m.

Planning & Zoning Chairman Janssen presented an overview of the proposed changes to the ordinance.

Public Hearing closed at 7:07 p.m.

**7. REGULAR AGENDA ITEMS**

**7.1. Discussion / action - Ordinance O-2015-021 proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances, Chapter 36 (first reading) – City Manager**

Alderman Berrier made a motion to approve O-2015-021 for the first reading.

Alderman Heintzelman seconded the motion.

Discussion followed regarding the proposed changes.

Alderman Berrier amended the motion to include a revision to O-2015-021 to allow for the square footage to include accessory buildings in the 25% calculation.

Alderman Maisel seconded the motion.

AYES: 3; NAYES: 2 (Alderman Hisel /Alderman Maisel)

Motion carried.

**7.2. Discussion / action - Ordinance No. O-2015-023 an application for special use assisted living “CC” for Shavano Park Subdivision, Unit – 17N – a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX (first reading) - City Manager**

Alderman Maisel made a motion to approve O-2015-023.

Alderman Berrier seconded the motion.

Alderman Maisel made a motion to revise O-2015-023 an application for special use assisted living “CC” for Shavano Park Subdivision, Unit 17N with a limitation of two (2) beds per room.

Alderman Berrier seconded the motion.

AYES: 4; NAYES: 1 (Mayor Pro Tem Ross)



**7.3. Discussion / action - Ordinance No. O-2015-024 request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit - 17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces (first reading) - City Manager**

Alderman Maisel made a motion to approve O-2015-024.

Alderman Berrier seconded the motion.

Alderman Maisel made a motion to modify O-2015-024 request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit - 17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces and specifically limit the PUD application to an assisted living facility.

Alderman Berrier seconded the motion.

AYES: 4; NAYES: 1 (Mayor Pro Tem Ross)

**7.4. Update - Status of application for “STPMM” grant (Federal Highway Administration) for NW Military Hwy - City Manager**

City Manager Hill presented an update on the status of the application for “STPMM” grant.

Planning & Zoning Chairman Janssen stated that with City staff, they met with TxDOT to review the initial plan proposal. There were slight modifications to the initial plan and tentative timeline was discussed.

**7.5. Presentation by Denton Communities regarding site plan for future development of Collins Circle build out - City Manager**

Laddie Denton, Denton Communities and Billy Classen, KFW Engineering, presented a site plan for future development of Collins Circle build out.

**7.6. Discussion / action - Rescheduling the Regular City Council meetings scheduled for November 23rd and December 28th due to holidays - City Manager**

Mayor Pro Tem Ross made a motion to reschedule the Regular City Council Meeting scheduled for Monday, November 23, 2015 at 6:30 p.m. to Monday, November 16, 2015 at 6:30 p.m.

Alderman Berrier seconded the motion.

The motion carried unanimously.

Mayor Pro Tem Ross made a motion to reschedule the Regular City Council Meeting scheduled for Monday, December 28, 2015 at 6:30 p.m. to Monday, December 21, 2015 at 6:30 p.m.

Alderman Berrier seconded the motion.

The motion carried unanimously.

**7.7. Discussion / action - Adoption of 2015-2016 Holiday Schedule - Alderman Berrier**

Alderman Berrier made a motion to discuss this item.

Alderman seconded the motion.

The motion to discuss adoption of the 2015-16 Holiday Schedule carried unanimously.

Alderman Berrier made a motion to reduce the number of paid holidays from 13 days to 12.5 days by eliminating April 22 (Battle of the Flowers Parade) from full day holiday to one-half holiday with morning service.

Alderman Maisel seconded the motion.

Alderman Maisel made a amend the motion to reduce the number of paid holidays from 13 days to 12 day by eliminating April 22 (Battle of the Flowers Parade) and Good Friday from full day holidays to one-half holidays with morning service.

Mayor Pro Tem Ross seconded the motion.

Mayor Werner called for a vote on the amendment to reduce the number of paid holidays from 13 days to 12 day by eliminating April 22 (Battle of the Flowers Parade) and Good Friday from full day holidays to one-half holidays with morning service.

AYES; 2; NAYES: 3 (Mayor Pro Tem Ross, Aldermen Hisel and Heintzelman)

The amendment to the motion to reduce the number of paid holidays from 13 days to 12 day by eliminating April 22 (Battle of the Flowers Parade) and Good Friday from full day holidays to one-half holidays with morning service failed.

Vote on the original motion reduce the number of paid holidays from 13 days to 12.5 days by eliminating April 22 (Battle of the Flowers Parade) from full day holiday to one-half holiday with morning service.

AYES: 2; NAYES: (Mayor Pro Tem Ross, Aldermen Hisel and Heintzelman)

The original motion to reduce the number of paid holidays from 13 days to 12.5 days by eliminating April 22 (Battle of the Flowers Parade) from full day holiday to one-half holiday with morning service failed. The holiday calendar will remain at 13 days.

**7.8. Discussion / action - Set date for Workshop to consider and discuss new citizen committee opportunities and goals / objectives and timeline for City Manager for new fiscal year – Mayor Pro Tem Ross**

Mayor Pro Tem Ross made a motion to schedule a Workshop Meeting, December 21, 2015 at 5:00 p.m.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

**7.9. Discussion / action - Establish policy and calendar to review all positions officially hired by City Council - Mayor Pro Tem Ross**

Mayor Pro Tem Ross made a motion to add this time to the December 21<sup>st</sup> Workshop Meeting.

Alderman Heintzelman seconded the motion.

The motion to add this item to the December 21<sup>st</sup> Workshop Meeting carried unanimously.

**8. CITY MANAGER'S REPORT**

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

**8.1. Building Permit Activity Report**

**8.2. Fire Department Activity Report**

**8.3. Municipal Court Activity Report**

**8.4. Police Department Activity Report**

**8.5. Public Works Activity Report**

**8.6. Update - status on South Monument**

City Manager Hill presented an update on agenda item 8.6 – status on South Monument.

**9. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

**9.1. Approval - City Council Meeting Minutes, September 28, 2015**

**9.2. Accept - Planning & Zoning Commission Meeting Minutes, September 2, 2015**

**9.3. Accept - Water Advisory Workshop Meeting, August 3, 2015**

**9.4. Approve - Ordinance No O-2015-020 adopting the 2012 International Fire Codes (second reading)**

**9.5. Approval - Bexar County Hazard Mitigation Plan Participation**

**9.6. Approval - Disposal surplus / inoperative city equipment / furniture**

**9.7. Approval - Authorize P&Z Commission to review the sign ordinance in light of the recent Supreme Court decision of Reed v. Town of Gilbert**

**9.8. Approval - Resolution No. R-2015-017 Designation of City of Shavano Park official newspaper of record**

- 9.9. Approval - Engagement letter with ABIP for City of Shavano Park audit for FY ending September 2015**
- 9.10. Approval - leasing a portion of the City's Acre-feet as part of the Edwards Aquifer Habitat Conservation Plan Aquifer Storage and Recovery**
- 9.11. Approval - Preliminary plat for final phase of Bentley Manor Garden Villas, a 9.863 acre tract**
- 9.12. Approval - Mutual Aid in Fire Emergency Services between the City of Shavano Park and Secretary of the Air Force**
- 9.13. Discussion / action - Ordinance No O-2015-022 Chapter 36 eliminating boutique auto sales with outdoor display as a permitted use (first reading)**
- 9.14. Approval - Request for change to the Final Plat of Shavano Park, Unit 19B Phase V, a 2.19 acre tract of land out of a 259.5 acre tract of land located generally 0.5 miles west of Bitters and Loop 1604 Intersection**
- 9.15. Approval - Request for a change to the Final Plat of the Pond Hill Garden Villas, an 8.11 acre tract, being 3.33 acres out of a 55.99 acres tract of land and 4.78 acres out of an 46.94 acre tract**
- 9.16. Approval - Instruct City Manager to prepare master list of all City contracts and agreements for regular December City Council meeting**
- 9.17. Approval - City Organizational Chart**

Mayor Pro Tem Ross requested to pull Consent Agenda item 9.8 for discussion.

Alderman Berrier made a motion to approve Consent Agenda items 9.1 – 9.7 and 9.8 - 9.17.

Alderman Maisel seconded the motion.

The motion to approve Consent Agenda items 9.1 - 9.7 and 9.8 - 9.17 carried unanimously.

Mayor Pro Tem made a motion to eliminate the language “Wednesday edition” and designate the San Antonio Express News as the official newspaper for the City of Shavano Park.

Alderman Maisel seconded the motion.

The motion to approve Resolution R-2015-017 designating the San Antonio Express News as the official newspaper of record carried unanimously.

## **10. POTENTIAL FUTURE AGENDA ITEMS**

Alderman please contact City staff to add new or reconsider old agenda items. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:

- 10.1. Application for a B-2 PUD of acres of commercial land for Paramount Healthcare on Lockhill Selma**
- 10.2. Veterans' Memorial**
- 10.3. Policy on use of CoSP resources –Alderman Hisel / Mayor Pro Tem Ross**
- 10.4. Report on litigation, Texas Ardmore Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) – City Manager / City Attorney**
- 10.5. Workshop to consider creating additional citizen committees – Mayor Pro Tem Ross**
- 10.6. Report on website development – Mayor Pro Tem Ross / Ald. Maisel**
- 10.7. City Council Orientation – Ald. Hisel**
- 10.8. Recognition of 16 acres municipal as Legacy Shavano Park – Ald. Hisel**
- 10.9. Martin Marietta Quarry Operations blasting levels – City Manager**
- 10.10. City Manager authorization to refurbish and paint the Elevated Water Tower**
- 10.11. Consideration for improvements to the City of Shavano Park's Water Supervisory Control and Data Acquisition (SCADA) system**
- 10.12. Stormwater runoff / drainage mitigation**
- 10.13. Decide whether or not City Council wishes to change the current policy percentage of savings to be maintained based on annual budget expenses; whether or not there should be a policy as to how much additionally be kept in unreserved vs designating it to specific projects for funds**
- 10.14. Selection of city committee and board members - Annual September**
- 10.15. City Council adoption of organizational chart - Annual September**
- 10.16. Designation of City of Shavano Park Official Paper - Annual October**
- 10.17. Disposal of city equipment / furniture - Annual October**

**10.18. Records Retention Policy - Annual November**

**10.19. Consideration for transfer portions of Fund Balance to Capital Replacement /  
Improvement Fund – Annual November**

**11. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Berrier seconded the meeting.

The meeting adjourned at 8:50 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:30 p.m.

**PRESENT:**

Alderman Berrier

Alderman Heintzelman

Alderman Hisel

Alderman Maisel

Mayor Werner

**ABSENT:**

Mayor Pro Tem Ross

**2. PLEDGE OF ALLEGIANCE AND INVOCATION –Welcome Boy Scout Troop 2010**

Boy Scout Troop 2010 posted the Colors, led the Pledge of Allegiance to the Flags and led the Invocation.

Mayor Werner asked for a moments of silence to honor the victims of the attacks in Paris.

**3. CITIZENS TO BE HEARD**

Citizen Simpson addressed City Council regarding holiday event.

**4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting and thanked Boy Scout Troop 2010 for the posting of the Flags.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Holiday Festival - Alderman Maisel**

Alderman Maisel presented an outline of events scheduled for the 2015 Holiday Event scheduled for December 5<sup>th</sup> from 3 p.m - 6:30 p.m.

**5.2. Team Dennis – Alderman Maisel**

Alderman Maisel presented an update on the Walk to Defeat ALS held October 31<sup>st</sup>.

**6. REGULAR AGENDA ITEMS**

Mayor Werner asked to deviate the agenda to item 6.3, 6.1 and 6.2

**6.1. Public Hearing - receive testimony and comment on a request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit - 17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces as an assisted living facility only.**

Public hearing opened at 6:46 p.m.

City Manager Hill presented the timeline on the request to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit-17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces as an assisted living facility only.

Public hearing closed at 6:48 p.m.

**6.2. Discussion / action - Ordinance O-2015-024 request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit - 17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces as an assisted living facility only. (final reading) - City Manager**

Alderman Berrier made a motion to approve O-2015-024 request by Bitterblue, Inc. to rezone a 4.030 acre tract of land situated in Shavano Park Subdivision, Unit-17N from B-2 to B-2 PUD to accommodate a revised number of parking spaces as an assisted living facility only for final reading.

Alderman Maisel seconded the motion.

The motion to approve O-2015-024 for final reading carried unanimously.

**6.3. Discussion / action - Ordinance O-2015-023 an application for special use assisted living "CC" for Shavano Park Subdivision, Unit – 17N – a 4.030 acre tract of land situated in the City of Shavano Park, Bexar County, TX (final reading) - City Manager**

Alderman Heintzelman made a motion to approve O-2015-023 for the final reading.

Alderman Berrier seconded the motion.

The motion to approve O-2015-023 for the final reading carried unanimously.

Mayor Werner continued with agenda item 6.1.

**6.4. Discussion / action - Ordinance O-2015-025 proposed changes to the Citizens' Tree Committee and addition of Public Tree Care (first reading) - City Manager**

Alderman Maisel made a motion to approve O-2015-025 for the first reading.

Alderman Heintzelman seconded the motion.

The motion to approve O-2015-025 for the first reading carried unanimously.

**6.5. Discussion / action - Developing City of Shavano Park logo options for consideration - City Manager**

Alderman Berrier made a motion to authorize the City Manager to utilize Mr. Dixie Watkins and Denton Communities to prepare stylized roadrunner decals for the City of Shavano Park with a budgetary limit of \$1200.00 to be reviewed by City Council and the final authorization process to include citizen input.

Alderman Heintzelman seconded the motion.

Motion carried unanimously.

**6.6. Discussion / action - Resolution R-2015-018 authorizing the submittal of the Surface Transportation Program for Metro Mobility (STP-MMP) grant application - City Manager**

Alderman Maisel made a motion to approve R-2015-018 authorizing the submittal of the submittal of the Surface Transportation Program for Metro Mobility (STP-MMP) grant application.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.



**6.7. Discussion / action – Resolution R-2015-019 Voting Phase of Selection Phase of Bexar Appraisal District Board of Directors for 2016-2017 - City Manager**

Alderman Hisel made a motion to approve R-2015-019 casting the City of Shavano Park's votes (5) for Michele Bunting Ross.

Alderman Maisel seconded the motion.

The motion to approve R-2015-019 casting the City of Shavano Park's votes (5) for Michele Bunting Ross carried unanimously.

**6.8. Discussion / action - Resolution R-2015-020 approval of the City of Shavano Park Social Media Policy - City Manager**

Alderman Berrier made a motion to approve R-2015-020 as presented.

Alderman Maisel seconded the motion.

The motion to approve R-2015-020 carried unanimously.

**7. CITY MANAGER'S REPORT**

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

**7.1. Building Permit Activity Report**

**7.2. Fire Department Activity Report**

**7.3. Municipal Court Activity Report**

**7.4. Police Department Activity Report**

**7.5. Public Works Activity Report**

**8. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

**8.1. Approval - City Council Meeting Minutes, October 26, 2015**

**8.2. Approval - City Council Meeting Minutes, October 19, 2015**

**8.3. Accept - Planning & Zoning Commission Meeting Minutes, October 7, 2015**

**8.4. Accept - Tree Committee Minutes, October 20, 2015**

**8.5. Approval - Final plat for final phase of Bentley Manor Garden Villas, a 9.863 acre tract situated in the City of Shavano Park**

**8.6. Approval - Preliminary plat of 1604 / Pond Hill Restaurant, a 4.360 acre tract of land situated in the City of Shavano**

**8.7. Discussion / action - Ordinance No O-2015-022 Chapter 36 eliminating boutique auto sales with outdoor display as a permitted use (final reading)**

Alderman Maisel made a motion to approve the Consent Agenda items 8.1 – 8.7 as presented.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

## **9. ADJOURNMENT**

Alderman Berrier made a motion to adjourn the meeting.

Alderman Maisel seconded the meeting.

The meeting adjourned at 7:40 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 5:00 p.m.

PRESENT: ABSENT:

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and the Invocation at this time.

## **3. CITIZENS TO BE HEARD**

Citizens Veitch, Triana, Healy, and Triana addressed City Council regarding a citizen committee and consideration of a Petanque field.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council comments at this time.

## **5. AGENDA ITEMS**

### **5.1. Discussion - New citizen committee opportunities – Mayor Pro Tem Ross**

Discussion was held on a number of possible citizen committee opportunities i.e. assisting the elderly, rescue pets, citizen emergency rescue team and special event committees.

### **5.2. Discussion - Goals / objectives / timeline for City Manager for new fiscal year – Mayor Pro Tem Ross / Mayor Werner**

Mayor Werner led the discussion on the goals / objectives / timeline for City Manager for the new fiscal year. The consensus of City Council is that City Manager Hill will review the listing and provide City Council with a ranking of the goals / objectives / timeline and bring back to City Council.

### **5.3. Discussion - Policy and calendar to review all positions officially hired by City Council - Mayor Pro Tem Ross**

Mayor Pro Tem Ross discussed that contracts for professional positions hired by the City Council needs to be reviewed. City Council consensus is that the City Manager will present City Council with the list of professional contracts, status and a proposed policy on how these contracts will reviewed at the January meeting.

## **6. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Alderman Hisel seconded the motion. The meeting adjourned at 6:15 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:30 p.m.

PRESENT: ABSENT:

Alderman Berrier  
Mayor Pro Tem Ross  
Alderman Heintzelman  
Alderman Hisel  
Alderman Maisel  
Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Berrier led the Pledge of Allegiance to the Flag. Alderman Heintzelman led the Invocation.

At this time, Mayor Werner deviated to agenda 5.2 ad 5.3 recognition of Police Officers Casares and Torres and Shavano Park Fire Fighters “Fill the Boot” Campaign.

## **3. CITIZENS TO BE HEARD**

Citizens Bowker, Wood, Simpson, Showalter, Colemere, Zucker, Savedra, Franco, Florine, Cole, Johnston, Johnston, Stipek, Smoot, Kahn, Fanning, Pierce, Smoot, and Kautz addressed City Council regarding items 6.5 and 6.6. Mayor Werner read two emails submitted to the City Secretary referencing agenda items 6.5.

## **4. CITY COUNCIL COMMENTS**

City Council thanked all for attending the meeting, the great participation at the Holiday Event. Mayor Werner expressed our appreciation for the recent donation of the Menorah.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1. Holiday Festival - Alderman Maisel**

Alderman Maisel presented an overview of the 2015 Holiday Event.

### **5.2. Recognition of Police Officers Roberto Casares and Aaron Torres - Mayor Werner**

Mayor Werner commended Police Officers Casares and Torres for their recent actions in the apprehension of subjects that had entered residential properties without permission and evading arrest.

### **5.3. Proclamation – Shavano Park Professional Fire Fighters “Fill the Boot” Campaign for muscular dystrophy**

Mayor Werner presented a Proclamation to Shavano Park Fire Fighters for their successful participation in “Fill the Boot” campaign for muscular dystrophy.

Mayor Werner presented a Proclamation to the Shavano Park Professional Fire Fighters “Fill the Boot” campaign for muscular dystrophy.

Mayor Werner deviated back to agenda item 3.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Public Hearing - Preliminary replat establishing lot 1328A, being a 10.219 acre tract of land situated in Shavano Park Unit-17A in the City of Shavano Park - City Manager**

Public hearing opened at 7:20 p.m.

City Manager Hill presented an overview of the preliminary replat.

Public hearing closed at 7:23 p.m.

### **6.2. Discussion / action - Preliminary replat establishing lot 1328A, being a 10.219 acre tract of land situated in Shavano Park Unit-17A in the City of Shavano Park - City Manager**

Mayor Pro Tem Ross made a motion to approve the preliminary replat establishing lot 1328A, being a 10.219 acre tract of land situated in Shavano Park Unit-17A in the City of Shavano Park.

Alderman Maisel seconded the motion.

Motion to approve the preliminary replat establishing lot 1328A, being a 10.219 acre tract of land situated in Shavano Park Unit-17A in the City of Shavano Park carried unanimously.

### **6.3. Discussion / action - Ordinance O-2015-021 proposed changes to the City’s Home occupation regulations provided for in Shavano Park Code of Ordinances, Chapter 36 (final reading) - City Manager**

Mayor Pro Tem Ross made a motion to approve final reading O-2015-021.

Alderman Heintzelman seconded the motion.

The motion to approve O-2015-021 for the final reading carried AYES: 3; NAYES: 2 (Alderman Maisel, Mayor Pro Tem Ross)

### **6.4. Discussion /action - Awarding bid for the City of Shavano Park Water Storage Tank Painting Project - City Manager**

Alderman Hisel made a motion to award the bid to Utility Services in the amount of \$163,000.

Alderman Berrier seconded the motion.

The motion to approve awarding the bid to Utility Services in the amount of \$163,000 carried unanimously.

Mayor Werner deviated to agenda item 8.14, the item is pulled from the Consent Agenda for discussion /action.

### **6.5. Discussion / action - Resolution R-2015-023 Policy on the use of City Hall - Mayor Pro Tem Ross / Alderman Hisel**

Mayor Pro Tem Ross made motion to discuss this agenda item.

Alderman Hisel seconded the motion.

Motion to discuss agenda item 6.5 carried unanimously.

Mayor Pro Tem Ross made a motion to conduct a Workshop meeting to discuss this item before the next City Council meeting.

Alderman Hisel seconded the motion.

The motion to conduct a Workshop meeting to discuss item carried unanimously.

**6.6. Discussion / action - Meet the Candidates Night - City Council**

Alderman Berrier made a motion the existing policies continue in place for use of City Hall uninterrupted.

Alderman Maisel seconded the motion.

The motion carried AYES: 4; NAYES: 1 (Mayor Pro Tem Ross)

**6.7. Discussion / action - Appointment of City Council Member to the Shavano Park Tree Committee - City Council**

Mayor Pro Ross made a motion to appoint Alderman Maisel to the Shavano Park Tree Committee.

Alderman Hisel seconded the motion.

Motion to appoint Alderman Maisel to the Tree Committee carried with 4 AYES (Alderman Heintzelman stepped away during the vote).

**6.8. Discussion / action - Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - City Manager**

Mayor Pro Tem made a motion to maintain the current fund balance policy designate an appropriate amount of fund balance to the Capital Replacement Fund (70) and with designation between streets, hike and bike trails, drainage and Oak Wilt and that the City Manager present City Council with a recommendation on allocation of any excess funds at the next meeting.

Alderman Maisel seconded the motion.

Mayor Pro Tem Ross amended the motion to include if there are any capital improvement items that are not current that funds be allocated to those items.

Alderman Maisel seconded the amended motion.

The motion carried unanimously.

**6.9. Website Update and Demonstration - IT / Planner**

IT / Planner Leeth presented City Council with the website update and demonstration. Launch date for new website is January 4<sup>th</sup>.

**6.10. Discussion / action - Resolution R-2015-024 City of Shavano Park Records Management Policy - City Manager**

Alderman Heintzelman made a motion to approve R-2015-024.

Alderman Berrier seconded the motion.

Motion to approve R-2015-024 carried unanimously.

**6.11. Review of City of Shavano Park contracts - City Manager**

City Manager Hill presented the professional contract listing to City Council.

## **7. CITY MANAGER'S REPORT**

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

### **7.1. Building Permit Activity Report**

### **7.2. Fire Department Activity Report**

### **7.3. Municipal Court Activity Report**

### **7.4. Police Department Activity Report**

### **7.5. Public Works Activity Report**

### **7.6. Finance Report**

## **8. CONSENT AGENDA**

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

### **8.1. Approval - Authorization of the purchase of a radar speed trailer - City Manager**

Alderman Heintzelman made a motion to authorize the purchase of a radar speed trailer.  
Mayor Pro Tem Ross seconded the motion.

Alderman Heintzelman made a motion to authorize the purchase of Stalker SAM radar speed monitoring system out of current crime control funds.  
Alderman Maisel seconded the motion.

Mayor Pro Tem Ross amended the motion to direct that the radar speed monitoring system be made out of existing police department general fund.  
Alderman Maisel seconded the motion to the amendment.

Mayor Pro Tem Ross withdrew the amendment to the motion.  
Alderman Maisel withdrew the second to the amendment.

Alderman Heintzelman withdrew the motion to authorize the purchase of the Stalker SAM radar speed monitoring system.  
Alderman Maisel withdrew the second to the motion.

Alderman Heintzelman made a motion to direct staff to purchase Stalker Sam radar speed monitoring system and staff present City Council with a proposed budget amendment.

Alderman Berrier seconded the motion.

Motion carried unanimously.

**8.2. Approval - City Council Meeting Minutes, November 16, 2015**

**8.3. Accept - Planning & Zoning Commission Meeting Minutes, November 7, 2015**

**8.4. Accept - Tree Committee Minutes, October 20, 2015**

**8.5. Accept - Tree Committee Minutes, November 2, 2015**

**8.6. Approval - Ordinance O-2015-025 proposed changes to the Citizens' Tree Committee and addition of Public Tree Care (final reading) - City Manager**

**8.7. Approval - Interlocal agreement for purchasing services between the City of Shavano Park and Bexar County - City Manager**

Alderman Maisel made a motion to approve the interlocal agreement for purchasing services between the City of Shavano Park and Bexar County.

Mayor Pro Tem Ross seconded the motion.

The motion carried unanimously.

**8.8. Approval - R-2015-021 approving the 2015 Tax Roll - City Manager**

**8.9. Approval - Ordinance No. O-2015-026 Amending City of Shavano Park Code of Ordinances Sec. 22-132 to increase the number of authorized Police Reserve Officers**

**8.10. Approval - Quarterly Investment Report**

**8.11. Approval - Resolution R-2015-022 accepting donation of Menorah**

**8.12. Approval - Agreement with DeZavala - Shavano Veterinary Clinic for Animal Care Services**

**8.13. Approval - Agreement for Health Inspector / On-Site Sewer Facility Designated Representative**

**8.14. Approval – Final plat of 4.360 acre tract of land situated in the City of Shavano Park and being out of a remaining portion of 46.94 acre tract of land**

Mayor Pro Tem Ross made a motion to approve the final plat of 4.360 acre tract of land situated in the City of Shavano Park and being out of a remaining portion of 46.94 acre tract of land.

Alderman Maisel seconded the motion.

The motion to approve the final plat 4.360 acre tract carried unanimously.



Mayor Werner deviated back to agenda item 6.5.

**8.15. Approval – use of city facilities by Bexar County Elections in support of the upcoming Primary, Spring (including City of Shavano Park Elections), Primary Runoff, Spring Runoff and Presidential Election**

Alderman Berrier made a motion to pull agenda item 8.1 for discussion.

Mayor Pro Tem Ross made a motion to pull agenda item 8.7 for discussion.

Alderman Maisel made to approve the consent agenda items 8.2 - 8.6 and 8.8 - 8.13 and 8.15.

Alderman Berrier seconded the motion.

Motion carried unanimously.

**9. ADJOURNMENT**

Alderman Maisel made a motion to adjourn the meeting.

Mayor Pro Tem Ross seconded the motion.

The meeting adjourned at 9:26 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

