Minutes of Special Meeting held September 17, 2012

Special meeting with the following present: Mayor Mark Bowen; Aldermen Jerry Stone, Ruble Farmer, Ward Sanders, Sam Cortez, Kevin Keith; City Secretary Josie Campa; Police Chief Richard Priest; Fire Marshal Matt Dear; Director of Public Works James McGrath; Library Director Cassandra Cortez.

Visitors: Betty & Ernie Kroeger, Chuck Bayne, Andrew Tolan, Jeff Booth.

Mayor Bowen opened the special meeting at 6:34 p.m.

CONSIDER BID(S) RECEIVED FOR BRUSH PICK-UP SERVICES
City Secretary Josie Campa told Council two (2) bids had been received for brush pick-up service. They were as follows:

Mesquite Lawn Care-$3,800.00 per month-(flat fee) includes pick-up twice a month on 4 main streets in city;

Hector Barrera Construction-$4,500.00 per month-(price adjustment due to severe storms).

Alderman Stone made the motion that Council accept the bid from Mesquite Lawn Care. Seconded by Alderman Keith; VOTE: FOR motion-Aldermen Stone & Keith; AGAINST motion-Aldermen Cortez, Farmer and Sanders. Alderman Sanders made the motion that Council accept the bid from Hector Barrera Construction for brush pick-up for $4,500.00 per month flat rate and weather doesn’t change the price. Seconded by Alderman Cortez. VOTE: FOR motion-Aldermen Sanders, Cortez and Farmer; AGAINST motion-Alderman Keith and Stone. Motion carried.

CONSIDER HIRING LIBRARY PART-TIME EMPLOYEE(S)
Library Director Cassandra Cortez recommended Council hire Maurissa Herrera and Ann Jerry for the library clerk positions upon satisfactorily completing background checks and physicals. Each position requires they work 20 hours per week at $8.00 per hour. Alderman Stone made the motion that Council accept the Library Director’s recommendation to hire Maurissa Herrera and Ann Jerry. Seconded by Alderman Sanders. Passed unanimously.

CONSIDER HIRING PUBLIC WORKS’ EMPLOYEE
Public Works’ Director James McGrath recommended to Council that Charles Wayne Newman be hired to fill the vacant position in the Public Works’ Department after he successfully completes his background check and physical and drug test. Alderman Cortez made the motion that Council hire Charles Wayne Newman at $11.00 per hour as per Mr. McGrath’s recommendation. Seconded by Alderman Farmer. Passed unanimously.
CONSIDER VETERANS’ DAY HOLIDAY FOR CITY EMPLOYEES
City Secretary Josie Campa told Council that this year Veterans’ Day falls on a Sunday and requested City employees receive this holiday on Friday, instead of Monday. She told Council that if the holiday is observed on Monday, Council could not meet for the regular meeting on that day and that it would throw everything back a week. After discussion, Alderman Sanders made the motion that Council allow this year’s Veterans’ Day holiday to be observed on Friday, November 9th. Seconded by Alderman Stone. Passed unanimously.

CONSIDER PROPOSALS RECEIVED FOR MUNICIPAL COURT COLLECTION SERVICES
City Secretary Josie Campa told Council that City Attorney Tom Cate is reviewing proposals for Municipal Court collection services and will be ready in time for the October regular meeting. No action was taken on this item.

CONSIDER CREDIT CARD PROCESSING COMPANIES
City Secretary Josie Campa told Council that she had looked at four (4) proposals for credit card processing services. She recommended Council approve ETS Corporation for processing credit card payment. The City Secretary told Council that the City of Devine uses ETS and is very happy with their service. Ms. Campa told Council that City Attorney Tom Cate is reviewing the contract with ETS Corporation and recommended Council approve ETS, contingent on the City Attorney’s approval. Alderman Farmer made the motion to approve the City Secretary’s recommendation. Seconded by Alderman Keith. Passed unanimously.

CONSIDER PLANS AND GOALS TO BE ADDRESSED IN FISCAL YEAR 2012-2013
Mayor Bowen told Council that the only monies available now for accomplishing goals are hotel/motel tax and the first CPS CIED payment of about $65,000.00.

Council discussed needing an architect and/or engineer for the police department’s new building. Chief Priest told Council that he had planned on changing out the radio system as part of the building project, however, Atascosa County Sheriff’s office has moved up the date for changing out radios. The Chief told Council this radio system would cost anywhere from $20,000.00 to $40,000.00, and would need to be bought before the new police building would be built.

Chief Priest told Council that originally they were looking at the sewer plant property for the new building, but the City Secretary had suggested property by the Public Works’ shop.

He told Council he had looked at this area and was surprised to find that there is quite a bit of space. Chief Priest told Council that if they approve the police building be built at this location, then the results would be two fold, as this area would be revitalized. After more discussion, Council agreed to place Police Office Architect/Engineer and Police Radio System on October’s agenda.
Council also discussed the master plan for the city. The City Secretary told Council Dawn Green from Halff & Associates is sending the “Scope of Work” and “Fee Proposals” for said master plan. Council agreed to have this item placed on the agenda.

The City Secretary told Council that the CIED money could be used for the architect/engineer fees, the radio system and the master plan. She told Council the hotel/motel tax monies could be used for the downtown revitalization, the new park entrance, the sports complex and the museum projects. Council agreed to place the new park entrance on the October agenda.

Mayor Bowen told Council he would have something from the engineer on the new water well in time for the October meeting.

Mayor Bowen told Council he would get Steve Habarka to give a report on the Sports Complex at the October meeting.

The special meeting adjourned at 7:42 p.m.