

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

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

**PRESENT:**

Alderman Berrier

Alderman Hisel

Alderman Heintzleman (arrived 6:52 p.m.)

Mayor Pro Tem Ross

Mayor Werner

**ABSENT:**

Alderman Simpson

## **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**

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

## **4. CITY COUNCIL COMMENTS**

City Council thanked everyone for attending the meeting and wished all a Happy Thanksgiving.

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

### **5.1. Proclamation - Rain Garden - Mayor Werner**

Mayor Werner thanked all that participated in the building of the rain garden at City Hall.

### **5.2. Recognition - Cpl. Villanueva for actions of November 8<sup>th</sup>, 2016**

Mayor Werner and Chief Lacy recognized Cpl. Villanueva for his actions on November 8, 2016.

### **5.3. Recognition - Bexar County Election Judges**

Mayor Werner recognized Gwen Grigsby, Don Grigsby, Michelle and Monique Grigsby for their outstanding professionalism in performance of their Election Judge duties during the recent Early Voting and Election Day.

### **5.4. Holiday Event**

Mayor Pro Tem Ross outlined the upcoming Holiday Event scheduled for December 3<sup>rd</sup> at City Hall and invited all to come out and join us in welcoming Santa Claus.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action - Authorizing the City Manager to execute a contract with KFW Engineering for project management and Engineering services - City Manager**

Mayor Pro Tem Ross made a motion to authorize the City Manager to execute a contract with KFW Engineering for project management and Engineering services.

Alderman Berrier seconded the motion.

The motion to authorize the City Manager to execute a contract with KFW Engineering for project management and engineering services carried unanimously.

**6.2. Discussion / action - Consider revision of ordinance to allow carports to be substituted for garage space, open to street, load in front and be freestanding. In addition, ordinance should specify type of structures allowed - Mayor Pro Tem Ross**

Mayor Pro Tem Ross made a motion to discuss agenda item 6.2 and consider sending to the Planning & Zoning Commission for review and explore soliciting citizen input.

Alderman Berrier seconded the motion.

The motion to send the ordinance to Planning & Zoning Commission to review allowing carports to be substituted for garage space, open to street, load in front and be freestanding and specify permissible types of structures carried unanimously.

**6.3. Update - Online payment and survey capabilities - City Manager**

Planner / Information Systems Manager Leeth presented an update on payment and survey capabilities.

**6.4. Discussion / action - Ordinance O-2016-019 amending Appendix A – Administration Section of the Fee schedule to establish a transaction fee and service charge for the use of credit and debit cards as a form of payment for fees, fines, court costs, utility payments and other charges, providing for a savings/repealing clause; severability clause and declaring an effective date (first reading) – City Manager**

Alderman Heintzelman made a motion to approve O-2016-019 approving a 2.5% processing fee for first reading.

Alderman Hisel seconded the motion.

Alderman Berrier made a motion to amend O-2016-019 to increase the processing fee to 3%.

Alderman Heintzelman seconded the motion.

The vote to amend O-2016-019 to increase the processing fee to 3% is as follows:

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

Mayor Werner cast vote to decide the tie.

The vote to amend O-2016-019 to increase the processing fee to 3% is as follows:

AYES: 3; NAYES: 2 (Mayor Pro Tem Ross/ Alderman Hisel)

The vote on the original motion as amended to approve O-2016-019 with a 3% processing fee for the first reading is as follows:

AYES: 2; NAYS: 2 (Mayor Pro Tem Ross / Alderman Hisel)

Mayor Werner cast vote to decide the tie.

The vote on the original motion to increase the processing fee to 3% as with a vote:  
AYES: 3; NAYES: 2 (Mayor Pro Tem Ross/ Alderman Hisel)

At this time Mayor Werner with Council consent pulled Consent Agenda item 8.7.  
Mayor Pro Tem Ross made a motion to approve Consent Agenda item 8.7.  
Alderman Berrier seconded the motion.  
The motion to approve Consent Agenda item 8.7 was approved unanimously.

Mayor Werner deviated back to agenda item 6.5.

**6.5. Discussion / action - O-2016-020 amending the FY 2016-17 Water Budget due to proposed repairs to Trinity Well (first reading) - City Manager**

Alderman Heintzelman made a motion to approve O-2016-020 for the first reading.

Alderman Berrier seconded the motion.

The motion to approve O-2016 amending the FY 2016-17 Water Budget due to proposed repairs to Trinity Well for the first reading carried unanimously.

**6.6. Discussion / action - Resolution R-2016-024 adopting Policy #12 - Sick Leave Pool Policy - City Manager**

Alderman Hisel made a motion to approve R-2016-024 adopting Policy #12 Donation of Vacation Leave / Sick Leave Pool Policy.

Mayor Pro Tem Ross seconded the motion.

The motion to approve R-2016-024 carried unanimously.

**6.7. Discussion / action - Design selection and authorizing the City Manager to proceed with refurbishing approximately 28 street signs in the Shavano Creek subdivision - City Manager**

Alderman Heintzelman made a motion refurbish the signs using existing design and to consider allowing the Homeowners Association make decision on logos after reviewing prototypes.

Alderman Hisel seconded the motion

Alderman Heintzelman made a substitute motion to instruct the City Manager to meet with the Shavano Creek HOA and offer prototype design alternatives to refurbish signs.

Alderman Berrier seconded the motion.

The substitute motion is approved unanimously.

The vote to approve the motion as amended to instruct the City Manager to meet with Shavano Creek HOA and offer prototype design alternative to refurbish signs is approved 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**
  - 7.4.1. Code Enforcement Activity Report**
- 7.5. Public Works Activity Report**
- 7.6. Finance Report (October)**

City Council did not request discussion of any of the above agenda items 7.1-7.6.

## **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 24, 2016**
- 8.2. Accept - Planning & Zoning Commission Meeting Minutes, October 12, 2016**
- 8.3. Approval - Ordinance O-2016-016 proposed amendments to the City of Shavano Park's Zoning regulations Chapter 36, Article VI, Table 1 regarding front fences (second reading)**
- 8.4. Approval - Resolution R-2016-022 of the City Council of the Shavano Park, Texas updating and designating "Authorized Representatives with TexStar"**
- 8.5. Approval - Resolution R-2016-023 of the City Council of the Shavano Park, Texas updating and designating "Authorized Representatives with TexPool"**
- 8.6. Approval - Ordinance O-2016-017 proposed amendments to Appendix A - City of Shavano Park Fee Schedule to provide the Board of Adjustments application for**

**special exception fee, commercial sign permit fee and solar permit fee (second reading)**

**8.7. Approval - Final replat of Subdivision Plat of Shavano Park, Frost Bank. Replat to add an additional approximate square footage of 18,261 to the 1.78 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park unit 18/19, LTD. and described in special warranty deed with vendor's lien recorded in volume 10075, pages 1609-1624 of the official public records of Bexar County, Texas, out of the Collin C. McRea survey number 391, abstract 482, County Block 4782 in the City of Shavano Park, Bexar County, Texas**

**8.8. Approval - 2017 Official Holiday Schedule**

Mayor Pro Tem Ross made a motion to approve /accept Consent Agenda items 8.1 - 8.6 and 8.8. Alderman Heintzelman seconded the motion.

The motion to approve / accept Consent Agenda items 8.1 – 8.6 and 8.8 carried unanimously.

## **9. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting

Alderman Berrier seconded the motion.

The meeting adjourned at 8:25 p.m.

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**Robert Werner**  
**Mayor**

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