

**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