

REGULAR MEETING OF THE CITY COUNCIL  
CITY OF LIVE OAK  
WILL BE HELD AT THE LIVE OAK COUNCIL CHAMBERS  
8001 SHIN OAK DRIVE  
TUESDAY, MAY 29, 2018 AT 7:00 P.M. OR IMMEDIATELY  
FOLLOWING THE ECONOMIC DEVELOPMENT CORPORATION MEETING

1. CALL TO ORDER

Mayor Mary M. Dennis called the regular May 29, 2018 scheduled City Council Meeting to order at 7:00 p.m.

2. ROLL CALL

Mayor Mary M. Dennis  
Councilman Mendell D. Morgan Jr., Place 1  
Councilman Bob Tullgren, Place 2  
Councilman/Mayor Pro-Tem Anthony Brooks, Place 3  
Councilman Ed Cimics, Place 4  
Councilman Aaron Dahl, Place 5

The Pledge of Allegiance and Invocation were completed (this item was inadvertently left off the agenda).

3. CITIZENS TO BE HEARD

None

4. CONSENT AGENDA

Mayor Dennis, with the approval of City Council realigned the Consent Agenda for discussion on item 4B.

A. Approval of Minutes

1. May 8, 2018

Councilman Cimics made a motion to approve the Consent Agenda 4A – 1; seconded by Councilman Dahl

Vote FOR: Councilmembers Dahl, Cimics Brooks, Tullgren and Morgan – passed 5/0

- B. Discussion and possible action to approve an Ordinance for a new Organizational Chart to include creation of a new position, associated job description and proceed with filling the position for a plans examiner/fire inspector in the Fire Department – Mr. Wayman and Chief Surber

Mr. Wayman came before City Council to provide an overview of the new position for the Plans Examiner/Fire Inspector for the Fire Department. He referenced the Waters Group process and procedures for the rating of this position and their assigning the pay group of 110 for this position after careful review of the position essential functions, job requirements and physical demands.

Fire Chief Surber spoke to the duties of this position such as being used as both inspector and firefighter (could be the first to arrive at the scene), intimate knowledge of the local businesses, ensuring the availability within Mobile Eyes for safety reasons. The department could fill the position from within; however, a survey from outside local fire departments was used for the salary and actual position.

Mr. Kowalik spoke about the Waters Group procedures in regard to job description and salary; Waters Group graded position to a 110, due to education, experience-management control, human collaboration, freedom to act, technical skills, and budgeting skills.

Councilman Cimics believed it to be a good job description but thought the pay is too low and asked for a pay rate of 111 or 112. Both Mr. Wayman explained the pay scale and the possibility of looking at the range. Mr. Kowalik explained the criteria of keeping our pay structure in tack. Mayor Dennis redirected the discussion based solely on the job description and not necessarily the pay scale.

Councilman Dahl made a motion to approve an Ordinance for a new Organizational Chart to include creation of a new position, associated job description and proceed with filling the position for a plans examiner/fire inspector in the Fire Department; seconded by Councilman Morgan

Vote FOR: Morgan, Tullgren, Brooks, Cimics and Dahl – passed 5/0

5. SPECIAL CONSIDERATION

A. Proclamation for National Safety Month, June 2018 – Ms. Matney

Councilman Tullgren read the National Safety Month Proclamation and Mayor Dennis presented it to Ms. Matney and Chief Surber who was recently placed on the Safety Committee.

B. Proclamation for National Garden Week, June 3rd through June 9th 2018 – Live Oak Garden Club- Mr. Wagster and members of Live Oak Garden Club

Councilman Morgan read the National Garden Week Proclamation and Mayor Dennis presented it to the members of the Live Oak Garden Club.

6. NEW BUSINESS

A. Administer Oath of Office and Statement of Officer to Elected (unopposed) Officials - Judge Phillips

1. Presentation and signature of Oath of Office and Statement of Officer to Unopposed Elected Officials – Judge Phillips

Judge Phillips to administer Oath of Office and Statement of Officer to Mayor Dennis, Councilman Tullgren and Councilman Cimics.

Judge Phillips thanked City Council, staff and audience for allowing him to preside over this event.

2. Remarks from the elected Officials

Councilman Tullgren thanked the citizens and remarked on the stability of the city.

Councilman Cimics thanked everyone and said that he was "living the dream" and that he was proud to serve.

Mayor Dennis thanked the citizens and co-workers.

3. Election of Mayor Pro-Tem – City Council

Councilman Tullgren nominated Councilman Cimics for Mayor Pro-Tem; seconded by Councilman Dahl

Vote FOR: Councilmembers Morgan, Tullgren, Brooks, Cimics and Dahl – 5/0

Mayor Dennis realigned New Business B though E, however the Minutes will reflect how the Agenda was posted.

- B. Presentation and discussion of the San Antonio River Authority rates for the Salatrillo Wastewater System for the transportation, treatment and disposal of sewage generated within the City of Live Oak, Texas – Mr. Kowalik

Mr. Kowalik came before City Council to provide information and answer questions regarding this item. The Cities of Live Oak, Universal City and Converse along with the SARA Retail System contract with the San Antonio River Authority for the transportation, treatment and disposal of sewage at the Salatrillo Wastewater Treatment Facility. The San Antonio River Authority calculates a revised wholesale sewer rate to cover costs of the contractual commitment for the treatment of the sewage generated from within each entity. SARA went back to the table to see how they could lower future rate increases to be more palatable and the result is an 11.8% increase vs. a 15% increase. The current (2017/2018) commercial (other than residential) rate is \$2.53 per 1,000 gallons. The proposed rate for 2018/2019 will increase to \$2.90 per 1,000 gallons. No action taken on this item.

- C. Discussion and possible action regarding an Ordinance accepting the bid from Frost Bank as the City's depository bank for a 5 year term commencing July 1, 2018 through June 30, 2023 – Mr. Kowalik

Mr. Kowalik came before City Council to provide information and answer questions regarding this item. The City of Live Oak's current depository contract with Frost Bank, Texas expires on June 30, 2018. The City of Live Oak began the selection process for a depository for another five year term in early March. The Request for Proposals (RFP) was advertised in the local paper on March 28th and April 4th. The bids were due back to the City and publically opened at 10:00 am on May 4th. The City of Live Oak followed the Texas Local Government Code, Chapter 105, Subchapter B, during the process of advertising, reviewing, selecting and designating its Bank Depository for the period commencing July 1, 2018 through June 30, 2023. The City solicited Requests for Proposals from four major banking institutions but only received a completed Request for Proposal depository bid from Frost bank, Texas.

Mayor Dennis had a few questions regarding the bid language and listed the following pages that she had questions about: Pages 5 (signature of bank president- yes), 7 (accounts currently established- yes), 8 (who manages the banking expenses- city does), 9 (sweep accounts- do not use), 12 (who is Hammer Enterprises- manages online payments), 16 (security controls- bank manages), 22 (adding the city manager signature block), who was the alternate to make trade investments and where is the facility holding the city monies (downtown location).

Councilman Cimics made a motion to approve the Ordinance of the City of Live Oak, Texas accepting the Bid of Frost Bank, Texas to serve as the City's bank depository commencing July 1, 2018 through June 30, 2023 and authorizes the City Manager to execute any necessary agreements with Frost Bank, Texas; seconded Councilman Morgan

Vote FOR: Councilmembers Dahl, Cimics, Brooks, Tullgren and Morgan – passed 5/0

- D. Discussion and possible action to approve an Ordinance to amend Chapter 16, Article II, of the Code of Ordinances related to the Parks and Recreation Commission – Ms. Matney and Mr. Wagster

Ms. Matney came before City Council to provide an overview and answer any question regarding this item. Over the last several weeks staff has worked closely with the Parks & Recreation Advisory Committee to revamp the Commission to better reflect their current duties and responsibilities. It has been determined to move the monthly Parks and Recreation meetings to four times a year. This will allow the board to accomplish all that needs to be done for recreation and special events, and utilize meetings in the most efficient way possible. The board will now meet the second Tuesday of January, April, July and October at 6:00 p.m. in conjunction with their required Tree Care Advisory Board. The new meeting time will also allow for increased interaction with Council as the date and time falls directly before City Council meetings.

- E. Discussion and possible action concerning goal updates for upcoming budget season and vision for future development of portions of the City – Mr. Wayman and Mr. Kowalik

Mr. Wayman came before City Council to provide information to City Council about the upcoming Goals. The 2018/19 budget process, it is time to review and revise our goals for the upcoming year. In addition, staff would like to discuss potential future development plans and overlay districts for portions of the City. Mr. Wayman discussed the following:

Existing Goals:

- Provide for, maintain and expand service delivery to our residents and guests, to include recreational, senior, youth, quality of life, and partnerships
- Prepare for and provide advance planning for existing and future Infrastructure and its sustainment
- Continue enhanced efforts for Economic development, attracting, retaining, expanding and collaborating with the business sector
- Plan for the beautification and appearance of the city, City facility, entrance areas, aged neighborhoods and park
- Improve the way in which the City shares information and communicates with our residents.

Capital Projects:

- Traffic Signal – Lookout Rd./ Toepperwein
- Park Plan
- Splash Pad by Pool
- Comprehensive sidewalk program
- Pat Booker pavers in triangle
- Fence on Toepperwein
- Toepperwein pedestrian bridge
- Large trees plant in city
- Event/Perform center
- Shin Oak lot purchase
- Toepperwein beautification
- Main park connections
- Large project for Town Center

Mr. Wayman brought before Council a suggestion from Councilman Dahl regarding High density multi-family (downtown area for Live Oak). Apartment structure, possibly on Village Oak area that is prime for this type of development. Mr. Wayman asked the Council for their input for the items that were discussed and to include their ideas on the e-mail that would be sent to each of them and to return their ideas to him by July 1, 2018.

7. CITY COUNCIL REPORT

A. City Council Members report regarding discussion of City issues with citizens.

Councilman Morgan spoke about receiving information regarding the next City Wide Garage Sale, bulk pick-up and the possibility of Live Oak having its own zip code.

Councilman Brooks had received calls from residents about overgrown branches blocking street signs.

8. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

Councilman Cimics congratulated Ms. Matney and Ms. Weese on the success of the Memorial Day Parade. In addition, he mentioned that the street light on Avery was a bit dim and the possibility of a brighter lamp. Lastly, he mention mailbox thief's in his neighborhood and for residents to be mindful of locking their garage doors.

Mayor Dennis announced that had gone to Ed Franz Elementary School for career day and gave praise for all the fourth graders.

B. Staff

Mr. Wayman indicated that he would e-mail the goals questionnaire to City Council.

Mr. Wagster reminded everyone that Jr. Fishing Day was Saturday, June 2<sup>nd</sup> beginning at 7 am through 11 am.

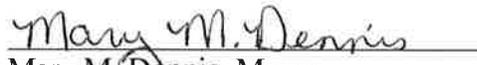
Ms. Matney announced summer pool season here and the following dates: June 2-2 - 12:00-8:00 pm; regular Season begins June 9th. The pool is open Tuesday through Sunday and hours are as follows: June - 12:00-8:00 pm; July & August - 1:00-6:45 pm. In addition, the next Garage Sales would be September 28, 29 and 30<sup>th</sup>; bulk pick-up October 1<sup>st</sup>.

Mr. Kowalik reminded everyone of July 10<sup>th</sup> and July 17<sup>th</sup> as goal meeting and make their calendars.

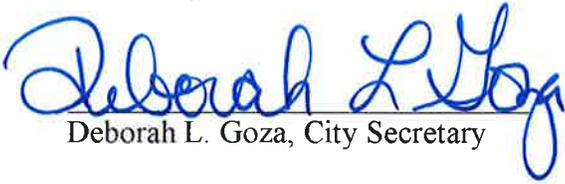
9. ADJOURNMENT

As there was no further business, Councilman Cimics made a motion to adjourn; seconded by Councilman Dahl. The City Council meeting adjourned at 8:48 p.m.

APPROVED:

  
Mary M. Dennis, Mayor

ATTEST:

  
Deborah L. Goza, City Secretary