

City of Poteet Regular Meeting of the City Council

491 Avenue H, City Hall
Tuesday January 17, 2023
6:30 P.M.

Agenda

I. CALL TO ORDER Time: _____

- A. Determination of Quorum
- B. Pledge of Allegiance
- C. Invocation

II. MAYORS REPORT (No Action can be taken)

III. CITIZEN COMMENTS (3 MINUTE LIMIT)

Speakers need to complete the supplied form prior to this meeting. Any person who makes personal, disrespectful, or slanderous remarks, or who become boisterous while addressing the council or attending a council meeting shall be removed from the building if so, directed by the Mayor or Mayor Pro-Tem if the Mayor is absent or at the request of the majority of the council. Please be advised that comments will have no action and no discussion at this meeting. (Attorney General Opinion JC-0169). (A speaker signed up may not cede time to another speaker to continue speaking Ordinance # 12012014-01.)

IV. CITY ADMINISTRATOR REPORT

- A. Recap of June 2022-December 2022
- B. Cowboy Breakfast
- C. May 6 2023 General Elections
- D. Performance Services Update (PSU)
- E. Employee of the Month
 - 1. November 2022
 - 2. December 2022

V. CONSENT AGENDA

All items on the Consent Agenda are considered to be self-explanatory and will be enacted with one motion. There will be no separate discussion. Of these items unless a Councilmember or citizen so request. For a citizen to request removal of an item from the Consent Agenda, a speaker card must be filled out and submitted to the City Secretary's Office prior to the call to order.

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Non-Discrimination Statement

“This institution is an equal Opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.asec.usda.gov/complaint_filing_cust.html, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.”
Revised January 2014

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Secretary at (830) 742 - 3574. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

- A. Approve Minutes of the November 15, 2022 Regular Meeting
- B. Approve Minutes of the November 23, 2022 Special Meeting

Motion _____ 2nd _____

For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista
		Mayor Denise L. Sanchez (Present but not voting)

VI. NEW BUSINESS

- A. Discussion and possible action on presenting and accepting the FY 2020-2021 Annual Financial Report. *(Melissa Popham -Jacob Twomey, Armstrong Vaughn & Associates)*

Motion _____ 2nd _____

For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista
		Mayor Denise L. Sanchez (Present but not voting)

- B. Discussion and approval of Resolution No 2023-01-01R approving a Fund Balance Policy. *(Melissa Popham, City Administrator & Abigayle Fruitschi)*

Motion _____ 2nd _____

For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista

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		Mayor Denise L. Sanchez (Present but not voting)
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C. Discussion and approval of Resolution No. 2023-01-02R approving a Debt Management Policy. (*Melissa Popham, City Administrator & Abigayle Frautschi*)

Motion _____^{2nd} _____

For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista
		Mayor Denise L. Sanchez (Present but not voting)

D. Discussion and possible action on selecting an engineering firms' bid for the creation of "Asbuilts", per TCEQ regulations. (*Melissa Popham, City Administrator & Bobby Buentello Director of Public Works*)

Motion _____^{2nd} _____

For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista
		Mayor Denise L. Sanchez (Present but not voting)

E. Discussion and possible action on granting a variance to Ordinance # 06022020-01, Section 4.01 (D) stating that a manufactured home shall not be older than ten (10) years from date of permit. (*Melissa Popham, City Administrator & Bobby Buentello, Director of Public Works*)

Motion _____^{2nd} _____

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For	Against	Abstain
	Councilmember Nicholas Sanchez	
	Councilmember Henry Dominguez	
	Councilmember Rick T. Flores Sr.	
	Councilmember Jeremy Fernandez	
	Mayor Pro Tem Crystal Bautista	
	Mayor Denise L. Sanchez (Present but not voting)	

F. Discussion and possible action on presentation from Pastor Dave Collett on development proposal located at 431 Ave F Poteet TX. *(Melissa Popham, City Administrator)*

Motion _____ 2nd _____

For	Against	Abstain
	Councilmember Nicholas Sanchez	
	Councilmember Henry Dominguez	
	Councilmember Rick T. Flores Sr.	
	Councilmember Jeremy Fernandez	
	Mayor Pro Tem Crystal Bautista	
	Mayor Denise L. Sanchez (Present but not voting)	

G. Discussion and possible action on amending Ordinance No 02022021-1, Towing ordinance, to change fees for towing services. *(Melissa Popham, City Administrator)*

Motion _____ 2nd _____

For	Against	Abstain
	Councilmember Nicholas Sanchez	
	Councilmember Henry Dominguez	
	Councilmember Rick T. Flores Sr.	
	Councilmember Jeremy Fernandez	
	Mayor Pro Tem Crystal Bautista	
	Mayor Denise L. Sanchez (Present but not voting)	

H. Discussion and possible action on amending the City of Poteet Employee Handbook and Policies Section 3.07 Holidays to include Juneteenth as a City observed holiday. *(Melissa Popham, City Administrator)*

Motion _____ 2nd _____

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For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista
		Mayor Denise L. Sanchez (Present but not voting)

- I. Discussion and possible action on amending the City of Poteet Employee Handbook and Policies Section 3.08 Sick Leave Policy by adding an employee leave pool. (*Melissa Popham, City Administrator*)

Motion _____ 2nd _____

For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista
		Mayor Denise L. Sanchez (Present but not voting)

- J. Discussion and possible action on Park Foundation Report. (*Denise L. Sanchez, Mayor*)

Motion _____ 2nd _____

For	Against	Abstain
		Councilmember Nicholas Sanchez
		Councilmember Henry Dominguez
		Councilmember Rick T. Flores Sr.
		Councilmember Jeremy Fernandez
		Mayor Pro Tem Crystal Bautista
		Mayor Denise L. Sanchez (Present but not voting)

VII. DEPARTMENT REPORTS

- A. Finance Department
- B. Library

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- C. Municipal Court
- D. Police Department
- E. Public Works
- F. Volunteer Fire Department

VIII. COUNCIL COMMENTS (No action can be taken).

- A. Councilmember Nicholas Sanchez
- B. Councilmember Henry Dominguez
- C. Councilmember Rick T. Flores Sr.
- D. Councilmember Jeremy Fernandez
- E. Councilmember Crystal Bautista
- F. Mayor Denise L. Sanchez

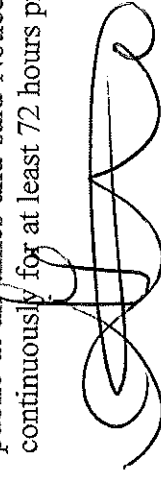
IX. ADJOURNMENT

Time: _____

Motion _____ 2nd _____

For	Against	Abstain	
			Councilmember Nicholas Sanchez
			Councilmember Henry Dominguez
			Councilmember Rick T. Flores Sr.
			Councilmember Jeremy Fernandez
			Mayor Pro Tem Crystal Bautista
			Mayor Denise L. Sanchez (Present but not voting)

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the bulletin board at City Hall of the City of Poteet, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time; and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Abigayle Frautschi Administrative Assistant

Posted by Administrative Assistant Abigayle Frautschi, on this 13th day of January, 2023 at 2:10 P.M.

The Poteet City Council reserves the right to adjourn into Executive Session at any time to discuss any of the matters listed on the agenda, as authorized by Texas Government Code 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.0763 (deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

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