

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**November 23, 2020 at 6:00 p.m.**

Notice is was given that a Regular City Council Meeting of the governing body of the City of Hondo was held November 23, 2020 at 6:00 p.m. in the City Council Chambers, City Hall at 1600 Avenue M, Hondo, Texas.

**LIMITED PUBLIC ACCESS:** Due to the COVID-19 pandemic in-person, visitor access to the City Council Chamber was limited to 15 guests or visitors (approximately 50% of the typical visitor seating capacity), plus city council and staff. The public accessed the meeting remotely through telephone or video conference. The audio of the meeting was available by calling toll free: 1-877-309-2073 Access Code: 723-517-869. Access of the meeting was available through video conference from computer, tablet or smart phone at: <https://www.gotomeet.me/cityofhondotx> Meeting ID No. 723-517-869.

**1. Call to order.**

Mayor Danner called the meeting to order at 6:00 p.m.

**2. Quorum check.**

Mayor James W. Danner, Sr., Mayor ProTem John E. Villa, Councilman John McAnelly, Councilman Wes Huesser, Councilman Jose “Porky” Ytuarte, Councilman Bobby Vela, City Attorney Jessie Lopez, Interim City Manager/Chief Brian Valenzuela, City Secretary Miguel Cantu

**Staff:** Economic Development Director Genevieve Flores, Economic Development Corporation Administrative Assistant Val Lopez, IT Network Administrator Josh Rodriguez, Assistant Public Works Director William “Buddy” Stewart, Police Lieutenant Rick Garza, Golf Superintendent Jerry Busby, Electric Superintendent David Baker, Human Resources Sharon Garcia

**3. Invocation by Pastor Beverly Kelling, St. Paul Lutheran Church.**

**4. Pledge of Allegiance led by Mayor Danner.**

**5. Citizens’/Public Comments:**

Mr. Chavel Lopez, 1002 Avenue S, wanted to greet the newly elected City Councilmembers. Mr. Lopez hopes that the council will work together to bring change to the City of Hondo. He also asked that the City consider running its own elections. During the election, he had several families complain to him that they were unable to vote. He also requested that the City Council have a Conservation Plan in regards to electricity. The plan could include providing rebates to customers that have energy efficient appliances. Mr. Lopez also addressed the City’s sick leave policy and understands that when an employee out of work sick they are required to provide a doctor’s excuse. He thought that this was unfair because staff was only required to provide proof on the third day they are out and the cost of the employee co-pay is forty dollars.

**6. Discuss and consider approving the minutes from City Council meeting November 9, 2020 regular meeting and November 18, 2020 special meeting.**

Councilman Vela moved to approve the minutes for the November 9, 2020 regular City Council meeting and November 18, 2020 special meeting. Councilman McAnelly made a correction that the agreement was with Tellus Equipment Solutions of Castroville on Item #20. Motion seconded by Councilman McAnelly. Motion carried 5-0.

**7. City Manager Report(s)**

**a. December Calendar**

Chief Valenzuela highlighted some of the events on the City December calendar. Parks and Recreation events included tryouts for youth basketball tryouts, gingerbread house decorating, and parent's night out. The library would host their Hondo Cyber Owls, and Getting to know Hondo, and Rowdy Readers. Chief Valenzuela stated that the dates are tentative due to the COVID-19 virus cases increase. Mayor Danner stated there are 65 new cases in Medina County. Chief Valenzuela added that a Workshop for the newly elected members would take place on December 3, 2020 at 11:00 a.m. and an EDC and City Council Workshop at 3:00 p.m.

**b. Employee Recognition**

Mr. Quintanilla was unavailable for the presentation of a plaque. City Council requested to recognize Mr. Quintanilla at the next City Council meeting.

- i. Joe Alex Quintanilla          Parks & Recreation          10 years

**c. COVID-19 Grant Program**

Chief Valenzuela reported that 23 applications were approved with four pending for review and 15 applications were denied. Mayor ProTem John E Villa asked what the remainder of the grants funds would be used for. Chief Valenzuela stated that the funds would be appropriated to other project in the City.

**8. Public Works Report**

**a. Public Services Campus**

**i. Decks**

Mr. Stewart reported that the decks for the campuses are complete; however, they are still lacking the handicap rails.

**ii. Signs**

Mr. Stewart reported that temporary signs are in place to help identify the location and will be removed once the letters have been mounted. He added that the Water Division was moved back to 802 Avenue Y to reduce the number of employees in the Public Works Building. Chief Valenzuela stated this was proactive approach due to the rise of COVID-19.

**b. Streets**

**i. Current In-House Projects**

Mr. Stewart stated that 17th Street would be under construction on December 14, 2020. He encouraged City Council to visit the site and provide some feedback.

**ii. Street and Alley Maintenance**

**1. Potholes and Work Orders**

Mr. Stewart stated that the Street Division was working on Quadrant C that is south of Highway90 and west of Avenue M. This area was identified as the largest quadrant in the plan and staff is pushing to be completed by the end of the month.

**2. Alley Update**

*Addressed in next agenda item.*

**3. Work Orders**

Mr. Stewart addressed the work order update that included potholes, brush concerns, and alleyways that needed repair. Mr. Stewart stated that the process of the work order included staff placing the work order in the computer and then addressed by Public Works. Once the work order has been complete then the work order is then closed or completed. Councilman Vela stated that he created a

breakdown of the work orders that included 27 potholes, 7 brush, 16 alleys, and 2 miscellaneous. He asked why the miscellaneous work orders were still active. Mr. Stewart responded that the work order is created and when work is completed on the work order then it is closed out. Councilman Vela asked why the miscellaneous work order was not closed out after the complainant was contacted to create another work order that addressed the concern. Mr. Stewart stated that this was the best way to track the progress of the work order for the division supervisors. He noticed that quite a few work orders were addressed but were not updated on the work order. Mayor Danner stated that it be best to clean up the work order list to make the list workable. Mr. Stewart stated that he will continue to work on cleaning up the situation. Mayor ProTem Villa stated that there were some work orders that state tree trimming and do not say alley he asked why they were not just identified as just tree trimming. Mr. Stewart responded that it was dependent on the person entering the work order; however, tree work orders are placed under streets. He also mentioned that the City does have a contractor working on tree trimming, but they are contracted to work on concerns where the trees are close to the electric wire. Mayor ProTem Villa asked who was responsible for looking at the work order list. Chief Valenzuela stated that it was the responsibility of the division supervisors and the directors provide oversight. Councilman Ytuarte stated that he was looking over the work orders and noticed that there were quite a few closed work orders that were not completed. He asked if it would be possible for calls be directed to Public Works Administrative Assistant Bill Howard to receive calls for work orders. Mr. Stewart stated that he was trying to get customers to contact Public Works Department and provided the Hondo U with the Public Works phone number. Councilman Ytuarte suggested that the responsibility belongs to the entire department; adding that if there is a division that has down time then they can assist with some of the work orders. Councilman Ytuarte stated that not to make it solely the responsibility of the Street Division.

**9. Presentation: Hondo Roadway Improvement Plan, Kyle Dicke and Craig Wilson, M&S Engineering.**

Mr. Stewart introduced Mr. Craig Wilson and Jason Mosely of M&S Engineering. Mr. Wilson stated that for a Mill-Surface Treatment-Overlay, the scope of work would be an estimated unit price of \$17 per square yard for pavement area. The estimated time for construction would take approximately 4-5 weeks with an estimated cost of \$280,000 to \$310,000. The next option would be reclamation with an estimated price of \$18 per square yard for pavement area and no improvements to drainage. The estimated time for construction would be 6-8 weeks with an estimated cost of \$300,000 to \$330,000. The final option would be to rebuild with an estimated unit price of \$36 a square yard for pavement area. The scope of work included a slight improvement at Avenue U with the highest engineering cost of approximately \$70,000 including survey and Geotech. The estimated time for rebuild would be 12-16 weeks, with an estimated cost of \$530,000 to \$580,000. The concrete curb replacement would be an estimated unit price of \$14 linear feet with the anticipation of replacing 2,400-2,600 linear feet. Councilman McAnelly asked if the drainage could be directed west of 14<sup>th</sup> Street. Mr. Wilson responded that he could not provide a good recommendation without knowing the contours of the road; also, this would increase the cost and time of the project. Councilman McAnelly stated that he was in favor of option 3. Mr. Wilson added that he would recommend to the rebuild and reclamation from Avenue S to Avenue M.

**10. Discuss and consider authorizing a Task Order with City Engineer (M&S Engineering) for engineering services on roadway and drainage repairs on 14<sup>th</sup> Street and Avenue U for an amount not to exceed \$70,000.00.**

Mr. Stewart recommended to City Council to authorize Task Order with the City Engineer (M&S Engineering) for engineering services on roadway and drainage repairs on 14<sup>th</sup> Street and Avenue U for an amount not to exceed \$70,000.

Mayor ProTem Villa moved to approve the Task Order with the City Engineer (M&S Engineering) for engineering services on roadway and drainage repairs on 14<sup>th</sup> Street and Avenue U for an amount not to exceed \$70,000. Motion seconded Councilman McAnelly. Motion carried 5-0.

**11. Discuss and consider authorizing the Interim City Manager to enter into a Purchase-Sale Agreement with Jerry G. Lopez and Annabell Lopez for city's purchase of a 10-ft. wide strip of land located along the southern boundary of an existing alley located between 19<sup>th</sup> and 20<sup>th</sup> Streets and between Avenue W and Avenue V and being approximately 600 sq. ft. out of Lot 5, Block 14, Simon Mayer's Addition to the City of Hondo, Medina County, Texas.**

Mayor Danner announced that Agenda Item #11 and #12 needed to be discussed together because they are both related to 19<sup>th</sup> and 20<sup>th</sup> Street Project. Mayor Danner read Agenda Item #11 and #12 agenda item. Mr. Stewart stated that a concern was brought to the City's attention that the City's water and wastewater utilities were encroaching lots in the Simon Meyer Addition Block 14. After identifying the locations and having the area surveyed, the discrepancy was confirmed. It was also discovered that the utilities located in the alleyway were located inside the resident's property line. With the guidance of the Mayor, City Council, and management, that the City consider the option of purchasing a portion of the lots in order to keep the alleyway accessible. Mr. Stewart stated that the waterline was moved and affected the wastewater lines; therefore causing the purchase of the property. Mr. Stewart recommended the purchase of property to keep from requiring the Public Works Department to relocate the existing wastewater line. Mr. Stewart stated that the financial impact would be a onetime payment of \$4,754.00 for the purchase of 600 sq. ft. located at the rear of the lot facing the alley. Mr. Stewart requested City Council to authorize the Interim City Manager to enter into a Purchase-Sale Agreement with Jerry G. Lopez and Annabell Lopez for a 10-ft. wide strip of land located along the southern boundary of an existing alley and located between 19<sup>th</sup> and 20<sup>th</sup> Streets and between Avenue W and Avenue V and being approximately 600 sq. ft. out of Lot 5, Block 14, Simon Mayer's Addition to the City of Hondo, Medina County, Texas. Mayor Danner asked why the City had to get an appraisal for the property. Mr. Stewart responded that the property owners wanted to know if it was a fair cost for the purchase in exchange for utility services. Mayor ProTem Villa stated that both property owners wanted what was fair.

Mayor ProTem Villa moved to authorize the Interim City Manager to enter into a Purchase Sale Agreement with Jerry G. Lopez and Annabell Lopez for City's purchase of a 10-ft wide strip of land located along the southern boundary of an existing alley located between 19<sup>th</sup> and 20<sup>th</sup> Streets and between Avenue W and Avenue V and being approximately 600 sq.ft. out of Lot 5 Block 14, Simon Mayer's Addition to the City of Hondo, Medina County, Texas in the amount of \$4,754.00. Motion seconded by Councilman Vela. Motion carried 5-0.

**12. Discuss and consider authorizing the Interim City Manager to enter into a Purchase-Sale Agreement with Double Gin Properties, LLC for city's purchase a 10-ft. wide strip of land located along the southern boundary of an existing alley located between 19<sup>th</sup> and 20<sup>th</sup> Streets and between Avenue W and Avenue V and being approximately 2,400 sq. ft. out of Lots 1, 2 ,3 and 4, Block 14, Simon Mayer's Additions to the City of Hondo, Medina County, Texas.**

Mr. Stewart stated that the concern with Jerry G. Lopez and Annabell Lopez also affected the Double Gin Properties also known as the Halbadier property. Mr. Stewart stated that financial impact for this would be \$10 plus the installation of water and sewer taps for the purchase of 2,400 sq.ft. located at the rear of lots 1, 2, and 3 facing the alley. Councilman McAnelly added that the city paid for the cost of the appraisal and the legal work.

Councilman Vela moved to authorize the Interim City Manager to enter into a Purchase Sale agreement with Double Gin Properties, LLC for city's purchase of a 10-ft. wide strip of land located along the southern boundary of an existing alley located between 19<sup>th</sup> and 20<sup>th</sup> Streets and between Avenue W and Avenue V and being approximately 2,400 sq. ft. out of Lots 1, 2, 3 and 4 Block 14, Simon Mayer's Additions to the City of Hondo, Medina County, Texas. Motion seconded by Mayor ProTem Villa. Motion carried 5-0.

**13. Presentation: EMC Strategy Group**

Mr. Ernie Gonzales and Janice Gonzales from EMC Strategy Group presented. EMC is a consulting services group was established in 2015 and is registered with the Texas Secretary of State, Texas Ethics Commission, and US Congress. They provide business and economic development services and marketing and communication services. Their services include grant and loan support that includes research, technical assistance, and management. Additionally, they provide representation in government external relations local, state, and federally. EMC was seeking to assist the City of Hondo with research eligibility in seeking state and federal funding and program opportunities to support city operations, infrastructure, economic development, and special initiative programs.

**14. Discuss and consider authorizing the Interim City Manager to enter into a purchase agreement with Bassco Services to purchase and install a new QT-Pod M4000 Airport Fueling Terminal in an amount not to exceed \$25,000.**

Mr. Elder stated that the South Texas Regional Airport currently utilizes a Syntech Fuel-Master system to provide self-service fuel to its patrons. The unit was originally installed in 2007 to the fuel station. Mr. Elder added that the hardware and software of the system have become outdated and it intermittently goes down while relying on costly and archaic dial up modem phone lines. Additionally, the Fuel Master does not account for pressurization of the fuel lines, consequently charging the customer before dispensing fuel, which occasionally causes passive disputes. The QT-Pod accounts for this pressurization, therefore it does not count pulses until the pressure stabilizes providing an accurate receipt to metered fuel. The user interface of the QT-Pod is web/cloud based which provides easier accessibility for administrators, as opposed to the Fuel Master program on a dedicated computer at one location. Adding the option of the Multi-Display provides the end user an easy to read, high visibility display during the dispensing evolution, which is important to ensure accurate amount of fuel on board. The surge protector provides added value to protect the investment due to potential surges or lightning strikes, and the all-weather cover will prolong the life of the screen functionality due to the orientation of facing the West. This upgrade is RAMP (Routine Airport Maintenance Program) Grant eligible and reimbursable at 50% through Texas Department of Transportation upon submittal of invoice. Councilman Ytuarte asked if the Bassco Services would charge the City for travel since they are located in Dallas for maintenance. Mr. Elder responded that the City is currently using Bassco Services.

Councilman Vela moved to authorize the Interim City Manager to enter into a purchase agreement with Bassco Services to purchase and install a new QT-Pod M4000 Airport Fueling Terminal in an amount not to exceed \$25,000. Motion seconded by Councilman McAnelly. Motion carried 5-0.

**15. Discuss and consider authorizing the Interim City Manager to enter into a purchase contract with Griffith Ford for the purchase of one F-250 Pickup Truck and one F-350 Pickup Truck**

**in an amount not to exceed \$59, 825.47.**

Mr. Baker stated that the City Council approved the 2020-2021 budget for the purchase of two replacement trucks in the Electric Division for the amount of \$70,000. The current vehicles, Units 650 and 653 have deteriorated to the point of poor reliability and have excessive repair needs pending. Mr. Baker sought bids for one F-250 and one F-350 SRW from three vendors to include Griffith Ford, Chaparral Ford, and Cecil Atkission Ford. Mr. Baker stated that the financial impact to the City budget would be \$59,825.47, less the residual value of the two retired vehicles. Mr. Baker recommended City Council approve the Interim City Manager to enter into a purchase contract with Griffith Ford for the purchase of one F-250 pickup truck in the amount of \$29,865.11 and one F-350 SRW pick-up truck in the amount of \$59,825.47. The vehicles will be used to carry approximately 12,000 pounds of heavy equipment. Mayor ProTem Villa asked the vehicles from Griffith Ford and Cecil Atkission were the same. Mr. Baker stated that the vehicles were comparable. Mayor Danner asked if they were the same. Baker stated that the vehicles were comparable with one minor exception.

Councilman McAnelly moved to approve the Interim City Manager to enter into a purchase contract with Griffith Ford for the purchase of one F-350 Pickup Truck in an amount not to exceed \$59,825.47. Motion seconded by Councilman Vela. Motion carried 5-0.

**16. Discuss and consider the recommendations for appointment of members to the Boards and Commission.**

Mayor Danner stated that the city had several citizen Volunteer Commission and Board vacancies due to the recent Council election and also expired terms which need to be addressed as follows:

**1. City of Hondo Planning and Zoning Commission:**

With the election of Jose Ytuarte to the City Council, that left his position open on the Planning and Zoning Commission. His term would have expired in September 2021. To replace Councilman Ytuarte, Mayor Danner recommended Ms. Makenna Lange, a Hondo resident employed by Medina Electric. Ms. Lange is a new graduate of Hondo U and has had some experience in home building.

**2. City of Hondo Board of Adjustments:**

Also, due to the recent council election and the election of Councilman Wesley Huesser, his position on the Board of Adjustment needed to be filled. The councilman's appointment on this board would have expired also in September, 2021. Mayor Danner was pleased to recommend previous Councilman Eric Torres to fill out this term. Mr. Torres has long been interested in the duties of this board and will be an excellent member as we take advantage of his experience.

**3. City of Hondo Golf Advisory Board:**

Four of the appointees to the Golf Advisory Board Kristen Muennik, Steven Tapia, Dallas Taylor and Chris Rosa, who were all inaugural members, had terms which expired in November and unfortunately cannot be reappointed. The remaining member of this five members, Jess Hagen has an expired term but is eligible to serve one more term and Mayor Danner recommended his reappointment. City Golf Club Director Jerry Busby, who knows all his golfers very well, has suggested the appointment of four new board replacements, all for two-year terms. These are Joel Gonzales, a Medina Electric supervisor and Hondo native, Brian English who works for Union Pacific Railroad and whose whole family plays golf, Gabe Mendoza who works for Charles Rothe and Associates and also is a Hondo native, and Eric Saathoff, an oil field worker who has lived in Hondo for five years and is an avid golfer. Mayor Danner recommended that all five of these golfers be appointed to the Golf Advisory Board.

Councilman Ytuarte moved to approve the Mayor's recommendation for appointment to the Boards and Commission. Motion seconded by Councilman Vela. Motion carried 5-0.

**17. Executive Session:** The City Council of the City of Hondo convened in Executive Session at 8:02

p.m. and reconvened in Open Session at 8:41 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Texas Government Code, *Section 551.071* (Consultations with Attorney) on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly requires discussion in closed session); Pending or contemplated litigation; *Section 551.072* (Deliberations about Real Property); and *Section 551.087* (Deliberations Regarding Economic Development Negotiations):

- a. Discussion regarding potential lease, purchase or value of real property.
- b. Discussion regarding potential lease/sale of property located at the South Texas Regional Airport.
- c. Discussion regarding potential development incentives and negotiations with a prospect for development at the South Texas Regional Airport.
- d. Discussion about ongoing procedures in search for new City Manager.

**18. Discuss and consider appropriate action resulting from Executive Session.**

No action.

**19. Adjourn.**

Councilman Vela moved to adjourn the meeting at 8:41 p.m. Motion seconded by Councilman McAnelly. Motion carried 5-0.

**PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF DECEMBER 2020.**

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JAMES W. DANNER, SR., MAYOR

ATTEST:

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Miguel Cantu, City Secretary