CITY OF BANDERA

CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, November 10, 2026 at 6:30 PM

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

AGENDA

1. **Call to order.**
2. **Invocation and Pledge.**
3. **Visitors to be heard (shall not exceed 30 minutes total).**

   Citizens wishing to be heard may do so on all matters except personnel matters, matters listed on the agenda as a public hearing, and matters under litigation. Each person addressing the council must provide his/her legal name and current address for city records and meeting minute preparation. Each person will only be allowed to speak on matters on the agenda during citizen's forum/public comment. No rebuttals will be permitted. Each person addressing the governing body shall not exceed three (3) minutes. Section 551.042, Government Code, V.T.C.A. (i.e. Texas Open Meetings Act) permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting, but any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting. All remarks shall be addressed to the council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the council may be requested to leave the meeting.

4. **Consent Agenda.**
   - A. Approval of minutes from October 13, 2026, City Council Meeting.
   - B. Approval of minutes from October 27, 2026, City Council Meeting.
5. **Discussion and possible action on the following election result items:**
   - A. Canvas of the votes from November 3, 2026, General Election 305-City, Mayor and City Council Members.
   - B. Swearing in of newly elected Mayor and City Council Members.
   - C. Presentation of Certificates of Election to the newly elected Mayor and City Council members.
   - D. Appoint a Mayor Pro Tem.
   - E. Resolution 2026-012 to update signature cards on all City bank accounts.
   - F. Scheduled meeting date and time for FY 2027; 1.03.061 Place and Time of Regular Meetings.
6. **Discussion and possible action on the following items:**
   - A. Establish Legal Counsel Access Policy.
   - B. Request to rezone Bandera EDC Lot 49, Range 9 (915 Maple) property from P3 to P4.
   - C. Revise current organizational chart to eliminate one position.
   - D. Budget amendments to be moved from Personnel to Council Contingency Fund.

E. Street closure application from Shotguns Sports Bar to close Oak Street between Main Street and 11th Street beginning at 10:00 p.m. on January 29, 2027, and ending at 11:00 p.m. on January 30, 2027, for a Bloody Mary competition.

F. Ordinance 430 Article 1.11 Parks and Recreation, Section 1.11.034 Hours open to the public; overnight camping.

G. Create committees for the following ordinances:

· Short-term rental

· Flood plain building, to include RV Parks

· Sign

· RV storage and use

· Water restrictions

7. Requests and Announcements.

A. Requests by Council to place items on an agenda.

B. Announcements by Council.

C. City Administrator Update.

8. Closed Session.

A. *The City Council will meet in closed session pursuant to Texas Government Code Section §551.072 to deliberate the purchase, exchange, lease, or value of real property.*

1.) Waste Water Treatment Plant

9. Action following Closed Session.

10. Adjourn.

/s/ Jill Shelton Dickerson

Jill Shelton Dickerson, City Secretary

The City Council for the City of Bandera reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matter listed above, as authorized by Texas Government Code §551.071 (Consultations with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices) and §551.086 (Economic Development). There may be a quorum of Economic Development Corporation/Planning and Zoning member at any regularly scheduled City Council Meeting. This facility is wheelchair accessible and handicapped parking is available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (830) 796-3765. This agenda is posted in accordance with the Texas Government Code, Chapter 551 on November 4, 2026.

Pursuant to Section Previous 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun". "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly".

CITY OF BANDERA

CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, October 13, 2026 at 6:30 PM

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

MINUTES

1. Call to order.

Mayor Pro Tem McCabe called the meeting to order at 6:30 PM.

PRESENT

Mayor Pro Tem DeAnna McCabe, Councilmember Tammy Morrow, Councilmember Debbie Breen, Councilmember Allen Jehle, Councilmember Jeff Flowers.

ABSENT

Mayor Denise Griffin

2. Invocation and Pledge.

All stood for the pledges. Councilmember Flowers offered the invocation.

3. Visitors to be heard (shall not exceed 30 minutes total).

There were four visitors to be heard. Rilla Stephens, Laura Devenport, Linda Wilder, and Shelly Komalski. They wanted to speak on the agenda items they were there for.

4. Proclamation.

Recognizing The Hal & Charlie Peterson Foundation, of Kerrville, Texas, est 1944.

For its generous grant of $50,000.00 to the City of Bandera Marshal's Department.

Mayor Pro Tem McCabe read the proclamation and presented it to Marshal Heidelberg recognizing The Hal & Charlie Peterson Foundation, of Kerrville, Texas, est 1944. For its generous grant of $50,000.00 to the City of Bandera Marshal's Department.

5. Consent Agenda.

A. **Approval of minutes from August 4, 2025, August 17, 2026, August 25, 2026, August 27, 2026 and September 8, 2026 City Council Meetings.**

Councilmember Breen moved to approve the consent agenda. Seconded by Councilmember Morrow.

All in favor. Motion passes.

6. Discussion and possible action on the following items:

A. **Authorize procurement of Motorola Solutions camera system for City of Bandera Marshal department per the Motorola Solutions Quote- 3799822, $86,789.64.**

There was some discussion on how the difference from the grant of $50,000.00 would be paid for. Administrator Kunz explained that the difference of $36,789.64 would be paid out and budgeted for over the next 4 years for $9,197.41 each year.

Councilmember Flowers moved to approve. Seconded by Councilmember Morrow.

All in favor. Motion passes.

B. **Resolution authorizing the submission of an application for the 2027-28 TxCDBG Community Development Fund Grant.**

Councilmember Flowers moved to approve resolution authorizing the submission of an application for the 2027-28 TxCDBG Community Development Fund Grant. Seconded by Councilmember Breen.

Councilmember Flowers amended his motion to strike the verbiage resolution from item 6B, Councilmember Breen seconded the amendment.

All in favor. Motion passes.

Councilmember Flowers moved to approve to the authorization to submit an application for the community fund grant to be used for street improvements. Councilmember Breen seconded the ammendment.

All in favor. Motion passes.

C. Approval of the 2027 Holiday Calendar.

Kunz explained that we usually mimic the County, but we are asking to switch Good Friday with MLK.

Councilmember Morrow moved to approve the 2027 Holiday Calendar, Seconded by Councilmember McCabe.

All in favor. Motion passes.

D. Request from the EDC board for approval of a $17,100.00 expenditure for clearing and improving the entire Settlers Park property at Hackberry and 2nd Streets, including stump removal and debris haul-off, using Seventh Generation as recommended by the board at its September 23, 2026 EDC meeting.

There was some discussion on what was going to be done. The EDC went out for bids and have chosen a company for the land clearing. The EDC president spoke stating they plan to clean it up and make it a walking park or bird sanctuary they are not certain yet but getting it started by cleaning and removing debris and dead trees.

Councilmember Flowers moved to approve the $17,100.00 expenditure for clearing and improving the entire Settlers Park as stated in the agenda item. Seconded by Councilmember Jehle.

All in favor. Motion passes.

E. EDC Budget Amendment.

Councilmember McCabe moved to approve the Budget Amendment to move $17,100.00 from general fund to land improvement. Seconded by Councilmember Breen.

All in favor. Motion passes.

F. Request from the Cowboy Capital Association for a street closure for the First Friday Vendor Market on November 6, 2026.

There were several visitors to be heard that spoke against the street closure due to traffic and the impact of the light on Cypress Street. The president of the Chamber of Commerce also had concerns about why they were doing an event on the First Friday when the BBA historically has their event on the first Saturday of the month for many years. Linda Wilder also addressed some concerns about the Chamber of Commerce members being solicited and are getting confused between the different associations. Rilla Stephens also addressed concerns about the vendors competing with the local businesses as well as the traffic concerns on Hunters Weekend. Laura Devenport is concerned about ever closing Cypress because it is one of the main roads to get out of town.

Mr. Hernandez had his turn to speak on his request, stating that all the businesses on t agree with his request for the street closure. He also provided a list of people who signed a petition asking the Council to be more pro-business and giving the local businesses the opportunity to get more foot traffic. Council questioned why it needs to be there and not on the courthouse lawn. Hernandez further states the First Friday program has been marketed heavily.

Councilmember Morrow moved to deny the street closure, seconded by Councilmember McCabe.

In Favor: Councilmember Morrow, Councilmember Jehle, Councilmember McCabe, Councilmember Breen

Opposed: Councilmember Flowers

Motion Passes

G**. RFP applicants for Auditor services for the City of Bandera**.

There was some discussion concerning the two firms that were received and scored by Kunz, Jehle, Breen and Mayor Griffin and an average of what the scores were. One company did not have much background in municipal government.

Councilmember Jehle moved to select LSL for the auditor for the year. Seconded by Councilmember Breen.

All in favor. Motion passes.

H**. RFP applicants for legal representation for the City of Bandera.**

There was a question about whether the City's current Attorney turned in a RFP, Kunz stated that they do not submit for current contracts, but they would be happy to continue to support the City.

The Council reviewed and discussed the RFP's for Attorney Services.

Councilmember Breen moved to table. Seconded by Councilmember McCabe.

All in favor. Motion passes.

I. Street closure policy. (McCabe)

Councilmember McCabe made a motion that all street closure requests come before City Council for approval. Seconded by Councilmember Breen.

There was some discussion on the application process that was recently created, there is no street closure policy in place. Kunz explained that if you had a policy, it would not need to come to Council.

Councilmember McCabe amended her motion to say all street closure application requests come before City Council for approval. Amendment seconded by Councilmember Breen.

All in favor. Motion passes

J**. Article 1.03.093 Agenda Officer. (McCabe)**

Councilmember McCabe moved to amend Article 1.03.093 to read to distribute the agenda packets for all regularly scheduled meetings to members of the governing body no later than two business days prior to the scheduled meeting. Seconded by Councilmember Morrow.

All in favor motion passes.

Councilmember McCabe moved to add Article 1.03.093 for all members of the governing body to receive the draft agenda for review 24 hours prior to the final agenda being posted. Seconded by Councilmember Morrow.

All in favor motion passes.

K. **Rezone all of Maple St and all of 10th St (both sides) from P3 zoning to P4. Breen**

There was discussion on what lots on Maple are P3 and P4, Breen states she wants all of 10th and Maple to be rezoned on both sides to be rezoned. Kunz explained this was all discussed the first time the master plan was done and it was all evaluated at that time and that it all should be done again as part of the new grant money for resilient communities. The reason 10th street is the way it is because it shows a clear line of which ones are residents or businesses. She states doing it as part of the grant saves the city money and gives time for public input.

The costs associated with rezoning are mailing of the certified letters, codification and publishing in paper for public hearings.

Councilmember Breen moved to rezone all of Maple and both sides of 10th street from P3 to P4. Seconded by Councilmember McCabe.

Councilmember Breen amended her motion to start to evaluate and potentially rezone all of Maple and both sides of 10th street from P3 to P4. Seconded by Councilmember McCabe.

In Favor: Councilmember Breen, Councilmember McCabe, Councilmember Morrow

Nay: Councilmember Flowers, Councilmember Jehle

Motion Passes.

L. **Requirement that all short-term rentals (STRs) register with the City of Bandera and pay a permit or license fee annually. (Breen)**

There was a proposal to look into the registration and licensing of STR's within the City of Bandera, including an annual fee.

~~What Councilmember Breen would like to see happen is for short-term rentals to be registered and licensed with the city and pay an annual fee~~. Councilmember Jehle states you will need to set requirements in the Ordinances and have it codified. Further stating it is very technical and requires a lot of research and evaluation. There will be more research, and it will come back for further discussion and a possible town hall meeting as well as a working group put together.

There was no action on this item.

7. Closed Session.

Mayor Pro Tem McCabe closed the meeting at 8:34.

A. The City Council will meet in closed session pursuant to Texas Government Code Section §551.072 to deliberate the purchase, exchange, lease, or value of real property.

1.) Waste Water Treatment Plant

8. Action following Closed Session.

Mayor Pro Tem McCabe opened the meeting at 8:51.

There was no action.

9. Requests and Announcements.

A. **Requests by Council to place items on an agenda.**

Permitting Software.

B. **Announcements by Council.**

County Fair was a huge success and Breen thanked everyone that worked at the Coun and those that showed up at the opening ceremony. Jehle announced the visit of the Ukrainian Consulate General and trying to bring back the relationship with the sister City.

C. City Administrator Update.

Ordinances and projects to set up working groups with the Council to go over items.

Local organizations liaisons list will be coming out. TxDoT meeting was good she went over all the issues in the City and has opened the communication. Cross Country meet is in park and then homecoming parade at 6PM and ends in the park.

Staffing: Treasurer has agreed to continue with the part-time person and Cassie doing payroll and accounts payable until she gets a qualified candidate for the full-time position. Hired a new clerk today that will be trained in permitting area, in code compliance support, and backup utility clerk.

10. Adjourn.

The meeting was adjourned at 9:07PM

/s/ Jill Shelton Dickerson

Jill Shelton Dickerson, City Secretary

CITY OF BANDERA

CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, October 27, 2026 at 6:15 PM

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

MINUTES

1. Call to order.

Mayor Denise Griffin called the meeting to order at 6:20 PM.

PRESENT

Mayor Denise Griffin, Councilmember DeAnna McCabe, Councilmember Tammy Morrow, Councilmember Debbie Breen, Councilmember Allen Jehle.

ABSENT

Councilmember Jeff Flowers.

2. Invocation and Pledge.

All stood for the pledges. Mayor Griffin offered the invocation.

3. Public Hearing.

A. Request from Bandera EDC for a rezoning from P3 to P4 on Lot 49, Range 9 (915 Maple).

Gail Stone spoke in opposition to the request, stating that property owners expect nearby areas to remain residential.

Randi Mellon expressed a desire for additional information regarding potential uses before making a decision that would result in expenditures for map updates.

Councilmember Morrow requested an updated zoning map of Maple Street.

The public hearing was closed at 6:42 p.m.

4. Visitors to be heard (shall not exceed 30 minutes total).

Sabrie Lika, representing the Small Business Administration, provided information on disaster assistance available to homeowners and renters and distributed informational packets to the City Council.

5. Consent Agenda.

A. Approval of minutes from September 29, 2026 and October 13, 2026 City Council Meetings.

Council members identified inaccuracies and spelling errors in both sets of meeting minutes and requested corrections.

Councilmember Morrow moved to approve September 29 minutes with a correction regarding the mayor's absence and to pull October 13 for corrections and consideration at the next meeting, Seconded by Councilmember McCabe.

All in favor. Motion passes.

6. Staff Reports.

A. * City Administrator

Kunz presented report and stated that each department will go into more detail.

*** City Secretary / HR**

City Secretary report included HR, Elections, and EDC support. Councilmember Breen requested details regarding new hires and employee separations during the fourth quarter. Terry Wells reported on departures within Public Works. Earl Heidelberg noted the retirement of Sgt. Brandon Teer, and Toni Kunz reported the resignations of the Code Compliance and Permitting Clerk staff.

*** Marshal Office**

Marshal Heidleberg presented report. Councilmember Breen requested that future reports include the number of citations issued and their categories. Earl Heidelberg explained that this information previously came from the Court Clerk and likely had not been generated since Janette's retirement. Mayor Griffin asked about the "Other" category. Heidelberg explained that it is used when a call type is not listed in the reporting system's dropdown menu.Kunz stated she would send the Municipal Court report.

*** Public Works**

Director Wells presented report. Noted the new work order process, tracking and resolution that now includes all work performed during to complete the job. He also requested uniforms for the Public Works crew. Councilmember Morrow and Councilmember Breen asked why uniforms were not included in the recently adopted budget. Wells explained that the two quotes available during budget preparation were too costly, but a recently received quote was considered acceptable by both Wells and Kunz.

Councilmember Breen asked whether the purchase could be deferred to the next budget year. Kunz supported using funds available in the current budget, citing the approaching cold weather. Council discussed contract terms and cancellation options and requested that Wells bring additional information back as an agenda item for possible action.

Wells explained the drainage assessment and work being done along 12th & Oak. Wells also requested reinstatement of the street fund fee on utility bills and explained that park restrooms are being closed and locked at night due to toilet paper theft.

Someone asked about the restrooms. Wells explained that theft and vandalism have increased over the last three weeks. Restrooms are being locked when the park gates are closed until security measures can be put into place.

7. Discussion and possible action on the following items:

A. Permitting Software

Administrator Kunz requested Council approval to expend funds allocated in the adopted budget to purchase Community Core's permitting software and reviewed the reasons for the purchase. Breen spoke in favor of the software.

Councilmember Jehle moved to approve Community Core as the permitting software provider, Seconded by Councilmember Breen.

All in favor. Motion passes.

B. Bandera Pro Rodeo regarding modified invoice for Longhorn Cattle drive from 2026 awarded Hot Funds.

Council discussed the $1,500 refunded to the Chamber by the Longhorn cattle v… incomplete fulfillment of the contract. Councilmember Breen stated that the funds should be returned to the City. Councilmember Morrow asked whether retaining the funds would exceed the allowable percentage. Mayor Griffin suggested returning the funds to the City and earmarking them for the next Longhorn event.

Councilmember Breen moved to have the unused $1,500 returned to the city, Seconded by Councilmember McCabe.

All in favor. Motion passes.

C. RFP applicants for legal representation for the City of Bandera.

Administrator Kunz informed Council that the City's current law firm had assigned a new representative who was available to attend the November 10 meeting to meet her in person at no cost to the city. Councilmember Morrow and Councilmember Jehle supported meeting with the new representative. Councilmember McCabe suggested interviewing representatives from all applicant firms, while Councilmember Breen recommended interviewing the top two firms. Councilmember Jehle suggested meeting with the current firm's new representative before deciding whether to interview other applicants.
There was no action on this item.

D. Approval of Ordinance 464 changing section 1.03.093 Agenda Officer.

Councilmember McCabe moved to approve, Seconded by Councilmember Breen.

All in favor. Motion passes.

8. Closed Session.

Mayor Griffin closed the meeting at 8:30.

A. ***The City Council will meet in closed session pursuant to Texas Government Code Section §551.072 to deliberate the purchase, exchange, lease, or value of real property.***

1.) Waste Water Treatment Plant

9. Action following Closed Session.

Mayor Griffin opened the meeting at 8:34.

There was no action.

10. Requests and Announcements.

A. Requests by Council to place items on an agenda.

Councilmember Morrow requested that a policy identifying who is authorized to contact the City Attorney and an action item regarding rezoning the EDC lot be placed on the November 10 agenda. The other three Councilmembers indicated they would submit their requests by email.

B. Announcements by Council.

Councilmember McCabe announced that local businesses were participating in Operation Green Light, November 4–11. Toni Kunz suggested extending participation through November 14 to coincide with the Veterans Parade.

C. City Administrator Update.

Kunz stated there were no updates and that this was done during staff reports.

11. Adjourn.

Jill Shelton Dickerson, City Secretary

RESOLUTION NO. 2026-012

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS AUTHORIZING AMENDMENTS TO THE CONTRACT FOR BANK DEPOSITORY SERVICES BETWEEN THE CITY OF BANDERA AND BANDERA BANK AND TXN BANK

WHEREAS, the City Council of the City of Bandera (the "City") has determined that it is in the best interest of the City to amend the Bank Depository Services Contract with Bandera Bank and TXN Bank based upon recommendations received as part of the City's Annual Audit; and,

WHEREAS, the City Council finds that it is necessary to designate and authorize those persons who may access and manage funds deposited within said accounts; and,

WHEREAS, the City Council hereby finds that this amendment is necessary and proper, serves a municipal purpose and will help the City better protect the health, safety and welfare of the general public;

WHEREAS, the City Council hereby finds that the City Secretary and the City Treasurer shall not both be signers on the same check. Any check must be signed by one other party as listed below in Section 2.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS:

Section 1. The City Council has previously selected Bandera Bank and TXN Bank as the bank depository for the City of Bandera and has an existing agreement for bank depository services and City desires to amend said agreement for the additional services set forth herein.

Section 2. The City Council hereby authorizes the City Treasurer to execute any necessary documents to accomplish the establishment of the accounts contemplated herein and further designates and authorizes the following city officers as those who may access, deposit, withdraw and manage the funds deposited within the accounts:

a. Denise Griffin, Mayor

b. DeAnna McCabe, Mayor Pro Tem

b. Toni Kunz, City Administrator

d. Jill Shelton, City Secretary

~~e. Lynn Palmer, Councilmember~~

The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this 10th day of November 2026.

CITY OF BANDERA, TEXAS

_____

Denise Griffin, Mayor

ATTEST:

_____

Jill Shelton, City Secretary

(CITY SEAL)

RESOLUTION NO. 2026-013

RESOLUTION ESTABLISHING THE REGULAR MEETING TIME, DATE, AND PLACE FOR THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS

WHEREAS, the City of Bandera, Texas ("City") is a General Law Type A City under the laws of the State of Texas; and

WHEREAS, pursuant to Texas Local Government Code § 22.038, the City Council shall meet at a time and place determined by resolution adopted by the governing body; and

WHEREAS, the City Council finds it shall designate a regular time, date and location for its regular City Council meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS, THAT:

Section 1. The City of Bandera's regular meeting location shall be the municipal building, located at 511 Main Street, Bandera, Texas 78003.

Section 2. The City of Bandera shall hold its regular meetings on the second (2nd), fourth (4th), and fifth (5th) Tuesday of every month at 6:30 p.m., unless the meeting would conflict with a City of Bandera holiday, or at such time on said date when a quorum of the city council is available to convene at a time posted in accordance with state law.

Section 3. This resolution takes effect immediately on its passage.

PASSED AND ADOPTED, this 10th day of November 2026.

_____
Denise Griffin
Mayor

ATTEST:

_____
Jill Shelton
City Secretary

MEMORANDUM
To: Honorable Mayor & City Council
From: Toni Kunz City Administrator
Date: November 10, 2026
Agenda Item: Legal Counsel Access Policy (Morrow)
Action Requested: Discussion and action
Overview and Background:

City of Bandera does not currently have a Legal Counsel Access Policy.

The justification for creating this policy is to control legal expenses, protect attorney-client privilege, and ensure that the City Attorney receives clear direction from the governing body rather than conflicting instructions from individual officials.

For a General Law Type A city in Texas, the governing legal framework relies heavily on state statutes under the Texas Local Government Code (TLGC), particularly chapters governing the Mayor-Council forms of government.

General Law cities only have powers expressly granted or implied by the Texas Legislature. In a General Law setting, administrative authorities often rest heavily with the City Council and the Mayor, making a clear legal counsel access policy especially vital to prevent individuals, such as elected officials or employees of the city from running up unexpected legal bills.

This policy shall be tailored specifically for the City of Bandera, a General Law city in Texas, incorporating statutory references, such as Texas Open Meetings Act, and TLGC provisions regarding the City Secretary and Mayor/Councilmember roles.

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CITY OF BANDERA, TEXAS | RESOLUTION NO. [XXXX]
A RESOLUTION OF THE CITY COUNCIL (BOARD OF ALDERMEN) OF THE GENERAL LAW CITY OF BANDERA, TEXAS, ESTABLISHING A POLICY AND PROTOCOL FOR CONTACTING AND REQUESTING LEGAL SERVICES FROM THE CITY ATTORNEY; AND EFFECTIVE [DATE].

SECTION 1. PURPOSE, AUTHORITY, AND APPLICABILITY
This policy applies to the General Law Type A City of Bandera, operating under the laws of the State of Texas (Texas Local Government Code Title 2, Subtitle C).

Under Rule 1.12 of the Texas Disciplinary Rules of Professional Conduct, the City Attorney represents the municipal corporation of the City of Bandera as a whole, and not any individual elected official, appointed officer, or employee.

The purpose of this policy is to control public expenditures, prevent conflicting directives from being given to legal counsel, and ensure the efficient administration of municipal affairs.

SECTION 2. AUTHORIZED INDIVIDUALS
Only the following designated and authorized requesters are permitted to directly initiate contact or request legal services, such as formal written opinions, contract drafting, or ordinance reviews from the City Attorney at the City's expense:

1. **The Mayor** as the City's Chief Executive Officer (CEO)
2. **City Secretary** for routine statutory filings, election procedures, and open records matters
3. **City Administrator** as the hired/appointed by the governing body responsible for all city matters, and acting as the Chief Finance Officer (CFO) when the City Treasurer has not been designated as such.

4. **Majority vote of the City Council** via formal action taken during a properly posted open meeting in compliance with the Texas Open Meetings Act (Chapter 551, Texas Government Code).

SECTION 3. POLICIES FOR ELECTED OFFICIALS (COUNCILMEMBERS)

1. **Individual Limitations:** Individual councilmembers do not possess individual administrative authority to direct staff or city consultants, including the City Attorney, unless explicitly authorized by majority vote of the governing body.
2. **Requests for Legal Advice or Research:**
   - An individual councilmember seeking legal research, policy drafting, or legal advice regarding municipal business must submit the request through the Mayor, City Administrator, or City Secretary.
   - If a request requires substantial legal research or is expected to exceed budgeted legal allocations, it shall be placed on an upcoming agenda for majority approval by the City Council.
3. **Meetings and Executive Sessions:** Councilmembers may communicate directly with the City Attorney during legally convened Executive Sessions or open meetings where the City Attorney is present to advise the full body.

SECTION 4. DEPARTMENT HEADS AND MUNICIPAL PERSONNEL

1. **Chain of Command:** City department heads and employees, such as Marshal, Public Works Director, Treasurer, Code Compliance Officer, or Clerks) shall not contact the City Attorney directly for legal advice or document review without prior authorization from the Mayor, City Administrator, or City Secretary.
2. **Exigent Operational Matters:** Standing authorization is granted for specific operational personnel to contact the City Attorney directly regarding immediate, time-sensitive law enforcement, or court-related duties, such as search warrant reviews, municipal court filings, or declaration of disaster, provided such consultations do not involve major unbudgeted policy disputes or litigation.

SECTION 5. ATTORNEY-CLIENT PRIVILEGE & CONFIDENTIALITY

1. Legal communications between authorized requesters and the City Attorney are protected by the attorney-client privilege held strictly by the municipal entity.
2. Written legal memoranda, opinions, or risk assessments provided by the City Attorney are confidential municipal records and shall not be unilaterally distributed or published by individual officials without authorization from the City Council or compliance with the Texas Public Information Act.

SECTION 6. UNAUTHORIZED CONTACT AND BILLING

1. If an individual official or employee contacts the City Attorney outside the scope of this policy, the City Attorney is instructed to notify the Mayor, City Administrator, and or City Secretary and decline to perform unapproved services.
2. The City shall not be financially responsible for legal fees incurred by individual officials acting outside their statutory authority or in violation of this policy.

3.

Staff Recommendation: Discuss, modify, and approve by majority vote a draft Legal Counsel Access Policy.

Next Steps: Send council-approved draft policy to City Attorney for review and final draft to be discussed and action taken by City Council in a future open meeting.

MEMORANDUM

To: Honorable Mayor & City Council

From: Toni Kunz City Administrator

Date: November 10, 2026

Agenda item: 6B Request to rezone Bandera EDC Lot 49, Range 9 (915 Maple) property from P3 to P4.

Background

On September 15, 2026, The Bandera Economic Development Corporation submitted a Place Type Zoning Change Application for Parcel ID 153286, Range 9, Lot 46 to change the zoning classification from P3 (Neighborhood) to P4 (Neighborhood Mix). Notification letters were mailed to property owners within 200 feet of the lot on October 5th, a notification was published on the Zoning page of the City's website and in the Bandera Bulletin newspaper on October 11th, and the yard sign was placed on the lot on October 16th.

Memorandum with a summary of the factors submitted by the applicant in support of the requested change, along with staff's responses to each factor was included in the October 27, 2026 City Council Packet for the Public Hearing agenda item on this matter. **Approval of the request requires City Council to make a favorable finding on each factor.** At the Public Hearing, Gail Stone spoke in opposition to the request, stating that property owners expect nearby areas to remain residential. Randi Mellon expressed a desire for additional information regarding potential uses before making a decision that would result in expenditures for map updates.

Because these properties on Maple are in the floodplain and our local ordinances restrict certain building but do not specify what is allowed to be built, there is a gap and owners struggle to know what exactly to do with their property.

Staff recommendation

Carefully consider what should be allowed to be built across the street from the park, in the floodplain, etc., such as create a new place type for these and other areas with same concerns and include in the updated master plan through the Resilient Community Grant.

P1: NATURE

The Nature Place Type is land that has been left in a natural state or reverting to a wilderness condition, including lands unsuitable for settlement due to topography, hydrology or vegetation. P1 is intended to preserve areas that contain sensitive habitats, active or passive civic spaces, parks, and limited agriculture uses.

P2: RURAL

The Rural Place Type regulates mainly large lot sparsely settled land or land used for agricultural purposes and food production. This Place Type helps preserve Bandera's natural beauty and agricultural roots. Rural living and sparsely settled lands are to be located in a manner that does not cause a nuisance to more intensely inhabited areas.

P3: NEIGHBORHOOD

The Neighborhood Place Type is a residential Place Type. It regulates generally low density detached housing types in varied styles. Neighborhood also supports civic spaces, such as schools and places of worship. Owner occupied residential lots may have one (1) bunkhouse behind the primary building. Neighborhood is adjacent to higher density Place Types that have some mixed use buildings. Landscaping is naturalistic and build-to-lines vary from relatively deep to shallow. In certain areas where the topography requires an alternative development pattern, the roads and blocks may be irregular to accommodate for natural conditions.

P4: NEIGHBORHOOD MIX

The Neighborhood Mix Place Type functions as a smooth transition from the commercial oriented P5 Core Place Type outward to the stablished residential P3 Neighborhood Place Type. P4 Neighborhood Mix regulates a variety of building types ranging from smaller more traditional commercial form buildings to intermixed house from commercial and detached residential residences. This Place Type provides flexibility for this area to easily transition between low intensity commercial and residential building types allowing for the neighboring P5 Core Place Type to expand and contract overtime, increasing Bandera's economic resiliency.

P5: CORE

The Core Place Type regulates a higher density mixture of building types that accommodate commercial, restaurants and bars, retail, offices, hotels, and apartments. The P5 Core Place Type radiates out from Main Street splitting Bandera in half. Main Street has buildings set close to the sidewalk and high pedestrian and car traffic. P5 is integrated into the grid through a network of streets with the potential for wide sidewalks, consistent street tree planting, and a highly walkable environment throughout the Place Type. P5 promotes a continuous line of buildings critical to defining the public frontage.

CS: CIVIC SPACE

Civic spaces in Bandera are an extension of the community. They are the "front porches" of our public institutions - post offices, courthouses, county office buildings - where we can interact with each other and with government. They are the structured green spaces that form Bandera's parks, squares and playgrounds. Bandera recognizes the value of its civic spaces as places with authenticity that relate to and nurture the larger community and bring the public together. The most influential civic space in Bandera is City Park along the Medina River.

SETTLER'S DISTRICT.

CHARACTER DISTRICT DESCRIPTION.

The Settler's District is generally low density with a mix of lot sizes, residential housing types, and styles. Supporting nonresidential uses, such as schools and places of worship, are scattered throughout the area. These buildings anchor and provide focal points and gathering places for the neighborhoods. Housing types differ within City blocks supplying different living choices and price points within the same neighborhood. This diversity of housing allows for citizens to find appropriate housing at each stage of their life without disrupting their social settings. Landscaping ranges from natural vegetation through well-manicured gardens and lawns. Blocks and roadways are laid out in a grid pattern, providing short walkable blocks with planned irregularities to accommodate natural conditions. Larger lots allow for a more rural feel throughout the community. Services are provided in close proximity by neighboring districts.

VISION FOR THE DISTRICT.

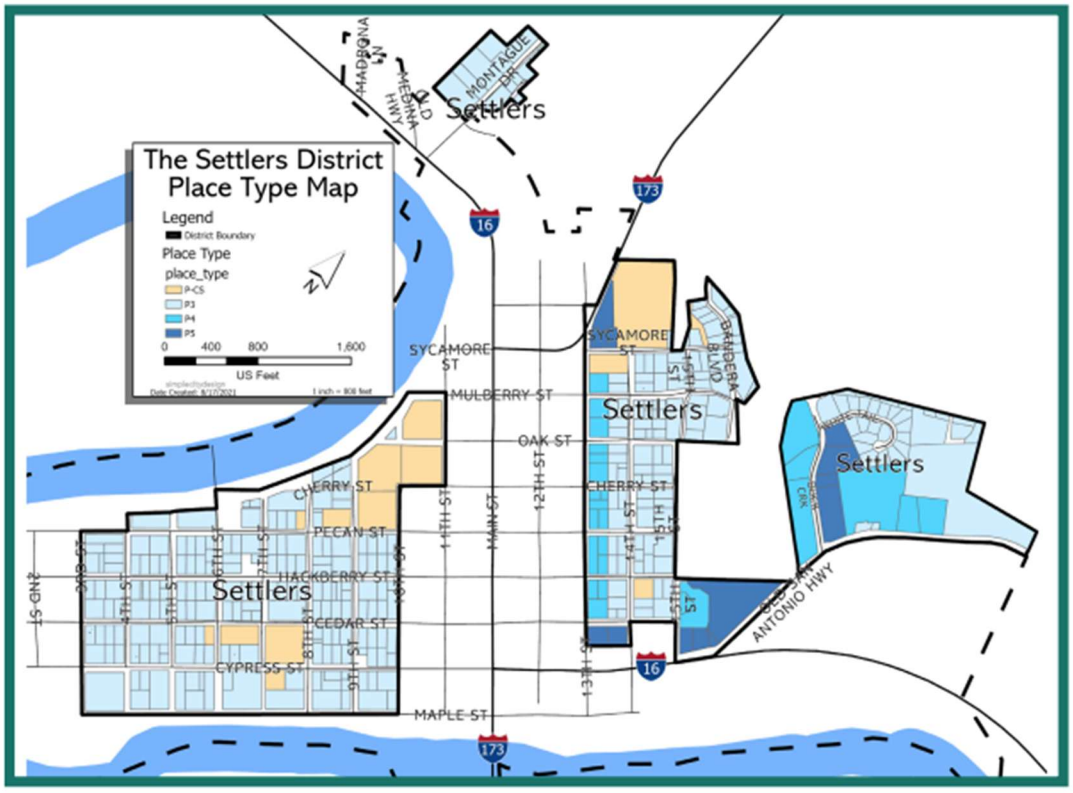
Maintain a residential district for future citizens to call home. As housing trends shift, it is important that the district be flexible to accommodate the housing demands. It has a variety of housing types for different lifestyle choices. The district has an eclectic and local flavor with architecture reflecting the era it was built.



GOALS:

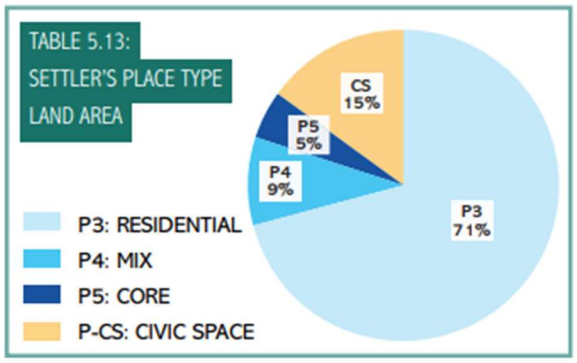
- Preserve the residential nature of the area in form, and where appropriate, transition to house form commercial / office.
- Allow for generational housing, workforce housing, or supplemental income.
- Enhance areas where service gaps may exist.

SETTLER'S DISTRICT PLACE TYPE MAP.





Duplex in the Settler's District. Bandera, TX 2021.





Latest zoning

SETTLER'S DISTRICT STANDARDS.

	P1	P2	P3	P4	P5
BLOCKS					
LENGTH	N/A	750 ft	335 ft	335 ft	335 ft
PERIMETER	N/A	3,000 ft	1,340 ft	1,340 ft	1,340 ft
LOTS					
WIDTH	N/A	60 ft min.	40 ft min.	no min.	no min.
AREA	N/A	no min.	8,000 sf min.	no min.	no min.
LOT COVERAGE (MAX.)	N/A	40%	60%	70%	80%
BUILD-TO-LINE "BTL"	N/A	10 ft - no max.	10 ft - no max.	5 ft - 15 ft	2 ft - 15 ft
FACADE BUILDOUT AT BTL (MIN.)	N/A	40%	40%	60%	80%
BUILDINGS					
MAX. HEIGHT (STORIES)	N/A	2	2	3	3
EDGEYARD	NP	P	P	P	NP
SIDEYARD	NP	NP	NP	P	P
COURTYARD	NP	NP	NP	NP	P
REARYARD	NP	NP	NP	P	P
PRIVATE FRONTAGE					
COMMON YARD	NP	P	P	P	NP
PORCH (OPTIONAL FENCE)	NP	P	P	P	NP
SHOPFRONT	NP	NP	NP	P	P
GALLERY	NP	NP	NP	NP	P
ARCADE	NP	NP	NP	NP	P
PUBLIC FRONTAGE					
RURAL FRONTAGE	P	P	NP	NP	NP
NEIGHBORHOOD FRONTAGE	NP	P	P	P	NP
MIX FRONTAGE	NP	NP	NP	P	P
MAJOR FRONTAGE	NP	NP	NP	NP	P
CIVIC SPACE					
PARK	P	P	P	NP	NP
GREEN	NP	NP	P	P	P
SQUARE	NP	NP	NP	P	P
PLAZA	NP	NP	NP	NP	P
PLAYGROUND	P	P	P	P	P

	P1	P2	P3	P4	P5
>3 ACRES DEVELOPMENT					
CLD REQUIRES	no min.	50% min.	10% - 30%	20% - 40%	NP
TND REQUIRES	no min.	no min.	10% - 30%	40% - 60%	10% - 30%
BUNKHOUSE					
FRONT SETBACK	N/A	BTL+20 ft min.	BTL+20 ft min.	BTL+20 ft min.	n/a
REAR SETBACK	N/A	IBC	IBC	40 ft max.	IBC
SIDE SETBACK	N/A	IBC	IBC	IBC	IBC
MAX. HEIGHT (STORIES)	N/A	2 max.	2 max.	2 max.	2 max.
PARKING LOCATION					
FIRST LAYER	N/A	P	P	P	NP
SECOND LAYER	N/A	P	P	P	NP
THIRD LAYER	N/A	P	P	P	P

P = PERMITTED **NP** = NOT PERMITTED **N/A** = NOT APPLICABLE

IBC = BANDERA'S ADOPTED INTERNATIONAL BUILDING CODE STANDARDS

CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 522-3126 • F: (210) 761-7352

Street Closure Application

APPLICANT INFORMATION

Organization: Shotguns Sports Bar & Grill

Name/Contact: Victoria Spina

Address: 4383 Fm 1077, Bandera TX 78003

Phone: 210.488.0747 Email: bootsnsaddles830@gmail.com

EVENT INFORMATION

Event Name/Title: Bloody Mary Competition

Date(s) of Event: 1/30/2027 Time of Event: 8AM – 11pm

Type of Event/Description: Blood mary competition. Who makes the best.

ROAD CLOSURE REQUEST

Begin Date: 1/29/2027 Begin Time: 10 pm

End Date: 1/30/2027 End Time: 11 pm

Special Requests: ~~Oak St between Main St & 11 St~~

Event Closure Request Location: Oak St between Main & 11 St

Address/Street Name: _____

(Please complete the map noting the location of requested closures on the back of this application.)

Applicant Signature: [signature] Date: 10/26/26

FOR CITY USE ONLY: Next available cc agenda 11-10-26

Permit Number: _____

Date Received: 10-26-26 By: Tiffany Lee

Date fee paid: _____ Amount: $_____ Date permit expires: _____

Approval signature: _____

Title: _____

MAP OF STREET CLOSURE REQUEST:

Clearly indicate with a color marker or pen the locations which you are requesting to be closed.



MEMORANDUM

To: Honorable Mayor & City Council

From: Toni Kunz City Administrator

Date: November 28, 2026

Agenda item: 6F City Park Hours

Background: City Park Ordinance and sign state park hours are 8a to 8p, Disc Golf sign states 8a to dusk, City website still states 8a to sundown.

On August 22, 2023, city council approved a time change for the city park. Unfortunately, now not all parks are in sync, such as the disc golf, the skate park, and playground areas.

Please consider all park area hours changed to a single time frame and consider daylight savings time. For example, open at 8am and close at dusk creating consistency, and allowing the persons responsible for clearing and closing the park some discretion.

Current ordinance:

§ 1.11.034Hours open to public; overnight camping.

Within the park, overnight camping shall be prohibited. The park shall be open to the general public from 8:00 a.m. to 8:00 p.m. daily, except in such cases as the director of public works determines the park should be closed within these hours due to weather or maintenance. In such cases, notice of the park closure shall be posted on the park entrance gate.

(Ordinance 303 adopted 5/17/12; 2009 Code, sec. 1.09.035; Ordinance 430 adopted 8/22/2023)

Staff recommendation: Make a motion to change all City of Bandera park areas to open at 8am and close at dusk.

Next steps: If motion is made to change hours, an ordinance will be created with the details and brought before council in the November 24, 2026, meeting for discussion and action.