

CITY OF BANDERA
CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, October 28, 2025 at 6:00 PM

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

AGENDA

- 1. Call to order, Roll Call, and Confirmation of Quorum.**
- 2. Invocation and Pledge.**
- 3. Visitors to be heard (shall not exceed 30 minutes total).**

Citizens wishing to be heard may do so on any matter, in compliance with Tex. Gov't Code Ann. § 551.007. 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. Tex. Gov't Code Ann. § 551.042 551.042 permits a member of the public or a member of the City Council 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 for the Regular City Council Meeting on October 14, 2025.

5. Staff Reports.

A. Update on Code Enforcement

6. Presentations.

A. Discussion Only for Section 3 Presentation to Local Community for the RED grant.

7. Discussion and possible action on the following items:

A. Discuss and take possible action to adopt Amended Resolution 2025-024 for Authorized Signatories in matters pertaining to the TxCDBG Grant CRC23-0540.

B. Discussion and possible action on HOT tax for the past two years.

8. Closed Session.

A. *The City Council will meet in closed session pursuant to Texas Government Code Section §551.071 (Consultations with Attorney), Main Street Shop and Lofts.*

B. *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. Reconvene into Open Session for possible action resulting from any items posted and legally discussed in Executive Session.

10. Requests and Announcements.

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

B. Announcements by Council.

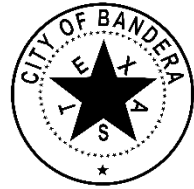
11. Adjourn.

/s/ Jill Shelton

Jill Shelton, 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 October 22, 2025.

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".



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Tuesday, October 14, 2025 at 6:00 PM

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MINUTES

1. Call to order.

The meeting was called to order at 6PM

PRESENT

Mayor Denise Griffin
Councilmember Tony Battle
Councilmember Jeff Flowers
Councilmember Lynn Palmer
Councilmember Debbie Breen

ABSENT

Councilmember Brett Hicks

2. Invocation and Pledge.

Mayor Griffin offered the invocation and all stood for the pledges.

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

There were five visitors to be heard.

4. Proclamation.

A. Proclamation for October 2025 for Domestic Violence Awareness Month.

Mayor Griffin presented the proclamation to the Hill Country Crisis Center.

5. Consent Agenda.

A. Approval of minutes for the Regular City Council Meeting on September 23,2025.

B. Discussion and possible action approving second reading of resolution approving expenditure by the Bandera Economic Development Corporation for \$10,000.00 for City of Bandera Trail of Lights.

C. Discussion and possible action approving second reading of resolution approving expenditure by the Bandera Economic Development Corporation for \$15,000.00 for Bandera Disc Golf Course.

Motion made by Councilmember Battle to approve the consent agenda, Seconded by Councilmember Palmer.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Palmer
Voting Nay: Councilmember Breen

6. Staff Reports.

A. Municipal Court Report -Deputy Court Clerk Allyson Wright

Quarterly Investment Report- Treasurer Allyson Wright

Wright presented the reports to Council.

7. Discussion and possible action on the following items:

- A. **Discussion and possible action approving Resolution 2025-035 authorizing the Mayor's office to enter into a multiple use agreement with Texas Department of Transportation allowing the installation and operation of automated license plate recognition cameras in the TXDOT right of ways.**

Motion made by Councilmember Battle moved to approve Resolution 2025-035, Seconded by Councilmember Palmer.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Palmer, Councilmember Breen, Motion passes.

- B. **Discussion and possible action on the condition of the City of Bandera animal shelter and how the City should proceed.**

There was some discussion on the City animal shelter and how it is not up to code. The shelter is only used for dogs. Marshal Heidelberg has been in contact with Sherriff Tietge and will continue to work with the County.

Motion made by Councilmember Battle to authorize the City to enter into a interlocal agreement with the County, Seconded by Councilmember Flowers.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Palmer, Councilmember Breen, Motion passes.

- C. **Update on sidewalk project on Main Street.**

Councilmember Battle gave an update on the possible grant to include sidewalks from Cedar street to Lowes. There was also some potential parking areas that were talked about to ease the access of walkability thru town.

- D. **Discussion and possible action on Resolution 2025-036 regarding Civil Rights for TxCDBG funding for the RED grant.**

Motion made by Councilmember Palmer to approve Resolution 2025-036, Seconded by Councilmember Flowers.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Palmer, Councilmember Breen, Motion passes.

- E. **Discussion and possible action to determine whether filming of City Council meetings shall be required and to establish any related policies.**

There was some discussion on the process of recording the meetings via live stream and posting to You Tube. Shelton, along with Wright, explained it is not an easy task, and it takes hours to complete the process. Councilmember Flowers offered to come in and look at the process and see if he can assist in expediting it.

Motion made by Councilmember Flowers to add a quick link to the main page on the website to the YouTube channel, Seconded by Councilmember Breen.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Palmer, Councilmember Breen. Motion passes.

- F. **Approval of 2025-02026 Budget Adjustments.**

Motion made by Councilmember Flowers to approve 2025-2026 Budget Adjustments, Seconded by Councilmember Battle.

Voting Yea: Councilmember Battle, Councilmember Flowers, Councilmember Palmer, Councilmember Breen, Motion passes.

8. **Closed Session.**

The Mayor closed the meeting from open session to executive session at 7:18PM.

- A. *The City Council will meet in closed session pursuant to Texas Government Code §551.071 (Consultations with Attorney), Main Street Shop and Lofts.*
- B. *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*
 - 2.) *Municipal Building*

9. Action following Closed Session.

The Mayor reconvened into open session at 7:40PM there was no action taken.

10. Requests and Announcements.

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

Hot Tax update, Utility rates.

B. Announcements by Council.

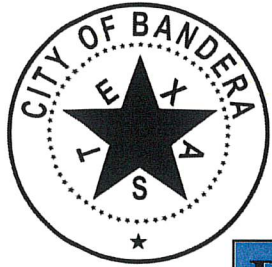
Bandera Volunteer Fire Department annual fundraiser at the City Park this Saturday.

11. Adjourn.

The meeting was adjourned at 7:42PM

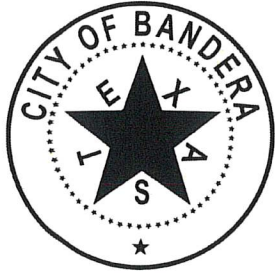
/s/ Jill Shelton

Jill Shelton, City Secretary



September/October 2025

Description	September	October	Total
RV	12	9	21
Junk Vehicle	2	1	3
Vehicles/Items in Right-Of-Way	22	13	35
Lawns	8	7	15
Signs	24	31	55
Lighting	1	1	2
No Permit	3	2	5
Trash Bins	19	23	42
Total	91	87	178



Reported Violations

Received	September	October	Total
Phone Call	18	8	26
E-Mailed	3	5	8
Walk-In Report	7	16	23
City Discovered	63	58	121
Overall	91	87	178

A1024 Section 3 Presentation to Local Community



The City recently received the following grant award:

- Grant Contract No. CRC23-0540
- Award Amount: \$1,000,000
- Project: Downtown Economic Development Improvements



The grant is funded through the
Community Development Block Grant, via:

- U.S. Department of Housing and Urban
Development

and

- Texas Department of Agriculture



Section 3 Concepts

Section 6, Item A.

- As a condition of funding, the City must comply with Section 3 of the Housing and Urban Development Act of 1968.
- To the greatest extent feasible, Grant Recipients must direct economic opportunities generated by CDBG funds to low- and very low-income persons.



Section 3 Concepts

In part, this means ensuring that:

- Section 3 Businesses have the information to submit a bid or proposal for the project; and
- Section 3 Workers have information about any available job opportunities related to the project.

For precise definitions, see TxCDBG Policy Issuance 20-01



Section 3 Business

Section 6, Item A.

A company may qualify as a Section 3 Business if:

- it is owned by low-income persons;
- it is owned by Section 8-Assisted housing residents; or
- 75% of all labor hours for the business in a 3 month period are performed by Section 3 Workers

Register at:

- HUD's Section 3 website:
<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>



Section 3 Business

This project is expected to include the following contracting opportunities:

- Grant Administration services (previously selected)
- Engineering Services (previously selected)
- Prime Contractor for downtown economic development improvements



Section 3 Worker

You may qualify as a Section 3 Worker if:

- Your annual income is below the county threshold for your family size:
- You are a current or recent Youthbuild participant

Register your information and search for opportunities at:

- WorkInTexas.gov
- HUD's Section 3 Opportunity Portal
<https://hudapps.hud.gov/OpportunityPortal/>

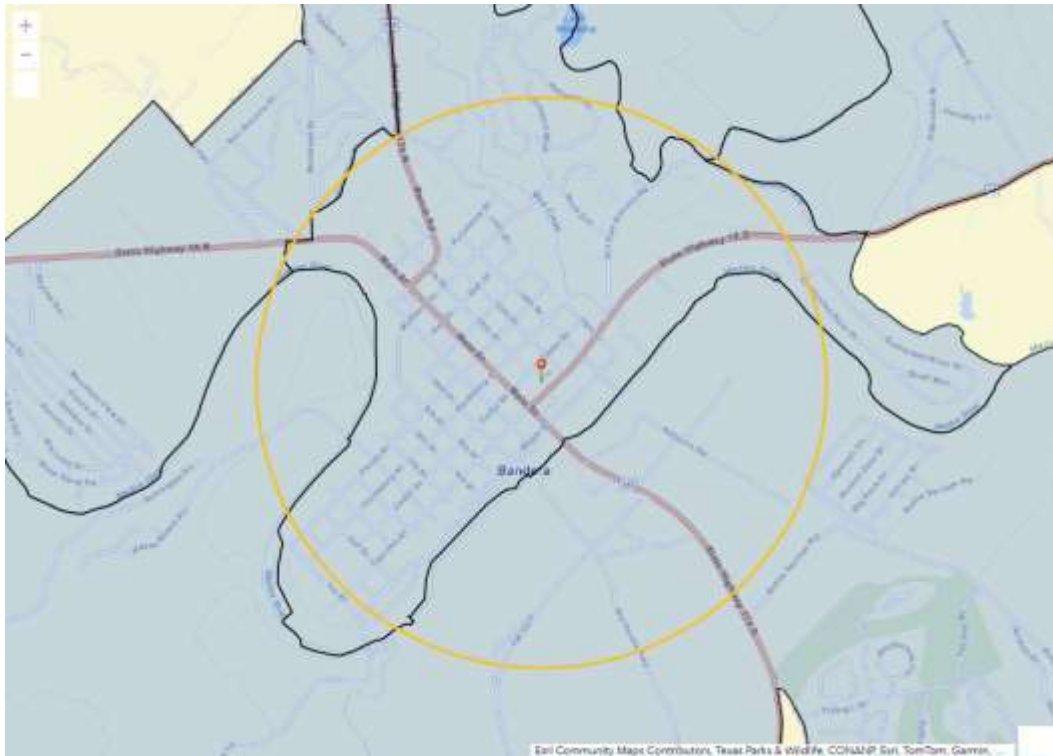


Targeted Section 3 Worker

Section 6, Item A.

Section 3 Workers that reside near the project location may also qualify as Targeted Section 3 Workers.

For this project, that service area is defined by this map:





Recordkeeping

Section 6, Item A.

The City will track all hours worked on the project based on the three categories of workers.

This will require collection of certain income information.





For More Information

Section 6, Item A.

TxCDBG Policy Issuance 20-01

[REVISED Policy Issuance 20-01 Section 3 v1.pdf](#)
[\(texasagriculture.gov\)](#)

24 CFR Part 75

[Electronic Code of Federal Regulations \(eCFR\)](#)

Contact Spencer Schneider, City Manager, for more
information

AMENDED
RESOLUTION 2025-024

A RESOLUTION OF THE CITY COUNCIL OF BANDERA, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Council of Bandera desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of BANDERA, TEXAS to participate in the Texas Community Development Block Grant Program; and

WHEREAS, the City Council of Bandera is committed compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual; and

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

That the City Council directs and designates the following to act in all matters in connection with any grant application and the City's participation in the Texas Community Development Block Grant Program:

- The Mayor, City Administrator and City Treasurer shall serve as the City's Chief Executive Officer and Authorized Representative to
 - execute a grant application and any subsequent contractual documents,
 - certify environmental review documents between the Texas Department of Agriculture and the City/County, and
 - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs, and
 - be assigned the role of Authorized Official in the TDA-GO grant management system.
- In addition to the above designated officials, should any grant be funded the Mayor, City Administrator, Admin Assistant and City Treasurer is authorized to
 - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs,
 - prepare and submit other financial documentation, and
 - be assigned the role of Project Director or Payment Processor in the TDA-GO grant management system.

Passed and approved this 28th day of October, 2025.

Jill Shelton Dickerson
City Secretary
Bandera, Texas

Denise Griffin
Mayor
Bandera, Texas

20 -HOTEL MOTEL TAX FUND
FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
FRANCHISE FEES	<u>45,000.00</u>	<u>1,646.85</u>	<u>38,906.08</u>	<u>86.46</u>	<u>6,093.92</u>
TOTAL REVENUES	<u>45,000.00</u> =====	<u>1,646.85</u> =====	<u>38,906.08</u> =====	<u>86.46</u> =====	<u>6,093.92</u> =====
<u>EXPENDITURE SUMMARY</u>					
HOTEL TAX DEPARTMENT	<u>45,000.00</u>	<u>22,500.00</u>	<u>28,300.00</u>	<u>62.89</u>	<u>16,700.00</u>
TOTAL EXPENDITURES	<u>45,000.00</u> =====	<u>22,500.00</u> =====	<u>28,300.00</u> =====	<u>62.89</u> =====	<u>16,700.00</u> =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	20,853.15)	10,606.08	(	10,606.08)

CITY OF BANDERA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

Section 7, Item B.

20 -HOTEL MOTEL TAX FUND

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FRANCHISE FEES					
20-30175 HOTEL OCCUPANCY TAX	45,000.00	1,646.85	38,906.08	86.46	6,093.92
TOTAL FRANCHISE FEES	45,000.00	1,646.85	38,906.08	86.46	6,093.92
TOTAL REVENUES	45,000.00	1,646.85	38,906.08	86.46	6,093.92
	=====	=====	=====	=====	=====

20 -HOTEL MOTEL TAX FUND
HOTEL TAX DEPARTMENT

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOOLS & EQUIPMENT					
OTHER					
20-500-7593 BBA (COWBOYS ON MAIN)	0.00	10,000.00	10,000.00	0.00 (	10,000.00)
20-500-7595 BANDERA PRO RODEO ASSOC.	0.00	6,250.00	6,250.00	0.00 (	6,250.00)
20-500-7596 BBA (NDAC)	0.00	1,000.00	1,000.00	0.00 (	1,000.00)
20-500-7600 RIDING ON FAITH RODEO	0.00	5,250.00	5,250.00	0.00 (	5,250.00)
20-500-8300 MISCELLANEOUS EXPENSES	<u>45,000.00</u>	<u>0.00</u>	<u>5,800.00</u>	<u>12.89</u>	<u>39,200.00</u>
TOTAL OTHER	45,000.00	22,500.00	28,300.00	62.89	16,700.00
TOTAL HOTEL TAX DEPARTMENT	45,000.00	22,500.00	28,300.00	62.89	16,700.00
TOTAL EXPENDITURES	<u>45,000.00</u>	<u>22,500.00</u>	<u>28,300.00</u>	<u>62.89</u>	<u>16,700.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	20,853.15)	10,606.08	(	10,606.08)

CITY OF BANDERA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

Section 7, Item B.

99 -POOLED CASH FUND
FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>EXPENDITURE SUMMARY</u>					
	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====