



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, April 08, 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.**
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 the Regular City Council Meetings on March 11, 2025 and March 25, 2025.

5. **Presentations.**

A. Presentation by Neffendorf and Blocker of the 2023-2024 Audit.

B. Presentation from Jonathon Teafatiller with Adurra on City Projects.

6. **Staff Reports.**

A. Update from City Specialist Susan Hutcherson on Grants.

7. **Discussion and possible action on the following items:**

A. Approval of Resolution 2025-013 authorizing the acceptance of the 2023-2024 audit. Treasurer Wright

B. Approval of an administrative services contract with Traylor & Associates for Phase II of the Texas Department of Agriculture Rural Economic Development Grant. City Specialist Hutcherson

8. **Requests and Announcements.**

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

B. Announcements by Council.

9. **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 April 4, 2025.



CITY OF BANDERA CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, March 11, 2025 at 6:00 PM

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

MINUTES

1. Call to order.

The meeting was called to order at 6:00 PM.

PRESENT

Mayor Denise Griffin
Councilmember Jeff Flowers
Councilmember Brett Hicks
Councilmember Lynn Palmer
Councilmember Debbie Breen

ABSENT

Councilmember Tony Battle

2. Invocation and Pledge.

Councilmember Flowers offered the invocation and all stood for the pledges.

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

Andrea Jankoski was the only visitor to be heard.

4. Consent Agenda.

A. Approval of minutes from the Regular City Council Meeting on February 25, 2025.

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

Voting Yea: Councilmember Flowers, Councilmember Hicks, Councilmember Palmer, Councilmember Breen

Motion Passes

5. Proclamations.

A. Proclamation for Red Cross Month.

Mayor Griffin read the proclamation and presented it to the Red Cross representatives.

6. Discussion and possible action on the following items:

A. Discussion and possible action on the renewal of the lease between the City of Bandera and BFI Waste Services of Texas L.P., dba Republic Services of San Antonio for an additional five (5) year term beginning October 1, 2025. City Administrator Farmer

City Administrator Farmer addressed Council and explained the lease with Republic Services and the reasoning for renewing the contract with no increase of rates. He added that Republic has always done a good job for the City and is eager to move forward with a new contract. Terry Gawlik and Bowen Crisp were present from Republic to offer their commitment to the City for any issues they have.

Motion made by Councilmember Palmer to approve the renewal of the lease between of Bandera and BFI Waste Services of Texas L.P., dba Republic Services of San Antonio for an additional five (5) year term beginning October 1, 2025, Seconded by Councilmember Hicks. Voting Yea: Councilmember Flowers, Councilmember Hicks, Councilmember Palmer, Councilmember Breen.

Motion Passes

- B. Discussion and possible action on the City of Bandera (the “City”) to consider approving a contingent fee contract with the law firm of Perdue Brandon Fielder Collins & Mott, LLP for the collection of Municipal Court Fines and Fees.**

City Administrator Farmer, as well as Judge Mike Towers spoke on behalf of Ivy Arroyo with Perdue Brandon Fielder Collins & Mott, LLP and the great work that he can do for The City.

Motion made by Councilmember Breen to terminate the contract with the existing collection agency and move forward with approving a contingent fee contract with the law firm of Perdue Brandon Fielder Collins & Mott, LLP for the collection of Municipal Court Fines and Fees, Seconded by Councilmember Palmer.

Voting Yea: Councilmember Flowers, Councilmember Hicks, Councilmember Palmer, Councilmember Breen.

Motion passes.

- C. Discussion and possible action on directing the Economic Development Corporation to forward financials to the City for assistance in preparation of the City Audit. Councilmember Palmer**

This item was removed from the agenda.

- D. Discussion on the process in place for parades and discuss additional safety rules and cleanup process. Councilmember Palmer**

There was much discussion on the safety and security for the parades. There were concerns with people running out into the street and grabbing things from the floats. Also, the lack of the motorcycle police keeping people back off the streets and how it is creating a break in between floats causing a slow down of the overall parade. There was much concern in the 1st block of Main because of the parking and people in between the cars. There was some discussion about getting some type of barriers or fencing for that block for parades. There was also some discussion on the entry area for the parade and having it more controlled. There was no action on this item but a few council members along with the City Administrator are going to come back to Council at a later date with some suggestions.

7. Closed Session.

Mayor Griffin closed the meeting at 7:11 to go into 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.***

A) Waste Water Treatment Plant

B. *The City Council will meet in closed session pursuant to Texas Government Code Section §551.071 (Consultations with Attorney), Prohibition of weapons at City Hall.*

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

8. Action following Closed Session.

Mayor Griffin opened the meeting at 7:59 PM

Motion made by Councilmember Hicks to approve Resolution 2025-012 regarding item 7A,
Seconded by Councilmember Flowers.

Voting Yea: Councilmember Flowers, Councilmember Hicks, Councilmember Palmer,
Councilmember Breen

Motion Passes.

9. Requests and Announcements.

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

City Administrator Stan Farmer's review from October, Lawyer services regarding invoices and possible zoom attendance.

B. Announcements by Council.

May 10, 2025, Hazardous Waste Pickup for City Residence paid for with an AACOG grant for \$25,000.00

10. Adjourn.

The meeting was adjourned at 8:04 PM

/s/ Jill Shelton

Jill Shelton, *City Secretary*



CITY OF BANDERA
CITY COUNCIL REGULAR MEETING

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, March 25, 2025 at 6:00 PM

Section 4, Item A.

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

MINUTES

1. Call to order.

Mayor Griffin called the meeting to order at 6:00 PM.

PRESENT

Mayor Denise Griffin
Councilmember Tony Battle
Councilmember Brett Hicks
Councilmember Lynn Palmer
Councilmember Debbie Breen

ABSENT

Councilmember Jeff Flowers

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 three visitors to be heard; Andrea Jankoski, Kelsey Howarth, and Tammy Morrow. Jankoski wanted to wait to speak on her item, Howarth was here for the Proclamation, and Morrow asked to pull her application from the EDC applicants.

4. Proclamations.

A. Proclamation from Hill Country Crisis Council proclaiming April as Child Abuse Prevention Month.

Mayor Griffin read and presented the Proclamation to Kelsey Howarth from Hill Country Crisis Council proclaiming April as Child Abuse Prevention Month.

5. Presentations.

A. Presentation by Neffendorf and Blocker of the 2023-2024 Audit.

This item will be moved to the next agenda.

6. Discussion and possible action on the following items:

A. Approval of Resolution 2025-013 authorizing the acceptance of the 2023-2024 audit. Treasurer Wright

This item will be moved to the next agenda.

B. Discuss and take action on Resolution 2025-014, authorizing the publication and posting of the City's intention to issue combination tax and surplus revenue certificates of obligation, with a maximum principal amount of \$280,000, to finance improvements to the City's water system. City Administrator Farmer

Ben Rosenberg with US Capital Advisors, LLC presented the Council with all the information for the TWDB Rural Water Assistance Fund Opportunity. This is a grant amount of \$2,475,800.00 and only obligation to the City of \$280,000.00. This project will consist of replacing 3,000 linear feet of water lines, a generator, two booster pumps and a water well. The City qualifies under a Water Loss Mitigation program for being under 10,000 in population.

Motion made by Councilmember Battle to approve Resolution 2025-014, Seconded by Councilmember Hicks.

Voting Yea: Councilmember Battle, Councilmember Hicks, Councilmember Palmer, Councilmember Breen

Motion passes.

C. Approval of Resolution 2025-015, appointment of Board Members to the Bandera Economic Development Corporation. Mayor Griffin

Mayor Griffin announced that she would like to take the applicants one at a time and that Allyson Wright and herself had also withdrawn their applications for the EDC board.

Patricia McMullen, Jayne Bones and Beth Tankersley all addressed the board and gave their history of being in Bandera. Mayor Griffin read a letter from Eric Cothran about his history in Bandera and his apologies for not being able to attend the meeting as he was out of town. Mayor Griffin asked Jankoski multiple times if she would like to speak and she declined.

Motion made by Councilmember Palmer to appoint Patricia McMullen to the EDC Board, Seconded by Councilmember Battle.

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

Motion made by Councilmember Palmer to appoint Eric Cothran to the EDC Board, Seconded by Councilmember Hicks.

Voting Yea: Councilmember Battle, Councilmember Hicks, Councilmember Palmer, Councilmember Breen Motion Passes

Councilmember Breen commented about after doing research for the upcoming audit that she believes its important to have someone with history on the board.

Motion made by Councilmember Breen to nominate Andrea Jankoski to the board, Lack of a second the motion dies.

Motion made by Councilmember Breen to Appoint Bethany Tankersley to the EDC Board, Seconded by Councilmember Hicks.

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

This concludes Resolution 2025-015 for appointments to the EDC board.

7. Closed Session.

Mayor Griffin closed the meeting at 6:32PM for 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

- B. The City Council will meet in closed session pursuant to Texas Government Code Section §551.071 (Consultations with Attorney), Main Street Shop and Lofts.*
- C. The City Council will meet in closed session pursuant to Texas Government Code Section §551.071 (Consultations with Attorney), Prohibition of weapons at City Hall.*
- D. The City Council will meet in closed session pursuant to Texas Governemnt Code Section 551.074, personnel, to wit City Attorney's Office review.*
- E. The City Council will meet in closed session pursuant to Texas Government Code Section 551.074, personnel, to wit Stan Farmer review.*

8. Action following Closed Session.

Mayor Griffin opened the meeting at 7:51 PM.

Motion made by Councilmember Battle to approve Resolution 2025-016 prohibiting the carrying of a handgun into any Meeting of the City Council or any other Board subject to Chapter 551 Texas Government Code, Seconded by Councilmember Hicks.

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

Motion made by Councilmember Palmer to approve Resolution 2025-017, Eminent Domain to acquire permanent access easements necessary for the planned Waste Water Treatment Plant, Seconded by Councilmember Hicks.

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

There was no other action following the closed session.

9. Requests and Announcements.

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

None

B. Announcements by City Council.

Update on placement of a sign for Arkey Blues Silver Dollar Highway from a 2018 action item.

10. Adjourn.

The meeting was adjourned at 7:51 PM

/s/ Jill Shelton

Jill Shelton, *City Secretary*

April 8, 2025

Stan Farmer
City Administrator
511 Main St.
Bandera, Texas 78003

Re: Status Report – Engineering Services for City of Bandera Projects

Dear Mr. Farmer,

Below is an overview of the current tasks which summarizes our efforts to date and our on-going efforts.

TASK ASSIGNMENTS:

Wastewater Treatment Plant Relocation Project (PAD)

- Assisting City with Land Acquisition and Siting Analysis
- Conducting Asset Management Program and CIP for City's WW Infrastructure.

Bandera Flood Infrastructure Fund Project

- Project Schedule:
 - 100% design plans and specifications to be submitted to TWDB: 5/16/25
 - TWDB Review time: 60 Days
 - Bid and Council Award: 9/13/25, tentative. Date is subject to change based on TWDB review time.

TWDB DWSRF RWA – Water Supply Improvements

- Loan Closing Mid-June
 - 90% Grant
 - Project description: Replace approximately 3,000 LF of waterline, 1 new generator, Middle Trinity Well, 2 new booster pumps with variable frequency drives at Indian Waters, conduct a Water System Asset Management Program.

2021-2022 CDBG Madrona Lane Water Line Replacement

- Approximately 61k Grant Funds remaining. Working with City and Langford Management Team to allocate funds to Indian Waters for Booster Pump Improvements.

General Discussions and Items:

- Completed 'Roll-Forward' PIF Application for WWTP Construction Funding
- Park Bathroom Grant pursues and cost estimates
- Various development and floodplain reviews



City of Bandera

Grant Activity Report

Susan Hutcherson

April 8, 2025

Overview of Activities

2025 – 1st Quarter

- \$1,983,284 in Grant Applications
- Solicitation and contract implementation for Administrative Services for RED Grant phase II
- Solicitation and contract implementation for Household Hazardous Waste removal services for the AACOG Household Hazardous Waste event
- Marketing and educational material development for the Household Hazardous Waste collection event.
- 2026 Texas Water Development Board Clean Water State Revolving Fund Project Information Form(PIF) submission

Grant Applications

- **2025 Transportation Alternative (TA) Grant through the Texas Department of Transportation.**
Project scope of work: Sidewalk improvements along Main Street from TX 173 to Cedar Street.
Grant request: \$1,883,284
- **Lower Colorado Community Development Grant**
Project scope of work: ADA restrooms for the Bandera City Park.
Grant request: \$50,000
- **T-Mobile Hometown Grant**
Project scope of work: ADA restrooms at the Bandera City Park.
Grant request: \$50,000

Summary of Active Grants

Grant	Agency	Amount	Project	Status
Medrona Lane	TDA	\$367,500	Waterline repair/replacement	Final phase
RED Phase II	TDA	\$1,000,000	Economic Development	Initial phase
Flood Infrastructure Project	TWDB	\$ 5,400,000	Stormwater runoff, bank stabilization, sidewalks, and parking lot at City Park	Contractor procurement
2024 Clean Water State Revolving Fund	TWDB	\$2,700,000	Wastewater treatment plant planning, acquisition, and design (PAD)	Initial Phase
AACOG Hazardous Household Waste Grant	AACOG	\$25,000	May 10, 2025, household hazardous waste disposal event	Deliverable Phase
2024 Rural Water Fund	TWDB	\$4,400,000	Generators, pumps, new Middle Trinity Well, water lines	Initial Phase
Total Active Grants		\$12,992,500		

Upcoming Opportunities

2025 Q2 & Q3 (April – September)

Section 6, Item A.

➤ **Kronkosky Foundation Grant**

Foundation goals to cultivate vibrant communities and care for vulnerable populations.

➤ **2025 Transportation Alternative (TA) Grant through the Texas Department of Transportation – Detailed Application**

Project scope of work: Sidewalk improvements along Main Street from TX 173 to Cedar Street.

➤ **National Endowment for the Arts Community Impact Fund**

Public art programming. Promotion of regional history and culture.

➤ **US Bureau of Reclamation Small Surface Water Storage**

Wastewater treatment plant.

➤ **National Endowment for the Arts Citizen's Institute on Rural Design**

Economic Development planning and design for creative placemaking (for local businesses).

➤ **2026 Texas Water Development Board Clean Water State Revolving Fund**

Wastewater Treatment Plant.

➤ **Texas Parks and Wildlife Local Parks Non-Urban Outdoor Recreation Grant**

City Park improvements/restrooms.

➤ **Texas Parks and Wildlife Local Parks Small Community Recreation Grant**

City Park improvements.

➤ **2026 Texas Water Development Board Clean Water State Revolving Fund**

Wastewater treatment plant



CITY OF BANDERA
CITY COUNCIL AGENDA REQUEST FORM
MEETING DATE: March 25, 2025

AGENDA ITEM: Approval of Resolution 2025-013 authorizing the acceptance of the 2023-2024 financial audit.

SUBMITTED BY: Allyson Wright, City Treasurer

BACKGROUND:

The City of Bandera is required to conduct an annual financial audit in accordance with state law and generally accepted accounting principles (GAAP). The audit for Fiscal Year 2023-2024 has been completed by Neffendorf and Blocker and reviewed by City staff. The final audit report provides an overview of the City's financial position and compliance with applicable financial regulations.

FISCAL ANALYSIS:

None.

RECOMMENDATION:

Approval.

RESOLUTION 2025-013**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BANDERA, TEXAS
ACKNOWLEDGING RECEIPT AND PRESENTATION OF THE COMPREHENSIVE
ANNUAL AUDIT AND FINANCIAL REPORT FOR FISCAL YEAR ENDING
SEPTEMBER 30, 2024; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, Texas Local Government Code Section 103.001 states that a municipality shall have its records audited annually and shall have an annual financial statement prepared based on the audit; and,

WHEREAS, the City's Auditor has completed the annual audit for the fiscal year ending September 30, 2024; and,

WHEREAS, the Comprehensive Annual Financial Report is presented to Council after the completion of audit of all City of Bandera funds; and,

WHEREAS, the annual financial statement including the auditor's opinion on the statement, shall be filed in the office of the municipal secretary or clerk within 180 days after the last day of the municipality's fiscal year; and,

WHEREAS, the City Council hereby acknowledges receipt of the comprehensive annual financial report for fiscal year ending September 30, 2024.

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

Section 1. The City Council of the City of Bandera, Texas hereby acknowledges the receipt and presentation of the comprehensive annual financial report for fiscal year ending September 30, 2024.

Section 2. 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 APPROVED this 25th day of March 2025.

Mayor, Denise Griffin

ATTEST:

Jill Shelton, City Secretary



CITY OF BANDERA
CITY COUNCIL AGENDA REQUEST FORM
MEETING DATE: April 23, 2024

AGENDA ITEM: Approval of an administrative services contract with Traylor & Associates for Phase II of the Texas Department of Agriculture Rural Economic Development Grant.

SUBMITTED BY: Susan Hutcherson

APPROVED FOR AGENDA: Stan Farmer

BACKGROUND:
City Staff seeks approval of a professional services contract with Traylor & Associates as required for the administration of the Texas Department of Agriculture Rural Economic Development Grant.

FISCAL ANALYSIS:
None.

RECOMMENDATION:
City Staff recommends approval.