

**MINUTES OF THE REGULAR
MEETING OF THE BOARD OF ALDERMEN
TOWN OF BAYVIEW, TEXAS
104 S. San Roman, Bayview, Texas
July 21, 2016**

Elected officials present: Mayor Steenbock and Aldermen Mullendore, Stachowiak and Deason.

Elected officials absent: Alderman Lowder and Alderman Lewis.

Regular Meeting

General

1. The Regular Meeting of the Board of Aldermen was called to order by Mayor Steenbock at 6:30 p.m.
2. Mayor Steenbock led those present in the Pledge of Allegiance.
3. Mayor Steenbock welcomed those present and thanked everyone for being in attendance and reminded them to sign in. He further stated that we have a lengthy agenda and that an Executive Session will be held at the end of the regular meeting. He also stated that we have a quorum since we have three of the aldermen present.
4. *Public Comments and announcements:*

Gary Paris thanked those who helped work on the bridge, urging residents to come and help out whenever we have those work days.

Old Business

5. *Discussion and possible action on completing the TMLIRP 2016-2017 survey-RS-*Mayor Steenbock stated that there is a desire to update and review our insurance coverage. He further explained that on the Tier 1 page, the population needs to be updated to 383 which reflects the official census number which all Aldermen agree on. He also stated that he believes some Board members felt that the 2015-2016 current coverage is not adequate. Alderman Deason stated that we have \$5,000 coverage for public employee dishonesty but we are not covered for forgery and alteration, theft, disappearance, destruction and the computer problems. Alderman Deason was concerned that theft of property is not covered. Mayor Pro Tem Stachowiak stated that changes can be made and that he agrees that theft should be covered. We had 30 days from May 23, 2016 to make these changes. Mayor Steenbock stated that we would bring it back next month for further discussion. Mayor Steenbock stated that there have been no changes in the following coverage: Liability, Projected Exposure for streets and roads, Errors and Admissions, Evaluation of the Building, Rate Exposure, Summary Road Property and the Extension Schedule. All aldermen were in agreement. Mayor Steenbock further stated that the Employee classification, under Section C, would have to be changed to 8 and on Section D would have to be changed to 1. Alderman Stachowiak made a motion to complete the TMLIRP 2016-2017 survey as

discussed with the stipulation that the terms of increased coverage be discussed at the next meeting. Second: Alderman Deason. All in Favor. Motion carried.

6. *Discussion and possible action on approving the May 19, 2016 Board of Aldermen Regular Meeting minutes-* Mayor Steenbock stated that he listened to the recording again and there was one item on the Emergency Management Update in which two paragraphs were reversed. Alderman Mullendore made a motion to approve the May 19, 2016 Board of Aldermen Regular Meeting minutes as revised. Second: Mayor Pro Tem Stachowiak. All in Favor. Motion carried.

New Business

7. *Approval or rejection of the current Building Inspector's Report including approval of payment to the Building Inspector-* Mayor Steenbock stated that David Travis submitted an updated Building Inspector Report showing Permit #20160404 added. Alderman Mullendore made a motion to approve the June 16, 2016 Building Inspector's Report with the addition of permit #20160404 adding an additional \$100.00 for a total of \$175.00. Second: Mayor Pro Tem Stachowiak. All in Favor. Motion carried.
8. *Approval or rejection of the June 2016 current financial report with current projected balances-* Mayor Steenbock discussed the Ad Valorem and General Fund stating that the transfer from the General Fund was over by 3%. He then asked why the balance sheets were not consolidated. Alderman Deason stated that Long and Chilton set it up that way for legal reasons. Alderman Deason stated there seems to be a discrepancy with the bank's numbers and Connie's numbers concerning the payoff for the road loan. Mayor Steenbock asked if the discussion could be moved to a later time. Mayor Pro Tem Stachowiak made a motion to approve the June 2016 current financial report. Second: Alderman Mullendore. All in Favor. Motion carried.
9. *Approval or rejection of June 14, 2016 Special Meeting Minutes-* Alderman Mullendore made a motion to approve the June 14, 2016 Special Meeting Minutes. Second: Mayor Pro Tem Stachowiak. All in Favor. Motion carried.
10. *Approval or rejection of June 16, 2016 Regular Meeting Minutes-* Mayor Pro Tem Stachowiak made the motion to approve the June 16, 2016 Regular Meeting Minutes. Second: Alderman Mullendore. All in Favor. Motion carried.
11. *Approval or rejection of June 30, 2016 Special Meeting Minutes-* Alderman Mullendore made a motion to approve the June 30, 2016 Special Meeting Minutes. Second: Mayor Pro Tem Stachowiak. All in Favor. Motion carried.
12. *Approval or rejection of Renfro Law bill dated 7/06/16 in the amount of \$137.50-* Mayor Steenbock stated that paying this amount placed us over budget by a few dollars. Alderman Deason made a motion to pay the Renfro Law bill dated 7/06/16 in the amount of \$137.50. Second: Alderman Mullendore. All in Favor. Motion carried.

13. *Discussion and possible action on designating time and project for the July 2016 "Bayview Beautification Day"*- Mayor Steenbock thanked Aldermen Stachowiak, Deason, Lowder, Mullendore, and Gary Paris, Don Whittig and all the citizens who showed up for the last work day. The next work day would be July 30, 2016 at 7-11 a.m. Mayor Pro Tem Stachowiak made a motion to set the walking bridge as our project for the July 30, 2016 "Bayview Beautification Day" starting at 7 a.m. Second: Alderman Mullendore. All in Favor. Motion carried.
14. *Presentation by Jack Kelley of work that was accomplished at 143 N. San Roman-* Mr. Kelley showed up with a representative, Attorney Ramona Alcantara, from South Padre Island. Mr. Kelly did not notify Mayor Steenbock or the Board of Aldermen that he would be represented. Mayor Steenbock recommended the Aldermen to not interact with attorney Alcantara due to Bayview not being represented. No action.
15. *Approval or Rejection of referring Mr. Jack Kelley to the Building and Standards Commission for failure to comply with Bayview ordinances at 143 N. San Roman Rd.-* Mayor Steenbock stated that based on the presentation just heard, that we should possibly table this until we know what Town Attorney David Irwin thinks might be prudent concerning this matter. Mayor Steenbock stated that we should keep interactions to a minimum. Alderman Mullendore made a motion to table referring Mr. Jack Kelley to the Building and Standards Commission for failure to comply with Bayview Ordinances on 143 N. San Roman Rd. until such time we can confer with counsel. Second: Alderman Deason. All in Favor. Motion carried.
16. *Discussion and possible action to allow the Mayor to communicate with Town Attorney concerning possible ordinance violations by Mr. Jack Kelley at 143 N. San Roman Rd.-* Mayor Steenbock explained that in order to control expenses, he cannot call, email, or communicate with the Town Attorney without Board approval as stated in the policy. Alderman Deason made a motion to allow the Mayor to communicate with the Town Attorney concerning possible ordinance violations by Mr. Jack Kelley at 143 N. San Roman Rd. Second: Alderman Mullendore. All in Favor. Motion carried.
17. *Discussion and possible action on implementing the short-term road plan. The short-term road plan is building document for FYE September 2016-LD-* Mayor Steenbock stated that we have a little budget money that is good until the end of September and that we have a plan that we can use as a guide next year. Alderman Deason stated that the cost should not exceed \$2,500 on repairing N. Valencia and W. Reparo and the last quote he received was \$55 a ton for hot mix. Alderman Mullendore made a motion to implement the short-term road plan and with the first date being August 12, 2016. Second: Mayor Pro Tem Stachowiak. All in Favor. Motion carried.
18. *Discussion and possible action on allowing the Mayor to communicate with the Town Attorney on matters related to meeting agendas-* Alderman Deason made a motion to allow the Mayor to communicate with the Town Attorney on matters related to meeting agendas. Second: Mayor Pro Tem Stachowiak. All in Favor. Motion carried.

19. *Discussion and possible action on "Code of Ethics for Administration and Personnel" concerning General prohibitions, Acceptance of Gifts or Considerations, and Solicitations of Donations. This policy can either be a stand-alone policy or incorporated in the Personnel & Board policies"-LD-* A discussion was held by Mayor Steenbock and the Aldermen and on the adoption of these policies and legal concerns. Alderman Mullendore made a motion to forward the "Code of Ethics for Administration and Personnel" to the Town Attorney for his review and comments. Second: Mayor Pro Tem Stachowiak. All in Favor. Motion carried.
20. *Approval or Rejection of making a principal payment on the Road Loan from the Ad Valorem Fund-* Mayor Steenbock stated that the loan was originally dated 10/5/2012 for \$400,000.00/ on 10/30/2012 a payment of \$55,000.00 was made on loan/ on 11/2/2012 a principal payment of \$25,000.00/ on 10/23/2013 a payment was made of \$97,693.00 of which \$80,000.00 was principal and \$17,693.00 was interest/ on 10/29/2014 a payment was made for \$93,176.89 of which \$80,000.00 was principal and \$13,176.89 was interest/ On 10/30/2015 a payment of \$88,829.00 and at this time it left a balance of \$80,000.00 at an interest rate of 5.46%. It is simple interest not compounding. He further stated if we go to maturity, we will owe \$84,360.00. The daily interest is \$12.11. If we make a principal payment, we will save a few hundred dollars. Our payment for this fiscal year was higher than budgeted. Mayor Steenbock recommended a principal payment of \$65,000.00 and Alderman Deason said that was the number they came up with. Alderman Deason made a motion to make a payment of \$65,000.00 principal payment on the Town of Bayview road loan account ending 5310. Second: Alderman Mullendore. All in Favor. Motion carried.

Future Agenda Items - *Any current member of the Board, in good standing, may add one agenda item to the agenda of a future meeting specified by that Alderman. No agenda item added by an Alderman may be removed, altered or modified without the written consent of the Alderman adding the agenda item unless the language or content of the agenda item conflicts with state or local laws.* No items were added.

Discussion Items

1. *Presentation by Grady Deaton on an upcoming request for a building permit-* Mr. Deaton presented to the Board his plan on purchasing property from his neighbor for a driveway and build a house. Mr. Deaton was advised that by purchasing the land and building on it that he would have to re-plot which would cause him to lose his grandfathering on his building. Alderman Deason stated that a replat fee would be \$10,000.00 and he would not come up to the 1.5 acre. Alderman Deason suggested Mr. Deaton go to his neighbor and lease the land on a 100-year lease and he could still have the grandfather and build whatever you want. Mr. Deaton mentioned building across the property line and Alderman Deason said he could not. Alderman Deason told Mr. Deaton he would need to show his original plat.
2. *Discussion on mosquito control program: LD-* Nothing to report at this time.
3. *Discussion on bridge maintenance: GL-* Nothing to report at this time.

4. *Update on the 2480 road final inspection: SS/LD-* Mayor Steenbock reported that there has been a meeting with TXDOT Engineering, an environmental person and a local engineer who promised us to improve the drainage. We are in contact with them expressing our concerns on the entire road.
5. *Short-term and long-term road plan updates: SS/LD-* Mayor Steenbock reported that the short-term plan has already been updated and the long-term plan is going to wait for budget season. Discussion was held on adding to the long-term road improvement on N. Valencia and contacting Cameron County on improving W. Center Line, W. Calle Hermosa, W. Reparo which would cut our cost in improving them.
6. *Personnel and Board Policy update: JL/GL-* Nothing to report at this time.
7. *Emergency management update-* Emergency Management Coordinator Gary Paris has been working on comparing our emergency management to Cameron County's emergency management and that the only change to be made is that we will be using the Girl Scout Building as the emergency operating center.
8. *Report from the Building and Standards Commission: MM-* Alderman Mullendore reported that there is no activity at this time.
9. *Discussion on budget FYE September 30, 2017. LD-* Mayor Steenbock handed out copies of the draft budget. Lengthy discussion was held reviewing each item. Mayor Steenbock asked the aldermen to review this draft. The budget will be completed on the week of the 25th and sent to all aldermen for review by August 8th. The budget will be on the agenda for the meeting of August 2016.

Alderman Deason made a motion to adjourn the regular meeting at 8:25 p.m. Second: Alderman Mullendore. All in Favor. Motion carried.

Executive Session

The Executive Session was called to order by Mayor Steenbock at 8:26 p.m. where the Town Council is authorized by Subchapter D Section 551.074: Personnel Matters of the Texas Open Meetings Act for the purpose of:

- a. Discussion on wages for the permanent Town Secretary.
- b. Discussion and possible action on the Board moving forward to hire a permanent Town Secretary.
- c. Discussion of information received from the TML attorney as it relates to the temporary secretary position.

Action Items

1. Mayor Steenbock called the regular meeting to order and resumed at 8.57 p.m.
2. *Discussion and possible action on items deliberated in the Executive Session.*
3. *Discussion on the hours and days of operation for the Town office beginning October 1, 2016. Including designation of holidays-* Alderman Deason made a motion to have the office hours and days of operation for Town office beginning October 1, 2016 from 9:00

a.m. to 1:00 p.m. and closing on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas which would be unpaid days for staff. Second: Alderman Mullendore. All in Favor. Motion carried.

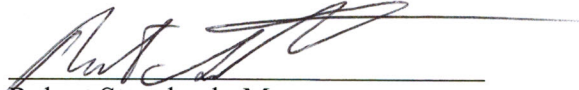
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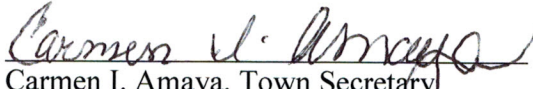
- a. Thank you Los Fresnos Volunteer Fire Department for mowing the Bayview Station grounds along with the Town Office.

- b. Mayor Steenbock gave the Town's appreciation and recognition to the volunteers who participated in the June Bayview Beautification Day.

Adjourn

Alderman Deason made a motion to adjourn the meeting at 9 pm. Second: Alderman Mullendore. All in Favor. Motion carried.


Robert Steenbock, Mayor


Carmen I. Amaya, Town Secretary

**MINUTES OF THE REGULAR
MEETING OF THE BOARD OF ALDERMEN
TOWN OF BAYVIEW, TEXAS
104 S. San Roman, Bayview, Texas
September 15, 2016**

Elected officials present: Mayor Steenbock, Aldermen Lowder, Lewis, Mullendore, Stachowiak and Deason.

Elected officials absent: None.

Regular Meeting

General

1. The Regular Meeting of the Board of Aldermen was called to order by Mayor Steenbock at 6:30 p.m.
2. Mayor Steenbock led those present in the Pledge of Allegiance.
3. Mayor Steenbock thanked everyone for being in attendance. He also stated that we have an Executive Session which has been put at the end of the meeting so that citizens would not be inconvenienced.
4. *Public Comments and announcements:* Mayor Steenbock stated that now is the opportunity for our citizens to address Town Council on matters relating to Town business, issues, concerns or interests, including any items that are on the agenda. Speakers are required to state their names for the record and to limit their comments to three minutes. Note: State law does not permit the Mayor/Aldermen to discuss debate or act on items that are not on the agenda. Persons making comments and announcements may be referred to Town Staff for follow up or to have items placed on the agenda for a future Town Meeting. There were no public comments.

Action Items

Old Business

5. *Discussion and possible action approving or rejecting the July 21, 2016 Board of Aldermen Regular Meeting minutes-RS-* Alderman Deason noted some corrections. Alderman Lewis made the motion to table the July 21, 2016 Board of Aldermen Regular Meeting minutes. Second: Alderman Lowder. All in Favor. Motion carried.
6. *Approval or Rejection to refer Mr. Jack Kelley to the Building and Standards Commission for failure to comply with Bayview ordinances at 143 N. San Roman Rd.-RS-* The aldermen discussed giving Mr. Kelley a deadline to comply within 10 working days which would be September 29, 2016. Alderman Mullendore the made motion to refer Mr. Jack Kelley to the Building and Standards Commission for failure to comply with Bayview ordinances at 143 N. San Roman Rd. in the event that he does not have an

inspection by the Town's Building Inspector David Travis by September 29, 2016.
Second: Alderman Deason. All in Favor. Motion carried.

7. *Discussion and possible action concerning TMLIRP quotes for additional coverage as requested by the Board-RS-* Mayor Steenbock stated that the total cost increase on the additional coverage is \$325.36 annually. Alderman Deason made the motion to approve the TMLIRP quotes for the additional coverage. Second: Alderman Lewis. All in Favor. Motion carried.

New Business:

8. *Discussion and possible action or rejecting the August 18, 2016 BOA Regular Meeting minutes-RS-* Alderman Mullendore made the motion to approve the August 18, 2016 Board of Aldermen Regular Meeting minutes. Second: Alderman Deason. All in Favor. Motion carried.
9. *Approval or rejection of the current Building Inspector's Report including approval of payment to the Building Inspector-DT-* David Travis informed the aldermen of work occurring at 121 Chachalaca without a permit. Building Inspector Travis was going to meet with the owner the following day. David Travis asked if he were to issue a Stop Work Order, would that be sufficient to start the process to report to the Building and Standards Commission. Mayor Steenbock advised him that when he issues a Stop Work Order, that he should also report it to Town Secretary so that it can be added to the agenda for next meeting in the event the discrepancy needs to be referred to the Building and Standards Commission. Mayor Steenbock stated that the amount of Building Inspector's fees for the current cycle through September 11, 2016 was \$150.00. Mayor Pro Tem Scott Stachowiak made the motion to approve the current Building Inspector's Report of September 11, 2016 including a payment of \$150.00. Second: Alderman Mullendore. All in Favor. Motion carried.
10. *Approval or rejection of the August 2016 current financial report with current projected balances. -CT-* Alderman Deason made the motion to approve the August 2016 current financial report with current projected balances. Second: Alderman Lewis. All in Favor. Motion carried.
11. *Discussion and possible action on designating time and project for the September/October 2016 "Bayview Beautification Day". -RS-* Mayor Steenbock stated that he had been approached about removing the brush that was left in the water when volunteers worked clearing debris from near the "walking bridge." The aldermen discussed which tools and equipment were needed to remove the brush from the water. Mayor Steenbock stated that he put October on the list so that we can actually schedule ahead 4 or 5 weeks instead of a few days. Mayor Steenbock stated that he will set both October and November on next meeting agenda. Mayor Pro Tem Scott Stachowiak made the motion to designate clearing the brush out of the water at the "walking bridge" on Saturday, September 24, 2016 at 8:00 a.m. as the "Bayview Beautification Day" project. Second: Alderman Deason. All in Favor. Motion carried.

At 7:08 p.m. Alderman Lewis made the motion to adjourn the Regular Meeting to go into Executive Session. Second: Alderman Mullendore. All in Favor. Motion carried.

Executive Session

The Executive Session was called to order by Mayor Steenbock at 7:09 p.m. where the Town Council is authorized by Subchapter D Section 551.074: Personnel Matters of the Texas Open Meetings Act for the purpose of:

- a. Discussion on Proposal from Building Inspector to renegotiate his pay contract.
- b. Discussion on proposal from Town Bookkeeper to renegotiate her compensation.

Adjourn the Executive Session

Alderman Lewis made the motion to adjourn the Executive Session at 8:34 p.m. Second: Mayor Pro Tem Scott Stachowiak. All in Favor. Motion carried.

Action Items

1. The Regular meeting was reconvened at 8:36p.m.
2. Discussion and possible action on items deliberated in the Executive Session:
 - a. *Modifying Building Inspectors pay contract.* Mayor Steenbock stated that the Board of Aldermen has come to terms with a payment contract. The Building Inspector pay beginning October 1, 2016 will become a salary of \$750 per month. He will receive \$25 of all re-inspection fees and he will be paid a fee for attending the Building and Standards Commission meetings commensurate with his participation. Alderman Lewis made the motion to modify Building Inspector David Travis's contract effective October 1, 2016 to be a salary of \$750.00 per month salary and \$25.00 on all re-inspection fees and a Building and Standards Commission appearance and participation fee commensurate with his participation. Second: Mayor Pro Tem Scott Stachowiak. All in Favor. Motion carried.
 - b. *Modifying Town Bookkeeper's compensation.* Mayor Steenbock stated that, "The Board has determined to change the Town Bookkeeper's compensation from \$275 per month to \$350 per month which will have a total budget impact of \$900. In addition to that, she will attend all the regular meetings of the Board of Aldermen and be prepared to answer questions on the financial reports. In addition to that, she is going to make sure that the auditor receives quarterly reports and she will participate as necessary in the annual audit." Alderman Mullendore made the motion to modify the Town Bookkeeper's compensation to \$350.00 per month effective October 1, 2016. Second: Alderman Deason. All in Favor. Motion carried.

Future Agenda Items - Any current member of the Board, in good standing, may add one agenda item to the agenda of a future meeting specified by that Alderman. No agenda item added by an Alderman may be removed, altered or modified without the written

consent of the Alderman adding the agenda item unless the language or content of the agenda item conflicts with state or local laws. No items were added.

Discussion Items

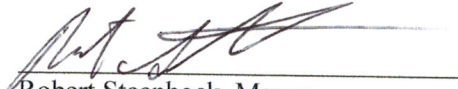
1. *Discussion of the proposed Budget for the year ending September 30, 2017.* The aldermen discussed some minor changes to formatting and whether to allocate money for a Contingency Fund and to begin rebuilding the Emergency Fund. They agreed to budget for the Emergency Fund and not the Contingency Fund. Additionally, Alderman Lewis described the advantages of contracting GoDaddy.com to rebuild the Town of Bayview website. Alderman Deason questioned the cost breakdown for the proposed website.
2. *Discussion bridge maintenance-* Mayor Steenbock reported that he had sent an email to Celestino with TXDOT that he is back in town, but he has not responded. Alderman Deason stated that he would give him a call.
3. *Update on the 2480 road final inspection-* Mayor Steenbock reported that TXDOT has been working on the road. Mayor Pro Tem Scott Stachowiak stated that he had seen some of the work done, but there is still standing water out there. Mayor Steenbock reported that this is an ongoing situation and that we will continue working with them.
4. *Short- term and long-term road plan updates-* Mayor Steenbock reported that we have a budget next year to work on N. Valencia and that he has received some positive comments on the work that was already done. The Board discussed the short-term repairs to West Reparo including filling potholes with hot mix, replace the asphalt with caliche, or delay the repairs to the long-term plan and repave the road with asphalt. Mayor Steenbock asked Aida Mullendore, West Reparo resident, to comment on some inquiries she has made regarding repairs from two different companies. Both agreed that it would be best to wait until we can repair the entire road. Money is wasted if caliche is used now and then paved later because we would have to redo the road. The aldermen agreed that this is a good choice. The Board also discussed preparing a flexible long-term road plan for posting on the website.
5. *Emergency management update-* Emergency Management Coordinator Gary Paris reported that Cameron County needs to have a list of people that would be evacuating in case of an Emergency because each person leaving would need a letter signed by the Mayor to be able to return back into Town. Those leaving the area during an evacuation cannot return before the mandatory evacuation is lifted unless each person returning has a signed letter from the mayor. During a mandatory evacuation, 510 will be an evacuation route and Bayview will be responsible for traffic control in our Town at the intersection of 510 and San Roman.
6. *Report from the Building and Standards Commission-* Alderman Mullendore reported that any activity on this will be determined by the inspection due on Mr. Kelley's house on September 29, 2016.

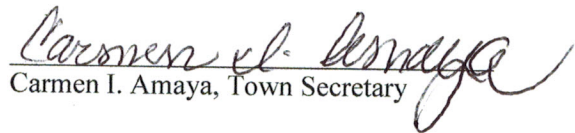
Complaints, Compliments, Concerns or Comments

- a. Thank you Los Fresnos Volunteer Fire Department for responding to the fire on North Valencia and for mowing the Bayview Station grounds along with the Town Office. Residents reporting fires, please call the telephone number on your burn permits instead of 911 if you have the number handy. Any Bayview residents interested in participating with the Los Fresnos Volunteer Fire Department should contact Chief Daniels who works at Zarsky's.
- b. The Mayor expressed appreciation for the volunteers who participated in the August Bayview Beautification Day.

Adjourn

At 9:26 p.m. a motion was made by Alderman Lowder to adjourn the meeting. Second: Alderman Lewis. All in Favor. Motion carried.


Robert Steenbock, Mayor


Carmen I. Amaya, Town Secretary