

Councilmembers Present:

Mayor Robb Erickson
Mayor Pro-Tem Todd Arvidson
Councilmember Kelly Smith
Councilmember Lisa Swint
Councilmember Jesús Valdez
Councilmember Brian Reyes

Councilmembers Absent:

None

City Staff Present:

Nancy Cain, City Manager
Marisa Spencer, City Secretary
Cyndi Simmons, Assistant City Secretary
Ron Eberhardt, Chief of Police
Robyn Achu, Finance/HR Director
Steven Steinmetz, Public Works Director
Linda Crosland, Library Director
Natalie Thamm, City Attorney

1. Call to Order/Roll Call

With a quorum of the City Councilmembers present, Mayor Erickson called the special meeting of the Garden Ridge City Council to order at 4:30 p.m. on Tuesday, January 7, 2025, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance

Mayor Erickson led the Pledge of Allegiance and the Texas Pledge.

3. Executive Session

The City Council will recess its open meeting and reconvene in Closed Session:

- a) **Pursuant to Texas Government Code Section 551.074 - Personnel Matters: Discussion regarding the appointment, employment, evaluation, and/or duties of a new City Manager, including but not limited to the review of applicants for the City Manager position and other matters related to the search for and appointment of a new City Manager.**

Mayor Erickson announced the City Council will reconvene into Executive Session at 4:32 p.m. to discuss the item stated above.

Mayor Erickson announced that Mayor Pro-Tem Arvidson would be presiding over the remainder of the meeting.

The City Council will reconvene into Regular Session upon conclusion of the Executive Session.

Mayor Pro-Tem Arvidson adjourned the Executive Session and reconvened back into Regular Session at 6:05 p.m.

4. Citizen Comment Period

No one signed up to speak.

5. Consent Agenda

THESE ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A COUNCILMEMBER. PUBLIC COMMENT ON THESE ITEMS MAY BE HEARD DURING CITIZENS' PARTICIPATION; HOWEVER, THAT DOES NOT MEAN THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.

a) Approval of Minutes for the December 4, 2024, City Council Regular Meeting.

b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – November 30, 2024.

Motion: A motion was made by Councilmember Swint, seconded by Councilmember Smith, to approve consent agenda items a)-b). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

6. Staff Reports

a) City Manager Monthly Activity Report.

City Manager Nancy Cain reviewed employee recognitions and stated there are no employee anniversaries for the month of January. She stated there were 127 *Volunteer Garden Ridge!* hours for the month of December and spoke regarding inclement weather preparations.

b) Finance/HR Monthly Activity Report.

Finance/HR Director Robyn Achu spoke regarding continuity of operations related to the Finance/HR Department.

c) City Secretary Monthly Activity Report.

City Secretary Marisa Spencer reviewed the monthly activity report and spoke regarding continuity of operations related to the Administrative Department.

d) Police Department Monthly Activity Report.

Chief Eberhardt reviewed the monthly activity report and spoke regarding continuity of operations related to the Police Department.

e) Public Works Department Monthly Activity Report.

Public Works Director Steven Steinmetz reviewed the monthly activity report and spoke regarding continuity of operations related to the Public Works Department.

f) Library Monthly Activity Report.

Library Director Linda Crosland reviewed the monthly activity report and spoke regarding continuity of operations related to the Library.

7. City Engineer Projects Status Reports

City Engineer Hank Crippen reviewed the City Engineer monthly activity report and addressed questions from Councilmembers.

8. City Commission and Committee Reports/Recommendations/Possible Actions

a) Planning and Zoning Commission:

Mayor Pro-Tem Arvidson stated the Commission did not meet in December.

b) Water Commission:

Mayor Pro-Tem Arvidson stated the Commission did not meet in December.

9. Approvals and Authorizations

The following items are for discussion, consideration, and action.

a) Consulting Agreement Presentation by Jill Shackelford.

Jill Shackelford spoke regarding best management practices related to aggregate production operations and addressed questions from Councilmembers.

The City Council provided input related to the scope of services for a Consulting Agreement between the City of Garden Ridge and Jill Shackelford.

The City Council agreed by consensus for the City Manager to work with Jill Shackelford and the City Attorney to prepare a contract for City Council consideration in February.

b) Contractor Agreement between the City of Garden Ridge and The Retail Coach, LLC.

City Manager Nancy Cain reviewed the proposed contract between the City of Garden Ridge and The Retail Coach, LLC, and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Swint, seconded by Councilmember Smith, to approve the Contractor Agreement between the City of Garden Ridge and The Retail Coach, LLC. The City Council voted four (4) for and one (1) opposed (Councilmember Reyes). The motion passed by a vote of 4-1.

c) City of Garden Ridge 2025 Master Calendar.

City Manager Nancy Cain reviewed the City of Garden Ridge 2025 Master Calendar and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember Swint, to approve the City of Garden Ridge 2025 Master Calendar. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

d) City Council agenda item for City Council Projects.

The City Council discussed the City Council Projects agenda item as it relates to meeting efficiency.

The City Council agreed by consensus to remove the Council Liaison to the Water Company/Utilities Department agenda item as well as the Council Liaison to Comal ISD agenda item under City Council Projects and to document any liaison appointments on the City's website.

e) Status of recruitment process for City Manager and provide direction to staff as needed.

The City Council discussed the status of recruitment process for City Manager.

10. Updates

a) City Council Projects.

1. Aggregate Production Operations (APO) impacting Garden Ridge (Swint and Arvidson).

Councilmember Swint provided updates related to Aggregate Production Operations (APO) impacting Garden Ridge.

2. Mitigation of growth and encroachment impacts on Garden Ridge (Swint and Erickson).

Councilmember Swint stated there are no updates at this time.

3. Economic Development (Smith and Swint).

Councilmember Smith and Councilmember Swint provided updates related to Economic Development.

4. Council Liaison to the Water Company/Utilities Department (Valdez and Erickson).

Councilmember Valdez stated there are no updates at this time.

5. Council Liaison to Comal ISD (Arvidson and Reyes).

Mayor Pro-Tem Arvidson and Councilmember Reyes provided updates related to Council Liaison to Comal ISD.

11. Discussion of Future Agenda Items

Councilmember Valdez requested to discuss the development of a capital improvements plan and to discuss Ordinance No. 232-042022 City Council Code of Ethics and Ethical Conduct Rules.

12. Citizen Comment Period

No one wished to speak.

13. Reports and Comments from Mayor and City Councilmembers

The Mayor and/or City Councilmembers may comment, make general announcements, and/or provide progress reports on events, activities and/or committees/board meetings concerning the following:

100 Club of Comal County, Alamo Area Metropolitan Planning Organization/Technical Advisory Committee, Boy Scouts and/or Girl Scouts, City of Garden Ridge sponsored events and outreach efforts, Comal ISD (Garden Ridge Elementary/ Danville Middle School/Davenport High School), Counties (Bexar/Comal/Guadalupe), Families of Garden Ridge, Garden Ridge Lions Club and Garden Ridge Women's Club, Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol, Great Springs Project, Greater Bexar County Council of Cities, Hill Country Alliance, Northeast Partnership, Texas Department of Transportation (TxDOT), Tri-County Chamber of Commerce.

Councilmember Valdez spoke regarding 100 Club of Comal County and Texas Department of Transportation (TxDOT). Councilmember Smith spoke regarding Tri-County Chamber of Commerce events.

14. Executive Session

The City Council will recess its open meeting and reconvene in Closed Session:

b) Pursuant to Texas Government Code Section 551.071(1) Pending or Contemplated Litigation and 551.071(2) – Consultation with City Attorney on the following items:

- 1. Petition for Declaratory Judgment (Eric Fischer v. City of Garden Ridge, Cause #: C2024-1164B).**
- 2. Notice of Claim Letter pursuant to Texas Tort Claims Act (Craig Dillard v. City of Garden Ridge, Cause #: C2024-1193E).**
- 3. Notice of Claim Letter for payment of invoice (We Love Trees).**

Mayor Pro-Tem Arvidson announced the City Council will recess at 7:41 p.m. and reconvene into Executive Session at 7:46 p.m., to discuss and seek legal advice on the items stated above.

Mayor Pro-Tem Arvidson adjourned the Executive Session and reconvened back into Regular Session at 8:08 p.m.

15. Business Items

The City Council will reconvene into Regular Session upon conclusion of the Executive Session and may recall any item posted for Executive Session for action, as necessary.

No action taken.

16. Adjournment

There being no further business, the Tuesday, January 7, 2025, City Council special meeting was adjourned at 8:08 p.m. by Mayor Pro-Tem Arvidson.

ATTEST


Marisa Spencer
City Secretary


Robb Erickson
Mayor