

**CITY OF SHEPHERD  
BOARD OF ALDERMEN  
Special Called Meeting**

28 N. Liberty Shepherd Texas- Shepherd City Hall Council Chambers

Monday, June 15, 2020 6:30 PM

**OFFICIAL MINUTES**

**Special Called Meeting:** The meeting had to be rescheduled due to a lack of a quorum at the Regular Scheduled Meeting.

**Members Present:** Charles Minton, Shannon Bailey, Amanda Addison, Mark Porter, Curtis Ainsworth, Ray Marrs

**Members Absent:**

**City Staff Present:** City Secretary Debra Hagler, City Attorney Larry Foerster.

**Others Present:** Mr. & Mrs. Nepomueno Claros, Steve Racciato, Mr. Stowers, Eli.

**CALLED TO ORDER /INVOCATION**

Mayor Minton called the meeting to order. Mark Porter led in prayer. The pledges to the American and the Texas flag were stated.

**PUBLIC INPUT:**

NONE

**PUBLIC INPUT FOR ITEMS NOT LISTED ON AGENDA:**

**REPORTS:**

The Constable Report was reviewed. Tammy Russel expressed gratitude regarding the property on 3<sup>rd</sup> street that is being cleaned up.

**OLD BUSINESS:**

**Discuss and take action necessary to grant a variance for Mike Nassans for a storage building at 2711 S. Byrd and to grant permission for a flea market.**

Shannon Bailey made a motion to deny this request. Mark Porter seconded and the motion passed with a unanimous vote. Mr. Nassans was not present.

**Discuss and take action to fill vacancy in the Public Works department.**

Shannon Bailey made a motion to hire Chad McAdams per Jamie White's recommendation. Curtis Ainsworth seconded and the motion passed with a unanimous vote. The Mayor thanked Shannon Bailey for helping with the interview process. Mr. McAdams will start at the rate of \$13.00 per hour with the possibility of increasing to \$14.00 after his 90 days.

**Discuss and take action Steve Racciato CEO Health center of Southeast Texas to grant an extension for construction trailer.**

Shannon Bailey made a motion to grant this extension request until August 31, 2020. Amanda Addison seconded and the motion passed with a unanimous vote. Mr. Racciato explained that many parts of the construction process were slowed down because of COVID.

**Discuss and take action Manufactured Home variance request from Nepomueno Claros at 121 Page Ave.**

Mark Porter made a motion to grant this request. Shannon Bailey seconded. The vote was unanimous. This is a new 2020 manufactured home on a 1 acre tract of land.

**Discuss and take action to double the cost of any permit fee as a penalty for not obtaining permits in the proper time frame.**

Mark Porter made a motion to double the cost of permitting fees as a penalty for not obtaining permits in the proper time frame. Shannon Bailey seconded and the motion passed with Ray Marrs voting against. This was suggested as a deterrent for not obtaining proper permits. Larry stated the Ordinance will need to be amended that contains the fee schedule.

**Discuss and take action to set a range of 300-300 on Manual Road to be considered inside the City Limits.**

Shannon Bailey made a motion to set a range of 300-300 on Manual Road as inside the City Limits. Mark Porter seconded and the motion passed with a unanimous vote. This property extends to the away from Manual Road towards the City of Shepherd. This property has a long driveway with the actual home being inside the City Limits. The driveway does not classify as a road therefore the address is on Manual Rd which is outside the City Limits.

**Discuss and take action regarding Social Archive software to protect the PFIA from Social Media request.**

Shannon Bailey made a motion to table this item. Mark Porter seconded. The vote was unanimous. The questions were: Who are this company's competitors? Do they have a smaller package? The attorney felt the City's social media's presence might not justify this expenditure of City funds.

**Discuss and take action to hire a circulation clerk to fill the vacancy created by Lesly Martinez's resignation.**

Amanda Addison made a motion to accept application to fill this position. Mark Porter seconded and the motion passed with a unanimous vote. The council decided this will be a part time position.

**APPROVE MINUTES OF PREVIOUS MEETINGS**

Amanda Addison made a motion to accept the minutes as presented. Curtis Ainsworth seconded, and the motion passed with a unanimous vote.

**APPROVE MONTHLY PAYMENT OF BILLS**

Mark Porter made a motion to pay the bills. Amanda Addison seconded, and the motion passed with a unanimous vote.

**Announcements and Discussion:**

The Mayor announced there would be another COVID Testing tomorrow.

The attorney mentioned that with the possibility of a Manufactured Home Development the City may want to vote on an escrow agreement to determine who pays engineer fees for feasibility studies.

Curtis Ainsworth mentioned that the Fire Department had discussed with him the fact that there are no fire hydrants on the southbound feeder.

**ADJOURNMENT**

Amanda Addison made a motion to adjourn. Mark Porter seconded, and the motion passed with a unanimous vote.

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Charles Minton, Mayor  
Prepared by City Secretary, Debra Hagler