

**Town of Bayside  
Regular Council Meeting Minutes  
March 10, 2026**

**1. Call to Order**

Mayor Sharon Scott called the meeting to order at 6:30 p.m. followed by a Silent Invocation and the Pledge of Allegiance.

**2. Roll Call**

Mayor Sharon Scott, Mayor Pro Tem David Vega and Councilmembers Place II Charmaine Briseno, Place III Sandra Haley, Place IV Daniel Molina, and Place V Steven Nix were present.

**3. Mayor's Comments**

**A. Clarification on Purchase Orders with "see attached"**

Mayor Scott informed everyone at the last meeting we were told there were a lot of purchase orders with see attached. There are only two. They have attachments. She had copies of them and informed everyone, if anyone wants to see them, they are welcome to look at them.

**B. HOME Program Intake**

GrantWorks was here today to assist with intake. We have some of the applications in the office. They are due March 30<sup>th</sup>. The program is to assist homeowners with new homes.

**4. Items by citizens**

Ken Dahl spoke on not funding the economic development in this year's budget. He would like to see a councilmember put it on the agenda to fund it. He talked about the projects they are assisting with that will benefit the Town.

Tim Delaney commented on the two debris piles. He is happy to see it was picked up. He asked that it be passed along to the workers.

**5. Discuss/Consider/Act on approving minutes from the Regular Meeting on February 10, 2026 and the Workshop on February 25, 2026**

Mayor Scott read the agenda item. Councilmember Haley commented that Connie gave us a correction and made a motion to approve the minutes. Councilmember Briseno seconded the motion. The motion carried unanimously.

**6. Discuss/Consider/Act on approving paying new expenses/bills**

Mayor Scott read the agenda item and informed Council you have them in front of you. A citizen commented she thought the public was going to get copies. Mayor Scott gave her the copy she had. Councilmember Nix moved we approve the expenses. Councilmember Haley seconded the motion. The motion carried unanimously.

**7. Discuss/Consider/Act on approving building permits, culvert permits, and permit extensions**

Mayor Scott read the agenda item. The first permit was for a plumbing permit at 103 Salt Flat

Road for lots 4, 5, and 6. Councilmember Briseno informed Council the work has already been done for the electrical and plumbing. They paid double. The inspector did not know they were separate when he inspected them. There was a plumbing and an electrical permit for this location. Councilmember Briseno made a motion to accept them. Councilmember Nix seconded the motion. The motion carried unanimously.

The next permit was for an electrical permit at 401 Fourth Street. Councilmember Nix moved we approve it. Councilmember Briseno seconded the motion. Mayor Pro Tem Vega asked if we have the credentials. After a short discussion, Councilmember Nix rephrased his motion to I move that we approve this upon receiving the credentials of the electrician. Councilmember Briseno seconded the motion. The motion carried unanimously. Barbara Gray informed Council they were working on her electrical box not rewiring the whole house. She looked for a policy and in the ordinances for where it says this has to first be approved by the City Council before we could start. She could not find anything that says that in the ordinances or procedures nowhere. So, she approached Sharon and asked her where does this come from. She told me it was voted on through the minutes. If it was voted on through the minutes, me being new to town, I'm going to look through the policies and procedures, and ordinances, so I know what I'm supposed to do. Obviously, I think it is wrong that I had to wait a whole month to get an electrical box in my house. Something needs to be updated so that people come into town and want to look up their information they actually can find it.

The last permit was for a manufactured house at 304 Third Street. Mayor Pro Tem Vega informed Council they are missing their electrical credentials. They listed eight inspections. There are supposed to be ten. They have to have a rough electrical and rough plumbing. I contacted the inspector, and he said yes. There is a rough electrical and a rough plumbing. So, we have to add \$200 to the \$1,524 with a total of ten inspections and the credentials for the electrician. Mayor Scott input that Mike has the setbacks but has not brought them back. There were two pages missing from the copies but they are in the folder. Councilmember Haley made a motion to accept the permit with the addition of the rough in plumbing and rough in electrical, and the receipt of those fees, and the completion of the setbacks, and the completion of the credentials. Councilmember Nix seconded the motion. Mayor Pro Tem Vega informed Council they did not have a permit number yet because they have not paid. When we approve something, we need to make sure we say pending payment. Councilmember Haley added to her motion: pending total payment with the addition of a rough in electrical and a rough in plumbing. Councilmember Briseno abstained. The motion carried.

#### **8. Information by Beverly Cooper, Chairperson of the Park, Pier, & Recreation Committee, concerning Committee's cabinet and missing items**

Beverly Cooper addressed the Council. She informed them that the PPR has a storage cabinet in the kitchen, and it has a lock on it with a key in the office. No one is being blamed for this. She has no one in mind. Sometime between December of '25 and February of '26, items have gone missing from the cabinet. The office has been proactive with the protection of the committee's cabinet. A huge can of nacho cheese, two big bags of chips, and a 12 pack of Sprite have gone missing. They are doing their part in the office. She has put her personal lock on it, so if anyone needs in there, they will have to come to her. Our ladies donated the stuff. We never used the budget. It wasn't from the city or PPR budget. It was taken from members of Bayside-your citizens. She just wanted Council to know. The office is working diligently to

help them. The other lock and key were turned into the office. She is not blaming anyone. She has had so much help. It is the first time in her life she has gotten involved with a city and is thoroughly enjoying it. Councilmember Molina asked her about how she found the kitchen before their event. She responded. There was oil on the floor. It was not good. Everything else was okay.

**9. Discuss/Consider/Act on how to address the utilities services to resident in Bayside “Town of Bayside”**

Mayor Scott read the agenda item and informed Council she had emailed Hal George. She asked him: Is it legal for the city to go on private property to repair a sewer clean out? A council member wants to know if the city can go 5 to 6 feet on private property to repair a sewer clean out. Mr. George responded: Such practice must be in compliance with Art. 3, Sec. 51, Texas Constitution which is discussed below. Such action should be in the public interest. If it is for private benefit, it fails to pass the test. If it can be determined that repairing these sewer clean outs is to protect the system, it might pass muster. If it does not confer a public benefit, it fails. It seems to be if citizens A-F have the city repair their clean outs, and citizen G has to pay \$75.00 for the service, the repairs are not for a public benefit. Generally, it is said that a utility's duty stops at the meter. From the meter to the house is the owner's responsibility. Since this is waste water, the meter will be a water meter so it would be the property line. Mayor Pro Tem Vega input. Some of the cleanouts are inside the property line. Even if the cleanout is inside the property line, it's kind of multipurpose. There was a discussion on even a cleanout ten feet inside the property line it will benefit the Town, if the homeowner mows it and breaks it, it's going to be on him, infiltration of water into the system, the manholes that were repaired has helped, needing to do this, and once we get them fixed send letters to owners informing them we fixed them, and if you break them, you will have to fix them, owners opening the caps to drain their yards, going up to people's houses to check that the cleanouts are sealed, and doing more manholes. Mayor Pro Tem Vega made a motion to fix all broken existing deals that need to be addressed or corrected or whatever, and after it is corrected that we send out letters to the property owners to comply with keeping those cleanouts and if you, your contractor breaks it, that y'all are responsible to fix it, and if you can't fix it, then notify the Town. I guess to make some kind of arrangement to see how we can work it out but it has to be done. If not, you're going to be penalized. That is my motion. Councilmember Haley seconded the motion. Councilmember Briseno abstained. The motion carried. Van Williams informed Council they would have to have some kind of ordinance because you are assessing a penalty.

**10. Discuss/Consider/Act on request for a written response to Franciso R. Briseno, Jr. concerning request that the sewer clean outs on his property at 304 Third Street formally known as 306 West Street be inspected and repaired**

Mayor Scott read the agenda item. There was a short discussion on what the Council just discussed is going to take care of this. Councilmember Nix moved to take no action. Councilmember Haley seconded the motion. Councilmember Briseno abstained. The motion carried.

**11. Discuss/Consider/Act on Texas General Land Office and Flood Studies West Region Update on Flood Mitigation Projects**

Mayor Scott read the agenda item. Councilmember Haley informed Council this goes back to about six months ago. They are beginning phase 4 which ties to flood plain maintenance. She

encouraged everyone to upload any pictures of flooding they have. The long-range plan is to apply for grants for drainage.

**12. Discuss/Consider/Act on purchasing Scotchguard for donated chairs**

Mayor Scott read the agenda item and asked Council if they wanted to Scotchguard the chairs or not. They need to be cleaned first. There was a discussion on the number of chairs, cost of the Scotchguard, and renting an upholstery cleaner for \$50.00 at HEB.

Councilmember Nix moved we purchase a six pack of Scotchguard. There was a discussion about cleaning the chairs first and it being general maintenance to clean them. Again, Councilmember Nix moved to purchase a six pack of Scotchguard. Councilmember Haley seconded the motion. The motion carried unanimously.

**13. Discuss/Consider/Act on maintenance of GMC truck**

Mayor Scott read the agenda item. After a short discussion, Councilmember Nix moved we have the GMC transmission flushed. Councilmember Briseno seconded the motion. The motion carried unanimously.

**14. Discuss/Consider/Act disposal of 2004 Ford truck**

Mayor Scott read the agenda item. There was a short discussion on the truck not running, the Bluebook value for a truck in fair condition being \$3,000.00 and putting it out for sealed bids. Councilmember Nix moved to put the 2004 Ford truck out for sealed bids. Councilmember Briseno seconded the motion. The motion carried unanimously.

**15. Discuss/Consider/Act on process for notice of disconnects**

Mayor Scott read the agenda item. The Council discussed having to change the ordinance and application, the Mayor contacting the Town of Woodsboro's utility clerk and they do not send out notices, the US Constitution saying you have to, having no issues last month, the cut off date, the notice can't be on the water bill, sending out a ten-day notice before we cut someone off, and not being able to send a trifold notice. The notice has to be in an envelope for confidentiality. Councilmember Nix moved to send out late notices on the 24<sup>th</sup> of each month for everybody that hasn't paid their late water bills. If it falls on a weekend, the next business day. Councilmember Molina seconded the motion. The motion carried unanimously.

**16. Discuss/Consider/Act on reimbursement policy/setting a workshop and referring to city attorney for reimbursement form**

Mayor Scott read the agenda item. There was a discussion on the person hired for maintenance not being hired for water and sewer, him just needing to take the test, what he has to do to take the test, and if the sewer renewal comes up needing to have something in place. A citizen suggested making him pay for schooling then the Town reimburses him when he passes. Discussion continued on if we have a form letter, needing to send it to the attorney, reimbursing every six months over a two-year time span, and not everyone having that kind of money. Councilmember Nix moved we refer this to the city attorney for proper procedure. Councilmember Molina seconded the motion. The motion carried unanimously.

**17. Discuss/Consider/Act on maintenance helping with meter reads**

Mayor Scott read the agenda item. Councilmember Briseno informed Council in a workshop, the maintenance person said he can't read meters without a license. She emailed TML who says there is no law that says he can't read meters. She wants them to both read meters and


alternate each month. It was suggested the Mayor tell Mike that the maintenance employee can do it and to have in the motion that they both read meters each month. Councilmember Haley made a motion that in light of what TML said that maintenance, in addition to water personnel, can read meters that we include maintenance on our meter reads, and that, if necessary, we do two people and like Charmaine said they rotate, they work separately to get the meters read, but they are included in the meter read rotation. Councilmember Briseno seconded the motion. The motion carried unanimously.

**18. Adjournment**

Councilmember Briseno made a motion to adjourn. Councilmember Haley seconded the motion. The motion carried unanimously.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

  
Connie Cramer  
City Secretary