

City Council
City of Hillsboro, Texas
Minutes of Regular Meeting
July 5, 2022

Present:

Andy Smith, Mayor
Eric Fleming, Councilmember
Larry Lloyd, Councilmember
Frances Zarate, Councilmember
Leann Richmond, Councilmember

Megan Henderson, City Manager
Tony Cain, Asst. City Manager
Art Mann, Econ. Dev. Administrator
Susan Mann, Library Director
Christi Ward, Admin. Assistant
Karen S. Warren, City Secretary

Councilmember Dana Robinson and Mayor Pro Tem Johnson were absent.

Mayor Smith called the meeting to order at 6:00 p.m.

Councilmember Fleming led the Pledge of Allegiance.

Hear Statements from Persons Wishing to Address the Council.

No one addressed Council at this time.

Consent Agenda

Mayor Smith informed Council that agenda numbers 5 through 8 require no formal public hearing and are subject to being approved in a single motion. However, any City Council Member or the City Manager may remove an item from the Consent Agenda to allow discussion and voting on the item individually.

(Agenda Item #5)

Deliberate and Act on the Approval of the Minutes for the Regular Meeting on June 21, 2022.

(Agenda Item #6)

Act on the Approval of Bills.

(Agenda Item #7)

Deliberate and Act on a Resolution to Appoint Alternates to the Building and Standards Commission.

[City Manager Megan Henderson provided Council with applications from Jason Romine, George Herring and Chasady Gallardo in the Council packets prior to the meeting.]

Resolution No. R2022-07-54

(Agenda Item # 8)

Deliberate and Act on a Resolution to Award a Contract to Don Smith Concrete, LLC, for Work Associated With Community Development Block Grant Project 7220062 for Downtown Sidewalk Improvements.

[City Manager Megan Henderson and Planning Official Richard Reinhardt provided Council with the following information in the Council packets prior to the meeting: The City of Hillsboro was awarded \$500,000 in TxCDBG funds, with a required City match of \$75,000, to construct sidewalk improvements to improve connectivity and accessibility in downtown Hillsboro. Kimley-Horn and Associates was selected to provide engineering services for the project. They completed their designs and the City solicited for qualified contractors to submit bids. Don Smith Concrete, LLC was the only contractor to submit a bid. Kimley-Horn had provided a recommendation that the City award the contract to Don Smith Concrete, LLC.]

Resolution No. R2022-07-55

On motion by Councilmember Fleming and second by Councilmember Zarate the consent agenda was approved for agenda items #5, #6, #7 and #8.

On roll call the following votes were cast:

Ayes: Fleming, Lloyd, Zarate, Richmond

Nays: None Absent: Robinson, Johnson

Regular Agenda

(Agenda Item # 9)

Deliberate and Act on a Resolution to Approve an Interlocal Agreement With Hill County to Secure Economic Development Services From Retail Coach.

[Economic Development Administrator Art Mann provided Council with the following information in the Council packets prior to the meeting: Approximately two years ago while Wendy Ellis of the Chamber of Commerce, was assisting Hill County with its economic development efforts, she was working with Aaron Farmer with Retail Coach for his company to conduct a retail analysis of all the cities in the county, including Hillsboro. The proposal became dormant and was recently reactivated. Judge Justin Lewis asked if the city could share in the \$35,000 cost by contributing \$10,000. To accomplish this goal, the county auditor has requested an interlocal agreement between the two governmental entities. This study will be a great asset for both the community and economic development departments in recruiting retail, commercial and industrial businesses. The agreement includes 12 months' business recruiting services from Retail Coach. The company representative has made presentations to the city staff in the past but the \$35,000 cost was never included in the city budget. The city will get the same product at a lesser cost.]

Mr. Mann read aloud the following PowerPoint presentation titled "Retail Coach – Retail Recruitment-Market Analysis-Development"

Retail Coach—Phase 1

The company will initially do a market analysis. The "Macro to Micro" approach enables Retail Coach to analyze local economic dynamics that may impact retail expansion and development. It will provide insight into the "work here" population versus the "live here" population.

Retail Coach—Phase 2

Moving into Phase II, Retail Coach will conduct a Retail Demand Outlook Analysis, which will identify retail demand for more than 70 retail categories and sub-categories.

Retail Coach—Phase 3

Identifying development and redevelopment opportunities will be the goals of Phase III. The Highest and Best Use analysis will produce the highest value for properties across the county.

Retail Coach—Phase 4

Retail Coach will “Identify Retailers and Developers for Recruitment” for a full 12-month period. They will target both national and regional retail brands that will be a good fit for each community.

Retail Coach—Phase 5

A retail market profile will be developed in the fifth phase of the Marketing and Branding effort. That will include retail feasibility packages and real estate developer opportunity packages. Also included is an online retail dashboard and interactive map.

Retail Coach—Phase 6

As mentioned in Phase 4, Retail Coach will be recruiting retailers and developers. They will build on their experience over the past 22 years to move beyond the data set points by marketing Hillsboro and Hill County at trade shows such as the International Council of Shopping Centers.

Retail Coach—Phase 7

Throughout the term of the contract, the Retail Coach staff will be providing coaching and ongoing support of the economic development departments of the county and local cities to assure we maximize our efforts with the provided information.

Retail Coach

The city's participations in this project has been set at \$10,000 with the county picking up the \$25,000 balance of the Retail Coach fee. Payments will be made in three steps over a 180-day period with the county being the primary contractor. Reimbursable expenses are capped at \$1,000.

On motion by Councilmember Richmond and second by Councilmember Lloyd, the resolution was approved.

On roll call the following votes were cast:

Ayes: Fleming, Lloyd, Zarate, Richmond

Nays: None Absent: Robinson, Johnson

Resolution No. R2022-07-56

(Agenda Item # 10)

Hear and Deliberate on a Report by Library Director Susan Mann and Her Staff Regarding an Overview of Library Programs and Projects.

Library Director Susan Mann started by introducing members of the Library Board of Trustees present at the meeting: Roberta Skelton, Dee Ann Dent and Sharon Fitch. Further, she introduced Assistant Library Directors Russell Keelin and Justin Dyer, MLS. Below are highlights of the PowerPoint Presentation:

Children's Summer Reading Program conducted at Historic City Hall on Thursdays at 2 pm. June 9th - Summer Kick Off Carnival – with hometown heroes- (Hillsboro Department of Public Safety and Extension Office), bounce house, midway games, face painting, hotdogs, drinks, popcorn and more. (There were approximately 415 children and families that participated with 300 hot dogs served, 500 bags of popcorn, 1000 pieces of candy and 350 books distributed.)

June 16th - Brett Robert's Summer Magic Show - (There were 275 participants)

June 23rd - Toni Simmons Storyteller - (There were 115 participants)

June 30th – Rhythm Path's Interactive Drum Circle – (There were 107 participants)

Ms. Mann briefly discussed the following three (3) Children's programs: Pre-School Storytimes - takes place every Tuesday at 10 a.m. (over 400 children have come through the library for storytime since January); StoryWalk at the Hillsboro City Park is very popular in the community with stories being changed bi-weekly during the summer and monthly the rest of the year; and lastly, 1000 Books Before Kindergarten - challenges families to read 1,000 books before kindergarten. There have been three children to complete this challenge since the program launched in 2020. Children get a backpack of school supplies and a book. This program has 84 registered children and over 7,000 books have been read through this program to date.

Ms. Mann further discussed several Community Outreach Programs including: (a) Hillsboro City Library at the Farmer's Market – every 3rd Saturday May-October the Library sets up a booth and provides storytimes, kid crafts, book checkouts, card sign ups and free Wi-Fi. (b) Hillsboro City Library Books to Meals on Wheels Recipients - this is a homebound book delivery partnership. (c) Overflow- the Library rotates a collection of children's books to be used while parents are in the café. (d) School Storytimes - schools visit the library, but on occasion when they cannot come to the library, the library has gone to them! (e) Career Day – the library has participated annually to encourage and promote the library (f) Back to School Fair – the library participates every year and have card applications for parents and lots of other information and goodies for parents and children (g) Literacy Night – the library loves to work with schools on all of their events (h) Little Free Libraries – materials are shared that are not usable in our library with the little free libraries located in several areas of the community (i) The Boys and Girls Club attend most of the library programs during the summer and the library tries to work with them whenever possible. (j) School visits and tours of the library.

Justin Dyer discussed grants related to: Telehealth – awarded \$25,000 in grant funds to improve access to medical professionals and consumer health education at the library. This grant purchased computers, consumer health materials in digital and physical formats, a printer, and other items. Each room would be equipped with a desktop computer with a webcam and back lighting, a scale, blood pressure cuff, pulse oximeter and touchless thermometer. Rooms may also be used for distance job interviews, continuing education classes, virtual court hearings, professional development and testing that requires video recording. Community Advancement Packages (CAP) Grant - awarded a total of \$9,995 for early childhood development and teen services. The Analog Outreach Package will purchase art supplies, puppetry, felt board materials, and other early learning items and the Teen Outreach Package will be utilized to start a robotics program by purchasing robots, iPads, and engineering Legos.

For the “Connecting Our Roots to the Future” part of the presentation: Russell Keelin said in preparation for the expansion and improvement of the genealogy/archives/local history collection, he had been taking archival courses from the University of North Texas Graduate School. One of his professors at UNT told him about the Georgia Archives Institute so he applied and was one of 20 students selected from across the country. The Institute is a 2-week program that provides a comprehensive introduction to the concepts and practices of managing all formats of documentary materials in archival repositories. Some of the topics covered included selection and appraisal, acquisitions and accessioning, and preservation. There was also a one-day class on the management and preservation of born-digital archival materials and digital preservation, which present a special set of preservation techniques. Also, as part of the Institute each student was assigned a three-day internship at one of the libraries or museums in and around Atlanta. Russell's internship was at the David J. Senser CDC Museum where he cataloged and processed the papers of Dr. Stanley Foster. Dr. Foster is a world-renowned epidemiologist and teacher who worked for the CDC and the World Health Organization that contained the very last case of smallpox in the world. Russell inventoried his collection and developed a finding aid to assist researchers in locating materials pertaining to Dr. Foster and his work. This ‘hands-on’ experience was very beneficial and allowed him to use the techniques that he learned concerning preservation and conservation. Through the Institute and the ‘hands-on’ experience that he received interning at the CDC Museum, he learned some very valuable

techniques which he would be able to use as they work to build and expand the local history/genealogy/archives collection at the library.

Further, he was selected to take part in Gen Fed 2022 in August. Gen Fed is a week-long class learning how to conduct research using the resources available through the National Archives. He commented that they conduct a lot of genealogy lookups for users at the library and this class will be of great benefit in assisting those users. He was one of 30 students selected to take part in this class which will be held virtually August 8-13, 2022.

The library is also in the process of becoming a Family Search Affiliate Library which would provide access to digital genealogical collections that are otherwise accessible only through a FamilySearch family history center. FamilySearch also provides its affiliates with the latest tools and tips for genealogy reference librarians.

Also in the future Hillsboro's Library is planning on becoming part of the Family Search Digital Library. The Digital Library is a collection of nearly half a million digitized genealogy and family history books, biographies, yearbooks, and local histories from around the world. Through this service Family Search would take our books that are in the public domain and will scan them for free and add them to the Digital Library collection, thus making our materials available to a wider audience. And we receive credit each time one of the scanned materials from our collection is used. Russel stated, "That's just a few of the ways that we are 'Connecting Our Roots to the Future' and preparing for growth in the genealogy/local history collection."

For the "Staff Training and Advancement" part of the presentation: Susan Mann informed Council that Justin Dyer completed his Master of Science in Library Science from the University of North Texas in December of 2021. Justin also received a Certificate of Advance Management in Libraries and Information Agencies at the same time. Secondly, Brandy Hackler, Children's Librarian, completed a Certification in Youth Services in Library and Information Settings in the Fall of 2021. She is expected to complete her Master of Science in Library Science in the Fall of 2024. Brandy completed Family Place training in May of 2022. Russell Keelin is expected to complete a Certification in Archives Management in the Fall of 2022 and a Master of Science with concentration on Archives in the Fall of 2024.

Lastly, Ms. Mann spoke about the library expansion project and reported on the grants progress. Thus far, \$490,000 has been awarded, \$1,925,000 pending and \$300,000 declined. Prior to the start of the meeting she provided Council with a booklet titled – "Naming Opportunities - Hillsboro City Library Expansion & Conference Center – Connecting Our Roots to the Future" This booklet highlighted the various areas of the library and the costs associated with each part to complete the expansion. It was also noted that the library is also receiving the assistance of an architect who specializes in library interiors and furniture. Her fees are being covered by the Tocker Foundation. This is in addition to the \$250,000 grant that has been pledged from the Tocker Foundation.

(Agenda Item # 11)

Hear and Deliberate on City Manager's Report: City Manager Megan Henderson provided Council with an update on Strategic Goals 1-4.

a. Update on Strategic Goals 1-4

Strategic Goal #1: Ensure Responsible, Equitable Growth

i. Ensure Responsible, Equitable Growth

1.1 Land Use Policies:

- Negotiating for 1200 residential units, including both single family and multifamily
- Water supply is currently limiting our development options; Brazos River Authority is exploring possible steps to increase the water we could access. Current best-case scenario would take ~8 years
- Staff is beginning a review of current development incentives and impacts and will prepare some preliminary recommendations. Possible future options include impact fees and the realignment of the Neighborhood Empowerment Zone program

1.4 Infill and Adaptive Reuse:

- Housing Finance Corporation has directed staff to draft Requests for Proposal for additional City-owned property

1.5 Developer Coordination and Plan Review

- Held local developers meeting to encourage home-grown investment in Hillsboro's housing market

Strategic Goal #2: Foster Transparency and Connection

ii. Foster Transparency and Connection

2.1 Enhance internal communication

- Identified staff to study internal communication

2.2 Provide information to the community in various ways

- Newspaper coverage
- Website and social media updates
- Exploring software to give citizen interface with work projects and progress
- Improvements to the existing phone system

2.3 Enlist input and collaboration from citizens

- Boards and Commissions updates coming soon
- Potential City leadership office hours' event

Strategic Goal #3: Support Preservation and Beautification

iii. Support Preservation and Beautification

3.1 Code enforcement

- Report in packet
- Substandard building enforcement is going well
- Notice that there will be a hearing
- At the hearing, given the opportunity to argue, explain or negotiate with staff findings
- EXAMPLE enforcement order from Commission:

- property owners given 30 days to bring property into compliance with no penalty.
- After 30 days, fines begin and are assessed daily.
- After 40 days, the City will initiate remediation and put a lien on the property for that cost

- 3.2 Support attractive neighborhoods and corridors
- Exploring beautification effort at Hwy 22 and Waco Street
 - Exploring alternatives for curb line cleanup

Strategic Goal #4: Deliver Efficient, Effective Government

iv. Deliver Efficient, Effective Government

- 4.3 Hire, retain and train employees
- New employees:
 - Municipal Court
 - Utility Billing
 - Two in Water Department
 - Reviewing salaries as part of budget process
 - Reviewing applications for City Secretary
- 4.4 Ensure actions and decisions align with the Strategic Plan
- Reporting monthly on plan implementation
 - Currently budgeting according to strategic priorities
 - More money for remediation of code violations
 - Considering funding efficiency-boosting software

b. Recent and Upcoming Staff Activity and Events

July 4: Independence Day activities, including the Late Bloomers parade

Saturday, July 9:

- Movie in the Park: Spider Man No Way Home
- Music on the Green: Reagan James from The Voice with Randall Clowdus and Jared Hale opening

Saturday, July 16:

- Movie in the Park: Fast and Furious 9
- Music on the Green: Justin Hewitt Band

Sunday, July 17: Cars and Coffee @Outlet Mall

There being no further business, the meeting was adjourned at 6:39 p.m.



Andrew L. Smith, Mayor

ATTEST:



Karen S. Warren, City Secretary

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