

City Council
City of Hillsboro, Texas
Minutes of Regular Meeting
June 20, 2023

Present were:

Megan Henderson, City Manager	Tony Cain, Asst. City Manager
Eric Fleming, Councilmember	Dale Snyder, Finance/HR Director
Larry Lloyd, Councilmember	Richard Reinhardt, Planning Official
Frances Zarate, Councilmember	Scott Johnson, Mayor
Leann Richmond, Councilmember	Jasmine Guy, City Secretary
Christi Ward, Communications & Executive Assistant	
John Graham, Airport Manager	Sandra Abrego-Finance Assistant

Others present:

Shannon Cottongame, Reporter
Officer Dominique Anderson, Hillsboro Police Department
Bishop Billy Clark, Pastor of Believer's Christian Cathedral Church

Mayor Johnson called the Regular Meeting to order at 6:00p.m

Invocation was given by Bishop Billy Clark of the Believer's Christian Cathedral Church.

Councilmember Robinson led the Pledge of Allegiance.

Hear Statements from Persons Wishing to Address Council.

Mr. Hector Ramirez, a resident at 1314 Park Drive informed Council of his concerns regarding the new car wash and how it will affect property appraisal and taxes. He shared that he is a new home owner within the area and would like to know what to expect. Mayor Johnson stated that this section allows for open commenting, however the council is not able to provide a response. He added that City Staff has taken note of his concerns and questions.

Consent Agenda

Mayor Johnson informed Council that agenda numbers five (5) through (10) require no formal public hearing and are subject to being approved in a single motion. However, any City Councilmember 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 Approval of the Minutes for the Regular Meeting on June 6, 2023.

(Agenda Item #6)

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Act on the Approval of Bills.

(Agenda Item #7)

Deliberate and Act on a Resolution Accepting the Recommendations of the Planning and Zoning Commission Approving a Specific Use Permit to Operate a Carwash at Property Presently Addressed 1318 and 1320 Park Drive and 1315 Corsicana Highway. This Property is Located Within the Restricted Neighborhood Commercial (RNC) Zoning District. A Carwash is Only Allowed by Specific Use Permit in the Restricted Neighborhood Commercial (RNC) Zoning District.

(Agenda Item #8)

Deliberate and Act on a Resolution Accepting the Recommendations of the Planning and Zoning Commission Approving a Re-Plat of All of Lots 8, 8-A, 9 and 10 and a Portion of Lots 7 and 7-A, Block 4, Givens Addition, in the City of Hillsboro, Becoming Lot 7-R, Block 4, Givens Addition, in the City of Hillsboro; Being the Same Property by Reference as Recorded in Volume 1920, Page 546; Volume 1833, Page 385; Volume 1833, Page 389; and Volume 1072, Page 162 of the Official Public Records of Hill County, Texas. Also Known as 1318 and 1320 Park Drive and 1315 Corsicana Highway.

(Agenda Item #9)

Deliberate and Act on a Resolution Accepting the Recommendations of the Planning and Zoning Commission Approving a Re-Plat of a Portion of Lots 14 and 15, Sweeney Addition, in the City of Hillsboro, Becoming Lots 14-R and 15-R, Sweeney Addition, in the City of Hillsboro; Being the Same Property by Reference as Recorded in Volume 2248, Page 320 of the Official Public Records of Hill County, Texas. Also Known as 421 and 425 East Walnut Street.

(Agenda Item #10)

Deliberate and Act on a Resolution to Award the Bid for the 81 N Covington St. Parking Lot Project to Hillsboro Material, LLC (dba Hillsboro Sand and Gravel) with a Bid Amount of \$165,751.00

Mayor Johnson removed Agenda Item #7 from the Consent Agenda to the Regular Agenda to be discussed. Mayor Johnson asked Council if there were any questions or comments regarding the other Consent Agenda Items. There were no responses. On a motion by Councilmember Robinson second by Councilmember Lloyd, Consent Agenda Items #5, #6, and #8 through #10 were accepted and approved.

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, Zarate, Richmond

Nays: None Absent:

Resolution No. R2023-06-45, R2023-06-46, R2023-06-47

Regular Agenda

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Agenda Item #7

Deliberate and Act on a Resolution Accepting the Recommendations of the Planning and Zoning Commission Approving a Specific Use Permit to Operate a Carwash at Property Presently Addressed 1318 and 1320 Park Drive and 1315 Corsicana Highway. This Property is Located Within the Restricted Neighborhood Commercial (RNC) Zoning District. A Carwash is Only Allowed by Specific Use Permit in the Restricted Neighborhood Commercial (RNC) Zoning District.

Item was removed from the Consent Agenda and added to the Regular Agenda by Mayor Johnson. Planning official, Richard Reinhardt referred to the PowerPoint presentation to show the proposed location and 200ft notification area of the car wash. The Planning and Zoning Commission reviewed the request at their meeting on June 12, 2023 and provided a recommendation for approval. Planning official Reinhardt shared details and specifics of the car wash regarding its components and provided council with the landscaping plan which was referenced in the PowerPoint. The car wash will be located in the Restricted Neighborhood Commercial (RNC) Zoning District which requires specific screening and buffering requirements. Planning Official Reinhardt referred to the Landscaping Plan in the PowerPoint to show the landscaping buffers between the car wash and residential usage across the street. The South end of the property will be transitioning into office space. Planning Official Reinhardt then opened for any questions. Mayor Johnson asked if there has been any opposition received regarding the project and Planning Official Reinhardt provided that there has been none up until today. Planning Official Reinhardt acknowledged Mr. Ramirez as being a member of the 200ft notification area. No other questions were stated.

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

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, Zarate, Richmond

Nays: Absent:

Resolution No. R2023-06-44

Agenda Item #11

Hold a Public Hearing, Second Reading and Deliberate and Act on an Ordinance Amending the Membership of the Historic Preservation Commission.

City Manager, Megan Henderson presented the second reading of the ordinance. The Main Street Manager held a seat on the Preservation Commission. It does not deem it appropriate for a staff member to be a voting part of the commission. The ordinance amendment was introduced last month to remove that seat as a voting member.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:11p.m. No one else spoke for or against the proposed ordinance. The Public Hearing was closed at 6:12p.m. and the Mayor declared the first second reading of the ordinance complete.

On motion by Councilmember Robinson and second by Councilmember Lloyd, the ordinance was approved.

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On roll call, the following votes were cast:
Ayes: Fleming, Lloyd, Robinson, Zarate, Richmond
Nays: Absent
Ordinance No. O2023-06-13

Agenda Item # 12 and #13

Deliberate and Act on Selection of a Candidate to Fill the Vacancy in Place 6, At-Large, on the Hillsboro City Council Until the Next Regular City Election.

City Manager, Megan Henderson presented the two applicants that submitted letters of interests for the vacancy Place 6, At-Large seat. Clement “Jay” Jolly and Robert “Rob” Innis were both present. Each candidate was given the opportunity to share information with council regarding their qualifications. Council followed with questions pertaining to their interests in the vacancy. Jay Jolly was born and raised in Hillsboro as well as being a current resident. Mr. Jolly has served 5 years in the army and has almost 25 years of government experience. Since 2016, Mr. Jolly has served on several boards within the community. From 2016 through 2022, Mr. Jolly served three terms with City of Hillsboro Parks Advisory Board. From 2020 to present day, Mr. Jolly serves on both Planning and Zoning Commission and Zoning Board of Adjustment. Mr. Jolly currently serves as Treasurer for the Hill County Museum. Mr. Jolly presented his perspective on what issue(s) the City of Hillsboro will face in the upcoming years. Mr. Jolly followed up his interview by listing some of the important qualities or characteristics that a councilmember should possess. Rob Innis was able to share that he has been a resident of Hillsboro ever since the age of 12. Mr. Innis is currently a math teacher at Hillsboro Junior High School. He takes pride in building relationships with his students and producing positive results. Mr. Innis presented his previous work history and how that has helped him shape relationships with organizations in the community. He shared his stance on what issues the City of Hillsboro will face in the upcoming years and what qualities a councilmember should hold. With no further questions from Mayor Johnson or council, Councilmember Lloyd thanked and appreciated both candidates for their time and interest. Councilmember Lloyd nominated Jay Jolly to fill the Place 6, At-large vacancy. No other nominations were given.

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

On roll call, the following votes were cast:
Ayes: Fleming, Lloyd, Robinson, Zarate, Richmond
Nays: Absent
Resolution No. R2023-06-48

Deliberate and Act on a Resolution to Approve the Newly Appointed City Council Member to Fill the Vacancy in Place 6, At-Large, on the Hillsboro City Council Until the Next Regular City Election.

Candidate Jay Jolly was nominated in the previous agenda item by Councilmember Lloyd. The nomination was approved with no opposition or other nominations. Jay Jolly was appointed to fill the Place 6, At-Large vacancy.

On a motion by Councilmember Lloyd and second by Councilmember Fleming the resolution was approved.

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, Zarate, Richmond

Nays: Absent

Resolution No. R2023-06-48

Agenda Item #14

Hold a Public Hearing, First Reading and Deliberate on a Proposed Ordinance Establishing Regulations for Bed and Breakfast and Short Term Rental Facilities in the City of Hillsboro.

Planning Official Richard Reinhardt presented the first reading of this ordinance. The requirements for a bed and breakfast are contained in supplemental condition 29 in Section 2.12 of the Zoning Ordinance. However, there are some limitations regarding the types of bed and breakfast and short term facilities that are not addressed in the Zoning Ordinance or Code of Ordinances. There is an increase in the interest to have a bed and breakfast or short term rental facilities. The Code of Ordinances or Business Regulation must be updated prior to amending the Zoning Ordinance. The Zoning Ordinance will be amended to define the location of the bed and breakfast and short term rental facilities. Staff has proposed 5 categories of the bed and breakfast and short term rental facilities for Council. Full definitions of each category were provided in the proposed ordinance. The Bed and Breakfast Homestay Establishment was listed as the first category. The Bed and Breakfast Homestay Establishment is owner occupied and will have no more than 5 guest rooms. The Best and Breakfast Inn was shared as the second category and explained as a resident managed property with no more than 15 guest rooms. The resident manager resides on the property. Short-term Rental Type I is the third category that is also owner occupied. However, the owner must be present at the property for the duration of the short term rental and short term lodging is provided to only one group at a time per unit. In contrast, Short-term Rental Type II (category four) consists of the owner not residing at the property and short term lodging is provided to only one group at a time per unit. Planning Official Reinhardt gave the example of an Airbnb. The final category, Short-term Rental Type III, consists of the owner not residing on the property and multifamily short-term residential lodging is provided to only one group per unit. In addition, the ordinance will include a licensing application process. All bed and breakfast and short-term rental facilities will be required to be licensed with the City. A licensing fee will apply as well as established requirements for parking, signage, and lighting. Once these items are in place, the Zoning Ordinance can be updated to determine which zoning districts the different types of facilities will be allowed as a permitted use or with a specific use permit. Planning Official Reinhardt opened for any questions, Councilmember Richmond asked if the current Airbnb owners would have to change anything. Planning Official Reinhardt responded by stating that they would be classified as “non-conforming” and would have go through the licensing application process only.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:31p.m No one else spoke for or against the proposed ordinance. The

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Public Hearing was closed at 6:32p.m. and the Mayor declared the first reading of the ordinance completed.

Ordinance No. O2023-07-14

Agenda Item #15

Deliberate and Act on a Resolution Regarding Bank Depository Requests for Proposal, Accepting Proposal of Qualifying Bank, and Authorizing the City Manager to Negotiate and Execute All Necessary Documents.

City Manager, Megan Henderson along with Finance Assistant, Sandra Abrego presented the agenda item. City Manager, provided that the City's depository contract ends on June 30, 2023 with no extensions remaining. Staff conducted a selection process and sent out Requests for Proposals. Two proposals were received. The selection team, consisting of the City Manager and Assistant Finance Director reviewed both proposals and recommended the proposal from First National Bank of Central Texas as having the higher score of the two proposals based on the selection criteria.

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

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, Zarate, Richmond

Nayes: Absent

Resolution No. 2023-06-49

Agenda Item #16

Deliberate and Act on a Resolution for the Land Purchase of 11.81 Acres of Property Adjacent to the Airport Property for Future Development.

Airport Manager, John Graham provided that there is property wanting to be acquired through Pustejovsky Land, LLC. The property is adjacent to the airport and looking to be utilized for future airport development. TxDOT Aviation is in agreement and willing to pay 90/10 split cost for the property as long as it is deemed it necessary for airport improvements. The City will responsible for 10%. A letter of interest was sent to TxDOT in 2021 requesting funding. The letter was accepted on the premise of the land be appropriate for future land use and agreed on the 90/10 split. They would also begin the process of purchasing the land. A second appraisal was conducted and approved by Pustejovsky Land, LLC for the amount of \$230,000. Mr. Graham referenced the council packet to disclose the exact location of the property before opening for questions. Mr. Graham noted that 90% of the cost will be reimbursed back to City in the 2027 yearly budget or it can be used toward a credit for any future project(s) through the state.

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

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, Zarate, Richmond

Nayes: Absent

Resolution No. 2023-06-50

Agenda Item #17

Hear and Deliberate on City Manager's Report

City Manager Megan Henderson presented the following update on Goals 5-8

a. Update on Strategic Goals 5-8

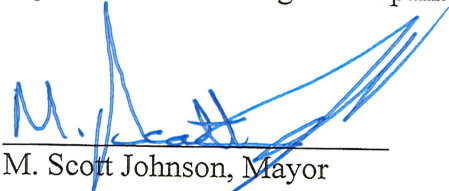
v. Build Better Infrastructure

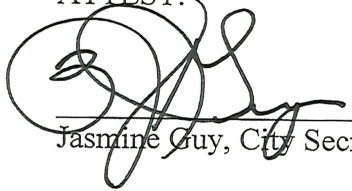
- Formally assess the conditions of street, water and sewer infrastructure
- Implement projects that will improve the conditions
- Implement processes that will improve the conditions
- Assessments:
 - Street condition study – complete
 - Water system study – meeting this week to discuss preliminary findings
 - Sewer system study – near beginning
- Projects
 - Downtown sidewalks – complete
 - Walnut Street sidewalks – complete
 - Park Drive Water Line – underway, expect completion by 9/30
 - Utilities + Streets: Park/ OBR/ Walnut/ Church/ Sweeney – contract language is good to go
- Processes
 - Street Rehabilitation using In-house Reclamation: Red Streets
 - Pothole and Utility Cut Repairs: All Streets
 - Street Maintenance using Crack Sealing: Yellow and Green Streets
- 2023 Goals:
 - Build street department capabilities
 - Pilot the processes to make sure everything works
 - Build out asset management software
- 2024 Goals:
 - Self-perform rehabilitation of 12 blocks of street, at a cost of \$250,000 and 100 crew days
 - Surface with a variety of options, including
 - Contracted chip seal
 - County chip seal
 - Contracted hot mix
 - Recycled asphalt
 - Fog or slurry seal
 - Pothole and Utility Cut Repairs
 - Make an inventory of all existing significant potholes and utility cuts
 - All existing as of 10/1/23, complete 2/3 within that fiscal year
 - Crack Sealing: “Good” Streets

- Complete 50 blocks, at a cost of \$45,000 and 100 crew days.
- vi. Deliver Essential Services
- Citizen issues: 3 drainage issues still in resolution; several street/ sewer/ issues being resolved
 - Drainage at the end of Corsicana: engineers will send a plan set that shows improvements confined to within the ROW
 - Drainage in the middle of Corsicana: received engineering proposal
 - Drainage south of Mark Street: scheduled to begin moving dirt Thursday to clear a new earthwork drainage route down Locust and west along the alley south of Mark Street
 - Human Resources:
 - Water/sewer staff is up to 14 including the superintendent
 - Street department staff is up to 10 with 2 vacant positions
 - Public Safety staff includes 2 cadets currently working through testing
 - New Public Works secretary will start July 5
 - City staff picnic planned for June 30 from 11-2:00
 - Reviewing employee census to share with benefits brokers, as we will be shopping for the best rates on benefits
- vii. Boost Economic Development
- 7.1 Business Attraction
 - Glaser Retail and our CED team working on prospects for Outlet Mall
 - 7.2 Business Retention/ Expansion
 - All existing Outlet Mall tenants plan to stay
 - 7.3 Entrepreneurship and Small Businesses
 - New Daycare on Elm Street
 - Allyson and Vance are attending Main Street training this week
 - 7.6 Pursue redevelopment of the Outlet Mall
 - Engineer is composing partial demolition plan to allow extended use of North Village Building C
- viii. Enhance Quality of Life
- Recreation
 - Wallace park is hosting 2 district tournaments. They started this Monday and will go on for 2 weeks.
 - Pocket Parks, Fun in the Park
 - Sesquicentennial Park, completed with a great turnout
 - Carter Davis Park scheduled on July 21st from 3-7
 - Movies in the Park
 - Every Saturday during June and July
 - Movies start at sunset and Rec offers a concession stand

- This Saturday the movie will be Puss in Boots, the Last Wish.
 - Library Summer Programming in Full Swing
 - June, programs offered on Tuesday mornings and Thursday afternoons at Historic City Hall
 - 6/1 – Kick-off carnival with over 300 kids, gave away 300+ books, hot dogs, goodie bags and bags of popcorn.
 - 6/6 – 200+ attended the Singing Zoologist
 - 6/8 – 73 came to see Storyteller Rambling Rita
 - 6/13 – 160 came out to see and learn from the Southwest Dairy Farmers and their Mobile Milking Trailer a Jersey Cow to help show how everything worked. Buttercup was a huge hit!!
 - 6/15 – the Tarleton State University STEM Lab drew a crowd of 124 for 6 hands-on centers including a Polar Bear skull, other skeletons, microscopes with bugs, a dissected bullfrog and more.
 - Today, 6/20, the Texas Farm Bureau Mobile Learning Barn showed 103 participants how cotton and corn go from the field to the consumer. Kids learned where favorite foods and toys come from.
 - July: Projects at the library that participants can engage in throughout the day, Monday-Thursday 10-close.
 - So far we've issued 84 new library cards in June.
- b. Recent and Upcoming Staff Activity and Events
- Covered staff activity earlier
 - This weekend will be live music at the Hillsboro Truck Yard and Movie in the Park
 - Our next larger City event is Autumnfest in October
 - Still working to prepare for the Eclipse

With no further business to address, Mayor Johnson adjourned the meeting at 6:47p.m.


 M. Scott Johnson, Mayor

ATTEST:

 Jasmine Guy, City Secretary

Note:

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