

City Council
City of Hillsboro, Texas
Minutes of Regular Meeting
August 15, 2023

Present were:

Scott Johnson, Mayor	Megan Henderson, City Manager
Leann Richmond, Mayor Pro Tem	Tony Cain, Asst. City Manager
Larry Lloyd, Councilmember	Dale Snyder, Finance/HR Director
Dana Robinson, Councilmember	Jasmine Guy, City Secretary
Frances Zarate, Councilmember	John Graham, Airport Manager
Jay Jolly, Councilmember	Evah Montes, HR Coordinator
Christi Ward, Communication and Executive Assistant	
Vance Lipsey, Community Development Coordinator	
Samantha Montes, Director of Parks and Recreation	

Councilmember Eric Fleming was absent.

Others present:

Shannon Cottongame, Reporter
Sergeant Winfred Jefferson, Hillsboro Police Department
Rev. Arthur Mozon, Pastor of the Mt. Moriah Missionary Baptist Church
Jacob Bell, Walker Partners
Jared Biermann, Walker Partners

Mayor Johnson called the meeting to order at 6:02p.m.

Invocation was given by Rev. Arthur Mozon, Pastor of the Mt. Moriah Missionary Baptist Church.

Councilmember Lloyd led the Pledge of Allegiance.

Hear Statements from Persons Wishing to Address Council.

None of the attendees addressed Council at this time.

Consent Agenda

Mayor Johnson informed Council that agenda numbers 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 August 1, 2023.

(Agenda Item #6)

Act on the Approval of Bills.

(Agenda Item #7)

Deliberate and Act on a Resolution Accepting the Recommendation of the Planning and Zoning Commission Approving a Meritorious Exception as Described in the City of Hillsboro Zoning Ordinance, Section 5.33.8, Submitted by Cyntergy on Behalf of Wal-Mart.

[Planning Official, Richard Reinhardt provided Council with the following information in the Council packets prior to the meeting: Cyntergy submitted an application for a Meritorious Exception to the Sign Regulations in regards to wall sign area on behalf of Walmart Stores, Inc. Walmart had previously obtained a meritorious exception to allow for 535 square feet of primary wall signage composed of five signs. The present request is for a total sign area of 446.17 square feet of wall signage on both primary and secondary walls, which is less than what had previously been approved for just the primary wall.

The sign regulations in Section 5.33 of the Zoning Ordinance allows primary wall signage being 10% of the wall face with a maximum area of 200 square feet and secondary wall signage being 50% of the allowed area on the primary wall.

Section 5.33.8 Meritorious Exceptions and Appeals: *It is not the intention of these criteria to discourage innovation. It is entirely conceivable that signage proposal could be made that, while clearly nonconforming to the Article and thus not allowable under these criteria, have obvious merit in not only being appropriate to the particular site or location, but also in making a positive contribution to the visual environment. Upon request of an interested party, the City Council, upon recommendation by the Planning and Zoning Commission, shall hear and shall seriously and fairly consider a request for a meritorious exception under this Section.*

The Planning and Zoning Commission met on Monday, August 14, 2023 to deliberate and act on the request. The Commission forwarded their recommendation for approval of the requested signage.]

(Agenda Item #8)

Deliberate and Act to Approve the Demolition of 321 Waco St

[Vance Lipsey, Community Development Coordinator, provided Council with the following information in the Council Packets prior to the meeting: There is a white building located at 321 Waco St that was purchased by the city when we bought the old Grimes Garage structure at the corner of 22 and Waco Street (now known as Hill Pavilion.) We have evaluated the building's structural condition, historic status, and potential uses, and we have determined (and been advised by our Code Enforcement staff) that it is in need of removal and demolition. The is in a state of decay and not in a stable condition. Staff are prepared to proceed with minimal costs but wanted your blessing on the decision to demolish the building.]

Agenda Item #9)

Deliberate and Act on a Resolution to Approve a Contract with The Retail Coach for Economic Development Consulting Services.

[Megan Henderson, City Manager provided Council with the following information in the Council Packets prior to the meeting: A year ago, the City and Hill County jointly secured the services of Retail Coach to provide retail analysis of our communities and to represent Hillsboro and other communities in Hill County to retail development prospects. Retail Coach's representation and data have been helpful in prospecting and have contributed to our efforts to fill vacant shopping center storefronts, including the Outlet Mall.

The proposal today is to continue the business recruiting services for another 12 months, still sharing the cost with Hill County. The City would pay \$7,000 and the County would pay \$13,750.]

(Agenda Item #10)

Deliberate and Act on a Resolution to Appoint Theresa Arias to the Historic Preservation Commission.

[Vance Lipsey, Community Development Coordinator, provided Council with the following information in the Council Packets prior to the meeting. An additional three members are needed to fill vacancies on the Historic Preservation Commission. The vacancies occurred due to the resignations of Chris Moore, Scott Hunt, and Mary Frances Falter. Staff requests Council appoint the nominee for a term to end in 2025.]

Consent Agenda Items. There were no items removed from the Consent Agenda. On a motion by Councilmember Robinson and second by Councilmember Jolly, Consent Agenda Items #5 through #10 were accepted and approved.

On roll call, the following votes were cast:

Ayes: Lloyd, Robinson, Zarate, Richmond, and Jolly

Nays: None Absent: Fleming

Resolution No. R2023-08-56, R2023-08-57, R2023-08-58, and R2023-08-59

Regular Agenda

(Agenda Item #11)

Deliberate and Act on a Proclamation to Proclaim August 30th as Rufus Lacy Day.

Evah Montes, Human Resources Coordinator began the presentation by sharing Mr. Lacy's employment history with council. Mr. Lacy was hired by the City of Hillsboro in October of 1993 in the street department. From 1993 to present day, Mr. Lacy continues to fulfill various duties in several departments for the City of Hillsboro. During his 29 years of service, Mr. Lacy has assisted with tasks such as making sure flower beds and trees are kept and watered adequately. In addition, he has also been responsible for maintaining the parks, cemetery, and airport properties by mowing them as needed. Mr. Lacy has been described by his coworkers as a person who is truly "dedicated to the

City.” Mr. Lacy’s faithfulness and dedication are characteristics that can be admired and modeled by all City employees. Mr. Lacy is currently the City’s oldest active employee. The City of Hillsboro would like to proclaim August 30th (also Mr. Lacy’s upcoming 90th birthday) as Rufus Lacy Day as an appreciation for his 29 years of devoted service.

Mayor Johnson added to the presentation by providing his thanks and gratitude towards Mr. Lacy for being an outstanding employee of the City of Hillsboro. He added that Mr. Lacy has and continues to exemplify the City’s core values while taking care of the community. At almost 90 years old, Mr. Lacy continues to attend work on a regular basis in the heat, rain, and cold. He can always be seen smiling and displaying a positive attitude.

Mayor Johnson was able to read the Proclamation and August 30th was officially proclaimed as “Rufus Lacy Day.” Mr. Lacy was present and accepted the proclamation with a huge smile. Mr. Lacy was surrounded by his wife and numerous family members and friends. He was presented with a gift from the City of Hillsboro by Samantha Montes, Director of Parks and Recreation.

(Agenda Item #12)

Deliberate and Act on a Resolution Awarding a Contract for Street and Infrastructure Improvements on Old Brandon Road, Park Drive, South Church Street, and Walnut Street.

Jacob Bell and Jared Beirmann from Walker Partners presented the agenda item. Mr. Bell informed council that Walker Partners have been working with the City for about 2 years regarding infrastructure improvements and the engineering designs. He introduced Mr. Beirmann whom completed the bid of summary to council. Mr. Beirmann referred to the PowerPoint exhibit that was created back in April to show the infrastructure improvements in parts of Old Brandon Road, Park Drive, South Church Street, and Walnut Street, known as the Hillsboro 2023 Infrastructure Project. Last Thursday two bid proposals were received. Walker Partners are recommending to accept the bid from Holy Contractors, LLC in the amount \$6,083,740.80. Pre-construction is scheduled to begin in September or early October. The construction duration of the project is scheduled to take approximately 20 months (600 days.)

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

On roll call, the following votes were cast:

Ayes: Lloyd, Robinson, Zarate, Richmond, and Jolly

Nayes: None Absent: Fleming

Resolution No. R2023-08-60

(Agenda Item #13)

Hear and Deliberate on a Presentation Regarding the Proposed 2023-2024 Budget.

Finance Director, Dale Snyder gave the presentation. He shared that all information regarding the 2023-2024 proposed budget was shared during the workshop that was held

prior to the meeting. He asked council if there were any further questions regarding the budget. There were none. They City is planning for an overall lean budget for the fiscal year.

(Agenda Item #14)

Propose a 2023 Ad Valorem Tax Rate and Set Dates for Public Hearings.

Finance Director, Dale Snyder presented the agenda item. The proposed tax rate for the coming year will be \$0.8064. The rate will be remaining as the same as the previous year. Public Hearing for the proposed tax rate is scheduled for September 19, 2023 and will be held at Historic City Hall at 6:00p.m.

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

On roll call, the following votes were cast:

Ayes: Lloyd, Robinson, Zarate, Richmond, and Jolly

Nayes: None. Absent: Fleming

Resolution No. R2023-08-61

(Agenda Item #15)

Hold a Public Hearing, First Reading of an Ordinance, Deliberate and Act on Accepting the Recommendations of the Planning and Zoning Commission on an Amendment of the Terms of the 2007 Zoning Ordinance, Known as Ordinance O2007-01-01 (Last Amended by Ordinance O2023-08-15), Whereby the Purpose is to Create and Designate a New Zoning Classification "Single Family Residential (SF-30)".

Vance Lipsey, Community Development Coordinator presented the first reading of the agenda item in the absence of Planning Official, Richard Reinhardt. Community Development Coordinator Lipsey shared that this will be an amendment to the Zoning Ordinance regarding the creation of an additional single family residential zoning district. The proposed Single Family Residential (SF-30) zoning district would allow 30,000 square feet to be the minimum lot size (slightly under three quarters of an acre.) The zoning district would allow for larger lot sizes than other single family residential zoning districts and for larger homes. This is proposed for 7 acres outside of the city limits. The Planning and Zoning Commissions met on August 14, 2023 and forwarded their recommendation for approval.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:19p.m. No one else spoke for or against the proposed ordinance. The Public Hearing was closed at 6:20p.m. and the Mayor declared the first reading of the Ordinance complete.

Ordinance No. O2023-08-18

(Agenda Item #16)

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 1-4

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 – model complete, engineers working on other deliverables
 - Sewer system study – near beginning
- **Projects:**
 - Park Drive Water Line – underway, expect completion by 9/30
 - Utilities + Streets: Park/ OBR/ Walnut/ Church – Contract award
- **Processes:**
 - Street Rehabilitation using In-house Reclamation: Red (bad condition) Streets – equipment purchased but staff still needs training
 - Pothole and Utility Cut Repairs: All Streets, underway
 - Street Maintenance using Crack Sealing: Yellow and Green Streets (fair and good condition), underway; crack seal machine needs repair
- 2023 Goals:
 - Build street department capabilities
 - Pilot the processes to make sure everything works
 - Build out asset management software
- 2024 **Draft** Goals pending completion of maintainer training:
 - 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

Estimated Engineering, Surveying, and Construction Costs				Funding			
Street	General	W/WW	Total	Agency Grant/ Loan Funds	Source	Local Funds	Source
Infrastructure Project	\$2,954,261	\$3,129,480	\$6,083,741			\$6,083,741	COs
Park Drive Water Line		\$396,000	\$396,000	\$227,000	TDA CDBG	\$169,000	COs
Meter Project		\$1,652,501	\$1,652,501			\$1,652,501	Financing
Water Tower		\$4,770,518	\$4,770,518	\$3,150,000 \$300,000	TWDB DWSRF Hillsboro EDC	\$1,320,518	COs
Downtown Sidewalk Project	\$592,855		\$592,855	\$500,000	TDA MS	\$92,855	Gen Fund
Safe Routes to Schools	\$594,259		\$594,259	\$594,259	TxDOT SRTS	\$0	

Project Progress			
Concept Funding Prof Svc Procurement Pre-Design Design Bidding Award Construction			
Street	Total	Status	Notes
Church Street (WP)	\$1,671,633	Award	Park Drive Water Line portion of project is nearing completion.
Old Brandon Rd (WP)	\$1,330,823	Award	
Park Drive (WP)	\$1,338,576	Award	
Walnut Street (WP)	\$2,134,115	Award	Upon Council approval, will set preconstruction conference and prepare to issue notice to proceed
Water Tower (MRB)	\$4,770,518	Phase I: Closing Out Phase II: Construction Phase III: Construction	Tank is up and we are close to completing Phase I. Pump station should be ready in about 3 months. The industrial park water line is under construction.

vi. **Ensure Responsible, Equitable Growth**

- 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: Dirt work is underway to create a new earthwork drainage route down next to the Locust Street right-of-way and west along the alley south of Mark

Street. The homebuilder has deployed contractors to regrade the back yards of the lots.

- Human Resources:
 - Still seeking an equipment operator; this is a key position for street work
 - Open enrollment was held this week for all employees

vii. Boost Economic Development

7.1 Business Attraction

- Glaser Retail and our CED team working on prospects for Outlet Mall
- Billboard space is a priority, as will be key to recruiting key businesses

7.2 Business Retention/ Expansion

- CED Staff has been working with Industrial businesses to accommodate water line project with minimal disruption
- CED Staff has been working with property management company to update Outlet Mall spaces for existing and prospective tenants, including utilities and fire suppression
- Rents are being collected and monthly costs/ revenue statements should be accurate

7.3 Entrepreneurship and Small Businesses

- Main Street Advisory Board seats have been filled
- Main Street committees working on plans for the coming year

7.6 Pursue redevelopment of the Outlet Mall

- Staff is working with Glaser Retail team on possible layout options

viii. Enhance Quality of Life

- Parks & Rec
 - Softball tournament was held at Wallace Park last weekend
 - Work on facilities continues
- Library will give a detailed report next month on the summer reading program.

(Agenda Item #17)

Hold a Closed Session Under the Provisions of Section 551.078 of the Government Code (Economic Development)

Mayor Johnson announced an entrance into Closed Session at 6:30p.m.

(Agenda Item #18)

Reconvene in Open Session

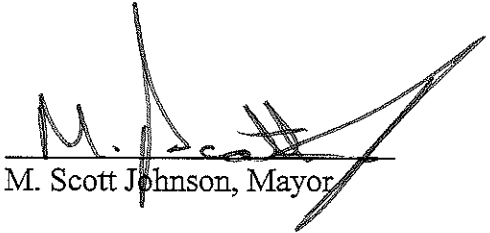
Mayor Johnson announced the exit from Closed Session at 7:16p.m.

(Agenda Item #19)

Deliberate and Act on Matters Discussed in Closed Session, If Any.

Mayor Johnson announced that there was no deliberation or action needed to be taken from the closed session.

With no further business to address, Mayor Johnson adjourned the meeting at 7:17p.m.


M. Scott Johnson, Mayor

ATTEST:


Jasmine Guy, City Secretary

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