

City Council
City of Hillsboro, Texas
Minutes of Regular Meeting
September 19, 2023

Present were:

Scott Johnson, Mayor	Megan Henderson, City Manager
Tony Cain, Asst. City Manager	Larry Lloyd, Councilmember
Dana Robinson, Councilmember	Jasmine Guy, City Secretary
Jay Jolly, Councilmember	Richard Reinhardt, Planning Official
Frances Zarate, Councilmember	Susan Mann, Library Director
Dale Snyder, Finance Director	Sandra Abrego, Finance Assistant
Christi Ward, Communication and Executive Assistant	
Art Mann, Community and Economic Development Administrator	
Justin Dyer, Library Assistant Director	

Councilmember Eric Fleming and Councilmember Leann Richmond were absent.

Others present:

Shannon Cottongame, Reporter
Officer Justin Penney, Hillsboro Police Department

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

Invocation was omitted.

Councilmember Robinson 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 7 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 September 5, 2023.

(Agenda Item #6)

Act on the Approval of Bills.

(Agenda Item #7)

Deliberate and Act on a Resolution Nominating Roberta Skelton and John Sawyer to Serve on the 2024-2025 Board of Directors for the Hill County Appraisal District for a Two-Year Term.

[City Manager, Megan Henderson provided Council with the following information in the Council Packets prior to the meeting: Each participating entity in the Hill County Appraisal District (HCAD) may nominate one candidate for each of the five positions on the HCAD Board of Directors. Please see the September 8, 2023 letter from Mike McKibben, Chief Appraiser of HCAD which will detail board member eligibility and qualifications.

Members serve 2-year terms beginning on Jan. 1 of even numbered years. Each voting entity may nominate one candidate for each position to be filled up to a total of five nominees. The nominations must be made in an open meeting. According to the letter the nomination sheet should be returned to Mike McKibben's office no later than Oct. 13, 2023.]

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 #7 were accepted and approved.

On roll call, the following votes were cast:

Ayes: Lloyd, Robinson, Zarate, and Jolly

Nays: None Absent: Fleming and Richmond

Resolution No. R2023-09-63

Regular Agenda

(Agenda Item #08)

Hold a Public Hearing, First Reading and Deliberate on an Ordinance Amending the Fiscal Year 2022-2023 Budget.

Finance Director, Dale Snyder provided Council with a draft of the ordinance and Annual Budget for 2023-2024 in the Council packet. Finance Assistant, Sandra Abrego presented the agenda item on behalf of the Finance Department. The budget amendment will reflect the necessary adjustments needed to produce the 2023-2024 Fiscal Year Budget. Finance Assistant Abrego was able to highlight the revenues and expenses that will be reflected in the amended budget. There has been an increase in the amounts received for sales, property taxes, interest income, and fines and forfeitures. In regards to expenses, there was an increase due to salary increases for public safety and public works. Increase in expenditures within the street and water departments regarding maintenance. Due to an increase in market prices, there was an increase in supplies and maintenance costs at a city-wide level. There was a final increase in expenditures relating to the abatement of properties within the City. Finance Assistant Abrego opened for any questions or comments.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:03p.m. No one spoke for or against the ordinance, the Public Hearing

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was closed at 6:04p.m. and the Mayor declared the first reading of the ordinance complete.

Ordinance No. O2023-09-19

(Agenda Item #09)

Hold a Public Hearing, First Reading and Deliberate on an Ordinance Adopting the Budget for Fiscal Year 2023-2024.

Finance Director, Dale Snyder provided Council with a draft of the ordinance and Annual Budget for 2023-2024 in the Council packet and presented the agenda item. He provided that this item is to set the budget for the 2023-2024 fiscal year. He provided that the general fund for the 2023-2024 fiscal year will be \$12,641,900 with a \$762,700 increase from the previous year. The total of all funds budgeted is \$22,024,725. All funds have a balanced budget except for the EDC fund.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:05p.m. No one spoke for or against the ordinance, the Public Hearing was closed at 6:06p.m. and the Mayor declared the first reading of the ordinance complete.

Ordinance No. O2023-09-20

(Agenda Item #10)

Hold a Public Hearing, First Reading and Deliberate on an Ordinance Adopting the Tax Rate for Fiscal Year 2023-2024.

Finance Director, Dale Snyder provided Council with a draft of the proposed ordinance in the council packet. He provided that this item set the tax rate to finance the 2023-2024 fiscal year budget. The budget is broken up between the Maintenance and Operation (M & O) and Debt Service. The M & O rate will be \$0.673500 and the Debt Service rate is \$0.132900 which will present a total tax rate of \$0.806400. The Debt Service rate slightly decreased and the M & O rate slightly increased but the tax rate presented will be the same as the previous year. The second public hearing will take place on September 26, 2023 at 6:00 p.m. at Historic City Hall, 127 East Franklin, Hillsboro, Texas.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:06p.m. Ruth Ann Walker, a Hillsboro citizen asked if the tax rate is the same as last year's tax rate. Finance Director Snyder confirmed that it is the same tax rate from the previous year. City Manager, Megan Henderson asked about how long the tax rate has been set at that amount. It was determined that it has been longer than 10-12 years. With no further questions, the Public Hearing was closed at 6:08p.m. and the Mayor declared the first reading of the ordinance complete.

Ordinance No. O2023-09-21

(Agenda Item #11)

Hold a Public Hearing to Adopt a 2023 Ad Valorem Tax Rate That Exceeds the No-New-Revenue Tax Rate (NNR) But Does Not Exceed the Voter-Approval Tax Rate (VAR).

Finance Director, Dale Snyder provided Council with the completed Notice of Public Hearing on Tax Increase Form as prescribed by the Texas Tax Code §26.06(b-2).]

Finance Director provided that there is a requirement to have a public hearing and the tax rate which is proposed at 0.8064 which is the same as prior years. The proposed rate does exceed the no-new-revenue tax rate of 0.7353 but is below 0.8767 voter-approval rate.

The second public hearing will take place on September 26, 2023 at 6:00 p.m. at Historic City Hall, 127 East Franklin, Hillsboro, Texas.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:09p.m. No one spoke for or against the proposed ordinance. The Public Hearing was closed at 6:10 p.m. and the mayor declared the first reading complete.

(Agenda Item #12)

Hold a Public Hearing, First Reading and Deliberate on an Ordinance Establishing Temporary Conditions Related to the 2024 Total Solar Eclipse.

City Manager, Megan Henderson presented the agenda item in the absence of Planning Official, Richard Reinhardt. City Manager Henderson shared that with the eclipse festivities approaching, it has brought forth some opportunities as well as challenges. She shared that the City has drafted an ordinance to temporarily change some of the conditions related to bed and breakfast, short-term rental facilities, and camping requirements. The temporary conditions would begin on April 2, 2024 through April 9, 2024. The ordinance would waive location restrictions for bed and breakfast and short term rental facilities as well as allow property owners to utilize their property for camping under certain requirements. Anyone that is desiring to host more than one camping site will be required to submit a request to city staff along with plans pertaining to parking, sanitation, and safety. City staff is requiring property owners to submit a site plan if they are planning to utilize any property size over an acre.

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:12p.m. Ruth Ann Walker, a Hillsboro citizens asked if these requires will pertain to camp sites that are already existing and establish. City Manager Henderson informed her that an existing campground would not be a part as the conditions have already been established. With no further questions, the Public Hearing was close at 6:13p.m. and the mayor declared the first reading of the ordinance completed.

Ordinance No. O2023-09-22

(Agenda Item #13)

Deliberate and Act on a Resolution Authorizing City Staff to Negotiate, Update, and Execute an Interlocal Agreement with Hillsboro Independent School District Providing for a School Resource Officer.

Assistant City Manager, Tony Cain presented the agenda item. He shared that the agreement being presented is the same agreement that has been utilized in the previous years. However, there has been an update made regarding the pay obligations and percentages between the City and Hillsboro ISD. Due to current law, each campus is now required to have a Student Resource Officer (SRO.) Hillsboro ISD will be responsible for paying 100% of one officer's salary and two officers at 50%. The City will be responsible for one police officer at 100%. Assistant City Manager Cain shared that the City has a great partnership with the school district and praised Dr. Brown (Superintendent.)

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

On roll call, the following votes were cast:

Ayes: Lloyd, Robinson, Zarate, and Jolly

Nays: None Absent: Fleming and Richmond

Resolution No. R2023-09-64

(Agenda Item #14)

Deliberate and Act on a Resolution Approving the Purchase of Real Property, Lots 21 and 22, Harden Block 2, George and Harris Addition, Known by Property IDs 112781 and 112782, from Hill County, and Authorizing the City Manager to Execute All Necessary Documents.

City Manager, Megan Henderson presented the agenda item. She informed council that this was an arrangement made between the county and city prior to her stepping in as City Manager. She shared that the property location is the parking lot across from the John W. Erwin Annex building on Franklin St. City Manager Henderson added that there has been a need identified for additional parking space in and around the downtown area. The property is currently owned by the county and they have now asked the City if there was still an interest to purchase the parking lot property due to the selling of the Annex building. City Manager confirmed that the City is still interested in the purchasing the property and informed council that now is the time to start the process of purchasing. There were no further questions.

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

On roll call, the following votes were cast:

Ayes: Lloyd, Robinson, Zarate, and Jolly

Nays: Absent: Fleming and Richmond

Resolution No. R2023-09-65

(Agenda Item #15)

Hear and Deliberate on a Report by Susan Mann, Library Director, on the Results of the Library's Summer Programming

Susan Mann, Library Director and Justin Dyer, Assistant Library Director presented the agenda item. Library Director Mann presented council with a detailed reported regarding

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the library's programs, events, and activities that have taken place over the summer and recent months. The Library hosted a carnival in June with around 300 participants. Each participant was able to take home a library book. The Library hosted a variety of other activities during the week for the remainder of the month. The total number of participants for June estimated at around 1,300 children. For the month of July there were a variety of programs being offered in the library throughout the entire week. 487 children were able to participate for the month of July. The children were offered small prizes for calculating and providing the number of minutes that they read during the month. Library Director Mann provided the total number of minutes read was documented at 43,126 minutes for both June and July. 231 library cards were issued and the library had over 3,312 visitors. The total program attendance for June and July was estimated at 1,787 children.

In August, the library was able to participate in National Night Out. Lemonade and popcorn was given out to everyone. The library also participated in the back to school fair hosted by Hillsboro ISD. During this time, 350 books were placed into backpacks that were given away during this event. Library Director Mann then introduced the Assistant Library Director, Justin Dyer, to present the library's upcoming events. He shared that the library just wrapped up their Family Place program. He provided council with the information regarding the program, its objective, and goal. The library has been hosting the program since 2019. Hillsboro City Library also provided the Smithsonian Talk with Me Toolkits. He provided information about the program and the services they provide to the community. During the month of August, the library hosted an eclipse workshop for all librarians from the surrounding areas in preparation for the Eclipse in April 2024. 27 attended and were able to learn how to use special equipment for the eclipse. The Library was gifted the equipment for hosting the workshop. Staff plans on utilizing the equipment for future programs leading up to the eclipse. The Library has the following upcoming events: Club Code (2x per month,) German Author Barbara Ortwein will be discussing genealogy on Saturday, annual Halloween scavenger hunt, and letters to Santa (150 letters were written last year.)

Library Director Mann added her final comments by sharing that the library is working on an expansion project. The current focus is the re-design. She shared that more information will be provided to council at a later date.

(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 5-8
 - v. Build Better Infrastructure
 - 2023 Goals:
 - Build street department capabilities
 - Pilot the processes to make sure everything works
 - Build out asset management software
 - 2024 Goals

- Pilot self-performance processes, employing contract labor if needed
- Self-perform rehabilitation of 8 blocks of street, at a cost of \$170,000 and 60 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 potholes as of 10/1/23, repair 100% within that FY
 - Utility cut repair goals will be made after inventory is complete
- Crack Seal all "Good" Streets 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 + \$88,199	Gen Fund
Safe Routes to Schools	\$594,259		\$594,259	\$594,259	TxDOT SRTS	\$0	
Totals							

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	Park Drive Street Reconstruction has begun.
Walnut Street (WP)	\$2,134,115	Award	Old Brandon Road Mill and Overlay will begin soon; dates have not yet been identified.
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 2 months. The industrial park water line is under construction.

vi. Deliver Essential Services

 Hillsboro, Texas - City Government
Admin · September 12 at 3:15 PM · 

We send Code Red notices to let citizens know when we issue a Boil Water Notice. We're working to improve the water system and reduce the need for Boil Water Notices, but in the meantime, how can we improve Code Red? We've recently added Code Red notices to the Public Safety Facebook page and given citizens the option to receive notices by text. Today's top question: would you rather get the notice ASAP or would you rather we not disturb you at night?

☐ I want to get a Boil Water Notice as soon as possible, even at night. 75% > 

☐ I don't want to get a Boil Water Notice between the hours of 10P and 7A 21% > 

☐ Added by Darel Ball
I don't want to get a BWN between 12:00 midnight and 5:00 AM. 4% > 

[Add poll option...](#)

[View insights](#) 439 post reach >

 2 69 Votes 6 comments 1 share

- 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: Engineers are finalizing two alternative construction options and will forward this week for our initial review.
 - Water quality issues: Routine sampling and noticing ran into procedural issue as we discovered we'd been using the incorrect form for reporting results to the public. Actual water quality measured via samples was good.
- Human Resources:
 - Still seeking an equipment operator; this is a key position for street work
 - Met with Hill College to discuss possible training for various staff

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

• Facilities

- Repairing water lines at City Park
- Spreading wood chips throughout parks
- Planned maintenance at Sesquicentennial Park

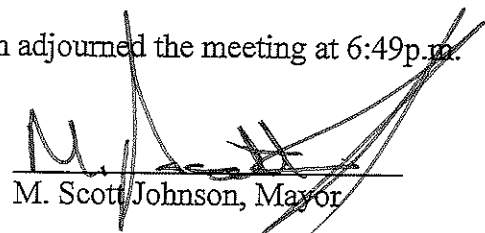
• Programming

- Soccer season will be September 23 – November 18
- Over 350 signups for Hillsboro alone, and Wallace Park is home field to all towns in our league
- Season will end with a tournament.

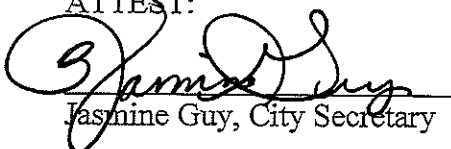
• Go Hillsboro Key Leaders Survey, Quality of Life Questions

- Single most important thing to improve QOL: Attract new businesses 37%, increase housing 19%, continue beautification 16%
- Most important QOL goal for 5 years: More restaurants/ retail 43%, new supermarket 30%
- Most important QOL goal for 10 years: Water supply 34%, Roads/ Infrastructure 30%

With no further business to address, Mayor Johnson adjourned the meeting at 6:49p.m.


M. Scott Johnson, Mayor

ATTEST:


Jasmine Guy, City Secretary

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Note:
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City Council
City of Hillsboro, Texas
Special Meeting
September 26, 2023

The Hillsboro City Council and City Staff conducted a City Council Special Session Meeting on Tuesday, September 26, 2023. The meeting was held at Historic City Hall, 127 E. Franklin Street in Hillsboro, Texas at 6:00 p.m.

Present were:

Scott Johnson, Mayor	Megan Henderson, City Manager
Eric Fleming, Councilmember	Tony Cain, Assistant City Manager
Larry Lloyd, Councilmember	Jasmine Guy, City Secretary
Dana Robinson, Council Member	Richard Reinhardt, Planning Official
Jay Jolly, Councilmember	
Christi Ward, Communications & Executive Assistant	

Councilmember Leann Richmond and Councilmember Frances Zarate were absent.

Others present:

Shannon Cottongame, Reporter
Sergeant Jefferson, Hillsboro Police Department

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

Hear Statements from Persons Wishing to Address Council

There were none

(Agenda Item #03)

Hold a Public Hearing, Second Reading and Deliberate and Act on an Ordinance Amending the Fiscal Year 2022-2023 Budget

Finance Director, Dale Snyder provided Council with a draft of the ordinance and Annual Budget for 2023-2024 in the Special Meeting Packet. City Manager, Megan Henderson spoke on behalf of the Finance Director in his absence. She provided that the following item was brought up for consideration during the previous meeting held last week. All information will remain the same. She reviewed the revenues (sales tax, property tax, fine and forfeitures) and expenses (salary increases, maintenance, and property abatement.)

With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:01p.m. No one spoke for or against the proposed ordinance. The Public Hearing was closed at 6:02p.m.

On motion by Councilmember Fleming and second by Councilmember Robinson the ordinance was accepted and approved.