

City Council
City of Hillsboro, Texas
Minutes of Regular Meeting
October 17, 2023

Present were:

Scott Johnson, Mayor
Dana Robinson, Councilmember
Jay Jolly, Councilmember
Frances Zarate, Councilmember
Leann Richmond, Councilmember
Eric Fleming, Councilmember

Megan Henderson, City Manager
Jasmine Guy, City Secretary
Dale Snyder, Finance Director
Tony Cain, Assistant City Manager

Councilmember Larry Lloyd and Councilmember Frances Zarate were absent.

Others present:

Shannon Cottongame, Reporter
Sergeant Winfred Jefferson, Hillsboro Police Department
Michael Nemec, Pastor of Christ Lutheran Church

Mayor Johnson called the meeting to order at 6:05p.m.

Invocation was completed by Pastor Michael Nemec of The Christ Lutheran Church

Councilmember Richmond 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 October 3, 2023.

(Agenda Item #6)

Act on the Approval of Bills.

(Agenda Item #7)

Deliberate and Act on a Resolution Regarding a Request by the Main Street Board to Close Various Streets for the Purpose of Holding the Hillsboro AutumnFest;

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Related Events on October 28, 2023.

[Administrative Assistant of Community and Economic Development provided Council with the following information in the Council Packets prior to the meeting: The Hillsboro AutumnFest will require that Franklin Street from Waco Street to just east of the entrance to the Post Office. Covington Street will be closed from just south of W. Paschal Street to W. Elm St. Barricades will also need to be set up at appropriate intersections and alleys.

All closures will be after 5:15 p.m. on Friday, October 27th and will be reopened by 12am on Sunday, October 29th.]

Consent Agenda Items. There were no items removed from the Consent Agenda. On a motion by Councilmember Robinson and second by Councilmember Fleming, Consent Agenda Items #5 through #7 were accepted and approved.

On roll call, the following votes were cast:

Ayes: Fleming, Robinson, Richmond, and Jolly

Nays: None Absent: Lloyd and Zarate

Resolution No. R2023-10-69

Regular Agenda

(Agenda Item #08)

Deliberate and Act on a Resolution Authorizing an Independent Audit as Required by the City Charter, Article 8; Section 8.09 and Authorizing the City Manager to Negotiate and Execute All Necessary Documents.

Director of Finance, Dale Snyder presented the agenda item. He provided that Pattillo, Brown, & Hill LLP has submitted an engagement letter for the audit of the City's Financial Statements as of September 30, 2023. The fee will not exceed \$20,000 in total between the City and Hillsboro Economic Development Corporation (EDC.) This is the same amount as the year prior.

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

On roll call, the following votes were cast:

Ayes: Fleming, Robinson, Richmond, and Jolly

Nays: None Absent: Lloyd and Zarate

Resolution No. R2023-10-68

(Agenda Item #09)

Deliberate and Act on a Resolution Appointing Members to Various Standing Boards, Commissions and Committees.

City Secretary, Jasmine Guy presented the candidates to the following boards, commissions, and committees that were recommended by the liaisons and requested waiver recommendations by City Manager, Megan Henderson. City Secretary Guy

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explained that the terms expired in September, but the current members will continue to serve until the new appointees are prepared to fill the positions. All of the applicants received by the deadline were included in the Boards/Commissions/Committees packet that was provided to council prior to the meeting. The new appointees will be required to complete two trainings: Open Meetings Act and Public Information Act training. Both of these trainings must be completed before taking a seat on their designated boards, commissions, or committees. Per state law, the trainings must be completed within 90 days of their appointment. Trainings will be completed through www.oag.state.tx.us. Upon completion of both trainings, appointees will need to file their certificates with the City Secretary and must take the oath of office before beginning their term. With Council's approval, the vote adopting the resolution appointing the nominees would be called for after all the selections have been completed. City Secretary Guy presented the following:

1.) Airport Manager, John Graham provided the recommendations for the Airport Board. Larry Perryman was recommended to be granted his first waiver to serve another term. Charles Schneider and Glen Carter was recommended for a 2nd term. There were no questions from council.

2.) Community Development Coordinator, Vance Lipsey recommended Margaret Barr, Larry Cole, Chauncey Frazier for terms set to expire in 2025. Chasady Gallardo was recommended to replace Elizabeth Schneider. Term set to expire in 2024. Matthew Southard and Elizabeth Schneider were recommended as alternates. Councilmember Jolly asked a question in regards to the role of an alternate. City Manager, Megan Henderson was able to chime in and explained that the Building and Standards Commission is limited to 5 members per statute. There has to be a minimum of 4 members present to take action. It is important to have an alternate in case there is not enough members present and action is needed. The alternates will attend every meeting and participate within the meetings as any regular member so that they will be prepared if called upon for action. There were no further questions from council.

3.) Art Mann, Community and Economic Development Director recommended Kennie Nowlin, Bill Siddons III, and Amy Fuchs for reappointment for the Hillsboro Economic Development Corporation. There were no questions from council.

4.) Community Development Coordinator, Vance Lipsey recommended Susan Shewmake for reappointment and Delwin Hinkle for appointment to the Hillsboro Historic Preservation Commission. Mr. Hinkle will be taking the place of Mary Falter due to her resignation. Term is set to expire in 2024. Councilmember Richmond asked if there was an alternate spot on this board. City Manager, Megan Henderson stated no. Mayor Johnson asked if there was one spot remaining. City Manager Henderson provided that in addition to the two recommendations made today, one member was appointed back in July 2023, so there would currently be one vacancy. There were no further questions.

5.) City Manager, Megan Henderson recommended Noah Dansby and Paul Baker for the Hillsboro Housing Finance Committee. City Manager Henderson added that there is an additional seat on this committee. Stuart Scarborough was up for reappointment. He was recently able to report that he will not continue to serve. He has provided some recommendations, but City Manager Henderson provided that she is open to take some additional suggestions. There were no further questions.

6.) Library Director, Susan Mann recommended Robert Skelton, Sharon Fitch, and Judy Fowler for reappointment to the Library Board of Trustees. There were no further questions.

7.) Vance Lipsey, Community Development Coordinator, provided the suggested appointment of Delwin Hinkle to the Main Street Board. There were no further questions from council.

8.) Samantha Montes, Director of Parks and Recreations recommended David Skelton and Susan Shewmake for reappointment to the Parks Advisory Board. There were no questions from council.

9.) Planning Official, Richard Reinhardt provided the recommendations of Denton Tucker to be granted a 2nd waiver to serve a 5th term. Duncan McLeod for a 2nd term. Matthew Southard for his 1st term and Frederick Amerson will fill the position vacated by Councilmember Jolly. The term is set to expire in 2024. There were no questions.

10.) For the Zoning Board of Adjustment, Planning Official Richard Reinhardt provided the recommends for Luther Ward II be granted 2nd waiver to serve 5th term. Charles Schneider for a 2nd term. Greg Goodwin for a 1st term and David Villareal will fill the position vacated by Councilmember Jolly. The term is set to expire in 2024. There were no questions.

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

On roll call, the following votes were cast:

Ayes: Fleming, Robinson, Richmond, and Jolly

Nays: None Absent: Lloyd and Zarate

Resolution No. R2023-10-67

(Agenda Item #10)

Hold a Public Hearing, First Reading and Deliberate on an Ordinance Replacing the City's Historic Preservation Ordinance and Reflecting Input from the Texas Historical Commission.

City Manager, Megan Henderson presented the agenda item in the absence of Community Development Coordinator, Vance Lipsey. She shared that Vance has been serving for the past few months as an Historic Preservation Officer in addition to Main Street Manager. She shared that Community Development Coordinator Lipsey has been working with the Texas Historical Commission in efforts of getting the city certified to become a Certified Local Government (CLG.) Becoming a Certified Local Government will allow the city to have access to CLG grants, technical assistance, training opportunities, and CLG networking opportunities. The City's current Historic Preservation Ordinance does not meet the guidelines of the Texas Historical Commission eligibility requirements for the program. Vance was provided with a model ordinance to make the necessary changes needed to create the new/updated ordinance. City Manager Henderson shared the important differences that were added to the ordinance. The Historic Preservation Commission has met with Vance and was able to review the updated/new ordinance. It was agreed upon that the new/updated ordinance will suffice to start the approval process to become a CLG.

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With no further questions or comments from the Councilmembers, the Mayor opened the Public Hearing at 6:23p.m. No one spoke for or against the ordinance, the Public Hearing was closed at 6:24p.m. and the Mayor declared the first reading of the ordinance complete.

Ordinance No. O2023-10-23

(Agenda Item #11)

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 – model complete, initial recommendations drafted
 - Sewer system study – near beginning
 - **Projects:**
 - Park Drive Water Line – complete
 - Utilities + Streets: Park/ OBR/ Walnut/ Church – underway
 - **Processes:**
 - Street Rehabilitation using In-house Reclamation: Red (bad condition) Streets – Equipment operator hired but pending doctor's clearance
 - Pothole and Utility Cut Repairs: All Streets, underway
 - Street Maintenance using Crack Sealing: Yellow and Green Streets (fair and good condition), underway
 - noting our need for some of this water.
 - 2023 Goals:
 - Build street department capabilities – 70%
 - Pilot the processes to make sure everything works – 25%
 - Build out asset management software – 85%
 - 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							

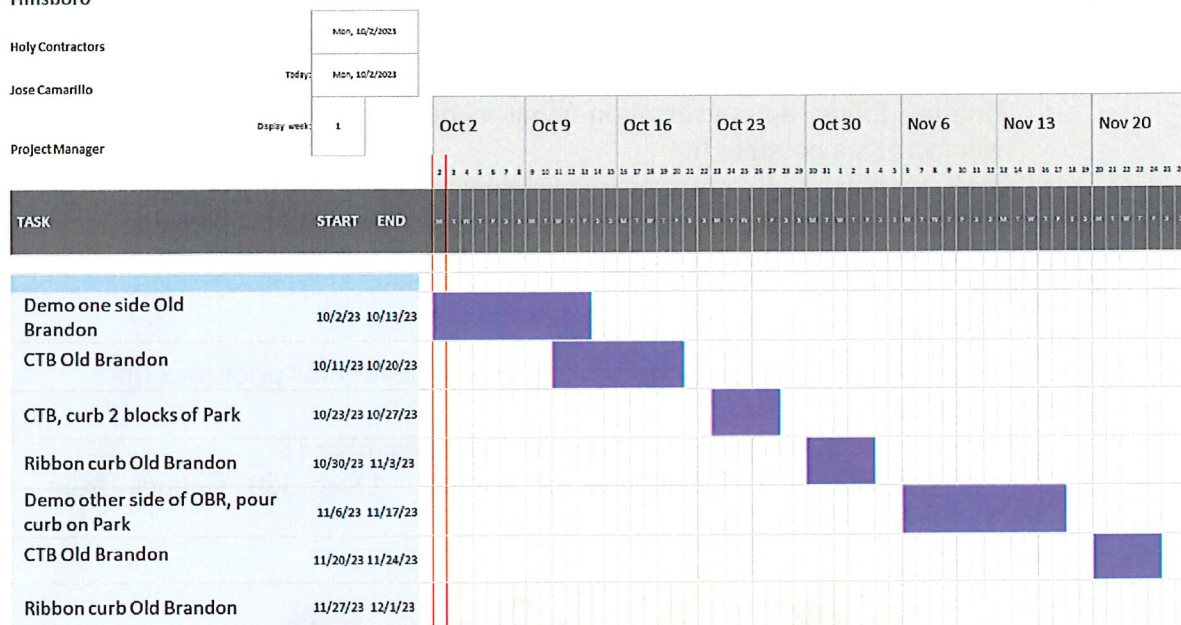
Project Progress			
Concept Funding Prof Svc Procurement Pre-Design Design Bidding Award Construction			
Street	Total	Status	Notes
Church Street (WP)	\$1,671,633	Award	Park Drive Water Line portion of project is complete. Park Drive Street Reconstruction has begun. Old Brandon Road Mill and Overlay has begun.
Old Brandon Rd (WP)	\$1,330,823	Award	
Park Drive (WP)	\$1,338,576	Award	
Walnut Street (WP)	\$2,134,115	Award	Tank is up and we are close to completing Phase I. Pump station should be ready in about 1 month. The industrial park water line is under construction.
Water Tower (MRB)	\$4,770,518	Phase I: Closing Out Phase II: Construction Phase III: Construction	

Hillsboro

Holy Contractors

Jose Camarillo

Project Manager



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: Engineers are finalizing two alternative construction options and will forward this week for our initial review.
 - Water quality issues: Residents on Walnut concerned about water color; iron present much of the time. Testing different flushing protocols to try to identify the problem/ best resolution
- Human Resources:
 - Heavy Equipment Operator hired but not yet cleared to operate
 - Met with Hill College to discuss possible training for various staff

vii. Boost Economic Development

7.1 Business Attraction

- Economic Development team working on Project GO – lots of progress

7.2 Business Retention/ Expansion

- Hillsboro EDC / Frontier Support Logistics won a Community Economic Development Award from the Texas Economic Development Council for the benefits created by the Free Trade Zone

7.3 Entrepreneurship and Small Businesses

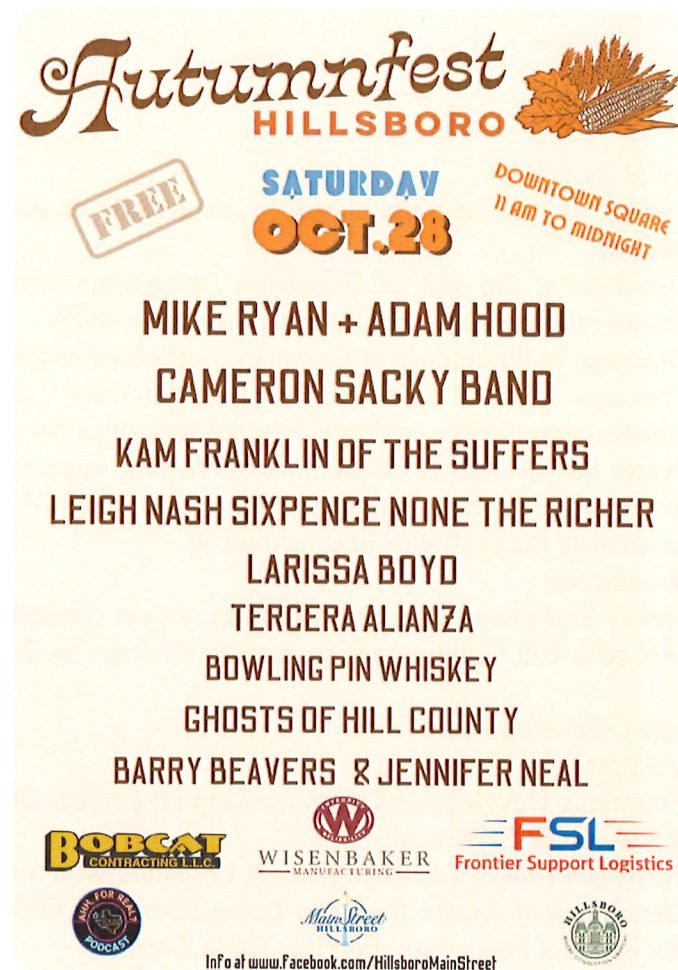
- Vance Lipsey is now Main Street Manager; announcement to follow
- Working on several downtown business prospects

7.6 Pursue redevelopment of the Outlet Mall

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- Glaser Retail is working with 6 possible businesses and has secured letters of intent from several of those
 - Holding follow-up conversation about medium-box store; still evaluating whether it's a possible fit
 - Staff working with property management company on existing spaces available for tenants; fire suppression has been updated in priority areas
- vii. Enhance Quality of Life
- Parks & Rec
 - Facilities
 - Parks Board recommends upgrades to restrooms prior to eclipse
 - Programming
 - Soccer season is underway through November 18
 - Hundreds and hundreds of kiddos. Over 350 signups from Hillsboro alone.



Autumnfest
HILLSBORO

FREE **SATURDAY** **OCT. 28** **DOWNTOWN SQUARE**
11 AM TO MIDNIGHT

MIKE RYAN + ADAM HOOD
CAMERON SACKY BAND
KAM FRANKLIN OF THE SUFFERS
LEIGH NASH SIXPENCE NONE THE RICHER
LARISSA BOYD
TERCERA ALIANZA
BOWLING PIN WHISKEY
GHOSTS OF HILL COUNTY
BARRY BEAVERS & JENNIFER NEAL

BOBCAT **WISENBAKER** **FSL**
CONTRACTING L.L.C. MANUFACTURING Frontier Support Logistics

ONE FOR REAL **Main Street** **HILLSBORO**
PODCAST HILLSBORO

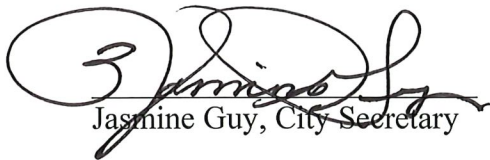
Info at www.facebook.com/HillsboroMainStreet

With no further business to address, Mayor Johnson adjourned the meeting at 6:45p.m.



M. Scott Johnson, Mayor

ATTEST:



Jasmine Guy, City Secretary

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