City Council
City of Hillsboro, Texas
Minutes of Regular Meeting
January 6, 2025

Present were:

Scott Johnson, Mayor
Jay Jolly, Councilmember
Eric Fleming, Councilmember
Dana Robinson, Councilmember
Edgar Hernandez, Councilmember
Larry Lloyd, Councilmember
Leann Richmond, Councilmember/Mayor Pro Tem

Megan Henderson, City Manager
Tony Cain, Assistant City Manager
Richard Reinhardt, Planning Director
Jasmine Guy, City Secretary
Christi Ward, Executive Asst.

Others present:
Shannon Cottongame, the Reporter
Hillsboro Police Department
Lynette Hearrell-Director of Hillsboro Chamber of Commerce
Pastor James Hoskins-First Methodist Church

Mayor Johnson called the meeting to order at 6:00PM

Pastor James Hoskins of the First Methodist Church completed the invocation.

Mayor Johnson led the Pledge of Allegiance.

Hear Statements from Persons Wishing to Address Council
None

Consent Agenda
Mayor Johnson informed Council that agenda numbers five (5) through eleven (11) 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 #05)
Deliberate and Act on the Approval of the Minutes for the Regular Meeting on December 2, 2025.

(Agenda Item #06)
Act on the Approval of Bills.

(Agenda Item #07)

Deliberate and Act on a Resolution Approving Selection of Walker Partners, LLC to provide engineering services for the City's 2025 EDA Disaster Supplemental Grant Application and Subsequent Phases.

[Executive Director of HEDC, Jessica Trew provided council with the following information in the council packet prior to the meeting: After individual scoring and joint deliberation, the committee agreed that Walker Partners, LLC offered the strongest combination of EDA experience, technical qualifications, and familiarity with Hillsboro's needs. Their prior successful performance with federally funded projects and clear commitment to availability and accountability distinguished their proposal. The Scoring Committee unanimously recommends that the City Council approve the selection of Walker Partners, LLC to provide engineering services for the City's 2025 EDA Disaster Supplemental Grant application and subsequent project phases.]

(Agenda Item #08)

Deliberate and Act on a Resolution to Approve an Amendment to Resolution No. R2025-12-73; Authorizing a Property Lease Agreement with Will Lowrance for Purposes of Outdoor Advertising Along I-35 and Authorizing the City Manager to Negotiate and Execute all Necessary Documents.

[Jessica Trew, Executive Director HEDC provided council with the following information in the council packet prior to the meeting: On December 2, 2026, Council passed Resolution No. R2025-12-73 authorizing a property lease agreement with Will Lowrance for purposes of outdoor advertisement for an existing 972 square foot billboard pole sign owned by the City and located on Mr. Lowrance's property for the 2025 calendar year.

The renewal of annual lease is $3,500 and staff recommends renewal for a term from January 2026 to December 2030. This amendment reflects new legal entity and a 5-yr term for a total of $17,500 paid over 5 years.]

(Agenda Item #09)

Deliberate and Act on a Resolution Establishing Holidays for 2026 According to Section 19.01, General Policy on Holidays of the City of Hillsboro Human Resources Policy.

[Evah Montes, HR Director provided council with the following information in the council packet prior to the meeting: Our personnel policies call for Council to approve holidays each year. The holidays for the 2026 calendar year are as follows:

Date	Holiday
1-Jan	New Year's
19-Jan	MLK Day
3-Apr	Good Friday
25-May	Memorial Day
19-Jun	Juneteenth
3-Jul	Independence Day
7-Sep	Labor Day
26, 27-Nov	Thanksgiving
24, 25-Dec	Christmas
Plus two floating holidays.	

(Agenda Item #10)

Deliberate and Act on a Resolution Accepting the Recommendations of the Planning and Zoning Commission Approving a Specific Use Permit (SUP) for a Guest House at 111 Vineyard Street, Which is Located in the Single Family Residential (SF-5) Zoning District. A Guest House is Only Allowed with a Specific Use Permit (SUP) in the Single Family Residential (SF-5) Zoning District.

[Planning Director, Richard Reinhardt provided council with the following information in the council packet prior to the meeting: An application has been submitted for a guest house at 111 Vineyard Street. The proposed site plan shows a single-family dwelling with a guest house on a lot with a width of eighty (80) feet with some encroachments into the setbacks. The site plan shows ten (10) feet between the single-family dwelling and the guest house. Additionally, there is a ten (10) foot alley adjacent to the eastern property line. Therefore, no structure will be closer than ten (10) feet to another structure. The Zoning Ordinance requires fifteen (15) feet between a dwelling and a guest house and a minimum interior side yard setback of 7.5 feet. However, it has been confirmed that ten (10) feet is adequate to address any safety concerns. The Zoning Board of Adjustment reviewed a variance of the setback requirements at their meeting on Thursday, December 11, 2025. The Board conditionally approved the variance provided that the Specific Use Permit (SUP) is approved for the guest house. The Planning and Zoning Commission reviewed the proposed Specific Use Permit for a guest house at their meeting on Monday, December 8, 2025 and recommended approval on the condition that the variance from the setback requirements would also be approved. Since the Board had also issued conditional approval, the recommendation for City Council is for approval of the Specific Use Permit.]

(Agenda Item #11)

Deliberate and Act on a Resolution Accepting the Recommendations of the Planning and Zoning Commission Approving a Specific Use Permit (SUP) for a Guest House at 300 East Madison Street, Which is Located in the Single Family Residential (SF-

5) Zoning District. A Guest House is Only Allowed with a Specific Use Permit (SUP) in the Single Family Residential (SF-5) Zoning District.
[Planning Director, Richard Reinhardt provided council with the following information in the council packet prior to the meeting: An application has been submitted for a guest house at 300 East Madison Street. The applicant had began constructing a guest house in the rear portion of the property at 300 East Madison prior to seeking approval. Code Enforcement stopped the project until the applicant obtained proper approvals through the standard due process. Since the proposed structure encroached into the rear setback and the exterior side yard setback, it required both a variance from the setback requirements and a Specific Use Permit (SUP) for a guest house. The Planning and Zoning Commission initially tabled the request on November 10, 2025 since the applicant was not present to speak on behalf of the request. Other concerns included whether or not the structure met necessary codes and that it was began without the necessary permits. On November 13, 2025, the Zoning Board of Adjustment approved the Variance on the following conditions: 1.) Approval of the Specific Use Permit; and 2.) The existing structure meets necessary building codes. On December 8, 2025, the Planning and Zoning Commission recommended approval, also on the condition that the existing structure meets necessary building codes.]

Consent agenda items. City Secretary, Jasmine Guy informed Mayor Johnson and Councilmembers that Councilmember Robinson filed an Affidavit of Substantial Interest regarding agenda item #7. Mayor Johnson informed council that agenda item #7 will be moved to the regular agenda for action. There were no further questions or comments. On a motion by Councilmember Jolly and second by Councilmember Richmond, Consent Agenda Items #5, #6, #8, #9, #10, and #11 were accepted and approved.

On roll call, the following votes were cast:
Ayes: Fleming, Lloyd, Robinson, Hernandez, Richmond, Jolly
Nays: none Absent:
Resolution No: R2026-01-01,02,03,05

Regular Agenda

(Agenda Item #7)
Deliberate and Act on a Resolution Approving Selection of Walker Partners, LLC to provide engineering services for the City's 2025 EDA Disaster Supplemental Grant Application and Subsequent Phases.
Mayor Johnson asked if there were any questions or comments regarding this agenda item. There were none. Councilmember Richmond made a motion and second was given by Councilmember Jolly. The resolution was accepted and approved.

On roll call, the following votes were cast:

Ayes: Fleming, Lloyd, Robinson, Hernandez, Richmond, Jolly
Nays: none Absent: Sustain: Robinson
Resolution No. R2026-01-04

(Agenda Item #12)
Hold a Public Hearing, Second Reading and Deliberate and Act on an Ordinance Amending the City's Fees for Water and Sewer Taps.
City Manager, Megan Henderson presented the agenda item. She shared that staff usually includes the updated fees in the annual budget adoption process but failed to capture this change in the budget recommendation this year. Staff is proposing an increase to water and sewer tap fees that would apply to new construction. She explained that the increase is to help ensure that the city's tap fees are recovering the city's costs for not only labor, materials and equipment but also for street repair.

Councilmember Jolly was able to ask a question regarding the possibility of implementing the increase during this year's budget adoption process. City Manager Henderson explained that the increase is associated with new construction. Being that there is new development taking place now, an immediate increase is needed to ensure that the city is able to accommodate the new construction with water and sewer services. She explained that this will not impact residents directly and explained the waiver process. There were no further questions or comments from council. Mayor Johnson opened the public hearing at 6:11PM. No one spoke for or against the ordinance. Mayor Johnson closed the public hearing at 6:12PM. On a motion by Councilmember Fleming and second by Councilmember Lloyd, the ordinance was accepted and approved.

On roll call, the following votes were cast:
Ayes: Fleming, Lloyd, Robinson, Hernandez, Richmond, Jolly
Nays: none Absent:
Ordinance No. O2026-01-01

Hear and Deliberate on the City Manager's Report
City Manager, Megan Henderson presented the following updates on Goals 1, 2, and 4. Assistant City Manager, Tony Cain presented an update on Goal 3

a. Update on Strategic Goals 1-4

i. Responsible, Equitable Growth

- Water Supply
    - Raising Lake Aquilla
        - Need to re-request from Corps of Eng.
        - New admin has different priorities

- Make Better Use of Existing Water
  - Reduce water loss to free up more water
  - Explore reuse of partially treated "grey water" for industry/ irrigation
- Reallocation of Lake Whitney
  - Some momentum seems to be building around "recommended alternative," which includes lots of water for municipal use
  - Left BRA meeting feeling hopeful that we could receive allocation
  - Need to evaluate how to use

ii. Foster Transparency and Connection

- Working with new software to create public-facing budget info
- Improving new City website
- Using in-person, newsletter, newspaper, website and social media to share information regarding city initiatives.

iv. Deliver Efficient, Effective Government

- Comprehensive Planning Process
  - Successful Downtown Activation Plan kickoff
    - lots of input about what people would like to see downtown,
    - lots of participation in the walking workshop,
    - several property owners considering projects to increase use and occupancy
  - Future Land Use Maps being constructed
  - Online public participation activity coming soon
- Human Resources
  - Promoted Matt Slaughter to Fire Major
  - Hired David Hennig as Process Improvement Analyst to embed within Public Works, review our current methods of scheduling and completing tasks, and help us develop SOPs to be more efficient with our time and equipment

Staff Activities

- 1% pay raises and retirement contribution increases took effect this week
- Next Main Street event is Fire and Ice

iii. Support Preservation and Beautification

- Grass Clippings: Issue is being addressed as needed.
- Update on Knox Fuel Stop: No update at this time.
- Gateway Travel Center (Amigos): New owners have started cleaning up property. The building department is currently reviewing the new set of plans and construction is scheduled to begin soon.

- 81 Motel: They have applied for the Certificate of Occupancy. No final inspection has been completed.
- Building and Standards Board: Next meeting is scheduled for January 15th. Will be taking four houses before the board.
- Hillsboro Operation Welcome Mat: Tony Cain, Chris Cary and Richard Reinhardt met with members in early December. City Ordinances and Code Enforcement were discussed.
- Curb clean-up: Due to the winter months and the amount of foliage falling from trees this time of year, this initiative is on hold until the spring, when we will begin enforcement again.
- Donation Bins: We have made contact with the bin and property owners and sent letters to everyone (12 out of 30) have been removed, with more being scheduled to be remove the next couple of weeks.
- Traffic Lights at Franklin and Elm St. The systems are being built which takes multiple months, will should get a schedule up date shortly.

With no further business to address, Mayor Johnson adjourned the meeting at 6:19p.m.

M. Scott Johnson, Mayor

ATTEST:

Jasmine Guy, City Secretary

<u>Note:</u>

This page was intentionally left blank