

**GRAHAM CITY COUNCIL  
REGULAR SESSION  
JULY 20, 2023**

**COUNCIL MEMBERS PRESENT**

Alex Heartfield, Mayor  
Shana Weatherbee-Wolfe, Mayor Pro-Tem  
Jeff Dickinson  
Jack Little

**STAFF PRESENT**

Eric Garretty, City Manager  
Marc Bueno, City Secretary/Financial Official  
Grant Ingram, Assistant City Manager  
Randall Dawson, Public Works Director/Building Official  
BJ Cook, Code Enforcement Officer  
Carla Ritchie, Municipal Court Clerk  
Kelly LaFarge, Library Director  
Dennis Fellows, Water Plant Supervisor

**1. CALL TO ORDER**

The meeting was called to order at 8:30 a.m.

- 2. NOTICE OF POSTING: NOTICE OF THIS REGULAR CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF GRAHAM TEXAS WAS DULY POSTED AT A PLACE READILY ACCESSIBLE TO THE PUBLIC AT LEAST 72 HOURS PRIOR TO THE DATE AND TIME OF THIS MEETING, IN ACCORDANCE WITH THE TEXAS OPEN MEETINGS ACT.**

**3. ROLL CALL OF MEMBERS PRESENT**

Mayor: Alex Heartfield  
Mayor Pro-Tem: Shana Weatherbee-Wolfe (Exited Meeting at 9:50 a.m. to attend a funeral)  
Councilmember Place 2: Jeff Dickinson  
Councilmember Place 3: Jack Little  
Councilmember Place 4: Brant Lundgren (Absent)

**4. OPENING PRAYER**

Mayor Pro-tem Shana Weatherbee-Wolfe led the invocation.

**5. PUBLIC FORUM**

Sonya Ramos, Geri Hudson and Emma Nesbitt stated their opinions regarding rates for admission to the Municipal Pool.

**6. REPORTS**

Individual Department Heads provided overviews for Council on ongoing updates of their respective departments which included: Code Enforcement, Library, Municipal Court, Chamber of Commerce/CVB, Public Works, GEIC and Arena.  
City Manager Eric Garretty provided reports on Lake Graham Water Level, Key Dates and Upcoming Events, Hotel Occupancy Tax Report, Arena Board Update, along with the Project Status Report.

**7. CONSIDER AND ACT TO APPROVE THE MINUTES OF THE REGULAR CALLED MEETING, HELD ON JULY 6, 2023.**

Motion made by Shana Weatherbee-Wolfe and seconded by Jack Little to approve the Minutes of the Regular Called Meeting, held on July 6, 2023. Motion passed unanimously 4 – 0.

**8. CONSIDER AND ACT TO APPROVE THE QUARTERLY INVESTMENT REPORT FOR THE PERIOD APRIL 1, 2023 THROUGH JUNE 30, 2023.**

Motion made by Jeff Dickinson and seconded by Jack Little to approve the Quarterly Investment Report for the period April 1, 2023 through June 30, 2023. Motion passed unanimously 3 – 0.

9. **CONSIDER AND ACT ON THE FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2023.**

Motion made by Jack Little and seconded by Jeff Dickinson to approve the Financial Reports for the period ending June 30, 2023. Motion passed unanimously 3 – 0.

10. **PRESENTATION OF THE SALES TAX REPORT DETAILING SALES TAX REVENUE COLLECTED DURING MAY 2023.**

City Manager Eric Garretty presented the Sales Tax Report detailing sales tax revenue collected during May 2023.

11. **DISCUSSION REGARDING A REQUEST TO IMPLEMENT ADDITIONAL TRAFFIC CONTROL MEASURES ON OAK STREET IN THE VICINITY OF THE OPEN-DOOR CHRISTIAN SCHOOL.**

Open Door Christian School Board President Eric Arrell, School Administrator Hannah Atwood and Junior High Teacher Denise Kunkel discussed implementing additional traffic control measures on Oak Street in the vicinity of the Open-Door Christian School. Council will refer this item to the Transportation Improvements Committee.

12. **CONSIDER AND ACT TO EXTEND THE PREVIOUSLY APPROVED SPECIAL USE PERMIT WHICH PERMITS THE PLAYING OF AMPLIFIED MUSIC ON THE SQUARE FROM 9:00 A.M. – 9:00 P.M., ON WEEKDAYS AND WEEKENDS.**

Motion made by Jack Little and seconded by Jeff Dickinson to extend the previously approved Special Use Permit which permits the playing of amplified music on the square from 9:00 a.m. – 9:00 p.m., on weekdays and weekends. Motion passed unanimously 3 – 0.

13. **CONSIDER AND ACT ON A REQUEST FROM THE GRAHAM ROTARY CLUB FOR USE OF FIREMAN'S PARK TO HOST THE 6TH ANNUAL DUCK DERBY TO BE HELD ON SATURDAY, SEPTEMBER 16, 2023.**

Motion made by Jeff Dickinson and seconded by Jack Little to approve a request from the Graham Rotary Club for use of Fireman's Park to host the 6th annual Duck Derby to be held on Saturday, September 16, 2023. Motion passed unanimously 3 – 0.

14. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO ISSUE A SPECIAL USE PERMIT TO THE GRAHAM ROTARY CLUB WHICH PERMITS THE USE AND SALE OF ALCOHOL IN FIREMAN'S PARK DURING THE 6TH ANNUAL DUCK DERBY TO BE HELD ON SATURDAY, SEPTEMBER 16, 2023.**

Motion made by Jack Little and seconded by Jeff Dickinson to authorize the City Manager to issue a Special Use Permit to the Graham Rotary Club which permits the use and sale of alcohol in Fireman's Park during the 6th annual Duck Derby to be held on Saturday, September 16, 2023. Motion passed unanimously 3 – 0.

15. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO ISSUE A SPECIAL USE PERMIT TO THE GRAHAM CHAMBER OF COMMERCE WHICH PERMITS THE TEMPORARY PLACEMENT OF COMMERCIAL ITEMS FOR SALE ON PEDESTRIAN WALKWAYS, THROUGHOUT THE CITY, DURING A PLANNED "SUMMER SIDEWALK SALE" EVENT TO BE HELD AUGUST 11-12, 2023.**

Motion made by Jack Little and seconded by Jeff Dickinson to authorize the City Manager to issue a Special Use Permit to the Graham Chamber of Commerce which permits the temporary placement of commercial items for sale on pedestrian walkways, throughout the City, during a planned "Summer Sidewalk Sale" event to be held August 11-12, 2023. Motion passed unanimously 3 – 0.

16. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER, AND THE CITY'S ENGINEER OF RECORD, TO NEGOTIATE AND CONCLUDE A CONTRACT, IN AN AMOUNT NOT TO EXCEED \$27,000, WITH INTEGRATED ENVIRONMENTAL SOLUTIONS (MCKINNEY, TEXAS), A LIMITED LIABILITY COMPANY, FOR PERFORMANCE OF AN ARCHEOLOGICAL SURVEY, AND RELATED ACTIVITIES, PURSUANT TO PRE-CONSTRUCTION TASKS IN SUPPORT OF THE FIREMAN'S PARK TRAIL PROJECT-PHASE 1.**

Motion made by Jack Little and seconded by Jeff Dickinson to authorize the City Manager, and the City's Engineer of Record, to negotiate and conclude a contract, in an amount not to exceed \$27,000, with Integrated Environmental Solutions (McKinney, Texas), a Limited Liability Company, for performance of an archeological survey, and related activities, pursuant to pre-construction tasks in support of the Fireman's Park Trail Project-Phase 1. Motion passed unanimously 3 – 0.

25. ~~CONSIDER AND ACT TO SET PUBLIC HEARINGS ON THE PROPOSED FISCAL YEAR 2023-2024 ANNUAL BUDGET, AND ON THE PROPOSED 2023 PROPOSED TAX RATE, FOR AUGUST 17, 2023, AT 8:30 A.M., WITH SUCH PUBLIC HEARINGS TO BE HELD AT THE COVINGTON CHAMBERS, 608 MAIN STREET, NESHAMITE AND AS AND FURTHER CO-SECTION OF THE MUNICIPAL ENGINEERING DEPARTMENT, THE KAS, SAMBITION RATE BY COMPANY, ROLL FROM THE TAX ASSESSOR/COLLECTOR. MOTION PASSED UNANIMOUSLY 4 - 0.~~

16. ~~DISCUSS THE RELOCATION OF PUBLIC UTILITIES AND ADVERTISE FOR BIDS FOR CONCRETE CURB IMPROVEMENT AND REHABILITATION ATTENDING FUTURE COUNCIL MEETINGS TO DISCUSS CAPITAL ITEMS ON NEW BUDGET, MADE BY JACK LITTLE AND SECONDED BY JEFF DICKINSON TO COORDINATE THE SALE OF SAME WITH RELATED TAXING ENTITIES.~~

27. ~~RECESS INTO EXECUTIVE SESSION UNDER THE FOLLOWING PROVISIONS OF~~  
 19. ~~CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO ACCEPT THE HIGHEST VALUE SEALED BID FOR THE PURCHASE OF A CERTAIN PROPERTY HELD IN TRUST BY THE CITY AND LEGALLY DESCRIBED AS ORIGINAL/GRAHAM, BLOCK 19, LOTS 10 AND 11, CITY OF GRAHAM, COUNTY OF YOUNG, WITH PHYSICAL ADDRESS 711 CHERRY STREET AND FURTHER, AUTHORIZING THE CITY MANAGER TO COORDINATE THE SALE OF SAME WITH RELATED TAXING ENTITIES.~~

~~City Council into Executive Session at 10:26 a.m. Motion made by Jack Little and seconded by Jeff Dickinson to accept the highest value sealed bid for the purchase of a certain property held in Trust by the City and legally described as Original/Graham, Block 19, Lots 10 and 11, City of Graham, County of Young, with physical address 711 Cherry Street and further authorizing the City Manager to coordinate the sale of same with related taxing entities. Agenda Item died for lack of motion. Fourth Street.~~

20. ~~DISCUSSION REGARDING RATES FOR ADMISSION TO THE MUNICIPAL POOL. CITY MANAGER ERIC GARRATTY DISCUSSED RATES FOR ADMISSION TO THE MUNICIPAL POOL. MOTION MADE BY JACK LITTLE AND SECONDED BY JEFF DICKINSON TO MAKE ADMISSION FREE ON AUGUST 12<sup>th</sup> TO THE MUNICIPAL POOL. MOTION PASSED UNANIMOUSLY 4 - 0.~~

21. ~~CONSIDER AND ACT TO AMEND THE FISCAL YEAR 23-28 CAPITAL IMPROVEMENT PLAN. MOTION PASSED UNANIMOUSLY 3 - 0.~~

22. ~~CONSIDER AND ACT TO DIRECT THE CITY MANAGER TO MAKE CERTAIN AMENDMENTS TO THE PROPOSED FISCAL YEAR 2023-2024 ANNUAL BUDGET. MOTION PASSED UNANIMOUSLY 3 - 0.~~

29. ~~ADJOURNMENT. MOTION PASSED UNANIMOUSLY 4 - 0.~~

23. ~~CONSIDER AND ACT TO APPROVE ON FIRST READING ORDINANCE NO. 1150 PROPOSING ADOPTION OF THE FISCAL YEAR 2023-2024 ANNUAL BUDGET, AS AMENDED. MOTION MADE BY JACK LITTLE AND SECONDED BY JEFF DICKINSON TO APPROVE ON FIRST READING Ordinance No. 1150 proposing adoption of the Fiscal Year 2023-2024 Annual Budget, as amended. Motion passed unanimously 4 - 0.~~

R. Alex Heartfield, MAYOR

24. ~~CONSIDER AND ACT TO APPROVE ON FIRST READING ORDINANCE NO. 1151 PROPOSING ADOPTION OF A PROPERTY TAX RATE OF 63.5 CENTS PER \$100 OF ASSESSED VALUATION. MOTION MADE BY JACK LITTLE AND SECONDED BY JEFF DICKINSON TO APPROVE ON FIRST READING Ordinance No. 1151 proposing adoption of a Property Tax Rate of 63.5 cents per \$100 of assessed valuation. Motion passed unanimously 4 - 0.~~

Motion made by Jack Little and seconded by Jeff Dickinson to update all signage and spelling of Fireman's to Firemen's. Motion passed unanimously 3 – 0.

17. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND CONCLUDE A NO-COST CONTRACT WITH MOBILE THRONES (JACKSBORO, TEXAS), A LIMITED LIABILITY COMPANY, FOR A PILOT PROGRAM TO PROVIDE MOBILE RECREATIONAL VEHICLE WASTEWATER PUMPING SERVICES AT THE YOUNG COUNTY ARENA.**

Motion made by Jeff Dickinson and seconded by Jack Little to authorize the City Manager to negotiate and conclude a no-cost contract with Mobile Thrones (Jacksboro, Texas), a Limited Liability Company, for a pilot program to provide mobile recreational vehicle wastewater pumping services at the Young County Arena. Motion passed unanimously 3 – 0.

18. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO ADVERTISE FOR BIDS FOR CITYWIDE CONCRETE CURB IMPROVEMENT AND REHABILITATION.**

Motion made by Jack Little and seconded by Jeff Dickinson to table the item until August 3, 2023 and further direct city staff to prepare a map of proposed improvements.

19. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO ACCEPT THE HIGHEST VALUE SEALED BID, FOR THE PURCHASE OF A CERTAIN PROPERTY HELD IN TRUST BY THE CITY AND LEGALLY DESCRIBED AS ORIGINAL/GRAHAM, BLOCK 19, LOTS 10 AND 11, CITY OF GRAHAM, COUNTY OF YOUNG, WITH PHYSICAL ADDRESS 711 CHERRY STREET AND FURTHER, AUTHORIZING THE CITY MANAGER TO COORDINATE THE SALE OF SAME WITH RELATED TAXING ENTITIES.**

Council discussed authorizing the City Manager to accept the highest value sealed bid, for the purchase of a certain property held in Trust by the City and legally described as Original/Graham, Block 19, Lots 10 and 11, City of Graham, County of Young, with physical address 711 Cherry Street and further, authorizing the City Manager to coordinate the sale of same with related taxing entities. Agenda Item died for lack of motion.

20. **DISCUSSION REGARDING RATES FOR ADMISSION TO THE MUNICIPAL POOL.** City Manager Eric Garretty discussed rates for admission to the Municipal Pool. Motion made by Jack Little and seconded by Jeff Dickinson to make admission free on August 12<sup>th</sup> to the Municipal Pool. Motion passed unanimously 4 – 0.

21. **CONSIDER AND ACT TO AMEND THE FISCAL YEAR 23-28 CAPITAL IMPROVEMENT PLAN.**

Motion made by Jeff Dickinson and seconded by Jack Little to amend the Fiscal Year 23-28 Capital Improvement Plan. Motion passed unanimously 4 – 0.

22. **CONSIDER AND ACT TO DIRECT THE CITY MANAGER TO MAKE CERTAIN AMENDMENTS TO THE PROPOSED FISCAL YEAR 2023-2024 ANNUAL BUDGET.**

Motion made by Jack Little and seconded by Jeff Dickinson to direct the City Manager to make no amendments to the Proposed Fiscal Year 2023-2024 Annual Budget. Motion passed unanimously 4 – 0.

23. **CONSIDER AND ACT TO APPROVE ON FIRST READING ORDINANCE NO. 1150 PROPOSING ADOPTION OF THE FISCAL YEAR 2023-2024 ANNUAL BUDGET, AS AMENDED.**

Motion made by Jack Little and seconded by Jeff Dickinson to approve on FIRST READING Ordinance No. 1150 proposing adoption of the Fiscal Year 2023-2024 Annual Budget, as amended. Motion passed unanimously 4 – 0.

24. **CONSIDER AND ACT TO APPROVE ON FIRST READING ORDINANCE NO. 1151 PROPOSING ADOPTION OF A PROPERTY TAX RATE OF 63.5 CENTS PER \$100 OF ASSESSED VALUATION.**

Motion made by Jack Little and seconded by Jeff Dickinson to approve on FIRST READING Ordinance No. 1151 proposing adoption of a Property Tax Rate of 63.5 cents per \$100 of assessed valuation. Motion passed unanimously 4 – 0.



25. **CONSIDER AND ACT TO SET PUBLIC HEARINGS ON THE PROPOSED FISCAL YEAR 2023-2024 ANNUAL BUDGET, AND ON THE PROPOSED 2023 PROPOSED TAX RATE, FOR AUGUST 17, 2023, AT 8:30 A.M., WITH SUCH PUBLIC HEARINGS TO BE HELD AT THE COUNCIL CHAMBERS, 608 ELM STREET, GRAHAM, TEXAS; AND FURTHER DIRECTING THE CITY MANAGER TO PUBLISH OFFICIAL NOTICE OF SAME UPON RECEIPT OF THE CERTIFIED TAX ROLL FROM THE TAX ASSESSOR/COLLECTOR.**

Motion made by Jack Little and seconded by Shana Weatherbee-Wolfe to set Public Hearings on the proposed Fiscal Year 2023-2024 Annual Budget, and on the proposed 2023 Proposed Tax Rate, for August 17, 2023, at 8:30 a.m., with such Public Hearings to be held at the Council Chambers, 608 Elm Street, Graham, Texas; and further directing the City Manager to publish official notice of same upon receipt of the certified tax roll from the Tax Assessor/Collector. Motion passed unanimously 4 – 0.

26. **DISCUSSION REGARDING PROPOSED FUTURE AGENDA ITEMS.**

Proposed future agenda items included: bids for curbs, municipal pool rate study, department heads attending future council meetings to discuss capital items on new budget, along with notifying the Transportation Improvement Committee of Open Door Christian School requests.

27. **RECESS INTO EXECUTIVE SESSION UNDER THE FOLLOWING PROVISIONS OF THE TEXAS LOCAL GOVERNMENT CODE:** Mayor Alex Heartfield convened the Council into Executive Session at 10:26 a.m.

**a. Sec. 551.072 – Deliberations About Real Property**

- Deliberations regarding a replat of Lake Lots 168R and 169R with a legal description of Lake Campsite Lots, Lake Graham Plat 3, Lots 168R and 169R, County of Young, and as recorded in Vol. 2, Pg 78 in the deed record; and

- Deliberations regarding a requested extension of the lease agreement on certain real property owned by the City with a physical address of 1720 Fourth Street.

28. **RECONVENE FROM EXECUTIVE SESSION AND TAKE ACTION, AS REQUIRED.** Mayor Alex Heartfield reconvened from Executive Session at 10:52 a.m.

Motion made by Jeff Dickinson and seconded by Jack Little to approve the replat of Lake Lots 168R and 169R, based upon an updated survey, and further direct the City Secretary to file same for public record. Motion passed unanimously 3 – 0.

Motion made by Jeff Dickinson and seconded by Jack Little to authorize the City Manager to negotiate and conclude a lease extension agreement with the Helen Farabee Center for certain real property with a physical address of 1720 Fourth Street. Motion passed unanimously 3 – 0.

29. **ADJOURNMENT.**

There being no further business, the meeting was adjourned at 10:53 a.m. Motion made by Jack Little and seconded by Jeff Dickinson

  
R. Alex Heartfield, MAYOR

  
Marci Bueno, City Secretary/Financial Official