GRAHAM CITY COUNCIL
REGULAR SESSION
OCTOBER 10, 2024

**COUNCIL MEMBERS PRESENT**
Mayor: Alex Heartfield
Mayor Pro-Tem/Place 1: Shana Weatherbee-Wolfe
Councilmember Place 2: Jeff Dickinson
Councilmember Place 3: Jack Little
Councilmember Place 4: Brant Lundgren

**COUNCIL MEMBERS ABSENT**
None.

**STAFF PRESENT**
Marci Bueno, City Secretary/Financial Official
B.J. Cook, Code Enforcement Officer
Brent Bullock, Chief of Police
Carla Ritchie, Municipal Court Clerk
Cassie Kieschnick, Executive Assistant
Chris Denney, IT Director
David Aleshire, Assistant Fire Chief
Deanna Bullock, Library Director
Grant Ingram, Assistant City Manager
Jim Don Laurent, Fire Chief
Jon Delamarter, Airport Manager
Kyle Ford, Police Lieutenant
Randall Dawson, Director of Public Works/Building Official

1. **CALL TO ORDER**
   Mayor Alex Heartfield called the meeting 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/Place 1: Shana Weatherbee-Wolfe
   Councilmember Place 2: Jeff Dickinson
   Councilmember Place 3: Jack Little
   Councilmember Place 4: Brant Lundgren

4. **OPENING PRAYER AND PLEDGES TO U.S. AND TEXAS FLAGS**
   Gary Elrod led the invocation, followed by the U.S. Pledge and Texas Pledge.

5. **MAYOR'S PROCLAMATION, AWARDS, AND PRESENTATION:**

   a. **PROCLAMATION RECOGNIZING OCTOBER 20-26 AS 'FRIENDS OF THE LIBRARY WEEK'.**
   Weta Phillips accepted the Proclamation recognizing October 20-26 as 'Friends of the Library Week'.

   b. **MAYOR'S AWARD FOR SUPERIOR PUBLIC SERVICE PRESENTED TO MURIEL STEPHENS, CAM BENNETT, AND COREY GOBER.**
   Cam Bennett and Corey Gober were awarded Superior Public Service Awards.
   Muriel Stephens (Absent)

   c. **PRESENTATION TO DEPARTING ASSISTANT CITY MANAGER, AND GEIC/GIA EXECUTIVE DIRECTOR, GRANT INGRAM.**
   Mayor Alex Heartfield presented a plaque to the departing Assistant City Manager, and GEIC/GIA Executive Director, Grant Ingram.

6. **PUBLIC FORUM**
Darby Brockway with the Graham Athletic Booster Club thanked the City for supporting the Homecoming Parade and Bonfire.

7. **REPORTS**
Individual Department Heads provided overviews for Council on ongoing updates of their respective departments which included: Code Enforcement, Animal Control, Fire, Library, Airport, Chamber/Visit Graham, Public Works, GEIC, and Arena.
Assistant City Manager Grant Ingram provided reports on the Lake Graham Water Level, Key Dates and Upcoming Events, Boards Update, Plug Power Payments Report, and Project Status Report.

8. **CONSENT AGENDA.**
Following a motion made by Jack Little and seconded by Shana Weatherbee-Wolfe, the following Consent Agenda was approved unanimously 5 – 0.

   a. Approve the Minutes of the Regular Called Meeting held on **September 26, 2024**; and

   b. Approve a street closure request from Open Door Christian School for the closure of certain portions of Oak Street, First Street, and Second Street on October 31, 2024, during 10:30 a.m. to 12:00 p.m. in support of the annual Pumpkin Run; and

   c. Approve the reappointment of Terri Christian, Drake Stephens, and Gordon Grubbs to the Graham Memorial Auditorium Board of Directors for two-year terms effective October 1, 2024.

9. **CONSIDER AND ACT TO APPROVE RESOLUTION NO. 194 DESIGNATING THE WEEK OF NOVEMBER 4 THROUGH NOVEMBER 8, 2024, AS MUNICIPAL COURTS WEEK.**
Motion made by Jack Little and seconded by Brant Lundgren to approve **Resolution No. 194** designating the week of November 4 through November 8, 2024, as Municipal Courts Week. Motion passed unanimously 5 – 0.

10. **CONSIDER AND ACT TO APPROVE RESOLUTION NO. 195 DESIGNATING THE MAYOR, THE CITY MANAGER, AND THE CITY SECRETARY AS THE CITY'S DESIGNATED AGENTS FOR ALL MATTERS PERTAINING TO CDBG-MIT RESILIENT COMMUNITIES PROGRAM.**
Motion made by Jeff Dickinson and seconded by Brant Lundgren to approve **Resolution No. 195** designating the Mayor, the City Manager, and the City Secretary as the City's designated agents for all matters pertaining to CDBG-MIT Resilient Communities Program. Motion passed unanimously 5 – 0.

11. **CONSIDER AND ACT TO APPROVE RESOLUTION NO. 196 AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND PURSUANT TO THE CITY'S DESIRE TO OBTAIN GRANT FUNDING FOR THE TEXAS STREET ROADWAY RECONSTRUCTION PROJECT; AND FURTHER, AUTHORIZING THE APPROPRIATION OF UP TO $75,000 IN MATCING FUNDS, FROM THE GENERAL FUND, IN THE EVENT THAT GRANT MONIES ARE AWARDED.**
Motion made by Brant Lundgren and seconded by Shana Weatherbee-Wolfe to approve **Resolution No. 196** authorizing the submission of a Texas Community Development Block Grant Application to the Texas Department of Agriculture for the Community Development Fund pursuant to the City's desire to obtain grant funding for the Texas Street Roadway Reconstruction project; and further, authorizing the appropriation of up to $75,000 in matching funds, from the General Fund, in the event that grant monies are awarded. Motion passed unanimously 5 – 0.

12. **CONSIDER AND ACT TO APPROVE A STREET CLOSURE REQUEST FROM SARAH LUNDGREN REQUESTING THE CLOSURE OF ROGERS DRIVE, FROM GREEN STREET TO MELISSA DRIVE, AND MELISSA DRIVE FROM THOMAS TO THE END OF MELISSA, ON OCTOBER 31, 2024, DURING 5:30 TO 8:30P.M. IN SUPPORT OF NEIGHBORHOOD HALLOWEEN ACTIVITIES.**
Motion made by Jeff Dickinson and seconded by Shana Weatherbee-Wolfe to approve a street closure request from Sarah Lundgren requesting the closure of Rogers Drive, from Green Street to Melissa Drive, and Melissa Drive from Thomas to the end of Melissa, on **October 31, 2024**, during 5:00 to 9:00 p.m. in support of neighborhood Halloween activities. Motion passed 4 – 0 – 1 with Brant Lundgren abstaining.

13. **CONSIDER AND ACT TO SET A TOWN HALL MEETING ON TUESDAY, NOVEMBER 19, 2024, AT 6:00 P.M., AT 608 ELM STREET FOR THE PURPOSE OF RECEIVING GENERAL COMMENTS FROM THE PUBLIC REGARDING CITY SERVICES.**
Motion made by Jack Little and seconded by Brant Lundgren to set a Town Hall meeting on **Tuesday, November 19, 2024, at 6:00 p.m.**, at 608 Elm Street for the purpose of receiving general comments from the public regarding city services. Motion passed unanimously 5 – 0.

14. **CONSIDER AND ACT TO SET A SPECIAL CALLED MEETING FOR TUESDAY, NOVEMBER 19, 2024, AT 6:30 P.M. (OR SHORTLY THEREAFTER) FOR THE PURPOSE OF HOLDING A CITY COUNCIL WORKSHOP REGARDING PLANS FOR THE DEVELOPMENT OF AN ALTERNATE WATER SUPPLY SOURCE FOR THE CITY OF GRAHAM.**
Motion made by Jeff Dickinson and seconded by Shana Weatherbee-Wolfe to set a Special Called meeting for **Tuesday, November 19, 2024, at 6:30 p.m.** (or shortly thereafter) for the purpose of holding a City Council Workshop regarding plans for the development of an alternate water supply source for the City of Graham. Motion passed unanimously 5 – 0.

15. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO CREATE THE 'FY 25 WASTEWATER MASTER PLAN UPDATE' PROJECT.**
Motion made by Shana Weatherbee-Wolfe and seconded by Jeff Dickinson to authorize the City Manager to create the 'FY 25 Wastewater Master Plan Update' project. Motion passed unanimously 5 – 0.

16. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO CREATE THE 'WASTEWATER TREATMENT PLANT REHABILITATION' CAPTIAL PROJECT.**
Motion made by Jack Little and seconded by Brant Lundgren to authorize the City Manager to create the 'Wastewater Treatment Plant Rehabilitation' capital project. Motion passed unanimously 5 – 0.

17. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO ADVERTISE A REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES PURSUANT TO PREVIOUSLY APPROVED PROJECTS FOR THE DEVELOPMENT OF A WASTEWATER MASTER PLAN AND FOR THE REHABILITATION OF THE WASTEWATER TREATMENT PLANT.**
Motion made by Jack Little and seconded by Jeff Dickinson to authorize the City Manager to advertise a Request for Qualifications for Engineering Services pursuant to previously approved projects for the development of a Wastewater Master Plan and for the rehabilitation of the Wastewater Treatment Plant. Motion passed unanimously 5 – 0.

18. **CONSIDER AND ACT TO AUTORIZE THE CITY MANAGER TO NEGOTIATE AND CONCLUDE AN AGREEMENT WITH MWH GROUP, A PROFESSIONAL CORPORATION (WICHITA FALLS, TX), IN AN AMOUNT NOT TO EXCEED $75,000, FOR ENGAGEMENT OF FINANCIAL AUDIT SERVICES WITH SAME.**

Motion made by Brant Lundgren and seconded by Shana Weatherbee-Wolfe to authorize the City Manager to negotiate and conclude an agreement with MWH Group, a Professional Corporation (Wichita Falls, TX), in an amount not to exceed $75,000, for engagement of financial audit services with same. Motion passed unanimously 5 – 0.

19. **CONSIDER AND ACT TO AUTHORIZE CITY MANAGER ERIC GARRETTY TO NEGOTIATE AND CONCLUDE A LEASE-PURCHASE AGREEMENT, WITH FIRST NATIONAL BANK LEASEING (WICHITA FALLS, TX), FOR A NEW TRACTOR IN SUPPORT OF YOUNG COUNTY ARENA OPERATIONS, NOTING THAT FUNDING FOR SAID LEASE PURCHASE AGREEMENT IS AVAILABLE IN THE YOUNG COUNTY ARENA'S ADOPTED ANNUAL BUDGET.**
Motion made by Jack Little and seconded by Brant Lundgren to authorize the City Manager Eric Garretty to negotiate and conclude a lease-purchase agreement, with First National Bank Leasing (Wichita Falls, TX), for a new tractor in support of Young County Arena operations, noting that funding for said lease purchase agreement is available in the Young County Arena's adopted annual budget. Motion passed unanimously 5 – 0.

20. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND CONCLUDE A CONTRACT, IN AN AMOUNT NOT TO EXCEED $65,625, WITH RLC CONTROLS INCORPORATED (MCKINNEY, TX) IN SUPPORT OF A SUPERVISORY CONTROLS AND DATA ACQUISITION UPGRADE AT THE WATER TREATMENT PLANT; AND FURTHER NOTING THAT RLC CONTROLS INCORPORATED WAS THE SOLE RESPONSIVE BIDDER TO A DULY ADVERTISED 'REQUEST FOR BIDS' RELATED TO SAME, AND FURTHER STILL NOTING THAT SAID 'NOT TO EXCEED' VALUE PROVIDES FOR A FIVE PERCENT CONTINGENCY ABOVE THE STATED CONTRACT PRICE.**
Motion made by Jeff Dickinson and seconded by Shana Weatherbee-Wolfe to authorize the City Manager to negotiate and conclude a contract, in an amount not to exceed $65,625, with RLC Controls Incorporated (McKinney, TX) in support of a Supervisory Controls and Data Acquisition upgrade at the Water Treatment Plant; and further noting that RLC Controls Incorporated was the sole responsive bidder to a duly advertised 'Request for Bids' related to same, and further still noting that said 'not to exceed' value provides for a five percent contingency above the stated contract price. Motion passed unanimously 5 – 0.

21. **CONSIDER AND ACT TO IMPLEMENT A COMPRESSED WORK SCHEDULE FOR CERTAIN CITY EMPLOYEES.**
Motion made by Jeff Dickinson and seconded by Shana Weatherbee-Wolfe to implement a compressed work schedule for certain City employees. Motion passed unanimously 5 – 0.

22. **DISCUSSION REGARDING A REVISED POLICY FOR FOOD TRUCKS ON THE SQUARE.**
CEO of the Chamber/Visit Graham Cathy Partridge presented a revised policy for Food Trucks on the Square.

23. **DISCUSSION REGARDING A PROPOSAL TO DEVELOP AND IMPLEMENT AN ECONOMIC INCENTIVES AND BUSINESS STIMULUS POLICY UNDER THE PROVISIONS OF TEXAS LOCAL GOVERNMENT CODE CHAPTER 380.**
Assistant City Manager Grant Ingram discussed a proposal to develop and implement an Economic Incentives and Business Stimulus Policy under the provisions of Texas Local Government Code Chapter 380.

24. **DISCUSSION REGARDING PROPOSED FUTURE AGENDA ITEMS.**
Future agenda items included proposed Economic Incentives, and a Food Truck policy on the Square.

25. **RECESS INTO EXECUTIVE SESSION UNDER THE FOLLOWING PROVISIONS OF THE TEXAS LOCAL GOVERNMENT CODE:** Mayor Alex Heartfield recessed the Council into Executive Session at 9:56 a.m.

    a. **Sec. 551.074 Personnel Matters**

    - Deliberations regarding the appointment, compensation, and duties of the Assistant City Manager; and

    - Deliberations regarding the appointment, compensation, and duties of the City Attorney.

26. **RECONVENE FROM EXECUTIVE SESSION AND TAKE SUCH ACTIONS AS MAY BE REQUIRED.** Mayor Alex Heartfield reconvened from Executive Session at 10:02 a.m.

    No action was taken.

27. **ADJOURNMENT.**
    There being no further business, the meeting was adjourned at 10:03 a.m. Motion made by Jack Little and seconded by Alex Heartfield.

**R. Alex Heartfield, MAYOR**

Marci Bueno

**Marci Bueno, City Secretary/Financial Official**