GRAHAM CITY COUNCIL
REGULAR SESSION
OCTOBER 24, 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
Eric Garretty, City Manager
Marci Bueno, City Secretary/Financial Official
Brent Bullock, Chief of Police
Carla Ritchie, Municipal Court Clerk
Cassie Kieschnick, Executive Assistant
Deanna Bullock, Library Director
Jon Delamarter, Airport Manager
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: 50TH ANNIVERSARY OF BUCHANNAN BUILDING SUPPLY.**
   Geneva Buchannan, Cynthia Payne and Doug Buchannan accepted the Proclamation recognizing the 50th Anniversary of Buchannan Building Supply.

6. **PUBLIC FORUM**
   Sonya Ramos reminded the public of the events happening at the Graham Regional Theatre, as well as the Talking Tombstone event.

7. **REPORTS**
   Individual Department Heads provided overviews for Council on ongoing updates of their respective departments which included: Municipal Court, Library, Airport, Chamber/Visit Graham, and Public Works.
   City Manager Eric Garretty provided reports on the Lake Graham Water Level, Key Dates and Upcoming Events, Boards Update, Hotel Occupancy Tax Report, Plug Power Payments Report, Update from the Texas Municipal League Annual Conference, 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 October 10, 2024; and

b. Authorize the expenditure of up to $20,000 from the Auditorium Special Fund for the acquisition of a new sound mixing board; and

c. Approve the appointment of Zach Balch to the Auditorium Advisory Board for a two-year term effective October 25, 2024, based on a favorable recommendation from the Board of Directors; and

d. Approve the appointment of City Manager Eric Garretty as the City's designated representative to the NORTEX Regional Planning Commission and further, designate Mayor Alex Heartfield, and Mayor Pro-Tem Shana Weatherbee-Wolfe, as alternates.

9. **REPORT FROM THE CITY SECRETARY ON THE TABULATION OF PROPOSALS RECEIVED PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 24-02 FOR CITY ATTORNEY SERVICES.**
City Secretary Marci Bueno provided the report on the tabulation of proposals received pursuant to Request for Qualifications No. 24-02 for City Attorney Services.

10. **CONSIDER AND ACT TO FORM AN EVALUATION COMMITTEE FOR THE EVALUATION OF PROPOSALS DULY RECEIVED UNDER REQUEST FOR QUALLIFICATIONS NO. 24-02 FOR CITY ATTORNEY SERVICES.**
Motion made by Brant Lundgren and seconded by Jack Little to form an Evaluation Committee for the evaluation of proposals duly received under Request for Qualifications No. 24-02 for City Attorney Services consisting of all 5 city council members. Motion passed unanimously 5 – 0.

11. **CONSIDER AND ACT TO APPROVE, ON FIRST READING, RESOLUTION NO. 198 RELATED TO AN INCENTIVES AGREEMENT, BY AND BETWEEN, THE GRAHAM ECONOMIC IMPROVEMENT CORPORTATION (GEIC) AND 'MIDDLE SISTER', A LIMITED LIABILITY COMPANY (GRAHAM, TEXAS), D/B/A 'OLIVET AND OAK', WITH SUCH AGREEMENT ENTERED INTO UNDER THE GEIC'S BUSINESS EXPANSION RELOCATION PROGRAM; AND FURTHER NOTING SAID AGREEMENT CONTAINS INCENTIVES UP TO $60,000 FOR (A) THE RENOVATION OF A CERTAIN STRUCTURE LOCATED AT 526 OAK STREET, GRAHAM, TEXAS, (B) THE OPENING OF A RETAIL FOOD OUTLET, AND (C) THE EMPLOYMENT OF THREE FULL-TIME EMPLOYEES AND TWO-PART TIME EMPLOYEES. (SP 5.0)**
Motion made by Jack Little and seconded by Brant Lundgren to approve, on **FIRST READING, Resolution No. 198** related to an Incentives Agreement, by and between, the Graham Economic Improvement Corporation (GEIC) and 'Middle Sister', a Limited Liability Company (Graham, Texas), d/b/a 'Olivet and Oak', with such Agreement entered into under the GEIC's Business Expansion Relocation program; and further noting said Agreement contains incentives up to $60,000 for (a) the renovation of a certain structure located at 526 Oak Street, Graham, Texas, (b) the opening of a retail food outlet, and (c) the employment of three full-time employees and two-part time employees. (SP 5.0) Motion passed unanimously 5 – 0.

12. **CONSIDER AND ACT TO APPROVE AND ADOPT RESOLUTION NO. 197 WHICH IMPLEMENTS AN ECONOMIC INCENTIVES AND BUSINESS STIMULUS POLICY FOR THE CITY UNDER THE PROVISIONS OF TEXAS LOCAL GOVERNMENT CODE CHAPTER 380. (SP 5.0)**
Motion made by Jeff Dickinson and seconded by Brant Lundgren to approve **Resolution No. 197** which implements an Economic Incentives and Business Stimulus Policy for the City under the provisions of Texas Local Government Code Chapter 380. (SP 5.0) Motion passed unanimously 5 – 0.

13. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO CREATE THE 'WOODLANDS PUMP STATION IMPROVEMENTS' CAPITAL PROJECT.**
Motion made by Brant Lundgren and seconded by Shana Weatherbee-Wolfe to authorize the City Manager to create the 'Woodlands Pump Station Improvements' capital project. Motion passed unanimously 5 – 0.

14. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND CONCLUDE AN AGREEMENT FOR PROFESSIONAL SERVICES, IN AN AMOUNT NOT TO EXCEED $104,250, WITH PARKHILL INCORPORATED (ARLINGTON, TEXAS) FOR ENGINEERING CONSULTING SERVICES, PURSUANT TO THE DEVELOPMENT OF PLANS FOR THE 'WOODLAND PUMP STATION IMPROVEMENTS' CAPITAL PROJECT, NOTING THAT THE AFORESAID 'NOT TO EXCEED' AMOUNT INCLUDES A FIVE PERCENT CONTINGENCY. (SP 2.0)**
Motion made by Jack Little and seconded by Brant Lundgren to authorize the City Manager to negotiate and conclude an Agreement for Professional Services, in an amount not to exceed $104,205, with Parkhill Incorporated (Arlington, Texas) for engineering consulting services pursuant to the development of plans for the 'Woodland Pump Station Improvements' capital project, noting that the aforesaid 'not to exceed' amount includes a five percent contingency. (SP 2.0) Motion passed unanimously 5 – 0.

15. **CONSIDER AND ACT TO APPROVE AND ADOPT, ON SECOND AND FINAL READING, RESOLUTION NO. 198 RELATED TO AN INCENTIVES AGREEMENT, BY AND BETWEEN, THE GRAHAM ECONOMIC IMPROVEMENT CORPORTATION (GEIC) AND 'MIDDLE SISTER', A LIMITED LIABLITY COMPANY (GRAHAM, TEXAS), D/B/A 'OLIVET AND OAK' WITH SICH AGREEMENT ENTERD INTO UNDER THE GEIC'S BUSINESS EXPANSION RELOCATION PROGRAM,; AND FURTHER NOTING SAID AGREEMENT CONTAINS INCENTIVES UP TO $60,000 FOR (A) THE RENOVATION OF A CERTAIN STRUCTURE LOCATED AT 523 OAK STREET, GRAHAM, TEXAS, (B) THE OPENING OF A RETAIL FOOD OUTLET, AND (C) THE EMPLOYMENT OF THREE FULL-TIME EMPLOYEES AND TWO PART-TIME EMPLOYEES. (SP 5.0)**
Motion made by Brant Lundgren and seconded by Jack Little to approve and adopt, on **SECOND AND FINAL READING, Resolution No. 198** related to an Incentives Agreement, by and between, the Graham Economic Improvement Corporation (GEIC) and 'Middle Sister', a Limited Liability Company (Graham, Texas), d/b/a 'Olivet and Oak', with such Agreement entered into under the GEIC's Business Expansion Relocation program; and further noting said Agreement contains incentives up to $60,000 for (a) the renovation of a certain structure located at 526 Oak Street, Graham, Texas, (b) the opening of a retail food outlet, and (c) the employment of three full-time employees and two part-time employees. Motion passed unanimously 5 – 0.

16. **CONSIDER AND ACT TO APPROVE AND ADOPT, ON FIRST AND FINAL READING, ORDINANCE NO. 1184, AMENDING THE FISCAL YEAR 2024 – 2025 ADOPTED BUDGET FOR MUNICIPAL PURPOSES, AND FURTHER, SPECIFCALLY WAIVING THE REQUIREMENT FOR THREE READINGS OF SAID ORDINANCE PRIOR TO ADOPTION.**
Motion made by Jack Little and seconded by Shana Weatherbee-Wolfe to approve and adopt, on **FIRST AND FINAL READING, Ordinance No. 1184,** amending the Fiscal Year 2024 – 2025 Adopted Budget for municipal purposes, and further, specifically waiving the requirement for three readings of said Ordinance prior to adoption. Motion passed unanimously 5 – 0.

17. **CONSIDER AND ACT TO APPROVE:**
Following a motion made by Jack Little and seconded by Shana Weatherbee-Wolfe, the following items was approved unanimously 5 – 0.

    a. The Quarterly Investment Report for the period July 1, 2024, through September 30, 2024; and

b. The Financial Reports for the period ending September 30, 2024.

18. **PRESENTATION OF THE SALES TAX REPORT FOR SALES TAXES COLLECTED DURING AUGSUT 2024.**
City Manager Eric Garretty presented the Sales Tax Report for sales taxes collected during August 2024.

19. **DISCUSSION REGARDING PROPOSED FUTURE AGENDA ITEMS.**
None.

20. **RECESS INTO EXECUTIVE SESSION UNDER THE FOLLOWING PROVISIONS OF THE TEXAS LOCAL GOVERNMENT CODE:** Mayor Alex Heartfield recessed the Council into Executive Session at 9:39 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.

21. **RECONVENE FROM EXECUTIVE SESSION AND TAKE SUCH ACTION AS MAY BE REQUIRED.** Mayor Alex Heartfield reconvened from Executive Session at 10:23 a.m.

No action was taken.

22. **ADJOURNMENT.**
There being no further business, the meeting was adjourned at 10:23 a.m. Motion made by Jack Little and seconded by Alex Heartfield.

Shona Weatherlee Wolfe

R. Alex Heartfield, MAYOR

Marci Bueno

Marci Bueno, City Secretary/Financial Official