GRAHAM CITY COUNCIL
REGULAR SESSION
NOVEMBER 21, 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
B.J. Cook, Code Enforcement Officer
Brent Bullock, Chief of Police
Carla Ritchie, Municipal Court Clerk
Cassie Kieschnick, Executive Assistant
Chris Denny, IT Director
David Aleshire, Assistant Fire Chief
Deanna Bullock, Library Director
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**
   Cathy Partridge led the invocation, followed by the U.S. Pledge and Texas Pledge.

5. **PUBLIC FORUM**
   Johnny Ford expressed his appreciation to the Graham Fire Department and Graham Police Department for their help with his house fire. Also expressed his concerns on an alternate water source, stating that we are 20 years behind on planning for an alternative water source.

6. **REPORTS**
   Individual Department Heads provided overviews for Council on ongoing updates of their respective departments which included: Code Enforcement, Police, Municipal Court, Airport, Library, 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, and Project Status Report.

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

a. Approve the Minutes of the Regular Called Meeting held on **November 7, 2024**; and

b. Approve a street closure request from the Chamber of Commerce, in support of the 2024 Christmas Stroll and Lighted Parade further authorizing the City Manager to coordinate the timed closure of certain segments of (a) the southern portion of the Square and (b) Elm, Oak, Grove, Pecan, West, First, Second, Third, and Fourth Streets, during 3:00 p.m. through 7:00 p.m., in support of same.

8. **RECESS INTO EXECUTIVE SESSION UNDER THE FOLLOWING PROVISIONS OF THE TEXAS LOCAL GOVERNMENT CODE:** Mayor Alex Heartfield recessed the Council into Executive Session at 8:55 a.m.

   a. **Sec. 551.074 Personnel Matters**

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

9. **RECONVENE FROM EXECUTIVE SESSION AND TAKE SUCH ACTION AS MAY BE REQUIRED.** Mayor Alex Heartfield reconvened from Executive Session at 9:24 a.m.

   No action was taken.

10. **CONSIDER AND ACT TO APPROVE ON FIRST READING, RESOLUTION NO. 201, RELATED TO AN ECONOMIC INCENTIVE AGREEMENT, IN THE AMOUNT OF $82,500, BY AND BETWEEN THE GRAHAM ECONOMIC IMPROVEMENT CORPORATION AND THE GRAHAM FRIENDS OF THE ARC, PURSUANT TO AN ECONOMIC DEVELOPMENT PROJECT FOR THE REHABILITATION OF A CERTAIN STRUCTURE LOCATED AT 611 SOUTH STREET, GRAHAM, TEXAS, AND FURTHER NOTING THAT SAID FACILITY SHALL SERVE AS A DAY HABILITATION FACILITY FOR INTELLECTUALLY AND DEVELOPMENTALLY DISABLED PERSONS, AND FURTHER STILL, THAT SAID FACILITY WILL INCORPORATE FIVE FULL-TIME JOBS DURING OPERATION.**
    Motion made by Jack Little and seconded by Brant Lundgren to approve on **FIRST READING, Resolution No. 201**, related to an economic Incentive Agreement, in the amount of $82,500, by and between the Graham Economic Improvement Corporation and the Graham Friends of the ARC, pursuant to an economic development project for the rehabilitation of a certain structure located at 611 South Street, Graham, Texas, and further noting that said facility shall serve as a day habilitation facility for Intellectually and Developmentally Disabled persons, and further still, that said facility will incorporate five full-time jobs during operation. Motion passed unanimously 5 – 0.

11. **CONSIDER AND ACT TO CANVASS THE NOVEMBER 5, 2024, CHARTER AMENDMENT SPECIAL ELECTION.**
    Motion made by Jeff Dickinson and seconded by Shana Weatherbee-Wolfe to canvass the November 5, 2024, Charter Amendment Special Election. Motion passed unanimously 5 – 0.

12. **CONSIDER AND ACT TO APPROVE AND ADOPT RESOLUTION NO. 202, CERTIFYING THE RESULTS OF THE CHARTER AMENDMENT SPECIAL ELECTION HELD ON NOVEMBER 5, 2024.**
    Motion made by Jack Little and seconded by Brant Lundgren to approve and adopt **Resolution No. 202**, certifying the results of the Charter Amendment Special Election held on November 5, 2024. Motion passed unanimously 5 – 0.

13. **CONSIDER AND ACT TO DECOMMISION THE CHARTER REVIEW WORKING GROUP.**

Motion made by Jeff Dickinson and seconded by Shana Weatherbee-Wolfe to decommission the Charter Review Working Group. Motion passed unanimously 5 – 0.

14. **CONSIDER AND ACT TO APPROVE A REQUEST FROM THE POLICE DEPARTMENT FOR $15,000 IN SUPPLEMENTARY BUDGET PURSUANT TO A PROPOSED PARKING LOT REHABILITATION PROJECT, AND FURTHER, AUTHORIZE THE FINANCE DIRECTOR TO TRANSFER MONIES FROM GENERAL FUND RESERVES IN SUPPORT OF SAME.**
Motion made by Brant Lundgren and seconded by Jeff Dickinson to approve a request from the Police Department for $15,000 in supplementary budget authority pursuant to a proposed parking lot rehabilitation project, and further, authorize the Finance Director to transfer monies from General Fund reserves in support of same. Motion passed unanimously 5 – 0.

15. **DISCUSSION REGARDING A PROPOSED AMENDED POLICY AND PROCEDURE FOR THE RESERVATION AND RENTAL OF SPACES TO MOBILE FOOD VENDORS ON THE INTERIOR OF THE SQUARE.**
City Manager Eric Garretty presented a proposed amended policy and procedure for the reservation and rental of spaces to mobile food vendors on the interior of the Square.

16. **CONSIDER AND ACT TO APPROVE A REPLAT REQUEST, FROM THE CITY MANAGER, RELATED TO A CERTAIN PARCEL OF REAL PROPERTY LEGALLY DESCRIBED AS BEN HILL SURVEY, ABSTRACT NO. 137, COMMERCE PARK, CITY OF GRAHAM, YOUNG COUNTY, TEXAS.**
Motion made by Shana Weatherbee-Wolfe and seconded by Brant Lundgren to approve a replat request, from the City Manager, related to a certain parcel of real property legally described as Ben Hill Survey, Abstract No. 137, Commerce Park, City of Graham, Young County, Texas. Motion passed unanimously 5 – 0.

17. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO ADVERTISE A REQUEST FOR BIDS FOR 'SMALL SEGMENT, HOT-MIX ASPHALT ROADWAY REPAIR' RELATED TO THE REPAIR AND IMPROVEMENT OF SMALL SEGMENTS OF ROADWAY THROUGHOUT THE CITY; AND FURTHER, AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND CONCLUDE A CONTRACT FOR SAME, WITH THE DULY DETERMINED BEST VALUE BIDDER.**
Motion made by Brant Lundgren and seconded by Shana Weatherbee-Wolfe to authorize the City Manager to advertise a Request for Bids for 'Small Segment, Hot-mix Asphalt Roadway Repair' related to the repair and improvement of small segments of roadway throughout the City; and further, authorizing the City Manager to negotiate and conclude a contract for same, with the duly determined best value bidder. Motion passed unanimously 5 – 0.

18. **CONSIDER AND ACT TO APPROVE THE FINANCIAL REPORTS FOR THE PERIOD ENDING OCTOBER 30, 2024.**
Motion made by Brant Lundgren and seconded by Shana Weatherbee-Wolfe to approve the Financial Reports for the period ending October 30, 2024. Motion passed unanimously 5 – 0.

19. **PRESENTATION OF THE SALES TAX REPORT FOR SALES TAX COLLECTED DURING SEPETEMBER 2024.**
City Manager Eric Garretty presented the Sales Tax Report for sales taxes collected during September 2024.

20. **CONSIDER AND ACT TO APPROVE AND ADOPT ON SECOND AND FINAL READING, RESOLUTION NO. 201, RELATED TO AN ECONOMIC INCENTIVE AGREEMENT, IN THE AMOUNT OF $82,500, BY AND BETWEEN THE GRAHAM ECONOMIC IMPROVEMENT CORPORATION AND THE GRAHAM FRIENDS OF THE ARC, PURSUANT TO AN ECONOMIC DEVELOPMENT PROJECT FOR THE**

REHABILITATION OF A CERTAIN STRUCTURE LOCATED AT 611 SOUTH STREET, GRAHAM, TEXAS, AND FURTHER NOTING THAT SAID FACILITY SHALL SERVE AS A DAY HABILITATION FACILITY FOR INTELLECTUALLY AND DEVELOPMENTALLY DISABLED PERSONS, AND FURTHER STILL, THAT SAID FACILITY WILL INCORPORATE FIVE FULL-TIME JOBS DURING OPERATION.

Motion made by Jeff Dickinson and seconded by Brant Lundgren to approve and adopt on **SECOND AND FINAL READING, Resolution No. 201,** related to an economic Incentive Agreement, in the amount of $82,500, by and between the Graham Economic Improvement Corporation and the Graham Friends of the ARC, pursuant to an economic development project for rehabilitation of a certain structure located at 611 South Street, Graham, Texas, and further noting that said facility shall serve as a day habilitation for Intellectually and Developmentally Disabled persons, and further still, that said facility will incorporate five full-time jobs during operation. Motion passed unanimously 5 – 0.

21. **DISCUSSION REGARDING PROPOSED FUTURE AGENDA ITEMS.**
Proposed future agenda items included speaking with Young County on the encroachments at the "Picnic at the Plaza" area, setting up a separate fund for "Picnic at the Plaza", and sidewalk rental for Olivet and Oak.

22. **ADJOURNMENT.**
There being no further business, the meeting was adjourned at 9:58 a.m. Motion made by Jack Little and seconded by Alex Heartfield.

R. Alex Heartfield, MAYOR

Mara Bueno

Marci Bueno, City Secretary/Financial Official