GRAHAM CITY COUNCIL
REGULAR SESSION
DECEMBER 19, 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 Denney, IT Director
David Aleshire, Assistant Fire Chief
Deanna Bullock, Library Director
Jack Edwards, Street Department Supervisor
Jim Don Laurent, Fire Chief
Julie Elrod, Arena 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. **AWARD CEREMONY: PRESENTATION OF CITY OF GRAHAM SERVICE AWARDS.**
   City Manager Eric Garretty presented City of Graham Service Awards to Cesar Santivanez, David McPheeters, and Louis Smith.

5. **MAYOR HEARTFIELD'S CHRISTMAS MESSAGE**
   Mayor Heartfield delivered his Christmas Message to the City Council and Community.

6. **PUBLIC FORUM**
   Greg Bonzelaar stated his concerns about the traffic on Oak Forest Drive coming from Finis Road.
   City Manager Eric Garretty introduced the new Arena Manager Julie Elrod.

7. **REPORTS**
   Individual Department Heads provided overviews for Council on ongoing updates of their respective departments which included: Code Enforcement, Animal Control, Police, Municipal Court, Library, Chamber/Visit Graham, and Public Works.

City Manager Eric Garretty provided reports on Lake Graham Water Level, Key Dates and Upcoming Events, Boards Update, Hotel Occupancy Tax Report, Plug Power Payments Report, and Project Status Report.

8. **CONSENT AGENDA.**
Following a motion made by Jack Little 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 **December 5, 2024**; and

   b. Authorize the closure of the southern half of the Square, in support of the "Cowboys and Hot Rods" car show, from 7:00 a.m. until 5:00 p.m., on Saturday, May 17, 2025, based on a request from the Cowboy Church of Young County.

   c. Consider and act to authorize the City Manager to advertise a Request for Bids related to the acquisition and installation of three diesel generators in support of the Water Treatment Plant.

9. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO EXECUTE A REVISED ENGAGEMENT REQUEST WITH GUEVARA LAW P.C. (CEDAR PARK, TEXAS), FOR LEGAL REPRESENTATION ONLY WHEN REQUESTED BY THE CITY.**
Motion made by Jeff Dickinson and seconded by Shana Weatherbee-Wolfe, to authorize the City Manager to execute a revised engagement request with Guevara Law P.C. (Cedar Park, Texas), for legal representation only when requested by the City. Motion passed unanimously 5 – 0.

10. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO RENEW AN ALCOHOL SALES AGREEMENT WITH LAKE COUNTRY CATERING (GRAHAM, TEXAS), A LIMITED LIABILITY COMPANY, IN SUPPORT OF EXCLUSIVE ALCOHOL SALES AT THE YOUNG COUNTY ARENA.**
Motion made by Brant Lundgren and seconded by Shana Weatherbee-Wolfe, to authorize the City Manager to renew an Alcohol Sales Agreement with Lake Country Catering (Graham, Texas), a Limited Liability Company, in support of exclusive alcohol sales at the Young County Arena. Motion passed unanimously 5 – 0.

11. **CONSIDER AND ACT TO APPROVE A REPLAT REQUEST FROM KATIE'S EXPRESS CAR WASH, LLC, PERTAINING TO CERTAIN REAL PROPERTY LEGALLY DESCRIBED AS WHITE ADDITION, BLOCK 1, LOT 10, CITY OF GRAHAM, YOUNG COUNTY, BEARING YOUNG CENTRAL APPRAISAL DISTRICT ID NO. 1336, AND FURTHER DESCRIBED BY PHYISCAL ADDRESS OF 1314 STATE HIGHWAY 16 SOUTH.**
Motion made by Jack Little to approve the replat request from Katie's Express Car Wash, LLC, pertaining to certain real property legally described as White Addition, Block 1, Lot 10, City of Graham, Young County, bearing Young Central Appraisal District ID No. 1336, and further described by physical address of 1314 State Highway 16 South. Motion withdrawn.
Motion made by Shana Weatherbee-Wolfe and seconded by Jeff Dickinson to **TABLE** the replat request from Katie's Express Car Wash, LLC, pertaining to certain real property legally described as White Addition, Block 1, Lot 10, City of Graham, Young County, bearing Young Central Appraisal District ID No. 1336, and further described by physical address of 1314 State Highway 16 South. Motion passed unanimously 5 – 0.

12. **TABULATION OF PROPOSALS RECEIVED IN RESPONSE TO RFP 24-03 – MUNICIPAL SOLID WASTE COLLECTION, HAULING, AND DISPOSAL SERVICES.**

City Secretary Marci Bueno read the Tabulation of Proposals received in response to RFP 24-03 – Municipal Solid Waste Collection, Hauling, and Disposal Services.

13. **CONSIDER AND ACT TO ESTABLISH A 'SOLID WASTE PROVIDER EVALUATION AND SELECTION COMMITTEE' FOR THE PURPOSE OF EVALUATING PROPOSALS RECEIVED IN RESPONSE TO RFP 24-03 – MUNICIPAL SOLID WASTE COLLECTION, HAULING, AND DISPOSAL SERVICES AND FURTHER, DIRECTING THE COMMITTEE TO MAKE A RECOMMENDATION TO CITY COUNCIL REGARDING THE BEST VALUE PROPOSAL.**
Motion made by Jack Little and seconded by Brant Lundgren to nominate and appoint Eric Garretty, Jeff Dickinson, and Shana Weatherbee-Wolfe to the 'Solid Waste Provider Evaluation and Selection Committee' for the purpose of evaluating Proposals received in response to RFP 24-03 – Municipal Solid Waste Collection, Hauling, and Disposal Services and further, directing the Committee to make a recommendation to City Council regarding the best value Proposer. Motion passed unanimously 5 – 0.

14. **CONSIDER AND ACT TO SET A MEETING DATE, TIME, AND PLACE, FOR THE 'SOLID WASTE PROVIDER EVALUATION AND SELECTION COMMITTEE'.**
Motion made by Alex Heartfield and seconded by Jack Little to defer setting a meeting date, time, and place, for the 'Solid Waste Provider Evaluation and Selection Committee' to the Solid Waste Selection Committee. Motion passed unanimously 5 – 0.

15. **TABULATION OF PROPOSALS RECEIVED IN RESPONSE TO RFQ 25-02 REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES – WASTEWATER MASTER PLAN AND WWTP REHABILITATION.**
City Secretary Marci Bueno read the Tabulation of Proposals received in response to RFQ 25-02 Request for Qualifications for Engineering Services – Wastewater Master Plan and WWTP Rehabilitation.

16. **CONSIDER AND ACT TO ESTABLISH A 'ENGINEERING PROVIDER EVALUATION AND SELECTION COMMITTEE' FOR THE PURPOSE OF EVALUATING PROPOSALS RECEIVED IN RESPONSE TO RFQ 25-02 REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES – WASTEWATER MASTER PLAN AND WWTP REHABILITATION AND FURTHER, DIRECTING THE COMMITTEE TO MAKE A RECOMMENDATION TO CITY COUNCIL REGARDING THE MOST QUALIFIED PROPOSER.**
Motion made Jack Little and seconded by Brant Lundgren to appoint and nominate Eric Garretty, Marci Bueno, Randall Dawson, Justin Howard and Jeff Dickinson to the 'Engineering Provider Evaluation and Selection Committee' for the purpose of evaluating Proposals received in response to RFQ 25-02 request for Qualifications for Engineering Services – Wastewater Master Plan and WWTP Rehabilitation and further, directing the Committee to make a recommendation to City Council regarding the most qualified Proposer. Motion passed unanimously 5 – 0.

17. **CONSIDER AND ACT TO SET A MEETING DATE, TIME, AND PLACE, FOR THE 'ENGINEERING PROVIDER EVALUATION AND SELECTION COMMITTEE'.**
Motion made by Jack Little and seconded by Brant Lundgren to defer setting a meeting date, time, and place, for the "Engineering Provider Evaluation and Selection Committee' to the Engineering Selection Committee. Motion passed unanimously 5 – 0.

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

19. **PRESENTATION OF THE SALES TAX REPORT FOR SALES TAXES COLLECTED DURING OCTOBER 2024.**

City Manager Eric Garretty presented the Sales Tax Report for sales taxes collected during October 2024.

20. **CONSIDER AND ACT TO APPROVE ON SECOND READING, ORDINANCE NO. 1185, RELATED TO THE ASSIGNMENT OF A ZONING DESIGNATION OF 'M-1 MANUFACTURING DISTRICT' TO ALL REAL PROPERTY LOCATED WITHIN THE BOUNDARIES OF THE GRAHAM MUNICIPAL AIRPORT.**
Motion made by Brant Lundgren and seconded by Jack Little to approve on **SECOND READING, Ordinance No. 1185,** and assign base zoning of 'M-1 Manufacturing District' to all real property located within the boundaries of the Graham Municipal Airport, save that when such base zoning conflicts with Airport Hazard Zoning, the more stringent limitation or requirement shall govern and prevail. Motion passed unanimously 5 – 0.

21. **CONSIDER AND ACT TO APPROVE ON SECOND READING, ORDINANCE NO. 1186, RELATED TO THE ASSINGMENT OF A ZONING DESIGNATION OF 'R-1 SINGLE FAMILY DWELLING DISTRICT' TO TRACT NO. 1 OF CERTAIN REAL PROPERTY LEGALLY DESCRIBED AS 'SOUTH FERGUSON, A -96, 7.34 ACRES' AND BEARING YOUNG CENTRAL APPRAISAL DISTRICT PROPERTY ID NO. 10355.**
Motion made by Brant Lundgren and seconded by Jack Little to approve on **SECOND READING, Ordinance No. 1186,** and assign zoning of 'R-1 Single Family Dwelling District' to the southern tract of certain real property legally described as 'South Ferguson, A-96, 7.34 acres' and bearing Young Central Appraisal District Property ID Number 10355. Motion passed unanimously 5 – 0.

22. **DISCUSSION REGARDING PROPOSED FUTURE AGENDA ITEMS.**
Future agenda items included Katie's Express Car Wash, LLC replat request.

23. **ADJOURNMENT.**
There being no further business, the meeting was adjourned at 9:31 a.m. Motion made by Jack Little and seconded by Alex Heartfield.

Shana Weatherbee Wolfe

R. Alex Heartfield, MAYOR

Marci Bueno

Marci Bueno, City Secretary/Financial Official