GRAHAM CITY COUNCIL
REGULAR SESSION
APRIL 24, 2025

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
Carla Ritchie, Municipal Court Clerk
Cassie Kieschnick, Executive Assistant
Chris Denney, IT Director
David Aleshire, Assistant Fire Chief
Deanna Bullock, Library Director
Jim Don Laurent, Fire Chief
Kyle Ford, Police Lieutenant
Melinda Brown, Assistant City Manager/GEIC/GIA Executive Director
Mike Watts, Animal Control Officer
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**
   None.

6. **REPORTS**
   Individual Department Heads provided overviews for Council on ongoing updates of their respective departments which included: Animal Control, Code Enforcement, Police, Municipal Court, Library, Chamber/Visit Graham, Public Works, and GEIC. City Manager Eric Garretty provided reports on the Lake Graham Water Level, Key Dates and Upcoming Events, Boards Update, Plug Power Payments Report, Hotel Occupancy Tax 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 **April 10, 2025**; and

   b. Approve a request from Graham Church of God for the closure of Remington Street, from Ohio Street to Colorado Street, on Sunday, **April 27, 2025**, from

9:00 a.m. until 4:00 p.m. in support the Chruch's annual 'Fenders and Forks' event; and

c. Approve a request from Visit Graham for use of the southern half of the Square from noon on Friday, **June 5, 2025**, through 10:00 p.m. on Saturday, **June 6, 2025**, in support of the 10th Annual Food Truck Championship of Texas and further, authorize the City Manager to make appropriate approvals for the purchase and consumption of alcoholic beverages in support of same.

8. **CONSIDER AND ACT TO APPROVE RESOLUTION NO. 212, WHICH ACCEPTS A GRANT, IN THE AMOUNT OF $7,500, FROM THE 'REUNITE K9 COP' GRANT PROGRAM, A GRANT PROGRAM SPONSORED BY THE UNITED STATES POLICE CANINE ASSOCIATION, INCORPORATED, AND THE AMERICAN KENNEL CLUB, INCORPORATED, WITH SUCH GRANT MONIES SPECIFICALLY DESIGNATED FOR SUPPORT OF THE CITY OF GRAHAM POLICE DEPARTMENT'S EXISTING POLICE CANINE PROGRAM.**
Motion made by Jack Little and seconded by Jeff Dickinson to approve **Resolution No. 212**, which accepts a grant, in the amount of $7,500, from the 'Reunite K9 Cop' grant program, a grant program sponsored by the United States Police Canine Association, Incorporated, and the American Kennel Club, Incorporated, with such grant monies specifically designated for support of the City of Graham Police Department's existing Police Canine program. Motion passed unanimously 5 – 0.

9. **PRESENTATION OF THE CITY OF GRAHAM AUDITED FINANCIAL STATEMENTS, FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024, BY VALERIE HALVERSON OF MWH GROUP, A PROFESSIONAL CORPORATION (WICHITA FALLS, TEXAS).**
Valerie Halverson of MWH Group presented the City of Graham Audited Financial Statements, for the Fiscal Year ended **September 30, 2024.**

10. **CONSIDER AND ACT TO APPROVE A VARIANCE REQUEST FROM HAROLD EARP FOR USE OF A CERTAIN EASEMENT ADJACENT TO HIS PROPERTY AT 1401 RANDY DRIVE, GRAHAM, TEXAS, FOR THE PURPOSE OF AUTHORIZING THE INSTALLATION OF A CARPORT WHICH WILL ENCROACH ON SAID EASEMENT, NOTING THE CONSENT OF THE ABUTTING PROPERTY OWNER, AND FURTHER NOTING THE NON-FAVORABLE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION.**
Motion made Alex Heartfield and seconded by Jack Little to **DENY** a variance request from Harold Earp for use of a certain easement adjacent to his property at 1401 Randy Drive, Graham, Texas, for the purpose of authorizing the installation of a carport which will encroach on said easement, noting the consent of the abutting property owner, and further noting the non-favorable recommendation of the Planning and Zoning Commission. Motion passed unanimously 5 – 0.

11. **CONSIDER AND ACT TO APPROVE A VARIANCE REQUEST FROM CINDY AND JOSH PHILLIPS TO ALLOW FOR A CERTAIN SECTION OF EXITING FENCE, 40 FEET IN LENGTH, TO RETAIN A HEIGHT OF EIGHT FEET, A HEIGHT WHICH IS IN EXCESS OF CURRENTLY PROSCRIBED LIMITS, NOTING THAT THE CERTAIN SECTION OF FENCE IS LOCATED ON LAKE LOT 235R WITH A PHYSICAL ADDRESS OF 2934 FM 3003, GRAHAM, TEXAS, AND FURTHER NOTING THE CONSENT OF THE ABUTTING PROPERTY OWNER, AND FURTHER STILL NOTING THE FAVORABLE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION.**
Motion made by Jack Little and seconded by Jeff Dickinson to approve a variance request from Cindy and Josh Phillips to allow for a certain section of exiting fence, 40 feet in length, to retain a height of eight feet, a height which is in excess of currently proscribed limits, noting that the certain section of fence is located on Lake Lot 235R with a physical address of 2934 FM 3003, Graham, Texas, and further noting the consent of the abutting property owner, and further still noting the favorable recommendation of the Planning and Zoning Commission. Motion passed unanimously 5 – 0.

12. **PRESENTATION OF THE SALES TAX REPORT FOR TAXES COLLECTED DURING FEBRUARY 2025.**
City Manager Eric Garretty presented the Sales Tax Report for taxes collected during **February 2025.**

13. **CONSIDER AND ACT TO APPROVE THE QUARTERLY INVESTMENT REPORT FOR THE PERIOD JANUARY 1, 2025, THROUGH MARCH 31, 2025.**
Motion made by Jack Little and seconded by Shana Weatherbee-Wolfe to approve the Quarterly Investment Report for the period **January 1, 2025, through March 31, 2025.** Motion passed unanimously 5 – 0.

14. **CONSIDER AND ACT TO APPROVE THE MONTHLY FINANCIAL REPORTS FOR THE PERIOD ENDING MARCH 31, 2025.**
Motion made by Brant Lundgren and seconded by Shana Weatherbee-Wolfe to approve the monthly financial reports for the period ending **March 31, 2025.** Motion passed unanimously 5 – 0.

15. **CONSIDER AND ACT TO APPROVE THE '2026 BUDGET ALLOCATION' AS REQUESTED BY THE YOUNG CENTRAL APPRAISAL DISTRICT, FOR TAX APPRAISAL AND COLLECTION SERVICES, AND FURTHER, DIRECT THE CITY MANAGER TO ALLOCATE $96,779 IN THE FISCAL YEAR 2025-2026 ANNUAL BUDGET IN SUPPORT OF SAME.**
Motion made by Jeff Dickinson and seconded by Jack Little to approve the '2026 Budget Allocation' as requested by the Young Central Appraisal District, for tax appraisal and collection services, and further, direct the City Manager to allocate $96,779 in the Fiscal Year 2025-2026 Annual Budget in support of same. Motion passed unanimously 5 – 0.

16. **PRESENTATION BY THE CITY MANAGER OF THE FISCAL YEAR 2024-2025 FINANCIAL FORECAST.**
City Manager Eric Garretty presented the Fiscal Year 2024-2025 financial forecast.

17. **CONSIDER AND ACT TO SET A DATE, TIME, AND PLACE FOR CITY COUNCIL BUDGET WORKSHOP #2 IN SUPPORT OF DEVELOPMENT OF THE FISCAL YEAR 2025-2026 ANNUAL BUDGET.**
Motion made by Jack Little and seconded by Shana Weatherbee-Wolfe for City Council Budget Workshop #2 in support of development of the Fiscal Year 2025-2026 annual budget to be held on May 22, 2025 at the Council Chambers located at 608 Elm Street, Graham, TX 76450. Motion passed unanimously 5 – 0.

18. **CONSIDER AND ACT TO APPROVE THE AMENDED FISCAL YEAR 2025-2026 BUDGET DEVELOPMENT CALENDAR.**
Motion made by Jack Little and seconded by Shana Weatherbee-Wolfe to approve the amended Fiscal Year 2025-2026 Budget Development Calendar. Motion passed unanimously 5 – 0.

Budget & Tax Rate Development Calendar for FY2025-2026 Budget		
Date	**Item**	**Remarks**
13-Feb	FY24 Strategic Budget Workshop	Complete
13-Mar	Capital Improvement Plan - Adoption	Complete
24-Apr	Mid-Year Review of Current Budget	Complete
30-Apr	Receive Preliminary Estimate of Assessed Values from YCAD	Complete
12-May	Proposed Department Budgets Due to City Manager	
22-May	City Council Budget Workshop	At Special Called City Council Meeting
17-Jul	Presentation of the Annual Proposed Budget (Budget Estimate)	At Regular Called City Council Meeting
17-Jul	Tax Rate & Budget Ordinances - FIRST READING - PROPOSE TAX RATE	At Regular Called City Council Meeting
17-Jul	Set Date for Tax Rate Public Hearing and Budget Public Hearing	At Regular Called City Council Meeting
23-Jul	Publish Notice for Tax Rate and Budget Hearings	Graham Leader and City Website
31-Jul	Tax Rate & Budget Ordinances - SECOND READING	At Regular Called City Council Meeting
14-Aug	**Public Hearing on FY25-26 Budget**	At Regular Called City Council Meeting
28-Aug	Consider Adoption of FY25-26 Budget - FINAL READING FOR BUDGET	At Regular Called City Council Meeting
8-Sep	**Public Hearing on Tax Rate @11:00 a.m.**	At Special Called City Council Meeting
11-Sep	Adopt Tax Rate - THIRD AND FINAL READING FOR TAX RATE	At Regular Called City Council Meeting

19. **DISCUSSION REGARDING PROPOSED FUTURE AGENDA ITEMS.**
Future agenda items included setting a date for a special called meeting to certify the election results.

20. **RECESS INTO EXECUTIVE SESSION UNDER THE FOLLOWING PROVISION OF THE TEXAS LOCAL GOVERNMENT CODE:** Mayor Alex Heartfield recessed the Council into Executive Session at 9:45 a.m.

    a. Sec. 551.074 Personnel Matters

    - Deliberations regarding evaluation of the City Manager; and

    - Deliberations regarding a proposed employment agreement with the City Manager; and

    b. Sec. 551.071 Consultation with Attorney

    - Consultation with City Attorney regarding review of certain provisions related to contemplation of a contract for Municipal Solid Waste Services; and

    - Consultation with City Attorney regarding potential liabilities relating to a Chemical Tank explosion which occurred at the Water Treatment Plant on November 2, 2023; and

    - Consultation with City Attorney regarding review of certain provisions related to contemplation of a proposed employment agreement with the City Manager.

21. **RECONVENE FROM EXECUTIVE SESSION AND TAKE SUCH ACTION AS MAY BE REQUIRED.** Mayor Alex Heartfield reconvened from Executive Session at 11:47 a.m.

    No Action was taken.

22. **ADJOURNMENT.**
    There being no further business, the meeting was adjourned at 12:00 p.m. Motion made by Jack Little and seconded by Alex Heartfield.

R. Alex Heartfield, MAYOR

Marci Bueno, City Secretary/Financial Official