CITY OF ALVARADO
County of Johnson
State of Texas
11/18/2024
City Council Minutes

The City Council of the City of Alvarado met in Regular Called Session on Monday, November 18, 2024, at 6:30 p.m. The following were present for roll call:

Name	Title	Present	Absent	Excused
Jacob Wheat	Mayor	X		
Carrie Keeton	Council Ward 1	X		
Beverly Short	Council Ward 1	X		
Lydia Moon	Mayor Pro-Tem Ward 2	X		
Cherry Bryant	Council Ward 2	X		
Scott Arthur	Council Ward 3			X
Kevin Thomas	Council Ward 3			X

Others Present:

Paul DeBuff	City Manager
Beth A Walls	City Secretary
Jessica Hill	Deputy City Secretary
Laura Cox	Chief Financial Officer
Ashley Dierker	City Attorney
Donielle Suber	Director of Administrative Services
Justin French	Community Development Director
Hillary Cromer	Economic Development Director
John Rodgers	Fire Chief
Brad Hargrove	Assistant Fire Chief
Teddy May	Police Chief
Mike Dwiggins	Public Works Director
Mikaela Hall	Communications Manager

Mayor Jacob Wheat called the meeting to order at 6:34 p.m. and Cherry Bryant gave the invocation.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS:
Jameye Jones – Events – APEC Christmas Parade December 6th at 6:00 p.m.

COUNCIL COMMENTS:

Mayor Jacob Wheat: Reminder of Santa's Helpers, Alvarado HS Fundraiser, upcoming movie night starting at 6:00 p.m. on the square in downtown Alvarado.

Lydia Moon: Reminder that New Life Ministry will donate 200 turkeys on November 23, starting at 10:00 a.m.

Carrie Keeton: Gave thanks and appreciation to Jameye Jones for organizing the Trunk or Treat on the Square in downtown Alvarado.

RECOGNITION:

The Life-Saving Award, presented by Fire Chief John Rodgers, recognized the swift and heroic actions of Assistant Chief Brad Hargrove, Captain Jody Bellah, Engineer Doug Johnson, Firefighter Antonio R-Ortiz, Firefighter Kade Klaus, Firefighter Ashtion Kennedy, and Firefighter Jeremy Rosas during two critical incidents in 2024. On May 5th, they successfully executed a challenging swift water rescue, saving multiple victims in coordination with other agencies. On October 19th, their prompt response and advanced medical interventions revived a man in cardiac arrest at a community event.

Administrative Services Director Donielle Suber presented the Citizen of the Year award to Nelda Montgomery, honoring her dedication and service to the community. Mrs. Montgomery will proudly serve as the Grand Marshal for the Holiday Parade of Lights and participate in the Magical Old Town Christmas event on December 6th.

CONSENT AGENDA:

1. **Consideration and action to approve minutes from the 11/06/2024 Special City Council Meeting.**
2. **Consideration and action to approve the Bank Proposal, Bank Depository Agreement, and Collateral Security Agreement with First Financial Bank and authorizing the City Manager to execute any documents in connection therewith.**
3. **Consideration and action to approve and authorize the City Manager to execute a contract with TodoVerde for the Information Technology (IT) Network Infrastructure Upgrade.**

Motion was made by Lydia Moon and seconded by Cherry Bryant to approve items #1, #2, and #3 on the Consent Agenda.

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

REGULAR BUSINESS:

4. **Consideration and action to approve Resolution No. 2024-0024, authorizing the award of Administrative/Project Delivery Service Provider Contract(s) for the 2025-2026 Texas Community Development Block Grant (TxCDBG) Fund Project.**

5. **Consideration and action to approve Resolution No. 2024-0025, authorizing the submission of a Texas Community Development Block Grant Program application to the Texas Department of Agriculture for the Community Development funds.**

   Rob Burton, with GrantWorks, addressed the council. They will prepare and submit the City of Alvarado's application for the 2025-26 Texas Community Development Block Grant (TxCDBG) Program to the Texas Department of Agriculture, seeking $750,000 in Community Development funds. The application deadline is December 9, 2024. If awarded, the grant will primarily fund street improvements, with the City committing $75,000 in matching funds for the selected project.

   Motion was made by Lydia Moon and seconded by Beverly Short to approve items # 4 and # 5.

   This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

6. **TRA Presentation on shared Wastewater Plan Study.**
   The TRA is planning the development of a large regional wastewater treatment plant, potentially designed to serve multiple cities, including Alvarado. This facility would offer Alvarado an additional wastewater capacity option by enabling the city to transfer its wastewater to the regional plant for treatment. No action taken.

7. **Consideration and action to approve Resolution No. R2024-0023, authorizing professional service provider selection and authorized signatories for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program through the Texas General Land Office (GLO).**
   The City Council authorized an agreement for a $300,000 Resilient Communities Program grant on October 16, 2023, to support disaster resilience planning. The City advertised for professional services on August 8, 2024, and received three proposals by August 23rd, that were evaluated by City personnel. The grant will fund updates to the Comprehensive Plan, Downtown Master Plan, Infrastructure Master Plan, and zoning ordinance to enhance community resilience to future disasters.

Motion was made by Lydia Moon and seconded by Carrie Keeton to approve Resolution No. R2024-0023, awarding the GLO RCP grant to LJA as presented, with the modification of retaining other elements with the cost to the City of up to $75,000 for added scope, as discussed.

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

8. **Discussion, workshop and consideration and action regarding expansion of scope for drafting a temporary zoning district for the Downtown area.**
Abra Nusser with LJA presented. The Temporary Downtown Zoning Overlay is meant to preserve the downtown area while developing a comprehensive master plan. This overlay would implement temporary regulations to guide development and maintain compatibility with the city's long-term vision. It will remain in place until the Downtown Master Plan is completed and adopted.

Motion was made by Lydia Moon and seconded by Carrie Keeton to approve the expansion of the scope to include two additional properties west of City Hall, totaling $33,000.00.

Lydia Moon amended the motion to expand the scope to include properties outlined in the black box, as shown in 'Exhibit A.'

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

9. **Consideration and action to authorize the City Manager to negotiate with Aguirre & Fields on the N. Cummings project to extend the scope of work to C.R. 604 and to execute a change order.**
Alex Garcia with Aguirre & Fields presented. The North Cummings Drive project has been revised with expanded limits, design enhancements, and a broader scope to accommodate increased residential growth and traffic. The cost of this addition is $718,081, with NCTCOG agreeing to provide an additional $4 million in grant funding if the addition is incorporated. The project is estimated to begin in September 2025.

Motion was made by Lydia Moon and seconded by Beverly Short to authorize the City Manager to negotiate with Aguirre & Fields on the N. Cummings project to extend the scope of work to C.R. 604 and to execute a change order.

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

10. **Consideration and action to approve a Services Agreement with BHC Engineers to relocate the existing 8-inch waterline and expand it to a 12-inch line for the construction of N. Cummings Drive.**

As part of the expansion and reconstruction of N. Cummings Drive, including the roadway widening, it is necessary to relocate the existing water line outside of the new road alignment. To accommodate current growth and future demands, the line needs to be upsized to a 12-inch diameter.

Motion was made by Cherry Bryant and seconded by Carrie Keeton to approve a Services Agreement with BHC Engineers for $213,764.00 to relocate the existing 8-inch waterline and expand it to a 12-inch line for the construction of N. Cummings Drive.

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

11. **Consideration and action to award the bid for the reconstruction of the three blocks of S. Friou Street between E. Atchley Street and the BNSF rail, and authorize the City Manager to negotiate and execute a contract.**

As part of the ongoing road maintenance program, this project will address several damaged Friou Street sections and overlay asphalt from Atchley Street southward for three blocks to the street's dead end. It also includes paving the final unsurfaced block. Staff has advertised bids for this project through the newspaper and the city website.

12. **Consideration and action to award the bid for street repairs on Davis Avenue between S. Sparks Street and S. Cummings Drive, and authorize the City Manager to negotiate and execute a contract.**

As part of our ongoing road maintenance program, this project will address several damaged areas on East and West Davis Avenue, from S. Sparks to S. Cummings, by filling, repairing, and overlaying them with hot mix asphalt. Staff has advertised bids for this project through the newspaper and the city website.

Motion was made by Lydia Moon and seconded by Cherry Bryant to approve items # 11 and # 12, awarding the bids for street repairs on Davis Avenue between S. Sparks Street and S. Cummings Drive in the amount of $93,794.00 and the reconstruction of the three blocks of S. Friou Street between E. Atchley Street and the BNSF rail in the amount of $195,779.00 to JC & Sons, and authorize the City Manager to negotiate and execute the contracts.

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

13. **Consideration and action to award the bid for Davis Avenue wastewater gravity line construction and authorize the City Manager to negotiate and execute a contract.**
    No action taken.

14. **Consideration and possible action on the application of Drew Terrell with Bruckner Truck Sales for approval of a combination plat to create Lot 1, Block 1 of the Bruckner Addition being 26.995 acres, approximately addressed at 6624 CR 604.**
    The combination plat application, submitted on October 29, 2024, was deemed administratively complete. Per the Alvarado subdivision ordinance, the City Council must act within 30 days to approve, approve with conditions, or disapprove with reasons. The Future Land Use map designates the site for Interstate Business, intended for developments like retail and shopping centers along IH-35W to boost non-residential tax revenue and attract residents and visitors.

    Motion was made by Lydia Moon and seconded by Carrie Keeton to approve the application of Drew Terrell with Bruckner Truck Sales for approval of a combination plat to create Lot 1, Block 1 of the Bruckner Addition being 26.995 acres, approximately addressed at 6624 CR 604, with P&Z conditions.

    This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

15. **Consideration and action to approve a Professional Service Agreement with SafeBuilt for code enforcement, plan review, and inspection services available, including inspection of subdivision and construction plans and onsite sewer facilities to supplement current personnel services, as needed.**
    If approved, the service would be provided on a flexible, as-needed basis, billed hourly or as a flat monthly rate depending on the scope. Additional specialized inspections and plan reviews will be available to support the city's needs, with all costs outlined in the proposal.

    Motion was made by Cherry Bryant to approve a Professional Service Agreement with SafeBuilt.

    Motion failed for lack of a second.

16. **Public Hearing, consideration and action to approve Ordinance No. 2024-0022, amending article VII, "Administration and Enforcement," of Chapter 42, "Zoning," of the Code of Ordinances, City of Alvarado, Texas by adding a new section reestablishing the Planning and Zoning Commission.**

    MAYOR JACOB WHEAT OPENED THE PUBLIC HEARING AT 8:55 P.M. AND CLOSED THE PUBLIC HEARING AT 9:00 P.M.
    A review of Alvarado's Code of Ordinances revealed that the Planning and Zoning (P&Z) Commission was omitted during a 2015 ordinance update. As a Home Rule city, Alvarado is required by Texas law to have a P&Z Commission. The proposed ordinance reinstates and defines the commission's operations.

    Motion was made by Lydia Moon and seconded by Cherry Bryant to approve Ordinance No. 2024-0022, amending article VII, "Administration and Enforcement," of Chapter 42, "Zoning," of the Code of Ordinances, City of Alvarado, Texas by adding a new section reestablishing the Planning and Zoning Commission and ratifying all items approved since 2015 due to an inadvertent oversight.

    This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

17. **Presentation, consideration and action to approve the new personnel manual for the City of Alvarado, Texas.**
    The proposed personnel manual updates and replaces the outdated version to reflect changes in employment law and align with current municipal needs.

    Motion was made by Cherry Bryant and seconded by Carrie Keeton to approve the new personnel manual for the City of Alvarado, Texas.

    This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

    MAYOR WHEAT DECLARED COUNCIL TO BE IN EXECUTIVE SESSION AT 9:41 P.M. AND RECONVENED TO REGULAR SESSION AT 10:25 P.M.

18. **Consideration and any action necessary as a result of items legally discussed in Executive Session.**

19. **Consideration and action to authorize the Economic Development Director and City Manager to negotiate and execute Project Red-C-01 Agreement based on terms discussed in Executive Session.**
Motion was made by Lydia Moon and seconded by Carrie Keeton to authorize the Economic Development Director and City Manager to negotiate and execute Project Red-C-01 Agreement based on terms discussed in Executive Session.

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

20. **Consideration and action to authorize the Economic Development Director and City Manager to negotiate and execute Project N. Parkway 2024 A Agreement based on terms discussed in Executive Session.**
Motion was made by Lydia Moon and seconded by Carrie Keeton to authorize the Economic Development Director and City Manager to negotiate and execute Project N. Parkway 2024 A Agreement based on terms discussed in Executive Session.

This motion supported 4 votes in approval and 0 votes opposed. Motion carried.

There being no further business, Mayor Wheat adjourned the meeting at 10:26 P.M.

Passed and approved this the 16th day of December, 2024.

Jacob Wheat, Mayor

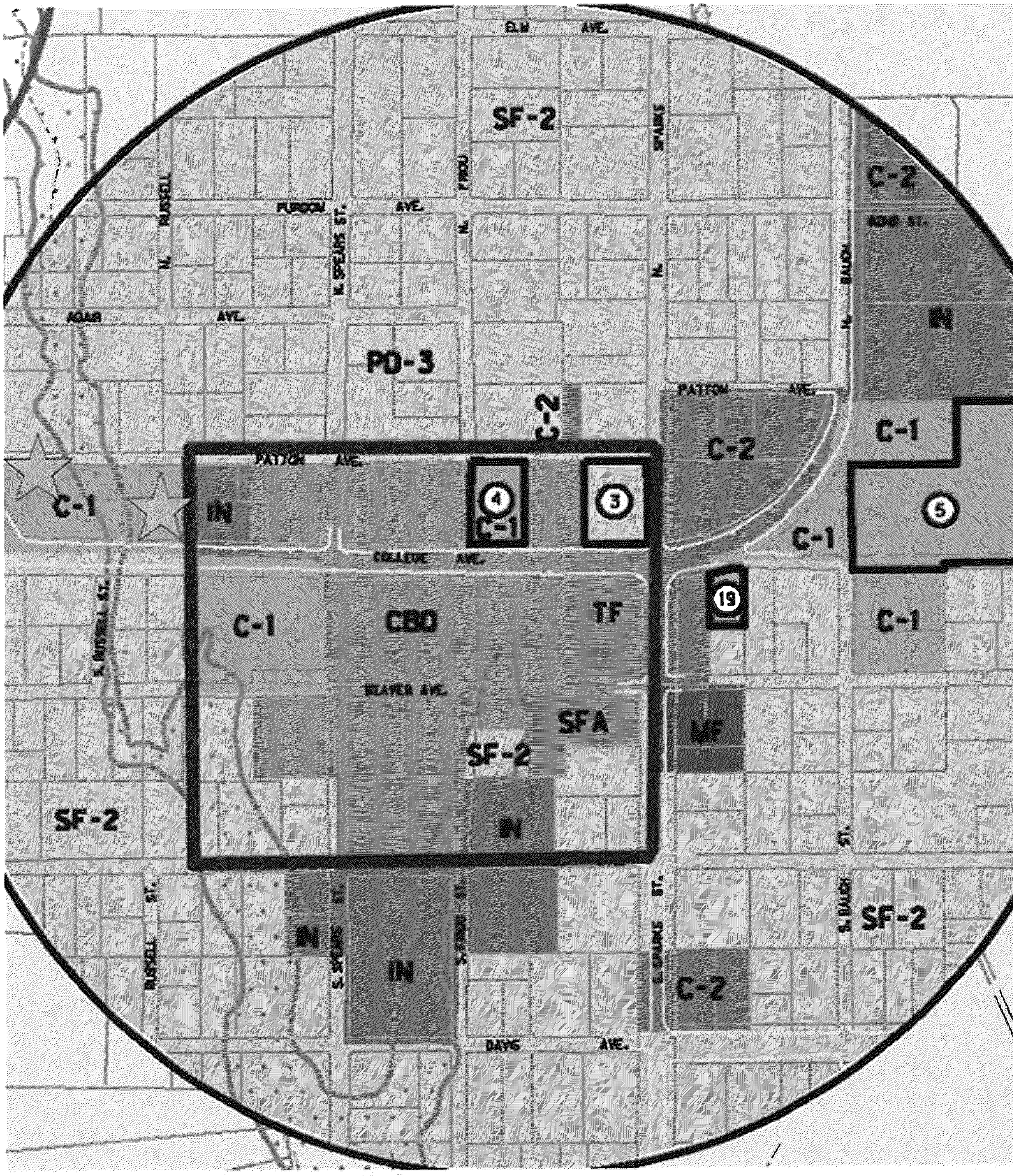
Respectfully Submitted,

Beth A. Walls

Beth A. Walls, City Secretary/HRD

CITY OF ALVARADO CHARTERED 1889

Exhibit A.



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