CITY OF ALVARADO
County of Johnson
State of Texas
06/17/2024
City Council Minutes

The City Council of the City of Alvarado met in Regular Called Session on Monday, June 17, 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 Dev. Director
Paula Hardison	Director Billing/Accounting
John Rodgers	Fire Chief
Precious Moore	Library Director
Teddy May	Police Chief
Ben Moore	Asst. Police Chief
Michael Dwiggins	Public Works Director
Mikaela Hall	Communications Manager

Mayor Jacob Wheat call the meeting to order at 6:35 p.m. and gave the invocation.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS:
Jameye Jones – Events

RECOGNITION/PROCLAMATION:

1. **JUNETEENTH 2024 PROCLAMATION**
2. **CITY OF ALVARADO TAMIO AWARDS**

CONSENT AGENDA:

3. **CONSIDERATION AND ACTION TO APPROVE MINUTES FROM THE 5/20/24 CITY COUNCIL MEETING.**

4. **CONSIDERATION AND ACTION TO APPROVE RESOLUTION R2024-0015 AUTHORIZING PARTICIPATION IN TEXPOOL INVESTMENT POOLS AND DESIGNATING AUTHORIZED REPRESENTATIVES. (COX)**

5. **CONSIDERATION AND ACTION TO APPROVE ORDINANCE 2024-0009 AMENDING SECTION 16-125 OF THE CITY OF ALVARADO CODE OF ORDINANCES CONCERNING FIREWORKS. (RODGERS)**

6. **CONSIDERATION AND ACTION TO APPROVE RESOLUTION R2024-0011 ADOPTING THE 2024 JOHNSON COUNTY HAZARD MITIGATION PLAN. (RODGERS)**

Lydia Moon requested that item # 5 be moved to New Business.

Motion was made by Lydia Moon and seconded by Kevin Thomas to approve items 3, 4, and 6 on the Consent Agenda, as presented.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

NEW BUSINESS:

Motion was made by Lydia Moon and seconded by Beverly Short to approve Ordinance 2024-0009 amending Section 16-125 of the City of Alvarado Code of Ordinances.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

7. **PRESENTATION FROM CHRISTMAS-IN-ACTION. (SUBER)**

The Christmas-In-Action (CIA) revitalization non-profit organization was established in 1999 to help seniors and disabled persons with repairs and rehabilitation projects in the greater Cleburne area. Few programs are available to help seniors and disabled persons living on fixed incomes with projects such as exterior home repairs, roofing, wheelchair ramps, electrical, plumbing, and HVAC systems, along with interior projects, because such government programs are primarily focused on low-income persons and young families.

Currently, the CIA works with Alvarado residents on a case-by-case basis, but the CIA would like to expand its footprint of assistance provided in Alvarado by partnering with the City of Alvarado.

No action necessary.

8. **CONSIDERATION AND ACTION TO APPROVE CHANGES TO THE MASTER FEE SCHEDULE. (DEBUFF)**

Staff found that the current fee schedule is outdated. The various user fees charged by the City of Alvarado to inspect development infrastructure and process applications have not been updated in a considerable amount of time. Staff finds that the current fees are dated and out of alignment with competitor cities. In addition, H.B. 3492 (approved by the Texas State Legislature in June 2023) requires that cities may no longer consider the cost of constructing or improving infrastructure for development in determining the amount of the fee to review and inspect the improvements; instead, the fees must reflect the estimated cost of the city to perform and deliver these services. Therefore, the City commissioned a study by Willdan Financial Services to determine the reasonable full cost of delivering these services.

Motion was made by Lydia Moon and seconded by Kevin Thomas to approve Ordinance 2024-0010 and changes to the Master Fee Schedule, as presented.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

9. **PRESENTATION OF 2022-2023 CITY OF ALVARADO FISCAL AUDIT REPORT. (COX)**

Carey Adams presented to the council. Significant growth in revenue was found. Overall audit for the city is good. No action necessary.

10. **CONSIDERATION AND ACTION TO RECEIVE AND APPROVE THE CITY OF ALVARADO FINANCIAL AUDIT FOR FISCAL YEAR 2022-23.**

Per the City's Charter, an independent audit shall be conducted at the end of each fiscal year. Once approved, the financial audit for Fiscal Year 2022-2023 will be posted on the City's Finance Department's webpage for public inspection.

Motion was made by Lydia Moon and seconded by Beverly Short to receive and approve the City of Alvarado financial audit for Fiscal year 2022-23.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

11. **CONSIDERATION AND ACTION TO APPROVE RESOLUTION R2024-0012, DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION AND DECLARE ITS INTENTION TO REIMBURSE ITSELF FOR PROJECT-RELATED PAYMENTS MADE PRIOR TO THE ISSUANCE OF THE CERTIFICATES. (COX)**

A notice of the intent to issue combination tax and revenue certificates of obligation must be published once a week for two consecutive weeks, at least 45 days prior to August 15, 2024, which is the date set for the adoption of the ordinance authorizing the issuance of the Certificates. Additionally, the notice will be posted continuously on the City's website for at least 45 days before the date tentatively set for the passage of the ordinance authorizing the issuance of the Certificates.

Motion was made by Kevin Thomas and seconded by Cherry Bryant to approve Resolution R2024-0012, directing publication of notice of intention to issue combination tax and revenue certificates of obligation and declare its intention to reimburse itself for project-related payments made prior to the issuance of the Certificates.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

12. Presentation by Heath Haigood representing HUB International regarding recommendations for 2024-25 benefit plans. (Walls)

At the April 5, 2024 meeting, Council approved the City Manager to sign an Agent of Record agreement with HUB International in order to secure quotes for benefit coverages for fiscal year 2024-25. HUB issued an RFP in May 2024, and all bids were due by 2 pm on June 12, 2024. Heath Haigood presented the results to the Council.

No action required.

13. Consideration and action to approve authorizing the City Manager to enter into an agreement with HUB International for 2024-25 benefit plans. (Walls)

Motion was made by Lydia Moon and seconded by Carrie Keeton to authorize the City Manager to enter into an agreement with HUB International for 2024-25 benefit plans.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

14. Consideration and action to approve Resolution R2024-0009 authorizing the creation of an employee benefit trust and authorize the City Manager to negotiate and approve a trust agreement governing the employee benefit trust. (Walls, Cox)

During conversations with HUB International, we learned that the City had been paying state taxes upon receiving gross premiums and associated revenues. We also learned that the Texas Insurance Code, Chapter 222, authorizes the City's exemption to payment of such premiums and revenues if the City establishes and maintains the funds under the ownership and control of a single, nonprofit trust. This resolution and the accompanying agreement, allowing the creation of a benefit trust fund, will exempt the City from paying those taxes.

The motion was made by Lydia Moon and seconded by Carrie Keeton to approve Resolution R2024-0009 authorizing the creation of an employee benefit trust and authorizing the City Manager to negotiate and approve a trust agreement governing the employee benefit trust.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

15. Consideration and action to approve Resolution R2024-0013 regarding accepting a grant for body armor. (Moore)

Motion was made by Lydia Moon and seconded by Beverly Short to approve Resolution R2024-0013 regarding accepting a grant for body armor.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

16. Consideration and action to approve Resolution R2024-0014 regarding a grant for crime victim assistance. (May)

Motion was made by Beverly Short and seconded by Carrie Keeton approve Resolution R2024-0014 regarding a grant for crime victim assistance.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

17. Presentation and guidance on refinishing Parkway Park Concrete benches. (DeBuff)

At the Council meeting on May 20th, 2024, the Council directed staff to investigate the plausibility of refinishing the historic concrete benches and tables at Parkway Park in a natural tone. Kyle Lucas with That One Painter has examined the benches and will present his findings on their condition and possible challenges.

The council agreed they would like to see the bridge, benches, and tables sanded down and stone painted in four to five different natural colors. Kyle Lucas noted that the product used will have a twenty-year warranty, and he will provide a three-year warranty.

No action necessary.

18. Consideration and action on the application of Chris Wall with JBI Partners, Inc. on behalf of GRBK Edgewood LLC & Century Land Holdings of Texas, LLC for approval of the Lone Oak Addition Phase 1 final plat on 70.219 acres known as tracts and portions of tracts out of the James B. Conger Survey, A-150, and the George S. McIntosh Survey, A-625, approximately addressed at 825 and 1029 CR 607. (French)

The final plat application was submitted and deemed administratively complete on April 22, 2024. Per Section 34-36(d) of the Alvarado subdivision ordinance, the City Council shall: (1) Act within 30 days after the filing of final plat, (2) Conclude one of the following. a. Approve. b. Approve with conditions. c. Disapprove with reasons.
On May 16, 2024, the Planning and Zoning Commission (P&Z) recommended disapproval to City Council, and on May 20, 2024, the City Council disapproved the Lone Oak Addition Phase 1 final plat. The applicant resubmitted the final plat on June 6, 2024, and the P&Z and City Council must now act on the plat within 15 days of this resubmittal per state statutes. On June 13, 2024, the P&Z recommended disapproval with reasons attached from the City Engineer. The Future Lane Use (FLU)

map within the Alvarado Comprehensive Plan designates the subject site for Low Density Residential. The proposed plat is consistent with the City's FLU map.

Motion was made by Lydia Moon and seconded by Kevin Thomas to disapprove with reasons stated in the City Engineer letter.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

19. Consideration and action to approve the Alvarado Public Library Advisory Board appointments. (P. Moore)

The Alvarado Public Library Advisory Board member positions have all expired, and by statute, the Advisory Board must consist of seven (7) members. Currently, five (5) existing Advisory Board members have requested to be reappointed, and two (2) open positions will be brought to the City Council for approval at a later date. Staff has received interest from the following individuals to serve on the Advisory Board, and therefore, staff recommends the following appointments:

Place 1, Barbara Fuller
Place 2, Dianna Roseberry
Place 3, Kay Grant
Place 4, Open
Place 5, Open
Place 6, Christi Davis
Place 7, Jameye Jones

Motion was made by Cherry Bryant and seconded by Beverly Short to approve the Alvarado Public Library Advisory Board appointments, as recommended.

This motion supported votes 3 in approval and 3 votes opposed. Mayor Jacob Wheat voted in favor of to break the tie. Motion carried.

20. Consideration and action to appoint and reappoint members to the Zoning Board of Adjustment (ZBA). (French)

In most recent meetings, members of the City Council have served as members of the Zoning Board of Adjustment (ZBA). ZBA shall consist of five members, each appointed by the City Council for a term of two years and removable for cause by the City Council upon written charges and after public hearing. If a member is absent for three consecutive meetings or if the member misses more than 50 percent of the meetings in a calendar year, reasonable cause exists for the removal of the member unless the board has granted the member a leave of absence at a meeting due to illness or other good cause.
The City Council may also appoint up to four alternate members of the Board who shall serve in the absence of one or more of the regular members when requested to do so by the chairperson of the Board so that all cases to be heard by the Board will always be heard by a minimum number of four members. These alternate members, when appointed, shall serve for the same period as the regular members, which is for a term of two years, and any vacancy shall be filled in the same manner, and

they shall be subject to removal by the same means and under the same procedures as the regular members. Staff has received interest from the following individuals to serve on the ZBA Board, and therefore, staff recommends the following appointments:

Place 1, Scott Arthur
Place 2, Cherry Bryant
Place 3, Beverly Short
Place 4, Lydia Moon
Place 5, Carrie Keeton
Alternate, Kevin Thomas
Alternate, Jacob Wheat

Motion was made by Lydia Moon and seconded by Beverly Short to approve the ZBA Advisory Board appointments, as recommended.

This motion supported votes 6 in approval and 0 votes opposed. Motion carried.

EXECUTIVE SESSION:

Mayor Wheat declared Council to be in Executive Session at 8:37 p.m. and reconvened to Regular Session at 9:31 p.m.

21. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION. (DEBUFF)

No action was taken.

There being no further business, Mayor Wheat adjourned the meeting at 9:34 p.m.

Passed and approved this the 17th day of June, 2024.

Mayor Jacob Wheat

Respectfully Submitted,

Beth A. Walls

Beth A Walls, City Secretary/HRD

CITY OF ALVARADO
CHARTERED 1885