

**MINUTES  
CITY COUNCIL  
REGULAR MEETING  
MONDAY, APRIL 24, 2023**

**ALDERMEN PRESENT**

Mayor Craig Fenter  
Alderman Place 1 Libby Gonzales  
Alderman Place 2 Brandon Sisson  
Alderman Place 3 Greg Robinson  
Alderman Place 4 Joel Hood  
Alderman Place 5 Stewart Chalmers

**ALDERMEN ABSENT**

**CITY STAFF PRESENT**

Michael R. Smith, City Manager  
Shalyn Burritt, City Secretary  
Leslie Jackson, Human Resource Director  
Scott Haynes, Police Chief  
Bryan Corb, Lieutenant  
Robert Tomison, Water Department  
Superintendent

**CITY ATTORNEYS PRESENT**

Reid Spiller

**JACKSBORO ECONOMIC  
DEVELOPMENT CORPORATION  
REPRESENTATIVE**

Brenda Tarpley

**1. CALL TO ORDER**

Mayor Fenter called the meeting to order at 5:30 p.m.

**2. INVOCATION**

Invocation led by Lieutenant Bryan Corb.

**3. PLEDGES TO THE FLAGS**

Pledges led by Mayor Fenter.

**4. PUBLIC COMMENTS**

No public comment given.

**5. CONSENT AGENDA**

All matters listed under Item 5, CONSENT AGENDA, are to be considered routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

**a. EXCUSED ABSENCES**

**b. MEETING MINUTES**

**i. APRIL 10, 2023 REGULAR MEETING MINUTES.**

**ii. QUARTERLY FINANCIAL REPORT - 2ND QUARTER.**

Alderman Sisson moved to approve the Consent Agenda as presented.

Alderman Hood seconded the motion.

Alderman Chalmers abstained from voting due to absence from the last meeting.

Motion carried with unanimous consent.

**6. COUNCIL TO CONSIDER AND/OR TAKE ACTION ON BIDS RECEIVED FOR THE CONSTRUCTION OF THE ELEVATED SEWER PROJECT, OPENED APRIL 11, 2023 - MIKE TIBBETS OF HAYTER ENGINEERING TO PRESENT.**

Mike Tibbets, of Hayter Engineering, gave an overview of the history of the project and the bid process. Mr. Tibbets explained the bid ranges between the different contractors and explained that the bids were all very close, which is a good indication that the job is correctly being bid. Mr. Tibbets pointed out the low bidder, Underwood, Inc., and explained that his firm has been working with Underwood on other projects. He explained that Underwood can obtain construction bonds, which is a sign of their reliability as a contractor. Mr. Tibbets expressed that Hayter Engineering recommends awarding the bid to Underwood, Inc., and, if Council agrees, the City Manager would then sign the Notice of Award, which would set the process in motion. Mr. Tibbets and his engineering firm would be monitoring the progress of the construction, and all invoices for payment would be submitted to Hayter Engineering for verification, and then sent to the City for payment. Alderman Gonzales inquired about ARPA funds being used for the construction. The City Manager explained that this project has been in the works for multiple years, and that the ARPA funds enabled the City to hire the Engineering firm for the project. The actual construction of the elevated sewer line would be a budgeted item in the Fiscal Year 2023-2024 Budget. Mr. Tibbets explained there might be changes made as the project progresses, but any field changes not resulting in cost changes could be made without the involvement of the Council, to streamline the process, and that any changes resulting in a cost or materials change would go through the Council. The City Manager

recommended to Council that they allow Mr. Tibbets to make these field change decisions as explained without coming to Council for approval. The City Manager also recommended that Mr. Tibbets return to Council once a Certificate of Completion can be issued, which will begin the one year warranty for the work that has been completed. Alderman Hood moved to accept the bid and award the job of contractor to Underwood, Inc. for the Elevated Sewer Line Project.

Alderman Sisson seconded the motion.  
Motion carried with unanimous consent.

**7. COUNCIL TO CONSIDER AND/OR TAKE ACTION ON BIDS RECEIVED FOR THE REPAIR OF THE CHAMBER/JEDC BUILDING, APRIL 19, 2023.**

The City Manager explained that a request for bids had been sent out, but no bids were received. He believes that the extensive nature of repairing the Spanish tile roof was the factor in no bids being submitted. The City Manager expressed to Council that the next step could be to break off the roof repair from the bid, and go out for two separate bids: one for the outer repairs to the building and a separate bid for the roof. Alderman Chalmers inquired if a metal Spanish tile roof could be installed. Alderman Gonzales asked if there were limits to the type of roofing material that could be used because of the historical nature of the building. Brenda Tarpley, JEDC Director, replied that the building had originally been taken down to the facade and that it was not rebuilt to historical measures. The City Manager suggested that a new bid for exterior repairs and a separate bid, two tiered, go out for the repair of the Spanish tile or a new roof replacement option. City staff will prepare the separate bids.

No action was taken.

**8. COUNCIL TO CONSIDER THE APPROVAL OF AN EXPENDITURE IN THE AMOUNT OF \$15,950, FOR TWO NON-POTABLE PUMPS, AND A RAIL SYSTEM FOR THE CHLORINE CONTACT CHAMBER AT THE WASTEWATER TREATMENT PLANT.**

The City Manager explained to Council that this was a budgeted item, but over the expenditure limit of \$15,000 for the City Manager to approve, and for auditing purposes, would need the Council's approval.

Alderman Hood moved to approve the expenditure of \$15,950 for the purchase of two non-potable pumps and a rail system for the wastewater treatment plant.

Alderman Gonzales seconded the motion.  
Motion carried with unanimous consent.

**9. ORDINANCE**

- a. O-06-2023: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS AMENDING THE ANNUAL PROGRAM OF SERVICES (BUDGET) FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2023, AND MAKING FUND APPROPRIATIONS (ATTACHED EXHIBIT A) FOR SAID YEAR IN ACCORDANCE WITH THE ORDINANCES FOR THE CITY OF JACKSBORO, TEXAS AND THE LAWS OF THE STATE OF TEXAS IN THE AMOUNT OF \$20,055.15, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

The City Manager explained that \$20,055.15 had been received from insurance as a payment for the \$20,055.15 in tornado damages for replacement of the aerator and hatch cover at the wastewater plant. This Ordinance would amend the budget to account for the revenue received and subsequent expenditure.

Alderman Hood moved to approve Ordinance O-06-2023 as presented.

Alderman Sisson seconded the motion.  
Motion carried with unanimous consent.

*Item 12 moved up and heard at this time.*

**12. REPORT AGENDA**

- a. SALES TAX UPDATE.**

The City Manager reviewed with Council the current status of the sales tax revenue received by the City. If the current trend continues upward, the revenue will exceed the budgeted forecast for the fiscal year.

- b. UPDATE ON BUDGET PREPARATION FY 2023-2024.**

The City Manager informed Council that all department heads are currently working on the next year's budget. Department heads will submit a draft budget in May, and a draft will be submitted to Council by June.

- c. UPDATE ON FIRST MEETING OF AD HOC ANIMAL SHELTER COMMITTEE.**

The City Manager relayed that the committee had met the week prior, and had a good discussion. The contractors are waiting on a delivery of steel, and the project has slowed waiting for that delayed delivery.

- d. UPCOMING PROJECTS/EVENTS/REMINDERS.**

- i. MAY 4, 2023 MEETING WITH TXDOT.**

- ii. **MAY 22, 2023 SWEARING IN AND PICTURES OF COUNCIL MEMBERS/MAYOR.**
- iii. **JUNE 24, 2023 TNT FESTIVAL.**

The City Manager reminded the Council of upcoming events. Alderman Robinson requested a street projects update for Council on the next agenda.

Mayor Fenter invited the following, along with Council, into attendance of the Closed Executive Session:

City Manager, Mike Smith  
JEDC Director, Brenda Tarpley  
City Secretary, Shalyn Burritt

Mayor Fenter moved the meeting into Closed Session at 6:18 p.m.

**10. CLOSED EXECUTIVE SESSION**

- a. **ECONOMIC DEVELOPMENT NEGOTIATION (§551.087 TEXAS GOVERNMENT CODE)**
  - i. **DISCUSSION, DELIBERATION, CONSIDERATION AND/OR NEGOTIATIONS FOR FINANCIAL OR OTHER INCENTIVES FOR A POTENTIAL COMMERCIAL DEVELOPMENT.**

Mayor Fenter reconvened the meeting into Open Session at 7:02 p.m.

**11. OPEN SESSION CONSIDERATION OF AN OFFICIAL ACTION ON THE CLOSED MEETING ITEMS:**

- a. **ECONOMIC DEVELOPMENT NEGOTIATION (§551.087 TEXAS GOVERNMENT CODE)**
  - i. **DISCUSSION, DELIBERATION, CONSIDERATION AND/OR NEGOTIATIONS FOR FINANCIAL OR OTHER INCENTIVES FOR A POTENTIAL COMMERCIAL DEVELOPMENT.**

No action was taken.

*Item 12 heard at an early time in the meeting.*

**13. ADJOURNMENT**

Alderman Gonzales moved to adjourn the meeting.  
Alderman Hood seconded the motion.  
Motion carried with unanimous consent.

**APPROVED BY THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS ON THE 8TH DAY OF MAY, 2023.**

CITY OF JACKSBORO

  
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CRAIG FENTER  
MAYOR

ATTEST:

  
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SHALYN L. BURRITT  
CITY SECRETARY