

**MINUTES
CITY COUNCIL
REGULAR MEETING
MONDAY, JULY 10, 2023**

ALDERMEN PRESENT

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

ALDERMEN ABSENT

Alderman Place 2 Brandon Sisson

CITY STAFF PRESENT

Michael Smith, City Manager
Shalyn Burritt, City Secretary
Leslie Jackson, Human Resource Director
Hanna Reynolds, Finance Director
Scott Haynes, Police Chief
Bryan Corb, Lieutenant
Diego Flores, Code Enforcement Officer
Colton Guinn, Building Inspector
Robert Tomison, Water and Wastewater Supervisor

CITY ATTORNEYS PRESENT

None

**JACKSBORO ECONOMIC
DEVELOPMENT CORPORATION
REPRESENTATIVE**

Brenda Tarpley, Director

1. CALL TO ORDER

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

2. INVOCATION

Invocation led by Kade Weldon.

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. JUNE 26, 2023 REGULAR MEETING MINUTES.

Alderman Hood moved to approve the Consent Agenda as presented.

Alderman Gonzales seconded the motion.

Motion carried with unanimous consent.

6. PUBLIC HEARING

COUNCIL TO CONDUCT A PUBLIC HEARING REGARDING THE CITY'S APPLICATION FOR A UNITED STATES DEPARTMENT OF AGRICULTURE (USDA), RURAL DEVELOPMENT FOR FUNDING ASSISTANCE TO DEVELOP THE JACKSBORO WATER SYSTEM IMPROVEMENTS PROJECT.

Mayor Fenter opened the Public Hearing at 5:32 p.m.

The City Manager explained to the Council what the submittal process is for a USDA grant application, and that the Public Hearing is a requirement for applying for the grant. After the underwriters receive and approve the application, the City will know if the financial assistance will be in the form of a loan, grant, or combination of both. No public comments were given.

Mayor Fenter closed the Public Hearing at 5:37 p.m.

7. PRESENTATION TO COUNCIL FROM LANORA JOSLIN, BOARD DIRECTOR FOR THE GLADYS JOHNSON RITCHIE PUBLIC LIBRARY.

Lanora Joslin, Board Director of the Gladys Johnson Ritchie Public Library gave a presentation to the Council on the ongoing renovations and progress being made to the library. Ms. Joslin explained that the library remains open to the public, despite the ongoing renovation process, and offers many services to the community. Ms. Joslin thanked the Council for their support of the library.

Agenda Item # 8 was skipped at this time.

9. COUNCIL TO DISCUSS JEDC AND EP BEST PRACTICES LLC PROFESSIONAL SERVICES AGREEMENT.

Brenda Tarpley, Jacksboro Economic Development Corporation Director, spoke to the Council regarding an opportunity to attend training with Mr. Greg Last of ED Best Practices. Mr. Last will meet with and advise the Council and EDC Board of incentives that are available to businesses, and then create a policy for the City and EDC to use based on the incentives that the City and EDC are willing to offer. The City Manager reminded Council that this incentive training was also in line with the plan to meet with taxing entities in Jacksboro to determine what type of new industries or businesses would be favorable to the community. The City Manager inquired if the EDC would be funding this training, and Ms. Tarpley replied yes. She estimated that the amount for Mr. Last's services would be around \$7,000. She stated that he would create one policy for both the City and EDC. The City Manager stated that the policy would only be for incentives that could be offered, but not guaranteed to be offered. The Council was in agreement to proceed with training with Mr. Last. No action necessary.

Agenda Item #8 was heard at this time.

8. COUNCIL TO DISCUSS AND TAKE ACTION REGARDING THE ABATEMENT OF 320 E. JASPER STREET, CURRENTLY UNDER A 60 DAY EXTENSION.

Mr. Diego Flores, Code Enforcement Officer, presented the abatement extension progress at 320 E. Jasper Street. The Council was shown photographs of the progress being made of demolition at the property. Mr. Flores commended the property owner for being diligent about keeping the demolition site clean. Mr. Flores suggested a second extension of 60 days to complete the demolition of the house on the property.

Alderman Hood made a motion to extend the abatement of 320 E. Jasper Street for an additional 60 days.

Alderman Gonzales seconded the motion.

Motion carried with unanimous consent.

10. COUNCIL TO DISCUSS ESTABLISHING RULES FOR CONTRACTORS BORING WITHIN THE CITY LIMITS OF JACKSBORO.

The City Manager explained to the Council that currently, there are four companies boring in the City: Texas Gas, B&H, and two fiber internet companies. He is requesting that Council and staff discuss strict guidelines on what can and cannot be done regarding boring, for example, restricting any boring after noon on Fridays and no boring on Saturdays. He suggested that companies be required to obtain a permit from the City and perhaps limit the number of companies that can be boring at a time. The City Manager explained that currently, the City marks our lines and then tries to monitor sites that might be easily hit, but our manpower is limited. When companies do bore into water or gas pipes, they should report those but at times do not, and then do the repairs themselves, often not up to the City's standards. Alderman Hood asked if there would be a limited number of permits per company to avoid one company getting all of the permits for a day. Alderman Robinson suggested each company have a set number of permits at a time. The City Manager agreed to pull together rules and regulations for the Council to look over.

No action was taken at this time.

11. COUNCIL TO DISCUSS AND TAKE ACTION ON THE APPROVAL OF AN EXPENDITURE IN THE AMOUNT OF \$31,667.43, TO REPLACE THE LIFEPAK DEFIBRILLATOR FOR THE FIRE DEPARTMENT.

The City Manager explained that this was an item that had budgeted funds, but needed approval for purchase from the Council because the amount was over the purchase amount allowed.

Alderman Hood made a motion to approve the expenditure for the Lifepak Defibrillator.

Alderman Robinson seconded the motion.

Motion carried with unanimous consent.

12. ORDINANCES:

- a. **O-11-2023: 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 \$18,532.74; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Discussion was held.

Alderman Robinson made a motion to accept Ordinance O-11-2023, budget amendment, as presented.

Alderman Chalmers seconded the motion.

Motion carried with unanimous consent.

- b. O-12-2023: 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 \$9,942.98; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Discussion was held.

Alderman Gonzlaes made a motion to accept Ordinance O-12-2023, budget amendment, in the amount of \$9,942.98.

Alderman Hood seconded the motion.

Motion carried with unanimous consent.

- c. O-13-2023: 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 \$70,000.00; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Discussion was held.

Alderman Robinson made a motion to accept Ordinance O-13-2023, budget amendment, with a difference of \$15,365.06.

Alderman Hood seconded the motion.

Motion carried with unanimous consent.

13. COUNCIL TO APPOINT AND/OR REAPPOINT BOARD AND COMMITTEE MEMBERS

a. BOARD OF ZONING ADJUSTMENTS

- i. SEAT 1: (VACANT)**

- ii. SEAT 3:**

- iii. SEAT 5:**

- iv. ALTERNATE 1: (VACANT)**

Discussion was held.

Alderman Robinson made a motion to appoint to the BZA Alicia Guthrie at Place 1 and Craig Adkins as Alternate 1, and to reappoint Marci Thomas in Place 3 and Tonya Smith in Place 5.

Alderman Hood seconded the motion.

Motion carried with unanimous consent.

b. PLANNING AND ZONING COMMISSION

- i. SEAT 1:**

- ii. SEAT 3:**

- iii. SEAT 5:**

- iv. ALTERNATE 1:**

Discussion was held.

Alderman Robinson made a motion to appoint to the P & Z Commission Blaze Mathis at Place 1, and to reappoint Patti Zuber in Place 3, Redonna Pulis in Place 5, and Leslie Holman as Alternate 1.

Alderman Hood seconded the motion.

Motion carried with unanimous consent.

Agenda Item #17 was moved up and heard at this time.

17. REPORT AGENDA/UPDATES

a. CHICKEN EXPRESS SEWER ISSUE.

The City Manager updated the Council on Mr. Thomas' sewer issue and options at Chicken Express. He explained the City's Water and Wastewater Supervisor, Robert Tomison and he had been reviewing the trouble areas in the City to set up monitoring. A future recommendation is being considered for all food service industries to submit pump tickets when the grease traps have been serviced to prove regular maintenance is being done.

b. FUTURE WATERLINE REPLACEMENT.

The City Manager explained that a large portion of the City has cast iron water lines. A future project for the City is a replacement of the lines from Live Oak to Main Street. The project would circulate that water line back around, as well as expand the size of the line.

c. BZA MEETING REGARDING MOBILE HOME TEMPORARY PLACEMENT.

The City Manager updated the Council on the denial of permanent placement of a mobile home by the BZA. The property owner has been given 90 days to comply with the ruling.

d. NOTICE OF PUBLIC HEARING JACK COUNTY APPRAISAL DISTRICT BUDGET 2024 FISCAL YEAR, JULY 25, 2023 AT 6 P.M.; 210 N CHURCH STREET.

Update given on public hearing for appraisal district budget.

e. NOTICE OF PUBLIC HEARING ON CREATION OF JACK COUNTY REINVESTMENT ZONE-LONGHORN, AUGUST 14, 2023 AT 10 A.M.; JACK COUNTY COURTHOUSE, COMMISSIONERS COURTROOM.

Update given on public hearing for Jack County reinvestment zone creation.

f. GRANT FOR THE JACKSBORO MUNICIPAL AIRPORT.

The City Manager explained the opportunity to apply for a grant with TXDOT Aviation to redo the lighting at the airport. The Grant will be a 90/10 portion, with the City paying 10% of the total cost, but funds are available to the City to offset that 10%.

g. ANNUAL CONSUMER PRICE INDEX RATE ADJUSTMENT FROM WASTE CONNECTIONS, INC.

Update given on the price increase from Waste Connections, Inc.

14. 2ND BUDGET WORKSHOP 2023-2024 FISCAL YEAR

The Council reviewed the updated Draft FY 2023-2024 Budget. Discussion was held. No action was taken.

15. CLOSED EXECUTIVE SESSION

a. REAL PROPERTY (§551.072 TEXAS GOVERNMENT CODE)

i. DISCUSSION, DELIBERATION TO DISCUSS THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.

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

City Manager, Mike Smith
City Secretary, Shalyn Burritt
City Finance Manager, Hanna Reynolds
Chief of Police, Scott Haynes
JEDC Director, Brenda Tarpley

Mayor Fenter moved the meeting into Closed Session at 7:43 p.m.

Mayor Fenter reconvened into Open Session at 7:59 p.m.

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

a. REAL PROPERTY (§551.072 TEXAS GOVERNMENT CODE)

i. DISCUSSION, DELIBERATION TO DISCUSS THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.

No action was taken.

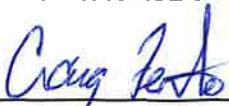
Agenda Item #17 heard earlier in the meeting.

18. ADJOURNMENT

Alderman Robinson moved to adjourn the meeting.
Alderman Chalmers seconded the motion.
Motion carried with unanimous consent.

APPROVED BY THE CITY COUNCIL OF THE CITY OF JACKSBORO, TEXAS ON THE 24TH DAY OF JULY, 2023.

CITY OF JACKSBORO



CRAIG FENTER
MAYOR

ATTEST:

Shalyn L. Burritt

SHALYN L. BURRITT
CITY SECRETARY