



**CITY COUNCIL REGULAR MEETING AGENDA**  
**DECEMBER 13, 2022 @ 5:00 PM**  
**CITY HALL COUNCIL CHAMBERS**  
**10 NORTH ROBINSON STREET, CLEBURNE, TX 76031**

A member of the public wishing to participate in the meeting may do so via the options below or view the [live broadcast](#).

- *In person:* Complete a speaker/comment registration card and turn in to the City Secretary before the meeting begins.
- *Submit questions/comments online:* Complete a speaker/comment registration card found on the [City's online Agenda Center](#). Registration cards received by 4:00 p.m. the same day will be distributed to the Council for consideration.
- *Address the Council by phone:* Submit a registration card as directed above and by 4:45 p.m. call [\(346\) 248-7799](tel:3462487799) or (888) 788-0099. **Enter Meeting ID 995-6991-0537 and then press #.**

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**I. ROLL CALL AND CALL TO ORDER BY MAYOR**

**City Council:**

**Scott Cain, Mayor**

**Derek Weathers, SMD 1**

**Chris Boedeker, Mayor Pro Tem/SMD 2**

**Mike Mann, SMD 3**

**John Warren, SMD 4**

**Administration:**

**Steve Polasek, City Manager**

**Ashley Dierker, City Attorney**

**Ivy Peterson, City Secretary**

**II. INVOCATION** by Pastor Bob Rainey, First United Methodist Church

**III. PLEDGE OF ALLEGIANCE**

**IV. CITY SECRETARY READS THE GUIDELINES TO SPEAK BEFORE COUNCIL**

**V. CITIZENS COMMENTS**

An opportunity for the public to make comments or address concerns for any matter whether or not posted on the agenda.

**VI. COMMUNITY INTEREST MATTERS, ANNOUNCEMENTS & PRESENTATIONS**

**CMP1. PRESENTATION** - Service Recognition for the Honorable Mayor Pro Tem and Councilmember SMD #2 Christopher Boedeker

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**CONSENT AGENDA**

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All of the following items on the Consent Agenda are considered to be routine and self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests. For a citizen to

request removal of an item, a speaker card must be filled out and submitted to the City Secretary prior to the beginning of the meeting.

**MN1. CONSIDER MINUTES FOR THE NOVEMBER 8, 2022 REGULAR COUNCIL MEETING.**

**RS1. CONSIDER A RESOLUTION CONSENTING TO THE EXTENSION OF THE DECLARATION OF LOCAL DISASTER UNTIL JANUARY 10, 2023.**

Presented by: Steve Polasek, City Manager

Summary: On March 23, 2020, the Mayor executed a Declaration of Local Disaster ("Declaration") for the City of Cleburne pursuant to Section 418.108(a) of the Texas Government Code, which was for a period of seven days. In accordance with 418.108(b) of the Texas Government Code and following Governor Greg Abbott's executive orders, the City Council has approved extensions to said Declaration, and continues to take actions to promote health and safety, and suppress the spread of COVID-19 in the community. This resolution for your consideration is to extend the existing Declaration to the next regular council meeting date of January 10, 2023 at 11:59 p.m. central standard time.

**RS2. CONSIDER A RESOLUTION APPROVING AN AGREEMENT WITH STRATEGIC GOVERNMENT RESOURCES, INC. FOR EXECUTIVE RECRUITMENT SERVICES FOR CITY MANAGER, AND AUTHORIZING ITS EXECUTION.**

Presented by: Mayor Scott Cain

Summary: Upon the retirement announcement by City Manager, the City Council has determined the need of professional recruitment services to fill the City Manager position. Strategic Government Resources, Inc. is willing to provide executive recruitment services for Cleburne as set forth in the agreement for an amount not to exceed \$39,900.

**RS3. CONSIDER A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN ADDENDUM TO THE LAW ENFORCEMENT SUPPORT OFFICE PROGRAM STATE PLAN OF OPERATION.**

Presented by: Craig Huskey, Assistant Chief of Police

Summary: The State Law Enforcement Support Office (LESO) has created an addendum to the State Plan of Operation (dated February 2021). The Addendum implements requirements found within Presidential Executive Order 14074, signed on May 25, 2022. The Cleburne Police Department has one piece of equipment obtained through the LESO Program, which is a Mine-Resistant Ambush Protected (MRAP) armored vehicle obtained on July 21, 2016. Although the Cleburne Police Department does not plan to request any further equipment through the program during the current fiscal year, the LESO Program requires acknowledgement of this addendum by the Civilian Governing Body of the City of Cleburne. This resolution authorizes the City Manager to sign the Addendum to the LESO Program State Plan of Operation.

**RS4. CONSIDER A RESOLUTION APPROVING A LEASE AGREEMENT WITH DJS AVIATION, LLC FOR HANGAR 500 FOR A TERM OF 10 YEARS IN ACCORDANCE WITH THE TERMS SET FORTH IN THE LEASE.**

Presented by: Garrett Watson, Interim Airport Manager

Summary: DJS Aviation is a piston aircraft mechanic shop currently renting Hangar 500 on a month-to-month basis for additional storage and office space. Hangar 500 is owned by the city. DJS Aviation has been operating at the airport for a little over a decade, employs approximately 10-12 people (with plans to grow), provides a good amount of site traffic, and purchases a fair amount of fuel. A rental lease term of 10 years was requested by DJS Aviation in which they requested the lease terms take into account improvements that they have completed to date on the building at a minimum value of \$50,000 (as described in Exhibit B of the attached Lease agreement).

While the regular rate per square foot for a city owned hangar of this size is \$0.22 per square foot per month, the proposed price per square foot per month is \$0.168 per square foot, or \$1,344.67 per month, taking into account the building improvements DJS Aviation has made. The lease also states that the rate will be adjusted every two years in accordance with the current CPI at that time. If approved, the effective date of the lease would be January 1, 2023, for a period of ten years. On November 21, 2022, the Airport Advisory Board unanimously approved a recommendation to Council to accept the terms of the lease as provided.

In addition to Hangar 500, DJS Aviation also operates out of Hangar 900, for which they own the building and lease the land from the Airport.

**RS5. CONSIDER A RESOLUTION AUTHORIZING A CONTRACT WITH STEVAN BUREN ROOFING COMPANY FOR THE REPLACEMENT OF 15,000 SQ FT OF ROOFING ON HANGAR 99 FOR AN AMOUNT NOT TO EXCEED \$66,471.**

Presented by: Garrett Watson, Interim Airport Manager

Summary: Hangar 99 is the largest hangar at the Airport at 38,164 square feet and is owned by the city. With the original roof being in poor condition, over the past 4 years 5,000-10,000 square feet of the roof had to be replaced at a time to stay within budget. As there is 15,000 square feet of roof left to replace, a sealed bid was posted on 10/18/22 for the completion of the roof replacement on the hangar. The bid was open for a period of 8 calendar days and submitted bids were opened on 10/24/22. Upon reviewing all bids received, Stevan Buren Roofing Co. bid \$66,471 and was the only bid that fell within the pre-allotted budget at \$67,000. They have also been the company to do the previous roof replacements on Hangar 99 and have a history of good workmanship and professionalism. This project is also eligible for 50% (\$33,235.50) reimbursement under the Routine Airport Maintenance Program (RAMP) Grant program. On November 21, 2022, the Airport Advisory Board unanimously agreed to recommend Stevan Buren Roofing Co. for bid selection by Council.

The hangar is currently being rented on a month-to-month basis by Frakes Aviation, a small business manufacturing exhaust stacks for PT6 powered aircraft. Completion of the roof repairs will position the city to be able to seek a market value lease whether it be with Frakes Aviation or another aviation related industry.

**RS6. CONSIDER A RESOLUTION APPROVING THE UPDATED CLEBURNE PUBLIC LIBRARY SERVICE POLICY.**

Presented by: Tina Dunham, Library Director

Summary: This policy communicates the library mission/vision and sets forth guidelines for borrower registration requirements, circulation, donations, and collection development of library materials. Proposed changes to the policy include:

- Addition of a youth card with borrowing limitations for ages 14–17 who are unable to get parental/guardian signature.
- Change the Request for Reconsideration form to only be submitted by city residents with a valid library card in good standing. The current policy allows anyone to submit form.
- A title may only be reviewed once every twelve months. The Current policy has no limitation on times a title may be reviewed.

The Library Advisory Board considered and recommended approval at their meeting on October 3, 2022.

**RS7. CONSIDER A RESOLUTION AUTHORIZING A CONTRACT RENEWAL WITH WESTHILL CONSTRUCTION, INC FOR 2023 PAVEMENT REPAIRS FOR AN AMOUNT NOT TO EXCEED \$250,000.**

Presented by: Jeremy Hutt, Director of Public Works

Summary: This is a contract between the City of Cleburne and Westhill Construction, Inc. for the miscellaneous repair of asphalt pavement, concrete pavement, and concrete curbs within the City. This agreement allows the City to provide prompt repair of roadways when the repairs require a third-party contractor.

The City of Fort Worth bid a similar contract at much larger quantities resulting in lower unit pricing than what would be available to the City of Cleburne. The City of Fort Worth awarded their contract to Westhill Construction, Inc. originally in 2018 and have repeatedly renewed their contract since then. The City of Cleburne, through an interlocal agreement with the City of Fort Worth, is able to utilize the unit prices from the Fort Worth contract with Westhill Construction so that all state and local bidding requirements have been met.

Funding for this agreement will be sourced from the M&R – Streets, Curbs, and Alley accounts of Water Distribution, Wastewater Collections, Drainage, and Street Maintenance.

**RS8. CONSIDER A RESOLUTION AUTHORIZING AN AGREEMENT WITH HUBER TECHNOLOGY, INC AND SOLE SOURCE PURCHASE OF SANITARY SEWER STEP SCREENS AND A ROTAMAT TRASH AUGER FOR THE WASTEWATER TREATMENT PLANT FOR AN AMOUNT NOT TO EXCEED \$82,000.**

Presented by: Jeremy Hutt, Director of Public Works

Summary: The existing sanitary sewage Step Screens and Trash Augers were initially installed at the Wastewater Treatment Plant in 2005 and have been regularly maintained, but have a limited life span. They have reached a point that replacement of these critical components is needed to maintain reliable performance. The replacement parts will be purchased from Huber Technology, Inc., who is the only manufacturer to offer parts for these units in the US and

Canada. Huber Technology, Inc. will be the service provider performing the installation of these products, and is a Sole Source vendor.

The funding for this project is included in the FY23 budget and be allocated from the M&R – Structures account of the Wastewater Treatment Fund.

**RS9. CONSIDER A RESOLUTION AUTHORIZING A CHAPTER 380 ECONOMIC DEVELOPMENT AGREEMENT WITH BEVERLY MAROSKI UNDER THE TERMS OF THE DOWNTOWN BUILDING REHABILITATION MATCHING INCENTIVE PROGRAM, FOR PROPERTY LOCATED AT 214 SOUTH MAIN STREET.**

Presented by: Grady Easdon, Economic Development Manager

Summary: Beverly Maroski has submitted an application under the terms of the City's Downtown Building Rehabilitation Matching Incentive Program requesting funds to make improvements to the property located at 214 South Main Street. The project entails a variety of interior renovations and upgrades, and the scope of work includes:

- Install new HVAC ductwork/vent in upstairs office
- Update existing electrical box to 200 amp and add 2-3 separate runs of 10-ga. wiring for water heater and other accessories
- Install new water heater, additional electrical plugs, lights, and switches
- Paint all interior walls and trim, both upstairs and down
- Repair and replace all baseboards in main room and perform other trim/millwork as necessary
- Remove dressing room to relocate against north wall
- Install new ADA-compliant toilet

Under the terms of the Program, up to 50% of eligible project costs are reimbursable up to a maximum of \$25,000. Estimated cost of repairs is \$14,400, so the reimbursement would be \$7,200. If this request is approved, there would be \$39,683 remaining for other projects for FY2023.

**RS10. CONSIDER A RESOLUTION AUTHORIZING A CHAPTER 380 ECONOMIC DEVELOPMENT AGREEMENT WITH BEVERLY MAROSKI UNDER THE TERMS OF THE FAÇADE IMPROVEMENT MATCHING INCENTIVE PROGRAM, FOR PROPERTY LOCATED AT 214 SOUTH MAIN STREET.**

Presented by: Grady Easdon, Economic Development Manager

Summary: Beverly Maroski has submitted an application under the terms of the City's Façade Improvement Incentive program seeking funding for upgrades and repairs to exterior street-facing facades on property located at 214 South Main Street. The scope of work includes the following:

- Removal of plywood above entry and plywood covering original windows
- Ceiling dividing the windows above the display area to be removed due to poor height placement
- Repair and replacement of trim pieces and multiple boards surrounding windows
- Replacement of 9 small windows including custom-cut glass and trim material
- Replace main front window that currently has bullet hole with ¼" laminated glass

- Front building façade to be sanded, prepped and repainted
- Sand, scrape, and repaint cast iron columns

Under the terms of the Façade Improvement Incentive Program, up to 50% of eligible project costs are reimbursable up to a maximum of \$5,000. Total cost of the improvements on this project is estimated at \$10,100; therefore \$5,000 would be the maximum match by the city. Should this request be approved, there will be \$35,000 in remaining funds for other such projects for FY 2023.

**RS11. CONSIDER A RESOLUTION AUTHORIZING THE PURCHASE OF CORE NETWORK SWITCHES, FIREWALLS, AND INSTALLATION SERVICES FROM SEQUEL DATA SYSTEMS INC. IN AN AMOUNT NOT TO EXCEED \$196,953.**

Presented by: David Raybuck, Director of Information Technology

Summary: Core switches and firewalls are critical network infrastructure components that are required to efficiently and securely pass network traffic to and from receiver and senders. The Cisco Nexus switches that are currently in use will reach their end-of-life in October 2023 and will no longer be supported afterwards. The SonicWall firewalls that are currently in use lack the functionality and reliability needed to establish the most effective network security posture. This will authorize the purchase of twelve Aruba switches, six FortiGate firewalls, and professional installation/configuration services from Sequel Data Systems, Inc. to replace the existing equipment. This is a trusted vendor that has completed many successful information technology infrastructure projects for the City and who is highly familiar with our network environment. The not to exceed amount of \$196,953 includes a 5% contingency of \$9,379 over the quoted cost of \$187,574. This will be purchased on the DIR and TIPS cooperative contracts to meet competitive purchasing requirements.

**OC1. CONSIDER ACCOUNTS PAYABLE FOR THE MONTH OF OCTOBER 2022.**

Presented by: Rhonda Daugherty, Director of Finance

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**ACTION AGENDA**

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**OR1. \*PUBLIC HEARING\* CONSIDER AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A TEMPORARY SALES TRAILER FOR THE CHISHOLM HILLS SUBDIVISION ON LOT 1, BLOCK 4, ±0.19 ACRES ZONED PD (PLANNED DEVELOPMENT DISTRICT), LOCATED AT 919 ELOISE LANE, ZC22-029.**

Presented by: David Jones, Community Development Director

Summary: The applicant, Antares Homes, has submitted a request for a Specific Use Permit (SUP) for a temporary sales trailer for the future Chisholm Hills subdivision, generally located along Woodard Avenue, between US Highway 67 and Nolan River Road, west of Cleburne Regional Airport, and immediately north of the Remington Ridge subdivision.

The temporary sales trailer will be located on Lot 1, Block 4 at 919 Eloise Lane for up to six (6) months until the model home is constructed. The applicant has provided a site plan and



exterior elevation exhibit showing the location and design of the temporary sales trailer. The Planning and Zoning Commission considered this request at their November 14, 2022 meeting and recommended approval by a vote of 6-0.

**OR2. \*PUBLIC HEARING\* CONSIDER AN ORDINANCE REZONING FROM RC (REGIONAL COMMERCIAL DISTRICT) AND SF-7 (SINGLE-FAMILY DWELLING DISTRICT) TO PD (PLANNED DEVELOPMENT DISTRICT) FOR MULTI-FAMILY AND COMMERCIAL DEVELOPMENT, ON ±25.26 ACRES GENERALLY LOCATED SOUTH OF WEST HENDERSON STREET BETWEEN HILL COLLEGE AND THE FUTURE INTERSECTION OF WEST HENDERSON STREET AND UNIVERSITY BOULEVARD, ZC22-018.**

Presented by: David Jones, Community Development Director

Summary: The applicant, Cross Architects, has requested to rezone approximately 25.26 acres of land, generally located south of W. Henderson Street, between Hill College and the future intersection of W. Henderson Street and University Boulevard, to PD (Planned Development District) for multi-family and commercial development.

*Multi-Family Residential Component:* The property proposed for the multi-family development is currently zoned RC (Regional Commercial District) and is located within the F (Freeway Overlay) and HS (Henderson Street Overlay) Districts. The property is approximately 12.88 acres in size and sits near the southwest intersection of W. Henderson Street and Mayfield Parkway. The applicant is proposing a base zoning of MF-2 (High-Density Residential District) with modifications and has provided a Concept Plan and development standards showing how the property will be developed for a multi-family apartment complex. The projected timeline for the start of construction is early 2023.

*Regional Commercial Component:* The property proposed for commercial development is currently zoned RC (Regional Commercial District) and SF-7 (Single-Family Dwelling District), is approximately 12.38 acres in size and is generally located south of W. Henderson Street, between Mayfield Parkway and the future University Boulevard. This property is located within the HS (Henderson Street Overlay) District. *The applicant is requesting to follow the Freeway Overlay rather than the Henderson Street Overlay standards for the commercial development.* The applicant is proposing a base zoning of the RC (Regional Commercial District) with no deviations other than the deviation noted above with respect to the Freeway Overlay. Included in the PD request is a Concept Plan for the commercial development showing how the property could be developed with a grocery store anchor, in-line retail stores, and a bank. There is no projected timeline for the start of construction and no end-user has been announced for any commercial buildings.

The development standards for the multi-family apartment complex and commercial development are detailed further below.

The Planning and Zoning Commission considered this request at their November 14, 2022 meeting and recommended *denial* by a vote of 6-0. **The recommendation of denial requires a supermajority vote for approval by City Council.**

**RS12. CONSIDER A RESOLUTION APPROVING THE FINAL PLAT OF SILO MILLS PHASE 1C.1, FOR 15 SINGLE-FAMILY RESIDENTIAL LOTS, BEING ±5.19 ACRES, IN THE EXTRATERRITORIAL JURISDICTIONS OF THE CITY OF**

**CLEBURNE AND THE CITY OF BURLESON, GENERALLY LOCATED NORTH AND NORTHEAST OF THE GODLEY ISD SCHOOL SITE AT 7800 SILO MILLS PARKWAY, NORTH ALONG HACIENDA PARKWAY AND EAST ALONG WINNOW LANE, CASE PC22-084.**

Presented by: David Jones, Community Development Director

Summary: The applicant, Silo Mills Investments, LLC, is requesting approval of the final plat of Silo Mills Phase 1C.1, which consists of 15 single-family residential lots, generally located north and northwest of the future Pleasant View Elementary School located at 7800 Silo Mills Parkway, north along Hacienda Parkway and east along Winnow Lane. The property is located within the extraterritorial jurisdictions (ETJ) of the City of Cleburne and the City of Burleson. As shown on the plat, Lots 9 – 17, Block W are within Cleburne's ETJ and Lots 1 – 5, Block 2 and Lot 19, Block W are within Burleson's ETJ.

The final plat will require a dual approval platting process given that the property is located within both Cleburne and Burleson's jurisdictions. There are notations on the plat that designate the dual jurisdiction. The Burleson Planning and Zoning Commission approved the final plat at their November 15, 2022 meeting.

The Planning and Zoning Commission considered this request at its November 14, 2022 meeting and recommended approval with a vote of 6-0 with the following condition:

- i. Prior to filing the plat for recordation at the Johnson County Clerk's office, include the county filing information on the face of the plat for Lots 1 and 1X, Block 1 of Godley ISD School Site, per Section 154.025.C.11 of the Subdivision Ordinance.

Since the Planning and Zoning Commission Meeting, the Godley ISD School plat has been recorded and the county filing information for Lots 1 and 1X, Block 1 has been added to the face of the plat. The final plat meets all of the minimum requirements as outlined in Chapter 154 of the Code of Ordinances and the approved Development Agreement for Silo Mills.

**RS13. \*PUBLIC HEARING\* CONSIDER A RESOLUTION APPROVING THE REPLAT OF OAK GROVE PLACE, CREATING ONE (1) SINGLE-FAMILY RESIDENTIAL LOT FROM TWO (2) EXISTING LOTS WITH A VARIANCE REQUEST FOR MINIMUM LOT WIDTH IN A SF-7 ZONING DISTRICT, BEING ±0.17 ACRES, LOCATED AT 1314 STANWOOD AVENUE, CASE PC22-079.**

Presented by: David Jones, Community Development Director

Summary: The applicant, Ryan Studdard, is requesting approval of a residential replat for Oak Grove Place, which consists of one (1) single-family residential lot (created from two existing platted lots) located at 1314 Stanwood Avenue. The applicant has requested a variance to the minimum lot width to be considered as part of the request for plat approval. The Planning and Zoning Commission considered this request at their November 14, 2022 meeting and recommended approval with a vote of 6-0 with the following variance:

- i. The minimum lot width of 49.9 feet is approved as presented.

**OR3. \*PUBLIC HEARING\* CONSIDER AN ORDINANCE ADOPTING THE UPDATED CLEBURNE REGIONAL AIRPORT MASTER PLAN, AS RECOMMENDED BY THE AIRPORT ADVISORY BOARD, AND AMENDING**



**SECTION 30.06: MASTER PLANS ADOPTED OF THE CODE OF ORDINANCES.**

Presented by: Garrett Watson, Interim Airport Manager

Summary: The updated Airport Master Plan will replace the existing 2010 master plan. In October 2020, City Council approved an agreement with the Texas Department of Transportation – Aviation Division to participate in a State Capital Improvement Grant in the amount of \$225,000 to update the current master plan. By accepting this grant, the City provided a 10% match of the grant funds, in the amount of \$22,500. The required funding was included in the Fiscal Year 2021 budget.

The Aviation Division advertised for the consultant selection and Coffman Associates was chosen. On October 12, 2021, City Council created an Airport Master Plan Advisory Committee to advise and make recommendations regarding the development of the plan. The committee consisted of Councilman Mike Mann, Airport Advisory Board Members Susie Sarchet and Keith Moreland, Deputy City Manager Chris Fuller, Director of Public Works Jeremy Hutt, Economic Development Manager Grady Easdon, and Interim Airport Manager Garrett Watson, stepping in following Sharlette Wright's departure.

The Aviation Division recommends updating the master plan every 7 to 10 years and the last updated plan was completed in 2010. The master plan is used in guidance for future development while also providing estimated projections of growth of the airport over the next 20 years. This is not a binding document holding the City to implement any of the recommendations proposed in the plan.

The Advisory Committee reviewed and unanimously recommend the plan to the Airport Advisory Board on November 7, 2022. The Airport Advisory Board will review and consider the Cleburne Regional Airport Master Plan at their December 12, 2022 meeting. Representatives from Coffman Associates will be at the meeting to present the Master Plan to Council.

**RS14. CONSIDER A RESOLUTION SUPPORTING COUNCILMEMBER DEREK WEATHERS' APPLICATION FOR MEMBERSHIP TO THE BRAZOS G REGIONAL WATER PLANNING GROUP REPRESENTING MUNICIPALITIES INTERESTS.**

Presented by: Steve Polasek, City Manager

Summary: As a result of a recent opening, the Brazos G Regional Water Planning Group is currently seeking nominations for one (1) voting member to represent the Municipality Interests category in the Brazos G Regional Water Planning Area. The Brazos G Regional Water Planning Group (Planning Group) is one of the regional planning groups established by the Texas Water Development Board to develop a regional water plan. The Planning Group has been working since 1998 to develop a comprehensive regional water plan for its 37-county planning area. The regional water plans provide for the orderly development, management, and conservation of water resources, and includes drought preparation and response. State law requires that the regional water plans be updated every five (5) years. The Brazos G Regional Water Planning Group is currently working on the development of the 2026 Regional Water Plan.

Councilmember Derek Weathers has expressed an interest in applying for the vacant member position and seeks Council support for his submission. Applications are due no later than Friday, December 30, 2022.

**RS15. CONSIDER A RESOLUTION AUTHORIZING THE PURCHASE OF VEHICLES AND EQUIPMENT INCLUDING TEN CHEVROLET TAHOE PPVs, ONE FORD F750 CREW CAB, AND ONE CAT SKID STEER FOR AN AMOUNT NOT TO EXCEED \$863,673.12.**

Presented by: Jeremy Hutt, Director of Public Works

Summary: In order to maintain the city fleet, it is important that outdated equipment and vehicles that are no longer meeting the needs of the city are replaced. The following vehicles and equipment purchases were identified and funding was approved during the Fiscal Year 2023 budget process. These vehicles and one piece of equipment will support the following departments: Police, Streets, and Wastewater Collections. Funding for the purchases will be derived from various funds including Vehicle Replacement and Utility Funds.

All vendors have current contracts with a cooperative purchasing program and these purchases will utilize the BuyBoard and Sourcewell Co-ops to satisfy competitive purchasing requirements. The funding for the vehicles was planned for and is from various funds including Vehicle Replacement Fund and Utility Fund.

The existing units will be removed from the fleet and auctioned, or may be used to replace a lower priority units within the fleet that is less desirable to maintain.

Account	Department	Equipment/Vehicle	Vendor	Equipment/Vehicle Total Cost
01-41	Police	Chevrolet Tahoe PPV Patrol 1	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 2	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 3	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 4	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 5	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 6	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 7	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 8	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 9	Caldwell Country	\$ 66,511.00
01-41	Police	Chevrolet Tahoe PPV Patrol 10	Caldwell Country	\$ 66,511.00
01-79	Street	Ford F750 Crew Cab	Chastang Ford	\$ 98,242.00
60-96	Wastewater	Colt Skid Steer 272D3XE-C	Holt Cat	\$ 96,921.12
<b>TOTAL</b>				<b>\$ 860,273.12</b>

**OC2. CONSIDER APPOINTMENTS AND REAPPOINTMENTS OF COMMUNITY MEMBERS TO CITY OF CLEBURNE BOARDS AND COMMISSIONS.**

Presented by: Ivy Peterson, City Secretary

Summary: At such time when members' terms expire or vacancies occur on city boards, the Board & Commission Recommendation Committee convenes to review applications of potential candidates for the Council's consideration. In accordance with Section 31.02 of the Code of Ordinances, the Committee is prepared to make recommendations for appointment of citizens representing a broad base of the community. The candidates listed below have been contacted and are willing to serve a two-year term beginning January 1, 2023.

Board/Commission	Recommendations	Appoint/ Reappoint	Term #
4B Economic Development Corporation	Michelle Kennon	Reappointment	3
4B Economic Development Corporation	Kim B Lively	Reappointment	2
4B Economic Development Corporation	Debby Miller	Reappointment	3
Airport Advisory Board	Amanda Winnett	Appointment	1
Airport Advisory Board	Susie Sarchet	Reappointment	2
Animal Shelter Advisory Board (Veterinarian)	Dr Renee Brockett	Reappointment	3
Animal Shelter Advisory Board	Colleen Hardy	Reappointment	2
Animal Shelter Advisory Board (Animal Welfare)	Benjamin Morris	Reappointment	2
Building and Standards Commission	Connie Allen	Appointment	1
Building and Standards Commission	Jason Marbut	Reappointment	2
Cemetery	Paul Arbez	Appointment	1
Civil Service	Terri Wilson	Reappointment	7
Museum Advisory Board	John McArthur	Appointment	1
Museum Advisory Board	Tammy Miller	Appointment	1
Parks and Recreation Advisory Board	Steven Shaffer	Reappointment	2
Planning and Zoning Commission	Sonny Albertson	Reappointment	2
Planning and Zoning Commission	Chris Saunders	Reappointment	2
Planning and Zoning Commission	Stephanie Philips	Appointment	1
Zoning Board of Adjustment	David Holcomb	Appointment	1

**OC3. CONSIDER APPOINTMENT OF A MAYOR PRO TEM EFFECTIVE JANUARY 1, 2023.**

Presented by: Ivy Peterson, City Secretary

Summary: Mayor Pro Tem Christopher Boedeker was recently elected to the position of Johnson County Judge. He will be sworn in and assume his new role on January 1, 2023, for which he will be effectively resigned as Councilmember of Single Member District Two and Mayor Pro Tem. In accordance with the City Charter, the Council shall elect a Mayor Pro Tem from their members who shall act as Mayor in their absence. Therefore, the appointment of a Mayor Pro Tem is at the pleasure of the Council.

**OC4. CONSIDER APPOINTMENT PROCESS FOR COUNCILMEMBER REPRESENTING SINGLE MEMBER DISTRICT TWO TO FILL AN UNEXPIRED TERM AND DIRECT CITY STAFF TO INVITE INTERESTED AND QUALIFIED PERSONS TO SUBMIT A LETTER OF INTEREST TO THE CITY SECRETARY BY DECEMBER 31, 2022.**

Presented by: Mayor Scott Cain/Ivy Peterson, City Secretary

Summary: Current Single Member District Two Councilmember Chris Boedeker was recently elected to the position of Johnson County Judge and will be sworn in on December 31, 2022, resigning his City Council position. This will create a vacancy in the SMD 2 position. The Council may appoint, by a majority vote of the remaining members, someone to fill the vacancy for the unexpired term, until the May 2023 general election. However, the Charter does not provide for a specific process to solicit interest in the position, therefore, the City Council may determine the best process.

In accordance with the City Charter and state law, a member of the governing body shall possess the qualifications of an elector: a citizen of the United States; a resident of the City for at least twelve (12) months; reside within the boundary of Single Member District Two; qualified registered voter of the political subdivision; have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.

**OR4. \*PUBLIC HEARING\* CONSIDER AN ORDINANCE AMENDING TITLE XV: LAND USAGE, OF THE CODE OF ORDINANCES TO AMEND AND ADD REQUIREMENTS RELATED TO RESIDENTIAL DEVELOPMENT STANDARDS TO THE FOLLOWING SECTIONS: SECTION 154.043: BLOCK STANDARDS; SECTION 155.2: ZONING DISTRICTS; SECTION 155.3: ZONING LAND USE REGULATIONS; SECTION 155.4: SITE DEVELOPMENT REQUIREMENTS; AND SECTION 155.5: ZONING APPLICATION SUBMITTAL AND PROCESSING PROCEDURES, CASE GC22-014.**

Presented by: David Jones, Community Development Director

Summary: Staff brought forward a number of suggested improvements to the Zoning Ordinance (Chapter 155 of the Code of Ordinances) to City Council as a discussion item at the September 13, 2022 meeting. These improvements include the addition of a D, Duplex zoning district; revised setbacks and design standards for multi-family and non-residential construction adjacent to single-family and duplex units; voluntary but binding concept plan to guide future development; and meandering or curvilinear streets in denser developments.

Council advised staff to present the proposed improvements to members of the Zoning Ordinance Advisory Committee for discussion and feedback. Staff met with members of the Advisory Committee on Monday, October 17<sup>th</sup> and the Committee members recommended that all proposed changes be adopted with some revisions. The proposal was also brought to the Planning and Zoning Commission on November 14<sup>th</sup> where suggested improvements were recommended for adoption.

While a public hearing was advertised for the December 12<sup>th</sup> Planning and Zoning Commission Meeting and December 13<sup>th</sup> City Council meeting, development of the ordinance

amendments is not yet complete and will be brought forward to the Planning and Zoning Commission and City Council for consideration in early 2023.

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## DISCUSSION & UPDATES

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### **OC5. DISCUSSION OF SUNSET PROVISION CONTAINED IN THE INFILL LOT IMPACT FEE REBATE INCENTIVE PROGRAM.**

Presented by: Grady Easdon, Economic Development Manager

Summary: The Infill Lot Impact Fee Rebate Program (Program) was adopted by the City Council at its meeting held on January 28, 2020 by Resolution #RS01-2020-13 as a means to encourage residential development on infill lots in what may typically be considered older or economically-distressed neighborhoods. Building new homes in these areas has historically been cost-prohibitive to builders due to the cost of construction related to difficulty in pricing new homes at a reasonable profit margin relative to market forces in a given neighborhood.

As an incentive to builders and/or developers to purchase these infill lots and construct new homes, a rebate of assessed and collected impact fees up to \$4,000 per lot is paid to the builder if certain construction timelines are met, as well as compliance with design and development standards that are described within the Program guidelines.

The Program term is for three years, and contains a Sunset Provision that will allow the Program to expire by January 31, 2023 unless Council desires to take formal action to extend it. As in years past, \$40,000 was allocated to the Program for FY2022, and there have been 20 approved applications for reimbursement since inception of the Program. For FY2022, there were 3 applications submitted, with the most recent being March of 2022 and approved by Council at the April 12, 2022 City Council meeting. At the end of FY2022, there was \$28,000 in remaining funds for the Program.

### **OC6. PRESENTATION AND DISCUSSION OF THE STREET NETWORK AND THE STAFF RECOMMENDATION FOR FISCAL YEAR 2023 STREET MAINTENANCE PROJECTS.**

Presented by: Jeremy Hutt, Director of Public Works

Summary: Staff will present an overview of the Street Maintenance Program, with a focus on recent project completions and a proposed listing of streets to be included in the FY2023 cycle. These street segments, if approved, will become the maintenance projects to be performed during the 2023 paving season.

With the consensus of the City Council, staff will work to finalize the project listing and work to engage the services of a contractor to complete the paving projects this spring. A contract will be presented to the City Council at a later date.

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## EXECUTIVE SESSION

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Pursuant to the Open Meetings Act, Chapter 551, and the Texas Disaster Act, Chapter 418 of the Texas Government Code, Executive Session may be held at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to any posted subject matter of this City Council Meeting.

**Section 551.087. Deliberation Regarding Economic Development Negotiations** This chapter does not require a governmental body to conduct an open meeting: (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

**EXE1.** Discuss request for economic development incentives related to industrial development located on a portion of 503 W. Vaughn Road

Reconvene into open session for possible action resulting from any items posted and legally discussed in Executive Session.

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### CERTIFICATION

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THIS IS TO CERTIFY that the Notice of Meeting of the Cleburne City Council is a true and correct copy and that I posted said Notice on the City Hall bulletin board, a place convenient and readily accessible to the general public, as well as the City's official website at [www.cleburne.net](http://www.cleburne.net) and said Notice was posted on **Friday, December9, 2022**, by **5:00 pm** in compliance with Chapter 551, Texas Government Code.

*Note: A quorum of any Cleburne board, commission, or committee may participate during this meeting.*



City of Cleburne

By: Ivy Peterson  
Ivy Peterson, City Secretary



Reasonable accommodations to furnish auxiliary aids or services for persons with special needs will be provided when at least two working days' notice is given. Contact the City Secretary's office at (817) 645-0908 or by fax (817) 556-8848.