

**BURLESON CITY COUNCIL REGULAR MEETING  
NOVEMBER 18, 2024  
DRAFT MINUTES**

**ROLL CALL**

**COUNCIL PRESENT:**

Victoria Johnson  
Phil Anderson  
Alexa Boedeker  
Chris Fletcher  
Larry Scott  
Dan McClendon  
Adam Russell

**COUNCIL ABSENT:**

**Staff present**

Tommy Ludwig, City Manager  
Harlan Jefferson, Deputy City Manager  
Eric Oscarson, Deputy City Manager  
Monica Solko, Deputy City Secretary  
Lisandra Leal, Assistant City Secretary  
Matt Ribitzki, Deputy City Attorney

**1. CALL TO ORDER – 5:30 p.m.**

Mayor Fletcher called the meeting to order. **Time: 5:32 p.m.**

Invocation – Michael Babcock with the Church of Jesus Christ of Latter-day Saints

Pledge of Allegiance to the US Flag

Texas Pledge: *Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God; one and indivisible*

**2. PUBLIC PRESENTATIONS**

**A. Proclamations**

- None.

**B. Presentations**

- None.

**C. Community Interest Items**

- Join us, Saturday, December 7:
  - Santa's Breakfast, 7-11 a.m., Russell Farm Art Center, 405 W. CR 714.
  - Christmas at the Library, 9 a.m.-12 p.m., Burleson Public Library, 248 SW Johnson Avenue.

- BTX-MAS: Christmas in Burleson: lighted Christmas parade follow by tree lighting, 6-9 p.m., Mayor Vera Calvin Plaza, 141 W. Renfro Street.

### **3. CHANGES TO POSTED AGENDA**

#### **A. Items to be continued or withdrawn**

- None.

#### **B. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the Consent Agenda.**

- Items 6C, add to consent agenda.

### **4. CITIZEN APPEARANCES**

- Cheryl Stanton, 705 Verde Drive, came forward with concerns on the Alsbury widening project.

### **5. CONSENT AGENDA**

#### **A. Minutes from the November 4, 2024 regular council meeting. (*Staff contact: Lisandra Leal, Assistant City Secretary*)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

#### **B. CSO#5657-11-2024, resolution accepting the Quarterly Investment Report for September 30, 2024, as submitted in accordance with the Public Funds Investment Act (PFIA). (*Staff Contact: Gloria Platt, Director of Finance*)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

#### **C. CSO#5658-11-2024, minute order ratifying the Economic Development Corporation 4A amendment to Resolution 4A081924AnnualBudget by amending the Capital Improvement Plan. (*Staff Contact: Gloria Platt, Director of Finance*)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

#### **D. CSO#5659-11-2024, minute order ratifying the 4A Economic Development Corporation Board's actions on the approval of a one-year services contract with the Burleson Area Chamber of Commerce. (*Staff Contact: Alex Philips, Economic Development Director*)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- E. CSO#5660-11-2024, one-year services contract with the Burleson Area Chamber of Commerce in the amount of \$50,000 (Staff Contact: Alex Philips, Economic Development Director)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- F. CSO#5661-11-2024, minute order ratifying the Community Service Development Corporation 4B amendment to Resolution 4B081924AnnualBudget by amending the Capital Improvement Plan. (Staff Contact: Gloria Platt, Director of Finance)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- G. CSO#5662-11-2024, multi-year contract with Matrix Imaging Solutions, dba DataProse LLC, through an Interlocal Agreement with the City of Plano for Utility Bill Printing and Mailing Services for the Water Department, with an initial one-year term and two optional administrative renewals for a total contract amount of \$259,500. (Staff Contact: Richard Abernethy, Director of Administrative Services)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- H. CSO#5663-11-2024, amendment to CSO#4085-01-2023, Funding Interlocal Agreement (ILA) with Tarrant County for the Design and Construction of Stone Rd. / Village Creek Parkway Widening Project. (Staff Contact: Michelle McCullough, City Engineer)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- I. CSO#5664-11-2024, minute order increasing the authorized amount under contract CSO#4045-11-2022 with Central Square for annual software maintenance of OSSI Public Safety software in the amount of \$53,444.00. (Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- J. CSO#5665-11-2024, amendment to the professional services contract (CSO# 1058-07-2019) with Lockwood, Andrews & Newnam, Inc. for design of the MP1505S 24-inch Sanitary Sewer from Oakbrook to FM 731 in the amount of \$127,553.00 for a total contract amount of \$334,162. (177389) (Staff Contact: Eric Oscarson, Deputy City Manager)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- K. CSO#5666-11-2024, Cooperative Purchasing Agreement with Sam Pack's Five Star Ford, Inc., for the purchase of a bucket truck through BuyBoard Cooperative Contract # 724-23 in the amount of \$137,059.41. (Staff Contact: Errick Thompson, Director of Public Works)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

- L. CSO#5667-11-2024, minute order adopting the 2025 Council Calendar. (Staff Contact: Monica Solko, Deputy City Secretary)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

## **6. GENERAL – ITEM ADDED TO THE CONSENT AGENDA**

- C. CSO#5670-11-2024, resolution amending CSO#1640-01-2021, Impact Fee Credit Agreement with JC Panchasarp, LP. (Staff Contact: Tony McIlwain, Director of Development Services)**

Motion made by Alexa Boedeker and seconded by Dan McClendon to approve the consent agenda.

Motion passed 7-0.

## **6. GENERAL**

*Amanda Campos, City Secretary, announced that items 6A and 6B will be presented together but voted on separately.*

**A. CSO#5668-11-2024, resolution casting an official ballot and allocating votes for members to the Central Appraisal District of Johnson County Board of Directors. (Staff Contact: Janalea Hembree, Assistant to the City Manager)**

Janalea Hembree, Assistant to the City Manager, presented a resolution to the city council.

John Wood, 8801 CR 408A, Grandview, came forward to report on the changes that were implemented during his term.

Larry Trammell, 4109 CR 707, Cleburne, came forward also report on the great changes that have been made. He was in favor of the nominations to the board made by council consisting of James Crockrell, Duaine Golding, Amy Lingo and Brannon Potts, and John Wood. He requested that council allocate 220 votes to Duane Goulding and to allocate the remainder of votes to John Wood.

Motion made by Victoria Johnson and seconded by Adam Russell to approve Duaine Goulding with 220 votes and John Wood with 183 votes.

Motion passed 7-0.

**B. CSO#5669-11-2024, resolution casting an official ballot and allocating votes for members to the Tarrant Appraisal District Board of Directors. (Staff Contact: Janalea Hembree, Assistant to the City Manager)**

Motion made by Adam Russell and seconded by Dan McClendon to approve 6 votes to Gary Losada.

Motion passed 7-0.

**C. CSO#5670-11-2024, resolution amending CSO#1640-01-2021, Impact Fee Credit Agreement with JC Panchasarp, LP. (Staff Contact: Tony McIlwain, Director of Development Services)**

*Item 6C was added and voted on with the consent agenda above.*

**D. CSO#5671-11-2024, cooperative purchasing agreement number 737-24 with TGS Sports LLC in the amount of \$1,556,300 with a contingency of \$155,630 for the conversion of Buckskin, Morgan, Palomino, Highland, Dartmoor, Welsh, and Hackney fields at Chisenhall Fields to synthetic turf. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham, Director of Parks and Recreation, presented an agreement to the city council.

Motion made by Victoria Johnson and seconded by Dan McClendon to approve.

Motion passed 7-0.

*Amanda Campos, City Secretary, announced that item 6I would be presented before item 6E.*

- I. CSO#5676-11-2024, construction contract with RJM Contractors, Inc., to perform project construction of Fire Station #1 Living Quarters and Administrative Areas for \$4,350,861. (Staff Contact: Casey Davis, Fire Chief)**

Josh Jacobs, Assistant Fire Chief of Operations, presented a contract to the city council.

Motion made by Dan McClendon and seconded by Adam Russell to approve.

Motion passed 7-0.

- E. CSO#5672-11-2024, ordinance amending the annual City budget for Fiscal Year 2024-2025 (CSO#5560-09-2024) by increasing appropriations to various funds for rolling forward encumbrances from the prior year to accommodate current purchase orders and encumbered contracts; and find time is of the essence. (First and Final Reading) (Staff Contact: Gloria Platt, Director of Finance)**

Gloria Platt, Director of Finance, presented an ordinance to the city council.

Motion made by Victoria Johnson and seconded by Alexa Boedeker to approve.

Motion passed 7-0.

- F. CSO#5673-11-2024, resolution amending the five-year Capital Improvement Plan (CIP) for Fiscal Year 2024-2025. (Staff Contact: Gloria Platt, Director of Finance)**

Gloria Platt, Director of Finance, presented a resolution to the city council.

Motion made by Larry Scott and seconded by Alexa Boedeker to approve as presented with modifications.

Motion passed 7-0.

- G. CSO#5674-11-2024, resolution declaring intention to reimburse an amount not to exceed \$86,430,000 for FY 2024-25 planned capital projects including public works, public safety, parks, waterworks, wastewater projects. (Staff Contact: Gloria Platt, Director of Finance)**

Gloria Platt, Director of Finance, presented a resolution to the city council.

Motion made by Dan McClendon and seconded by Adam Russell to approve.

Motion passed 7-0.

- H. CSO#5675-11-2024, contract with Reliable Paving, Inc. through an agreement with Tarrant County, Texas for miscellaneous concrete repairs in an amount of \$700,000. (Staff Contact: Justin Scharnhorst, Deputy Director of Public Works)**

Justin Scharnhorst, Deputy Director of Public Works, presented a contract to the city council.

Motion made by Phil Anderson and seconded by Alexa Boedeker to approve.

Motion passed 7-0.

### **RECESS AND BACK TO ORDER**

Mayor Fletcher recessed for a short break at 6:47 p.m. and called the meeting back to order at 6:49 p.m. with all members present.

- I. CSO#5676-11-2024, construction contract with RJM Contractors, Inc., to perform project construction of Fire Station #1 Living Quarters and Administrative Areas for \$4,350,861. (Staff Contact: Casey Davis, Fire Chief)**

*Item 6I was moved and discussed after item 6D above.*

- J. CSO#5677-11-2024, construction contract for ITB 2025-001 with Reliable Paving, Inc. for the Summercrest Reconstruction project in the amount of \$1,304,737.32 with a project contingency of \$130,473.73 for a total of \$1,435,211.05. (WA2405) (Staff Contact: Eric Oscarson, Deputy City Manager)**

Eric Oscarson, Deputy City Manager, presented a contract to the city council.

Motion made by Dan McClendon and seconded by Alexa Boedeker to approve.

Motion passed 7-0.

## **7. REPORTS AND PRESENTATIONS**

- A. Receive a report, hold a discussion and provide staff feedback on a proposed egret deterrent program. (Staff contact: DeAnna Phillips, Director of Community Services)**

DeAnna Phillips, Director of Community Services, presented the proposed egret deterrent program to the city council.

Discussion included addressing the needs and allocated funds to buy and prepare deterrent go-kits for citizens, the purchase of additional sound/laser machines for staff and additional marketing outreach from the city. Other costs were overtime for animal control officers to patrol and enact deterrent devices.

Bill Janusch, 117 NE Clinton Street, came forward to thank the city for their efforts in helping the problem but also encouraged citizens to also help.

Council was in favor of the proposed program.

**B. Receive a report, hold a discussion, and provide staff direction on the purchase of two ambulances (*Staff Contact: Casey Davis, Fire Chief*)**

Josh Jacobs, Assistant Fire Chief, provided an update regarding the request to purchase two ambulances.

Discussion included: reserve capacity concerns, maintenance and repairs, surge in call volume, training and equipment testing, and long lead time for delivery (one year). Council questions included requests for reporting of revenues, action item on equipment replacement costs, searching for grants to offset costs, possible issuance of debt for equipment replacement and future growth including a fire station and staffing. Tommy Ludwig, City Manager, stated that moving forward with the purchase of two ambulances would impact the current CIP.

Council was in favor of moving forward with the purchase of two ambulances.

**C. Receive a report, hold a discussion, and provide staff direction regarding the impact of the Tarrant Appraisal District (TAD) and Central Appraisal District of Johnson County's Reappraisal Plans for 2025-2026. (*Staff Contact: Harlan Jefferson, Deputy City Manager*)**

Harlan Jefferson, Deputy City Manager, gave an update on the impact of the Tarrant Appraisal District (TAD) and Central Appraisal District of Johnson County's reappraisal plans for 2025-2026 to the city council.

Key changes TAD:

- Hold residential values at the 2024 final values except for properties with new construction or new improvements value.
- Residential properties will only be reappraised in odd years to coincide with the property values study starting in 2027. All other property types will be reappraised annually.
  - Properties appraised annually:
    - All commercial properties
    - Business personal properties
    - Mineral properties
    - Industrial properties
- District will continue to work residential account as normal to allow for reporting on the impacts of the plan compared to all full reappraisal.
- Section 23.23 Limitation on Appraised Value of Residence Homestead will not be affected by non-reappraisal years. Appraised values will continue to increase 10% if the property has a homestead cap until it meets the market value.

Key changes to JCAD:

- Reappraisal cycle moved from annually to every three years.
  - Properties appraised annually:
    - Business personal properties
    - Mineral properties
    - Utility properties
    - Industrial properties



- Market values will not be raised unless supported by clear and convincing evidence per the Texas Property Tax Code 23.01(e).
- Property values set in 2024 will be sustained for both the 2025 and 2026 tax years, with the following exceptions:
  - Changes to homestead property values
  - Properties qualifying under the circuit breaker provision.
- Reappraisal can only occur if: there is significant market changes, in response to the state study results or property values decrease substantially.

Council concerns were the loss of revenues would bring the city fund balance below 20% and asked about a contingency plan. Tommy Ludwig, City Manager, stated that it was still early but wanted to bring it to the council's attention. There could be other changes from the legislature or pending lawsuits that could also change the plan.

**D. Receive a report, hold a discussion, and provide direction regarding Stormwater and Street Maintenance Fees. (Staff Contact: Harlan Jefferson, Deputy City Manager)**

Harlan Jefferson, Deputy City Manager, reported on the Stormwater and Street Maintenance fees to the city council.

- Freese and Nichols, Inc.'s proposal is structured for flexibility
  - Stormwater Fee development - \$186,400
  - Street Maintenance Fee development - \$182,100
  - Optional public involvement scope (community meetings, stakeholder committee and meetings, and public education outreach content) - \$59,800 per fee
- Option 1 – Proceed with development of a contract to implement both fee programs for consideration in the FY25-26 budget (Dec 9<sup>th</sup> council action)
- Option 2 – Proceed with development of a contract to implement only the stormwater fee program for consideration in the FY25-26 budget (Dec 9<sup>th</sup> council action)
- Option 3 – Proceed with development of a contract to implement only the street maintenance fee program for consideration in the FY25-26 budget (Dec 9<sup>th</sup> council action)
- Include public involvement scope (with option 1, 2, or 3)

Council was divided between adding additional fees and the extra revenue needed to fix the roads. Tommy Ludwig, City Manager, stated this process will take a year to go through the rough proportionality analysis before the city could actually implement the fee, which is why staff was bringing it forward and will bring it back to council after proposals. If council was against the fees, staff would look at a supplemental budget and council could weigh it against other budget requests. Council was in favor of moving forward.

**8. LEGISLATIVE - REPORTS AND RELATED ACTION ITEMS**

- None.

## **9. CITY COUNCIL REQUESTS AND FUTURE AGENDA ITEMS AND REPORTS**

- None.

## **10. RECESS INTO EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the City Council may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda. The City Council may reconvene into open session and take action on posted items.

### **A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code**

- Discuss and receive direction on professional services agreement with Dr. Joseph Cordova dated on or about October 3, 2022, to serve as medical director.
- Discuss and receive direction on Texas Municipal League Intergovernmental Risk Pool Claim Number TX226088.
- Discuss and receive direction on Case 3:23-CV-00948-K, *Mark Eder v. City of Burleson* in the U.S. District Court, Northern District of Texas, Dallas Division.

### **B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code**

- Discuss and receive direction on certain parcels of real property for the expansion of the intersection of Alsbury Boulevard and SW Hulen St and the expansion of County Road 1020 generally near such intersection in Johnson County, Texas where deliberation in open session would have a detrimental effect on the position of negotiations with third parties.

### **C. Deliberation regarding commercial or financial information received from or the offer of a financial or other incentive made to a business prospect seeking to locate, stay or expand in or near the territory of the City and with which the City is conducting economic development negotiations pursuant to Section 551.087, Texas Government Code**

- Project Dough

Motion was made by Dan McClendon and seconded by Adam Russell to convene into executive session. **Time: 8:24 p.m.**

Motion passed 7-0.

Motion was made by Dan McClendon and seconded by Adam Russell to reconvene into open session. **Time: 9:11 p.m.**

Motion passed 7-0.

## **11. ADJOURNMENT**

Motion made by Dan McClendon and seconded by Adam Russell to adjourn.

Mayor Chris Fletcher adjourned the meeting.

**Time: 9:11 p.m.**

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Monica Solko  
Deputy City Secretary