

**BURLESON CITY COUNCIL REGULAR MEETING**

**JUNE 16, 2025  
DRAFT MINUTES**

**ROLL CALL**

**COUNCIL PRESENT:**

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

**COUNCIL ABSENT:**

Victoria Johnson

**Staff present**

Tommy Ludwig, City Manager  
Harlan Jefferson, Deputy City Manager  
Eric Oscarson, Deputy City Manager  
Amanda Campos, City Secretary  
Monica Solko, Deputy City Secretary  
Allen Taylor, City Attorney  
Matt Ribitzki, Deputy City Attorney

**1. CALL TO ORDER - Time 5:30 p.m.**

Mayor Fletcher called the meeting to order. **Time: 5:34 p.m.**

Invocation – Chris Wigley, Pastor, First Baptist Burleson

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**

- Present the completed *Color Your World* Community Quilt (Presenter: Jen Basham, Director of Parks & Recreation)
- Present a Unit Citation to Fire and Police personnel in recognition of their service above and beyond the call of duty. (Presenter: Casey Davis, Fire Chief)

**C. Community Interest Items**

- Sorry for the loss of your father to the previous speaker and thank you to our Public Safety team. Unit 16 helped my mother-in-law today. I am very proud of our public safety - police, fire, and communication. These good news stories would not be possible without our excellent public safety.
- Congratulations to Victoria Johnson who was named the North Central Texas Council of Government (NCTCOG) Executive Board President.
- Congratulation and welcome to the new Police Officer Ian Kitzman.

### 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#### A. Items to be continued or withdrawn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#### B. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the Consent Agenda.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 6P and 6S.

### 4. **CITIZEN APPEARANCES**

- Helen Kerwin, Texas Representative, came forward and gave an 89<sup>th</sup> Legislative session update.

### 6. **CONSENT AGENDA - ITEMS REMOVED**

#### P. **CSO#5833-06-2025, resolution awarding FY 2026 Hotel Occupancy Tax funds to tourism activities. (Staff Contact: Alex Philips, Economic Development Director)**

Motion made by Adam Russell and seconded by Alexa Boedeker to approve.

Motion passed 6-0, with Victoria Johnson absent.

#### S. **CSO#5836-06-2025, donation from James Bennett for the placement of a memorial bench in Old Town Burleson in honor of Brandon Bennett. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Adam Russell and seconded by Alexa Boedeker to accept the donation.

Motion passed 6-0, with Victoria Johnson absent.

### 5. **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.

- **Pursuant to Section 551.071, Section 551.072, Section 551.073, Section 551.074, Section 551.076, and Section 551.087, Texas Government Code (details under Item 10, Recess into Executive Session below).**

Motion was made by Dan McClendon and seconded by Adam Russell to convene into executive session. **Time: 6:06 p.m.**

Motion passed 6-0, with Victoria Johnson absent.

Motion was made by Dan McClendon and seconded by Alexa Boedeker to reconvene into open session. **Time: 7:55 p.m.**

Motion passed 6-0, with Victoria Johnson absent.

## **6. CONSENT AGENDA**

### **A. Minutes from the June 2, 2025 regular council meeting. (Staff Contact: Monica Solko, Deputy City Secretary)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

### **B. CSO#5819-06-2025, amendments to City Council Policy #32, Financial Policy, and City Council Policy #41, Debt Management Policy. (Staff Contact: Harlan Jefferson, Deputy City Manager)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

### **C. CSO#5820-06-2025, resolution designating the Johnson County Tax Assessor-Collector to perform the required calculation of relevant tax rates and the City Manager to publish and deliver the tax rate forms in accordance with Chapter 26 of the Texas Tax Code. (Staff Contact: Harlan Jefferson, Deputy City Manager)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

### **D. CSO#5821-06-2025, resolution on a calendar regarding the adoption of the property tax rate and annual operating budget for Fiscal Year 2025-2026 assuming a property tax rate that does not exceed the voter-approval rate. (Staff Contact: Harlan Jefferson, Deputy City Manager)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- E. CSO#5822-06-2025, two-year professional service agreement extension in the amount of \$115,000 with Valley View Consulting, L.L.C. for Investment Advisory Services. (Staff Contact: Harlan Jefferson, Deputy City Manager)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- F. CSO#5823-06-2025, resolution authorizing the application for the Texas Parks and Wildlife Department Non-Urban Outdoor Recreation Grant. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- G. CSO#5824-06-2025, Community Facilities Contract (CFC) with Burleson Independent School District (BISD) for public improvements at Mound Elementary. (Staff Contact: Michelle McCullough, Development Services Deputy Director/City Engineer)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- H. CSO#5825-06-2025, resolution accepting the current 70% Cost of Living Adjustment (COLA) with the retroactive calculation for the city's Texas Municipal Retirement System (TMRS) plan provision. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- I. CSO#5826-06-2025, five-year Cooperative Purchasing Agreement with Mansfield Oil Company of Gainesville for retail fuel purchases through Omnia Partners (Contract #159331) in the amount of \$500,000. (Staff Contact: Errick Thompson, Director of Public Works)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- J. CSO#5827-06-2025, five-year agreement with Mansfield Oil Company of Gainesville to purchase motor fuels through an Inter-local Purchasing**

**Agreement with the City of Fort Worth in the amount of \$2,000,000. (Staff Contact: Errick Thompson, Director of Public Works)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- K. CSO#5828-06-2025, resolution authorizing an amendment to the city's authorized account representatives with the Local Government Investment Cooperative, TexSTAR, East West Bank, BOK Financial, InterBank, NexBank, U.S. Bank, and Wealth Management Group and listing the city's authorized account representatives with any banks or financial institutions that the city may use in the future. (Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- L. CSO#5829-06-2025, resolution authorizing an amendment to the city's authorized account representatives with the Texas Local Government Investment Pool (TexPool). (Staff Contact: Matt Ribitzki, Sr. Deputy City Attorney/Director of Legal Services)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- M. CSO#5830-06-2025, five-year contract with CentralSquare Technologies for OSSI Cloud to upgrade our Computer Aided Dispatch software from on-prem to a cloud hosted solution through a cooperative purchasing agreement with The Interlocal Purchasing System (TIPS) in the amount of \$1,993,980.08. (Staff Contact: James Grommersch, Chief Technology Officer)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- N. CSO#5831-06-2025, reimbursement agreement for the Chisholm Summit Public Improvement District (PID). (Staff Contact: Tony McIlwain, Development Services Director)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- O. CSO#5832-06-2025, minute order accepting the bid from the Burleson 4A Economic Development Corporation in response to RFP 2025-003 for the sale of real property located at 114 W. Ellison Street. (Staff Contact: Alex Philips, Director of Economic Development)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- P. CSO#5833-06-2025, resolution awarding FY 2026 Hotel Occupancy Tax funds to tourism activities. (Staff Contact: Alex Philips, Economic Development Director)**

*Item 6P was removed from the consent agenda and voted on prior to Section 5 Executive Session above.*

- Q. CSO#5834-06-2025, minute order ratifying the Economic Development Corporation 4A amendment to Resolution 4A11182024AmendAnnualBudget by amending the Capital Improvement Plan. (Staff Contact: Eric Oscarson, Deputy City Manager)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- R. CSO#5835-06-2025, minute order ratifying the Community Service Development Corporation 4B amendment to Resolution 4B11182024AmendAnnualBudget by amending the Capital Improvement Plan. (Staff Contact: Eric Oscarson, Deputy City Manager)**

Motion made by Adam Russell and seconded by Larry Scott to approve the consent agenda.

Motion passed 6-0, with Victoria Johnson absent.

- S. CSO#5836-06-2025, donation from James Bennett for the placement of a memorial bench in Old Town Burleson in honor of Brandon Bennett. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

*Item 6S was removed from the consent agenda and voted on prior to Section 5 Executive Session above.*

## **7. GENERAL**

- A. CSO#5837-06-2025, resolution amending the five-year Capital Improvement Plan (CIP) for Fiscal Year 2025-2029 (CSO#5673-11-2024). (Staff Contact: Eric Oscarson, Deputy City Manager)**

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

Motion made by Larry Scott and seconded by Alexa Boedeker to approve.

Motion passed 6-0, with Victoria Johnson absent.

**B. CSO#5838-06-2025, resolution of the City Council of the City of Burleson, Texas, directing publication of notice of intentions to issue combination tax and revenue certificates of obligation; and resolving other matters relating to the subject. (Staff Contact: Harlan Jefferson, Deputy City Manager)**

Harlan Jefferson, Deputy City Manager, presented a resolution to the city council.

Notice of Intent Summary:

- Notice to issue Certificate of Obligation bonds not to exceed \$45,260,000
  - \$ 21,516,341 General Government COs
  - \$ 9,927,930 Water and Sewer COs
  - \$ 5,401,277 4A Economic Development Corporation COs
  - \$ 7,903,232 4B Community Service Corporation COs
  - \$ 506,578 TIF #2 COs
- On August 4, 2025, staff will present an ordinance authorizing the issuance of the Certificates of Obligation Bonds.
- Staff will also present an ordinance authorizing the issuance of General Obligation Bonds for \$8,396,260.
- The General Obligation Bond program was approved by voters on May 7, 2022.
- The proposed amounts for debt issuance will be rounded to the nearest \$5,000.
- Parameters Ordinance authorizes issuance of municipal bonds and delegates authority to finalize details within specified parameters.

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

Motion passed 6-0, with Victoria Johnson absent.

The city council was also interested in a parameter's ordinance. Staff will present the ordinance at a later date.

**C. CSO#5839-06-2025, Professional Services Agreement with Freese & Nichols, Inc. (FNI) for schematic design phase services in conjunction with Alsbury Boulevard - Phase 3 (from Prairie Grove Lane to CR914) in the amount of \$1,645,000 (Project ST2301). (Staff Contact: Travis N. Attanasio, PE, Senior Capital Engineer)**

Travis Attanasio, Senior Capital Engineer, presented a service agreement to the city council.

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 6-0, with Victoria Johnson absent.

**D. CSO#5840-06-2025, contract with Klutz Construction LLC for construction services on the SW Alsbury Boulevard from CR 1020 to CR 920 (ITB 2025-013), with Bid Alternative 1, in the amount of \$7,100,389.90, with a project**

**contingency of \$710,038.99, for a total amount of \$7,810,428.89 (Project ST2202). (Staff Contact: Travis N. Attanasio, PE, Senior Capital Engineer)**

Travis Attanasio, Senior Capital Engineer, presented a contract to the city council.

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

Motion passed 6-0, with Victoria Johnson absent.

**E. CSO#5841-06-2025, development agreement with Phelps Real Estate III, LLC, RPO Properties, L.P., and an associated ETJ development project (Staff Contact: Tony D. McIlwain, Development Services Director)**

Tony McIlwain, Development Services Director, presented an agreement to the city council.

Motion made by Larry Scott and seconded by Phil Anderson to approve.

Motion passed 6-0, with Victoria Johnson absent.

**8. REPORTS AND PRESENTATIONS**

**A. Receive a report, hold a discussion and provide staff direction regarding the vision for Hidden Creek Golf Course. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham, Director of Parks and Recreation, reported on the vision for Hidden Creek Golf Course to the city council. Presentation included a timeline of course improvements, revenues (FY2010-2024), course comparison, current maintenance, proposed maintenance, autonomous mowers, additional amenities opportunities (restaurant expansion, mid-course concessions, player development/learning center, short Par 3 course), adjusting tee time pricing, and potential revenue projections.

After a brief discussion and questions by council regarding the dynamic pricing, robot mowers, potential additional bathroom, irrigation and a quality restaurant to match the premiere course. The council liked the vision presented.

**RECESS AND BACK TO ORDER**

Mayor Fletcher recessed for a short break at 9:06 p.m. and called the meeting back to order at 9:12 p.m. with all members present.

**B. Receive a report, hold a discussion, and provide staff direction regarding the five-year Capital Improvement Plan (CIP) for Fiscal Year 2026-2030. (Staff Contact: Eric Oscarson, Deputy City Manager)**

Eric Oscarson, Deputy City Manager, reported on the five-year Capital Improvement Plan (CIP) for Fiscal Year 2026-2030 to the city council.



Wicker Hill and Greenridge Reconstruction Project:

- Proceed with the current CIP, excluding Wicker Hill and Greenridge Reconstruction Project; or
- Add the Wicker Hill and Greenridge Reconstruction Project back into the CIP (Design and ROW in FY26 and Construction in FY27), which would require an additional estimated \$0.010 increase to the tax rate; or
- Add the Wicker Hill and Greenridge Reconstruction Project and move a portion (roughly \$6.8 Million) of the Hulen Widening to 4A, since it is eligible.

The council requested the item go before the Finance Committee for discussion then bring back to the council with options, pricing with additional details versus the improvements.

**C. Receive a report, hold a discussion, and provide staff direction regarding Fiscal Year (FY) 2025-2026 Compensation and Benefits. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)**

Cheryl Marthiljohni, Director of Human Resources, presented the FY 2025-2026 Compensation and Benefits to the city council.

FY26 City Wide Totals:

	Proposal A*	Proposal B	Proposal C
General Population	\$979,374.16	\$979,374.16	\$979,374.16
Police Step	\$332,203.94	\$376,615.85	\$787,504.17
Fire Step	\$247,165.64	\$381,169.54	\$488,956.54
TOTALS	\$1.56MM	\$1.73MM	\$2.26MM

General Fund Impact	→	<table><tr><th>Proposal A</th><th>Proposal B</th><th>Proposal C</th></tr><tr><td>\$1.21MM</td><td>\$1.38MM</td><td>\$1.90MM</td></tr></table>	Proposal A	Proposal B	Proposal C	\$1.21MM	\$1.38MM	\$1.90MM
Proposal A	Proposal B	Proposal C						
\$1.21MM	\$1.38MM	\$1.90MM						

\*Proposal A is based on a 12-month estimated amount for FY26

The council was in favor but requested the item go before the Finance Committee for discussion before bringing it back to the council.

**D. Receive a report, hold a discussion, and provide staff direction regarding the 5-year forecast for the General Debt Service Fund, Health Insurance Fund, IT Support Service Fund, Medical Transport Fund, American Rescue Plan Act Fund, Hotel/Motel Fund, Public Education Government Fund, Municipal Court Funds, Solid Waste Fund, Cemetery Operating Fund, Cemetery Endowment Fund, Equipment Replacement Fund, and Equipment Services Fund. (Staff Contact: Kevin Hennessey, Interim Director of Finance)**

Harlan Jefferson, Deputy City Manager, presented the 5-year forecast for the General Debt Service Fund, Health Insurance Fund, IT Support Service Fund, Medical Transport Fund, American Rescue Plan Act Fund, Hotel/Motel Fund, Public Education Government Fund, Municipal Court Funds, Solid Waste Fund, Cemetery Operating

Fund, Cemetery Endowment Fund, Equipment Replacement Fund, and Equipment Services Fund to the city council.

The city council was in favor of the item.

## **9. CITY COUNCIL REQUEST FOR 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**

- Receive a report and hold a discussion regarding the Texas Property Code and the City's ad valorem tax collection policies, practices, and procedures
- Receive a report and hold a discussion regarding interlocal agreements forming the Johnson County Public Safety Consortium with the cities of Alvarado, Cleburne, Grandview, Joshua, Keene, and Venus, and Johnson County and Johnson County ESD #1
- Receive a report and hold a discussion regarding the contract with the Burleson Independent Soccer Association for the operation of soccer leagues and tournaments at Bartlett Park
- Receive a report and hold a discussion regarding the contract with the Burleson Youth Association for the operation of baseball leagues and tournaments at Chisenhall Park
- Receive a report and hold a discussion regarding the Texas Alcoholic Beverage Code and the City of Burleson's Zoning Ordinance
- Receive a report and hold a discussion regarding Texas Local Government Code Chapter 394, H.B. 21 (2025), and Pecos Housing Finance Corporation ownership of Shannon Creek Apartment Complex
- Receive a report and hold a discussion regarding Texas Local Government Code Chapter 43, S.B. 1844 (2025), and the city's annexation agreements and services plans
- Receive a report and hold a discussion regarding Texas Tax Code Chapters 6, 23 and 25, S.B. 973 (2025), and the frequency of property appraisal by appraisal districts

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

- Real property commonly known as the West Building, 114 W Ellison St and 101 S Wilson St in Burleson, Johnson County, Texas

### **C. Deliberation regarding a negotiated contract for a prospective gift or donation to the state or the governmental body Pursuant to Section 551.073**

### **D. Personnel Matters Pursuant to Section 551.074, Texas Government Code**

- Hold a discussion and conduct an evaluation of the City Manager, including considering and taking possible action on an amended employment agreement
  - Hold a discussion and conduct an evaluation of the City Secretary, including considering and taking possible action on an amended employment agreement
- E. Deliberation regarding (1) the deployment, or specific occasions for implementation of security personnel or devices; or (2) a security audit Pursuant to Sec. 551.076**
- Receive a report and hold a discussion regarding an informal security audit of public safety software
- F. 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 Broaden
  - Project Bolts
  - Project Jump

Motion was made by Dan McClendon and seconded by Adam Russell to convene into executive session. **Time: 10:35 p.m.**

Motion passed 6-0, with Victoria Johnson absent.

Motion was made by Adam Russell and seconded by Dan McClendon to reconvene into open session. **Time: 11:23 p.m.**

Motion passed 6-0, with Victoria Johnson absent.

#### **EXECUTIVE SESSION ACTION**

- D. Personnel Matters Pursuant to Section 551.074, Texas Government Code - Hold a discussion and conduct an evaluation of the City Secretary, including considering and taking possible action on an amended employment agreement**

Motion was made by Alexa Boedeker and seconded by Larry Scott to approve an amended contract with the City Secretary.

Motion passed 6-0, with Victoria Johnson absent.

#### **EXECUTIVE SESSION ACTION**

- D. Personnel Matters Pursuant to Section 551.074, Texas Government Code -Hold a discussion and conduct an evaluation of the City Manager, including considering and taking possible action on an amended employment agreement**

Motion was made by Alexa Boedeker and seconded by Dan McClendon to approve an amended contract with the City Manager.

Motion passed 6-0, with Victoria Johnson absent.

## 11. **ADJOURNMENT**

Motion made by Adam Russell and seconded by Alexa Boedeker to adjourn.

Mayor Chris Fletcher adjourned the meeting.

**Time: 11:24 p.m.**

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Monica Solko  
Deputy City Secretary