

BURLESON CITY COUNCIL REGULAR MEETING

July 10, 2023

DRAFT MINUTES

ROLL CALL

COUNCIL PRESENT:

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

COUNCIL ABSENT:

Staff present

Tommy Ludwig, Interim City Manager
Monica Solko, Deputy City Secretary
Lisandra Leal, Assistant City Secretary
Matt Ribitzki, Deputy City Attorney

1. CALL TO ORDER – 4:05 p.m.

Invocation – Brian Jacobs, Pastor Metroplex Family Church.

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

- Thank you to the Lions Club and the City's Parks and Recreation Department for a successful parade and fireworks show.
- Acknowledged the Grand Marshal Betty Lou Shelton in the parade.
- Thank you to the community for attending the parade and fireworks show.
- Thank you to Councilmember Scott for emceeding the final Sounds of Summer concert.
- Great job to the Parks Department who continue to outdo themselves each year with great concerts.

3. REPORTS AND PRESENTATIONS

- A. Receive a report and hold a discussion regarding the Burleson Opportunity Fund (BOF). (*Presenter: Craig Couch, President of the Burleson Opportunity Fund*)**

Craig Couch, President of the Burleson Opportunity Fund (BOF), reported on the Burleson Opportunity Fund to the city council.

- B. Receive a report, hold a discussion, and give staff feedback, regarding the overview of the Burleson Fire Department and FY24 Supplemental budget requests. (*Staff Presenter: K.T. Freeman, Fire Chief*)**

K.T. Freeman, Fire Chief, presented an overview of the Burleson Fire Department and FY24 supplemental budget to the city council.

- C. Receive a report, hold a discussion, and give staff direction on the financial overview of other proprietary and special revenue funds and receive any additional direction from City Council regarding the annual budget for fiscal year 2023-2024. (*Staff Presenter: Martin Avila, Director of Finance*)**

Martin Avila, Director of Finance, presented an overview of the proprietary and special revenue funds to the city council.

5. CITIZEN APPEARANCES - MOVED

- No Speakers

RECESS AND BACK TO ORDER

Mayor Fletcher called for a short recess at 5:48 p.m. and called the meeting back to order at 6:10 p.m. with all members present.

3. REPORTS AND PRESENTATIONS – CONTINUED

- D. Receive a report, hold a discussion regarding the proposed new City Council Policy #42 – City Council Committees. (*Staff Presenter: Amanda Campos, City Secretary*)**

Monica Solko, Deputy City Secretary, presented a proposed City Council Policy #42 – City Council Committees to the city council.

4. CHANGES TO POSTED AGENDA

A. Items to be continued or withdrawn

- Remove item 8.E.

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

- Remove item 6.D

Motion made by Dan and seconded by Larry to remove item 6.D from the consent agenda.

Motion passed 7-0.

5. **CITIZEN APPEARANCES**

Item was moved and called after item 3.C above.

6. **CONSENT AGENDA**

- A. **Minutes from the June 20, 2023 regular council meeting. (Staff Contact: Amanda Campos, City Secretary).**

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

Motion passed 7-0.

- B. **CSO#5142-07-2023, minute order ratifying the 4A Economic Development Corporation Board's action taken on a professional services agreement with Mycoskie & Associates, Inc. dba MMA, Inc. in the amount of \$206,100. (Staff Contact: Errick Thompson, Deputy Director of Public Works)**

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

Motion passed 7-0.

- C. **CSO#5143-07-2023, contract for EMS supplies using an existing Cooperative Purchasing Interlocal Agreement with the City Midlothian for EMS supplies from Bound Tree Medical, LLC in the amount not to exceed \$90,000 (Staff Contact: Casey Davis, Assistant Fire Chief)**

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

Motion passed 7-0.

- D. ~~CSO#XXX-07-2023, resolution waiving fees for Burleson Independent School District and Joshua Independent School District at Hidden Creek Golf Course. (Staff Contact: Jen Basham, Director of Parks and Recreation)~~ REMOVED

Item 6.D was removed from the consent agenda to be discussed and voted on separately.

- E. **CSO#5144-07-2023, 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: Matt Ribitzki, Deputy City Attorney/Compliance Manager)**

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

Motion passed 7-0.

- F. CSO#5145-07-2023, resolution directing the City Manager to prepare a calendar for the orderly adoption of the property tax rate and annual operating budget for Fiscal Year 2023-2024 assuming a property tax rate that does not exceed the voter-approval rate. (Staff Contact: Matt Ribitzki, Deputy City Attorney/Compliance Manager)**

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

Motion passed 7-0.

- G. CSO#5146-07-2023, memorandum of understanding with the National Insurance Crime Bureau to access ISO ClaimSearch, a repository of data associated with insurance claims. (Staff Contact: Tim Mabry, Lieutenant)**

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

Motion passed 7-0.

- H. CSO#5147-07-2023, resolution appointing the assistant city secretary to serve as acting city secretary in the absence of the city secretary and deputy city secretary. (Staff Contact: Amanda Campos, City Secretary)**

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

Motion passed 7-0.

- I. CSO#5148-07-2023, Emergency Access Easement between IAM Properties-Burleson, LLC and the City of Burleson at 813 N Burleson Boulevard. (Staff Contact: Errick Thompson, Deputy Director of Public Works)**

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

Motion passed 7-0.

- J. CSO#5148-07-2023, resolution amending City Council Policy #32, Financial Policy, and adopting City Council Policy #41, Debt Management Policy. (Staff Contact: Martin Avila, Director of Finance)**

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

Motion passed 7-0.

- K. CSO#5150-07-2023, contract for the purchase of fleet vehicles with Caldwell Country Chevrolet through the BuyBoard Cooperative in the amount of \$199,706.75. (Staff Contact: Eric Oscarson, Public Works Director)**

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

Motion passed 7-0.

- L. **CSO#5151-07-2023**, resolution appointing Tommy Ludwig the City Manager of the City of Burleson subject to the execution of CSO#5152-07-2023, contract documents related to the position, and authorizing the Mayor to execute such contract documents. *(Staff Contact: Amanda Campos, City Secretary)*

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

Motion passed 7-0.

6. **CONSENT AGENDA – REMOVED**

- D. **CSO#5153-07-2023**, resolution waiving fees for Burleson Independent School District and Joshua Independent School District at Hidden Creek Golf Course. *(Staff Contact: Jen Basham, Director of Parks and Recreation)*

Motion made by Larry Scott and seconded by Phil Anderson to approve with an annual sunset date to go before city council 30 days prior to expiration or prior to BISD and JISD annual budget review.

Motion passed 7-0.

7. **DEVELOPMENT APPLICATIONS**

- A. **CSO#5154-07-2023**, consider approval of an ordinance for a zoning change request from “PD”, Planned Development to “PD” Planned Development to incorporate .334 acres of open space into three existing residential lots. (First and Final Reading) *(Staff Presenter: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval by unanimous vote).*

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

Mayor Fletcher opened the public hearing. **Time: 6:30 p.m.**

Rebecca Alderidge, 1000 Wasatch Court, came forward to speak and answer questions.

Mayor Fletcher closed the public hearing. **Time: 6:32 p.m.**

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

Motion passed 7-0.

8. **GENERAL**

- A. **CSO#5155-07-2023**, ordinance amending the City Budget for fiscal year 2022-2023 by increasing appropriations of funds in the amount of \$58,725 for merchandise at Hidden Creek Golf Course. (First and Final Reading) *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*

No presentation.

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

Motion passed 7-0.

- B. CSO#5156-07-2023, resolution authorizing the purchase of merchandise with Callaway, Golf for merchandise at Hidden Creek Golf Course in the amount not to exceed \$75,000. (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

No presentation.

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

Motion passed 7-0.

- C. CSO#5157-07-2023, resolution authorizing the purchase of merchandise with Titleist, Golf for merchandise at Hidden Creek Golf Course in the amount not to exceed \$100,000. (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

No presentation.

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

Motion passed 7-0.

- D. Ordinance authorizing establishment of the Burleson Public Safety Communications Department as a Law Enforcement Telecommunication Agency through the Texas Commission on Law Enforcement (TCOLE). (First reading) (Staff Presenter: Paul Bradley, Director of Public Safety Communications)**

Paul Bradley, Director of Public Safety Communications, presented an ordinance to the city council.

Motion made by Victoria Johnson and seconded by Adam Russell to approve.

Motion passed 7-0.

- ~~E. Consider approval of a resolution authorizing a five-year contract with Bureau Veritas as the primary contractor and Instant Inspections as the secondary contractor for third-party plan review and inspection services related to Environmental Services, Residential and Commercial Inspections, and Fire Services Inspections pursuant to all applicable terms and conditions outlined in RFP 2023-011. (Staff Presenter: Justin Scharnhorst, Assistant to the City Manager) - REMOVED~~**

Item was removed under 4.A above.

- F. Receive a report, hold a discussion, and provide staff with direction regarding the City of Burleson Fiscal Year 23-24 Strategic Plan. (Staff Presenter: Justin Scharnhorst, Assistant to the City Manager)**

Justin Scharnhorst, Assistant to the City Manager, presented the City of Burleson FY 2023-2024 strategic plan to the city council.

- G. CSO#5158-07-2023, minute order electing a councilmember to serve as Mayor Pro Tem for a term of one year. (Staff Presenter: Amanda Campos, City Secretary)**

Monica Solko, Deputy City Secretary, presented a minute order to the city council.

Motion made by Adam Russell and seconded by Victoria Johnson to elect Dan McClendon as Mayor Pro Tem.

Motion passed 7-0.

- H. Remove from the table and CSO#5159-07-2023, minute order appointing a councilmember to the Burleson Opportunity Fund to fill a vacancy. (Staff Presenter: Amanda Campos, City Secretary)**

Monica Solko, Deputy City Secretary, presented the removal of a minute order from the table to the city council.

Motion made by Victoria Johnson and seconded by Dan McClendon to remove the item from the table.

Motion passed 7-0.

Motion made by Phil Anderson and seconded by Larry Scott to appoint Victoria Johnson to fill the vacancy on the Burleson Opportunity Fund Board of Directors.

Motion passed 7-0.

9. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS OR 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.

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

-Hold a discussion and give direction regarding certificates of occupancy and Chapter 47 of the Texas Penal Code

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

-555 E Hidden Creek Pkwy, Burleson, Johnson County, Texas

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 Bear Claw

-Project Birdie

Motion was made by Adam Russell and seconded by Victoria Johnson to convene into executive session. **Time: 7:00 p.m.**

Motion passed 7-0.

Motion was made by Adam Russell and seconded by Dan McClendon to reconvene into open session. **Time: 8:55 p.m.**

Motion passed 7-0.

ADJOURNMENT

Motion made by Adam Russell and seconded by Larry Scott to adjourn.

Mayor Fletcher adjourned the meeting.

Time: 8:56 p.m.

Monica Solko
Deputy City Secretary