

**BURLESON CITY COUNCIL REGULAR MEETING  
NOVEMBER 4, 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: 5:30 p.m.**

Invocation – Dan McClendon, Mayor Pro Tem

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**

- Recognition of Burleson Blaze's Success at the 2024 Special Olympics Texas Summer Games. (*Staff Contact: Jen Basham, Director of Parks and Recreation*)
- Receive a report to recognize the selected Employees of the Quarter for the 3rd quarter of 2024. (*Staff Contact: Cheryl Marthiljohni, Director of Human Resources*)

### **C. Community Interest Items**

- Join us for a public input meeting regarding the Hulen Street and Alsbury Boulevard expansion project is scheduled for Wednesday, November 13. The meeting will take place at 6:00 pm in the City Hall Annex Building.
- Congratulations to the Economic Development team for successfully selling out the tickets for the Project U event and for bringing really dynamic speakers to our community. Additionally, I would like to commend the team for winning two awards at the Texas Downtown President Awards Gala. They received accolades for the Best Commercial Interior for Station 330 and Best New Construction for the Ellison St. Building.
- Join us Saturday, November 9 for the annual Veterans Tribute taking place at 1:00 pm at the Veteran's Memorial Plaza, 298 E. Renfro.
- Election Day is tomorrow, November 5 and encourage all residents to go and vote.
- Congratulations to Cameron Wood on being sworn in as our new officer, and great job to the Burleson PD for selecting high quality individuals.
- Thank you to Chuck Martinez for his dedicated 19 years of service as a Firefighter, and wish him all the best in his retirement.

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#### **A. Items to be continued or withdrawn**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#### **B. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the Consent Agenda.**

- None.

### **4. CITIZEN APPEARANCES**

- None.

### **5. CONSENT AGENDA**

#### **A. Minutes from the October 21, 2024 regular council meeting. (*Staff Contact: Monica Solko, Deputy City Secretary*)**

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

Motion passed 7-0.

#### **B. CSO#5639-11-2024, cooperative purchase agreement for the purchase and lease of physical books for the Burleson Public Library, using Texas Smart Buy Contract 715-M2, in the amount of \$65,000. (*Staff Contact: Sara Miller, Deputy Director-Library*)**

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

Motion passed 7-0.

- C. CSO#5640-11-2024, minute order authorizing the expenditure to Taylor, Olson, Adkins, Sralla, & Elam, LLP, for legal services in the amount of \$325,000. (Staff Contact: Matt Ribitzki, Senior Deputy City Attorney/Director of Legal Services)**

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

Motion passed 7-0.

- D. CSO#5641-11-2024, professional services agreement with Armstrong Forensic Laboratory, Inc. for forensic services, which includes narcotics testing, quantified THC testing, and courtroom testimony, in the amount of \$65,000. (Staff Contact: Wes Routson, Support Bureau Captain)**

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

Motion passed 7-0.

- E. CSO#5642-11-2024, cooperative purchasing agreement with M-Pak, through BuyBoard contract #698-23, for the procurement and replacement of uniforms, duty gear, tactical clothing and equipment, and body armor, in an amount not to exceed \$72,000. (Staff Contact: Wes Routson, Support Bureau Captain)**

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

Motion passed 7-0.

- F. CSO#5643-11-2024, contract for the purchase of a software archiving platform from Smarsh for one year through a cooperative purchasing agreement with DIR (DIR-TSO-4317) in the amount of \$51,542.22 (Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)**

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

Motion passed 7-0.

- G. CSO#5644-11-2024, amendment to contract CSO#1889-10-2021 increasing the total contract amount by \$29,453.40 for the service and license renewal agreement with CivicPlus to include annual support, maintenance, and hosting fees for our city website. (Staff Contact: Hugo Rodriguez, Deputy Chief Technology Officer)**

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

Motion passed 7-0.

- H. CSO#5645-11-2024, minute order authorizing \$118,241.16 in additional funding with United Healthcare (UHC) (CSO #5321-12-2023) for third party administration of medical, dental, and vision plans for 2025. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)**

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

Motion passed 7-0.

- I. CSO#5646-11-2024, minute order authorizing \$14,184 in additional funding with Alliance Work Partners (CSO# 1860-09-2021) to be the city's Employee Assistance Program (EAP) for plan year 2025. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)**

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

Motion passed 7-0.

- J. CSO#5647-11-2024, ordinance designating an approximately 30 acre tract of land (the property is generally described as near the northeast corner of the Vantage Dr. and Conveyor Dr. (FM 917) intersection located in Highpoint Business Park, City of Burleson, Johnson County, Texas) as "Tax Abatement Reinvestment Zone Number 009, City of Burleson" under Chapter 312 of the Texas Tax Code. (Final Reading) (Staff Contact: Alex Philips, Director of Economic Development)**

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

Motion passed 7-0.

- K. CSO#5648-11-2024, Chapter 380 agreement with the Burleson Opportunity Fund to promote economic development in the amount of \$50,000. (Staff Contact: Janalea Hembree, Assistant to the City Manager)**

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

Motion passed 7-0.

- L. CSO#5649-11-2024, resolution amending the Mayor's Youth Council Resolution CSO#761-02-2018 to align with the Mayor's Youth Council Bylaws. (On 10/28/2024, the Mayor Youth Council voted unanimously to update their bylaws) (Staff Contact: Janalea Hembree, Assistant to the City Manager)**

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

Motion passed 7-0.

- M. CSO#5650-11-2024, professional services contract with Freese and Nichols, Inc. for engineering services related to the review of flood studies and general stormwater drainage design for a three (3) year term in the amount of \$90,000.00. (Staff Contact: Michelle McCullough, Deputy Director/City Engineer)**

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

Motion passed 7-0.

- N. CSO#5651-11-2024, professional services contract with Kimley Horn and Associates for engineering services related to the review of traffic studies and general roadway design for a three (3) year term in the amount of \$75,000.00. (Staff Contact: Michelle McCullough, Deputy Director/City Engineer)**

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

Motion passed 7-0.

## **6. DEVELOPMENT APPLICATIONS**

- A. CSO#5652-11-2024, ordinance for a zoning change request from “A” Agriculture to “SFE” Single-Family Estate district located at 1709 County Road 913 (Case 24-274.. (First & Final Reading) (Staff Contact: Tony McIlwain, Development Services Director) (The Planning and Zoning Commission recommended approval unanimously)**

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

Mayor Fletcher opened the public hearing. **Time: 5:50 p.m.**

No speakers.

Mayor Fletcher closed the public hearing. **Time: 5:51 p.m.**

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

Motion passed 7-0.

## 7. GENERAL

*Monica Solko, Deputy City Secretary, announced that items 7A, 7B and 7C will be presented together but voted on separately.*

- A. CSO#5653-11-2024, construction contract for ITB 2024-026 with Jackson Construction, Ltd. for the SW Alsbury Boulevard Widening from Hulen St. to Candler Drive (Phase 1B) project in the amount of \$2,672,529.00 with a project contingency of \$267,253.00. (ST2302). (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 Adam Russell to approve.

Motion passed 7-0.

- B. CSO#5654-11-2024, Consider approval of an agreement for crossing modification, signal modification and bore permit agreements with BNSF railroad for modifications to the Alsbury Boulevard railroad crossing and payment of associated fees of in the amount of \$550,876. (ST2302) (Staff Contact: Eric Oscarson, Deputy City Manager)**

Motion made by Adam Russell and seconded by Alexa Boedeker to approve contingent on City Attorney approval.

Motion passed 7-0.

- C. CSO#5655-11-2024, agreement for undergrounding of electrical lines with Oncor in the amount of \$547,411. (ST2302) (Staff Contact: Eric Oscarson, Deputy City Manager)**

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

Motion passed 7-0.

## 8. REPORTS AND PRESENTATIONS

- A. Receive a report, hold a discussion, and provide staff direction on street asset management and the FY 24/25 Pavement Maintenance Schedule. (Staff Contact: Janalea Hembree, Assistant to the City Manager and Justin Scharnhorst, Deputy Director Public Works)**

Janalea Hembree, Assistant to the City Manager, provided an update regarding the asset management plan and outlined the scenario previously recommended by council focusing on year one of the Pavement Maintenance Plan.

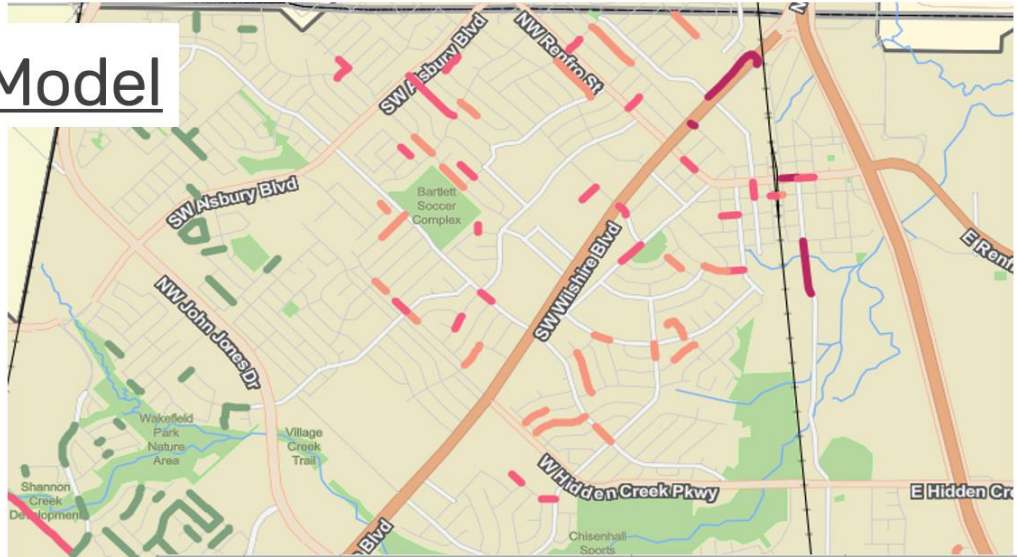
Justin Scharnhorst, Deputy Director Public Works, presented an overview of the Public Works process to the Pavement Maintenance Plan and sought the council's recommendation to proceed with the program.

# Scenario Model

O&M Budget  
\$2,299,99.59

Beginning OCl: 68.2  
Ending OCl: 67.02  
Beginning Risk: 3.32  
Ending Risk: 3.41

Arterials: 2.00%  
Collectors: 10.50%  
Local: 87.50%



Plan Year	Asset ID	Activity	Pavement Classification	Street
1	TSC27773	Asphalt Microsurface	Asphalt	SW HULEN ST
1	TSC200489	Concrete Joint Sealing	Concrete	STREAMSIDE DR
1	TSC26581	Asphalt Mill & 2" Overlay	Asphalt	TARVER RD
1	TSC28949	Asphalt Mill & 2" Overlay	Asphalt	S HURST RD
1	TSC26918	Asphalt Microsurface	Asphalt	NW ANN LOIS LN
1	TSC125633	Concrete Medium Size Full-Depth	Concrete	ST ANDREWS DR

## Options for Council Consideration and Feedback



### Staff Recommendation

Option 1
\$2.3m
<ul style="list-style-type: none"> <li>\$700k concrete repair contract</li> <li>\$1.6m maintenance contracts as recommended by staff following additional calibration / field verification</li> </ul>
Consider concrete repair contract November/December - Advertise ITB in January – contract award March – all work completed August

Option 2
\$2.3m
<ul style="list-style-type: none"> <li>Full calibration / field verification of asset management program recommendation</li> </ul>
Advertise ITB in March – contract award in May – work completed in September

- Option 1 includes concrete repairs for Hidden Creek Parkway, Alsbury and Renfro along with calibration and field verification.
- Option 2 focuses solely calibration and field verification recommended by the asset management program leaving out concrete repairs on Hidden Creek Parkway, Alsbury, and Renfro.

Council supports and recommends Option 1 focusing on the needs of the citizens request to repair major thoroughfares such as Hidden Creek Parkway, Alsbury, and Renfro.

**9. LEGISLATIVE - REPORTS AND RELATED ACTION ITEMS - MOVED**

This is a standing item on the agenda of every regular meeting of the City Council that allows the City Council to receive reports, hold discussions, and give staff direction regarding any legislative matters pertaining to the 89th Texas legislative session. Additional action items may be specifically listed below when required.

- None.

**10. CITY COUNCIL REQUESTS AND FUTURE AGENDA ITEMS AND REPORTS**

- None.

**11. 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 a facilities maintenance and operation agreement with the Burleson Independent Soccer Association dated May 14, 2021, for the athletic field complex at Bartlett Park.

-Discuss and receive direction on Case No. CC-E20240015, *State of Texas v. Village Creek Equities I, Ltd., et al.*, in the County Court at Law No. 2, Johnson County, Texas.

**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.

-Discuss and receive direction on certain parcels of real property necessary for a 12" waterline extension to the Mountain Valley Lakes Subdivision generally near such subdivision 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**



Motion was made by Adam Russell and seconded by Phil Anderson to convene into executive session. **Time: 6:27 p.m.**

Motion passed 7-0.

Motion was made by Dan McClendon and seconded by Adam Russell to reconvene into open session. **Time: 7:20 p.m.**

Motion passed 7-0.

## 12. **ADJOURNMENT**

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

Mayor Chris Fletcher adjourned the meeting.

**Time: 7:20 p.m.**

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Lisandra Leal  
Assistant City Secretary