



City of Mineral Wells
P O Box 460, Mineral Wells, Texas 76068
Telephone: 940.328.7700 Fax: 940.328.7704

NOTICE OF MEETING

The Mineral Wells City Council will hold a regular meeting at 6:00 PM on Tuesday, May 19, 2026 in the City Council Chambers at the City Hall Annex, 115 S.W. 1st Street, Mineral Wells, Texas to consider the following agenda:

Call to Order

Invocation led by Pastor Ryan Sims of HighRidge Church in Mineral Wells.

Pledges of Allegiance to U.S. and Texas Flags

PRESENTATION

STAFF REPORTS

1. Introduction of new City employees.
2. Recognition for City employees' years of service.

PUBLIC COMMENT

This is an opportunity for the public to address the City Council regarding an item on the agenda, except for public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. To address the City Council, each speaker who is present at the site must complete a Speaker Form and provide it to the City Clerk prior to the start of the meeting. Each speaker shall approach the designated speaker location and state his/her name and city of residence before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers can address only the City Council and not individual officials, commission members, committee members, or employees. The public cannot speak from the gallery but only from the designated speaker location.

CONSENT AGENDA

- (4) 3. Consider and take appropriate action on the minutes of the regular meeting held on April 21, 2026.

- (9) 4. Consider and take appropriate action on the minutes of the regular meeting held on May 5, 2026.

ITEMS FOR INDIVIDUAL CONSIDERATION

- (14) 5. Consider and take appropriate action on a resolution suspending for 45 days the effective date proposed by Texas Gas Service Company, a Division of ONE Gas, Inc., (the TGS or the Company) in its application filed on or about March 10, 2026, pursuant to section 104.301 of the Gas Utility Regulatory Act.

- (22) 6. Consider and take appropriate action to approve a Master Service Agreement with Stantec for the creation of a Historic Preservation Program in an amount not to exceed \$40,750.00, and subject to review and approval of the City Attorney.

7. Future agenda items/requests by Councilmembers to be on next agenda—
Councilmembers shall not discuss or take action on any item that is not on the agenda. A Councilmember may request that an issue be placed on a future agenda and, if a second Councilmember supports the request, the item shall be placed on a City Council agenda within two Council meetings.

8. **EXECUTIVE SESSION:** In accordance with Texas Government Code, Section 551.001, et seq., the City Council will recess into Executive Session (closed meeting) to discuss the following:

- a. § 551.072: Deliberate the purchase, exchange, lease, or value of real property, regarding: (i) Project Produce.

9. **RECONVENE INTO OPEN SESSION:** In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

10. Adjourn

Notes: Disabled persons requiring special assistance are requested to notify the City of Mineral Wells 24 hours in advance of the meeting by calling the City Clerk's office at 940.328.7702.

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code Chapter 551, including §551.071, (private consultation with the attorney for the City); §551.072 (purchase, exchange, lease or value of real property); §551.074 (personnel or to hear complaints against personnel); §551.076 (deployment, or specific occasions for

implementation of security personnel or devices); and §551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

State of Texas §
City of Mineral Wells §

I hereby certify that notice of this meeting of the Mineral Wells City Council was posted by 6:00 pm on the 13th day of May 2026.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 12th day of May 2026.

(SEAL)

Sharon McFadden, City Clerk

AGENDA ITEM COMMENTARY

ITEM TITLE

Consider and take appropriate action on the minutes of the regular meeting held on April 21, 2026.

INITIATOR/STAFF INFORMATION SOURCE

Sharon McFadden, City Clerk

BACKGROUND

EXHIBITS

1. 2026-04-21 Minutes (1)

ITEM NUMBER 3.
MEETING DATE 5/19/2026

**MINUTES REGULAR MEETING
MINERAL WELLS CITY COUNCIL
CITY HALL ANNEX
April 21, 2026 – 6:00 pm**

Mayor Johnson called the meeting to order at 6:00 p.m. Pastor Bob Whitehead of Calvary Baptist Church led the invocation, which included the recitation of the Pledge of Allegiance to the U.S. and Texas flags.

Councilmembers present were Mayor Regan Johnson, Mayor Pro-Tem Beth Watson, Jonathon Rusher, Charles Ramsay, Glenn Mitchell, and Mike Rankin. A quorum of City Councilmembers was present. Kyle Kelley was absent.

Staff members present were City Manager Jason Weeks, Fire Chief Ryan Dunn, Police Chief Tim Denison, Finance Director/Assistant City Manager Aaron Bovos, Development Services Director Richard Glass, Public Works Executive Director Howard Huffman, Public Works Director Scott McKennon, Public Works Staff Member Jetti Brokaw, Marketing & Communications Manager/PIO Brittany Brown, Administrative Assistant Fern FreemanPratt, City Clerk Sharon McFadden, and City Attorney Eileen Hayman.

PRESENTATION: Mayor Johnson introduced the Honorary City Councilmember Ariya Kaspar-Enbysk, a sixth-grade student.

PUBLIC COMMENT: No one signed up to speak.

STAFF REPORTS:

1. Introduction of new City employees.
Mr. Weeks introduced Mr. Richard Glass, who is the new Development Services Director.
2. Recognition for City employees' years of service.
None.

CONSENT AGENDA:

Following a motion by Mr. Ramsay and seconded by Mr. Rankin, the Consent Agenda was approved by a vote of 6-0.

3. Consider and take appropriate action on the minutes of the regular meeting held on April 7, 2026.
4. Consider and take appropriate action on the February 2026 financial reports.
5. Consider and take appropriate action on the Quarterly Investment Report for the quarter ending March 31, 2016.

6. Consider and take appropriate action on the Mineral Wells Firing Range Waiver of Liability Release for use of the "Firing Range" located at 310 FM 2256.

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. Consider and take appropriate action regarding a Short Form Plat of a 6.971-acre tract of land out of the northwest one-quarter of the T. & P.R.R. Survey, Section Number 14, Block "A", E.O.B., Abstract No. 944, City of Mineral Wells, Palo Pinto County, Texas to Lot 1 & 2, Auto World Chevrolet, Mineral Wells, Palo Pinto County, Texas.

Mr. Glass presented details of the Short Form Plat to the Council.

Mr. Mitchell made the motion to approve the plat as presented. Mrs. Watson seconded and the motion carried 6-0.

8. Consider and take appropriate action to approve an ordinance on the abandonment of a portion of the Right of Way located at 501 East Hubbard Street, being Block P, Lots 1 through 4 and 9 through 12, French Addition, City of Mineral Wells, Palo Pinto County, Texas.

Mr. Weeks informed the Council that a Public Hearing was not necessary for this item. Mr. Glass presented details of the right-of-way abandonment to the Council.

Mrs. Watson made the motion to approve, and Mr. Mitchell seconded. The motion carried 6-0.

9. Consider and take appropriate action regarding a Preliminary Plat of a subdivision of 30.468 acres out of the Southwest ¼ Section Number 40, T. & P.R.R. Company Survey, Block 'A' E.O.B, (J.B. Pollard Survey), Abstract Number 377, Palo Pinto County, Texas to Lot 1 through 199 and HOA Lot 1 through HOA Lot 7, Ranches of Mineral Wells, Mineral Wells, Palo Pinto County, Texas.

Mr. Glass presented details of the Preliminary Plat to the Council.

Mr. Mitchell made the motion to approve the Preliminary Plat as presented. Mr. Rankin seconded, and the motion carried 6-0.

10. Consider and take appropriate action to approve a contract with Hinderliter de Llamas & Associates (HdL) for administration and collection of Hotel/Motel Tax for the City of Mineral Wells in an amount not to exceed \$27,000.00, subject to review and approval by the City Attorney.

Mr. Bovos presented details of the Hinderliter de Llamas & Associates (HdL) contract item to the Council.

Mrs. Watson made the motion for the approval of the agreement. Mr. Rankin seconded and the motion carried 6-0.

11. Consider and take appropriate action on an ordinance amending the fiscal year 2025-2026 budget for various funds for the City of Mineral Wells, providing for the adoption of such amendments; providing a severability clause; and providing for an effective date.

Mr. Bovos presented the details of the current fiscal year budget amendment ordinance to the Council.

a. Taxpayer Impact Statement

This statement shows the estimated annual property tax bill for a median-valued homestead in Mineral Wells, Texas (\$178,838.00), comparing the current tax rate, the no-new-revenue rate, and the proposed tax rate.

Tax Rate	Tax Rate per \$100 Valuation	Estimated Annual Tax Bill	Difference from Current FY
2024 Adopted Rate	\$0.57329448	\$1,025.27	---
No-New-Revenue Rate	\$0.55219160	\$987.53	-\$37.74
Proposed Rate	\$0.57177810	\$1,022.57	-\$2.70

Proposed Budget

A physical copy of the Proposed Budget of the City of Mineral Wells, Texas, for the 2025-2026 Fiscal Year is available at Mineral Wells City Hall Annex, 115 S.W. 1st Street, Mineral Wells, Texas, and online at <https://www.mineralwellstx.gov/documentcenter/view/9210>

Mr. Rankin made the motion to approve the fiscal year budget amendment ordinance. Mr. Ramsay seconded, and the motion carried 6-0.

12. Future Agenda Items/Requests by Councilmembers to be on the next agenda. None.
13. There was no further business, and the meeting was adjourned at 6:33 p.m.

Regan Johnson, Mayor

ATTEST:

Sharon McFadden, City Clerk

APPROVED

AGENDA ITEM COMMENTARY

ITEM TITLE

Consider and take appropriate action on the minutes of the regular meeting held on May 5, 2026.

INITIATOR/STAFF INFORMATION SOURCE

Sharon McFadden, City Clerk

BACKGROUND

EXHIBITS

1. 2026-05-05 Minutes

ITEM NUMBER 4.
MEETING DATE 5/19/2026

**MINUTES REGULAR MEETING
MINERAL WELLS CITY COUNCIL
CITY HALL ANNEX
May 5, 2026 – 6:00 pm**

Mayor Johnson called the meeting to order at 6:00 p.m. Elder Guy Weathers of Indian Creek Baptist Church led the invocation, which included the recitation of the Pledge of Allegiance to the U.S. and Texas flags.

Councilmembers present were Mayor Regan Johnson, Mayor Pro-Tem Beth Watson, Jonathon Rusher, Charles Ramsay, Kyle Kelley, Glenn Mitchell, and Mike Rankin. A quorum of City Councilmembers was present.

Staff members present were City Manager Jason Weeks, Fire Chief Ryan Dunn, Police Chief Tim Denison, Finance Director/Assistant City Manager Aaron Bovos, Development Services Director Richard Glass, Public Works Executive Director Howard Huffman, Public Works Director Scott McKennon, Economic Development Executive Director Nate Dyhre, Public Works Administration Dakota York, Marketing & Communications Manager/PIO Brittany Brown, Administrative Assistant Fern FreemanPratt, City Clerk Sharon McFadden, and City Attorney Ann Montgomery.

PRESENTATION: Mayor Johnson introduced the Honorary Councilmember Kelly Roach, who attends Mineral Wells High School.

OATH OF OFFICE: Mrs. McFadden conducted the Official Oath and Constitutional Statement with Mayor Johnson, Councilmember Ward 1 Jonathon Rusher, and Councilmember Ward 3 Beth Watson.

PUBLIC COMMENT: No one signed up to speak.

STAFF REPORTS:

1. Introduction of new City employees. None.
2. Recognition for City employees' years of service. None.

CONSENT AGENDA:

Following a motion by Mr. Kelley and seconded by Mr. Ramsey, the Consent Agenda was approved by a vote of 7-0.

3. Consider and take appropriate action on the March 2026 monthly financial reports.
4. Consider and take appropriate action to approve an engagement for audit services with Patillo, Brown, and Hill, LLP, for the fiscal year 2026, in an amount not to exceed \$66,500.00.

5. Consider and take appropriate action to ratify additional expenditures with Ferguson Waterworks in an amount not to exceed \$30,000 for water meter installation parts, increasing the total Purchase Order amount to \$112,564.14 for Fiscal Year 2026.
6. Consider and take appropriate action on an Amended Plat, being 10.00 acres situated in the TX & P. R.R. CO. Survey, Section 7, Abstract No. 702, City of Mineral Wells, Palo Pinto County, Texas.
7. Consider and take appropriate action to approve expenditures to Caldwell County Chevrolet II LLC in an amount not to exceed \$86,900.00 for the purchase of two (2) vehicles for the Aviation Department in Fiscal Year 2026.

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. Consider and take appropriate action on appointing a Mayor Pro-Tem.

Mayor Johnson recommended reappointing Mrs. Watson due to her knowledge and experience. Mr. Kelley made the motion to appoint Mrs. Watson to continue service as the Mayor Pro-Tem. Mr. Mitchell seconded, and the motion carried 7-0.

9. Consider approval of a resolution declaring certain City-owned real property as surplus and authorizing its disposition.

Mr. Bovos presented the real property surplus and requested the disposition.

Mrs. Watson made the motion to authorize the disposition of certain City-owned real property. Mr. Mithcell seconded, and the motion carried 7-0.

10. Consider and take appropriate action to approve a professional services agreement with A Plus Grants to develop and implement ongoing funding strategies that expand the City's grant capacity, in an amount not to exceed \$39,000 annually.

Mr. Bovos presented the A Plus Grants professional services agreement.

Mr. Kelley made the motion to approve the agreement for professional services with A Plus Grants. Mr. Rankin seconded, and the motion carried 7-0.

11. Consider and take appropriate action on an ordinance amending the budget for various funds for the City of Mineral Wells for the fiscal year beginning October 1, 2025, and ending September 30, 2026; providing for the adoption of such amendments; providing a severability clause; and providing for an effective date.

Mr. Bovos presented the details of the current fiscal year budget amendment ordinance to the Council that included adjustments to the General Fund, Hotel Occupancy Tax Fund, TIF Zone #2, the loan between the TIF Fund and the Airport

Fund, future land acquisition projects, the new Library park, Airport Fund, and Grant Fund, General Capital Project Fund, Bond Issuances adjustments, Economic Development Fund. There are no tax rate changes or water rate changes associated with the mid-year budget adjustments.

Tax Rate	Tax Rate per \$100 Valuation	Estimated Annual Tax Bill	Difference from Current FY
2024 Adopted Rate	\$0.57329448	\$1,025.27	---
No-New-Revenue Rate	\$0.55219160	\$987.53	-\$37.74
Proposed Rate	\$0.57177810	\$1,022.57	-\$2.70

Proposed Budget

A physical copy of the Proposed Budget of the City of Mineral Wells, Texas, for the 2025-2026 Fiscal Year is available at Mineral Wells City Hall Annex, 115 S.W. 1st Street, Mineral Wells, Texas, and online at <https://www.mineralwellstx.gov/documentcenter/view/9210>

Mrs. Watson made the motion to approve the fiscal year budget amendment ordinance. Mr. Kelley seconded, and the motion carried 7-0.

- 12. Consider and take appropriate action on approval of a Volunteer Policy and resolution for the City of Mineral Wells.

Mrs. Stevenson presented the resolution and Volunteer Policy to the Council.

Mr. Ramsay made the motion to approve the resolution and the Volunteer Policy. Mr. Mitchell seconded, and the motion carried 7-0.

- 13. Future Agenda Items/Requests by Councilmembers to be on the next agenda. None.

- 14. **EXECUTIVE SESSION:** In accordance with the Texas Government Code, Section 551.001, et seq., the City Council recessed into Executive Session (closed meeting) at 6:39 p.m. to discuss the following:

- a. §551.074: To deliberate on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee, regarding City Boards/Commissions: (i)

Board of Adjustment; (ii) Library Advisory Board; (iii) Mineral Wells Housing Authority; and (iv) Animal Shelter Advisory Committee.

b.§550.087: To discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, with which the City is conducting economic development negotiations; and/or deliberate on the offer of a financial or other incentive to the business prospect, regarding: (i) Project Produce, and (ii) Project Mystery.

15. **RECONVENE INTO OPEN SESSION:** In accordance with Texas Government Code, Chapter 551, the City Council reconvened into Regular Session at 7:30 p.m. to consider action, if any, on matters discussed in Executive Session.

Mr. Rankin stated that the City Council was making the motion for the following appointments:

Animal Shelter

Shoney Rollins

Housing Authority

Ginny Milliken

Raymond Davis

Board of Adjustment

Myra Johnson

Library Board

Rachel Lively

Mrs. Watson seconded the appointments. The motion carried 7-0.

No action was taken on the second Executive Session item for Project Produce and Project Mystery.

16. There was no further business, and the meeting was adjourned at 7:30 p.m.

Regan Johnson, Mayor

ATTEST:

Sharon McFadden, City Clerk

APPROVED

AGENDA ITEM COMMENTARY

ITEM TITLE

Consider and take appropriate action on a resolution suspending for 45 days the effective date proposed by Texas Gas Service Company, a Division of ONE Gas, Inc., (the TGS or the Company) in its application filed on or about March 10, 2026, pursuant to section 104.301 of the Gas Utility Regulatory Act.

INITIATOR/STAFF INFORMATION SOURCE

Jason Weeks, City Manager
Aaron Bovos, Finance Director & Assistant City Manager

BACKGROUND

This agenda item is seeking action to suspend the effective date proposed by Texas Gas Services ("TSG"), a Division of One Gas, to increase rates under the Gas Reliability Infrastructure Program by 45 days.

TGS'S "GRIP" APPLICATION

On or about March 10, 2026, Texas Gas Service Company, a Division of ONE Gas, Inc., (the Company or TGS) filed an application to increase its gas utility rates under the Gas Reliability Infrastructure Program ("GRIP"). TGS's application, when approved by the Railroad Commission, will result in an increase in the monthly customer charges as shown below:

Rate Schedule	Current Customer Charge	Proposed 2026 Interim Rate Adjustment	Proposed Monthly Customer Charge
Residential - Small Average Usage of @ 1.7 Mcf*	\$19.50	\$3.58	\$23.08
Residential - Large Average Usage of @ 4.6 Mcf*	\$35.00	\$3.58	\$38.58
Commercial - Small Average Usage of 4.5 Mcf*	\$75.00	\$13.70	\$88.70
Commercial - Large Average Usage of 89.8 Mcf*	\$150.00	\$13.70	\$163.70
Industrial Average Usage of 408.1 Mcf*	\$1,250.00	\$197.56	\$1,447.56
Public Authority Average Usage of 54.9 Mcf*	\$200.00	\$25.90	\$225.90

Compressed Natural Gas Average Usage of 0 Mcf*	\$320.00	\$0.00	\$320.00
Transportation - General Average Usage of 701.0 Mcf*	\$500.00	\$99.98	\$599.98
Transportation - Electrical Generation Average Usage of 35,532.7 Mcf*	\$1,000.00	\$2,275.55	\$3,275.55

TGS’s proposed interim rate adjustment is based on capital expenditures it made from January 1, 2025, through

December 31, 2025. TGS proposed May 9, 2026, as the date its proposed increase in rates would take effect.

Under Section 104.301 of the Gas Utility Regulatory Act (GURA), the City may suspend the utility’s proposed effective date for a period of up to 45 days. Thus, suspending TGS’s proposed effective date of May 9, 2026, for 45 days extends the effective of TGS’s proposed increase in rates to June 23, 2026. Note that TGS refers to its filing as its “2025” filing referring to the period covering the investments in made from January 1, 2025 through December 31, 2025. We refer to it as its “2026” filing referring to the year in which it made the filing and in which its increase in rates will go into effect.

“GRIP” RATE APPLICATIONS

Under Section 104.301 of the Gas Utility Regulatory Act (GURA), a gas utility is allowed to request increases in its rates to recover a return on investments it makes between rate cases. This section of GURA is commonly referred to as the “GRIP” statute (the “Gas Reliability

Infrastructure Program”). More accurately stated, GURA § 104.301 refers to these types of increases in rates as an “interim rate adjustment.”

Under a decision by the Supreme Court of Texas, the Court concluded that a filing made under the GRIP statute permitted gas utilities the opportunity to recover a return on capital expenditures made during the interim period between rate cases by applying for an interim rate adjustment and that proceedings under the GRIP statute did not contemplate either adjudicative hearings or substantive review of utilities' filings for interim rate adjustments. Instead, the Court concluded, the GRIP statute provides for a ministerial review of the utility’s filings to ensure compliance with the GRIP statute and the Railroad Commission’s rules, and that it is within the Railroad Commission’s authority to preclude cities from intervening and obtaining a hearing before the Railroad Commission.

REVIEW AND ACTION RECOMMENDED

Although the City’s ability to review and effectuate a change in TGS’s requested increase is limited, the City should exercise due diligence with regard to rate increases by monopoly utilities who operate within its boundaries, including increases requested under the GRIP statute to ensure compliance with the requirements of that law.

To exercise its due diligence, it is necessary to suspend TGS’s proposed effective date of May 9, 2026, for forty-five days, so that the City can evaluate whether the data and calculations in TGS’s rate application are correctly done, and whether TGS’s application otherwise conforms to the requirements of the GRIP statute.

Therefore, the City’s Special Counsel, the law firm of Herrera Law & Associates, PLLC (through Alfred R. Herrera) recommends that the City adopt a resolution suspending TGS’s proposed effective date for 45 days. Assuming a proposed effective date of May 9, 2026, TGS’s proposed effective date is suspended until June 23, 2026.

EXHIBITS

- 1. TGS-GRIP-2026-WNSA-3-Suspension Resolution-042826
- 2. TGS-GRIP-2026-Bill Comparison-TYE 2025-031026

ITEM NUMBER 5.
MEETING DATE 5/19/2026

RESOLUTION NO. _____

A RESOLUTION BY THE CITY OF MINERAL WELLS, TEXAS, ("CITY") RESPONDING TO THE APPLICATION OF TEXAS GAS SERVICE COMPANY, A DIVISION OF ONE GAS, INC., TO INCREASE RATES UNDER THE GAS RELIABILITY INFRASTRUCTURE PROGRAM; SUSPENDING THE EFFECTIVE DATE OF THIS RATE APPLICATION FOR FORTY-FIVE DAYS; AUTHORIZING REPESENTATION BY COUNSEL; REQUIRING THE REIMBURSEMENT OF COSTS; DETERMINING THAT THE MEETING AT WHICH THE RESOLUTION WAS ADOPTED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING SUCH OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

WHEREAS: on or about March 10, 2026, Texas Gas Service Company, a Division of ONE Gas, Inc., (the Company or TGS) filed an application to increase its gas utility rates under the Gas Reliability Infrastructure Program (“GRIP”), resulting in a requested increase in its monthly customer charges as shown below:

Rate Schedule	Current Customer Charge	Proposed 2026 Interim Rate Adjustment	Proposed Monthly Customer Charge
Residential - Small Average Usage of @ 1.7 Mcf*	\$19.50	\$3.58	\$23.08
Residential - Large Average Usage of @ 4.6 Mcf*	\$35.00	\$3.58	\$38.58
Commercial - Small Average Usage of 4.5 Mcf*	\$75.00	\$13.70	\$88.70
Commercial - Large Average Usage of 89.8 Mcf*	\$150.00	\$13.70	\$163.70
Industrial Average Usage of 408.1 Mcf*	\$1,250.00	\$197.56	\$1,447.56
Public Authority Average Usage of 54.9 Mcf*	\$200.00	\$25.90	\$225.90
Compressed Natural Gas Average Usage of 0 Mcf*	\$320.00	\$0.00	\$320.00
Transportation - General Average Usage of 701.0 Mcf*	\$500.00	\$99.98	\$599.98
Transportation - Electrical Generation Average Usage of 35,532.7 Mcf*	\$1,000.00	\$2,275.55	\$3,275.55

and

WHEREAS: The City has a special responsibility to exercise due diligence with regard to rate increases of monopoly utilities who operate within its boundaries; and

WHEREAS: The application to increase rates by TGS is complex; and

WHEREAS: It is necessary to suspend the effective date for the increase in rates for forty-five days, so that the City can assure itself that the data and calculations in TGS's rate application are correctly done, and whether TGS's application otherwise conforms to the requirements of Texas Utilities Code § 104.301, commonly referred to as the GRIP statute; and

WHEREAS: The effective date proposed by TGS is May 9, 2026, but a suspension by the City means that the rate increase cannot go into effect prior to June 23, 2026.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BORGER, TEXAS THAT:

SECTION 1. The statements and findings set out in the preamble to this resolution are hereby in all things approved and adopted.

SECTION 2. Pursuant to the authority granted the City under Section 104.301 of the Texas Utilities Code the City suspends TGS's proposed effective date of May 9, 2026, by forty-five days to June 23, 2026.

SECTION 3. The City finds that additional time is needed in order to review the data and calculations that provide the basis for the rate increase application, and to determine whether TGS's application otherwise conforms to the requirements of the GRIP statute.

SECTION 4. The City authorizes the law firm of Herrera Law & Associates, PLLC, to act on its behalf in connection with TGS's application to increase rates.

SECTION 5. TGS is ordered to reimburse the City's reasonable rate case expenses incurred in response to TGS's application within 30 days of receipt of invoices for such expenses to the extent allowed by law.

SECTION 6. The meeting at which this resolution was approved was in all things conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 7. This resolution shall be effective immediately upon passage.

PASSED AND APPROVED this 19th _____ day of May 2026.

Regan Johnson, Mayor

ATTEST:

Sharon McFadden, City Clerk

Texas Gas Service Company, a Division of ONE Gas, Inc.
Interim Rate Adjustment Application
12 Month Period Ending December 31, 2025
Bill Comparison

Line No.	Rate Class	Current*	Proposed	Difference	% Change	
(a)	(b)	(c)	(d)	(e)	(f)	
10	Current and Proposed Bill Information - With Gas Cost					
11	Small Residential					
12	Customer Charge	\$19.50	\$23.08	\$3.58	18.38 %	
13	Initial Block Rate	\$0.92	\$15.65	\$15.65	\$0.00	0.00 %
14	Cost of Gas Rate	\$0.55	\$9.35	\$9.35	\$0.00	0.00 %
15	Average Monthly Bill @ 1.7 Mcf*	17	\$44.50	\$48.08	\$3.58	8.05 %
16						
17	Large Residential					
18	Customer Charge	\$35.00	\$38.58	\$3.58	10.24 %	
19	Initial Block Rate	\$0.36	\$16.43	\$16.43	\$0.00	0.00 %
20	Cost of Gas Rate	\$0.55	\$25.29	\$25.29	\$0.00	0.00 %
21	Average Monthly Bill @ 4.6 Mcf*	46	\$76.72	\$80.31	\$3.58	4.67 %
22						
23	Small Commercial					
24	Customer Charge	\$75.00	\$88.70	\$13.70	18.26 %	
25	Initial Block Rate	\$0.49	\$22.21	\$22.21	\$0.00	0.00 %
26	Cost of Gas Rate	\$0.55	\$24.74	\$24.74	\$0.00	0.00 %
27	Average Monthly Bill @ 4.5 Mcf*	45	\$121.95	\$135.64	\$13.70	11.23 %
28						
29	Large Commercial					
30	Customer Charge	\$150.00	\$163.70	\$13.70	9.13 %	
31	Initial Block Rate	\$0.19	\$173.75	\$173.75	\$0.00	0.00 %
32	Cost of Gas Rate	\$0.55	\$493.72	\$493.72	\$0.00	0.00 %
33	Average Monthly Bill @ 89.8 Mcf*	898	\$817.47	\$831.17	\$13.70	1.68 %
34						
35	Public Authority					
36	Customer Charge	\$200.00	\$225.90	\$25.90	12.95 %	
37	Initial Block Rate	\$0.18	\$96.14	\$96.14	\$0.00	0.00 %
38	Cost of Gas Rate	\$0.55	\$301.84	\$301.84	\$0.00	0.00 %
39	Average Monthly Bill @ 54.9 Mcf*	549	\$597.98	\$623.88	\$25.90	4.33 %
40						
41	Industrial					
42	Customer Charge	\$1,250.00	\$1,447.56	\$197.56	15.80 %	
43	Initial Block Rate	\$0.19	\$773.23	\$773.23	\$0.00	0.00 %
44	Cost of Gas Rate	\$0.55	\$2,243.75	\$2,243.75	\$0.00	0.00 %
45	Average Monthly Bill @ 408.1 Mcf*	4,081	\$4,266.98	\$4,464.54	\$197.56	4.63 %
46						
47	Compressed Natural Gas					
48	Customer Charge	\$320.00	\$320.00	\$0.00	0.00 %	
49	Initial Block Rate	\$0.09	\$0.00	\$0.00	\$0.00	-
50	Cost of Gas Rate	\$0.55	\$0.00	\$0.00	\$0.00	-
51	Average Monthly Bill @ 0 Mcf*	0	\$320.00	\$320.00	\$0.00	0.00 %
52						
53						
54	Current and Proposed Bill Information - Without Gas Cost					
55						
56	Rate Class	Current	Proposed	Difference	% Change	
57	Small Residential					
58	Customer Charge	\$19.50	\$23.08	\$3.58	18.38 %	
59	Initial Block Rate	\$0.92	\$15.65	\$15.65	\$0.00	0.00 %
60	Average Monthly Bill @ 1.5 Mcf*	17	\$35.15	\$38.74	\$3.58	10.19 %
61						
62	Large Residential					
63	Customer Charge	\$35.00	\$38.58	\$3.58	10.24 %	
64	Initial Block Rate	\$0.36	\$16.43	\$16.43	\$0.00	0.00 %
65	Average Monthly Bill @ 4.6 Mcf*	46	\$51.43	\$55.02	\$3.58	6.97 %

Texas Gas Service Company, a Division of ONE Gas, Inc.
Interim Rate Adjustment Application
12 Month Period Ending December 31, 2025
Bill Comparison

Line No.	Rate Class		Current*	Proposed	Difference	% Change
(a)	(b)		(c)	(d)	(e)	(f)
66						
67	Small Commercial					
68	Customer Charge		\$75.00	\$88.70	\$13.70	18.26 %
69	Initial Block Rate	\$0.49	\$22.21	\$22.21	\$0.00	0.00 %
70	Average Monthly Bill @ 4.5 Mcf*	45	\$97.21	\$110.90	\$13.70	14.09 %
71						
72	Large Commercial					
73	Customer Charge		\$150.00	\$163.70	\$13.70	9.13 %
74	Initial Block Rate	\$0.19	\$173.75	\$173.75	\$0.00	0.00 %
75	Average Monthly Bill @ 89.8 Mcf*	898	\$323.75	\$337.44	\$13.70	4.23 %
76						
77	Public Authority					
78	Customer Charge		\$200.00	\$225.90	\$25.90	12.95 %
79	Initial Block Rate	\$0.18	\$96.14	\$96.14	\$0.00	0.00 %
80	Average Monthly Bill @ 54.9 Mcf*	549	\$296.14	\$322.03	\$25.90	8.75 %
81						
82	Industrial					
83	Customer Charge		\$1,250.00	\$1,447.56	\$197.56	15.80 %
84	Initial Block Rate	\$0.19	\$773.23	\$773.23	\$0.00	0.00 %
85	Average Monthly Bill @ 408.1 Mcf*	4,081	\$2,023.23	\$2,220.79	\$197.56	9.76 %
86						
87	Compressed Natural Gas					
88	Customer Charge		\$320.00	\$320.00	\$0.00	0.00 %
89	Initial Block Rate	\$0.09	\$0.00	\$0.00	\$0.00	-
90	Average Monthly Bill @ 0 Mcf*	0	\$320.00	\$320.00	\$0.00	0.00 %
91						
92	General Transportation					
93	Customer Charge		\$500.00	\$599.98	\$99.98	20.00 %
94	Initial Block Rate	\$0.09	\$663.88	\$663.88	\$0.00	0.00 %
95	Average Monthly Bill @ 701.0 Mcf*	7,010	\$1,163.88	\$1,263.86	\$99.98	8.59 %
96						
97	Electric Generation Transportation					
98	Customer Charge		\$1,000.00	\$3,275.55	\$2,275.55	227.55 %
99	Initial Block Rate	\$0.02	\$7,106.54	\$7,106.54	\$0.00	0.00 %
100	Initial Block Rate (MDQ)	\$0.73	\$9,219.36	\$9,219.36	\$0.00	0.00 %
101	Average Monthly Bill @ 35,532.7 Mcf*	355,327	\$17,325.90	\$19,601.45	\$2,275.55	13.13 %

102
103 * Average bill usage per GUD No. 28202.

104 * Average bills exclude revenue related taxes, riders, and weather normalization adjustment The cost of gas is computed using a 12-month average for CY 2025.

AGENDA ITEM COMMENTARY

ITEM TITLE

Consider and take appropriate action to approve a Master Service Agreement with Stantec for the creation of a Historic Preservation Program in an amount not to exceed \$40,750.00, and subject to review and approval of the City Attorney.

INITIATOR/STAFF INFORMATION SOURCE

Brittany Brown, Marketing and Communications Manager/PIO

BACKGROUND

The City of Mineral Wells previously completed a historic resources survey and successfully listed the Central Historic District on the National Register of Historic Places as part of ongoing downtown revitalization and preservation efforts (2020). As a next step, the City is seeking to establish its first formal municipal historic preservation program to help preserve historic structures, support economic development, encourage reinvestment in historic properties, and help property owners access preservation incentives such as historic tax credits, grants, and tax exemptions.

The proposed agreement with Stantec Consulting Services Inc. would provide professional consulting services related to the creation and implementation of the City's historic preservation program. Services include development of a historic preservation ordinance alongside the City's Unified Development Code update, public engagement and community meetings, preservation application and review processes, Historic Commission and staff training materials, and preservation-related permitting procedures.

Financial Impact

The proposed budget includes \$24,750 for Historic Preservation Ordinance services and \$16,000 for City Processes and Systems services, for a total proposed cost of \$40,750. Staff is requesting approval of the agreement and associated project costs. These costs were included in the Hotel / Motel Occupancy Tax Fund mid-year adjustments recently approved by the Mayor and Council.

EXHIBITS

1. STANTEC Mineral Wells Historic Preservation MSA proposal 2026

ITEM NUMBER 6.
MEETING DATE 5/19/2026

City of Mineral Wells

Proposal for Master Services Agreement:
Historic Preservation Program



April 24, 2026

Stantec Consulting Services Inc.





Stantec Consulting Services Inc.
910 Louisiana Street, Suite 2600
Houston TX 77002-4916

Attention:
Kristin Jaworski, Main Street Manager
City of Mineral Wells
P. O. Box 460
Mineral Wells, Texas 76068

Reference: City of Mineral Wells
Historic Preservation Program 2026

April 24, 2026

Dear Kristin Jaworski,

Thank you for the opportunity to submit this proposal for ongoing consulting support as the City of Mineral Wells establishes and then begins to implement its municipal historic preservation program. It was a pleasure to meet with you, city staff and officials, City Council, and property owners last month to discuss Mineral Wells' interest in using historic preservation as an economic driver to support downtown revitalization and help property owners take advantage of all the incentives available to them, including historic tax credits, tax exemptions, grants, etc.

Stantec Consulting Services Inc. provides full-service cultural resources management and historic preservation services, including historic resources surveys, preservation plans, ordinance revisions, design guidelines, landmark and historic district designation reports and National Register of Historic Places nominations, and other specialized services as needed by our clients. Recently, we have expanded our service offers to include historic tax credits (HTC) consulting.

Our HTC team is experienced in developing a full range of preservation projects and programs, with members that have served as city preservation planners and historic commission members. They have helped other communities establish or update their preservation programs, and they specialize in community engagement. We are pleased to add their expertise to our team of architectural historians and potentially bring their experience to bear for your community.

We welcome the opportunity to assist the City of Mineral Wells in establishing its inaugural historic preservation program, which will serve as the foundation for future preservation initiatives.

Best regards,

Steph McDougal, Ph.D.
Historic Tax Credits Manager
Direct: (346) 955-1529
steph.mcdougal@stantec.com

Amanda Frugé
Senior Historic Tax Credits Consultant
Direct: (346) 805-2789
amanda.frugé@stantec.com

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1 Executive Summary

We understand that the City of Mineral Wells, having completed a historic resources survey and listed its Central Historic District in the National Register of Historic Places, now seeks assistance from qualified historic preservation consultants to develop its first municipal historic preservation program. The City would like to move quickly to achieve short-term goals that establish a foundation for longer-term objectives.

The framework for historic preservation in the United States was established by the National Historic Preservation Act of 1966, which placed nearly all regulatory control in the hands of local governments. The State of Texas enables historic preservation programs at the city level through Chapter 221 of the Texas Local Government Code, section 211.005.

Municipal historic preservation programs are relatively consistent from city to city and state to state. These programs are established through the adoption of an enabling ordinance, which sets out the City's authority to regulate locally designated historic resources; the establishment of a historic or landmark commission, appointed by City Council, to administer the City's historic preservation ordinances; appointment of a qualified historic preservation officer, to support the commission and manage the City's historic preservation program(s); and the designation of local landmarks (individual resources) and historic districts. This process is best accompanied by robust community engagement to ensure that property owners understand both the regulatory side of historic preservation and the resources that the City will provide to support the preservation of historic buildings.

Stantec Consulting Services Inc. (Stantec) proposes to provide consulting services to establish the municipal historic preservation program. Going forward, Stantec would remain available to assist the City of Mineral Wells with any additional historic preservation needs. For example, once a historic preservation program is in place, many cities undertake an application to the Certified Local Government Program, which may help fund additional preservation activities; designate local historic landmarks and districts; develop a historic preservation plan to set out short-term and long-term goals and an implementation strategy; and develop design guidelines for individual historic districts, which help to interpret the necessarily broad rules in the preservation ordinance for City officials and staff, commission members, and property owners. We are proposing to engage with the City through a Master Services Agreement, whereby the City can issue Work Authorizations for subsequent projects upon receipt of a satisfactory proposal/quote for services and City Council approval.

Stantec brings a multidisciplinary team of historic preservation professionals, each meeting or exceeding the Secretary of the Interior's (SOI) Professional Qualifications Standards. Our team offers decades of experience in ordinance development, historic resources surveys, preservation plans, design guidelines, and municipal support. Our approach emphasizes working closely with City staff, stakeholders, and residents to identify goals and address concerns.

Stantec is committed to delivering high-quality, actionable results within the established timeline and budget. Our structured methodology, collaborative engagement strategies, and rigorous quality assurance processes ensure that every final deliverable will be a practical, effective tool for the City of Mineral Wells and its community.

2 Introduction

The three primary components of a municipal historic preservation program are a historic resources survey, which creates an inventory of buildings, structures, objects, and sites; an enabling historic preservation ordinance, which establishes the City's authority to regulate historic properties by designating individual local landmarks or local historic districts; and a historic preservation plan, which sets out the community's goals and recommendations for achieving them. A historic preservation plan is a valuable but optional tool and can be developed at any time.

In recent years, the City of Mineral Wells has undertaken a historic resources survey to better understand its built heritage and utilized that data to list its Central Historic District in the National Register of Historic Places. The City now wishes to establish a historic preservation program to help support economic development by re-activating historic downtown buildings and ensuring their survival. With the development of a municipal preservation program, Mineral Wells will join the more than 2,300 other cities nationwide that regulate the protection of local landmarks and historic districts. More than 85% of these cities also participate in the National Park Service "Certified Local Government" program, and many are members of their state Main Street programs. Stantec proposes to build on the City's previous successes by assisting City officials to develop a preservation program that is user-friendly for City staff, Historic Commission members, and property owners.

At this time, our colleagues at Kendig Keast Collaborative (KKC) are developing a new Unified Development Code for the City of Mineral Wells, which will include an initial draft of the City's first enabling historic preservation ordinance. It is our understanding that KKC will have a draft for the City's review sometime this summer. Stantec is prepared to engage with the City and KKC to socialize that historic preservation ordinance with the Mineral Wells community this spring and summer, so that any desired changes could be made prior to the adoption of the UDC later this year. We would also work with the City to set up flags in the building permit system, prepare preservation permit applications and procedures, and develop training for the new Historic Commission, once seated, and the Historic Preservation Officer. We will also assist the City to develop a strategy for funding future historic preservation efforts.

Our work is always based on a review of best practices, solid data collection and analysis, and meaningful engagement with stakeholders. We will work with the City throughout this project to lead a robust public engagement effort, so that property owners understand the responsibilities and benefits of owning buildings within a historic district, as well as how the City will both regulate and support appropriate changes to historic resources.

Our projects always begin with a deep dive into understanding our client's goals and challenges. We are experts in developing and conducting robust and meaningful community engagement activities, listening to the public's concerns, and creating an environment where people know they will be heard. Our team members' award-winning community engagement work and resulting historic preservation products have been recognized by Preservation Austin, Preservation Houston, Preservation Texas, and the American Planning Association (multiple state and national awards).

We recognize that individual members of the community have varying levels of access to computers and Internet connectivity. Our public outreach always includes a wide variety of communication options, such as hard-copy materials placed for reference/review at local library branches or other accessible public locations, utility bill inserts, and working closely with local media outlets.

Finally, our projects are always built from the outset to be approved/adopted by City Councils. We know that elected officials want to know whether and how the community's goals and concerns have been considered and, where possible, incorporated into final deliverables. We begin with the end in mind, documenting our process and participation numbers so that you/we can brief Council members and commission members throughout the project and provide a substantive final report. We will be happy to work with the City of Mineral Wells to customize this approach during the project kickoff, to meet the City's specific needs.

3 Historic Preservation Ordinance

Stantec proposes to complete the following activities.

3.1 Project Kick Off & Public Engagement Strategy

Stantec will meet virtually with City staff to review and finalize the project plan and schedule. During this meeting, we will also:

- Develop a list of City departments, partner organizations, and neighborhood groups who need to be involved in the project. If the City has identified any prospective Historic Commission members, we would like to receive that list.
- Finalize the public engagement strategy and how responsibilities will be divided between the City and Stantec. We anticipate that public engagement will include:
 - A project webpage on the City's website, where the City will post status updates provided by Stantec and enable community members to sign up for email updates.
 - Two public meetings: midway through the draft ordinance review and comment period, and at the presentation of the final ordinance to City Council for approval and adoption.
 - Social media and email updates, with text and images provided by Stantec and deployed by the City.
 - Press releases, developed in collaboration with City staff.
 - Media availability by Stantec, concurrent with in-person visits to Mineral Wells.

Following this meeting, Stantec will provide the City with a final project plan, project schedule, and public engagement plan.

3.2 Draft Ordinance

Stantec will work with City staff to refine the basic preservation ordinance prepared by KKC ("Draft 1"), in order to meet the City's needs. This will include:

- One in-person half-day meeting with City staff to identify parts of the ordinance where the City needs to make decisions, discuss the options, and select a path forward.
- A marked-up draft ordinance (Draft 1 Revisions) with the changes agreed upon in the meeting, for the City's review and comment.
- One round of additional revisions and delivery of a clean updated draft (Draft 2), to be published on the project webpage for two weeks prior to the Community Meeting. A hard copy should also be made available at the public library reference desk for the convenience of residents.

3.3 Community Meeting

Community meetings allow the project team to share information and gather feedback, while promoting open and transparent communication with the public. Community meetings can take the form of open houses or workshops, as well as meetings with community groups. This in-person meeting will be led by Stantec, at a location selected by the City. Ideally, the meeting would be supplemented with livestream and/or a video recording by the City, posted on the project webpage following the meeting.

This meeting will introduce historic preservation to the community as a concept, explain how City preservation programs typically work, and explain the scope of this project and how community members can participate. We will also share the draft historic preservation ordinance and gather input from community members at the meeting and via email to City staff for the following week. Tasks include:

- Work with City staff to plan noticing/promotion of community meeting.
- Preview meeting presentation with City staff; gather feedback.
- Conduct Community Meeting.

3.4 Revised Ordinance

Stantec will work with City staff to produce a final-draft ordinance that reflects community input and feedback.

- City staff will collect written comments and questions submitted during the Community Meeting and via email and social media, compile all comments/questions, resolve contradictory items to provide clear direction, and provide written direction to Stantec.
- Meet virtually with City staff to discuss written direction prior to making revisions to the draft ordinance.
- Provide a marked-up draft ordinance (Draft 2 Revisions) with agreed-upon changes for the City's review and comment.
- One round of additional revisions and delivery of a clean updated final draft (Draft 3), to be published on the project webpage for at least two weeks prior to the City Council meeting.

3.5 Ordinance Approval and Adoption

Stantec, with City staff, will present Draft 3 to the Mineral Wells City Council for discussion, approval, and adoption.

3.6 Ordinance Deliverables

Stantec will deliver the following work products associated with the Historic Preservation Ordinance.

1. Project kickoff summary report, including final project plan, schedule, and public engagement plan
2. Draft text for project webpage, social media posts, email updates, and media releases
3. Draft 1 Revisions
4. Draft 2
5. PowerPoint Presentation for Community Meeting

6. Draft 2 Revisions
7. Draft 3 (final)
8. PowerPoint Presentation for City Council Meeting

4 City Processes and Systems

Concurrent to the development of the ordinance, Stantec will work with City staff on the following tasks.

4.1 Funding Strategy for Preservation Activities

Stantec will work with City staff and officials to identify sources of funding for future historic preservation activities, as well as the schedules and timelines associated with each funding source. For example, some grant opportunities have long application/award cycles, so advance planning is necessary. Stantec recommends establishing an annual and/or multi-year schedule for identifying and seeking funding so that it is available when needed.

Stantec will provide a summary report containing best-practice examples from other similar-sized cities, along with our recommendations and a sample schedule for seeking funding.

4.2 Building Permit “Flags”

The City of Mineral Wells needs to create an automated “flag” in its building permit system that will prevent locally designated historic properties from receiving building permits unless they have approved Certificates of Appropriateness. The City cannot rely on building officials and staff to check addresses before issuing permits.

The budget for this project includes a bank of 8 hours for Stantec to assist the City with this, as needed. Time will only be charged as hours are incurred.

4.3 Certificate of Appropriateness

The City will need an application process for collecting information about proposed changes to historic resources from building owners and presenting it to the Historic Commission for their consideration. Depending on how the preservation ordinance is written, some changes may require a Certificate of Appropriateness but not the approval of the Historic Commission – just City staff. Often known as “administrative review,” this faster and easier review process is often used for minor alterations, in-kind replacement of historic materials, or proposed changes that adhere to a future set of adopted historic preservation design guidelines. The City may also exempt some changes to historic resources from the Certificate of Appropriateness process altogether, again depending on how the preservation ordinance is written.

Stantec will assist the City by providing the following work products following the adoption of the preservation ordinance.

- Flowchart showing the Certificate of Appropriateness application process, including administrative review and exemptions (if applicable)
- Certificate of Appropriateness application form and instructions for completing the application (both in Microsoft Word)
- Sample Certificate of Appropriateness application (completed) and corresponding sample Staff Report for Commission

4.4 Training Materials for Historic Commission and Historic Preservation Officer

Stantec recognizes that the City of Mineral Wells will benefit from training Historic Commission members at least annually to help them understand the content of the historic preservation ordinance and how to properly consider proposed changes presented to them via Certificate of Appropriateness applications. Stantec will develop training materials that use the Sample Certificate of Appropriateness application and corresponding Sample Staff Report, developed in Task 4.3, including a PowerPoint presentation, a script for the presentation, quick reference sheet for Commissioner use during meetings, Commission Chair Checklist for running meetings, and an exercise worksheet that Commission members can use to practice considering an application. We will deliver the first commission training in a virtual format.

The budget for this project also includes a bank of 20 hours for Stantec to provide initial and (if needed) ongoing training for the Historic Preservation Officer. Time will only be charged as hours are incurred.

4.5 Processes and Systems Deliverables

Stantec will deliver the following work products associated with City Processes and Systems.

1. Best-practice examples of building permit systems that “flag” locally designated properties to ensure that they have approved Certificates of Appropriateness before permits are issued
2. Flowchart showing the Certificate of Appropriateness application process, including administrative review and exemptions
3. Certificate of Appropriateness application form and instructions for completing the application (both in Microsoft Word)
4. Sample Certificate of Appropriateness application (completed)
5. Corresponding sample Staff Report for Commission
6. Commission training presentation (PowerPoint) with script and exercise worksheet
7. Quick reference sheet for Commissioner use during meetings
8. Commission Chair Checklist for running meetings

5 Next Steps

After the City's historic preservation program is established, Stantec will work with City staff and officials, the Historic Commission, and the community to identify its next priorities. Stantec will provide separate proposals for subsequent activities as requested by the City, such as:

- Local Historic District Designation
- Design Guidelines for Local Historic District
- Certified Local Government Application

Stantec previously submitted a proposal for a Historic Preservation Plan.

6 Schedule

Stantec is available to begin the Historic Preservation Ordinance on May 18, 2026, with an estimated completion date of August 31, 2026, to align with the anticipated completion of the rest of the Unified Development Code project.

The City Processes and Systems activities can begin concurrently with the Historic Preservation Ordinance, but could also wait until that activity is completed.

If desired, Stantec is able to complete all of this work by September 18, 2026, in order to invoice the City of Mineral Wells prior to the close of its fiscal year on September 30.

7 Budget

Stantec has carefully considered the time and effort to complete the activities described above. We are pleased to present the following budget for the City of Mineral Wells' consideration.

Historic Preservation Ordinance	\$24,750 (inclusive of travel)
City Processes and Systems	\$16,000 (all virtual meetings)

8 Contracting Options

This proposal contains information about the two initial activities needed to establish a municipal historic preservation program in Mineral Wells. The City may elect to contract with Stantec for these activities under a standalone contract. However, because the City wishes to undertake additional preservation activities in the future, we recommend that the City considers executing a Master Services Agreement, under which the City could engage Stantec for additional projects by the issuance of Work Authorizations. Please let us know if you would like to explore this further.

9 Qualifications

9.1 Knowledge of Historic Preservation

Each member of the Stantec team of historic preservation professionals meets or exceeds the Secretary of the Interior (SOI) Standards and Guidelines for Historic Preservation with respect to Professional Qualifications as outlined in 36 CFR Part 61. Attached resumes for key team members include credentials confirming SOI professional qualifications and relevant experience. Our team brings decades of combined experience in historic resources surveys, preservation plans, design guidelines, municipal on-call support, Section 106 compliance, and policy development. We apply this experience directly to communities seeking clear and implementable preservation tools.

9.2 Experience with Historic Preservation Ordinances

Our team has developed historic preservation ordinances for several Texas cities that were establishing or updating their preservation programs. From 2010-2020, Stantec project manager Steph McDougal worked in this capacity on multiple engagements for both the City of Round Rock, Texas, and the City of Belton, Texas, through her previous firm, McDoux Preservation.

Emily Reed was retained by the City of Georgetown, Texas, in 2018 to solicit feedback from local citizens, developers, and other stakeholders about the Certificate of Appropriateness process and their experience with the Planning Department with regard to historic preservation.

9.3 Knowledge of Preservation Commission Processes and Procedures

As part of municipal preservation projects, our team regularly reviews existing preservation mechanisms, including local ordinances, design review procedures, and commission processes. All three project team members have served on or supported preservation commissions, which provides firsthand knowledge of legal processes, quasi-judicial responsibilities, and the practical realities of decision making. Amanda Frugé processed dozens of Certificates of Appropriateness applications as a planner in the City of Houston preservation office, coordinating with applicants and preparing staff reports for presentation to the historic commission.

Stantec currently provides on-call preservation consulting for multiple cities, assisting with the review of Certificate of Appropriateness applications within historic districts, including applications for alterations, infill construction, and demolitions.

9.4 Knowledge of Preservation Law

Our team actively monitors local, state, and federal preservation legislation and regulatory guidance, and we regularly participate in preservation law and policy training, including attendance at the National Preservation Law Conference. We study the specific legal landscape of the communities we serve in order to provide recommendations grounded in current requirements and opportunities.

9.5 Community Engagement

Community involvement is at the center of our preservation projects and, along with the client, directs priorities and opportunities for recommendations. The input, education, and engagement of the community, including the public, local groups and

organizations, local boards and commissions, stakeholder groups, municipal staff as well as marginalized communities, is key to establishing and maintaining successful long-term preservation goals.

Ms. Reed is pre-certified by the Texas Department of Transportation for public involvement, a work category that ensures comprehensive experience in planning, scheduling, coordinating, conducting, documenting, and exhibit preparation for public engagement activities. She has implemented public involvement strategies and coordinated a variety of meetings, ranging from small group sessions to open house events with over 100 attendees. She is familiar with the challenges in achieving consensus for preservation policy and is well prepared to assist the City in this important endeavor.

Ms. McDougal specializes in potentially contentious situations and is committed to ensuring that all community members have the opportunity to participate and make their voices heard. Her experience includes managing community engagement during the development of the City of Austin Historic Cemeteries Vision Plan, which was recognized by the American Planning Association with its national Gold Planning Achievement Award for community engagement in 2017. She also managed the development of design guidelines for multiple historic districts in Houston, Texas, where extensive community engagement efforts included regular mailings to 7,000+ residents; community surveys; and 27 community meetings during a period of 30 months. Preservation Texas recognized the resulting Houston Heights Design Guidelines (for three large historic districts) with their 2016 Preservation Planning Award. Her community engagement work in services of the Corpus Christi Historic Preservation Plan was recognized by the Texas Chapter of the American Planning Association with an award in 2019.

10 Experience



Historic Building Relocation Ordinance

Location: Round Rock, TX

Project Completion: 2012

Client Name: City of Round Rock, TX

Steph McDougal, then with McDoux Preservation LLC, completed the development of a historic building relocation ordinance for the City of Round Rock, as part of a multi-phase project spanning five years.

Relocating historic buildings is considered to be a last resort for their preservation. This project was undertaken after several historic buildings were moved out of Round Rock to infill historic neighborhoods in nearby cities, and a Historic Resources Survey identified several potential designated historic resources that might be threatened by the redevelopment of West Main Street, as envisioned in the City's Downtown Master Plan.

Steph McDougal met with the senior planner in charge of historic preservation, the City attorney, the City building official, and a subcommittee of City Council and Historic Preservation Commission members. This group determined that the City should create a program and ordinance to enable and manage the relocation of designated historic resources within Round Rock. Ms. McDougal subsequently conducted and presented research into the relocation of designated historic buildings as an alternative to demolition or removal. She then worked with the subcommittee to develop program recommendations, criteria for considering relocation applications, and associated ordinance amendments.

The project resulted in a new section of the historic preservation ordinance that provided for buildings previously on properties designated with Historic Overlay zoning to retain their local historic designation after relocation; essentially, the HO zoning is now able to move with the building.



Historic Preservation Forms and Processes

Location: Round Rock, Texas

Project Completion: 2013

Client Name: City of Round Rock, Texas

Prior to joining Stantec, Steph McDougal (then with McDoux Preservation) was engaged by the City of Round Rock, Texas, in 2013 to support historic preservation activities in that city. This project was the fourth phase of a multi-year initiative to build capacity in the City's historic preservation program.

In 2012, the City rezoned downtown buildings, including the East End residential neighborhood, to mixed-use. The East End neighborhood contained historic-age buildings that had not previously been locally designated, and the City sought to determine the level of public support for creating a new local historic district there.

McDougal developed new forms and processes for designating new historic districts and landmarks; evaluated the potential impact of potential new historic districts and/or landmarks that had been identified in an earlier historic resources survey of the downtown master plan area; conducted public outreach to measure support; and recommended next steps.

The potential historic districts and landmarks identified during the previous historic resources survey were used to pilot-test these processes, forms, and evaluation methods. Although no applications for historic designation were brought forward by the City of Round Rock during this project, the work completed prepared the City to bring forward additional designation applications in the future.



Historic Preservation Ordinance with Accompanying Processes, Forms, and Commission Training

Location: Belton, Texas

Project Completion: 2012

Client Name: City of Belton, Texas

In 2012, the City of Belton, Texas, was sued by the University of Mary Hardin-Baylor, as required under the City's historic preservation ordinance in order to appeal the denial of a Certificate of Appropriateness application for demolishing a building in a locally designated historic district.

The City engaged Steph McDougal (then with McDoux Preservation) to facilitate a resolution to the conflict and to develop a new historic preservation ordinance that would prevent a similar situation in the future. In addition, McDougal developed Certificate of Appropriateness application forms, local historic designation forms and processes, and trained the newly seated historic commission and the City Planner on the Certificate of Appropriateness process.

McDougal has continued to support the City of Belton, providing ongoing consulting on Certificate of Appropriateness applications from 2013 to the present. This has included bringing in specialists to look at inappropriate previous waterproofing treatments of brick walls, spalling and degradation of masonry at sites of water infiltration, and structural engineering issues.

McDougal has also advised the City on grant writing, heritage tourism opportunities, and historic tax credits.



The City of Belton engaged Steph McDougal (then with McDoux Preservation) to conduct a best-practices study of municipal historic preservation tax exemption/abatement programs in 2016.

McDougal captured information about those programs from 33 Texas cities and produced a report that identified common characteristics of local historic tax incentive programs; types of oversight required; typical values of the exemption/abatement and the length of the exemption period; and the purposes for which cities often create these programs. She also provided a list of information typically found in the ordinance language used to establish these programs, and helped to draft the ordinance, which was adopted in 2016.

Historic Tax Exemption Ordinance Language

Location: Belton, Texas

Project Completion: 2016

Client Name: Town of Belton

11 Project Team



Steph McDougal

PhD, Public/Applied History, Middle Tennessee State University

MS, Historic Preservation, University of Texas at Austin

M, Technical and Scientific Communication, Miami University (Ohio)

BA, Communications, Miami University (Ohio)

Project Manager

18 years' experience

Steph McDougal was the founder and principal consultant at McDoux Preservation LLC from 2007-2025 before joining Stantec. She served as Chair of the City of League City Historic District Commission during her five-year term. She worked with the Cities of Round Rock and Belton for many years, assisting both cities to update historic preservation ordinances and develop processes and procedures used by city staff and historic commissions. Her extensive experience in historic preservation, most often working with local governments, has frequently included projects that bring her expertise in research and analysis to bear for clients, with an eye to developing new and evaluating/improving existing programs, processes, and policies. Her proven data-driven, community-driven approach incorporates robust community engagement, capturing both qualitative and quantitative data to produce deliverables that can be easily approved by City officials.



Emily Reed

MS, Historic Preservation, University of Texas at Austin

BA, History & Art History, University of North Carolina at Chapel Hill

Project Principal

18 years' experience

Emily Reed has led multidisciplinary teams in the preparation of historic preservation plans, preservation ordinance reviews, and large-scale historic resource surveys across the United States. She served as Chair of the City of Austin Historic Landmark Commission during her five-year term, where she presided over meetings and ensured adherence to procedures, bylaws, and Robert's Rules of Order. She reviewed project proposals involving historic resources and gained experience building consensus among applicants, staff, and commissioners. She was also deeply involved in reviewing CodeNEXT, Austin's major land development code rewrite, where she advocated for strengthened preservation tools and incentives.

Emily brings a client-centered approach to every project, grounded in responsiveness, collaboration, and a commitment to quality. She is known for her ability to build consensus among stakeholders with differing perspectives and for delivering clear, actionable recommendations that reflect community priorities. Her leadership style emphasizes transparency, timely communication, and thoughtful engagement.



Amanda Fruge

MA, Public/Applied History, Middle Tennessee State University

BA, History, Louisiana State University

Senior Architectural Historian

10 years' experience

Amanda Frugé was a historic preservation planner for the City of Houston from 2016-2018 and continued providing planning services to that office as a subconsultant through 2024. Amanda has administered Certificate of Appropriateness applications and prepared staff reports to the historic commission for hundreds of building projects. She has also applied historic district design guidelines and developed processes and procedures.

12 Quality Assurance

At Stantec, we take great pride in the quality of our work. Our commitment to excellence is reflected in our structured quality management approach and our incomparable three-part quality assurance/quality control (QA/QC) process, which ensures that all deliverables are complete, accurate, and thoughtfully prepared.

Each deliverable undergoes a meticulous review process beginning with the primary author, followed by two additional historians who bring diverse perspectives and expertise to the evaluation. This layered review guarantees that our work is reliable, comprehensive, and reflective of best practices in the field. To further enhance clarity and precision, we collaborate with a technical editor who has experience in cultural resources, ensuring that the final product is not only accurate but also clearly and professionally presented.

Stantec's corporate Quality Policy reinforces this commitment by aligning our practices with internationally recognized standards. We operate under a certified ISO 9001 Quality Management System, which provides a framework for consistent service delivery, risk management, and continual improvement. This system is reviewed regularly to ensure its effectiveness and alignment with both client expectations and evolving industry standards.

Client feedback is integral to our quality assurance strategy. We actively engage clients in reviewing deliverables at key stages, inviting their input through structured feedback sessions and collaborative evaluations. This feedback is carefully documented, analyzed, and used to refine our methodologies and improve future work. By incorporating client reviews into our QA/QC process and broader quality management system, we provide deliverables that align with client expectations and project goals, reinforcing our commitment to continuous improvement and client satisfaction.



Stantec is a global leader in sustainable engineering, architecture, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

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AGENDA ITEM COMMENTARY

ITEM TITLE

§ 551.072: Deliberate the purchase, exchange, lease, or value of real property, regarding: (i) Project Produce.

INITIATOR/STAFF INFORMATION SOURCE

BACKGROUND

EXHIBITS

ITEM NUMBER 8.a.
MEETING DATE 5/19/2026