MINUTES REGULAR MEETING
MINERAL WELLS CITY COUNCIL
CITY HALL ANNEX
September 2, 2025 – 6:00 pm

Mayor Johnson called the meeting to order at 6:00 p.m. Mr. Chris Snow 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, Economic Development Director Nate Dyhre, Main Street Manager Kristen Jaworski, Building Inspector Michael Dunn, Permit Compliance Coordinator Christy Davis, Public Works Director Scott McKennon, Public Works Administration David Morgan, Public Works Administration Dakota York, Public Works Administration Trevor Smith, Public Works Staff Member Jetti Brokaw, Public Works Staff Member Charles Tucker, Airport Manager Haley Cuevas, Parks & Recreation Superintendent Carrie Stevenson, Library Assistant Kathryn Lipsey, Administrative Assistant Fern FreemanPratt, City Clerk Sharon McFadden, and City Attorney Eileen Hayman.

PRESENTATION: Mayor Johnson presented a Proclamation to Ms. Nanette Sever, representative of the Ralph Ripley Chapter of the NSDAR, designating the week of September 17^{th} to 23^{rd}, 2025, as "Constitution Week."

PUBLIC COMMENT: No one had signed up to speak.

STAFF REPORTS:

1. Introduction of new City employees.

   Mr. McKennon introduced Mr. Charles Tucker, who is an Engineer Technician for the Public Works Department.

2. Recognition for City employees' years of service.

   Mr. McKennon presented Mr. Robert Lukas with a certificate for 25 years of dedicated service in the Public Works Department. Mr. McKennon mentioned Mr. Joel Jones (he was not present) for his 15 years of dedicated service in the Public Works Department.

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

3. Consider and take appropriate action on the minutes of the special (budget) meeting held on August 19, 2025.

4. Consider and take appropriate action on the minutes of the regular meeting held on August 19, 2025.

5. Consider and take appropriate action on the approval of the Financial Reports for the month of June 2025.

6. Consider and take appropriate action on a resolution for ratification of a grant application submission to the Brazos Foundation for fire/rescue equipment in the amount of $3,500.

7. Consider and take appropriate action to approve expenditures to the Palo Pinto County Appraisal District in an amount not to exceed $215,000.00 for billing and collection services associated with the 2025 property taxes, subject to appropriation in the fiscal year 2026 budget.

8. Consider and take appropriate action to approve expenditures to the Texas Municipal League Intergovernmental Risk Pool in an amount not to exceed $500,000.00 for fiscal year 2026 to purchase property, casualty, and cyber security insurance; subject to appropriation in the Fiscal Year 2026 Budget.

9. Consider and take appropriate action to approve expenditures to Wallace Controls and Electric in an amount not to exceed $96,000.00 for generator installation services at the Hilltop Water Treatment Plant.

10. Consider and take appropriate action to approve expenditures to Tyler Technologies, Inc. in an amount not to exceed $80,000.00 for Enterprise Resource Planning Software for fiscal year 2026, subject to appropriation.

ITEMS FOR INDIVIDUAL CONSIDERATION

11. Consider and take appropriate action on a presentation of the Water and Wastewater Utility Rate Study Final Report by NewGen Strategies and Solutions.

    Mayor Johnson recommended that the item be postponed indefinitely.

    Mrs. Watson made the motion to indefinitely postpone the item, and Mr. Mitchell seconded. Motion carried 7-0.

    Mayor Johnson requested that agenda item #13 be moved ahead of agenda item #12. Mrs. Watson made the motion, and Mr. Mitchell seconded. Motion carried 7-0.

13. Consider and take appropriate action on a Professional Services Agreement (the "Agreement") by and between The City of Mineral Wells, Texas, and Branded CS, for construction management services for TIRZ #2 Parks Plaza Project in an amount not to exceed $2,394,886.46.

Mr. Hawes said that staff is formally requesting approval of a professional services agreement for contract management services regarding the TIRZ #2. Services include oversight and management of the construction of the Project, including the provision of administrative personnel, equipment necessary to perform the Services, on-site management, and assisting the City with procuring trade/prime contractors for the Project Phases. The TIRZ #2 Project has been in planning for over two years working on the design and funding of the project. The project was vetted by the TIRZ #2 board of Directors, The Parks and Recreation Department, the Parks Board of Directors, and was included in the most recent completed City of Mineral Wells Parks Plan. The city procured advanced funding through a note of approximately $3.75 million. The city council was briefed on this project at the last council meeting.
The project includes a new parking lot behind the Seamans Building, Poston Square redevelopment into a downtown park, the construction of restrooms and pickleball courts, and sidewalk improvements within the project area. All construction plans will be submitted to the City Building Official for review, approval, and permitting. The city's third-party vendor will inspect all work performed. There is a team of senior city staff who will operate as a management oversight committee reviewing all work performed by the consultant. All cost and pay application submittals will be presented to the TIRZ #2 board each month for approval. Upon TIRZ #2 approval, pay applications and detailed backup will be presented to the city for final approval.
Professional Service Agreements are exempt from State Contracting Regulations.
The cost to fund these services is included in the Fiscal Year 2025 and Proposed Fiscal Year 2026 Budgets and are limited in total to the note issuance. Each component of the project will have expenses as follows:

Public Restroom & Pickleball Courts	$638,756.29
Poston Square Improvements	$845,590.33
Public Parking Improvements	$417,426.00
Streetscape and Additional Costs	$493,113.84
Total	$2,394,886.46

The cost of professional services will not exceed $189,834.74, and this amount is included within the above project components. The funding source will be the Tax Increment Reinvestment Zone Number 2 Revenue Fund, City of Mineral Wells.

Mr. Kelley made the motion, and Mr. Ramsay seconded to approve the Professional Services Agreement. Motion carried 7-0.

12. Discussion related to the City's Proposed Fiscal Year 2025-2026 Annual Budget and 2025 Property Tax Rate.

Mr. Weeks said that on August 5, 2025, the City Manager and department heads presented to the City Council the Proposed Fiscal Year 2025-26 Budget and Tax Rate. Additionally, the City Council provided direction for staff to move forward with the proposed fiscal year budget, with direction given to find a way to minimize the utility rate increases and a plan to provide funding for employee compensation adjustments. Also, the City Council voted to move forward with the voter-approved tax rate for FY 26.

This agenda item is to update the City Council on changes to the Proposed FY 2025-2026 Budget from the August 5th meeting, and provide an opportunity for the City Council to provide further feedback in preparation for the September 16, 2025, Public Hearings on the budget and tax rate.

Below is a timeline of the activities that will occur on September 16th:

a. Conduct a Public Hearing on the Fiscal Year 2025-2026 Budget.
b. Adoption of an Ordinance Establishing the Fiscal Year 2025-2026 Budget.
c. Conduct a Public Hearing on the Property Tax Rate.
d. Approval of a Resolution Ratifying the 2025 Property Tax Increase.
e. Consider and Take Appropriate Action on the Approval of the Mineral Wells Area Chamber of Commerce Tourism Budget for Fiscal Year 2025-2026.
f. Consider and Take Appropriate Action on the Approval of the Mineral Wells Economic Development Corporation Budget for Fiscal Year 2025-2026.
g. Consider and Take Appropriate Action on the Approval of the Tax Increment Reinvestment Zone #2 Budget for Fiscal Year 2025-2026.
h. Consider and Take Appropriate Action on the Palo Pinto County Municipal Water District No. 1 Budget for Fiscal Year 2025-2026.

There was no action required on this item.

14. Consider and take appropriate action on a resolution adopting the City of Mineral Wells Travel Policy and Procedures; providing for a repealing clause; providing a severability clause; and providing an effective date.

Mr. Bovos said that as part of the process to improve operational efficiency and design business processes that align with the stewardship of public resources, staff have completed an update to the City's travel policies and procedures. Highlights of the policy include:

- Defining roles and responsibilities for the traveler, department head, and the Department of Finance.
- Establishing the procedures to receive approval for travel, and once approved, the process to submit expenses to be reimbursed.
- Outlining when travel advances will occur, along with the integration of the City's new procurement card program.
- Defining the requirement to select the most cost-effective mode of transportation and setting limits on hotel and meal costs using the General Services Administration rates.

This new policy strengthens the City's guidelines for the use and expenditure of public funds. If approved, staff will complete the necessary training to educate employees on the processes. A webpage has been created and established on the City's Home for

Unified Business, which includes all of the associated forms.

Mr. Kelley made the first motion, and Mr. Rankin seconded. Motion carried 7-0.

15. Consider and take appropriate action on a Non-Exclusive Vendor Service Agreement with Smith Temporaries, Inc. d/b/a Cornerstone Staffing for temporary staffing services in an Amount Not to Exceed Five Hundred Thousand Dollars ($500,000) per fiscal year.

    Mr. Bovos said that staff is formally requesting approval to enter into a Non-Exclusive Vendor Service Agreement with Smith Temporaries, Inc. d/b/a CornerStone Staffing for staffing services, including professional, clerical work, and manual labor. The Human Resource Department, in conjunction with the Assistant City Manager/Director of Finance, has identified the need to improve our approach to talent acquisition. This specific action will assist by providing the City with a more robust approach to identifying individuals who have the needed skillset to be successful employees with the City. Founded in 1991, CornerStone has over 30 years of experience serving the Dallas-Fort Worth metroplex, with 11 offices throughout the region. Additionally, CornerStone specializes in municipal government talent and has a proven history of providing a talented municipal workforce. The services to be provided under this agreement include:

    - Clear Role Definition: They will work with the City to create a clear position announcement and understanding of what we are looking for.
    - Skills & Cultural Fit Assessment: CornerStone evaluates both technical qualifications and cultural alignment. They conduct interviews with questions and screening methods that are tailored to uncover adaptability, shared values, and compatibility.
    - Thorough Vetting: Background checks, reference verification, and legal compliance are all part of their process to ensure integrity and reliability.
    - AI-Enhanced Sourcing: Their internal platform uses AI-powered tools to search across thousands of data sets to find candidates for vacant roles.
    - Personalized Candidate Engagement: They will maintain strong communication with the hiring department and the candidates throughout the process, ensuring a positive experience for all involved.
    - Seamless Onboarding Support: CornerStone will assist our Human Resources Department in creating an onboarding plan that fosters early success for each candidate they place.

Under the agreement, should the temporary employee complete his/her assignment, they can be converted to a City employee after eighteen (18) weeks with no placement fees. The City of Mineral Wells is utilizing an existing procurement completed by the City of Fort Worth to make this recommendation. Fort Worth issued a Request for Proposal (RFP) No. 25-0082 for Temporary Staffing Services, which consisted of detailed specifications of Fort Worth's standards and requirements. The RFP was advertised in the Fort Worth Star-Telegram on February 26, 2025, March 5, 2025, March 12, 2025, March 19, 2025, March 26, 2025, and April 2, 2025. The City received a total of 74 responses. Each proposal was evaluated based on technical scoring, with the top ten vendors further evaluated for pricing. The RFP used the following best-value criteria: cost, experience working as a temporary staffing agency, infrastructure in place to provide quality and timely services, experience providing temporary staffing services to municipalities, recruitment process, and methodology. CornerStone Staffing ranked first place after the completion of the evaluation process and was awarded a contract by the Fort Worth Mayor and City Council on June 24, 2025. The cost to fund these services is included in the respective fund's salary and benefit accounts. Each operating fund includes city employees (General Fund, Water/Sewer Fund, and Airport Fund).

Mrs. Watson made the first motion, and Mr. Mitchell seconded. Motion carried 7-0.

16. Authorize the City Manager to execute a two (2) year agreement with the Mineral Wells Independent School District for Library Services at an estimated cost of $14,400 annually.

Mr. Bovos explained that staff recommends approval of an interlocal agreement with the Mineral Wells Independent School District to receive library services at the City's Boyce Ditto Library. Under the agreement, the District will provide several key services, including:

- Recommendations on the circulation of materials: books, DVDs, audiobooks, and other media items.
- Recommendations on digital resources: e-books, online databases, and virtual learning tools.
- Children's and adult programming: Storytimes, book clubs, workshops, and educational events.
- Staffing and personnel management: talent acquisition, training, and supervising library staff.
- Collection development: acquiring, cataloging, and weeding materials.
- Strategic Planning: aligning library goals with community needs.
- Marketing and outreach: promoting services and events to the public.
- Partnership coordination: working with schools, non-profits, and other entities in the community to promote library services.
- Compliance with local and state regulations: ensuring the library operates within state and local regulations.
- Annual reporting: assisting with the completion of annual reports as needed.

By partnering with the District and moving Library Services under the Parks & Recreation Department, this facility and staff become part of a larger system to provide educational, learning, and leisure opportunities for the residents of the City. The District approved this item at their August 25th Board of Trustees meeting. If Council approves this agreement, city staff will immediately begin working with the District on a detailed plan and establish expectations and goals. The City will pay the Mineral Wells Independent School District at a rate of $30.00 per hour for library services provided to the City. It is anticipated that the district will provide 40 hours of library services per month, making the monthly cost $1,200.00. Annualized, this equates to $14,400. The District will bill the City monthly for the actual hours provided. Funding will be provided through the City's General Fund. Funds are included in the fiscal year 2026 recommended budget.

Mr. Kelley made the first motion to approve the interlocal agreement. Mr. Rusher seconded, and the motion carried 7-0.

17. Consider and take appropriate action on a resolution, making nomination(s) to the Palo Pinto Appraisal District Board of Directors.

    Mrs. McFadden explained that each taxing jurisdiction in the Palo Pinto Appraisal District is allowed to nominate and cast votes for candidates for its Board of Directors. The function of the Board of Directors is to hire the chief appraiser, set the budget, and appoint the Appraisal Review Board members. They have no authority to set values or appraisal methods. The chief appraiser carries out the appraisal district's legal duties, hires the staff, makes the appraisals, and operates the appraisal office. The current board members who have agreed to continue to serve if appointed are Bill Arneson, Clint Myrick and George Geldard. Richard Watts is resigning and no longer wants to serve. The Council may nominate up to one candidate for each position, which would be five (5). Once the District receives all nominations (which must be received by October 15, 2025), a ballot will be compiled and sent out to all jurisdictions for the final vote. The actual voting is proportionally weighted based on total property valuations within each jurisdiction.

    This item was tabled to allow the Council an opportunity to determine its recommendations. The item will be presented at the October 6, 2025, Council meeting.

18. Future Agenda Items/Requests by Councilmembers to be on the next agenda.

    No agenda items/requests were provided.

    Mr. Weeks stated that the next meeting will include a request to move the October 7, 2025, Council meeting to October 6, 2025, to provide the Council with an opportunity to attend National Night Out. Mr. Kelley mentioned revisiting impact fees, and Mr. Weeks confirmed that it will be an upcoming agenda item.

19. There was no further business, and the meeting was adjourned at 7:01 p.m.

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Regan Johnson, Mayor

ATTEST:

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Sharon McFadden, City Clerk

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APPROVED