MINUTES REGULAR MEETING
MINERAL WELLS CITY COUNCIL
CITY HALL ANNEX
November 18, 2025 – 6:00 pm

Mayor Johnson called the meeting to order at 6:00 p.m. Deacon Scott Elder of Our Lady of Lourdes Catholic 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, Charles Ramsay, Kyle Kelley, Glenn Mitchell, and Mike Rankin. A quorum of City Councilmembers was present. Jonathon Rusher 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, Economic Development Director Nate Dyhre, Public Works Director Scott McKennon, Public Works Administration David Morgan, Public Works Administration Dakota York, Public Works Staff Member Jetti Brokaw, Public Works Office Manager Marisa Martin, Community Services Manager Carrie Stevenson, Main Street Manager Kristin Jaworski, Building Inspector Michael Dunn, Marketing & Communications Manager/PIO Brittany Brown, Airport Manager Haley Cuevas, Police Officer Gay Chipps, Administrative Assistant Fern FreemanPratt, City Clerk Sharon McFadden, and City Attorney Ann Montgomery.

PRESENTATION: Mayor Johnson introduced Community Christian School student Noah Leavelle as the Honorary Councilmember.

PUBLIC COMMENT: No one had signed up to speak.

STAFF REPORTS:

1. Introduction of new City employees.

   No new employees.

2. Recognition for City employees' years of service.

   Mr. McKennon recognized Marisa Martin, Public Works Office Manager, for 10 years of dedicated service to the City of Mineral Wells. Matthey Henry and Mike McKinzey could not attend but were recognized for their 15 years of service.

CONSENT AGENDA:
Following a motion by Mr. Kelley and seconded by Mr. Mitchell, 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 October 21, 2025.

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

5. Consider and take appropriate action on the approval of the Investment Report for the quarter ending September 30, 2025.

6. Consider and take appropriate action to approve expenditures to Matrix Imaging Solutions in an amount not to exceed $82,000 for fiscal year 2026 to print and mail utility bills and notices.

7. Consider and take appropriate action to approve expenditures to Stryker Sales, LLC in an amount not to exceed $57,428.17, to be paid over a five-year lease term beginning in fiscal year 2026, for lease payments of two cardiopulmonary resuscitation machines.

8. Consider and take appropriate action authorizing the City Manager to enter into a Non-Disclosure and Restricted Use Agreement with Bell Dancy Industries.

ITEMS FOR INDIVIDUAL CONSIDERATION:

9. Consider and take appropriate action, and conduct a Public Hearing regarding a preliminary plat, being a subdivision of 6.611 acres out of the southwest ¼ of section number 26, T. & P. RR. Co. Survey, Block "A", E.O.B., Abstract number 426, Palo Pinto County, Texas to Lot 1 Through 4, Withers Estates, Mineral Wells, Palo Pinto County, Texas.

   Mayor Johnson opened the Public Hearing at 6:08 p.m. Mr. Vincent Keis said he is the property owner and intends to sell. No one else spoke. Mayor Johnson closed the Public Hearing at 6:09 p.m.

   Mr. Michael Dunn said that the applicant, Vincent Keis, is requesting approval of a Preliminary Plat. The physical location of this property is the triangle property located at the intersection of Old Millsap Highway and Withers Road. The purpose of this item is to plat the parcel into four lots to sell the lots for single-family dwellings to be built on the vacant lots. The Planning and Zoning Commission held a Public Hearing regarding this item at its meeting on November 3, 2025, and voted unanimously for approval. Police, Fire Department, Public Works, Oncor, and Texas Gas Service has all reviewed this case and expressed no concerns.

   Mrs. Watson made the first motion to approve the preliminary plat, and Mr. Rankin seconded. Motion carried 6-0.

10. Consider and take appropriate action on an ordinance amending Section 22-83 of the Code of Ordinances to establish a formula for the calculation of fuel and oil rates, and to reference the Master Fee Schedule for other fees for Airport services.

    Ms. Cuevas said that the Mineral Wells Airport operates as an enterprise fund, meaning its revenues must fully support its operational and capital expenses without reliance on the City's General Fund. Fuel and oil sales represent the Airport's primary revenue source, followed by hangar rentals and lease income. To promote consistency and transparency, staff recommend codifying a pricing formula for aviation fuel and oil. The ordinance formalizes the process used by Airport staff to set daily sale prices based on the following formulas:

    - **Aviation Fuel:** COST + ADMINISTRATION FEES + PROFIT (per gallon)
    - **Aviation Oil:** COST + PROFIT (per quart)

    Formula Components:

    - **COST:** The wholesale price paid by the Airport for aviation fuel or oil purchased from authorized vendors.
    - **ADMINISTRATION FEES:** Federal taxes and fees, including the Federal Excise Tax, LUST, Oil Spill, and Superfund Excise Taxes, as well as repayment of the $50,000 Business Development Loan used for the Avgas Self-Serve Kiosk installation. The loan is repaid at a rate of 7% of fuel sales.
    - **PROFIT:** The revenue margin per gallon or quart retained by the Airport Fund to support operations, maintenance, and capital investment. The City procures fuel through competitive purchasing processes consistent with the City's Purchasing Policy to ensure quality and cost-effectiveness. Administration Fees are determined by external agencies and, therefore, not subject to City adjustment. The only variable element under City control is the Profit component.

    ANALYSIS
    For the current fiscal year, the Airport's profit rate for aviation fuel is $1.50 per gallon. The Fiscal Year 2026 budget anticipates a target rate of $2.00 per gallon for fuel, with a proportional adjustment for aviation oil. These rates are projected to sustain airport operations and align revenues with budgeted expenditures. Staff conducted a comparison of regional airport fuel prices, which indicates that even with the proposed profit adjustments, Mineral Wells Airport will remain competitively priced in the regional market. By formalizing the revenue formulas through ordinance, the City enhances transparency, supports long-term financial planning, and provides staff with a consistent framework for managing fuel and oil pricing in compliance with generally accepted accounting principles for enterprise funds. On an ongoing basis, the Profit component of both the aviation fuel and oil formulas will be included in the City's Master Fee Schedule as part of the annual

budget adoption process. This approach ties the Airport's financial performance directly to the City's established fee structure and supports sustainable operations.

FISCAL IMPACT

Approval of this ordinance is expected to maintain the Airport's financial self-sufficiency by aligning revenues with projected expenditures. The formalized pricing methodology will ensure predictable revenue generation and support compliance with the Fiscal Year 2026 Airport Fund budget.

Mr. Kelley made the first motion to approve the ordinance amending Section 22-83. Mrs. Watson seconded, and the motion carried 6-0.

11. Consider and take appropriate action on an ordinance adopting the Master Fee Schedule for the City of Mineral Wells, Texas, reflecting changes to utility deposits, the incorporation of profit for aviation fuel and oil, credit card surcharges, and fees in lieu of parkland dedication and park development fees.

Mr. Bovos said that to maintain transparency and consistency in how the City assesses and administers fees, staff developed a comprehensive Master Fee Schedule reflecting all approved City fees. The Master Fee Schedule was previously presented to the City Council for review and discussion as follows:

- October 6, 2025: Presentation of the draft schedule aligning all fees with the Fiscal Year 2026 Budget and Financial Plan.
- October 21, 2025: Revision to designate the Boyce Ditto Public Library as a "fee-free" facility.

The current version of the Master Fee Schedule incorporates additional updates and codifications as outlined below:

Utility Account Deposits

- With proper documentation, it exempts teachers, law enforcement officers, and government employees from deposit requirements.
- Provides a 25% discount on the standard $150 deposit for customers who enroll maintain ACH payments.
- Allows deposits to be refunded after 12 consecutive months of on-time payments, the option to reinstate a deposit if the account becomes delinquent.

Parkland Dedication and Development Fees

- Codifies Ordinance 2024-26 to include parkland dedication fees and park development fees within the Master Fee Schedule.

Credit Card Surcharges

- Incorporates standard surcharges to recover transaction processing costs and ensure compliance with merchant service requirements.

Aviation Fuel and Oil Profit Margins
Establishes the following profit margins for aviation products:

- $2.50 per gallon for Jet A fuel
- $2.00 per gallon for Avgas fuel
- 37% markup on wholesale cost for aviation oil

These revisions ensure all City fees are accurately represented and that enterprise operations recover appropriate costs while maintaining competitive rates.

FISCAL IMPACT

The Fiscal Year 2026 Budget includes projected revenues consistent with these updates to the Master Fee Schedule. Adoption of this ordinance will maintain the City's cost recovery goals, minimize the need for general fund subsidies and ensure financial alignment across all operating funds.

Mr. Kelley made the motion to approve the ordinance with the exception of the utility account deposits, with proper documentation, exempting teachers, law enforcement officers, and government employees from deposit requirements, and that it be reviewed for a more holistic approach based on credit. Mr. Mitchell seconded, and the motion carried 6-0.

12. Consider and take appropriate action on a presentation of the latest round of revisions in the City-wide rebrand project.

    Mrs. Brown said that during the 2024–2025 budget season, City Council approved funding for a citywide rebranding. After the selection committee chose BLKDOG as the agency, the project began with two days of in-person stakeholder meetings. BLKDOG then developed and refined logo options through several review rounds with staff and Council. The logos were shared in a public survey, and based on community feedback and committee input, BLKDOG created the latest set of logo options that were presented at the November 4, 2025, City Council meeting. From that Council meeting, revisions were sent to BLKDOG to create three additional logo options for review at the November 18, 2025, City Council Meeting. These three (3) options included the new rebranded logo, revising the old logo with a reduction in size of the "mountains" as well as removing the addition of the new rebranded logo at the end, and taking our current logo and adjusting the font to not be stretched, and moving the "Texas" from the water.

    Mr. Rankin made the motion to select option one (1) for the branding project. Mrs. Watson seconded, and the motion carried 5-0-1. Mayor Johnson abstained.

13. Consider and take appropriate action on casting votes for the Palo Pinto County Appraisal District Board of Directors.

    Mrs. McFadden said that during the October 6, 2025, Council meeting, a resolution to nominate candidates was considered, and candidates for the Board of Directors were nominated. The City Council nominated Bill Arneson, George Geldard, Rowdy

Glover, Marty Logan, and Clint Myrick. This resolution is to cast our 479 votes for one or more nominees to serve as directors for the 2026-2027 term.

Mr. Kelley made the motion, and Mr. Rankin seconded to cast the following votes:

Bill Arneson	96 votes
George Geldard	96 votes
Rowdy Glover	96 votes
Marty Logan	96 votes
Clint Myrick	95 votes

Motion carried 6-0.

14. Consider and take appropriate action on casting votes for Directors of the Parker County Appraisal District.

Mrs. McFadden said that during the October 6, 2025, Council meeting, a resolution to nominate candidates was considered, and candidates for the Parker County Appraisal District Board of Directors were nominated. The City Council nominated Richard Barret and Jerry Durant. This resolution is to cast our two (2) votes for one or more nominees to serve as director(s) for the term beginning on January 1, 2026. The two nominees on the ballot are Richard Barret and Joe Wilkinson.

Mrs. Watson made the first motion, and Mr. Mitchell seconded to cast the following votes:

Richard Barret	1 vote
Joe Wilkinson	1 vote

Motion carried 6-0.

15. Future agenda items/Requests by Councilmembers to be on the next agenda.

None.

16. **EXECUTIVE SESSION:** In accordance with the Texas Government Code, Section 551.001, et seq., the City Council recessed into Executive Session (closed meeting) at 6:49 p.m. to discuss the following:

a. §551.071(1) Consultation with Attorney to discuss pending or contemplated litigation or a settlement offer, regarding: (i) QAR Industries v. City of Mineral Wells (Cause No. CV24-0480 in the 415th District Court of Parker County).

b. § 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:

(i) City Boards/Commissions: Charter Commission, Airport Advisory Board; Main Street Advisory Board; Mineral Wells Economic Development Corporation; Palo Pinto County Water District #1 Board of Directors.

17. **RECONVENE INTO OPEN SESSION:** In accordance with Texas Government Code, Chapter 551, the City Council reconvened into Regular Session at 7:18 p.m. to consider action, if any, on matters discussed in Executive Session.

    Mr. Rankin made the motion to appoint the following individuals to boards and commissions:

    Charter Commission:
    Krystle Cline

    Airport Advisory Board:
    Kent Olson
    Shawn Hood
    Philip Budenbender

    Main Street Advisory Board:
    Stefon Rishel
    Travis Montgomery
    Angela Hurtado
    Leslie Bradshaw

    Economic Development Corp:
    Jason Thomas

    Palo Pinto Municipal Water District #1:
    Tim Hopkins
    Rich Kidwell
    Kelly Rawlings

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

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Regan Johnson, Mayor

ATTEST:

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Sharon McFadden, City Clerk

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APPROVED