

**MINUTES REGULAR MEETING
MINERAL WELLS CITY COUNCIL
CITY HALL ANNEX**

December 2, 2025 – 6:00 pm

Mayor Johnson called the meeting to order at 6:00 p.m. Pastor Chris Snow of Cityview Community 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, and Glenn Mitchell. A quorum of City Councilmembers was present. Mike Rankin 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 Jeti Brokaw, Community Services Manager Carrie Stevenson, Building Inspector Michael Dunn, Marketing & Communications Manager/PIO Brittany Brown, Administrative Assistant Fern FreemanPratt, City Clerk Sharon McFadden, and City Attorney Eileen Hayman.

PRESENTATION: Mayor Johnson announced that the Police Department won the calendar sales contest that ended yesterday (December 1, 2025). The proceeds will benefit the Wagley Tails Dog Park.

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.

No employees to be recognized.

CONSENT AGENDA:

Following a motion by Mr. Kelley and seconded by Mr. Ramsay, 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 November 18, 2025.
4. Consider and approve a reimbursement resolution (Resolution 2025-58) for Fire and

Public Works vehicles and equipment purchases as approved in the fiscal year 2026 financial plan and budget.

5. Discuss and consider approval of a contract with Diamond Communications to market City-owned property in Mineral Wells, Texas, to telecommunications companies, with no cost incurred by the City.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Consider and take appropriate action on a potential amendment to Appendix B, Zoning Ordinance of the Mineral Wells Code of Ordinance to prohibit smoke/tobacco shops, vape shops, and head shops.

Mr. Michael Dunn said that on October 6, 2025, the Planning and Zoning Commission conducted a workshop (P&Z Case 2025-13) with city staff to discuss a possible zoning amendment prohibiting “smoke shops” within city limits. The P&Z Commission discussed the prohibition of vape shops, smoke shops, cigar lounges, and businesses that engage in selling paraphernalia-type products that are used during the consumption of illegal drugs. The P&Z Commission requested that staff bring them back as an action item at a future meeting for consideration of an ordinance that prohibits these items. According to the Chief of Police and representatives of Mineral Wells ISD, there has been a large uptick in the number of vape pens being seized within MWISD schools. Many cities have been taking proactive action to limit these types of businesses within their communities. Therefore, staff have researched and are working with legal counsel to draft an Ordinance that would prevent future vape shops, hookah, and drug paraphernalia-type businesses coming to, expanding, or being built within the city limits of Mineral Wells. To prevent the proliferation of vape or tobacco-based retail stores along the City's major thoroughfares and to lower the negative health and safety impacts of the same, the City of Mineral Wells will need to initiate a zoning amendment prohibiting the establishment of new vape and or tobacco-based retail stores in each zoning district within city limits. Any existing stores already established at the time of the passage of this ordinance will be deemed non-conforming or "grandfathered" and will be permitted to continue operations unless the use ceases or is abandoned per applicable zoning regulations. Pursuant to Texas Local Government Code, Section 51.001, the City has the authority to adopt ordinances and regulations for the good government, peace and order of the City. As a home-rule municipality, Texas Local Government Code, Section 51.072 confirms that the City has the full power of local self-government. According to the U.S. Centers for Disease Control and Prevention (“CDC”), because of the way a hookah pipe is used, people who smoke hookah may absorb more of the toxic substances also found in cigarette smoke than people who smoke cigarettes do. The CDC further notes that in a typical hookah smoking session, users may inhale 100–200 times the amount of smoke they would inhale from a single cigarette, users are exposed to up to 9 times the carbon monoxide and 1.7 times the nicotine of a single cigarette, and the amount of smoke inhaled is about 90,000 milliliters (ml), compared with 500–600 ml inhaled when smoking a cigarette. According to the National Institute on Drug Abuse

("NIDA"), vaping devices are popular among teens and are now the most commonly used form of nicotine among young people in the United States, likely resulting from the easy availability of these devices, appealing advertisements, various e-liquid flavors, and the belief that vaping is safer than cigarettes. NIDA notes that evidence suggests that vaping may serve as an introductory product for preteens and teens who then go on to use other nicotine products, including cigarettes, which are known to cause disease and premature death. Also, NIDA references a study of adult smokers that found that those who vaped nicotine were less likely to have stopped smoking than those who did not, and those who used e-cigarettes also smoked more cigarettes than those who didn't; and in another study of more than 800 people who said they vaped to help them quit traditional cigarette smoking, only nine percent reported having quit when asked a year later. Cities can minimize the adverse effects of hookah smoking and vaping by regulating hookah and vapor retail stores, smoke shops, cigar and hookah lounges and vape lounges. Therefore, staff are requesting the Planning & Zoning Commission and City Council to discuss these options and provide staff with direction on moving forward with the public notification process of an Ordinance prohibiting all or some of these items from either all zoning districts or specific zoning districts within the city limits of Mineral Wells. Staff has provided a "draft" Ordinance for review.

No action was taken on this agenda item.

7. Consider and take appropriate action on the proposed agreement for professional services for Parkhill to conduct inspection of all storage tanks and develop opinion of probable cost for Ram Tank rehabilitation.

Mr. McKennon said that the project includes rehabilitating Ram Tank, a 1-million-gallon ground storage tank in Mineral Wells. The Project will include, but is not limited to, sand-blasting and re-coating the interior of the tank, removing/replacing the tank roof, structure support, and roof appurtenances, cutting down the tank height and installing a new stiffening ring to support the new roof, hydro-blast and overcoat exterior of tank, and general welding/disinfecting of tank to get it back into service. As part of this contract, Parkhill will provide inspections for 5 total tanks in Mineral Wells. The funds were budgeted in the 2025-26 budget for \$500,000.00.

Description of Compensation Structure: Our fee for the Scope of Services described in Exhibit A will be based on a lump sum amount of \$161,600 and will be billed on a percentage complete method. Invoices shall be submitted monthly by an Engineer, in a format acceptable to the owner, based upon the percentage of work completed to date.

Task 1 – Tank Inspection Services.....	\$15,900
Task 2 – Survey And Topographical Documents.....	\$10,350
Task 3 – Preliminary Analysis & Investigation.....	\$26,800
Task 4 - Final Design & City Compliance.....	\$51,550
Task 5 - Bidding & Contract Award.....	\$12,500
Task 6 - Construction Administration.....	\$25,000

Task 7 - RPR/Construction Inspection..... \$19,500

Staff recommends approval of an Agreement for professional services for Parkhill to inspect and rehabilitate Ram Tank and inspect the other 4 tanks in Mineral Wells for the amount of \$161,600.00.

Mrs. Watson made the first motion, and Mr. Mitchell seconded to approve the professional services agreement with Parkhill. Motion carried 6-0.

8. Consider and take appropriate action on a resolution of the City Council of the City of Mineral Wells, Texas, adopting a Fixed/Capital Asset Policy attached hereto as Exhibit A; providing a repealing clause; providing for a severability clause; and providing an effective date.

Mr. Bovos said that the City of Mineral Wells owns a wide range of fixed and capital assets that support the delivery of public services, including vehicles, machinery, equipment, buildings, infrastructure, technology assets, and land. To ensure accurate financial reporting, proper safeguarding of public resources, and compliance with state law and accounting standards, it is necessary for the City to maintain a comprehensive and up-to-date Fixed/Capital Assets Policy. The Department of Finance has completed a full review and modernization of the existing fixed asset procedures to align the City's practices with:

- Governmental Accounting Standards Board (GASB) requirements.
- Generally Accepted Accounting Principles (GAAP).
- Industry best practices for Texas municipalities.
- Internal control expectations of external auditors.

The revised policy provides clear guidance to all departments regarding the acquisition, classification, tracking, depreciation, transfer, maintenance, and disposal of fixed and capital assets. It also formalizes the responsibilities of Departmental Capital Asset Coordinators and establishes standardized thresholds, documentation requirements, and reporting processes.

POLICY OVERVIEW

Highlights of the policy include:

- Definitions and classifications for all capital asset categories.
- Capitalization thresholds that reflect industry and audit standards.
- Rules for donated assets, constructed assets, and work-in-progress projects.
- Clear differentiation between capital assets and non-capital sensitive items.
- Requirements for performing annual inventories.
- Procedures for transfers, retirements, disposals, impairments, and placed-in-service events.
- Department and Finance responsibilities for maintaining accurate asset records.

The policy enhances operational consistency, ensures proper stewardship of taxpayer-funded assets, and strengthens the City's internal controls and financial reporting

structure.

FINANCIAL IMPACT

There is no direct financial impact associated with adoption of this policy. However, improved asset tracking and management may positively affect long-term budget planning, audit findings, insurance claims, and compliance with federal and state program requirements.

Mr. Kelley made the first motion. Mr. Mitchell seconded, and the motion to adopt the Resolution (Resolution 2025-59) for the Fixed/Capital Asset Policy carried 6-0.

Mayor Johnson announced that the Executive Session is not necessary and will not take place. She stated that the Council was moving on to agenda item eleven (11).

9. **EXECUTIVE SESSION:** In accordance with the Texas Government Code, Section 551.001, et seq., the City Council recessed into Executive Session (closed meeting) at **(did not take place)** to discuss the following:
 - a. §551.071(2): Consultation with Attorney on a matter in which the duty of the attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, regarding:
 - (i) Issuance of Certificates of Obligation for Texas Water Development Board Drinking Water State Revolving Fund Loan.
10. **RECONVENE INTO OPEN SESSION:** In accordance with Texas Government Code, Chapter 551, the City Council reconvened into Regular Session at **(not required to reconvene – went to item eleven)** to consider action, if any, on matters discussed in Executive Session.
11. Consider and take appropriate action on a Resolution Directing Publication of Notice of Intention to Issue up to \$49,000,000 in City of Mineral Wells, Texas Combination Tax and Subordinate Lien Revenue Certificates of Obligation, Series 2025, to Provide Funds for Water System Improvements, including water treatment plant, raw water intake structure, pump station, transmission line; and resolving other matters relating to the subject.

Mrs. Watson made the motion to adopt the resolution (Resolution 2025-60) as presented, and Mr. Mitchell seconded. Mrs. McFadden conducted the roll call with the following outcome:

Mayor Johnson – Aye
Mr. Kyle Kelley – Aye
Mr. Glenn Mitchell – Aye
Mr. Jonathon Rusher – Aye
Mr. Charles Ramsay – Aye
Mayor Pro Tem Beth Watson – Aye

For the record, Mike Rankin was absent, and no vote was cast. The motion carried with the following vote:

AYES: 6 NOES: 0 ABSTAIN: 0

12. Consider and take appropriate action on a Resolution Directing Publication of Notice of Intention to Issue up to \$21,000,000 in City of Mineral Wells, Texas Combination Tax and Revenue Certificates of Obligation, to Provide Funds for Water System Improvements, including water treatment plant, raw water intake structure, pump station, and transmission line; and resolving other matters relating to the subject.

Mrs. Watson made the motion to adopt the resolution (Resolution 2025-61) as presented, and Mr. Kelley seconded. Mrs. McFadden conducted the roll call with the following outcome:

Mayor Johnson – Aye
Mr. Kyle Kelley – Aye
Mr. Glenn Mitchell – Aye
Mr. Jonathon Rusher – Aye
Mr. Charles Ramsay – Aye
Mayor Pro Tem Beth Watson – Aye

For the record, Mike Rankin was absent, and no vote was cast. The motion carried with the following vote:

AYES: 6 NOES: 0 ABSTAIN: 0

13. Future agenda items/requests by Councilmembers to be on the next agenda.

Mrs. Watson requested that an update on the library park be presented at an upcoming meeting.

Mayor Johnson announced that the City Council will not be meeting on Tuesday, December 16, 2025, at 6:00 p.m.

14. There was no further business, and the meeting was adjourned at 6:50 p.m.

Regan Johnson, Mayor

ATTEST:

Sharon McFadden, City Clerk

APPROVED