

CITY COUNCIL MEETING  
FEBRUARY 11, 2025  
5:30 P.M.  
COUNCIL CHAMBERS, 110 NORTH 8TH STREET,  
GATESVILLE, TEXAS 76528

AN OPEN MEETING WAS HELD CONCERNING THE FOLLOWING SUBJECTS:

1) **CALL TO ORDER** REGULAR CITY COUNCIL MEETING AT 5:31 P.M. THIS 14TH DAY OF JANUARY 2025.

2) **QUORUM CHECK/COUNCIL PRESENT:** Mayor Gary Chumley, Mayor Pro-Tem Greg Casey, Councilmembers Meredith Rainer, Joe Patterson, Kalinda Westbrook, Jon Salter, and Aaron Smith.

**CITY STAFF PRESENT:** City Manager Brad Hunt, City Secretary Holly Owens, Deputy City Manager/Finance Director Mike Halsema, Chad Newman, Seth Phillips, and Police Chief Jeff Clark.

**OTHERS:** Travis VanBibber, Gatesville Messenger Staff Writer Alex Meelbusch, Leo Corona, Chamber of Commerce Yvonne Williams, Loni Jones, and Niki Foster.

3) **INVOCATION:** Councilmember Casey and PLEDGE OF ALLEGIANCE: Led by Greg Casey.

**CITIZENS/PUBLIC COMMENTS FORUM:** INDIVIDUALS WISHING TO ADDRESS THE GATESVILLE CITY COUNCIL MAY DO SO DURING THIS SEGMENT. IF YOU INTEND TO COMMENT ON A SPECIFIC AGENDA ITEM, PLEASE INDICATE THE ITEM(S) ON THE SIGN IN SHEET BEFORE THE MEETING. EACH SPEAKER IS ALLOTTED A MAXIMUM OF 3 MINUTES FOR THEIR REMARKS, AND SPEAKERS ARE EXPECTED TO CONDUCT THEMSELVES IN A RESPECTFUL MANNER. IN ACCORDANCE WITH THE TEXAS OPEN MEETINGS ACT, THE CITY OF GATESVILLE CITY COUNCIL CANNOT DELIBERATE OR ACT ON ITEMS NOT LISTED ON THE MEETING AGENDA.

There were no public/citizen comments.

4) **ALL CONSENT AGENDA** ITEMSS ARE CONSIDERED ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY A SINGLE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCILMEMBER REQUESTS AN ITEM TO BE REMOVED AND CONSIDERED SEPARATELY.

A. **RESOLUTION 2025-016:** DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF MINUTES FROM REGULAR CITY COUNCIL MEETING HELD ON JANUARY 28, 2025. (HOLLY OWENS)

**CONSENT AGENDA:** Motion by Joe Patterson, seconded by Greg Casey to approve the Consent Agenda as written. All six voting “Aye”, motion passed, 6-0-0.

**PRESENTATION(S):**

5) PRESENTATION REGARDING HUD SECTION 3 FOR THE TXCDBG CITY’S CDV23-0154 GRANT.

Angela Sifuentes with Langford Community Management gave a presentation via Team’s Meeting. No action was taken.

**OTHER BUSINESS:**

6) DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENTS TO THE PLANNING AND ZONING COMMISSION. (BRAD HUNT)

Councilwoman Rainer expressed concern that by not requiring residency, it opens the door to anyone outside the city limits applying for a position on the boards.

Councilman Patterson stated he had researched other city’s code of ordinances regarding boards and commission qualifications. Each one except Lorena and Lampasas require residency to be appointed to a board and commission. Councilman Patterson continued to state he is open to discussion regarding qualifications and believes Gatesville’s ordinances need to be modernized. All three applicants are known in the community and would make good additions to the Planning and Zoning Commission. However, the qualifications need to be better defined and made clearer.

Mayor Chumley stated, in the past, there has not been an influx of applications to be appointed to boards and does not have an issue with someone who owns a business in town, works within the community, or pays taxes in the community.

Mr. Hunt explained that the zoning ordinance is currently being amended, but it is a timely project. Boards and commissions are part of that zoning ordinance and Staff will add Council’s direction.

Councilman Patterson believes the current ordinance is open to interpretation and legal’s opinion states that ultimately, it is Council’s decision.

Councilman Casey stated he would like whoever is appointed to the board is focused on the city’s growth and has the city’s best entrance. The language needs to be cleaned up and made clearer.

Councilwoman Westbrook asked what the timeframe would be to make the appropriate changes to the ordinance.

Mr. Hunt explained that changing the Charter is a lengthy process of two years. The zoning ordinance is not as lengthy but does take time. Finally, a separate ordinance specific to Boards and Commissions can be drafted and brought forward to the Council for approval and be in place by the end of March.

Councilwoman Westbrook asked which one of the applicants do not live in town.

Mr. Hunt stated Ms. Foster lives north of town in the ETJ with city water and owns a business in town. Ms. Williams lives in town, owns a business in town, and is the Chamber liaison. Ms. Jones lives east of town in the ETJ and handles real estate within town.

**RESOLUTION 2025-011:** There were three (3) separate motions.

- a) Motion by Joe Patterson, seconded by Jon Salter to **APPROVE Resolution 2025-011** appointing Loni Jones to Place 4 of the Planning and Zoning Commission as it complies with the ordinance that is currently written with the expectation that the ordinance will be updated to reflect the current standard. The motion passed with four voting “Aye” and two voting “No” (Rainer and Smith), 4-2-0.
- b) Motion by Greg Casey, seconded by Kalinda Westbrook to **APPROVE Resolution 2025-011** appointing Yvonne Williams to Place 5 of the Planning and Zoning Commission. All six voting “Aye”, motion passed, 6-0-0.
- c) Motion by Meredith Rainer, seconded by Aaron Smith to **APPROVE Resolution 2025-011** appointing Niki Foster to Place 7 of the Planning and Zoning Commission as it complies with the ordinance that is currently written with the expectation that the ordinance will be updated to reflect the current standard. All six voting “Aye”, motion passed, 6-0-0.

7) DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION TO ACCEPT SERI GRANT FUNDING FOR NEW POLICE DISPATCH CONSOLES. (BRAD HUNT)

Mayor Chumley asked if the dispatch consoles will be used in the new PD facility. Mr. Hunt stated yes, the equipment can be moved.

Councilman Casey asked if this was different from the NRS software. Mr. Hunt explained the software and the hardware computer systems being used in the police department are their own system. Tyler Technologies is the software company for the dispatch computers. NRS is a supplement software to dispatch.

**RESOLUTION 2025-017:** Motion by Greg Casey, seconded by Meredith Rainer to **APPROVE Resolution 2025-017**, accepting the awarded funding in the amount of \$241,413.44, and the associated provisions for the City of Gatesville to maintain the equipment. All six voting “Aye”, motion passed, 6-0-0.

8) DISCUSSION AND POSSIBLE ACTION REGARDING ADDITIONS AND AMENDMENTS TO CITY ORDINANCE, CHAPTER 12, CEMETERIES. (*1<sup>ST</sup> READING*) (BRAD HUNT)

Councilwoman Westbrook asked about adjusting the time as shown in Sec. 12.4 to a little later for those that work. Mr. Hunt agreed that it can be changed to one-half hour before sunrise and one-half hour after sunset.

Councilwoman Rainer asked about a gate. Mr. Hunt stated Staff planned to discuss a lockable gate for the cemetery during budget along with cameras.

Councilman Salter asked about capacity. Mr. Hunt stated the City Cemetery has room for about 50 more plots and the Restland Cemetery has an entire section that is open.

Councilwoman Westbrook had questions about cremations. Mr. Hunt stated Sec. 12.10 detailed interments, and the maximum number of burials allowed per space: one casket per space, one casket and one cremation per space, or two cremations per space.

**ORDINANCE 2025-07:** Motion by Meredith Rainer, seconded by Jon Salter to **PASS Ordinance 2025-07**, adopting the amended City Ordinance, Chapter 12, of the City of Gatesville Code of Ordinances to the next meeting. All six voting “Aye”, motion passed, 6-0-0.

9) DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING A FINANCIAL MANAGEMENT POLICY. (MIKE HALSEMA)

Mayor Chumley asked if there were any major changes regarding how the City is conducting business. Mr. Halsema explained that this document formalizes the procedures along with checks and balances.

Councilwoman Westbrook asked how this financial policy compares to other cities. Mr. Halsema explained that there are different layers for larger cities. Smaller cities do not have as many layers because of the number of employees.

**RESOLUTION 2025-018:** Motion by Aaron Smith, seconded by Kalinda Westbrook to **APPROVE Resolution 2025-018** adopting the Financial Management Policy. All six voting “Aye”, motion passed, 6-0-0.

10) DISCUSSION AND POSSIBLE ACTION REGARDING ADJUSTING SOLID WASTE FEES (3<sup>RD</sup> AND FINAL READING). (MIKE HALSEMA)

**ORDINANCE 2025-03:** Motion by Jon Salter, seconded by Greg Casey to **APPROVE Ordinance 2025-03** adjusting the solid waste fees in Chapter 18. All six voting “Aye”, motion passed, 6-0-0.

11) DISCUSSION AND POSSIBLE ACTION REGARDING A FINAL PLAT SITUATED IN THE J.W. JONES SURVEY, ABSTRACT NO. 1537 AND THE S. EASLEY, ABSTRACT NO. 1529, CORYELL COUNTY, TEXAS. (HOLLY OWENS)

Councilman Patterson asked why the City does not have any say in what is built or constructed in the are of the plat. Ms. Owens explained that the City does not have any jurisdiction within the ETJ. It is only by TLGC that the City is required to plat the property.

Councilman Patterson believes there is an agreement between the City and the County regarding property within the ETJ. Mayor Chumley stated he is unaware of any agreement.



**CEDAR RIDGE ESTATES 4 FINAL PLAT:** Motion by Kalinda Westbrook, seconded by Aaron Smith to **APPROVE** the final plat situated in the J.W. Jones Survey, Abstract No. 1537 and the S. Easley, Abstract No. 1529, Coryell County, Texas. All six voting “Aye”, motion passed, 6-0-0.

- 12) DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE 2025-02, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE CITY OF GATESVILLE, CORYELL COUNTY, TEXAS AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY, AND ADOPTING A SERVICE PLAN. (3<sup>RD</sup> AND FINAL READING) (HOLLY OWENS)

**ORDINANCE 2025-02:** Motion by Greg Casey, seconded by Meredith Rainer to **APPROVE Ordinance 2025-02**, annexing the property described as the Henry Farley and J.A. Clayton Survey situated in Coryell County, Texas and addressed as 2204 Coryell City Road. All six voting “Aye”, motion passed, 6-0-0.

- 13) DISCUSSION AND POSSIBLE ACTION TO APPROVE ORDINANCE 2025-04, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE CITY OF GATESVILLE, CORYELL COUNTY, TEXAS AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY, AND ADOPTING A SERVICE PLAN. (2<sup>ND</sup> READING) (HOLLY OWENS)

Councilwoman Rainer asked how many duplexes are expected to be built. Ms. Owens stated six duplexes.

**ORDINANCE 2025-04:** Motion by Jon Salter, seconded by Joe Patterson to **PASS Ordinance 2025-04** annexing the property described as the C Cazanoba Survey in Coryell County, Texas to the next meeting. Five voting “Aye” one “Abstain” (Smith) motion passed, 5-0-1.

- 14) DISCUSSION AND POSSIBLE ACTION REGARDING ORDINANCE 2025-01, AMENDING THE GATESVILLE CODE OF ORDINANCES AT CHAPTER 36 NUISANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING A PENALTY OF FINE NOT TO EXCEED \$2,000.00. (3<sup>RD</sup> AND FINAL READING) (HOLLY OWENS)

**ORDINANCE 2025-01:** Motion by Kalinda Westbrook, seconded by Aaron Smith to **APPROVE Ordinance 2025-01**, adopting the amendment to the Gatesville Code of Ordinances at Chapter 36 Nuisances. All six voting “Aye”, motion passed, 6-0-0.

- 15) ADJOURN MEETING

City Council adjourned at 6:26 P.M.

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Mayor, Gary Chumley

ATTEST:

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City Secretary, Holly Owens

**City of Gatesville TX FY2024-2025 1ST Quarter Investment Report**

Fund	Description	Type	Book Value 9/30/24	Market Value 9/30/24	Interest Earned	Book Value 12/31/24	Market Value 12/31/24	Days to Mat	Unrealized Gain/ Loss	Change in Market Value	
999-1000	Pooled	Pooled Cash	BNKDEP	\$ 2,515,042	\$ 2,515,042	\$ 13,990	\$ 4,058,488	\$ 4,058,488	1	\$ -	\$ 1,543,445.94
020-1126	Enterprise	FT HOOD WWR RESERVE	MMF	\$ 385,005	\$ 385,005	\$ 1,762	\$ 386,767	\$ 386,767	1	\$ -	\$ 1,761.93
020-1050	Enterprise	2019 TWDB BOND PROCEEDS (BOKF)	MMF	\$ 7,568,752	\$ 7,568,752	\$ 89,353	\$ 6,926,011	\$ 6,926,011	1	\$ -	\$ (642,740.28)
020-1134	Enterprise	2019 TWDB BOND reserve	MMF	\$ 554,454	\$ 554,454	\$ 2,537	\$ 556,992	\$ 556,992	1	\$ -	\$ 2,537.40
020-1100	General	TEXSTAR CLFR FUNDS 1	LGIP	\$ 1,612	\$ 1,612	\$ 14	\$ 540	\$ 540	1	\$ -	\$ (1,072.01)
020-1101	General	TEXSTAR CLFR FUNDS 2	LGIP	\$ 867,869	\$ 867,869	\$ 7,709	\$ 148,387	\$ 148,387	1	\$ -	\$ (719,481.96)
010-1030	General	TEXSTAR GENERAL FUND RESERVES	LGIP	\$ 2,096,496	\$ 2,096,496	\$ 21,145	\$ 747,641	\$ 747,641	1	\$ -	\$ (1,348,855.37)
020-1031	Enterprise	TEXSTAR W&S FUND RESERVES	LGIP	\$ 1,062,426	\$ 1,062,426	\$ 12,678	\$ 1,075,104	\$ 1,075,104	1	\$ -	\$ 12,678.28
010-1018	General	TEXPOOL MMA	LGIP	\$ 465,323	\$ 465,323	\$ 5,576	\$ 470,899	\$ 470,899	1	\$ -	\$ 5,575.62
090-1101	General	BANKOZK LEASE PUR ESC 2023	MMF	\$ -	\$ -	\$ -	\$ -	\$ -	1	\$ -	\$ -
040-1030	General	TEXSTAR HOT FUNDS	LGIP	\$ 466,647	\$ 466,647	\$ 5,569	\$ 472,216	\$ 472,216	1	\$ -	\$ 5,568.67
090-1030	General	TEXSTAR GENERAL CAPITAL PROJ	LGIP	\$ 1,034,070	\$ 1,034,070	\$ 10,266	\$ 694,336	\$ 694,336	1	\$ -	\$ (339,734.04)
<b>Totals</b>				<b>\$ 17,017,696</b>	<b>\$ 17,017,696</b>	<b>\$ 154,764</b>	<b>\$ 15,537,380</b>	<b>\$ 15,537,380</b>			<b>\$ (1,480,315.82)</b>

Type Breakdown:	Book Value	Percent of portfolio	Wtd Avg Mat	Wtd Avg Yield
LGIP	3,609,122	23.23%	1	1.1857%
MMF	7,869,770	50.65%	1	1.2460%
BNKDEP	4,058,488	26.12%	1	0.3447%
	<b>15,537,379.77</b>	<b>100.00%</b>	<b>1</b>	<b>0.99656%</b>

This report is in compliance with the City of Gatesville Investment Policy and the Public Funds Investment Act (Sec. 2256.023).

  
 Brad Hunt  
 City Manager/Investment Officer

  
 Mike Halsema  
 Deputy City Manager/Investment Officer



## Consent Agenda: 4c

### CITY COUNCIL MEMORANDUM

**Date:** February 25, 2025  
**To:** Mayor & City Council  
**From:** Mike Halsema, Deputy City Manager

**Agenda Item: Consider a Resolution approving an Interlocal Agreement with the City of Midlothian**

#### **Information:**

The City of Midlothian contacted staff regarding completing an Interlocal Agreement (ILA) with the City of Gatesville. Specifically, they were interested participating in the recent water and sewer supply agreement the City signed with Pioneer Supply. Chapter 791 of the Texas Government Code and Chapter 271.102 of the Texas Local Government code authorize local governments to contract with each other to perform governmental functions or services including administrative functions normally associated with the operation of government such as purchasing of necessary equipment, supplies and services. The City of Midlothian has approved the attached ILA Resolution. The ILA also allows the City to participate in any contracts that the Midlothian has as well.

#### **Staff Recommendation:**

Staff recommends approving the ILA with the City of Midlothian

#### **Motion:**

I move to approve Resolution 2025-021, an Interlocal Agreement with the City of Midlothian.

#### **Attachments:**

Interlocal Agreement

#### **Staff Contacts:**

Mike Halsema, Deputy City Manager [mhalsema@gatesvilletx.com](mailto:mhalsema@gatesvilletx.com)

**MASTER INTERLOCAL COOPERATIVE PURCHASING AGREEMENT  
BETWEEN THE CITY OF MIDLOTHIAN  
AND CITY OF GATESVILLE**

**WHEREAS**, Chapter 791 of the Texas Government Code, also known as the Interlocal Cooperation Act, and Chapter 271.102 of the Texas Local Government Code authorize all local governments to contract with each other to perform governmental functions or services including administrative functions normally associated with the operation of government such as purchasing of necessary equipment, supplies and services;

**WHEREAS**, The City of Midlothian (“City”) and City of Gatesville(“Gatesville”) desire to enter into this Agreement for the purpose of fulfilling and implementing their respective public and governmental purposes, needs, objectives, programs and services;

**WHEREAS**, City and Gatesville represent that each are independently authorized to perform the functions or services contemplated by this Agreement;

**WHEREAS**, it is deemed in the best interest of all participating governments that said governments do enter into a mutually satisfactory agreement for the purchase of necessary equipment, supplies, and services;

**WHEREAS**, the participating governments are of the opinion that cooperation in the purchasing of equipment, supplies, services and auctions will be beneficial to the taxpayers of the governments through the efficiencies and potential savings to be realized; and

**WHEREAS**, each party has sufficient resources to perform the functions contemplated by this Agreement;

**NOW THEREFORE**, the parties hereto, in consideration of the mutual covenants and conditions contained herein, promise and agree as to each of the other as follows:

1. City and Gatesville are authorized to participate in each other’s current and/or future contracts for goods and services. Said contracts shall have been established in accordance with all appropriate procedures governing competitive bids and competitive proposals, if required.
2. City and Gatesville agree that the ordering of goods and services is the responsibility of the local government seeking to obtain such goods and services under the established contract, and that participating government shall deal directly with the vendor in obtaining the goods and services and payment, therefore. The participating government shall be liable to the vendor only for goods and services ordered and received by it, and shall not, by the execution of this Agreement, assume any additional liability. Neither City nor Gatesville warrants, or is responsible for, the quality or delivery of goods or services from the vendor under contract. Should a dispute arise between a participating government and a vendor, the same shall be handled by and between that participating government and the vendor.

3. Each government shall pay invoices directly to the providers of goods and services that are invoiced and delivered directly to each respective government.
4. Participation of either government in any cooperative purchasing activity is strictly voluntary. Nothing in this Agreement shall prevent either government from purchasing and/or accepting and awarding bids, proposals and contracts subject to this Agreement on its own behalf.
5. Each government shall ensure that all applicable laws and ordinances have been satisfied.
6. **Effective Date and Term.** This Agreement shall be effective when the last party signing causes the Agreement to be fully executed and will remain in full force and effect indefinitely. Any party may modify and/or terminate this Agreement in accordance with Paragraphs 7 and 8, respectively.
7. **Modification.** The terms and conditions of this Agreement may be modified upon the mutual consent of all parties. Mutual consent will be demonstrated by approval of the governing body of each party hereto. No modification to this Agreement shall be effective and binding unless and until it is reduced to writing and signed by duly authorized representatives of all parties.
8. **Termination.** This Agreement may be terminated at any time by City or Gatesville, with or without cause, upon thirty (30) days written notice to the other party in accordance with Paragraph 11 herein.
9. **Hold Harmless.** To the extent allowed by law, City and Gatesville agree to hold each other harmless from and against any and all claims, losses, damages, causes of action, suits and liabilities of every kind, including all expenses of litigation, court costs and attorney's fees, for injury or death of any person, for damage to any property, or for any breach of contract, arising out of or in connection with the work done under this Agreement.
10. **Invalidity.** If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable by a court or other tribunal of competent jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Agreement with legal terms and conditions approximating the original intent of the parties.
11. **Written Notice.** Unless otherwise specified, written notice shall be deemed to have been duly served if delivered in person, sent by email, by fax with successful send confirmation, or by certified mail to the last business address as listed herein.

**City of Midlothian:**

City of Midlothian  
Attn: City Manager  
215 N. 8<sup>th</sup> Street  
Midlothian, TX 76065  
Phone: 972-775-7195

**City of Gatesville:**

City of Gatesville  
Attn: City Manager  
803 E. Main Street  
Phone: 254-865-8951

12. **Entire Agreement.** It is understood that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements, or understandings between the parties relating to the subject matter. No oral understandings, statements, promises, or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally. No verbal agreement or conversation with any officer, agent, or employee of any party before or after the execution of this Agreement shall affect or modify any of the terms or obligations hereunder.
13. **Amendment.** No Amendment to this Agreement shall be effective and binding unless and until it is reduced to writing and signed by duly authorized representatives of both parties.
14. **Texas Law.** This Agreement has been made under and shall be governed by the laws of the State of Texas.
15. **Place of Performance.** Performance and all matters related thereto shall be in the County of the government originating the bid.
16. **Authority to Enter Contract.** Each party has the full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective Government.
17. **Waiver.** Failure of any party, at any time, to enforce a provision of this Agreement, shall in no way constitute a waiver of that provision, nor in anyway affect the validity of this Agreement, any part hereof, or the right of either party thereafter to enforce each and every provision hereof. No term of this Agreement shall be deemed waived, or breach excused unless the waiver shall be in writing and signed by the party claimed to have

waived. Furthermore, any consent to or waiver of a breach will not constitute consent to or waiver of or excuse of any other different or subsequent breach.

18. **Agreement Read.** The parties acknowledge that they understand and intend to be bound by the terms and conditions of this Agreement.
19. **Multiple Originals.** It is understood and agreed that this Agreement may be executed in multiple counterparts, each of which shall be deemed an original for all purposes.

*(signature pages to follow)*



**CITY OF MIDLOTHIAN**

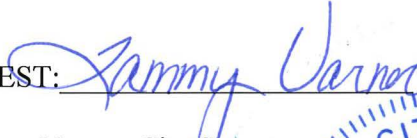
**CITY OF GATESVILLE**

BY:   
Chris Dick, City Manager

BY: \_\_\_\_\_  
Bradford Hunt, City Manager

DATE: February 11, 2025

DATE: \_\_\_\_\_

ATTEST:   
Tammy Varner, City Secretary

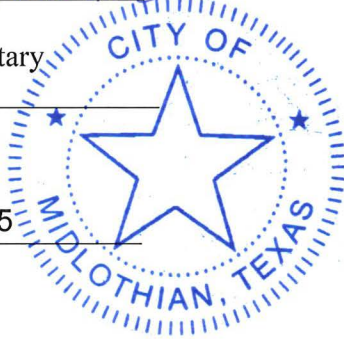
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\_\_\_\_\_  
"Print Name and Title"

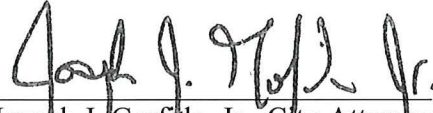
\_\_\_\_\_  
"Print Name and Title"

DATE: February 11, 2025

DATE: \_\_\_\_\_



**APPROVED TO FORM**

BY:   
Joseph J. Gorfida, Jr., City Attorney

BY: \_\_\_\_\_  
Victoria Thomas, City Attorney



## Agenda Item #5

### CITY COUNCIL MEMORANDUM

**Date:** February 25, 2025  
**To:** Mayor & City Council  
**From:** Mike Halsema, Deputy City Manager

#### Agenda Item: Consider Resolution approving Monthly Financial Reports

**Information:**

Attached are the unaudited monthly financial reports for December 2024 for Council consideration.

**Staff Recommendation:**

N/A

**Motion:**

Motion to approve Resolution 2025-022, the December 2024 Financials.

**Attachments:**

December Financials  
Sales Tax

**Staff Contacts:**

Mike Halsema, Deputy City Manager [mhalsema@gatesvilletx.com](mailto:mhalsema@gatesvilletx.com)



FY 2024-2025  
Monthly Financial Report

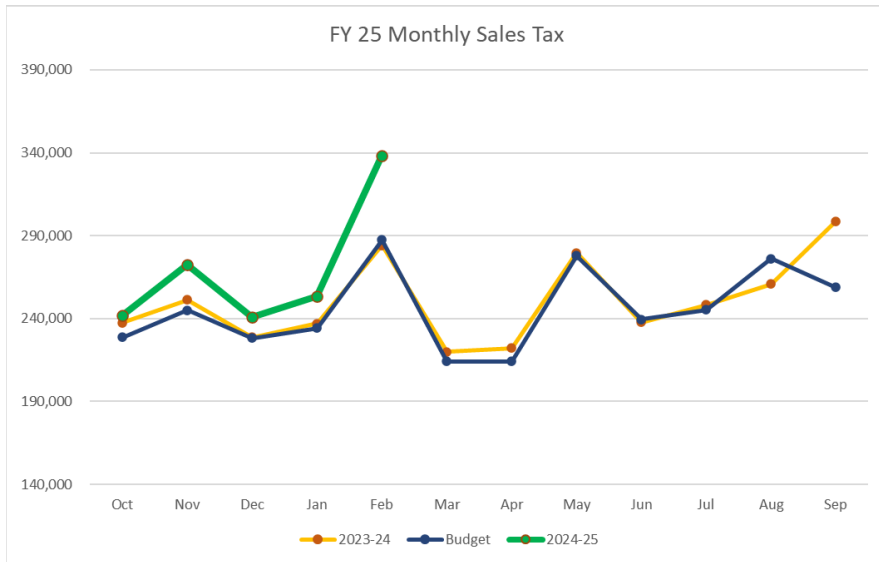
DECEMBER 2024

# General Fund

Revenues	DECEMBER	2024-25 Budget	2024-25 YTD	% YTD
AV Taxes	345,064	2,952,906	615,603	20.8%
Sales Tax	241,150	2,950,000	755,789	25.6%
Franchise Fees	40,455	802,000	195,513	24.4%
Fines & Fees	8,993	152,000	27,994	18.4%
Other taxes	891	15,000	3,430	22.9%
Licenses & Permits	7,688	62,600	44,032	70.3%
Rental Income	4,202	64,000	20,142	31.5%
Parks & Rec	27,643	420,000	70,037	16.7%
Misc. Revenues	21,398	151,500	64,806	42.8%
Intergovernmental	-	371,459	-	0.0%
Inter fund Transfers	47,627	687,503	142,882	20.8%
<b>TOTAL REVENUES</b>	<b>745,109</b>	<b>8,628,968</b>	<b>1,940,227</b>	<b>22.5%</b>

Expenditures	DECEMBER	2024-25 Budget	2024-25 YTD	% YTD
LIBRARY	23,980	290,663	76,352	26.3%
ADMINISTRATION	134,637	1,423,950	453,795	31.9%
PLANNING	18,702	152,200	33,000	21.7%
POLICE	216,590	2,878,749	699,741	24.3%
COURT	26,286	199,062	57,225	28.7%
FIRE	40,721	372,758	185,326	49.7%
STREET	45,202	1,229,677	268,768	21.9%
FLEET SERVICES	8,629	148,370	34,595	23.3%
BUILDING INSPECTIONS	12,476	128,911	41,256	32.0%
PARKS & RECREATION	66,010	859,978	208,644	24.3%
FT CAVASOS REC MGMT	0	371,459	0 N/A	
Fitness Center	22,921	324,500	107,195	33.0%
SWIMMING POOL	1,259	124,138	5,531	4.5%
CIVIC CENTER	9,539	124,553	29,119	23.4%
TRANSFER EXPENSE	0	0	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>626,953</b>	<b>8,628,968</b>	<b>2,200,545</b>	<b>25.5%</b>

**Gain (Loss)** - **(260,318)**



<b>Expenditures</b>	<b>Budget</b>	<b>YTD</b>	
Salaries	\$4,163,057	\$942,656	22.6%
Benefits	\$1,246,073	\$278,124	22.3%
Professional Services & Training	\$796,626	\$163,640	20.5%
Utilities	\$282,945	\$61,129	21.6%
Materials & Supplies	\$291,876	\$111,899	38.3%
Maintenance & Operations	\$1,420,756	\$480,273	33.8%
Lease & Rental	\$280,259	\$79,348	28.3%
Miscellaneous	\$0	\$5,364	0.0%
Grant Expenses	\$0	\$0	0.0%
Debt Service	\$65,154	\$0	0.0%
Transfers	\$0	\$0	0.0%
Capital Outlay	\$82,221	\$78,112	95.0%
<b>Total Expenditures:</b>	<b>\$8,628,968</b>	<b>\$2,200,545</b>	<b>25.5%</b>

- Sales tax collections are exceeding budget, and higher than prior year.
- Property tax collections are as expected for YTD.
- Licenses & permits increased due to increased development activity.
- Miscellaneous revenues are increased due to sales of PD vehicles and insurance claim reimbursements.
- M&O is increased due to one-time expenses, including annual liability insurance payment
- Capital Outlay is increased due to one-time purchases made at the beginning of the year.

# Water & Sewer Fund

	DECEMBER	2024-25 Budget	2024-25 YTD	% YTD
<b>Water</b>				
<b>Revenues</b>				
<b>Water Sales</b>				
Residential	165,186	1,971,963	506,023	25.7%
Commercial And Institutional	191,703	2,021,987	595,487	29.5%
Wholesale	111,055	1,041,281	363,189	34.9%
<b>Connections &amp; Installs</b>	22	31,300	297	0.9%
<b>Misc.</b>	7,720	71,000	22,555	31.8%
Subtotal	475,686	5,137,531	1,487,551	29.0%
<b>Expense</b>				
<b>Distribution &amp; Collections</b>				
Personnel	57,990	757,838	121,421	16.0%
O&M	38,587	518,062	105,878	20.4%
Debt Service	-	206,225	-	
Capital Outlay	-	1,308,987	-	0.0%
<b>Production</b>				
Personnel	49,972	507,570	90,076	17.7%
O&M	112,515	1,705,291	264,301	15.5%
Debt Service	-	928,128	20,564	
Capital Outlay	-	30,922	63,751	206.2%
Subtotal	259,065	5,963,023	665,991	11.2%
<b>Sewer</b>				
<b>Revenues</b>				
<b>Sewer Fees</b>				
Residential	107,252	944,612	320,910	34.0%
Commercial And Institutional	128,267	2,074,791	405,657	19.6%
<b>Connections &amp; Installs</b>	22	9,300	55	0.6%
<b>Misc.</b>	10,210	29,000	22,416	77.3%
Subtotal	245,751	3,057,703	749,039	24.5%
<b>Expense</b>				
Personnel	44,894	519,264	81,499	15.7%
O&M	86,149	1,029,059	147,319	14.3%
Debt Service	-	897,327	-	
Capital Outlay	308,856	9,159,200	920,575	10.1%
Subtotal	439,899	11,604,850	1,149,393	9.9%
<b>Sanitation</b>				
<b>Revenues</b>	74,809	889,920	224,459	25.2%
<b>Expense</b>	71,260	865,700	71,673	8.3%
<b>Non Departmental</b>				
<b>Revenues</b>				
<b>Grants &amp; reimbursements</b>	404,040	10,177,182	458,378	4.5%
<b>Interest</b>	40,980	153,600	122,479	79.7%
Subtotal	445,021	10,330,782	580,857	5.6%
<b>Expense</b>				
<b>Transfers and Franchise fees</b>	84,838	982,363	177,652	18.1%
<b>Grand Total</b>				
<b>Revenues</b>	<b>1,241,267</b>	<b>19,415,936</b>	<b>3,041,906</b>	15.7%
<b>Expense</b>	<b>855,062</b>	<b>19,415,936</b>	<b>2,064,708</b>	10.6%
<b>Gain (Loss)</b>	<b>386,205</b>	-	<b>977,198</b>	

-Water sales are inline with budget

-Water expenditures are as anticipated within budget.

-Water retail and wholesale rate studies are in progress.

-Sewer fees are inline with budget and as expected.

-Sewer expenses are driven primarily by the Stillhouse plant renovation project

-Planned capital projects are underway, most are in preliminary stages at this point

# Airport Fund

		<b>FY25</b>	<b>YTD</b>	<b>% of</b>
<b>AIRPORT REVENUE</b>		<b>Budget</b>	<b>DECEMBER</b>	<b>Budget</b>
060-4-101-4203	RECEIPTS OF GAS/OIL SAL	\$ 23,000	\$ 3,215	14.0%
060-4-011-4302	RECEIPTS OF HANGAR RENT	\$ 28,500	\$ 9,760	34.2%
060-4-101-4303	RECEIPT OF BUILDING LEASES	\$ -	\$ -	
060-4-101-4550	MISCELLANEOUS	\$ -	\$ 5,179	
060-4-011-4600	GRANT REIMBURSEMENTS	\$ -	\$ -	
060-4-011-4400	INTEREST		\$ 986	
060-4-101-4750	RAMP Grants	\$ 3,000	\$ 1,264	42.1%
<b>TOTAL REVENUE</b>		<b>\$ 54,500</b>	<b>\$ 20,403</b>	<b>37.44%</b>

<b>EXPENDITURES</b>				
060-5-150-10080	CONTRACT SERVICES	\$ 7,200	\$ 200	2.8%
060-5-150-20010	UTILITIES	\$ 6,000	\$ 1,136	18.9%
060-5-150-20020	MAT., SUP., & PRINTING	\$ 1,000	\$ -	0.0%
060-5-150-20045	PROP, LIAB, WC INSURAN	\$ 3,700	\$ 3,609	97.5%
060-5-150-20090	EQUIPMENT PURCHASE	\$ -	\$ -	
060-5-150-20170	CREDIT CARD SERV FEE	\$ 450	\$ 84	18.7%
060-5-150-30010	GAS & OIL	\$ -	\$ -	
060-5-150-30015	FUEL FOR RESALE	\$ 20,000	\$ -	0.0%
060-5-150-30020	MISCELLANEOUS	\$ 600	\$ -	0.0%
060-5-150-30070	MAINTENANCE AGREEMENT	\$ -	\$ -	
060-5-150-40010	CAPITAL OUTLAY	\$ -	\$ -	
060-5-150-50010	REPAIRS & MAINTENANCE	\$ 15,550	\$ -	0.0%
060-5-150-61415	GRANT EXPENDITURES		\$ -	
<b>TOTAL EXPENSES</b>		<b>\$ 54,500</b>	<b>\$ 5,028</b>	<b>9.23%</b>

**Gain (Loss)**

**15,374**



# Hotel Occupancy Tax (HOT) Fund

<b>HOT FUND REVENUE</b>		<b>FY25</b>	<b>YTD</b>	<b>% of</b>
		Budget	DECEMBER	Budget
040-4-008-4400	INTEREST	8,000	6,836	85.5%
040-4-008-4500	Prior Year Resources	-	0	
040-4-008-4950	HOTEL OCCUPANCY TAX	150,000	61,894	41.3%
<b>TOTAL REVENUE</b>		<b>\$ 158,000</b>	<b>\$ 68,730</b>	<b>43.50%</b>

<b>EXPENDITURES</b>				
040-5-138-60010	TRANSFER TO GENERAL FUND	\$ 29,610	0	0.0%
040-5-138-61000	CVB CENTER EXPENSES	\$ -	0	
040-5-138-61010	ADVERTISING	\$ 18,500	10,350	55.9%
040-5-138-61020	PROMOTION OF THE ARTS	\$ 5,000	0	0.0%
040-5-138-61030	SIGNAGE & WAYFINDING	\$ -	0	
040-5-138-61040	PROMOTION OF SPORTING EVENTS	\$ 102,023	-	0.0%
040-5-138-61050	HISTORICAL PRESERVATION	\$ -	-	
<b>TOTAL EXPENSES</b>		<b>\$ 155,133</b>	<b>\$ 10,350</b>	<b>6.67%</b>

**Gain (Loss)**

**58,380**

# Sales Tax

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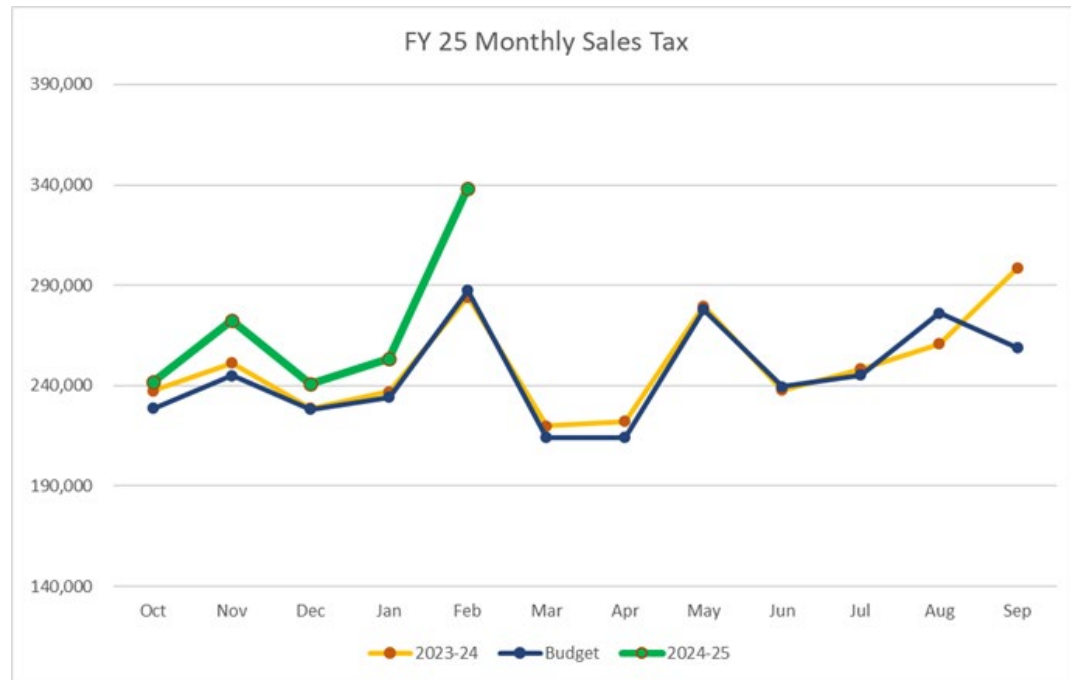
# Sales Tax Allocation

State 6.25%  
County 0.5%  
City 1.5%  
**Total 8.25%**

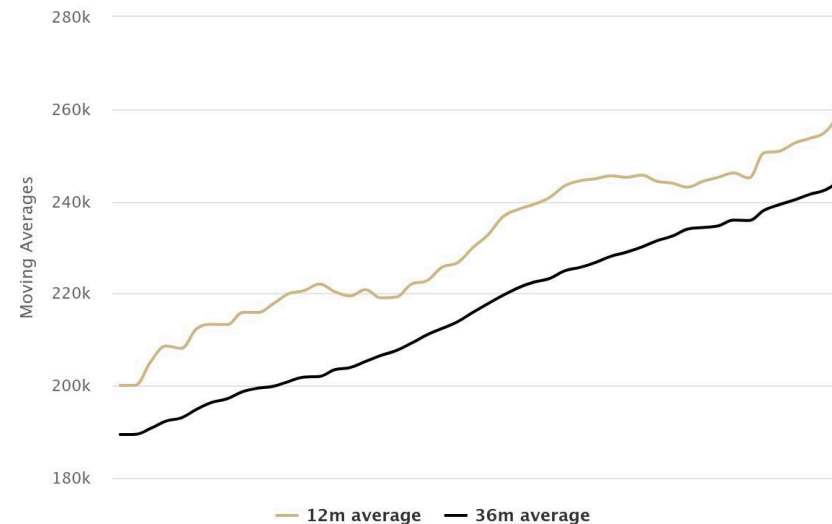
-Local Sales tax collected in City limits, not ETJ

-Remote sales are credited to the City for online sales in most cases

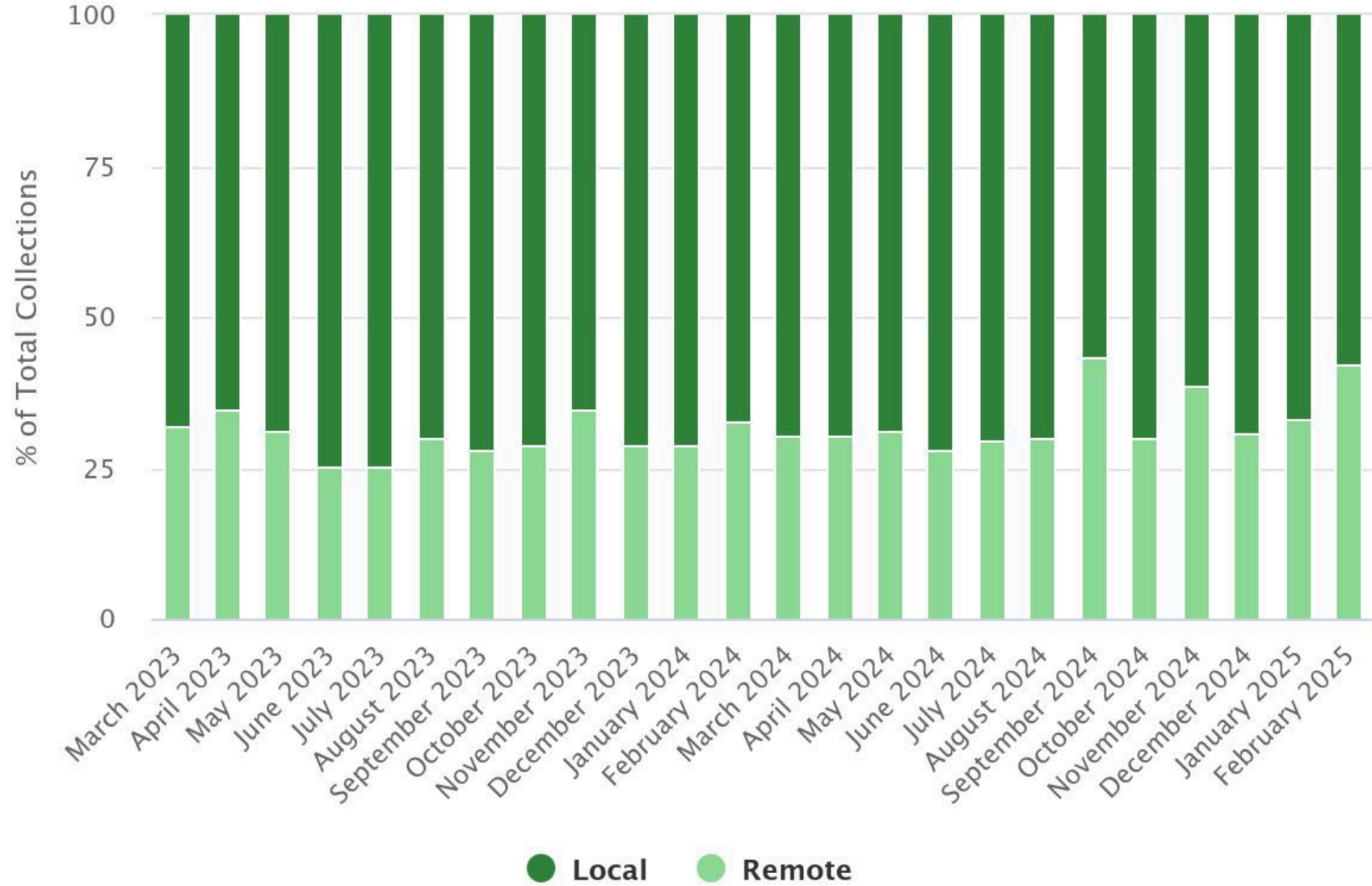
-Monthly Sales Tax Allocation is 2 months behind ( February allocation is for December sales)



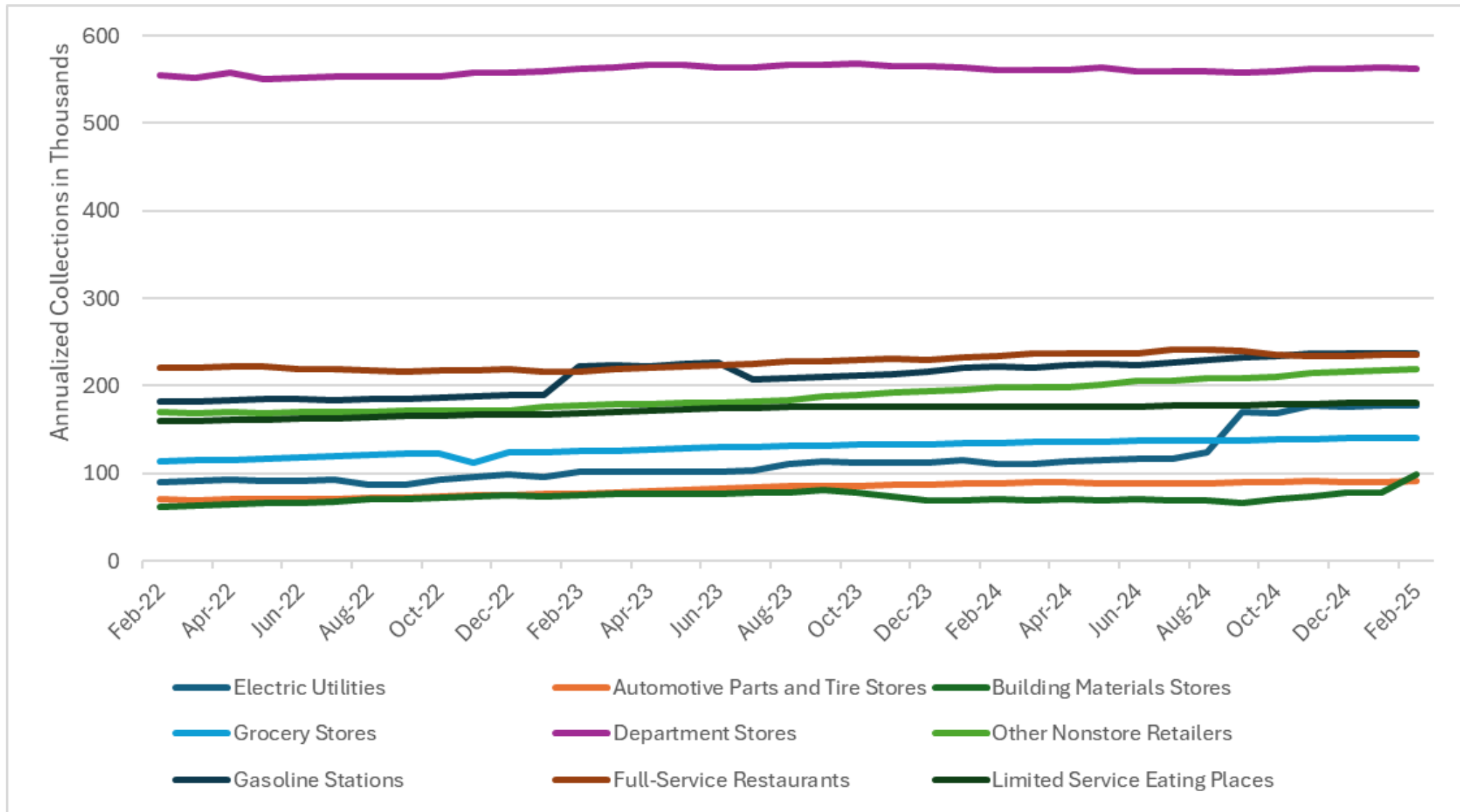
## Sales Tax Monthly Moving Average



# Sales Tax Sources Local vs Remote



# Industry breakdown: Where do sales come from?





## Agenda Item # 6

### CITY COUNCIL MEMORANDUM

**Date:** February 25, 2025  
**To:** Mayor & City Council  
**From:** Bradford Hunt, City Manager

**Agenda Item: Discussion regarding additions and amendments to City Ordinance, Chapter 12, Cemeteries, 2<sup>nd</sup> Reading**

#### **Information:**

This is the second reading of proposed changes to City Ordinance Chapter 12, Cemeteries. The only change is to section 12.4, Admission, section (a), which previously listed specific closing times and now states:

*(a)The cemetery will be open daily for visiting, care of graves and other appropriate uses from one half hour before sunrise to one half hour after sunset. It is unlawful for any person, other than a city employee or cemetery caretaker on official business, to enter or remain within the cemetery at any time when the cemetery is not open. The City reserves the right to temporarily alter or amend these hours without notice as reasonably necessary to accommodate performance of cemetery operations.*

#### **Previous Information:**

The existing city ordinance regarding City of Gatesville cemeteries was adopted in 1988 and received one minor addition in 1994. It outlines the means by which the City cemeteries are funded and maintained, and does not list any rules, regulations, or guidelines for day-to-day operations of the cemeteries. City Manager Hunt and staff seek to codify modern rules, regulations, and procedures for cemetery management and care; thus, we propose significant additions to the city ordinance.

The proposed ordinance additions are taken from various sources that exhibit modern and accepted best practices. The full ordinance has been reviewed by City Attorney Victoria Thomas. The rules, specifically, will assist in maintaining a safe and serene setting for the city cemeteries.

**Financial Impact:** none this FY. In future FYs, we may propose budget items that enhance security and visitor experiences.

Regular 2/25/2025

Ordinance 2025-07

**Staff Recommendation:**

The staff recommends passing **Ordinance 2025-07** adopting the amended City Ordinance, Chapter 12, of the City of Gatesville Code of Ordinances to the next meeting.

**Motion:**

I make a motion to pass **Ordinance 2025-07** adopting the amended City Ordinance, Chapter 12, of the City of Gatesville Code of Ordinances to the next meeting.

**ORDINANCE NO. 2025-07**

**AN ORDINANCE OF THE CITY OF GATESVILLE, TEXAS, AMENDING THE GATESVILLE CODE OF ORDINANCES BY REPEALING AND REPLACING CHAPTER 12 “CEMETERIES” IN ITS ENTIRETY; PROVIDING A PENALTY OF FINE NOT TO EXCEED \$500; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Gatesville is a Home Rule Municipality operating under the laws of the State of Texas; and

**WHEREAS**, the City Council has the authority and desires to update and expand the provisions of the Code of Ordinances regarding City cemeteries; and

**WHEREAS**, the City Council has determined that it would be advantageous and beneficial to the citizens of the City of Gatesville, Texas and serve the public health, safety and general welfare to repeal and replace Chapter 12 regarding cemeteries;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GATESVILLE, TEXAS, THAT:**

**SECTION 1.** The Code of Ordinances of the City of Gatesville, Texas is hereby amended at repealing and replacing Chapter 12 “Cemeteries” in its entirety to read as follows:

**Sec. 12.1. - Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Additional Interment Right** – Each Owner has a right to be buried in the Grave purchased. In order to inter additional human Cremated Remains, additional interment rights may be granted or purchased.

**Burial (Buried)** – the disposition of Human Remains into the ground, in an earthen grave.

**Caretaker** - the person employed by the city or by the city's cemetery maintenance contractor to oversee the operation and maintenance of the cemetery. Unless otherwise stated, the caretaker may delegate his duties and authority under this chapter to an authorized representative.

**Cemetery** - a place for the interment or burial of deceased humans or cremated remains, and includes any cemetery owned and under the trust of the City of Gatesville, including Restland and City Cemetery.

**Coffin** – a Casket.



**Contractor** – any person, firm or corporation engaged in setting any memorial, digging graves or performing any other work on the Cemetery grounds, other than an employee of the City.

**Cremated Remains** – the remains of a deceased human after cremation, sometime called “cremains”.

**Cremation** – a heating process that reduces human remains to bone fragments.

**Deceased** – a person who has died.

**Decoration** - any item placed upon a grave that is not a monument.

**Flush Memorial** – a grave marker that is even, aligned, flush with the surface of the ground.

**Foundation** – that upon which anything stands, and by which is supported; the lowest and supporting layer of a structure.

**Funeral** – a ceremony held in connection with the death of a person.

**Grave** – a space of land in a cemetery used or intended to be used for the burial of human remains.

**Human Remains** – a deceased human body or cremated remains.

**Interment (Inter/Interred)** – the permanent disposition of remains by burial.

**Interment Right** – the particular right to interment for the remains of a deceased person in a specific grave within the Cemetery, subject to the limitations set forth herein. An interment right is a right to interment in a specific location.

**Interment Service** – the opening and closing of a particular interment space.

**Interment Space** – the particular grave, crypt, or niche within the cemetery to which a particular interment right relates. An owner of an interment right does not, by virtue of such ownership, acquire ownership of the property or of any land or improvements within the cemetery.

**Inurnment** – the placement of cremated human remains in an urn and a placement of such urn in a grave or niche in the cemetery.

**Lot** - one of a group of multiple contiguous spaces.

**Maintenance** – the upkeep of the cemetery.

**Memorial** - any marker, monument, headstone, tablet, or monument bench on or in any space for identification or in memory of the individual interred there.

**Monument** - a headstone, grave marker or similar permanent object of stone, bronze, or concrete that serves as a memorial to a person interred in the lot upon which the monument is located.

**Owner** – the owner of an interment right or rights within the cemetery, as reflected in the city’s records.

**Perpetual Care** – maintenance of the cemetery grounds, within the limits permitted by the income derived from the Care Fund for Interment space in keeping with Cemetery standards of care, including maintaining the necessary records of interment right ownership and burials and other necessary information and having information available to interested persons. This shall not include maintenance, repair or replacement of any individual memorial.

**Remains** – what is left after a human death.

**Section** - a group of contiguous multiple lots.

**Sepulture** – the act of burying.

**Space** - a lot on the official plat maps of the cemetery, intended for the interment of up to one casket burial and one cremains burial, or up to two cremains burials.

**Sec. 12.2. - Reserved.**

**Sec. 12.3. - Rights reserved to city; use of roadways.**

(a) Under this chapter, the rights perpetually reserved to the city are the right to:

(1) Enlarge, reduce, replat or change the boundaries or grading of the cemetery, including changing the locations of or removing or regrading roads, drives or walks.

(2) Lay, maintain and operate, alter or change pipelines and gutters for sprinkler systems or drainage.

(3) Use city property for cemetery purposes.

(4) Ingress and egress over lots for the purposes of maintenance and passage to or from other lots.

(5) Close any road, walk or drive at any time.

(6) Designate the location of any flowers, shrubs or trees planted or cultivated on a lot.

(b) It is unlawful for any person to ride or drive any motorized vehicle in the cemetery except on the improved roads, drives or walkways. This does not prohibit the operation of mowing vehicles used in the maintenance of the cemetery grounds or vehicles authorized by the City of Gatesville as necessary to performance of cemetery operation, including the opening and closing of lots.

**Sec. 12.4. - Admission.**

(a) The cemetery will be open daily for visiting, care of graves and other appropriate uses from one half hour before sunrise to one half hour after sunset. It is unlawful for any person, other than a city employee or cemetery caretaker on official business, to enter or remain within the cemetery at any time when the cemetery is not open. The City reserves the right to temporarily alter or amend these hours without notice as reasonably necessary to accommodate performance of cemetery operations.

(b) It is unlawful for any person to enter the cemetery at any location other than an authorized entrance.

(c) The caretaker will be on duty at the office of City Hall during normal City Hall business hours from Monday through Friday of each week.

**Sec. 12.5. - Purchase of certificates for the right of interment in lots.**

(a) All purchasers of certificates for the right of interment in cemetery lots must first select from the available lots at the cemetery. Such certificates may be purchased from the city. The placement or use of private mausoleums at the cemetery is prohibited.

(b) Upon payment of the entire purchase price for a certificate for the right of interment in a designated lot, the city will issue the certificate which reserves the cemetery lot for use by the purchaser or the purchaser's heirs, successors or assigns.

(c) Each certificate for the right of interment will be issued to only one person including a designated representative under subsection (d).

(d) When there are two or more purchasers of a certificate for the right of interment in a lot the purchasers may designate one or more persons to represent the purchasers regarding the certificate and file written notice of the designation with the city. In the absence of a notice, the city is authorized to permit an interment in a lot at the request or direction of any registered co-purchaser of the property.

(e) All cemetery certificates for the right of interment will grant to the purchaser only the right to use the lot for interment of only human remains, subject to the requirements of this chapter.

(f) The price for each certificate for the right of interment in a lot is established by the city council according to the number of lots reserved for use by the certificate.

(g) A person desiring to purchase a certificate for the right of interment must pay the total purchase price at the time of purchase. The city reserves the right to refuse interment in any lot for which the full purchase price has not been paid. A certificate for the right of interment will not be issued for any lot until the full purchase price has been paid.

(h) Only a maximum of eight (8) spaces may be purchased at one time.

(i) Certificates for the right of interment will only be issued to individuals and may not be issued under a business or LLC's name.

**Sec. 12.6. - Transfer of lots.**

(a) The sale, transfer, or assignment of any lot or space in the cemetery by any owner or purchaser shall not be binding upon the City until it has been requested in writing and approved by the City, the requisite transfer fee has been paid, and a new deed containing the approval of the City is executed.

(b) The transferee (through sale, transfer, assignment, or any other form of conveyance) must register the transfer of the certificate with the city. The city may refuse to register a transfer if the purchase price for the certificate has not been paid in full. In the event a transfer is requested when the purchase price has not been paid in full, the person requesting to receive the certificate will assume full responsibility for such payment which must be received prior to reissuance of a certificate for the right of interment.

(c) Owners of a lot in the cemetery shall not allow interments to be performed in their lot for a profit. The price for re-sale of lot(s) cannot be more than the original price paid when space(s) was originally purchased.

**Sec. 12.7. - Repurchase of certificates by city.**

A purchaser or holder of a certificate of a right of interment may apply with the city to sell the certificate to the city. The city may, at its option, repurchase certificate at the price designated by the city council and on file in the city secretary's office at the time of original purchase. If no file exists in the city secretary's office and no proof is provided by the seller proving the original purchase price, the purchase price shall be set by the city council and shall in no event exceed \$500.

**Sec. 12.8 - Reserved.**

**Sec. 12.9 - Cemetery maintenance.**

(a) The city will provide for the general care and maintenance of the cemetery.

(b) Such care and maintenance include the cutting of the grass at reasonable intervals, the cleaning of the lots and the care and pruning of the trees and shrubs that may be placed along the walks, roadways and boundaries. Care and maintenance by the city do not include the maintenance, repair or replacement of any gravestones, monuments, memorials, or decorations; the planting of flowers or ornamental plants; the maintenance or doing of any special or unusual work in the cemetery; or the construction or reconstruction of any damaged marble, granite, bronze or concrete work on any lot.

(c) Additional City rights and responsibilities include:

(1) The City employees or contractors shall do all cemetery work, including, but not limited to, landscaping and care of the lots. No persons, other than the duly authorized representatives of the City, shall be allowed to perform any work within the cemetery without written authorization issued by the City, and any such work so authorized shall be subject to all provisions contained herein pertaining to such activity.

(2) The City shall take reasonable precautions to protect against loss or damage to property or rights within the cemetery; but it expressly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and specifically, but not by way of limitation, disclaims all responsibility for loss or damage caused by the elements, act of God, common enemy, thieves, assailants, vandals, malicious mischief maker, explosion, unavoidable accident, invasion, insurrection, riot, government act, or regulation or order of any military or civil authority, whether the loss or damage be direct or indirect.

(3) The City may from time to time, as it sees fit, for the benefit of cemetery operations, temporarily waive certain rules and regulations. If this is required, this temporary condition does not constitute a permanent change in the Rules and Regulations of the Cemetery.

(4) The City reserves and shall have the right to correct any errors that may be made in making interments, or sales, transfers or conveyances of interment rights, including the right to substitute and convey in lieu thereof other interment rights of comparable value and similar location (to the extent possible) as may be selected by the City. Alternatively, the City, in its sole discretion, may refund the amount of money paid on account of the purchase of interment rights, merchandise or services to which the error relates. If the error involves the interment of remains in the wrong location, the City may, at its option, transfer

such remains to the correct location or to a similar location of comparable value. The City shall have no liability as a result of any errors of the type described in this paragraph other than its obligation to take the remedial actions described in this paragraph

(6) The City reserves the right to enlarge, reduce, replat or change the boundaries or grading of the cemetery or of a section or sections thereof, from time to time, including the right to modify or change the locations of, or remove or regrade features, roads, drives, trees, shrubs, flowers, landscaping and walks. The City further reserves the right to lay, maintain, operate, alter or change drainage and ponds as well as the right to use the cemetery property, not sold to owners, for cemetery purposes, including the interring and preparing for interment of human remains, or for anything necessary, incidental or convenient thereto.

(7) The City shall have sole and exclusive authority with respect to the planning, surveying and improvements within the cemetery.

(8) If, in the judgment of the City, any tree, shrub or plant, by means of its roots, branches, or otherwise, becomes detrimental to the interment space upon which the plant stands or to any adjacent interment spaces or roads, drives or trails, or if for any other reason its removal is deemed necessary, the City shall have the right to remove such tree, shrub or plant, or any part thereof, or otherwise correct the existing condition. In the event of any such removal, the City shall have no obligation to replace any removed tree, shrub or plant.

(9) No plantings or enhancements of any kind are allowed in the cemetery. This includes fences and stones either flush to the ground or that rise out of the ground.

(10) Any enhancements not meeting the regulations of the cemetery will be removed by the City and will not be the responsibility of the City.

(11) The City reserves the right to move any memorial if, in the opinion of the City, such a move is required in order to perform needed work in the cemetery such as opening an interment space or otherwise serves the purposes of cemetery maintenance or work. The memorial will be moved and replaced with no cost to the interment right owner.

(d) Contractor requirements

(1) Any damage to a cemetery lot, space, or memorials, to include but not be limited to tracking wheel marks, will be corrected on the spot by the person causing the damage.

(2) Insurance requirements for contractors:

a. The project for which the contractor is engaged shall be performed at the sole risk of the contractor and by accepting and undertaking such project, the contractor agrees, without regard to negligence, gross negligence, or other acts or omissions on the part of the City to save and hold harmless City from and against all claims, damages, expense and liability (whether or not such liability has been judicially determined) including but not limited to claims, damages, expenses and liability for loss of life, personal injury or damage to property, resulting from or in any manner attributable to the performance of services, maintenance, use, operation or presence of the Contractor, the Project, or to the presence of the equipment or employees of Contractor, on any property within the cemetery or adjacent thereto owned by City.

b. The contractor shall carry Workmen's Compensation Insurance and shall have all subcontractors carry Workmen's Compensation Insurance and shall carry Comprehensive Liability Insurance covering all operations and vehicles. The City shall be named as additional insured on liability insurance.

c. The contractor shall submit certificates of insurance showing the contractor's coverage amounts for the following:

i. Worker's Compensation - As required by State Law

ii. Comprehensive General Liability

1. \$1,000,000 Each Person

2. \$ 1,000,000 Each Occurrence

iii. Vehicle Liability

1. \$1,000,000 Each Person

2. \$ 1,000,000 Each Occurrence

iv. Property Damage Insurance

1. \$ 1,000,000 Each Occurrence

2. \$ 2,000,000 Aggregate Limit

**Sec. 12.10 - Interments.**

(a) A completed application for interment in the cemetery must be filed with the city before excavation begins for a burial. Prior to permitting any Interment in the cemetery, the City shall require the written authorization of the owner or representative of the interment rights. The following information must be furnished: (1) name, age and gender of the deceased; (2) date of birth and date of death of the deceased; (3) section, lot and/or space; (4e) name of funeral director or responsible party; (5) exact size, type and material of the burial

casket and outer burial container; (6) date of interment and time of arrival at the cemetery; and (7) name, address and phone number of the next of kin.

(b) The applicant must specify the exact location of the burial lot, section and/or space to be used. When for any reason an in-ground burial lot, section, and/or space cannot be opened where specified, the caretaker may direct the burial lot, section and/or space to be opened in a location in the cemetery deemed by the caretaker to be best and proper, notifying the mortuary, so as not to delay the funeral.

(c) The mortuary performing interment services must secure the gravesite, must provide for the immediate cleaning of the gravesite and must remove all debris, fill or equipment resulting from or used by the mortuary.

(d) The mortuary performing interment services, for any casketed or shrouded remains, should use an outside burial container made of concrete, metal, poly, or other material approved under state law.

(e) The maximum number of burials allowed per space (grave) is:

- (1) One casketed burials,
- (2) One casketed burial, and one cremation, or
- (3) Up to two cremations.

(f) Ownership of interment rights:

(1) An owner of an interment right does not, by virtue of such ownership, acquire property or deed ownership of the interment space or of any land or improvements within the cemetery.

(2) A certificate of interment rights shall be issued upon full payment of the purchase price of an interment right. Every interment right shall be subject to (a) all applicable laws and governmental regulations; (b) the Articles of Incorporation and other documents establishing the cemetery; and (c) all Rules and Regulations adopted by the City Council, as now in force or as hereafter amended or adopted, whether or not as set forth herein.

(3) Interment rights can be purchased in the Cemetery only with the written approval of the City and subject to the Rules and Regulations of the Cemetery now or hereafter adopted by the City Council and for the purpose of Interment only.

(4) The individual(s) named in the certificate of interment rights issued and of record will be presumed to be the owner(s) of the Interment right unless the City receives written notice to the contrary by the owner or by the Court. The City records shall be sufficient warrant in all matters regarding ownership.



(5) If an owner of record dies without providing a written declaration or a specific devise by will, any unused Interment rights descend to the heirs at law of the owner subject to the interment Rights of the descendant and his or her surviving spouse. His or her heirs or devisees should immediately file their ownership claim and address with the cemetery in writing. If the deceased owner left the interment space by will to some designated person, a certified copy of the will shall be submitted to the City so that the transfer of Ownership may be recorded.

(6) No transfer or assignment of any interment right, or interest therein shall be valid until accepted in writing by the City on the City's forms and recorded in the books of the City.

(7) The City may fix a charge for all transfers of ownership. No transfer of ownership shall be complete or effective until any and all charges are paid.

(8) No more than one casketed burial and one cremains burial or two cremains burial is permitted in any one space.

(9) In order to inter additional human cremated remains in a grave purchased with a single interment right, an additional Interment right must be purchased.

(10) After a deceased casketed burial, only one cremated remains may be interred in the same grave. The deceased casketed burial must be Interred first.

(11) All interments are single depth.

(12) When there is no deceased casketed burial interred in a lot, up to two cremated remains may be inurned in the same Lot upon payment for the additional interment right.

(13) All interment rights are designed at a standard size of 5 ft. wide and 10 ft long. Any oversized interment may need to purchase a second right.

(g) Owners' Rights

(1) Interment rights within the cemetery shall be used for no purpose other than for the interment and/or memorialization of human remains.

(2) All interment rights in the cemetery are conveyed and shall be held subject to (a) all applicable laws and governmental regulations; (b) Charter, or other documents establishing the Cemetery; (c) all By-Laws and Rules and Regulations adopted by the City Council.

(3) The spouse, children and parents of the certified owner of record of more than one interment right have vested rights. The spouse of an owner has a vested Interment right in the space superior to any other person even if they

became the spouse after the rights were acquired. No transfer or other action of the owner, without the written consent of all owners, divests a vested interment right. A vested interment right may be released by waiver, terminated upon the interment elsewhere of the remains of the person in whom vested, or in the case of a divorce, unless it is otherwise provided in the divorce decree. No vested interment right gives the right to be interred where any deceased person having a prior vested interment right was interred, nor does it give the right to have the remains of more than one deceased person interred in a single interment space in violation of these Rules and Regulations.

(4) When an interment of the owner or a member of the owner's family has been made in a lot, thereafter, unless the City was otherwise directed in writing by the owner, the lots shall be held as the family lot of the owner and no interment rights therein may be transferred to non-family members unless such a disposition was made by the owner in a will, by a specific devise or by a written declaration filed and recorded prior to the owner's death in the cemetery office. In a family lot, the following shall have preference as to use:

(a) One interment right may be used for the owner's interment.

(b) One interment right may be used by the owner's surviving spouse, if any, who has a vested interment right in it.

(c) If any interment rights are remaining, the parents and children of the deceased owner, in order of death, may be interred without the consent of any other person claiming any interest in the rights.

(d) If no parent or child survives, the interment right goes in order of death, (1) to the spouse of any child of the record-owner, and in order of death, (2) to the next heirs at law of the owner or the spouse of any heir at law.

(5) Subject to these Rules and Regulations of the Cemetery, interment rights are transferable. Upon the receipt of written instructions or a certified copy of a will containing specific devises from the deceased owner of record, the City shall restrict interments to the persons designated in the authorization or devise. The City will not accept a transfer of a family burial estate after interment of the original owner or owners, except for the interment of family members or others as designated in writing or by a will by the owner or by court order.

(6) The City shall have the right to refuse to consent to a transfer or to an assignment of any interment right until the purchase price of the interment right has been paid in full.

(7) The City may exchange interment rights when desired by owner, but where there are interment rights of lesser value no compensation will be given to the lot owner. When such an approved exchange is made, the original

conveyance must be surrendered by proper assignment, or by reconveyance, if considered necessary, before any change is affected.

(h) Other regulations

(1) The City relies upon the identification of the deceased provided by the next-of-kin or authorized representative and shall have no obligation to independently establish or verify the identity of the remains to be interred.

(2) The City shall make the final determination as to the grading of a grave and reserves the right to level, fill, re-grade and plant all graves.

(3) All casketed burials must have a minimum of 24 inches of cover from the shallowest point if there is no outer burial container and 18 inches if there is an outer burial container. All interments of cremated remains shall have a minimum of twelve inches of cover from the shallowest point.

(4) Health and Safety Code Reference, section 714.001 regarding depth of graves shall apply, to wit: (a) The body of a decedent may not be buried in a manner so that the outside top surface of the container of the body is: (1) less than two feet below the surface of the ground if the container is not made of an impermeable material; or (2) less than 1-1/2 feet below the surface of the ground if the container is made of an impermeable material. The criminal penalties set forth in the Health and Safety Code shall be applicable.

(5) No interment / inurnment changes are permitted without the City's knowledge. All appropriate forms, payments and releases must be signed before changes can be completed.

**Sec. 12.11. - Disinterments.**

(a) Disinterment of a body in the cemetery is permitted only by order of a court of competent jurisdiction or written permission from a person having authority to permit the disinterment. This section 12.11 shall not apply to actions by the City to correct an error as set forth in this chapter.

(b) A mortuary performing a disinterment must secure the gravesite, must provide for the cleaning of the gravesite and must remove all debris, fill or equipment resulting from or used by the mortuary.

(c) Health and Safety Code Reference Sec. 711.004 regarding removal of remains and any more stringent standards set forth herein shall be applicable to all disinterments.

(d) In respect to the health and safety of the City employees and contractors, a new outer burial container and casket may be required. In these cases, the owner and next of kin of the deceased will be responsible for these costs.

(e) All disinterments must be conducted with a licensed funeral director and a representative of the City present. Depending on the circumstances of and reasons for the disinterment, the City may, at its option, elect to hire other professionals to be present at the disinterment. The owners will pay any and all costs associated with the disinterment in advance.

**Sec. 12.12. - Enclosure of lots; maintenance.**

(a) It is unlawful for a person to place or construct an enclosure including a fence, coping, hedge or ditch around any lot or space in the cemetery.

(b) The person responsible for installing or maintaining an enclosure that is damaged to the extent that it is unsightly or hazardous must repair or remove the enclosure within ten days of receipt of written notice from the City, or the City is authorized to remove the enclosure.

**Sec. 12.13 - Decoration of lots.**

(a) Monuments. Monuments in the cemetery are subject to the following:

(1) No memorial, monument, or grave marker is allowed on any burial space until the purchase price for the right of use of the space has been fully paid and the instrument granting the right of use has been delivered to the purchaser.

(2) Persons erecting monuments shall not leave material or rubbish on adjoining lots. Work must be completed as soon as possible, and any material or rubbish must be removed at once.

(3) Persons erecting monuments are responsible for any damage done by them to any property in the cemetery, including grass and trees. All work is subject to the control and direction of the City.

(4) Wooden planks must be used for placing and rolling stone monuments on rocks or grass.

(5) Businesses are prohibited from placing their names on any monument or placing signs within the cemetery to advertise the firm or its products.

(6) The location of any proposed monuments must be identified by city staff before the construction begins. It is mandatory to coordinate in advance any such installation of monuments with the city staff. Failure to notify or consult with city staff regarding any installation or failure to comply with any city ordinances herein may result in corrective measures taken at the expense of the responsible party. City shall not be responsible for any loss claimed as a

result of City action in removing monuments placed without the required authorization.

(7) All monuments placed in areas of the cemetery must be all granite, marble, bronze, stone, or material approved by the City of Gatesville, and must have a reinforced concrete base. Any monument more than eight feet high is required to have an engineered foundation and be approved by the City upon a finding that the proposed monument is suitable for the location based on such factors as safety, interference with maintenance, compatibility with the scale, height, massing and design aesthetic of surrounding monuments, or similar factors deemed relevant by the City.

(8) The maintenance of all monuments in the cemetery is the responsibility of the person having the lawful right of use or maintenance of the lot associated with the monument, or their surviving family members or descendants. This maintenance will include, but is not limited to, the following:

- a. The cleaning of the monument,
- b. Ensuring that the monument is seated properly, stable and remains stationary against application of a reasonable force, and
- c. Repairing any damage to the monument or the structure of the monument, including replacement, if necessary.

(9) In the event that a monument is in need of maintenance, the parks and recreation director will send a letter requesting such repairs to the person having a lawful right or use or maintenance of the lot or their surviving family members or descendants, if known, advising of the necessary maintenance. If such persons cannot be located, then a city representative will publish a newspaper notice of the necessary maintenance in accordance with the procedures described in V.T.C.A., Estates Code, Chapters 51 and 202. If the necessary maintenance is not performed within the time period stated in the notice, then the city may, in the interests of safety, initiate action to have the necessary maintenance performed, or have the monument removed. A city representative will bill any cost incurred by the city for the maintenance to such persons, if known.

(10) Memorials will be placed on the undisturbed portion of the grave

(11) All flush memorials shall be set flush with the natural grade

(12) If any memorial or mausoleum becomes unsafe the city has the right to correct the condition or remove the memorial or mausoleum. May be charged to the owner of the space

(13) All memorials shall be installed and maintained at the owner's expense

(14) Memorials shall be made of granite or marble with a minimum thickness of 4 inches or cast bronze of any thickness.

(15) The base of all memorials shall be 18 in. or less in width

(16) The maximum length of a single memorial shall not exceed 50 in.

(17) The maximum length of a companion memorial shall not exceed 110 inches

(18) Only one memorial will be permitted at the head and foot of a space. A companion or family memorial may be placed upon two or more spaces. Any memorial placed at the foot of a space must be flush.

(19) The City reserves the right to stop all work of any nature, whenever, in its opinion, proper preparations have not been made, or when tools and machinery are insufficient or defective, or when work is being executed in such a manner as to threaten life or property, or when any reasonable request on the part of the City has been disregarded, or when work is not being executed according to the specifications and installation requirements of the City.

(20) Any Contractor who willfully violates the Rules and Regulations, specifications or installation requirements of the City may be prohibited from performing any further work in the Cemetery.

(b) Flowers, shrubs, trees, or decorations. Flowers, shrubs, trees, and decorations in the cemetery are subject to the following:

(1) Fresh cut flowers may be placed on any lot, but they must be removed within two weeks or when, in the caretaker's opinion, they become unsightly or detrimental to maintenance. The caretaker, in his/her sole discretion, may remove flowers not so removed.

(2) Artificial flowers, sprays or wreaths are allowed, but they will be removed by the caretaker when, in the caretaker's sole discretion, they become unsightly or blow off the lot on which they were placed.

(3) All decorations must be firmly secured or fastened to the monument. Posts or poles are not allowed to be staked into the ground.

(4) Animal feeders or animal houses are not allowed.

(5) No items may be hung from any tree, shrub, or plant.

(6) Glass containers/decorations are prohibited.

(7) Unfilled vases will not be allowed to remain on a lot unless permanently affixed to a monument. After one month, unclaimed vases will be disposed of at the caretaker's discretion.

(8) Flags next to or as close to a marker will be permitted but may be removed when they become unsightly.

(c) Any other structural amenities, which must also be primarily of marble or granite, must have the approval of the City before being placed on the lot.

(d) Unapproved items will be removed by the caretaker and disposed of at the caretaker's discretion. Weathered and unsightly items will be removed during the spring and fall cleanup.

(e) The caretaker is authorized to enforce the provisions of this section. The City will not be liable or responsible for items removed under this section.

**Sec. 12.15 - Miscellaneous prohibitions; penalty for violations.**

(a) In addition to any other prohibited or unlawful conduct set forth in this chapter, entry into and use of the cemetery shall be subject to the restrictions in this section.

(1) The consumption or open display of alcoholic beverages is prohibited.

(2) Loitering, loud music, excessive vehicle noise or other behavior that disrupts the peace is prohibited.

(3) All pets must be on leash or otherwise restrained in accordance with applicable ordinances, and pet owners shall ensure they pick up after their pet.

(4) Water is for landscape irrigation use only. Watering shall be performed only by City personnel or contractors.

(5) Vehicles may only be parked on paved streets or drive aisles. No vehicles are allowed in the cemetery except during cemetery hours. Vehicles parked in violation of this subsection may be towed at the owner's expense.

(6) Visitors to the cemetery shall comply with all applicable laws.

(7) The City reserves the right to require all persons coming into the cemetery to obey all Rules and Regulations adopted by the City Council.

(8) While visiting the cemetery, visitors should secure personal items at all times and proceed across the terrain of the cemetery with care and at their own risk. The City shall not be liable for damage or injury to any person or property in the cemetery, including death, whether the damage be direct or collateral.

(9) Anyone in the Cemetery jogging, biking or walking during normal business hours must avoid areas where interment services are either in progress or about to begin.

(b)A violation of this section is a Class C misdemeanor, punishable by a fine not to exceed \$500.00

**Sec. 12.16 – Trustee for care and upkeep.**

Under and by virtue of the authority vested in the city council, by virtue of Texas Health and Safety Code § 713.002, the city council shall act as a permanent trustee for the care and upkeep of the lots and graves in the cemeteries now owned and/or operated by the city. By this section, the city signifies its willingness and intention to act as such trustee and that the city council accepts such trust.

**Sec. 12.17 – Rules and regulations.**

The city council shall, from time to time, make such reasonable rules and regulations as such trustee as are necessary to receive gifts, grants, and donations from any source for the care and upkeep for the city owned or controlled cemeteries. The acceptance by the city of the funds specified for such cemetery maintenance purpose shall constitute the trust fund and shall be used exclusively for the maintenance of the city owned or controlled cemeteries and for the acquisition of additional grave space or the improvements reasonably necessary concerning the present or any future cemeteries owned or controlled by the city.

**Sec. 12.18 – Keeping of records.**

The city, as such trustee, shall keep a permanent and well-bound record book in which shall be kept in alphabetical order the names of all persons or entities which have given or donated funds for the cemetery maintenance fund. Such record book shall be maintained at the city hall and shall be open for inspection by any interested party.

**Sec. 12.19 – Investment of funds.**

The city shall invest and reinvest all funds advanced to it for the purposes herein set forth in interest bearing bonds, securities or any other form of savings or investment determined to be appropriate by the city council and shall cause all



interest, dividends, income or any other growth from such funds to be deposited in the cemetery maintenance fund for the purposes outlined in this chapter.

**Sec. 12.20 – Texas Trust Code.**

The cemetery maintenance fund shall be administered by the trustee for the purposes and under the conditions set forth hereinabove. However, any action by the city council acting as trustee hereunder shall be controlled by the Texas Trust Code section 111.001, *et seq.*

**Sec. 12.21 – Prohibiting construction of borders and crushed stone or gravel on gravesites in Restland Cemetery.**

It shall be unlawful for any person, group, or entity to construct a border from any material whatever or place crushed stone or gravel on any grave site in the Restland Cemetery.”

**SECTION 2.** If any section, subsection, paragraph, sentence, clause, phrase, or word in this Ordinance, or the application thereof to any person or under any circumstances is held invalid by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council of the City of Gatesville, Texas, hereby declares it would have enacted such remaining portions despite any such invalidity.

**SECTION 3.** It is officially found and determined that the meeting at which this Ordinance was passed was open to the public as required by law, and the public notice of the time, place and purpose of this meeting was given as required by law.

**SECTION 4.** . This Ordinance shall become effective immediately upon its passage, approval, and publication as may be required by law.

The foregoing **Ordinance No. 2025-07** was read the first time and passed to the second reading this **11<sup>th</sup> day of February, 2025.**

The foregoing **Ordinance No. 2025-07** was read the second time and passed to the third reading this **25<sup>th</sup> day of February, 2025.**

The foregoing **Ordinance No. 2025-07** was read the third time and was passed and adopted as an Ordinance to the City of Gatesville, Texas, this **11<sup>th</sup> day of March, 2025.**

BY: \_\_\_\_\_  
GARY M. CHUMLEY, MAYOR

ATTESTED:

APPROVED AS TO FORM:

\_\_\_\_\_  
HOLLY OWENS, T.R.M.C.  
CITY SECRETARY

\_\_\_\_\_  
VICTORIA THOMAS  
CITY ATTORNEY



**Agenda item # 7**

**CITY COUNCIL MEMORANDUM**

**Date:** February 25, 2025

**To:** Mayor & City Council

**From:** Bradford Hunt, City Manager

**Agenda Item:** Discussion and possible action regarding establishment of a Building Standards Commission as a separate entity from the City Council.

**Information:**

Historically over the past many years, the City Council has, in the absence of an established Building Standards Commission (BSC), acted as such. It has been noted by staff that Council has met with significant challenges when acting as the BSC, causing the process to take time and attention away from Council business and lengthening the timeframe for BSC business.

Accordingly, staff has prepared a city ordinance draft whereby the BSC would be a separate entity from the Council, and would conduct meetings in a manner similar to the Planning & Zoning Commission. Before presenting the draft ordinance, staff seeks Council's input on the creation of the BSC, with following two potential options:

1. The BSC is created by ordinance to consist of the same members as appointed for the Planning & Zoning Commission. P&Z and BSC meetings would be held separately by these same members, in succession on the same evening.
2. The BSC is created by ordinance to consist of seven new members. The BSC meetings would be held regularly.

For both options, the BSC would make decisions and recommend action by Council in the same manner as the P&Z Commission does currently.

**Financial Impact:**

\$0

**Staff Recommendation:**

The staff recommends that the City Council create by ordinance a Building Standards Commission that is separate from City Council, follows the pending guidelines as set forth by ordinance and consists of the same members as appointed for the Planning & Zoning Commission.

**Motion:**

**Option 1:**

I make the motion to direct staff to present and ordinance that creates a Building Standards Commission that is separate from City Council, follows the pending guidelines as set forth by ordinance and consists of the same members as appointed for the Planning & Zoning Commission.

**Option 2:**

I make the motion to direct staff to present and ordinance that creates a Building Standards Commission that is separate from City Council, follows the pending guidelines as set forth by ordinance and consists of seven new members.

**Attachments:** none

**Staff Contacts:** Bradford Hunt, City Manager – [bhunt@gatesvilletx.com](mailto:bhunt@gatesvilletx.com)



## Agenda Item # 8

### CITY COUNCIL MEMORANDUM

**Date:** February 25, 2025  
**To:** Mayor & City Council  
**From:** Holly Owens, City Secretary

**Agenda Item:** Discussion and possible action regarding an ordinance annexing an approximately 4.7 acres located in the C Cazanoba Survey situated in Coryell County, Texas and extending the boundary limits of the City of Gatesville as to include such property within the City's corporate limits.

#### **Information:**

Patrick Washburn and Colten Washburn are the owners of the property located on Stillhouse Road and described as the C Cazanoba Survey situated in Coryell County, Texas. The owners have formally requested to have the 4.7 acres described property to be annexed into the City of Gatesville. City Council accepted the application to annex into the City of Gatesville on January 14, 2025, with Resolution 2025-009. The first reading and public hearing were heard on January 28, 2025, followed by the second reading on February 11, 2025 with no changes. The vote was unanimous with one abstain to move forward for the third and final reading.

E&P Washburn Rentals are proposing to build duplexes as an extension of their existing development located on Stillhouse Road.

The public notice was published in the Gatesville Messenger and on the City Website on January 18, 2025. Approximately 13 notices were mailed out.

Exhibit B is a standard service agreement to provide City of Gatesville services that include water, sewer, trash, police/fire, and emergency medical per **TLGC Sec. 43.056**.

#### **Financial Impact:**

There is no fiscal impact.

#### **Staff Recommendation:**

The staff recommends passing **Ordinance 2025-04** annexing the property described as the C Cazanoba Survey in Coryell County, Texas.

**Motion:**

I make a motion to pass **Ordinance 2025-04** annexing the property described as the C Cazanoba Survey in Coryell County, Texas.

**Attachments:**

- Exhibit A – Meets and Bounds
- Exhibit B – Service Agreement
- GIS Map of property.
- Public Notice/Letter
- Mailing List

**Staff Contacts:**

Holly Owens [howens@gatesvilletx.com](mailto:howens@gatesvilletx.com)

**Exhibit 'A'**  
**Meets and Bounds**

**BEING** 2.08 Acres, more or less, in the Chrisanta Cozenoba Survey, Abstract No. 150, and being part of that certain called 7.92 Acres tract described in a deed to Patrick Lynn Washburn and Colten Blake Washburn, as recorded in Inst. # 368010, of the Deed Records of Coryell County, Texas.

**THENCE**, around a curve in a counterclockwise direction having a delta angle of  $07^{\circ} 02' 15''$ , an arc distance of 122.76 Feet, a radius of 999.40 Feet, and a chord of  $S 24^{\circ} 31' 05'' E$ , 122.68 Feet, to a  $\frac{1}{2}$ " Iron Rebar, set with (GOODSONS 4330) cap, for the Southeast corner hereof, and in the West R.O.W. of said State Hwy. 36;

**THENCE**,  $N 88^{\circ} 14' 24'' W$ , over and across said 7.92 Acre tract, 437.27 Feet, to a  $\frac{1}{2}$ " Iron Rebar, set with (GOODSONS 4330) cap, for an inner ell corner hereof;

**THENCE**,  $S 00^{\circ} 51' 29'' E$ , over and across said 7.92 Acre tract, 305.38 Feet, to a  $\frac{1}{2}$ " Iron Rebar, set with (GOODSONS 4330) cap, for the Southeast corner hereof;

**THENCE**,  $S 89^{\circ} 08' 31'' W$ , over and across said 7.92 Acre tract, 110.00 Feet, to a  $\frac{1}{2}$ " Iron Rebar, set with (GOODSONS 4300) cap, Southwest corner hereof and being in the East line of said Stillhouse Road, from whence a Pipe Fence Post at the Southwest corner of said 7.92 Acre tract  $Brs. S 00^{\circ} 51' 29'' E$ , 60.00';

$N 00^{\circ} 51' 29'' W$ , 372.68' (Rec.  $N 01^{\circ} 15' 35'' E$ , 432.89') with the East line of said Stillhouse Road, to a Pipe Fence Post, for angle hereof;

$N 29^{\circ} 25' 47'' E$ , 53.96' (Rec.  $N 31^{\circ} 34' 48'' E$ , 53.92') with the Southeast line of said Stillhouse Road, to a Pipe Fence Post, for angle hereof;

**THENCE**,  $S 88^{\circ} 14' 24'' E$ , (Rec.  $S 86^{\circ} 09' 38'' E$ , 470.97') with the common lines of said 7.92 Acre tract and said Stillhouse Road, 470.83 Feet, to the PLACE OF BEGINNING

## **EXHIBIT 'B'**

### **ANNEXATION SERVICE PLAN AGREEMENT**

For land described in Ordinance 2025-04 effective on the date of annexation, the following services are to be provided as set forth below:

#### **1. POLICE PROTECTION**

The City of Gatesville, Texas will provide police protection to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Gatesville, Texas, with similar topography, land use and population within the newly annexed area.

#### **2. FIRE PROTECTION AND AMBULANCE SERVICE**

The City of Gatesville, Texas will provide fire protection and ambulance service to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Gatesville, Texas, with similar topography, land use and population with the City of Gatesville.

#### **3. SOLID WASTE COLLECTION AND RECYCLING PROGRAM**

At the present time the City of Gatesville, Texas. is using a designated, specified contractor for collection of solid waste and refuse and a recycling program within the city limits of the City of Gatesville, Texas. Upon payment of any required deposits and the agreement to pay lawful service fees and charges, solid waste collection and recycling program will be provided to citizens in the newly annexed area to the extent that the City's contractor has access to the area to be serviced. Also, periodic community wide roll-off disposal of hazardous household waste will be available.

#### **4. MAINTENANCE OF WATER AND WASTEWATER FACILITIES**

Any and all water or wastewater facilities owned or maintained by the City of Gatesville, Texas, at the time of the proposed annexation shall continue to be maintained by the City of Gatesville, Texas. Any and all water or wastewater facilities which may be acquired subsequent to the annexation of the proposed area shall be maintained by the City of Gatesville, Texas, to the extent of its ownership.

#### **5. MAINTENANCE OF ROADS AND STREETS**

Any and all public roads, streets or alleyways which have been dedicated to the City of Gatesville, Texas, or which are owned by the City of Gatesville, Texas, shall be maintained to the same degree and extent that other roads, streets and alleyways are maintained in areas with similar topography, land use and population density. Any and all lighting of roads, streets and alleyways which may be positioned in a right-of-way, roadway or utility company easement shall be maintained by the applicable utility company servicing the City of Gatesville, Texas, pursuant to the rules, regulations and fees of such utility.



## 6. MAINTENANCE OF PARKS, PLAYGROUNDS AND SWIMMING POOLS

The City Council of the City of Gatesville, Texas, is not aware of the existence of any parks, playgrounds or swimming pools now located in the area proposed for annexation. In the event any such parks, playgrounds or swimming pools do exist and are public facilities, the City of Gatesville, Texas, will maintain such areas to the same extent and degree that it maintains parks, playgrounds and swimming pools and other similar areas of the City now incorporated in the City of Gatesville, Texas.

## 7. MAINTENANCE OF MUNICIPALLY OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City Council of the City of Gatesville, Texas is not aware of the existence of any municipally owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such municipally owned facility, building or municipal service does exist and are public facilities, the City of Gatesville, Texas, will maintain such areas to the same extent and degree that it maintains publicly owned facilities, buildings or municipal services of the City now incorporated in the City of Gatesville, Texas.

## 8. CAPITAL IMPROVEMENTS

### A. GENERAL

The City provides water and wastewater treatment facilities and major distribution and collection facilities to areas within the City for which the City is authorized to provide such services (this does not include areas for which a certificate of convenience and necessity has been issued to a special district or other water provider). The City does not extend water distribution or wastewater collection mains at its own cost to new developments as part of its municipal services; instead, property owners are expected to bear such costs. Water and wastewater mains will be extended only on an as needed basis when development applications or subdivision plats that require urban level supporting services are submitted to the City in accordance with the City's subdivision and development ordinances. Once such developments begin to occur, the City also may adopt capital improvements plans for additional treatment or major distribution or collection facilities to serve the area, while property owners must pay for the mains necessary to serve their land.

### B. POLICE PROTECTION, FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

The City Council of the City of Gatesville, Texas finds and determines it to be unnecessary to acquire or construct any capital improvement for the purpose of providing police protection, fire protection, or emergency medical services. The City Council finds and determines that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City of Gatesville, Texas, with the same or similar topography, land use and population density, without reducing by

## Exhibit B for Ordinance 2025-04

more than a negligible amount the level of fire, police and emergency services provided within the corporate limits of the City.

### C. WATER FACILITIES

The area to be annexed shall be annexed into the City of Gatesville Certificate of Convenience and Necessity (CCN) and water will be provided by the City. Capital improvements are not necessary to provide full municipal services for water.

### D. WASTEWATER FACILITIES

The City Council of the City of Gatesville, Texas, has determined that given the current expected development in the next ten (10) years within the area to be annexed, if such development concerning the extension or expansion of wastewater facilities will be in accordance with the City's utility policies as generally set forth in section 8A of this Plan, in the City's development regulations and the service plan. Upon connection to existing mains, sewer will be provided at rates established by the City.

### E. ROADS AND STREETS

Within 2 ½ years the City of Gatesville, Texas, with a cooperative effort of the City's designated utility company, will undertake to provide the same degree of road and street lighting as is provided in areas of similar topography, land use and population density within the present corporate limits of the City of Gatesville, Texas. Maintenance of properly dedicated roads and streets will be consistent with the maintenance provided by the City to other roads and streets in areas of similar topography, land use and population density as the annexed property. The City has determined that there are no current or proposed developments within the area to be annexed that require construction of supporting collector or arterial streets. As development occurs in the future, developers will be required pursuant to the ordinances of the City of Gatesville, Texas to provide internal and peripheral streets and to construct those streets in accordance with the specifications required by the City of Gatesville, Texas, for street dedication and construction. City participation in capital expenditures will be in accordance with generally applicable city policies. Once urban level developments begin to occur, the City also may adopt road improvements plans to serve the area, and the service plan may be amended under such circumstances. The City may also plan road improvements that are necessary to serve the area being annexed into the City.

## SPECIFIC FINDINGS

The City Council of the City of Gatesville, Texas finds and determines that this proposed Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Exhibit B for Ordinance 2025-04

The City Council of the City of Gatesville, Texas further finds that there are areas within city limits with similar characteristics of topography, land utilization and population density that have service levels similar to those proposed in this service plan. Because of the differing characteristics of topography, land utilization and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from services provided in other areas of the City of Gatesville, Texas. These differences are specifically dictated because of differing characteristics of the property and the City of Gatesville, Texas will undertake to perform consistently with this contract so as to provide the newly annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City of Gatesville, Texas who reside in areas of similar topography, land utilization and population.

---

Patrick Washburn

---

Colten Washburn

---

Brad Hunt  
City Manager

ATTEST:

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Holly Owens  
City Secretary





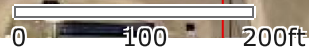
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31°27'00"N 97°44'45"W







January 17, 2025

RE: Public Hearing and Public Notice to annex approximately 4.7 acres located in the C Cazanoba Survey.

The City of Gatesville has scheduled a Public Hearing on January 28, 2025 at 110 N 8<sup>th</sup> Street at 5:30 P.M. to consider annexing the hereinafter described territory to the City of Gatesville, Coryell County, Texas and extending the boundary limits of said City so as to include said hereinafter described property within said city limits, and granting to all the inhabitants of said property all the rights and privileges of other citizens and binding said inhabitants by all of the acts, ordinances, resolutions, and regulations of said City, and adopting a service plan.

**BEING** 2.08 Acres, more or less, in the Chrisanta Cozenoba Survey, Abstract No. 150, and being part of that certain called 7.92 Acres tract described in a deed to Patrick Lynn Wasburn and Colten Blake Washburn, as recorded in Inst. # 368010, of the Deed Records of Coryell County, Texas.

**THENCE**, around a curve in a counterclockwise direction having a delta angle of 07° 02' 15", an arc distance of 122.76 Feet, a radius of 999.40 Feet, and a chord of S 24° 31' 05" E, 122.68 Feet, to a ½" Iron Rebar, set with (GOODSONS 4330) cap, for the Southeast corner hereof, and in the West R.O.W. of said State Hwy. 36;

**THENCE**, N 88° 14' 24" W, over and across said 7.92 Acre tract, 437.27 Feet, to a ½" Iron Rebar, set with (GOODSONS 4330) cap, for an inner ell corner hereof;

**THENCE**, S 00° 51' 29" E, over and across said 7.92 Acre tract, 305.38 Feet, to a ½" Iron Rebar, set with (GOODSONS 4330) cap, for the Southeast corner hereof;

**THENCE**, S 89° 08' 31" W, over and across said 7.92 Acre tract, 110.00 Feet, to a ½" Iron Rebar, set with (GOODSONS 4300) cap, Southwest corner hereof and being in the East line of said Stillhouse Road, from whence a Pipe Fence Post at the Southwest corner of said 7.92 Acre tract Brs. S 00° 51' 29" E, 60.00';

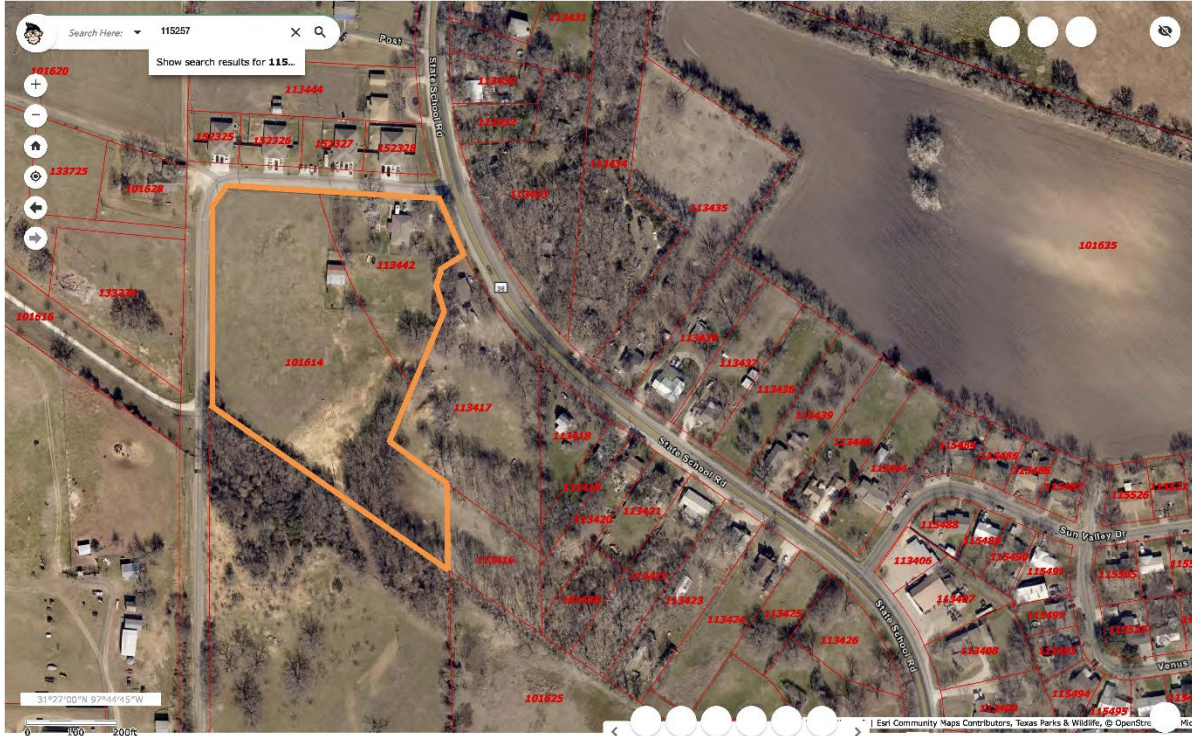
N 00° 51' 29" W, 372.68' (Rec. N 01° 15' 35" E, 432.89') with the East line of said Stillhouse Road, to a Pipe Fence Post, for angle hereof;

N 29° 25' 47" E, 53.96' (Rec. N 31° 34' 48" E, 53.92') with the Southeast line of said Stillhouse Road, to a Pipe Fence Post, for angle hereof;

**THENCE**, S 88° 14' 24" E, (Rec. S 86° 09' 38" E, 470.97') with the common lines of said 7.92 Acre tract and said Stillhouse Road, 470.83 Feet, to the PLACE OF BEGINNING

If you have any questions, please contact me directly.

Holly Owens, T.R.M.C.  
City Secretary  
254-865-8951, ext. 105



<b>PID</b>	<b>Property Address</b>	<b>Owner</b>	<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
113442	223 State School Rd	Washburn Patrick Lynn & Colten Blake	906 Cedar Ridge Rd	GATESVILLE	TX	76528
152328	126 Stillhouse Rd	E&P Washburn Rentals LLC	906 Cedar Ridge Rd	GATESVILLE	TX	76528
152327	128 Stillhouse Rd	E&P Washburn Rentals LLC	906 Cedar Ridge Rd	GATESVILLE	TX	76528
152326	172 Stillhouse Rd	E&P Washburn Rentals LLC	906 Cedar Ridge Rd	GATESVILLE	TX	76528
152325	174 Stillhouse Rd	E&P Washburn Rentals LLC	906 Cedar Ridge Rd	GATESVILLE	TX	76528
113444	303 State School Rd	Doyle Kenneth & Cheryl Ann	300 State School Rd	GATESVILLE	TX	76528
101620	184 Stillhouse Rd	Lam Max & Lera	122 Gateway Circle	GATESVILLE	TX	76528
101628	202 Stillhouse Rd	Doyle Kenneth & Cheryl Ann	300 State School Rd	GATESVILLE	TX	76528
133233	Stillhouse Rd	Doyle Kenneth & Cheryl Ann	300 State School Rd	GATESVILLE	TX	76528
133234	Stillhouse Rd	Doyle Kenneth & Cheryl Ann	300 State School Rd	GATESVILLE	TX	76528
101616	300 Stillhouse Rd	Doyle Kenneth & Cheryl Ann	300 State School Rd	GATESVILLE	TX	76528
101636	Stillhouse Rd	Morse Jack Wesley Etal	1050 County Road 301	OGLESBY	TX	76561
101625	State School Rd	Erwin Corinne W	2275 FM 107	GATESVILLE	TX	76528
113416	223 State School Rd	Washburn Patrick Lynn & Colten Blake	906 Cedar Ridge Rd	GATESVILLE	TX	76528
113417	219-221 State School Rd	Wells Pamela A	221 State School Rd	GATESVILLE	TX	76528
		Coryell County	620 E Main St.	GATESVILLE	TX	76528
		TNMP	201 N 8th St.	GATESVILLE	TX	76528
		Gateville ISD	311 S Lovers Lane	GATESVILLE	TX	76528
		Atmos Energy	409 TX-36	GATESVILLE	TX	76528
		Coryell Health	1507 W Main St.	GATESVILLE	TX	76528
		Waste Management	2201 W Avenue D	TEMPLE	TX	76504



## Agenda Item # 9

### CITY COUNCIL MEMORANDUM

**Date:** February 25, 2025

**To:** City Council

**From:** Holly Owens, City Secretary

**Agenda Item:** Discussion and possible action regarding a final plat located on the C Cazanoba Survey; Abstract 150 being on 4.7 acres for the Washburn III Addition.

#### Information:

- Applicant: Mike Kriegel representing the owners Patrick Washburn & Colten Washburn
- Project Type: Duplexes
- Location: Stillhouse Road

Proposed Project Components:

1. 6 duplexes
  - 2,400 sq. ft.

Zoning and Ordinance Compliance:

- Staff recommend the designated zoning as Res\_2\_4 Family (Ordinance 2025-05) which would match the current development and zoning located to the north across Stillhouse Road. The property located to the east is zoned Ag\_Suburban\_Homesites.

Infrastructure Considerations:

- Water and sewer are available.
- A utility and access easement has been noted on the plat which will be maintained by the City of Gatesville.
- FNI Comment: The property is not located within a floodplain and has a slope towards the west and south. Ditches on the west side help retain water. The curb and gutter will need to be designed to direct water westward, ensuring natural drainage flows to the south.

Planning & Zoning Commission:

The Planning & Zoning Commission voted unanimously to approve the preliminary/final plat for Washburn III Addition on January 6, 2025.

#### Financial Impact:

There is no financial impact to the City of Gatesville. However, the development once completed will bring in revenue from property tax.



**Motion:**

I move to approve the final plat for Washburn III Addition.

**Attachments:**

- Plat (copies will be provided at the meeting)
- Coryell County appraisal map
- Applications
- Zoning Map

**Staff Contacts:**

Holly Owens, City Secretary, [howens@gatesvilletx.com](mailto:howens@gatesvilletx.com)



**PLATTING APPLICATION**

An application is hereby made to the City of Gatesville Planning & Zoning Commission and City Council for the following platting process:

Preliminary Plat     Final Plat     Amended Plat     Re-plat

**APPLICANT INFORMATION**

Applicant Name: Mike Kriegel  
Phone: 512-556-6885  
Owner Name: Pat Washburn  
Phone: \_\_\_\_\_

Address: 411 S. Western Ave Lampasas TX 76550  
Email: Jerry@Texps.com  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

This application shall only take into consideration documentation submitted with the original application. Any documentation to be considered in lieu of the original submission shall be sent to the Planning Director with a minimum of 10 business days prior to any scheduled public meeting. Once a completion audit is passed, the application shall be scheduled for P&Z and/or City Council consideration, as needed. All communications hereafter, regarding this application, shall be made via the email address or phone number provided by the applicant.

The undersigned hereby acknowledges the requirements of the City's Subdivision Ordinance, Zoning Codes, this Platting Application and all other Development Standards and ensures this application and all associated documentation is in full compliance with all applicable regulations; non-compliance shall be grounds for disapproval. Furthermore, the undersigned hereby acknowledges that incomplete application submissions shall be voided and may result in a forfeiture of any fees paid. The undersigned requests consideration by the City of Gatesville, Texas of the above-identified platting process.

Signature of Applicant: [Signature] Date: 12/4/24  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different from applicant)

**FOR INTERNAL USE ONLY**

**CURRENT PROPERTY DESCRIPTION**

Current Street Address: Stillhouse Rd  
Name of proposed subdivision: Washburn III Number of Lots: 7  
Total Acre: 4.7 Original Survey: Chrisanta Cazendoba Abs 150  
Legal Description: P10 101614

**ZONING**

Current Zoning: N/A Proposed Use: SF Duplex  
Zoning Compliance:  PASS     FAIL    Staff Reviewer: \_\_\_\_\_

> County - needs to be annexed.

**UTILITIES**

Existing Utilities Available:  Water     Sewer     Electric     Gas  
Water Provider: City of Gatesville Sewer Provider: Gatesville  
Electric Provider: TAMP Gas Provider: \_\_\_\_\_

> Proposed zoning Res\_2\_4 Family

**ADMINISTRATIVE**

Date Application Received: 12/5/2024 Received By: Hawens  
Application Fee Amount: 271.00 + 2(342) Received By: \_\_\_\_\_ Date Fee Received: \_\_\_\_\_  
Completion Audit:  PASS     FAIL    Staff Reviewer: \_\_\_\_\_ C. A. Date: \_\_\_\_\_  
P&Z Date: 1/4/25 Planning Director: \_\_\_\_\_





# DEVELOPMENT PERMIT APPLICATION

Permit ID: \_\_\_\_\_  
*(Staff Use Only)*

## 1. DEVELOPMENT TYPE *Applicant: - Check all boxes that apply to project.*

### SUBDIVISION

Platting (specify below)

Amending Plat

New/Final Plat

Plat Vacation

Replat

Fence Permit

Sign Permit

Utility Tap - Water

Utility Tap - Sewer

### LAND USE

Future Land Use Plan Amendment

Zoning District Amendment

Zoning BOA Variance

Zoning Verification Letter

Land Use Change

### BUILDING CONSTRUCTION

New Principal Construction (specify below)

New Residential (Single Family or 2 Family)

New Multi-Family

New Commercial

New Institutional

New Industrial

New Accessory Structure Construction (specify below)

New Residential Accessory Structure

New Commercial Accessory Structure

Other New Accessory Structure

Existing Structure Alterations (specify below)

Structural Addition

Structural Remodel

Mech./Elec./Plumbing

Roof

### SITE IMPROVEMENTS

Initial Site Development

Developed Site Alterations (specify below)

Site Grading

Flood Hazard Development

Off-Site Improvements

Existing Structure Demolition

Driveway/ROW Improvement

## 2. PROPERTY INFORMATION:

Project Name: Washburn III Addition

Brief Description of Project: Plat into 7 lots

for duplexes

Project Address (Location): 223 State School Rd. Gatesville TX 76528

Parcel(s) Tax ID#: 113442 + 101614

Total Site Acres: 2.08 Ac

Lot Number: 7

Block: 4

Subdivision: Northern Annexation

Abstract (if not platted): C. Cazanoba

Existing Land Use(s): Single Family

# of Existing Structures: 5

**3. APPLICANT / POINT OF CONTACT INFORMATION:**

Applicant Name: Mike Kriegel  
Mailing Address: 411 S. Western Ave.  
City: Lampasas  
State: TX Zip: 76550  
Phone: 512-556-6885  
Cell #: \_\_\_\_\_  
Email Address: Jerry@Tex.ps.com

**4. PROPERTY OWNER INFORMATION:**

Owner Name: Pat Washburn  
Mailing Address: 906 Cedar Ridge Rd.  
City: Gatesville  
State: Tx Zip: 76528  
Phone: 254-718-0294  
Cell #: -  
Email Address: Pwash1171@AOL.COM

**5. APPLICANT SIGNATURE:**

*I, the undersigned applicant, hereby acknowledge and agree to follow the requirements of the City's Development Regulations. I ensure this application and all associated documentation are true and in full compliance with applicable development regulations; non-compliance shall be grounds for disapproval. Furthermore, I hereby acknowledge that incomplete application submissions shall be voided and may result in the forfeiture of any fees paid. I request consideration by the City of Gatesville, Texas of the above-identified development processes.*

Signature:  Date: 12/4/24

Print or Type Name: Mike Kriegel

(Property owner authorization required below if applicant is someone other than property owner.)

**6. PROPERTY OWNER SIGNATURE:**

*I, the undersigned property owner, hereby authorize the listed applicant to represent me and my interests in all matters pertaining to this application.*

Signature:  Date: 11-7-24

Print or Type Name: Pat Washburn

**SECTION 7 FOR DEVELOPMENT SERVICES STAFF USE ONLY**

**7. STAFF REVIEW:**

**COMPLETE SUBMITAL:** PENDING \_\_\_ SATISFACTORY \_\_\_ Sat. Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**APPLICATION REVIEW:** PENDING \_\_\_ SATISFACTORY \_\_\_ Sat. Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**APPLICATION:** APPROVED \_\_\_ App. Date: \_\_\_\_\_ COND. APPROVED \_\_\_ C.App. Date: \_\_\_\_\_

DISSAPPROVED \_\_\_ C.App. Date: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

# Untitled map



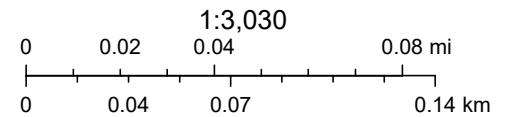
1/2/2025

Zoning\_2021\_10

- Ag\_Suburban\_Homesites
- Business\_Commerical
- Res\_2\_4\_Family
- Res\_Single\_Family

<all other values>

World Hillshade

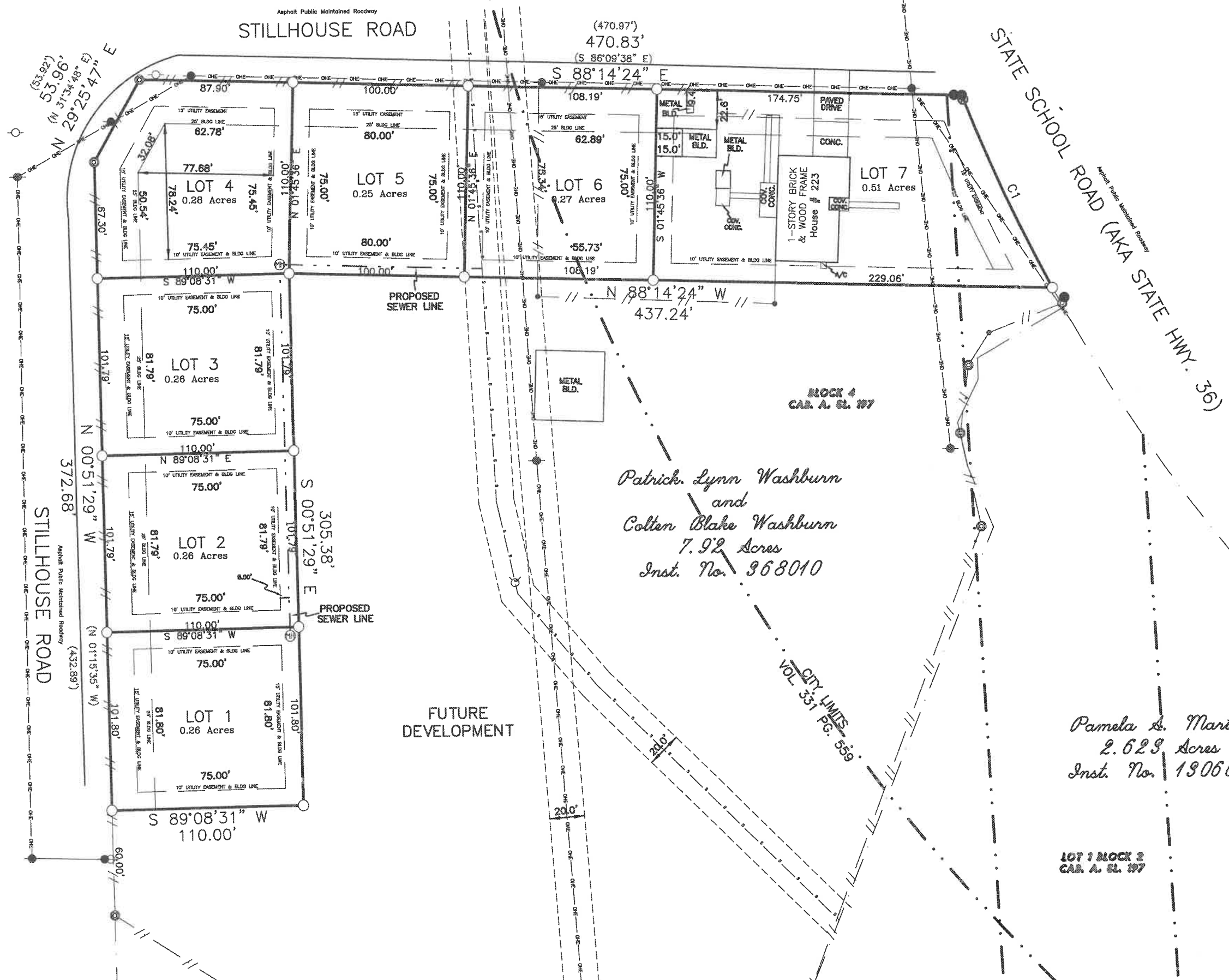


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BLOCK 5  
NORTHERN ANNEXATION  
TO THE CITY OF GATEVILLE TEXAS  
CAB. A. SL. 197  
CORVELL COUNTY PLAT RECORDS

C. CAZANOBA SURVEY ABST. # 150



(53.92')  
53.96'  
(N 37°34'48" E)  
29°25'47" E

Asphalt Public Maintained Roadway  
STILLHOUSE ROAD

(470.97')  
470.83'  
(S 86°09'38" E)

STATE SCHOOL ROAD (AKA STATE HWY. 36)  
Asphalt Public Maintained Roadway

Asphalt Public Maintained Roadway  
STILLHOUSE ROAD  
372.68'  
(N 00°51'29" W)  
(N 01°15'35" W)

LOT 4  
0.28 Acres  
77.68'  
78.24'  
75.45'  
75.45'  
110.00'  
S 89°08'31" W

LOT 5  
0.25 Acres  
80.00'  
75.00'  
80.00'  
100.00'

LOT 6  
0.27 Acres  
108.19'  
62.89'  
75.00'  
110.00'  
S 01°45'36" W

METAL BLD.  
15.0'  
15.0'  
22.6'  
CONC.  
PAVED DRIVE  
CONC.

LOT 7  
0.51 Acres  
174.75'  
229.06'

LOT 3  
0.26 Acres  
81.79'  
75.00'  
110.00'  
N 89°08'31" E

PROPOSED SEWER LINE  
100.00'

METAL BLD.  
N 88°14'24" W  
437.24'

1-STORY BRICK & WOOD FRAME  
House # 223  
CONC.

LOT 2  
0.26 Acres  
81.79'  
75.00'  
110.00'  
S 89°08'31" W

PROPOSED SEWER LINE  
305.38'  
S 00°51'29" E

Patrick, Lynn Washburn  
and  
Colten Blake Washburn  
7.92 Acres  
Inst. No. 368010

BLOCK 4  
CAB. A. SL. 197

LOT 1  
0.26 Acres  
81.80'  
75.00'  
110.00'  
S 89°08'31" W

FUTURE DEVELOPMENT  
20.0'  
20.0'

CITY LIMITS  
VOL. 331 PG. 559

Pamela S. Martin  
2.629 Acres  
Inst. No. 130665

LOT 1 BLOCK 2  
CAB. A. SL. 197

LOT 2 BLOCK 2  
CAB. A. SL. 197





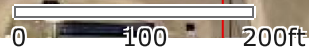
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31°27'00"N 97°44'45"W





**Agenda Item # 10****CITY COUNCIL MEMORANDUM****Date: February 25, 2025****To: Mayor & Council****From: Holly Owens, City Secretary****Agenda Item: Discussion and possible action regarding the zoning designation of property located on the C Cazanoba Survey; Abstract 150 being on 4.7 acres for the Washburn III Addition to Res\_2\_4 Family.****Information:**

The Washburn III Addition described as property located on the C Cazanoba Survey; Abstract 150 was annexed into the City of Gatesville by Ordinance 2025-04.

Staff believes Res 2-4 Family is an appropriate zoning classification for the property, considering the easement running north and south through the back portion, which limits the potential for development of large homesites as allowed under the Ag\_Suburban\_Homesites zoning. The adopted comprehensive plan shows future land use for this area as AG Suburban Homesites and Residential Single Family.

The applicant plans to build 6 duplexes along Stillhouse Road as an extension to the existing development across the street to the north.

Following publication of notice and public hearing, the Planning and Zoning Commission on January 6, 2025, recommended approving the zoning designation to Res 2-4 Family with a unanimous vote.

**TLGC Sec. 211.003. Zoning Regulations Generally**

(a) The governing body of a municipality may regulate:

- (1) the height, number of stories, and size of buildings and other structures;
- (2) the percentage of a lot that may be occupied;
- (3) the size of yards, courts, and other open spaces;
- (4) population density;
- (5) the location and use of buildings, other structures, and land for business, industrial, residential, or other purposes;

**TLGC Sec. 211.004. Compliance with Comprehensive Plan**

(a) Zoning regulations must be adopted in accordance with a comprehensive plan and must be designed to:

- (1) lessen congestion in the streets;
- (2) secure safety from fire, panic, and other dangers;
- (3) promote health and the general welfare;
- (4) provide adequate light and air;
- (5) prevent the overcrowding of land;
- (6) avoid undue concentration of population; or
- (7) facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

**TLGC Sec. 211.005. Districts**

(a) The governing body of a municipality may divide the municipality into districts of a number, shape, and size the governing body considers best for carrying out this subchapter. Within each district, the governing body may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land.

(b) Zoning regulations must be uniform for each class or kind of building in a district, but the regulations may vary from district to district. The regulations shall be adopted with reasonable consideration, among other things, for the character of each district and its peculiar suitability for particular uses, with a view of conserving the value of buildings and encouraging the most appropriate use of land in the municipality.

**Financial Impact:**

There is no financial impact to the City of Gatesville.

**Staff Recommendation:**

Passing **Ordinance 2025-04**, assigning the zoning designation of Residential 2-4 Family Dwelling Units District to the property located on the C Cazanoba Survey to the next meeting.

**Motion:**

I move to pass **Ordinance 2025-04**, amending the Comprehensive Zoning Ordinance, Comprehensive Plan and Zoning Map of the City of Gatesville, Texas by establishing an initial zoning designation of Residential 2-4 Family Dwelling Units District situated in the Chrisanta Cozenoba Survey, Abstract 150 to the next meeting.

**Attachments:**

- Ordinance

Regular 2/25/2025

Ordinance 2025-05

- Site Plan
- Coryell County appraisal map
- Applications
- Zoning Map

**Staff Contacts:**

Holly Owens, City Secretary, [howens@gatesvilletx.com](mailto:howens@gatesvilletx.com)

# Untitled map



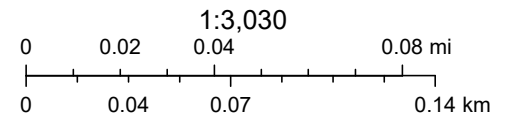
1/2/2025

Zoning\_2021\_10

- Ag\_Suburban\_Homesites
- Business\_Commerical
- Res\_2\_4\_Family
- Res\_Single\_Family

<all other values>

World Hillshade



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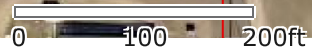
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Show search results for 115...



31°27'00"N 97°44'45"W





## ORDINANCE 2025-05

**AN ORDINANCE OF THE CITY OF GATESVILLE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE, ZONING MAP AND COMPREHENSIVE PLAN OF THE CITY OF GATESVILLE, TEXAS, AS HERETOFORE AMENDED, BY ESTABLISHING AN INITIAL ZONING DESIGNATION OF RESIDENTIAL 2-4 FAMILY DWELLING UNITS DISTRICT (“RES. 2-4 FAMILY”) FOR AN APPROXIMATELY 2.08 ACRE TRACT SITUATED IN THE CHRISANTA COZENOBIA SURVEY, ABSTRACT NO. 150 AND BEING A PART OF A 7.92 ACRE TRACT DESCRIBED IN A DEED TO PATRICK LYNN WASBURN AND COLTEN BLAKE WASHBURN AS RECORDED IN INSTRUMENT NO. 368010, DEED RECORDS OF CORYELL COUNTY, TEXAS, IN THE CITY OF GATESVILLE, CORYELL COUNTY, TEXAS; PROVIDING A CONFLICTS CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on February 25, 2025, with regard to an approximately 2.08 acre tract situated in the Chrisanta Cozenoba Survey, Abstract No. 150 and being a part of a 7.92 acre tract described in a deed to Patrick Lynn Washburn and Colten Blake Washburn as recorded in Instrument No. 368010, Deed Records of Coryell County, Texas, in the City of Gatesville, Coryell County Texas (the “Property”), the City Council of the City of Gatesville, Texas granted the voluntary petition of the owners of the Property for annexation of the Property into the corporate limits of the City of Gatesville; and

**WHEREAS**, the City Planning and Zoning Commission of the City of Gatesville, Texas, and the governing body of the City of Gatesville in compliance with the laws of the State of Texas and the Ordinances of the City of Gatesville, have given requisite notice of publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, and in the exercise of its legislative discretion, the City Council has concluded that the Comprehensive Zoning Ordinance, Zoning Map, and Comprehensive Plan should be amended with regard to the Property as set forth hereinbelow.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GATESVILLE, TEXAS THAT:**

**SECTION 1.** The recitals set forth above are found and determined to be true and correct and are incorporated herein by this reference, including the designated shorthand terms established therein.

**SECTION 2.** The Comprehensive Zoning Ordinance, Zoning Map, and Comprehensive Plan of the City of Gatesville, Texas, as heretofore amended (collectively, the “Zoning Ordinance”), shall be and it is hereby amended by establishing an initial zoning district classification for the Property, which Property is more particularly described and depicted in Exhibit “A” attached hereto and incorporated herein by this reference, of Residential 2-4 Family Dwelling Units District (“Res. 2-4 Family”).

**SECTION 3.** To the extent of any irreconcilable conflict with the provisions of this ordinance and other ordinances of the City of Gatesville governing the use and development of the Property and which are not expressly amended by this ordinance, the provisions of this ordinance shall be controlling.

**SECTION 4.** All provisions of the Ordinances of the City of Gatesville, Texas, in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the Ordinances of the City of Gatesville, Texas, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 5.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

**SECTION 6.** An offense committed before the effective date of this Ordinance is governed by the prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**SECTION 7.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Gatesville, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 8.** This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provides.

The foregoing Ordinance No. 2025-05 was read the first time and passed to the second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

The foregoing Ordinance No. 2025-05 was read the second time and passed to the third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**The foregoing Ordinance No. 2025-05 was read the third time and duly approved, passed and adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

APPROVED:

By: \_\_\_\_\_  
Gary Chumley, Mayor

ATTESTED:

\_\_\_\_\_  
Holly Owens, T.R.M.C., City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Victoria Thomas, City Attorney



**EXHIBIT A**  
**Property Legal Description and Survey**  
**[to be attached]**



**Agenda Item # 11**

**CITY COUNCIL MEMORANDUM**

**Date:** February 25, 2025  
**To:** Mayor & City Council  
**From:** Bradford Hunt, City Manager

**Agenda Item:** City Manager Report

The purpose of this report is to keep the public, city council, and staff informed about ongoing projects and initiatives. Please see attached report.

**Financial Impact:** n/a

**Staff Recommendation:**

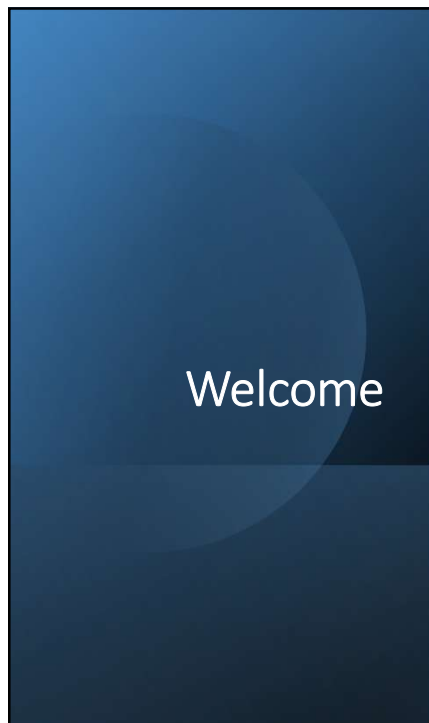
n/a

**Motion:**

n/a



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This document is intended as an overall look at City of Gatesville operations from the City Manager's perspective. It is intended to concisely summarize the operations of each department within the city government and provide updates on current and future projects being undertaken by your city government. Its intended audience includes the City Council as well as all community members and stakeholders in Gatesville.

Please call me at 254.220.4628, or email me at [bhunt@gatesvilletx.com](mailto:bhunt@gatesvilletx.com), if you have any questions about any of the information provided herein.

Thank you,  
Bradford Hunt  
City Manager

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- Upcoming Community Events

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## Department Updates – City Manager

**City-Wide Staffing: 6 full-time position openings**

- 6 in Police Department – 7 total applications in process
- 1 in Utility Billing – candidate hired & starts March 5

**Priority items**

- TDEM/FEMA process –final site visits occurred Feb. 12 and 13, prioritization in progress and commencement of projects soon
- Water rate study – will be presented to Council Mar. 11
- PD architect – kickoff meeting occurred Jan. 6, updates for Council Mar. 11
- Address street repair and drainage issues
- Crews now working to safely re-open lower portion of Faunt Le Roy Park in March – April timeframe
- South sewer line capacity – project kickoff complete, timeline for completion by end of August
- Development activity
- Beginning internal discussions on Parks Master Plan
- Internal discussions on Comprehensive Plan update
- Updated & Expanded monthly reports from Dept. Heads (info herein)

**Communication**

- City Facebook

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## Department Updates – Public Works

PW Director:  
Chad Newman

Water Distribution & Street Maintenance:  
Dale Allen

Water Production:  
Zeb Veazey

Wastewater:  
Bobby Buster

Fleet Maintenance:  
Derek Lawrence

**Projects**

- Stillhouse WWTP
- Lakewood Force main reroute
- Fort Gates sewer expansion
- FNI mini-CIP planning
- FEMA Projects

**Current Activity**

- Water Use survey due March 1, 2025 - Submitted and complete
- City of Gatesville Monitoring Plan due February 2025 - In progress

**3-Month look-ahead**

- Water Loss Audit due May 1, 2025 - In progress
- Water Conservation Annual Report due May 1, 2025
- Water Conservation Utility Profile due May 1, 2025
- Water Conservation Plan due May 1, 2025

**Long-term planning**

- 5-year CIP for public works

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## Department Updates – Public Works

Street Department

**Projects**

- Brush Removal & Drainage at Strieber Property- completed
- Parking lot behind police department- complete

**Monthly Report**

- Open hole pavement repairs - 3
- Drainage ditches cleaned - Old Waco Rd.
- Street Sweeper ran every day this month
- Removal of tree that fell into the roadway on Old Waco Rd.
- Repaired driveway at the ballpark
- Took down all the Christmas lights and decorations at the ballpark and took to storage
- Fixed the back entrance road to the civic center

**3-Month look-ahead**

- Work on drainage on Green acres, Brown street, Veazey drive, Gateway circle, E. Leon St., Mulberry avenue, E. Leon St.
- Replace storm drain at W. Leon St. and S. Levita Rd.

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## Department Updates – Public Works

Water Distribution /  
Sewer Collections

**Projects**

- Valve Install at Fort Gates lift station - Completed
- Brush Removal on Strieber Property - Completed

**Monthly Report**

- Water main leak repairs - 12
- Water service leak repairs - 12
- Sewer stop up's- 18
- Sewer gravity line breaks- 10
- Sewer force main leaks- 2
- Sewer taps made- 1

**3-Month look-ahead**

- Start replacing the city-owned galvanized service lines from our required Lead Service Line inventory report, as mandated through TCEQ

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## Department Updates – Public Works

Water Production

**Production Plant**

- The 16" Singer back wash fill valve was replaced. The plant was shut down for 6.5 hours to demo the old 16" equipment and install the new equipment. Service was never interrupted.
- The pump motor starter for Pump #1 at BP#7 was replaced due to a lightning strike that occurred during a storm on 12/28/2024. A claim has been submitted to TML.
- An ethernet module that controls the air blowers for the filter Back wash system failed and was replaced.
- Several other repairs through the month of January.
- Staff spent any spare time outside of daily tasks to winterize the plant and pump stations for the cold weather events.

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**Water Intake**

- The Raw Water Intake Pump Station was taken offline at to have a stepdown transformer replaced by OCOR. The power service was isolated on both side of the and the shut down lasted 6.5 hours. Water storage levels stayed above 70% and there were no interruptions to water service.

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**3-Month look-ahead**

- Staff will have all dried sludge hauled from the drying area at the plant to the permitted land application site (approximately 60 loads with a two hour round trip).
- Sandblasting and painting in Clarifier #1 will began in March (2-3 weeks to complete).
- We will remove wet sludge from Lagoon #1 during April.
- We will be moving all out of service equipment and unused materials from the Raw Water Intake Pump Station by boat back to the plant to be scrapped or disposed of.
- Monthly reports for TCEQ, EPA, and BRA are complete, it is also annual reporting season until May 1st. The Tier II report is submitted but will also be submitting the WQ-ESP and the CCR along with updating and submitting the RMP, the ERP, and the EPP.

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## Department Updates – Public Works

Wastewater Treatment

**Stillhouse WWTP**

- Construction Project with Walker Partners, Matous Construction on track.
- The main office had hail damage that just showed up on our last rainstorm and flooded the office. TML claim approved to cover most of the cost. The main office roof is fixed with a new roof and the belt press room building repairs are in progress.
- Annual Average is at 1.4 mgd, two-hour peak flow was 2142 gpm with our capacity being at 64%.
- TDCJ accounted for 74% of Stillhouse flow this month.

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**Leon WWTP**

- Annual average is at 961k/day, two-hour peak flow was 1597 G.P.M., with our capacity being at 64%.

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**Collection System**

- Cleaned sewer mains and manholes all month.
- Cleaned all lift stations as needed.

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**3-Month Look-Ahead**

- Manhole rehab
- Finish old fort gates rehab
- Haul biosolids
- Repair conveyer for biosolids

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## Department Updates – Public Works

Fleet Maintenance

**Fleet Status**

- Vehicles/Equipment down- Leon plant skid steer
- # of vehicles serviced this month - 12

**Monthly Report**

- Oil truck - Had to rebuild oil pump and seals
- Brush truck #3 - had to remove pump from pony motor. Replaced old part with new part and rebuilt pump with a rebuild kit.
- Engine #2 - Hydraulic leak, ordered and replaced tank with new. Service engine light on for sensors - replaced all sensors that are throwing codes.
- New Brush truck- Been putting truck together to get in service.
- Water Dept. flat bed - Had a coolant leak coming from radiator. Replaced radiator with new radiator. Also, replaced old leaf springs with new 3500 leaf springs.

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## Department Updates – Police Department

Chief:  
Jeff Clark

**Upcoming Community Event:**  
 Coffee with a Cop  
 February 20, 2025, 8:00 – 9:30 a.m.  
 Green Rooster Coffee Shop

**Administration**

Personnel Summary	Budgeted	*Actual	Lmt/FMLA
Sworn Law Enforcement	19	16	0
Non-Sworn	12	10	0
<b>Total</b>	<b>31</b>	<b>26</b>	<b>0</b>

Property & Evidence	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Items Disposed	65		65		
Items Received	16		16		
<b>Total # of Items</b>	<b>1950</b>		<b>1950</b>		

Records Unit	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Open Records Requests	117		117		

False Alarm Program		January 2025	January 2026
Total number of alarms		14	
Total number of FALSE alarms		8	
Total balance of delinquent accounts (Past 30 Days)		\$3450.00	

Community Events Attended	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Community Events	0		0		

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## Department Updates – Police Department

### Patrol

Computer Aided Dispatch	January 2025	January 2026	2025 YTD	2026 YTD	YTD %
Calls for Service	1973		1973		
Self-Initiated Activity	1543		1543		
<b>Total Events</b>	<b>3516</b>		<b>3516</b>		

Activities	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Total Arrests (# of Offenders)	22		22		
Misdemeanor	20		20		
Felony	4		4		
Class C	7		7		
Federal	0		0		
<b>Total Offense Charges</b>	<b>31</b>		<b>31</b>		

Department Traffic Enforcement	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Citation (Tickets)	102		102		
Citation Charges	332		332		
Citation Warnings	175		175		
Traffic Stops (CAD data)	241		241		
DWI Arrests	1		1		
Accidents Reported by Officers (CRIS)	10		10		
Accident Exchange Information	8		8		
Fatality Accident	0		0		

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## Department Updates – Police Department

### Animal Services

Administrative Activities	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Calls for Service	62		62		
Warnings	2		2		
Citations	2		2		
Criminal Investigations	0		0		
Dogs	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Field Intake	17		17		
Total Dogs Received	17		17		
Reclaimed	8		8		
Adopted	9		9		
Transferred Out	0		0		
Total Live Outcomes	16		16		
Euthanized	1		1		
Died in Shelter	0		0		
Total Dogs Euthanized	1		1		
Cats	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Field Intake	14		14		
Total Cats Received	21		21		
Reclaimed	0		0		
Adopted	8		8		
TNR	7		7		
Transferred Out	2		2		
Total Live Outcomes	21		21		
Euthanized	0		0		
Died in Shelter	0		0		
Other (Wildlife/Livestock)	January 2025	January 2026	2025 YTD	2026 YTD	% Changed
Intake	0		0		
Released to Owner (Livestock)	0		0		
Released (Wildlife)	1		1		
Euthanized	1		1		

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## Department Updates – Fire Department

Chief:  
Billy Vaden

### Projects

- FEMA grant covered \$100,000 worth of new Bunker Gear

### General Info.

- Ended 2024 with 761 total alarms; average of 2.08 calls per day

### VFD Officers

- Chief – Billy Vaden
- Deputy Chief – Robert Featherston
- Asst. Bobby Buster

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## Department Updates – Parks and Recreation

Parks & Rec Director:  
Seth Phillips

Athletics / Aquatics:  
Marte Bailey

Fitness Center:  
Patrice Gilbert

Maintenance Supervisor:  
Levi Cole

### Projects

- Faunt Le Roy Park lower portion reopening (deadline April 25)
- Sports Complex field maintenance and upgrades
- NFC Recreation Center Agreement
- Ronnie Viss Gazebo (Exchange Club)

### Maintenance

- Faunt Le Roy Park Restrooms (May flood repairs)
- Raby Park Tree Trimming
- City Pool Repairs
- Concrete deck repair
- Replacement slide installed
- Mowing of City parks, lots, Hwy 36 monument, and cemeteries
- Assisted with the teardown of Christmas at the Ballpark

### Upcoming Events

- Youth Baseball & Softball Skills Day (March 1)
- Keep Gatesville Beautiful Spring Clean (April 5)
- Concert In The Park (April 26)

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## Department Updates – Parks and Recreation

Athletics & Aquatics

### Youth Sports Registration

- Soccer – registration complete
  - November 30 - January 8
  - 48 teams
  - 402 participants
  - 80 volunteer coaches
- Baseball & Softball – registration ongoing
  - January 16 – February 20

### Youth Baseball & Softball Tournaments

- 11 scheduled select tournaments (Feb 22 - July 20)
- Applications have been submitted for TTA District & State Tournaments

### Aquatics

- Lifeguard Registration
  - January 21 - April 25
  - We currently have 12 Applications (we expect 30-40 by the end of registration)

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## Department Updates – Parks and Recreation

### Fitness Center

#### Stats

- 91 Group Exercises with 629 participants
- Sales
  - Retail: \$1,523
  - Memberships, passes, other: \$26,384
  - Insurance reimbursements: \$1,543

#### General Information

- 7 Part-Time Staff
- Working with Muegge Heat & Air to identify the most effective solution for dehumidifying the pool room
- Planning another mileage challenge for bicycles/ellipticals
- Getting ready for CCC Church group renewal - March
- January "Mileage Challenge:" 928.39 treadmill miles logged
- GISD GROUP MEMBERSHIP
  - 50 renewed memberships
  - 7 new memberships

Group	Count
Silver Sneakers	131
Sen 1 Year PIF	69
Ind 1 Year AP	59
Fam 1 Year AP	49
Silver & Fit	46
GISD-F	45
Sen 1 Year AP	39
TDCJ-I	36
CMH-F	31
CCC-I	29
CCC-F	28
TDCJ-F	25
CITY-F	24
IND 6Mo - PIF	23
FAM 6Mo - AP	22
IND 1 Year - PIF	22
Renew Active	20
CITY-I	17
CMH-I	13
FireDept-F	5

#### ACTIVE MEMBERS TREND

Year	Active Members
2022	593
2023	816
2024	900
2025	921

JANUARY

#### Visits

- Total Member Visits: 4,037
- Insurance-covered Visits: 769
- Day Pass Visits: 171

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## Department Updates – Library, Civic Center, Auditorium, Airport

#### Library – Shea Harp, Director

- Library Rehabilitation Project is near completion
- Homebound program implemented and looking for customers

#### Civic Center & Auditorium – Morgan Smart

- Civic Center – events, training, and other uses scheduled into summer
- Auditorium – assessment of current condition, options for future
- Downtown Historic District

#### Airport – Miguel Gamez, Brad Hunt, and Mike Halsema

- TXDOT grant funding meetings in progress
- Airport advisory board – concept in discussion
- Strieber agreement for land acquisition – final fence completion soon, then transfer of property

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## Department Updates – City Hall

**Finance – Mike Halsema, Deputy City Manager**

- Grant management coordination via various contractors
- Project management for current sites at Stillhouse, Water Distribution, and others

**Human Resources – Lori McLaughlin**

- All job descriptions in process of being reviewed in relation to compensation & classification study
- City handbook edits & additions in progress

**Courts, Water, Cemeteries, Permits – Mike H. & Lori M.**

- Cemetery management procedures, forms, survey
- Juvenile diversion program began this month

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## Department Updates – Planning, Code Enforcement

City Secretary:  
Holly Owens

**Planning**

- Zoning/Development Ordinances:
  - Subdivision
  - Portable Buildings
  - Carports
- Plats Processed:
  - Parkview Addition
  - \*Lutterloh Addition Replat
  - Washburn III Addition
  - Gatesville Crossing
- Annexation Applications:
  - Coryell City Road
  - Stillhouse Road

\*All minor plats listed were reviewed and processed in-house.

**Permits & Inspections**

- 20 permits - \$260,700 (value)
- Inspections
  - Gatesville Crossing
  - Ward Insurance
  - 1 house

**Code Enforcement**

- 18 cases opened
- 2 abatement liens filed
- 4 liens paid (from previous years)
- 21 citations issued

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## **Upcoming Community Events**

- **March TBD** – City Staff & Council Family Picnic
- **March/April TBD** – reopening of FLR Park lower half
- **April 12** (tentative) – Day of the Child
- **April 18** – regional churches’ “Cross Walk”
- **April 26** – Summer Sounds Concert Series @ FLR Park
- **May 17** – Centex Crime Stoppers Donut Dash
- **May 31** – Summer Sounds Concert Series @ FLR Park
- **June 7** – Shivarree
- **June 14** – Fire Ant Tour
- **June 28** – Summer Sounds Concert Series @ FLR Park
- **July 4** – Fireworks

**[WATCH OUR FACEBOOK PAGE FOR UPDATES ON ALL UPCOMING EVENTS!](#)**