City of Wichita Falls
City Council Agenda

Tim Short, Mayor
Austin Cobb, At Large
Whitney Flack, District 1
Robert Brooks, District 2
Jeff Browning, Mayor Pro-Tem/District 3
Mike Battaglino, District 4
Tom Taylor, District 5

James McKechnie, Interim City Manager
Kinley Hegglund, City Attorney
Marie Balthrop, City Clerk

Amended Notice Of Regular Meeting Of The Mayor And City Council Of The City Of Wichita Falls, Texas, To Be Held At The MPEC, 1000 Fifth Street, Hayley Eye Clinic Seminar Room and Memorial Auditorium, 1300 Seventh Street, Tuesday, April 1, 2025, Beginning At 8:30 A.M.

This meeting can be accessed and viewed at the following locations:

1. **A livestream will be shown on the Spectrum/Time Warner Cable Channel 1300**
2. **A livestream will be shown on the City's Facebook page (City of Wichita Falls, Texas Government) (https://www.facebook.com/cityofwichitafalls)**
3. **A video of the meeting will be posted on the City's YouTube page (https://www.youtube.com/cityofwf)**

Item #

1. Call to Order

2. (a) Invocation: Pastor Tim Puckett
   Heritage Church

   (b) Pledge of Allegiance

3. Presentations

   (a) Presentation – Mayor for the Day, Jack Inman

   (b) Employee of the Month – Mehgan White, Health Department

   (c) Presentation – Recipient of the Dr. John L. Leal Award, Hunter Adams, Water Purification

   (d) Proclamation – KMOC Cross of Christ, KMOC FM 89.5

(e) Proclamation – Child Abuse Prevention Month, Heart Gallery of Northwest Texas

(f) Proclamation – National Public Health Week, Health Department

(g) Proclamation - Sexual Assault Awareness Month: Denim Day, First Step of Wichita Falls, Inc.

(h) Presentation - Annual Comprehensive Financial Report by Edgin, Parkman, Fleming, & Fleming, PC

4. Comments from the public to members of the city council concerning items that are not on the city council agenda. People wishing to address the council should sign up prior to the start of the meeting. A three-minute time frame will be adhered to for those addressing their concerns. Since comments from citizens are not posted agenda items, the City Council is prohibited from deliberating or taking any action, other than a proposal to place the item on a future agenda. Staff may provide factual statements in response to inquiries or recite existing policy.

CONSENT AGENDA

5. Approval of minutes of the Mayor and City Council.

(a) March 18, 2025 Regular Meeting

(b) March 25, 2025 Special Meeting

6. Receive Minutes

(a) Library Advisory Board, September 17, 2024

(b) Wichita Falls – Wichita County Public Health Board, January 10, 2025

(c) Planning and Zoning, February 12, 2025

(d) Landmark Commission, February 25, 2025

(e) Central Wichita Falls Neighborhood Revitalization Committee, March 4, 2025

(f) Central Wichita Falls Neighborhood Revitalization Committee, March 18, 2025

7. Resolutions

(a) Resolution authorizing award of bid to Retail Motorcycle Ventures, Inc. for the purchase of three (3) BMW Police Motorcycles in the amount of $92,933.31

(b) Resolution authorizing the purchase of one (1) 2024 Ford Expedition through the BuyBoard Purchasing Cooperative (Contract #724-23) from Caldwell Country Ford in the amount of $55,677.00

(c) Resolution authorizing the purchase of equipment and installation services for FY 2025 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of $173,979.54

(d) Resolution authorizing the execution of an insurance policy with ACE Property & Casualty Insurance Company to provide general liability insurance for our Airports in the amount of $55,775

REGULAR AGENDA

8. Ordinances

(a) Ordinance making an appropriation to the special revenue fund for the Get Screened Project in the amount of $30,000 received from the American Cancer Society and authorizing the City Manager to execute contract accepting same

(b) Ordinance making an appropriation to the Special Revenue Fund for Public Health Preparedness in the amount of $124,416; received from the Department of State Health Services; authorizing the City Manager to execute contract accepting same

9. Resolutions

(a) Resolution confirming the appointment of a Fire Chief for the City of Wichita Falls

(b) Resolution appointing Jeffery Jenkins City Manager for the City of Wichita Falls and authorizing the Mayor to negotiate a Professional Services Agreement with the Appointee with a base salary of $278,000

(c) Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $55,850 to the Wichita Falls Chamber of Commerce for reimbursement of due diligence fees paid related to the proposed Wichita Falls Aviation Industrial Park

(d) Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the existing performance agreement with Midwestern State University (MSU) for funding up to $1,000,000 to support the proposed Student Success and Military Education Center at MSU's existing main campus in Wichita Falls

(e) Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and approving the sale of approximately 1.31 acres of Corporation-owned property in the Wichita Falls Business Park to Syntrio Solutions, LLC

(f) Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $500,000 to the Wichita Falls Chamber of Commerce to seek opportunities for real estate acquisition

10. Other Council Matters

(a) Staff Reports – Strategic Plan Update (Paul Menzies, Assistant City Manager)

(b) Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.

11. Executive Sessions

(a) Executive Session in accordance with Texas Government Code §551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, dismissal of a public officer or employee (including, but not limited to, the Fire Chief & City Manager)

(b) Executive Session in accordance with Texas Government Code § 551.087, to discuss or deliberate the offer of a financial or other incentive to a business prospect that the City Council seeks to have, locate, stay, or expand in or near the territory of the City of Wichita Falls and with which the City and/or economic development corporations created by the City are conducting economic development negotiations (including, but not limited to, economic development update, MSU, Syntrio Solutions, LLC, and Aviation Industrial Park).

(c) Executive Session in accordance with Texas Government Code §551.071, consultation with attorney on matter involving pending or contemplated litigation or other matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act (including, but not limited to, legal issues related to collective bargaining).

12. Memorial Auditorium Tour to meet at the east entrance, Memorial Auditorium, 1300 Seventh Street.

13. Adjourn from 1st floor of Memorial Auditorium, 1300 Seventh Street.

Spanish language interpreters, deaf interpreters, Braille copies or any other special needs will be provided to any person requesting a special service with at least 24 hours' notice. Please call the City Clerk's Office at 761-7409.

Every item on this agenda shall be considered a public hearing. Regardless of the agenda heading under which any item is listed, any word or phrase of any item listed on this agenda shall be considered a subject for consideration for purposes of the Texas Open Meetings Act and other relevant law, and City Council

may deliberate and vote upon any such subject and resolutions related thereto. Resolutions, ordinances, and other actions concerning any word, phrase, or other subject may be voted upon, regardless of any language of limitation found in this agenda or any document referring to such action. Any penal ordinance, development regulation or charter provision of the City of Wichita Falls or item which is funded by the current or next proposed City of Wichita Falls budget, including, without limitation, any street, water pipe, sewer, drainage structure, department, employee, contract or real property interest of the City of Wichita Falls, may be discussed and deliberated, and the subject is hereby defined as such without further notice. Any item on this agenda may be discussed in executive session if authorized by Texas law regardless of whether any item is listed under "Executive Sessions" of this agenda, regardless of any past or current practice of the City Council. Executive sessions described generally hereunder may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice. Executive sessions described generally hereunder are closed meetings, may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice, and may include items under Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.084, and/or 551.087.

CERTIFICATION

I certify that the above notice of meeting was posted on the bulletin board at the Wichita Falls Public Library, Wichita Falls, Texas on the 28th day of March, 2025 at 5:15 o'clock p.m.

_____

Deputy City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Employee of the Month

INITIATING DEPT: Health Department

NAME: Mehgan White

DEPARTMENT: WIC

HIRE DATE: 7/27/2009

PRESENT POSITION: Client Services Manager

COMMENTARY: Presentation of the Employee of the Month Award (plaque, letter of appreciation, gift card for dinner at a local restaurant, and a check for $200).

☒ **Director of Human Resources**

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

City of Wichita Falls
City Council Meeting
Minutes
March 18, 2025

Item 1 - Call to Order

The City Council of the City of Wichita Falls, Texas, met in a regular session at 8:30 a.m. on the above date in the Seminar Room at the MPEC with the following members present.

Tim Short	-	Mayor
Austin Cobb	-	At-Large
Whitney Flack	-	District 1
Jeff Browning	-	District 3
Mike Battaglino	-	District 4
Tom Taylor	-	District 5
James McKechnie	-	Interim City Manager
Kinley Hegglund	-	City Attorney
Marie Balthrop	-	City Clerk

Absent: Robert Brooks, District 2

- - - - - - - -

Mayor Short called the meeting to order at 8:32 a.m.

- - - - - - - -

Item 2a – Invocation

Deacon David Bindel, Sacred Heart Catholic Church, gave the invocation.

- - - - - - - -

Item 2b – Pledge of Allegiance

Mayor Short led the Pledge of Allegiance.

- - - - - - -

Item 3a – Proclamation – Red Cross Month, American Red Cross

Mayor Short read a proclamation proclaiming March as Red Cross Month in Wichita Falls.

- - - - - - -

Item 3b – Proclamation – World Theatre Day, Backdoor Theatre

Mayor Short read a proclamation proclaiming March 18th as World Theatre Day in Wichita Falls.

- - - - - - -

Item 3c – Recognition of Foreign Exchange Students – Dave Clark

Dave Clark introduced and recognized foreign exchange students living in Wichita Falls.

- - - - - - -

Item 3d – Recognition of Karen Montgomery-Gagné for being named the 82nd MSG Community Partner of the Year

Mayor Short recognized Karen Montgomery-Gagné for being awarded the 82nd Mission Support Group Community Partner of the Year Award.

- - - - - - -

Item 3e – Recognition of Wichita Falls Police Department Motor Unit for Texas Police Motorcycle Rodeo, Round Rock Texas, honors

Mayor Short recognized the Wichita Falls Police Department Motor Unit for receiving honors at the Texas Police Motorcycle Rodeo in Round Rock, Texas.

- - - - - - -

Item 4 – Comments from Citizens

Steve Ginger, 3411 McNeil #302, Wichita Falls Police Officers Association, addressed the Council regarding the upcoming hiring decision for a new City Manager. This is a critical decision, and he feels the answer is James McKechnie. Officer Ginger said Mr. McKechnie has a high level of integrity and a good work ethic and is extremely positive, approachable, and easy to get along with. He feels that it is critical that a leader has the desire and wants to be with the people they work with, as Mr. McKechnie does. He acknowledged that the association has no input in the decision and will support whatever decision is made.

Jana Lovely, 2404 Clarinda Ave., stated that March is Women's History Month and discussed events hosted by the Wichita Falls Public Library to celebrate the contributions of women in this country. One such event was a display in the library titled "For Most of History Anonymous was a Woman." She challenged everyone to recognize the women in their lives, and recognized various women from Wichita Falls who served our community, and recommended various books.

Ricky Lowe stated he was there as a voice to the voiceless since Councilor Brooks is out. He thanked the City for the video featuring Davenport Grocery, which has had over 110,000 views, and they have seen new faces in the store. He discussed the need for loss prevention at the Family Dollar Store on Eastside and asked for Police presence to help deter theft. Mr. Lowe discussed TIF #3 funds and wants to keep this topic at the forefront.

Te-Ishma Monroe, 1109 Tulsa, discussed her concerns regarding the new WinCo store and TIF funds being used, and taxpayers taking a hit on this new street. She has data that suggests the taxpayers are funding the new street and she feels WinCo has money to pay for their own street. Paul Menzies, Assistant City Manager, discussed how WinCo is paying for the street adjacent to their store, and the City is contributing money for the extension to Gregory. Ms. Monroe stated she would contact the Mayor and Council to discuss her data.

- - - - - - -

Item 5-6 – Consent Items

James McKechnie, Interim City Manager, gave a briefing on the items listed under the Consent Agenda.

Moved by Councilor Browning to approve the consent agenda.

The motion was seconded by Councilor Battaglino and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Cobb, Flack, and Taylor.

Nays: None

Item 5 – Approval of minutes of the March 4, 2025 Regular Meeting of the Mayor and City Council

Item 6 – Receive Minutes

(a) Planning & Zoning, February 14, 2024

(b) Planning & Zoning, December 11, 2024

- - - - - - -

Item 7a – Ordinance 13-2025

Ordinance making an appropriation to the special revenue fund for the Vector Control Collaborative Project in the amount of $10,000 received from the National Association of County and City Health Officials (NACCHO) and authorizing the City Manager to execute contract accepting same.

Moved by Councilor Browning to approve Ordinance 13-2025.

The motion was seconded by Councilor Taylor and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Cobb, Flack, and Taylor.

Nays: None

- - - - - - -

Item 7b – Ordinance 14-2025

Ordinance appropriating $150,000 in Opioid Settlement Funding Grants for assistance to not-for-profit organizations and authorizing the City Manager to execute contracts accepting same.

Moved by Councilor Battaglino to approve Ordinance 14-2025.

The motion was seconded by Councilor Browning.

Valerie Rhodes, 1706 Avalon Place, representative of the East of the Falls Community Development Corporation, thanked the council for the opportunity. The group was previously called Eastside Spirit Group and was one of the first narcotic groups in Wichita Falls. She said it was an eye-opening meeting, and they hope to collaborate with other organizations and the City to help Wichita Falls become drug-free.

Brad Fisk, Director of Substance Abuse Services with Helen Farabee, thanked the council for the opportunity to bolster their program, try innovative approaches to address the fentanyl crisis, and make Narcan available in the community. They also hope to work in collaboration with others to make sure our citizens are protected.

Lisa Roffman, 1641 Brenda Hursh, with Homeless Lives Matter, thanked the council and Ms. Fagan for believing in them and for their support. They are reaching approximately 700 individuals a month, and work to bring opioid awareness to Wichita Falls.

Dr. Sandra Vagara, with Action Against Opioids, thanked the council for prior funding for the NARCAN vending machine and current funding for the community assessment to assess the opioid problem in Wichita Falls.

The motion carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Cobb, Flack, and Taylor.

Nays: None

- - - - - - -

Item 7c – Ordinance 15-2025

Ordinance amending Chapter 50 of the Code of Ordinances by amending Article V Outdoor Burning; providing for severability; and setting an effective date.

Moved by Councilor Battaglino to approve Ordinance 15-2025.

The motion was seconded by Councilor Taylor and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Cobb, Flack, and Taylor.

Nays: None

- - - - - - -

Item 8a – Resolution 27-2025

Resolution authorizing the City Manager, or his designee, to make application to the Texas A&M Forest Service (TFS) for the Texas Intrastate Fire Mutual Aid System (TIFMAS) Vehicle Grant.

Moved by Councilor Battaglino to approve Resolution 27-2025.

The motion was seconded by Councilor Cobb and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Cobb, Flack, and Taylor.

Nays: None

- - - - - - -

Item 8b – Resolution 28-2025

Resolution approving a development agreement with 7Crew Enterprises, LLC, (dba 7Brew) related to the construction of an additional turn lane on Piedmont Place and Kemp Boulevard.

Moved by Councilor Battaglino to approve Resolution 28-2025.

The motion was seconded by Councilor Cobb.

It was noted that 7Crew funded two voluntary traffic impact analyses to determine the need for the turning lane, and City staff also reviewed the information. The City will relocate the traffic signal, and 7Crew will invest approximately $150,000 to build the turning lane.

Emma Dewitt, Director of Field Marketing, with 7Crew, discussed the local investment, local contractors that will be used, and jobs that will be created.

Carol Murray, 3203 Beech, discussed concerns and opposition to the additional turn lane. She read a prepared statement regarding concerns with noise pollution, environmental impacts, land use and business disruptions, costs to the city, and traffic and safety concerns. She suggested alternative solutions like traffic management and improved timing at Piedmont and Bob and suggested that 7Brew consider a new location. She urged the Council to vote no on this Resolution.

Tyson Traw, Deputy Public Works Director, said that those are good points, and have been considered by the City. Stormwater will not be an issue, and the turn lane is the preferred solution as it will be a traffic reliever for Piedmont, and not affect Kemp. 7Brew was required to alter its site to provide for long lines with a double drive-through lane and the turning lane on Piedmont, which was studied in their traffic analysis and will provide for 25-30 cars without going out into Piedmont. The City will not allow access from Kemp, and access was not available through Parker Square.

The motion carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Cobb, Flack, and Taylor.

Nays: None

- - - - - - -

Item 8c – Resolution 29-2025

Resolution approving a development agreement pursuant to Texas Local Government Code §212.071 with WinCo Foods, LLC, related to the construction of South Wenonah Avenue and associated utilities in the amount of $1.284 million from Tax Increment Finance Zone #2 (TIF #2) funding.

Moved by Councilor Battaglino to approve Resolution 29-2025.

The motion was seconded by Councilor Taylor.

Terry Floyd, Director of Development Services, addressed concerns previously discussed by Ms. Monroe and explained that this is the last project on the TIF #2 project list, and funds have been committed for some time. WinCo will build the entire street, which will provide cost savings to the City, and they will pay for the portion adjacent to the store. TIF #2 funds will reimburse them for the south portion that extends to Gregory Rd., and funds will not be transferred until the road is completed and inspected.

Todd Poirier, Construction Manager for WinCo Foods, discussed the various stores in ten different states and how this store will grow its presence in Texas. He thanked the Mayor and City Council for considering this project, which will dramatically improve access to the store. Two commercial lots adjacent to the project will most likely be developed in the future, and the street will support those businesses as well. WinCo is a 100% employee-owned company, and they will be hiring approximately 125 employees for this store.

Valerie Rhodes, 1303 Avalon, is excited about the addition of a new store, but we need more development on the East side of town. With this development, there will be three major grocery stores within one block.

The motion carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Browning, Cobb, Flack, and Taylor.

Nays: None

- - - - - - -

Item 9 – Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.

Councilor Cobb thanked everyone for attending the meeting. He offered his condolences to the families of former City Councilor Charles Elmore and former Mayor Gary Cook and acknowledged their contributions to the City. There will be a community cleanup at 200 Rosewood on Saturday from 10:00 – 5:00, and he encouraged citizen participation.

Councilor Flack said that she is so excited about the different organizations and non-profits coming together to help each other to make our community better and stronger and encouraged everyone to keep up the good work.

Councilor Browning said he loves seeing the falls running and not being muddy.

Councilor Taylor congratulated Karen Montgomery-Gagne, and expressed condolences to the families of Gary Cook and Charles Elmore. He thanked Interim Fire Chief Melton for the work on wildfire prevention and reminded the public to rake leaves gathering near their homes as that is a fire hazard. There will be mitigation work on Tinker Trail this week, and there is also a lot of construction in that area. He appreciates the help from the contractor and city for addressing citizen concerns. He congratulated Back Door Theatre and discussed how it motivated his daughter in her music career. He is looking into TIF #3 funds to be used for improvement in development in Eastside and to revitalize that area and he thanked staff for their assistance. He expressed his thanks to WinCo and also acknowledged that stores are needed on the North and East sides of town.

Councilor Battaglino thanked everyone who helped clean up East Lawn Memorial Cemetery and said there would be another cleanup next month. He will be rucking a marathon, the Bataan Memorial Death March, this weekend to honor the prisoners of war forced on that march in 1942. He would be honored to carry small items or photos for anyone interested. He discussed various upcoming events, including his upcoming Town Hall Meeting on April 14th at 5:30 at the Thomas Fowler American Legion Post 169, 4615 Lakeshore Dr.

Mayor Short said his first grandchild was born yesterday, and everyone is doing well. He thanked everyone at United Regional Labor and Delivery for making a wonderful experience even better. Last Sunday, he was honored to celebrate the 100th anniversary of the Pilgrim Rest Baptist Church, and he enjoyed the singing and worship. He welcomed and thanked WinCo and 7Brew for working with the City.

- - - - - - -

Item 10 – Executive Session

The City Council adjourned into Executive Session at 10:07 a.m. in accordance with Texas Government Code §551.074 and §551.087.

Mayor Short reconvened the meeting in open session at 11:30 a.m and announced that no votes or polls were taken.

- - - - - - -

Item 11 – Adjourn

Mayor Short adjourned the meeting at 11:30 a.m.

PASSED AND APPROVED this 1st day of April 2025.

_____
Tim Short, Mayor

ATTEST:

_____
Marie Balthrop, TRMC, MMC
City Clerk

City of Wichita Falls
City Council Meeting
Minutes
March 25, 2025

Item 1 - Call to Order

The City Council of the City of Wichita Falls, Texas, met in a special session at 8:00 a.m. on the above date in the Seminar Room at the MPEC with the following members present.

Tim Short	-	Mayor
Austin Cobb	-	At-Large
Whitney Flack	-	District 1
Robert Brooks	-	District 2
Jeff Browning	-	District 3
Mike Battaglino	-	District 4
Tom Taylor	-	District 5
James McKechnie	-	Interim City Manager
Kinley Hegglund	-	City Attorney
Marie Balthrop	-	City Clerk

- - - - - - - -

Mayor Short called the meeting to order at 8:00 a.m., gave the invocation, and led the pledge of allegiance.

- - - - - - -

Item 2 – Executive Session

The City Council adjourned into Executive Session at 8:01 a.m. in accordance with Texas Government Code §551.074.

Mayor Short reconvened the meeting in open session at 2:24 p.m. and announced that no votes or polls were taken.

- - - - - - -

Item 3 – Adjourn

Mayor Short adjourned the meeting at 2:25 p.m.

PASSED AND APPROVED this 1st day of April 2025.

_____
Tim Short, Mayor

ATTEST:

_____
Marie Balthrop, TRMC, MMC
City Clerk

LIBRARY ADVISORY BOARD MINUTES
September 17, 2024

MEMBERS PRESENT:
Zachary Carlton
Marianne Dowdy
Kristen Garrison
Daniel Juarez
Shunta McFadden
Betty Richie

Jana Hausburg

MEMBERS ABSENT
Amy Bobrowitz
Katherine Love

Blake Jurecek

Librarian's report

New chairperson Daniel Juarez called the meeting to order at 4:33 p.m. Minutes from June were approved.

There being no old business to discuss, Ms. Hausburg shared an infographic with statistics regarding the library's Summer Reading Program. In total, there were 30 programs with 1,788 attendees.

Ms. Hausburg informed the group that the term of former board chair, Suhua Huang, had expired. Mr. Juarez graciously volunteered to be the new board chair. The City Clerk has appointed a new board member, Rhonda McClung, who will be sworn in soon.

Following was a presentation from librarian Celena Bradley about the First Amendment Champions Team (FACT), formed after she and Ms. Hausburg attended the Texas Library Association annual conference in April. FACT's goals are to: demonstrate the library's relevancy/benefits to our community, strengthen defense against First Amendment attacks against the library from censors; protect First Amendment rights in the public library; increase awareness of the breadth of services the library offers.

The library has received some of the new technology equipment purchased from the grant received from The Priddy Foundation. IT is still trying to set up the new public computers. The light commercial van has been ordered.

This being Ms. Hausburg's last official board meeting before retiring, she discussed some of her efforts to help in the succession planning for the library administrator position. She has created a handbook and kept a detailed calendar for a year that will allow the new person insight into daily/weekly/monthly/quarterly/yearly duties.

Board members were invited to look at the new technology after the meeting, specifically the additional 3D printers and the Smart board in the Room of Requirement.

There being no further business, meeting was adjourned at 4:55 p.m.

In lieu of a December meeting, all board members are invited to the library's Holiday Open House, Dec. 7, from 2 to 4 p.m.

Signature: _____
Daniel Juarez, Chairperson

WICHITA FALLS-WICHITA COUNTY PUBLIC HEALTH BOARD MINUTES

January 10, 2025

Wichita Falls-Wichita County Public Health District
1700 Third Street – Clements Conference Room
Wichita Falls, Texas

BOARD MEMBERS PRESENT:

Keith Williamson, M.D., Chair	Physician – City Appointment
Rachel Reitan, DNP, FNP-c	Citizen At-Large – City Appointment
Melissa Plowman	Restaurant Association – City Appointment
Jered Harlan, DVM	Veterinarian – City Appointment
Ray Forsythe	Citizen At-Large – County Appointment
Terri Farabee, RN	Registered Nurse – City Appointment
Tonya Egloff, D.D.S. (Zoom)	Dentist – County Appointment

BOARD MEMBERS EXCUSED ABSENCE:

OTHERS PRESENT:

Amy K. Fagan, M.P.A.	Director of Health
Brandi Smith, BS, RN	Assistant Director of Health
Judge Jim Johnson	County Judge

I. CALL TO ORDER

Dr. Williamson, Chair, called the meeting to order at 12:00 pm after a quorum of members was attained.

Dr. Williamson stated that Whitney Flack will not be here today, but is our new replacement on the City Council.

II. Re-appointment & New Members Induction

Judge Johnson read the Oath to Dr. Williamson, reappointment, Terri Farabee, new member & Ray Forsythe, reappointment. They all took the Oath and signed the Oath of Office and the Statement of Officer.

III. Approval of Minutes & Absences

Dr. Williamson called for a review and approval of the November 8, 2024 minutes.
Dr. Williamson asked for a motion to approve the minutes. Melissa Plowman made a motion to approve and Rachel Reitan seconded. The minutes were approved unanimously.

IV. 2024 Year in Review, 2025 Goals & Objectives

Amy spoke about the Health District goals for 2025.

1. Foster an organizational culture of excellence and continuous improvement.
2. Build knowledge among community members and stakeholder groups of the value the Health District contributes to Wichita County.
3. Strengthen the capacity for the Health District to sustain and/or expand its services to ensure community needs are met.

4. Increase use of technology to improve operational efficiency and service quality.
5. Ensure effective responses to prevent and control infectious disease, environmental hazards, and threats to public health and safety.

Amy also spoke about the Departmental Objectives.

1. Continue Strong Financial Management.
2. Evaluate and Improve Services.
3. Continue to Provide Services & Seek Improvements.
4. Assess & Update Current Ordinances.
5. Educate Staff & Citizens Regarding Ordinances.
6. Enforce Rules to Protect.
7. Educate the Public about Who We Are & What We Do.
8. Ensure Adequate Training to Achieve Excellence.
9. Improve Knowledge & Expertise Within the Department.
10. Encourage and Embrace Change and Innovation.
11. Use Technology to Improve Services & Outcomes.
12. Staff Retention, Fulfillment & Resiliency.

We want to continue Strong Financial Management.

1. Met or exceeded all CWF, DSHS, HHSC requirements.
2. Managed 20 grants, accounting for over 50% of the budget.
3. Completed two renovations projects under budget.
4. Received new grant – Alzheimer's Disease & Related Dementias (ADRD).
5. Challenge – not successful in request for additional position at Animal Services in FY25 budget.
6. Will try again for 2 new employees for Animal Services.

We will Evaluate and Improve Services.

1. Added Bike Friendly WF Coordinator.
2. Split large division into Clinical & Wellness Divisions.
3. Substantial improvements to our Vector Control Program.
4. Implemented Customer Satisfaction Surveys throughout department.
5. Improvements in clinical services with coordination of HIV, DIS, STI.
    a. Challenge: increase in syphilis, to include congenital syphilis, and HIV.
    b. Challenge: laboratory turnover & meeting regulatory compliance.

The Health District will Provide Services & Seek Improvements.

1. Environmental Health Inspections: 3,876.
2. WIC Participant Encounters: 40,481.
3. Clinical example – number of Disease Intervention Program investigations: 188
4. Clinical example – number of HIV tests performed (not to include STI clinic): over 400
5. Vital Records – number of online applications processed: 1,185 & records issued: 11,030
6. Infectious disease – number of investigations received: 280 & investigated: 135 in Wichita County
7. Animal Services intakes – number of cats: 1,114 & number of dogs: 2,286
8. Wellness example – number of suicide prevention handouts distributed: 14,448
9. Wellness example – number of participants in healthy cooking classes: 144
10. Wellness – Hosted 5 Harvest Days, yielding over 500 pounds of fresh produce that was distributed to the community, benefiting more than 70 families.
11. Wellness – Play Well program reached a total of 997 children and young people, providing them with health education and information about the various services offered by the Health District. This was achieved through a series of 59 educational talks.
12. Wellness – one program alone participated in 40 outreach efforts, successfully reaching more than 2,608 individuals with information about the various programs and services offered by the Health District to the community.

We will Assess & Update Current Ordinances.

Retail Food Establishment Ordinance
Major modification
Completed

Animals
Minor modification – primarily to reduce regulations, reduce unwanted litters, & add clarifying language in certain sections.
Completed

Body Art Ordinance
Major modification; potential to significantly lessen local regulation.
Started

Amy spoke about the Food Establishment Ordinance.

1. Identified the need and developed draft (Nov-Jan).
2. Sent out 801 letters to stakeholders (Feb).
3. Board of Health briefing (Mar).
4. Information & survey to website & social media (Mar).
5. Held 5 stakeholder meetings (Mar).
6. Survey available on website (Mar).
7. Reworked draft; draft fees (Apr).
8. Website Updated (Apr).
9. Board of Health Votes Unanimously in Favor (May).
10. Memo to Council (May).
11. Approved by Council (June).
12. Into Effect (August).

We want to educate the Public about Who We Are & What We Do. We started back hosting our Public Health Fair on April 4, 2024 during National Public Health Week. Amy showed an Animal Ordinance Video Series.

In 2023, at the Wichita Falls-Wichita County Public Health District Animal Services Center, 559 Cats and 966 Dogs were euthanized due to illness, behavior, and lack of space.
On May 4, 2024 the Spay/Neuter Campaign "It's Hip to Snip" was launched. Working with local groups to maximize messaging and focusing on resource availability, not judgement.
We join with our community partners as we spread the word to Spay and Neuter, prevent unwanted litters. We are committed to transparency. We now post at Animal Services the Weekly Animal Intakes and the Weekly Animal Outcomes.

We want to improve knowledge & expertise within the Health Department.

1. All Staff Meetings every quarter.
2. We learn about the employees
3. We recognize wins, anniversaries and employees of the month.

Support staff development

"Advocate" Newsletter for staff

Inter-departmental coordination & relationship building.

Intra-departmental coordination & relationship building.

Encourage and Embrace Change and Innovation.

1. Major project to move the outdated electronic system into two separate systems for Environmental Health & Clinical/Lab operations.
2. Use social media to our advantage.
3. 2024 Facebook statistics for the HD Main Page: 6,700 followers, Reach: 89,800, Views: 484,100, Interactions (likes, shares, comments): 9,100
4. Top Facebook posts were HIV Outbreak (Our first to go viral with over 245K views), Don't Wash your Meat Graphic, and a reel (we just started those mid-year).
5. Assess departmental rules, seek input, and make changes.
6. Use of GIS technology for interactive mosquito map.
7. WIC had 2 major system changes – allowing for more on-line applications/access.

Staff Retention, Fulfillment & Resiliency.

Attrition Rates have improved significantly

2022: 28 staff left the department
2023: 23 staff left the department
2024: 14 staff left the department (out of 104 positions)
Moving out of the area: 3
Changing career &/or working from home: 5
Retirement: 1
Termination &/or resignation in lieu of termination: 4
Regrettable: 1

Staff Happiness & I have the Best Job Ever

1. Good News Friday
2. Megastar Monday
3. Frequent & transparent communication
4. Clear & consistent expectations across the department
5. Annual staff surveys
6. Crucial conversations approach
7. Support and understanding at all levels in the organization
8. Intermittent staff surveys, suggestion boxes, kudos boxes, questions boxes
    a. Items are reviewed and addressed.

Goal – Celebrate Wins – Recognize – Support – Have Fun

1. We Celebrated Nurses Week!
2. We Celebrated World Immunization Week!
3. We Appreciate Animal Care Officers. Appreciation week is April 14-20!

Challenges & Advantages

1. Expectations of enforcement, our role in the community & citizens responsibilities.
2. Right amount of tolerable change.
3. Right amount of accountability & acceptance
4. Changes within the City of Wichita Fall.

Amy talked about our 2025 Goals.

1. Assess all goals & objectives with the team to determine best way forward.
2. Continue seeking improvements.
3. Continue recognizing the good & that we are here to serve the community.
4. Seek ways to improve communication within the department, with other departments and with citizens.

Amy thanked the Board of Health for being incredibly supportive of our department and the work we do. She knows the ordinance review is not easy. Our relationship and ability to have dialogue matters so that we can accomplish all of our goals. Amy said 2025 is going to be great and their service is appreciated!

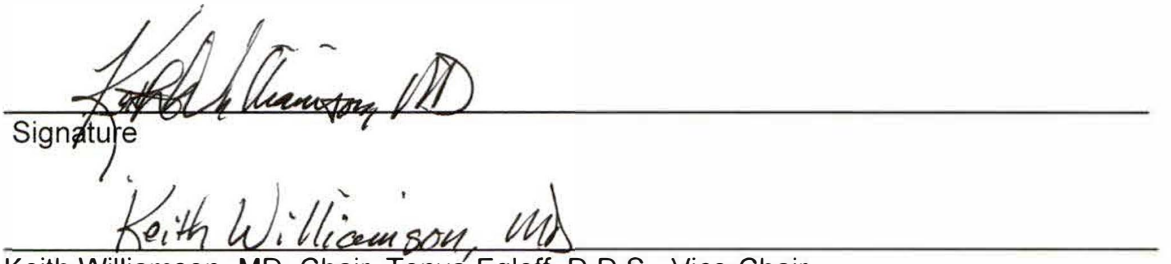
The Board thanked Amy for all her work.

Next Meeting Date

V. March 21, 2025.

VI. Adjourn

Dr. Williamson adjourned the meeting at 1:00 pm.



Signature

Keith Williamson, MD, Chair, Tonya Egloff, D.D.S., Vice-Chair

MINUTES

PLANNING & ZONING COMMISSION

February 12, 2025

PRESENT:

Jeremy Woodward	◆Vice-Chair
Blake Haney	◆Member
Michael Grassi	◆Member
Steven Wood	◆Member
Alan Sizemore	◆Member
Noros Martin	◆Member
Matt Marrs	◆Member
Doug McCulloch	◆Member
Jack Browne	◆Alternate No.1
Terry Floyd, Development Services Director	◆City Staff
Fabian Medellin, Planning Manager	◆City Staff
Kinley Hegglund, City Attorney	◆City Staff
Cedric Hu, Planning Technician	◆City Staff
Christal Cates, Neighborhood Revitalization Coordinator Planner II	◆City Staff
Robin Marshall, Admin Assistant	◆City Staff

ABSENT:

Brady Enlow	◆Member
Aston Pecor	◆Alternate No. 2
Richard Milhollon	◆SAFB Liaison

I. CALL TO ORDER

The meeting was called to order by Vice-Chairman Woodward at 2:00pm.

II. PUBLIC COMMENTS

Vice-Chairman Woodward asked if there were any comments from the public for any items not on the agenda. No one from the public had any comments.

III. ELECTION OF COMMISSION CHAIRMAN

Vice-Chair Woodward asked the Commission for a motion and a nomination for the new Chairman position and a second, then the Commission would vote on the motion. Commissioner Steve Wood made a motion to nominate Jeremy Woodward as the new Chairman, and Michael Grassi seconded the motion.

Vice-Chair Woodward asked if there were any comments from the Commission, which there were none, and then opened comments to the public. No one came forward.
Vice-Chair Woodward took the motion to vote and it passed 9-0

IV. ELECTION OF COMMISSION VICE-CHAIR

Chairman Woodward asked for a motion for a nomination for Vice-Chair, and a second. Commissioner Grassi motioned to nominate Blake Haney as Vice-Chair, and Chairman Woodward seconded the motion.

Chairman Woodward asked if there were any comments from the public. No one from the public had any comments.

Chairman Woodward took the motion to vote and it passed 9-0

V. ADOPTION OF MINUTES

Chairman Woodward asked if any of the members of the Commission have a motion to approve the January 8, 2025 meeting minutes. Commissioner Matt Marrs made the motion, and Commissioner Noros Martin seconded the motion.

Chairman Woodward asked if anyone from the public would like to make a comment. No one came forward with any comments.
Chairman Woodward then took the motion to approve the January 8, 2025 meeting minutes to a vote.

The motion passed with a vote of 9-0 in favor.

VI. CONSENT AGENDA

Chairman Woodward asked if there was anyone from the public that would like make any comments about the consent agenda. No one came forward.

Chairman Woodward then asked if there were any items that were to be moved from the consent agenda to the regular agenda. Mr. Fabian Medellin stated that there were none.

Mr. Grassi stated that he noticed more information provided on the staff recommendations than they normally see, and asked if there had been a change in policy. Mr. Fabian Medellin said there has been no changes made, and added that the two plats before the Commission are going to be conditionally approved, which has been done before. He also stated that there were more comments made on these cases from the Plats Committee.

Chairman Woodward asked if there was a motion to approve the consent agenda. Commissioner Matt Marrs made a motion to approve the minutes and Commissioner Jack Browne seconded the motion.

Chairman Woodward asked if there was anyone from the public that wished to speak. No one came forward.

Chairman Woodward took the motion to vote, and the motion passed 9-0 in favor.

VII. Regular Agenda

1. **Case C 25-05 – 1100 7th Street**
   To consider taking action on a conditional use at 1100 7th Street to allow for an office showroom and contractor's office in the Central Business District (CBD).

Location: 1100 7th Street
Applicant: Century Tents
Scholl-Nichols Company LLC.

Mr. Fabian Medellin presented the case, and started by pointing out that this property is the former Pepsi/Dr. Pepper Distribution Warehouse. Staff met with the applicant, Mr. Jeff Eastman, for the proposed use for his company Century Tents. Century Tents rents and sells items for parties, like tents, bounce houses, tables, chairs and catering equipment. Mr. Eastman proposed a base of operations for his business. An office for administration, a showroom that potential clients/buyers could come in and walk around to see the products available for sale/rent, and a place that would allow for storage of his equipment and his delivery service for that equipment.
When looking at the proposed use, staff felt that it was a blend of two uses. The retail portion is allowed by right in the Central Business District, but the rental side of the business is something staff had to dissect our ordinance. We felt that it fit the contractor's office as well as office showroom classifications, which both are conditionally allowed in the Central Business District. The contractor's office is the administrative side, being the scheduling, the bill paying/collecting, and the showroom would be to have the brick-and-mortar aspect to the business. Mr. Eastman told staff that he would be relocating from his current facility on Jacksboro Hwy to this new location.
Mr. Medellin then showed the Commission slides of the general floor plan of the proposed facility. Then showed photos of the property and of the local area, citing specific uses of businesses around the proposed site. Mr. Medellin then informed the Commission that staff notified neighbors within 200 feet of the property, and stated that we received two responses from those notifications which both were in favor of the conditional use.

One of the possible impacts for the site/business that staff looked at were relating to fire code. A number of their products that they rent are fire rated materials or metal (noncombustible), but there are a number of their products that are not (being linens and wooden tables/chairs.) Mr. Eastman provided a timeline of their proposed projects to staff that included the installation of a fire suppression system early on in the timeline. Working with Fire, staff felt that we could allow a phased transition into the building with the fire rated/non-combustible products first. The second phase would be after the installation of the fire suppression system and the inspection is approved by the Fire Chief. If approved by the Commission today and after the approval from the Fire Chief, Mr. Eastman would then be able to move the rest of his equipment/materials into the facility.

Staff also looked at how the business would affect the downtown area and traffic. Having some retail at the location, it will bring some traffic to the area. Being in the Central Business District there are not any parking requirements, though the location does have some onsite parking available to customers. As far as deliveries, they will be processed by truck and trailer, which will be loaded and unloaded inside the facility by access of a drive through cut through. It was noted that outside storage will not be available for this location.

This location has easy access to 6th Street and 5th Street. Which, with the 6th Street offramp access, this will allow for quick and convenient access to get in and out of the downtown area. So, staff feels that there will not be much impact to the downtown in regards to traffic.

In addition, staff spoke to Mr. Eastman about the razor wire that is currently on the fencing at this location. With the transition of the property going from distribution warehouse to storefront retail, the aesthetic of the property with razor wire detracts from the site. Mr. Eastman agreed with staff about this, and said he would take the razor wire down to improve the site.

Mr. Medellin stated that staff does recommend the approval of the conditional use permit for the contractor's office and showroom at 1100 7th Street, with the following conditions:

1) That the development complies with the site plan review process, and all applicable building/health/fire related zoning codes, leading up to an issuance of a certificate of occupancy.
2) The Marshal's office will approve the storage plan of the fire rated materials prior to occupying the structure, and then all flammable items, linens, wooden tables, chairs, generators, vehicles, any fuel-consuming devices, can be stored following the installation of that fire suppression system upon acceptance by the Marshal's office. All stored items would need to comply with the 2015 international fire code.
3) The removal of the razor wire along the security fence surrounding the property, leading up to that issuance of a certificate of occupancy.

Chairman Woodward asked if the applicant wished to make a presentation. Mr. Jeff Eastman came to the podium. He stated they have two locations now and will be combining those into one location. They are ready to go if the Commission approves the use for this location.
Chairman Woodward asked if anyone had any questions for the applicant.
Alternate Commissioner Jack Browne asked if there was a time limit for the permit, and Mr. Medellin stated the applicant has one year to pull any building permits, once he does that it vests his rights for the office showroom and contractor's office.
Commissioner Doug McCullock pointed out that there are three applications for this project. Mr. Medellin stated that this project is made up of about seven different properties, which is the entire block, and there are two different petitions for two of the properties because we have to treat them separately. We can't give a blanket approval for a whole block. The additional two requests are to bring back warehousing uses previously at those properties, that were previously operated by PepsiCo.

Commissioner Noros Martin made a motion to approve the case, and Commissioner Matt Marrs seconded the motion.

Chairman Woodward asked if anyone from the public has any questions or comments. No one approached the mic.

Chairman Woodward took the motion to vote and it passed 9-0.

Chairman Woodward announced the next two cases would be heard together but will be voted on separately.

2. **Case C 25-06 – 605 Burnett Street**
   To consider taking conditional use at 605 Burnett Street to restore a non-conforming use, warehouse, in the Central Business District (CBD).

3. **Case C 25-07 – 607 Burnett Street**
   To consider taking conditional use at 607 Burnett Street to restore a non-conforming use, warehouse, in the Central Business District (CBD).

Location: 605 & 607 Burnett Street
Applicant: Century Tents
Scholl-Nichols Company LLC.

Chairman Woodward asked if anyone would like to make a motion for the first case. Commissioner Matt Marrs made the motion to approve the conditional use at 605 Burnett Street. Mr. Jack Browne seconded the motion.

Mr. Marrs made the motion to approve the conditional use at 607 Burnett Street, and Mr. Browne seconded the motion.

Mr. Medellin stated that 605 and 607 Burnett are just to the southwest of the main warehouse, now office showroom/contractor's office for Century Tents. Mr. Eastman has been contacted by a neighboring business that is in need of additional storage space (Nuco). He continued to inform the Commission that the entire site and property were used as a distribution warehouse facility for PepsiCo. One of the rights that the Commission has is to bring back some of the nonconforming uses that have previously expired. He added that PepsiCo vacated the area around 2022. Mr. Medellin explained that in the greater downtown area, there is a shorter shot clock when it comes to non-conforming uses. After one year, that use is expired. However, with the approval from the Commission, that use can be brought back. That is what Mr. Eastman is wanting to do. He is petitioning to reinstate that nonconforming use for warehousing at 605 and 607.

Mr. Medellin showed slides that showed the properties in question and the surrounding area. He described the other businesses that are around this area as well. Mr. Medellin also pointed out (while showing the pictures of 607 Burnett) that at some point there was damage done to the rear of the building, which is in disrepair now. Part of the roof is collapsing and part of the walls show the internal framing of the other wall. He noted that he wanted to point that out as they will be talking about some discussions that Mr. Eastman and staff had.

So, these properties have similar impacts to those of the 1100 7th Street property. He pointed out that there are similar uses surrounding the properties, there are vacant buildings to the west and parking available.

Mr. Medellin stated to the Commission that staff did notify the surrounding properties within 200 feet, and we only received one response back in favor of the proposed use. As far as impacts, traffic from this business would have easy access to the highway system outside of greater downtown. That's why Pepsi worked so well in this location without really any impact to the downtown, because they would hop on 5th Street, get on the overpass, and get to where they needed to go. For convenience, Nuco is right next door so it is all, sort of self-contained when thinking of impacts. They will not be expecting any stand-alone staff for those two facilities. They are not going to be creating any new traffic for staff or clients or potential buyers. One thing that staff did talk about with Mr. Eastman was the damage to the rear of that structure. As part of his conditions, his requirements to occupy it, he should repair it. Mr. Eastman stated he does intend to repair that building.

Staff does recommend the proposed restoral of non-conforming use of a warehouse for those two properties, 605 & 607 Burnett, with the two conditions that:

1. The building development shall comply with the site plan review process in any applicable building, zoning, and fire codes leading up to the issuance of a Certificate of Occupancy.
2. That the rear of 607 be demolished, structurally reinforced, repaired and brought up to code prior to issuance of that certificate of occupancy.

Chairman Woodward asked if Mr. Eastman would like to speak on the project, and he declined.
Chairman Woodward asked if anyone from the public had any comments or questions, and no one came to the microphone.
Chairman Wood asked if there was any discussion from the Commission, and there were no comments or questions.

Chairman Woodward stated that the Commission would be voting on these two cases separately.
Chairman Woodward took the motion to approve the conditional use for 605 Burnett to vote, and it passed with a vote of 9-0.

Chairman Woodward asked the public if there were any additional comments that anyone wished to make for the property located at 607 Burnett. There were no additional comments.
Chairman Woodward asked if there were any additional comments from the Commission for the property located at 607 Burnett. There were none.

Chairman Woodward took the motion to approve the conditional use for 607 Burnett to vote, and it passed with a vote of 9-0.

VIII. STAFF UPDATE

Mr. Medellin gave an update for the Neighborhood Revitalization Committee. He thanked the Commission members that met with the committee, and provided a printout of the list of power point items that was presented at the committee meeting. Our neighborhood revitalization committee has voted to recommend a few zoning amendments to be presented to you, and incorporated into our neighborhood revitalization plan. Mr. Medellin stated that Accessory dwelling units was a priority. Removing the size limitation to ADUs, requiring one parking stall for a new ADU, allowing an acceptable alternate paving material for that ADU of gravel, looking at reducing some of those setbacks to fit more in line with the character of the existing neighborhood. A lot of them were built in the early 1900s, they weren't built to today's standards. We want to expand that buildable envelope.
Mr. Medellin said that one of the big ones is the removal of parking requirements for non-residential uses. He added, then a few changes to some boundaries, to some of the existing commercial areas or expanding of

commercial areas, to enhance some of those commercial nodes that are the interior of the neighborhood and on the major thoroughfares. He said, along Ninth Street (on the northern part of Kemp Street just before hitting Seymour Highway) the commercial corridor of Kemp Street, changing that from the commercial corridor district to just a general district. Then noted that originally when the commercial corridor was adopted, it was intended to be a bit of a high-end commercial corridor with some unique design and material standards (which the state has now stepped in and said otherwise.) So, basically to change that to fit in with some of our base zoning. Some of those internal commercial networks, nodes on Harrison and Monroe, expanding some of those limited commercial districts. Mr. Medellin stated as far as a timeline, we anticipate presenting the draft plan to not only the Commission, but to the committee and to Council by the early part of spring, looking to adopt that plan by late spring. Then, once it is adopted, we will move it to the actual text of their proposed recommendations. At that time, we will look to the Commission for another subcommittee to actually work through that Neighborhood Revitalization Committee to have a joint meeting to come up with some drafts that we can take to the general public – and then back through the Neighborhood Revitalization Committee, through P&Z, and through City Council.

There was some discussion from the Commission members about concern for parking and wheelchair access with ADU's. Some of these issues were brought up at the Neighborhood Revitalization meeting, but that was not the interest of the people that were there from the neighborhood.

*At this point the Commission commenced their annual Commissioner's training.

IX. ADJOURNMENT

Chairman Woodward adjourned the meeting at 3:09pm

3-12-25

~~Jeremy Woodward, Chairman~~ Date

Blake Haney - Vice-Chair

3-12-25

Terry Floyd, Director of Development Date

LANDMARK COMMISSION
MINUTES
February 25, 2025

MEMBERS PRESENT:

Christy Graham	■ Chairperson
John Dickinson	■ Member
Bill Enlow	■ Member
Dr. Dawn Ferrell, Maj. Gen. (retired)	■ Member
Noros Martin	■ Member
Janel Ponder Smith	■ Member
John Yates	■ Member
Karen Montgomery-Gagné, Principal Planner/HPO	■ City Staff
Monica Aguon, Assistant City Attorney	■ City Staff
Terry Floyd, Development Services Director	■ City Staff
Robin Marshall, Admin. Assistant	■ City Staff

ABSENT:

Joel Hartmangruber	■ Member
Jordan Dixon	■ Member

GUESTS:

Andrew Earll, 1311 Tilden	■ Applicant
Jake Martin, 1401 Tilden (Marant Construction)	■ Rep for Applicant

---

I. Call to Order, Introductions and Welcome:

Chairperson Christy Graham called the meeting to order at 12:01 p.m.
Ms. Graham did introductions of all Commission members, and guests attending.

II. Review & Approval of Minutes from January 28, 2025:

Chairperson Graham called for review and approval of the January 28, 2025 Landmark Commission meeting minutes. Ms. Janel Ponder Smith made a motion to approve the minutes as presented, Mr. John Yates seconded the motion. Minutes were unanimously approved 7-0.

III. Action Item: Design Review Case – 1311 Tilden:

Request authorization to replace one triple section aluminum window with Renewal by Andersen Acclaim Fibrex material; previously replaced 20 windows void of design review authorization but permits/inspections issued.

District – West Floral Heights
Applicant – Andrew Earll

Ms. Karen Montgomery-Gagné presented the case and shared some history of this property. She stated this property is located on the corner of Tilden and Avenue D and is a noncontributing structure, based on the age of the house. Staff shared slides of inventory photos to the Commission pointing out this is an infill house, being a more modern ranch style, and highlighted key features of the house. Some being the brick façade, and noted the front of the house is dominated by the arched recessed front entry and low-sloped hip roof. The windows were originally installed in the 1980's, showing photos with the metal guards attached from original construction. Ms. Montgomery-Gagné showed changes to the property that have accumulated over time. Inventory pictures from 2013 show the cedar shake roof and the metal guards on the windows that are very prominent. Due to statewide insurance issues with retaining cedar shake roofing material, prior owners in 2015-16 requested alternate roofing material (architectural composite shingle). The insurance company was going to drop coverage due to elevated fire risk from the cedar shingles, so an alternate material was authorized. Inventory photos from the Ave. D and rear alley, showed rear windows fully visible, particularly the triple section window the owners are now seeking approval to replace with a Fibrex Renewal by Anderson window. Ms. Montgomery-Gagné presented more photos pointing out that at some point a prior owner installed a rear yard fence; there is no concrete footer so no permit was required but it should have come before the Landmark Commission as the yard was not previously fenced. Staff have worked with the window contractor in an effort to expedite the case since it was received last week and well past the deadline.

Ms. Montgomery-Gagné stated that somehow permits had been issued in September 2024 and 20 replacement Fibrex windows installed and final inspected in November with no trigger to planning for design review. She said the current owners did obtain city approval for the permitting, but were void of any design review considerations. Staff pointed out in pictures some of the items in question for the design review; framing appears wider than the original 1980s aluminum windows, and there was a question regarding any tint or reflective coating on the windows, particularly due to the decorative metal guards partially obscuring the windows. Continuing to show the Commission photos of the house and newly installed windows, staff pointed out at some point there was also a small storage shed added in the rear yard with no record in Building Inspection or design review. Based on our photo inventory it tells us the fence and shed were installed between March 2022 and February 2025. The shed would trigger building permits so that will have to be addressed. Based on current photos with the fence now in place, the proposed remaining rear window for replacement has minimal visibility from the alley or side street.

Staff spoke about the product specification sheet from Renewal by Anderson Windows, and showed the Commission the schematic originally provided to Building Inspection in September. Staff sought input from the Texas Historical Commission on how they classify a Fibrex material window. Fibrex is a patented material from Renewal by Anderson, and it is essentially a composite polymer material. It is comprised of new and recycled wood fiber materials in addition to thermoplastic polymers. The state classifies a Fibrex window as vinyl, and they have placed it in the vinyl category. The product is basically 40% reclaimed wood fiber by weight then mixed with plastic components, and then heat pressure formed into this product. The 60% by weight is considered some type of polymer plastic, so that's what classifies it into a vinyl category. Fibrex is not a product endorsed for appropriate, substitute historic material.

The reason this case is before the Commission is because on January 16/25, we found out a rear window replacement online permit was submitted (for the triple-section rear window). It ended up getting flagged by Building Inspection. Staff then talked to the window company and they didn't understand why additional review was required because they had already replaced 20 windows in this house for the current owner with permits and inspections. Ms. Montgomery-Gagné stated there was no record of any correspondence or documentation related to the case as it should have been flagged and directed to the Historic Preservation Officer (HPO) and Landmarks. Staff informed the window company; design review was now triggered and it would require Landmark Commission review as windows are a major defining feature of a building. The HPO worked with the Interim Chief Building Official to try to figure out how we got to this point - 20 windows replaced with permits and no design review in this house; that's been dealt with and now there is a lot more review to ensure historic status is verified with permits.

Ms. Montgomery-Gagné explained the case packet addresses how the design guidelines and the Department of Interior standards apply to this case when it is a noncontributing building. She discussed key factors in regards to Fibrex composite. The Design Guidelines outline what is subject to Landmark Commission review. All major exterior alterations/improvements that are visible from the public right of way are reviewed by the Commission. Until the Commission issues a determination considered a certificate of appropriateness for that proposed structural alteration, no building/remodel/demo permits shall be issued by the city's building inspection department.

Addressing windows, it's important to ask 'what are the guiding principles for replacing a window?' We look at the federal standards that trickle down into how we adopt our municipal standards. The four criteria: "Do we preserve? Yes, we ought to preserve what's there. If that's not an option, is it deteriorated beyond maintaining that same window, we move to rehab. Can we rehab that window? Is there a component that can be repaired? And that goes hand in hand with restoration. The final of the four options is new

construction/replacement. That's when the Secretary of the Interior standards on appropriate substitute materials come into play. In this case, when you refer to the Design Guidelines for windows, reflective glass windows are not appropriate and vinyl is not considered an appropriate substitute material. That's not just the city making that determination, that's based on research from the state's historic preservation officer and also from the Department of the Interior.

The other key item to consider is being a non-contributing building - to what degree do the design standards apply to this structure? Staff explained with a non-contributing structure it's not necessarily the style that's non-contributing, it's often the age. This house was constructed in 1984 and the district was established in 2005; if the district were designated in 10, 20, 30 years from now, it would qualify as historic and contributing to that era's style of architecture – ranch homes. Considering those factors, it's important to assess if the alterations are compatible with the architectural style of the building, as well as the overall character of the district. Because for every structure that's non-contributing, if the design guidelines didn't apply, it would have a cumulative impact throughout the entire district.

Ms. Montgomery-Gagné presented a picture of a manufacturing sticker that was actually on one of the installed windows, and pointed out the sticker stated wood and vinyl composite – the company actually states it's a vinyl product. She reached out to the Texas Historical Commission, both the Certified Local Government Coordinator (which the city is designated), and the architectural reviewer for the North Texas region, to find out what their assessment was from the state agency on use of Fibrex material. THC views Fibrex as a vinyl plastic window, while some literature considers it maybe more of a fiberglass. However, there is no glass component in this material. To be a fiberglass window, it has to be certified as having some components of glass. If there were to be a historic tax credit project involved, this material would not be allowed. They go back to the standard types of window material being wood, aluminum clad wood, or in some cases (for more commercial industrial buildings) steel. With the Secretary of the Interior standards, we try to focus on repairing deteriorated historic features, rather than moving directly to replacement. Ms. Montgomery-Gagné reiterated that windows are generally a defining feature on any structure, whether it be non-contributing due to age or it being a primary contributing structure.

Chairperson Graham opened the discussion to the Commission.
Mr. Noros Martin asked if the Planning and Zoning Committee has a recommendation to approve or not approve this request? Staff stated the Planning & Zoning Commission would not have a recommendation on this request.

Ms. Janel Ponder Smith said she thought every house in the district was flagged in the Building Inspection database so that when someone tried to obtain a permit it was

supposed to automatically re-direct to Landmark/Historic Preservation. Staff explained the historic property addresses are flagged in the MyGov software, and that was the software used at the time. This was human error, but it has been addressed by the Interim Chief Building Official, because that's the whole point of why these properties are flagged in the building permit software system. We are having problems with the new software program since going online as far as getting the historic properties flagged by the software company. The Interim Chief Building Official has really looked into that and it's supposed to be getting flagged in the new database program.

Mr. Andrew (Andy) Earll explained he bought the house in February, so has lived in it almost a year. When they moved in, the fence and the shed (no record of permits) were already there and he stained the fence after moving in. The shed can be easily moved. When he moved into the house, he realized there were repairs and upgrades that were going to be needed, the windows being one of them. At least 75% of the Argon had leaked out of the windows, they were fogged up and in really bad shape. He stated he didn't want vinyl windows because they don't hold up well in the heat, and he looked at aluminum windows as an option but they only had a 10-year warranty. contacted Renewal by Anderson to research other options and was informed that the Fibrex is twice as strong as vinyl, has zero thermal absorption and doesn't expand like other materials. Mr. Earll bought 20 windows, got the permits and spent about $68,000. These windows have a 20-year warranty. Mr. Earll indicated when the HPO contacted him about the issue, he didn't even know there was an issue. He was aware of the Landmark Commission, but also knew that his home was non-contributing since it was built in 1984, so he wasn't sure how the Design Guidelines applied. He thought everything was good since he went through the permit process, permit was approved and the inspection was completed in November 2024. He wasn't aware of the state's stance on vinyl and they consider this vinyl material. He informed the Commission the rear window that he is asking to be replaced does not have any tint and the framing is similar to the original windows. The rear triple window cost $13,000, which Mr. Earll has already purchased. He purchased the final window separate from the others due to the cost factor. He stated that his intent was not to devalue the home or devalue the neighborhood, or have a negative impact on the district.

Landmark Commission members deliberated over the case. Ms. Ponder Smith asked, "when you took out the permit for this last window, that's when it kicked in?" Mr. Earll stated, "I feel like what happened this time is probably what should have happened back I September." It was noted that Mr. Earll thought he had made the right steps to get the windows replaced, and since finding out about the issues has been educating himself on the Historic Landmark requirements and has gone through the minutes from past meetings.

There was some discussion on realtors getting and sharing more knowledge of the historically designated properties and design standards with potential buyers. There has been training in the past, but there seems to be a lot of newer real estate professionals in the area. Mr. Earll said it's not an HOA, but if he was buying a home that was in an HOA he would have to sign significant paperwork acknowledging that he was in an HOA. There should be something buyers in a historic district have to sign for disclosure.

Chairperson Graham got back to agenda item #3. She said she knows he has replaced all the windows and he wants everything to match. The window is in the rear of the house and behind a fence and patio cover with minimal exposure outside the privacy fence from the public right of way. She asked if anyone would like to make a motion to approve or disapprove the case.

Mr. Bill Enlow made a motion to approve a request to replace one - triple section aluminum window on the rear (east) facade of 1311 Tilden, non-contributing structure, with a Renewal by Andersen 'Acclaim' Fibrex material based on:
1) it being the same size, design, and material as the previously replaced 20 windows which erroneously obtained building permits and inspections fall 2024; and
2) the Wichita Falls Design Guidelines Chap. #2 Design Review Process; Sec. 2 - Major Alterations apply to alterations visible from the public right of way, of which, this window has limited exposure from the public right of way. Dr. Dawn Ferrell seconded the motion.

Chairperson Graham asked if there were any public comments.
Ms. Ponder Smith said she would like it stated on the record that Mr. Earll did what he was supposed to do, and he was not informed that he was supposed to go before the Landmark Commission. He was without fault, and tried to do what was required.
Chairperson Graham took the motion to vote, and it passed 7-0.

IV. Action Item: Design Review Case – 1401 Tilden:

Request authorization to: remove an illegal steel-framed carport; to install a replacement fence; to expand the fenced area; and to install a 19x6ft rolling gate.

District – West Floral Heights
Applicant – Jake Martin, Marant Construction, representative for owner

Ms. Montgomery-Gagné stated the owners of this house haven't relocated from the metroplex but were having a lot of work done to the house in preparation for move in. Mr. Jake Martin, Marant Construction, is the authorized representative for the owners. Photos of the property were shown pointing out the north and the west section of the property, where today's case will be focused. The house is a non-contributing structure, built in 1972. She noted, if this district were being nominated today, the house would meet minimum age criteria. It is a ranch home with brick veneer, and decorative columns

across the front; central raised section with the roof, and very typical in ranches, a low sloped roof (this one is a gable roof.) Showing additional inventory pictures from 2004-2013, Ms. Montgomery-Gagné noted the only difference in 2013 was addition of window shade screens and painting the decorative shutters. She also pointed out the design of the side garage and driveway, essentially the same in 2019 photos and the open section of yard between the fence and the driveway is now proposed to be incorporated in the fenced/gated portion of the yard. Ms. Montgomery-Gagné showed additional photos from the alley right of way, and the privacy fence throughout the last ten years, and how it has deteriorated and in need of maintenance, repair or replacement.

The carport was noticed in December by a building inspector investigating a complaint for another home on Tilden. The inspector issued a stop work order and spoke with the house sitters. An extended height carport (9.5ft) was constructed void of permits for a raised pickup. It was not fully constructed, only the framework however it's placement in the concrete slab appeared to be 1-2ft from the exterior side property line which violated zoning setback requirements. There were three issues - zoning setback violation, a design standards violation and no permits to conduct work. The contractor, Rocking J Fence, as of Feb. 19 was still not licensed and bonded for work within the city. Unfortunately, the owner will not have recourse to go back on that contractor's bond for the illegal work. Mr. Martin, Marant Construction, is now working with the city and the owner to rectify the situation. Marant Construction has prior experience working in the historic district and understands unique requirements and steps necessary for design review. Staff appreciated Marant's assistance to move this case forward.

Ms. Montgomery-Gagné showed additional photos that were taken when the stop order was posted. She added that staff tried to expedite the case so the owners could keep things moving forward since the case came in past the deadline. Staff pointed out, the owners didn't want to go through the expense of having to cut the carport steel frame down, remove it, and rebuild a carport setback further into the yard because of the added height the setback was greater making it difficult to maneuver the angles with a vehicle coupled with the added cost for more concrete. Staff worked with Code Enforcement because there was an in-ground pool left accessible from the street by the prior contractor. The owners have complied and have put up temporary construction fencing to secure the backyard. Noting the construction fence, it was explained that where it was placed will be the proposed edge of the new fence and future rolling gate. Ms. Montgomery-Gagné stated the owners have complied with the stop work order, and have not done any additional construction.

The HPO referred members to the revised carport design Mr. Martin had proposed to the owner using materials appropriate to the district (cedar wood covered steel supports and composition shingle roof with decorative details mirroring house design). Staff noted carports are only allowed six columns, so if this were moving forward, there would need

to be some modifications to remove two columns. But the owner has opted to completely remove the illegal carport and not pursue a revised design in compliance with zoning, design standards and building code at this time.

The HPO commented that as Commission members deliberate the case, encourage considering stipulating a deadline for the illegal carport's removal so it doesn't lag since the owners are not seeking an altered design or placement meeting design standards and setback requirements of the Zoning Ordinance. Second item is the fencing and expanded area within the fence, permits will be needed for the fence based on height and concrete footer and thirdly, the rolling gate will need a permit, but part of that depends on whether it's motorized. If it is more than low voltage, then an electrical permit will be triggered.

Chairperson Graham opened the discussion to the Commission. She made a motion to separate the items, making the fence, the carport and the gate separate items. Ms. Ponder Smith seconded the motion. Chairperson Graham took the motion to vote, it passed 7-0.

Demo Illegal Steel Framed Carport: Ms. Ponder Smith made the motion to remove within thirty (30) days from February 25, 2025 from 1401 Tilden an illegally constructed steel framed carport placed in the exterior side yard setback not in keeping with materials/finish design standards for the historic district (Design Guidelines - New Construction - Chap. 4; Sec. 4.D & E). All demolition work shall be in accordance with Building Code and the Wichita Falls Design Guidelines. Mr. John Dickinson seconded the motion. Chairperson Graham took the motion to vote, it passed 7-0.

Replacement/new section of fence put up without permits. There was an existing perimeter privacy fence, however, it's completely been rebuilt with the new fence, and it appears much taller along the alley side. There was discussion on actual height of the fence, and Mr. Martin stated the pickets were 6-feet and then add height of concrete footer, roughly 6'4". Wichita Falls does have an ordinance that requires a fence over 6' to be permitted. Mr. Martin explained the original contractor did not pull any permits. There is also a section of fence at the alley/side street that appears to extend into the alley right of way. It was stated there is a gas meter or something there that it is covering; it extends approximately 3-4 feet, and since there is a setback requirement, that extension will need to be flush with the other fence line. The extension will need to be removed. It was asked of Mr. Martin if the fence top could be cut down to the 6' height, and he said it could be. The fence posts are all metal posts, painted black with an oil-based paint, which will be exposed if the fence top height is cut down. Ms. Montgomery-Gagné mentioned to the Commission that they have approved fences in the past up to 8 feet, but it was with the intention that there would be building permits and work not yet initiated. She said with everything involved in this case, it might be easier to consider having that height, and then the requirement that a building permit be obtained then address if the fence was constructed beyond the property line. Mr. Terry Floyd informed the Commission that the

height of the fence doesn't have anything to do with how it looks, needing a permit for any fence over 6 feet in height is a structural factor. The higher the fence the higher the wind load, and the fence will need the appropriate supports and structure to withstand higher wind loads.

***Replacement perimeter fence/footing and expansion**:* Ms. Ponder Smith made the motion to allow the already installed replacement perimeter privacy fence approx. 6.5ft height with concrete footer but reconfigure to enclose portion of the open exterior side yard by the side driveway and remove the fencing section that encroaches into the public right of way by the alley/Ave. D. Mr. Noros Martin seconded the motion. Chairperson Graham took the motion to vote, and it passed with a vote of 7-0.

Next item was the rolling gate, staff explained the gate would be parallel to the driveway, and would open behind the wall of the garage when they pull in or try to access the rear yard. Materials same as the fence, similar in scale and finish as found throughout the historic district. Mr. Jake Martin pointed out that some of the track for the gate was already in place as that was part of the original plan. How the gate is to be powered was discussed, but Mr. Martin said he has not spoken with the owners yet to find out what kind of power they will be using to operate the gate (Solar, battery or electrical.) Ms. Montgomery-Gagné told the Commission that Building Inspections will determine what level of permitting will be needed for the gate, depending on if it's motorized, or how it's motorized will determine if it triggers an electrical permit. The gate will trigger a building permit, and someone will inspect as it might need a second permit for electrical. The Commission has no say on how it is motorized, unless it's from a design perspective. The goal is no visibility from the public right of way – all the framework and functional components of the gate will be on the inside yard area.

***Rolling Gate**:* Chairman Graham made a motion to approve a 19 x 6ft rolling gate with cedar privacy materials on exterior facing public right of way and tubular metal framing, wheels on the interior yard view along with a v-groove rolling track set in the concrete slab. Gate to be motorized but undetermined whether powered by solar/battery or electric but all shall be in accordance with Building Code and the Wichita Falls Design Guidelines. Mr. John Dickinson seconded the motion. Chairman Graham took the motion to vote, and it passed with a vote of 7-0.

V. Other Business:

Chairperson Graham reported the St. Patrick's Day festival on March 15th and other downtown project.

Staff outlined some updates related to ensuring Commissioner's completed their required, online PIA/OMA training. It is an annual course, and when completed, email

your certificate of completion to the clerk's office. Staff informed the annual CLG report to THC was submitted and there were 48 design review applications during the 23/24 reporting year including staff administrative cases and the information is then submitted to the Department of the Interior from each state.

It was recommended to go log in to National Trust because with all of the executive orders, things are changing rapidly related to potential impacts to national parks, cultural sites, lack of funding/historic tax credits, etc. There's still some question as to whether the Historic Preservation Fund and federal historic tax credits will be funded and also the commissions, one of them being celebrating America's 250th birthday.

Staff provided a save the date of April 12 for Wichita Co. Heritage Society's Tour of Homes event.

A reminder to think of some things we would like to accomplish as a Commission during National Historic Preservation Month in May. Last year, the HPO & Commission partnered for an educational training 'Lunch & Learn' at the Museum of North Texas History about the importance of the Texas Historical Markers and THC's 10-step refurbishment process which helps make a difference and raise awareness in the community. It might be time to think about doing something else in 2025. We've worked with the Arts Alliance, Wichita County Historical Commission, the Heritage Society, and MSU Department of History for an annual proclamation declaring May Historic Preservation Month in Wichita Falls and Wichita County.

We are continuing to work with Mr. Ricky Lowe, owner of Davenport's as he is wanting to nominate his historic business as a City Landmark since it will celebrate a 100th anniversary in 2026. He will be working with people at the Wichita Co. Archives for research information and there is existing history based on the THC subject marker erected on the Davenport Grocery site. We anticipate the nomination packet in the next few months.

VI. Adjourn:

Chairperson Graham adjourned the meeting at 1:26 pm.

Chairperson Graham stated that the next scheduled meeting will be March 25, 2025 at 12:00 pm.

Christy Graham 3/25/2025

Ms. Christy Graham, Chairperson Date

M I N U T E S

Central Wichita Falls Neighborhood Revitalization Committee

March 4, 2025

PRESENT:

Ann Arnold-Ogden	◆ Member
Councilor Robert Brooks	◆ Councilor
Wendy Browder	◆ Vice Chair
Larry Fox	◆ Member
Jose Garcia	◆ Member
Mike Mitchell	◆ Chairman
Nadia Menchaca	◆ WFAAC Liaison
Terry Floyd, Development Services Director	◆ City Staff
Fabian Medellin, Planning Manager	◆ City Staff
Christal Cates, Neighborhood Revitalization Coordinator	◆ City Staff

ABSENT:

Councilor Whitney Flack	◆ Councilor
Andrea Robles	◆ Member

GUEST:

Cherie Newman, Property Developer	◆ Guest
Heather Langford	◆ Guest
Ricky Lowe, Property Developer	◆ Guest
LilliAnn Sutherlin	◆ Guest

**It is noted that Committee member Jose Garcia entered the meeting at the beginning of the Regular Agenda.*

I. CALL TO ORDER

Chairman Mike Mitchell called the meeting to order at 1:30 p.m.

II. PUBLIC COMMENTS

Chairman Mitchell asked if any members of the public wished to speak. Mr. Ricky Lowe stated he was excited about the change in Wichita Falls and proud to be a part of the growth and revitalization.

III. ADOPTION OF THE MINUTES

Chairman Mitchell asked if there were any public comments regarding the minutes. Mrs. Ann Arnold-Ogden mentioned a typo on the first paragraph of page one, the misspelling of Chairman Mitchell. Mrs. Cates advised that would be noted and corrected. Chairman Mitchell reviewed the minutes at length along with staff for those absent at the last meeting. Chairman Mitchell made a motion to approve the minutes from February 18th, 2025, modified with the name correction. Vice Chairwoman Wendy Browder seconded. The motion passed unanimously, 6-0.

IV. REGULAR AGENDA

1. Continued Discussion of Initiatives, Goals, and Outcomes for the Neighborhood Revitalization Plan

The Committee had previously tabled the discussion at the Tree Clearing Program due to in climate weather.

- Bridwell Park Improvements

At this time Mrs. Arnold-Ogden asked to present an update for the Bridwell Park Murals as she would have to leave early for another engagement. She stated the initiative was to enhance Bridwell Park to provide safe, accessible, and engaging spaces for all community members, promoting recreational activities, environmental sustainability, and social interaction. Updates on the progress of the selection panel for an artist to provide a design and implement said design on the Futsal courts at Bridwell Park. Mrs. Arnold-Ogden advised of the work behind the scenes that had been done to prepare for review of 11 applications received and reviewed. The next meeting of the selection panel would be held Thursday, March 6th at 10am at the WF Alliance for Arts and Culture conference room.

Some of the other goals discussed for this initiative were to Install more solar lighting at the park for safety; improve the baseball field and install solar lighting; and replant trees to replace those that have died and been removed.

- Tree Clearing Program

Staff stated during site visits and being out in the neighborhood it was noted many trees that needed abatement. Staff is proposing a program to assist residents in removing trees that present a potential risk of injury to people or property or hinder street lighting, causing safety issues. No metrics were set at that time and staff advised a plan would be created for this initiative and discussed with the Committee at a later date.

- Bright Nights, Safe Streets Initiative

Another element of safety staff would like to help the neighborhood with is ensuring lighting throughout the community. This would improve the safety and well-being of residents by reducing opportunistic crimes. This program would ensure every single-family residence has an operable front porch light and provide every single-family residence with a doorbell camera that is registered with the City of Wichita Falls Police Department. No metrics set at this time.

- Secure Steps & Rides Initiative

Staff wishes to enhance sidewalks and bike lanes to improve accessibility and safety for pedestrians and cyclists by adding bike lines to connect the

CWFNRA to Lucy Park and the 25-mile City's Circle Trail. Staff will also work with the Bike Friendly WF Coordinator on pedestrian and cyclist audits and funding opportunities for improvements. No metrics set at this time.

- Enhance Existing Infrastructure

Another initiative described to the Committee was efforts to improve public health through new infrastructure and sustainable initiatives that address longstanding stormwater issues. Staff would like to install stormwater drainage on Harrison Ave, a central corridor for the neighborhood known for flooding. Implement progressive drainage systems to reduce flooding risks and enhance road safety and replace lead/cooper/galvanized service water lines to improve the quality of water provided to each home. No metrics set at this time.

- Neighborhood Beautification Initiative

Staff discussed the need for a large-load trash pick-up program and organization of block clean-ups including alleys. Staff believes this will improve the quality of life for residents by adding city services. This could also boost the mentality of a maintained community by having large trash items picked up by City Sanitation Department.

- Establish a Neighborhood Association

Staff advised when revitalization efforts began it has always been the goal to have the neighborhood and its citizens actively involved in the decisions made. The City would like to see a Neighborhood Association for this community for the citizens, by the citizens. This would be a powerful advocacy group that has an organizational structure for residents and provide a voice to local government and elected officials. This would also Provide a means for members to organize interests and pursue collective action by ensuring the neighborhood has adequate amenities and services to give the desired quality of life, while also providing local government officials with residents' input.

V. OTHER BUSINESS

Update was previously given by Mrs. Arnold-Ogden.

VI. ADJOURN

Staff advised the next regularly scheduled meeting would be on Tuesday, March 18th, 2025 at 1:30 pm at the Travel Center Conference Room.

Chairman Mitchell adjourned the meeting at 2:32 p.m.

Mike Mitchell, Chairman — Date: 3/18/2025

Fabian Medellin, AICP, Planning Manager — Date: 3-18-25

M I N U T E S

Central Wichita Falls Neighborhood Revitalization Committee

March 18, 2025

PRESENT:

Ann Arnold-Ogden	◆ Member
Wendy Browder	◆ Vice Chair
Councilor Whitney Flack	◆ Councilor
Jose Garcia	◆ Member
Mike Mitchell	◆ Chairman
Paul Menzies, Assistant City Manager	◆ City Staff
Terry Floyd, Development Services Director	◆ City Staff
Fabian Medellin, Planning Manager	◆ City Staff
Christal Cates, Neighborhood Revitalization Coordinator	◆ City Staff
Brandon Petersen, Plans Examiner	◆ City Staff

ABSENT:

Councilor Robert Brooks	◆ Councilor
Larry Fox	◆ Member
Andrea Robles	◆ Member

GUEST:

Jeremy Jarvis, Artist	◆ Guest
Heather Langford	◆ Guest
LilliAnn Sutherlin	◆ Guest

I. CALL TO ORDER

Chairman Mike Mitchell called the meeting to order at 1:30 p.m.

II. PUBLIC COMMENTS

Chairman Mitchell asked if any members of the public wished to speak. No comments.

III. ADOPTION OF THE MINUTES

Chairman Mitchell asked if there were any public comments regarding the minutes. Councilor Whitney Flack made a motion to approve the minutes as presented from March 4th, 2025. Vice Chairwoman Wendy Browder seconded. The motion passed unanimously, 5-0.

IV. UPDATES

At this time per the request of Mrs. Ann Arnold-Ogden, the Committee would hear Updates as Mr. Jeremy Jarvis would be joining the meeting virtually and had other previous commitments.

Mrs. Arnold-Ogden introduced Mr. Jeremy Jarvis, the artist finalist for the Bridwell Park futsal court mural to the Committee. Mr. Jarvis gave a brief presentation on himself and how he typically works when doing murals. Staff and the Committee where shown his portfolio while Mr. Jarvis gave a brief description and setting for each piece.

Staff thanked Mr. Jarvis for his time and expressed their eagerness to work with him on the murals.

Ms. LilliAnn Sutherlin, a member of the public stated she felt a graffiti park would be nice to have as a creative outlet for artists and graffiti taggers that could possible reduce any defacing of public art.

At this time Chairman Mitchell resumed normal proceedings starting with the regular agenda.

V. REGULAR AGENDA

1. Consider taking action to recommend including the discussed Heart of the Falls Initiatives & Goals into the Neighborhood Revitalization Plan

Chairman Mitchell asked if there was a motion to approve the recommendation of the Heart of the Falls Initiatives & Goals into the Neighborhood Revitalization Plan to be presented to the City Council for approval.

Mrs. Arnold-Ogden made a motion to favorable recommend the plan as presented. Vice-Chair, Wendy Browder seconded the motion.

Chairman Mitchell asked if any member of the public wished to comment. There were no public comments. Chairman Mitchell asked if there was any discussion from the Commission or questions. With no further discussion from the Commission Chairman Mitchell called for a vote to favorable recommend the plan as presented to City Council. The vote passed unanimously 5-0.

VI. OTHER BUSINESS *(continued)*

1. Updates

A. Community Change Grant Update
Staff advised through news articles from the New York Times is was stated all grant funds through the EPA had been frozen with no other information.

B. Bridwell Park Mural – Artist Selection
Update was previously given by Mrs. Arnold-Ogden.

C. Future Public Meeting

A future public meeting was scheduled for Sunday, March 30th from 3pm – 5pm to be held at Bridwell Park Pavilion to gather feedback from the neighborhood regarding the Heart of the Falls Neighborhood Revitalization Report Plan.

VII. ADJOURN

Staff discussed the need for another public meeting to present the Heart of the Falls Neighborhood Revitalization Report Plan to the Commission. After discussions a meeting was set for Wednesday, March 26th at 1:30pm at the Travel Center Conference Room for the plan to be presented in its entirety to the Commission.

Chairman Mitchell adjourned the meeting at 2:21 p.m.

Mike Mitchell, Chairman — Date: 3/26/25

Fabian Medellin, AICP, Planning Manager — Date: 3-26-25

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution authorizing award of bid to Retail Motorcycle Ventures, Inc. for the purchase of three (3) BMW Police Motorcycles in the amount of $92,933.31

INITIATING DEPT: Aviation, Traffic & Transportation

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: In the summer of 2012, the Kawasaki Motors Corporation suspended shipments of the Concourse 14P motorcycle after determining an electrical issue increasing the risk of a crash. As a result, the motorcycle unit, along with Fleet Maintenance, began evaluating other alternatives.

After researching the Harley Davidson, BMW, Victory Commander, and Honda, the Harley Davidson and BMW units were test driven. The BMW 1200 RTP was selected over the Harley Davidson for performance and handling.

Bids were received on February 3, 2025, for the purchase of three (3) BMW motorcycles. One (1) qualifying bid was received.

The Police Department is very satisfied with the operation and performance of the BMW Motorcycles. This purchase will bring the total number of BMW Motorcycles to 15 units, 12 to be in use and 3 for backup and training.

Staff recommends the purchase of three (3) BMW Police Motorcycles from Retail Motorcycle Venture Inc. in the amount of $92,933.31.

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing award of bid to Retail Motorcycle Ventures, Inc. for the purchase of three (3) BMW Police Motorcycles in the amount of $92,933.31

WHEREAS, the City of Wichita Falls advertised and requested bids for the purchase of three (3) police motorcycles; and,

WHEREAS, bids were received and publicly opened on February 3, 2025; and ,

WHEREAS, the City Council desires to purchase three (3) police motorcycles for the Police Motors Division.

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

Authorization is granted to award a bid for three (3) police motorcycles to Retail Motorcycle Ventures, Inc. in the amount of $92,933.31.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution authorizing the purchase of one (1) 2024 Ford Expedition through the BuyBoard Purchasing Cooperative (Contract #724-23) from Caldwell Country Ford, LLC in the amount of $55,677.00

INITIATING DEPT: Aviation, Traffic & Transportation

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: This unit will replace unit 606 within the Fire Department. While getting some repairs recently, it has been noted that this unit has been very problematic with regard to parts availability. It should also be noted that this unit suffered damage from a wreck in the past, and the repairs from that damage are starting to be a factor in the day-to-day operation of the unit. Funds for this unit are allocated in the annual fleet replacement fund.

The City has purchased vehicles through a cooperative purchasing program for the past several years. We have found this process to be cost-effective not only in the initial purchase but also for maintenance during the life of the product. By limiting the acceptable models, we are able to maintain a limited parts inventory as well as interchange components when necessary.

Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements. This chapter does not apply to expenditure for. . . (12) personal property sold. . . under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391.

Staff recommends the purchase of 1 Ford Expedition for the price of $55,677.00

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase of one (1) 2024 Ford Expedition through the BuyBoard Purchasing Cooperative from Caldwell Country Ford, LLC in the amount of $55,677.00

WHEREAS, Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements; and

WHEREAS, the City Council of the City of Wichita Falls has passed a resolution approving the participation in such cooperative agreements; and

WHEREAS, the City Council finds that Caldwell Country Ford is offering a 2024 Ford Expedition through the BuyBoard Purchasing Cooperative, and it is in the City's best interest to purchase equipment in accordance with the Cooperative Purchasing Programs.

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

The City Staff is authorized to execute all documents necessary to purchase one (1) 2024 Ford Expedition through the BuyBoard Purchasing Cooperative from Caldwell Country Ford, LLC in the amount of $55,677.00.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution authorizing the purchase of equipment and installation services for FY 2025 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of $173,979.54

INITIATING DEPT: Aviation, Traffic & Transportation

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: On November 5th, 2024, City Council approved the purchase of eleven Ford Explorer Patrol units for the FY 2025 budget. The units are ready to be delivered to the outfitter for completion. In order to place these Explorers into service, accessory equipment is purchased and installed to complete the patrol unit. In 2022, it was also determined to be more cost-effective to use an outfitter company to install the accessories to complete the units. Compared to doing the work in-house, the turnaround time to place these units into service was reduced by six months by using an outfitter.

Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements. This chapter does not apply to expenditure for. . . (12) personal property sold. . . under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391.

Staff recommends the purchase of equipment and installation services through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc., in the amount of $173,979.54. The equipment costs of $122,829.54 and the installation costs of $51,150.00 are included in the capital replacement budget.

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase of equipment and installation services for (11) 2025 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of $173,979.54

WHEREAS, Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements; and,

WHEREAS, the City Council of the City of Wichita Falls has passed a resolution approving the participation in such cooperative agreements; and,

WHEREAS, the City Council finds that Dana Safety Supply, Inc. is offering equipment and installation services through the BuyBoard Purchasing Cooperative and that it is in the best interest to purchase equipment in accordance with the Cooperative Purchasing Programs.

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

City Staff is authorized to execute all documents necessary to purchase equipment and installation services for ten Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc., in the amount of $173,979.54.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution authorizing the execution of an insurance policy with ACE Property & Casualty Insurance Company to provide general liability insurance for our Airports in the amount of $55,775

INITIATING DEPT: Aviation, Traffic & Transportation

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: The 2025 budget included funds for liability insurance coverage at both the Municipal Airport and the Kickapoo Downtown Airport. This type of policy protects the City from claims arising from your legal liability for injury or damages to other people or their property. Coverage payments can include judgments, attorney fees, court costs, or other related expenses as defined in the form.

The proposed coverage has a $5,000,000 limit and a $10,000 deductible. City Staff used an insurance broker to compare different coverage. ACE Property and Casualty Insurance Company provided the best value policy.

ACE Property & Casualty Insurance Company has an A.M. Best Rating of A++ XV. This policy's effective date is from April 1, 2025, to April 1, 2026.

Staff recommends approval of this resolution.

☒ Assistant City Manager

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing the City Manager to sign all documents necessary to execute an insurance policy with ACE Property & Casualty Insurance Company to provide general liability insurance for our Airports in the amount of $55,775

WHEREAS, these services will be provided by ACE Property & Casualty Insurance Company to provide general liability insurance for the City's Airports; and,

WHEREAS, ACE Property & Casualty Insurance Company up to $5,000,000 limits and a $10,000 deductible; and,

WHEREAS, the City Manager is authorized to execute a contract for the City with said Contractor for the completion of such services in a form as approved by the City Attorney; and,

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

The City Manager is authorized to sign all documents necessary to execute a $55,775 general liability insurance policy with ACE Property & Casualty Insurance Company for our Airports.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Ordinance making an appropriation to the special revenue fund for the Get Screened Project in the amount of $30,000 received from the American Cancer Society and authorizing the City Manager to execute contract accepting same.

INITIATING DEPT: Health

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: This is a new grant opportunity for the Health District for a 2025 North Texas Get Screened Project funded by the American Cancer Society. Grant funds will be used to implement evidence-informed interventions through a quality improvement framework. Focusing on colorectal cancer, funds may be used to provide patient support services, link citizens to care, cancer screening, outreach, and education. A current Program Manager with the Health Department will be partially paid from these funds.

The contract is in the amount of $30,000 for the period of contract execution to December 31, 2025.

☒ **Director of Health**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Ordinance No. _____

Ordinance making an appropriation to the special revenue fund for the Get Screened Project in the amount of $30,000 received from the American Cancer Society and authorizing the City Manager to execute contract accepting same

WHEREAS, the Health District and the American Cancer Society desire to enter into a contract for continued public health services; and,

WHEREAS, approval of these funds could not have been anticipated prior to the adoption of the Fiscal Year 2025 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

It is hereby approved to accept funds in the amount of $30,000 for the Get Screened Project.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Ordinance making an appropriation to the Special Revenue Fund for Public Health Preparedness in the amount of $124,416; received from the Department of State Health Services; authorizing the City Manager to execute contract accepting same.

INITIATING DEPT: Health

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: The grant agreement is with the Department of State Health Services (DSHS), a pass-through entity for the Centers for Disease Control and Prevention (CDC), to perform activities in support of the Public Health Emergency Preparedness (PHEP) Cooperative Agreement. The Health Department has been a recipient of this type of funding since 2002; the contract term is July 01, 2025, to June 30, 2026, in the amount of $124,416. There continues to be a required match of 10% or $12,442, which makes the entire contract amount $136,858. The match requirement is met by in-kind services from the City of Wichita Falls.

A Public Health Preparedness Program Manager (full-time) and Public Health Preparedness Specialist (part-time) are employed with this funding and are responsible for mitigation, planning, response, and recovery activities associated with a public health emergency. This funding is intended to support the public health system and to assure readiness and response capability to respond effectively to a range of public health threats, including infectious diseases, natural disasters, and other biological incidents. Staff are required to update plans and train other Health Department staff members; additional activities include working with other local, regional, and state medical and preparedness partners to ensure adequate and timely training, response, and recovery capabilities.

☒ **Director of Health**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Ordinance No. _____

Ordinance making an appropriation to the Special Revenue Fund for Public Health Preparedness in the amount of $124,416; received from the Department of State Health Services; authorizing the City Manager to execute contract accepting same

WHEREAS, the Health Department and the Department of State Health Services desire to enter into a contract for continued public health services; and,

WHEREAS, the project period for these funds does not align with the fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

There is hereby appropriated in the Special Revenue Fund $124,416 for the Public Health Preparedness Program, and the City Manager is authorized to enter into a contract with the Department of State Health Services for the Wichita Falls-Wichita County Health District.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution confirming the appointment of a Fire Chief for the City of Wichita Falls.

INITIATING DEPT: City Manager

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: Section 143.013 of the Local Government Code requires that "each department head at the Police and Fire Departments unless elected, shall be appointed by the municipality's chief executive and confirmed by the municipality's governing body." This individual must be eligible for certification by the Commission on Fire Protection Personnel Standards and Education at the intermediate level or its equivalent as determined by that Commission, must have served as a fully paid firefighter for at least five years, and must achieve the certified fire executive designation.

As you will recall, Chief Donald Hughes retired from the Fire Department on February 28, 2025, after almost forty-one years of service. An internal recruitment process was conducted by the City. The sole finalist in that recruitment process was Cody Melton. Chief Melton has been a firefighter with the City since 2007. He holds a bachelor's degree and a master's degree in public administration along with being a certified master firefighter and an EMT.

☒ **City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **City Attorney Review**

Resolution No. _____

Resolution confirming the appointment of a Fire Chief for the City of Wichita Falls

WHEREAS, relevant parts of Texas Local Gov't Code § 143.013 provide the following for Chapter 143 positions:

> (a) Unless elected, each department head is: . . . (1) appointed by the municipality's chief executive and confirmed by the municipality's governing body;
>
> (b) A person appointed as head of a fire department must be eligible for certification by the Texas Commission on Fire Protection at the intermediate level or its equivalent as determined by that commission and must have served as a fully paid firefighter for at least five years. A person appointed as head of a police department must be eligible for certification by the Texas Commission on Law Enforcement at the intermediate level or its equivalent as determined by that commission and must have served as a bona fide law enforcement officer for at least five years; and,

WHEREAS, in accordance with Texas Local Gov't Code § 143.013(a), Interim City Manager James McKechnie has appointed Cody Melton as the Fire Chief for the City of Wichita Falls and this appointment must be confirmed by the City Council; and,

WHEREAS, the City Council finds that the appointee meets the required qualifications for appointment as Fire Chief.

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

The appointment of Cody Melton as Fire Chief for the City of Wichita Falls, Texas, is hereby confirmed.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution appointing Jeffery Jenkins City Manager for the City of Wichita Falls and authorizing the Mayor to negotiate a Professional Services Agreement with the Appointee with a base salary of $278,000.

INITIATING DEPT: City Council

STRATEGIC GOAL: Enhance Operational Efficiency

STRATEGIC OBJECTIVE: Establish Leadership Continuity

COMMENTARY: This resolution marks a pivotal moment in the leadership of Wichita Falls, ensuring a seamless transition at the helm of city administration. By formally appointing a new City Manager, the City Council reaffirms its commitment to stability, progress, and effective governance. This decision paves the way for continuity, inspiring confidence in both the new city leadership and the current community it serves.

☒ **Interim City Manager**

ASSOCIATED INFORMATION:

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution appointing Jeffery Jenkins City Manager for the City of Wichita Falls and authorizing the Mayor to negotiate a Professional Services Agreement with the Appointee with a base salary of $278,000

WHEREAS, Section 57 of the City Charter authorizes the City Council to appoint the City Manager.

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

Jeffery Jenkins is hereby appointed as the City Manager for the City of Wichita Falls effective on June 9, 2025, and will, on said date, replace the current Interim City Manager.

The Mayor is authorized to negotiate and sign a Professional Services Agreement, in a form approved by the City Attorney, with the appointee. The base salary shall be $278,000.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $55,850 to the Wichita Falls Chamber of Commerce for reimbursement of due diligence fees paid related to the proposed Wichita Falls Aviation Industrial Park.

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Identify and Expand Economic Development Opportunities

COMMENTARY: TEXAS LOCAL GOVERNMENT CODE § 501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation."

Timeline

- March 20, 2025 – WF Economic Development Corporation (4A) considers and approves the expenditure;
- **April 1, 2025** – City Council to consider approving budget amendment ratifying project.

On behalf of the WFEDC, the Chamber of Commerce has purchased options and is conducting due diligence work on several properties (see map below) near the WF Regional Airport related to the potential development of an Aviation Industrial Park. The approval of the $55,850 expenditure is to reimburse the Chamber for costs incurred to date.

Staff from the Chamber of Commerce will be in attendance at the meeting in support of the request and to answer any questions the City Council may have.

The WFEDC Board and City staff recommend approval of the resolution.

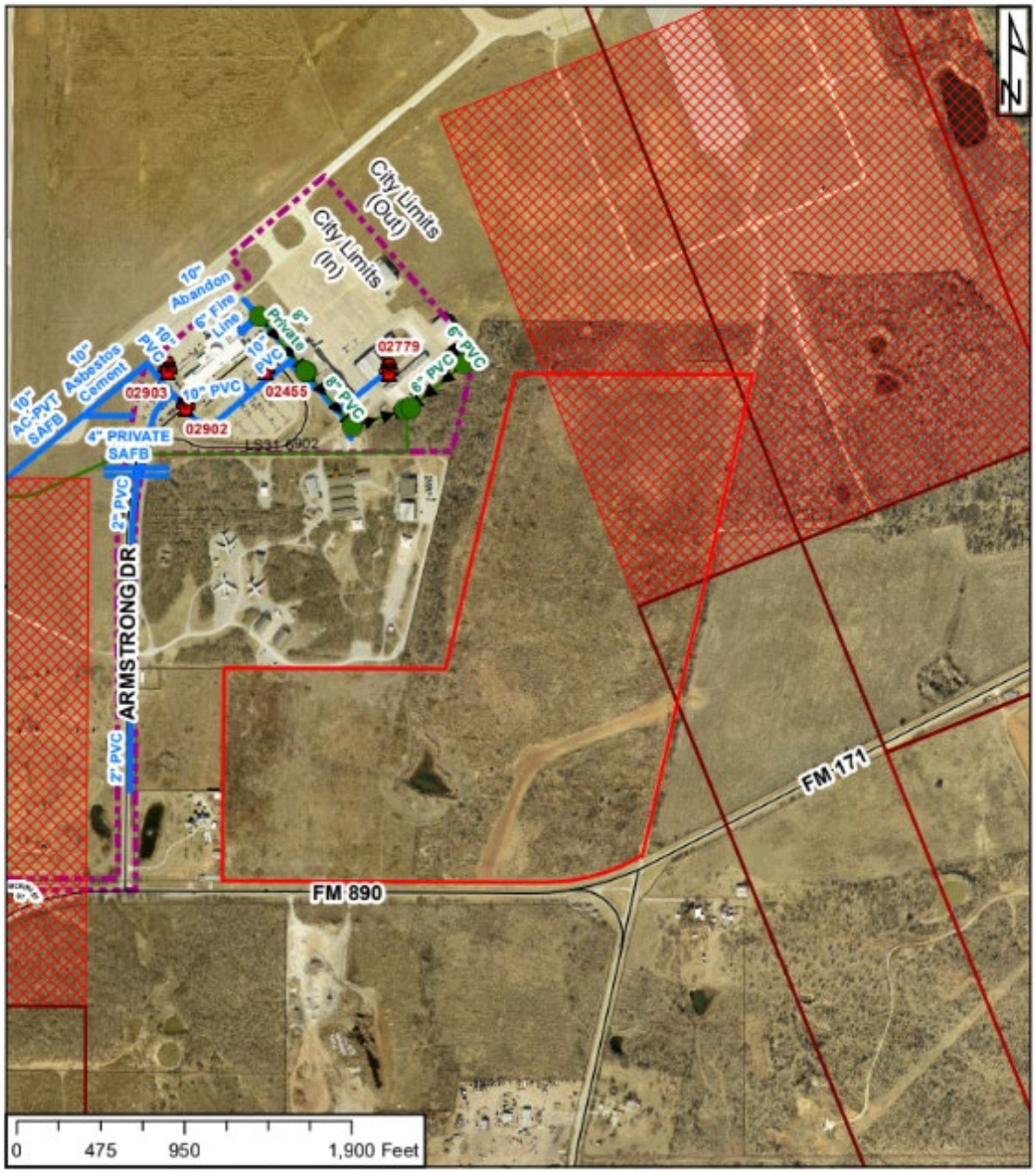
☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**



Property ID #125610 Exhibit Map

CITY OF WICHITA FALLS, PLANNING DIVISION
MAP PRODUCED BY: Fabian Medellin
DATE PRODUCED: 26 March 2025

Disclaimer
The City of Wichita Falls has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of Wichita Falls assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Legend

- Accident Zones
- Parcels
- Sewer Manholes
- Pressurized Mains
- Gravity Mains

Water Mains

- Active
- Subject Property
- Clear Zones

City Limits

- Wichita Falls

Resolution No. _____

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $55,850 to the Wichita Falls Chamber of Commerce for reimbursement of due diligence fees paid related to the proposed Wichita Falls Aviation Industrial Park

WHEREAS, Texas Local Gov't. Code § 501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation;" and,

WHEREAS, on March 20, 2025, the Wichita Falls Economic Development Corporation approved the project listed below and as stated in its agenda.

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

1. The Wichita Falls Economic Development Corporation's approval and funding of the following programs and expenditures, in a total amount not to exceed **$1,000,000** as described below and in said corporation's agenda, is approved:

up to $55,850 to the Wichita Falls Chamber of Commerce for reimbursement of due diligence fees paid related to the proposed Wichita Falls Aviation Industrial Park

2. The current fiscal year budget of the Wichita Falls Economic Development Corporation is amended to provide for the aforementioned expenditures and changes thereto.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the existing performance agreement with Midwestern State University (MSU) for funding up to $1,000,000 to support the proposed Student Success and Military Education Center at MSU's existing main campus in Wichita Falls.

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Support a Thriving SAFB

COMMENTARY: TEXAS LOCAL GOVERNMENT CODE § 501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation."

Timeline

- July 18, 2024 – WF Economic Development Corporation (4A) considers and approves a $1.0M funding request for the project;
- August 1, 2024 – 4B Board approves a separate $1.0M funding request for the same project;
- August 6, 2024 – City Council approves both 4A and 4B budget amendments ratifying project, for a total of $2.0M.
- March 20, 2025 – WFEDC considers and approves a modified agreement with MSU. The committed funding of up to $1.0M remains unchanged.
- **April 1, 2025** – City Council to consider approving amended agreement.

The approval of funding by the WFEDC in August 2024 was in the form of a forgivable loan. At their last meeting, and at the request of the Texas Tech University System, the WFEDC approved an amended performance agreement that now provides the funding in the form of a grant. *The committed funding of up to $1.0M remains the same*.

As presented to the City Council last August, MSU requests $1.0M in funding as part of a larger $4.0M capital campaign to support construction of the new 11,000 square foot Student Success and Military Education Center on the 2nd floor of the existing Bridwell Activities Center at MSU. Total funding proposed for the project is as follows:

- $2,000,000 – Bridwell Foundation
- **$1,000,000 – WFEDC/4A**
- $1,000,000 – WF Type B/4B Corporation

Total: $4,000,000

Staff from the Chamber of Commerce will be in attendance at the meeting in support of the request and to answer any questions the City Council may have.

The WFEDC Board and City staff recommend approval of the resolution.

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the existing performance agreement with Midwestern State University (MSU) for funding up to $1,000,000 to support the proposed Student Success and Military Education Center at MSU's existing main campus in Wichita Falls

WHEREAS, Texas Local Gov't. Code § 501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation;" and,

WHEREAS, on July 18, 2024, the Wichita Falls Economic Development Corporation approved the project listed below and as stated in its agenda.

WHEREAS, on March 20, 2025, the Wichita Falls Economic Development Corporation approved an amended agreement for the project listed below and as stated in its agenda.

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

1. The Wichita Falls Economic Development Corporation's approval and funding of the following programs and expenditures, in a total amount not to exceed **$1,000,000** in the form of a grant as described below and in said corporation's agenda, is approved:

$1,000,000 to Midwestern State University (MSU) to support the proposed Student Success and Military Education Center at MSU's existing main campus in Wichita Falls.

2. The current fiscal year budget of the Wichita Falls Economic Development Corporation is amended to provide for the aforementioned expenditures and changes thereto.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and approving the sale of approximately 1.31 acres of Corporation-owned property in the Wichita Falls Business Park to Syntrio Solutions, LLC.

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Identify and Expand Economic Development Opportunities

COMMENTARY: TEXAS LOCAL GOVERNMENT CODE § 501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation."

Timeline

- March 20, 2025 – WF Economic Development Corporation (4A) considers and approves sale of property for $35,000;
- **April 1, 2025** – City Council to consider ratifying sale.

Syntrio Solutions specializes in providing high-speed internet and related technology services. The company has made an offer to purchase 1.31 acres of 4A-owned property in the WF Business Park (see map below) for $35,000 for the purposes of constructing a fiber optic hub. On March 20, 2025, the WFEDC Board approved the sale of this property to Syntrio.

Staff from the Chamber of Commerce and Syntrio will be in attendance at the meeting in support of the request and to answer any questions the City Council may have.

The WFEDC Board and City staff recommend approval of the resolution.

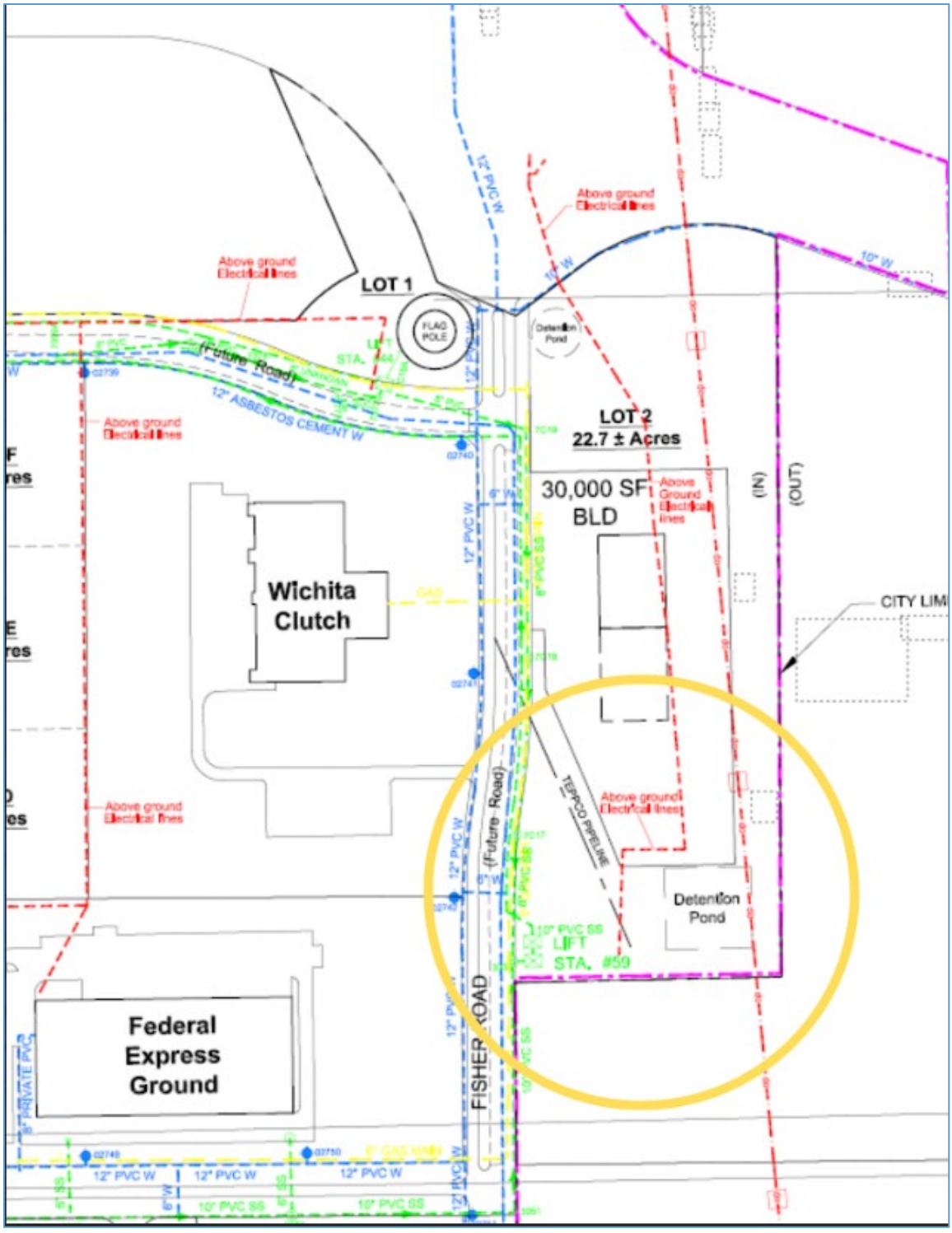
☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**


LOT 1
FLAG POLE
Detention Pond
LOT 2
22.7 ± Acres
30,000 SF BLD
Above Ground Electrical lines
(IN)
(OUT)
CITY LIM
Wichita Clutch
Above ground Electrical lines
(Future Road)
12" ASBESTOS CEMENT W
12" PVC W
8" PVC SS
GAS
TEPPCO PIPELINE
Detention Pond
10" PVC SS LIFT STA. #59
FISHER ROAD
Federal Express Ground
12" PVC W
10" PVC SS
10" W

Resolution No. _____

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and approving the sale of approximately 1.31 acres of Corporation-owned property in the Wichita Falls Business Park to Syntrio Solutions, LLC

WHEREAS, Texas Local Gov't. Code § 501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation;" and,

WHEREAS, on March 20, 2025, the Wichita Falls Economic Development Corporation approved the project listed below and as stated in its agenda.

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

1. The Wichita Falls Economic Development Corporation's approval of the sale of real property for a total amount not to exceed **$35,000,** as described below and in said corporation's agenda is approved:

The sale of approximately 1.31 acres of Corporation-owned property in the Wichita Falls Business Park to Syntrio Solutions, LLC.

2. The current fiscal year budget of the Wichita Falls Economic Development Corporation is amended to provide for the aforementioned revenues and changes thereto.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 1, 2025

ITEM/SUBJECT: Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $500,000 to the Wichita Falls Chamber of Commerce to seek opportunities for real estate acquisition

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Identify and Expand Economic Development Opportunities

COMMENTARY: TEXAS LOCAL GOVERNMENT CODE § 501.073(a) provides, "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation."

Timeline

- March 20, 2025 – WF Economic Development Corporation (4A) considers and approves the expenditure;
- **April 1, 2025** – City Council to consider approving budget amendment ratifying expenditure.

The WFEDC recently approved funding in an amount not to exceed $500,000 to advance the larger City Council strategic goal of *Accelerating Economic Growth* as well as supporting the Chamber's retail attraction strategy. More particularly, these funds will be used to identify and potentially initiate the acquisition of a suitable destination retail site within the city limits of Wichita Falls.

Staff from the Chamber of Commerce will be in attendance at the meeting in support of the request and to answer any questions the City Council may have.

The WFEDC Board and City staff recommend approval of the resolution.

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $500,000 to the Wichita Falls Chamber of Commerce to seek opportunities for real estate acquisition

WHEREAS, Texas Local Gov't. Code § 501.073(a) provides "The corporation's authorizing unit will approve all programs and expenditures of a corporation and annually review any financial statements of the corporation;" and,

WHEREAS, on March 20, 2025, the Wichita Falls Economic Development Corporation adopted Resolution 03-2025 approving the project listed below and as stated in its agenda.

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

1. The Wichita Falls Economic Development Corporation's approval of Resolution 03-2025 and the findings attached thereto, and funding of the following programs and expenditures in a total amount not to exceed **$500,000** as described below and in said corporation's agenda, is approved:

up to $500,000 to the Wichita Falls Chamber of Commerce to seek opportunities for real estate acquisition.

2. The current fiscal year budget of the Wichita Falls Economic Development Corporation is amended to provide for the aforementioned expenditures and changes thereto.

3. Resolution 03-2025, including the findings and articles attached thereto and adopted by the Wichita Falls Economic Development Corporation on March 20, 2025, is adopted as part of this City Council Resolution in their entirety.

PASSED AND APPROVED this the 1st day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

Resolution 03-2025

Resolution approving a $500,000 performance agreement with the Wichita Falls Chamber of Commerce related to a retail land acquisition project

WHEREAS, the Wichita Falls Economic Development Corporation and the Wichita Falls Chamber of Commerce desire to enter into a performance agreement to allow for the purchase of land to facilitate commercial retail in the city; and

WHEREAS, on this date, testimony was given, and documentary evidence was proffered and accepted by this Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE WICHITA FALLS ECONOMIC DEVELOPMENT CORPORATION, THAT:

1. The evidence presented to the Corporation is accepted and hereby made an official part of the minutes of this meeting, to be included in the official meeting minutes.
2. The Findings, as shown in Exhibit A of this resolution, are based on evidence and testimony presented to the Corporation and are hereby officially adopted. The WFEDC finds them to be true and accurate and shall be made part of the official minutes of this meeting.
3. The approval and funding of $500,000 for the commercial retail land project is approved.
4. Upon receiving approval from the Wichita Falls City Council, President Leo Lane is authorized to execute this agreement in a form approved by the Board Attorney.

PASSED AND APPROVED this the 20th day of March 2025.

PRESIDENT

ATTEST:

Secretary

Findings

Made by the Wichita Falls Economic Development Corporation

On this, the 20th Day of March, 2025, the WFEDC held a public discussion to determine whether this Board should support a project to fund a project for the purchase of land to be used as a destination retail site located within the city limits of Wichita Falls in the amount of $500,000.

The WFEDC Board heard testimony and received evidence, which was admitted and made a part of the official record of the meeting. The WFEDC makes the following findings based on the testimony and evidence received:

1. Retail availability plays a pivotal role in fostering community growth and supporting the creation of primary jobs.

2. Communities with diverse and accessible retail options are more appealing to prospective businesses that employ primary jobs.

3. In Wichita Falls, expanded retail availability can enhance the city's livability and attractiveness for new primary job industries.

4. Sheppard Air Force Base plays a crucial role in the local economy, and retail growth directly supports its operations and personnel. Enhanced retail options can improve the quality of life for service members and their families, making Wichita Falls a more desirable assignment location.

5. In Wichita Falls, Texas, retail growth supports Sheppard Air Force Base and its missions.

6. Texas Local Government Code §501.101 specifically allows for the funding of land that is for the creation or retention of primary jobs, and that is found by the WFEDC Board to be required or suitable for the development, retention, or expansion of manufacturing and industrial facilities creating or retaining primary jobs. This Board finds that the destination retail site project meets this requirement and that the project will help promote and retain primary jobs in Wichita Falls.

7. Texas Local Government Code §501.101 specifically allows for the funding of land that is for the creation or retention of primary jobs, and that is found by the WFEDC Board to be required or suitable for the development, retention, or expansion of military facilities to help or support an active military base and attract new military missions. The WFEDC Board finds that the destination retail site project will support the missions of Sheppard Air Force Base in Wichita Falls and will help bring in new military missions to the base.

WFEDC Findings - References

1. **"The Inclusive Economic Impacts of Downtown Public Space Investments"**
   The Brookings Institute
   Anna Love and Cailean Kok
   7/7/2021

2. **"Economic Impact of Shopping Centers"**
   International Council of Shopping Centers
   2014

3. **"The Future of Cities – Reenvisioning Retail"**
   National League of Cities
   2021
   Lean Geraghty, Tina Lee, & Brooks Rainwater

4. **"From Vacant to Vibrant: City Projects"**
   U.S. Real Estate Insider

5. **"Community Support Essential for Military Installations, DOD Official Says"**
   U.S. Department of Defense
   9/12/2019
   David Vergun

6. **"Economic Analysis: Minot Air Force Base's Impact on the City of Minot"**
   5th Bomb Wing Public Affairs
   Airman 1st Class Wesley Davies

7. **"The Economic Impact of Military Base Closures on the Surrounding Metropolitan Area"**
   Global Journal of Accounting and Finance
   2017
   Jamie Amos – Hampton University

8. **"Military's Impact on State Economies"**
   NCSL Foundation
   4/9/2018

9. **"The Defense Dividend and What it Means for Cities"**
   The New Localism
   10/19/2023
   Bruce Katz, Milena Dovali, and Victoria Orozco