

City Council  
March 3, 2025

A regular meeting of the Mayor and City Council of the City of Waxahachie was held at the Waxahachie Civic Center, 2000 Civic Center Lane, Meeting Rooms A and B, Waxahachie, Texas, on Monday, March 3, 2025 at 7:00 p.m.

Council Members Present: Billie Wallace, Mayor, Council Member Place 4  
Tres Atkins, Council Member Place 1  
Patrick Souter, Council Member Place 2  
Travis Smith, Council Member Place 5

Council Member Absent: Chris Wright, Mayor Pro Tem, Council Member Place 3

Others Present: Michael Scott, City Manager  
Albert Lawrence, Deputy City Manager  
Terry Welch, City Attorney  
Amber Villarreal, City Secretary

**1. Call to Order**

Mayor Billie Wallace called the meeting to order.

**2. Invocation**

**3. Pledge of Allegiance and Texas Pledge of Allegiance**

Pastor Jared Raebel, Christ the King Lutheran Church, gave the invocation. Mayor Wallace led the Pledge of Allegiance and the Texas Pledge of Allegiance.

**4. Public Comments**

Sheila Hood, 3841 Black Champ Road, Waxahachie, Texas, provided an update on Ellis County Pet Coalition initiatives. She expressed gratitude to those who have toured the Tri-Cities Animal Shelter and engaged in discussions about building a state-of-the-art shelter in partnership with other cities. The Coalition has held tours with officials to gather input and is working on low-cost spay and neuter programs to tackle the stray animal issue. They are organizing workshops with volunteers to address animal placement, transport, and population control. The Coalition welcomed volunteers from all county cities and encouraged involvement to help solve animal-related challenges.

**5. Consent Agenda**

- a. Minutes of the City Council meeting of February 17, 2025
- b. Minutes of the City Council work session of February 18, 2025
- c. Event application for Eclipse Re-Grand Opening to be held March 22, 2025
- d. Event application for Big Top Shopping Festival in Downtown Waxahachie to be held April 5-6, 2025
- e. Event application for Baylor Scott and White Waxahachie NICU Reunion at Getzendaner Park to be held April 12, 2025
- f. Event application for Junk in the Trunk events in Downtown Waxahachie to be held April 19, 2025 and November 8, 2025

- g. Event application for Gingerbread Trail Car Show at Getzendaner Park to be held June 14, 2025
- h. Event application for Cars in the Park Car Show at Getzendaner Park to be held July 12, 2025
- i. Event application for Waxahachie Fun Run Car Show at Getzendaner Park to be held August 9, 2025
- j. Event application for St. Jude Car Show at Getzendaner Park to be held September 13, 2025
- k. Taxicab Permit request from Silver Bullet Taxi
- l. Downtown Building Improvement Program Grant for 315 S. College Street
- m. NeoGov Service Agreement renewal
- n. Ordinance authorizing City Manager to sign certain agreements and contracts

### **ORDINANCE NO. 3602**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WAXAHACHIE, TEXAS, AMENDING ARTICLE VIII, "PURCHASING PROCEDURE," OF CHAPTER 2, "ADMINISTRATION," OF THE CITY OF WAXAHACHIE CODE OF ORDINANCES BY ADDING A NEW SECTION 2-132, "AUTHORITY OF CITY MANAGER TO EXECUTE CERTAIN AGREEMENTS AND CONTRACTS," AUTHORIZING THE CITY MANAGER TO SIGN CERTAIN AGREEMENTS AND CONTRACTS NOT EXCEEDING \$100,000, AS FURTHER DEFINED HEREIN; AUTHORIZING ANY DEPUTY OR ASSISTANT CITY MANAGER TO SIGN DOCUMENTS REFERENCED HEREIN; MAKING FINDINGS; PROVIDING CUMULATIVE/REPEALER CLAUSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

Mayor Wallace requested further discussion on Item 5k and pointed out a correction to Item 5l, stating that it pertains to 315 S. Rogers Street.

#### **Action:**

*Travis Smith moved to approve all items on the Consent Agenda, except Item k., as presented, and authorize the City Manager and/or Mayor to execute all associated documents as necessary. Motion was seconded by Tres Atkins and carried unanimously (4-0).*

City Council discussed the permit request for Silver Bullet Taxi and addressed the issue raised of the absence of a criminal background check (CCH) for the drivers, which the Council believes is necessary before approval. It was the general consensus of City Council that drivers transporting families should undergo background checks and expressed support to update the ordinance to include this requirement. Rather than denying the permit, the Council decided to indefinitely postpone the decision until the ordinance is revised and the background checks are completed. The taxi service will not be allowed to operate until these requirements are met.

#### **Action:**

*Travis Smith moved to postpone Item 5k indefinitely. Motion was seconded by Patrick Souter and carried unanimously (4-0).*

## **6. Introduce Honorary Council Member**

Mayor Billie Wallace introduced Kim Holman as the March Honorary Council Member. Kim Holman and her husband, Wade, have been running Waxahachie CARE for over six years, serving all of Ellis County. Mayor Wallace acknowledged the Holman's significant contributions, including providing food, assistance with bills, and helping families stay in their homes. Kim and Wade have earned various accolades, such as the 2020 Leadership Waxahachie graduate, 2021 Waxahachie 101 graduate, 2021 Chamber of Commerce Award for leading through the pandemic, 2022 Ellis Christian Women's Job Corps Rose Award, 2023 Ministry Leader of the Year, and several nonprofit awards. Waxahachie CARE has been awarded the Waxahachie Chamber of Commerce Non-Profit of the Year Award – three times out of six years. Mayor Wallace expressed gratitude for their dedication and impactful work in the community, noting that Kim is present tonight, though Wade could not attend.

## **7. Public Hearing on a request by Richard Shinpaugh, Ellis County Bail Bond, for a Specific Use Permit (SUP) for a Bail Bond Agency use within a Commercial (C) zoning district located at 104 North Jackson Street (Property ID 170540 - Owner: 201 Main Wax LLC (ZDC-6-2025)**

Trenton Robertson, Senior Director of Planning, presented the Item and applicant, Richard Shinpaugh, requested approval. Mr. Shinpaugh has been operating a bail bond agency at the subject property since the approval of the SUP (ZDC-58-2023) on June 19, 2023. One of the conditions of the prior SUP approval is that Mr. Shinpaugh is allowed to operate a bail bond agency at the subject property for a maximum of two (2) years. This time limitation was added to the SUP due to Mr. Shinpaugh's intention to build a new office for his bail bond agency at 216 S Jackson Street. Since approval of the two-year SUP for 104 N Jackson Street, Mr. Shinpaugh has received SUP (ZDC-112-2023) approval for a Bail Bond Agency and Site Plan (SP-106-2023) approval for a new two-story building located at 216 S Jackson Street. The approved Site Plan includes a 4,000 square foot building with multiple professional office suites. Mr. Shinpaugh has since decided not to move his bail bond agency to his new building and is requesting a SUP for bail bond agency use at the subject property.

The subject property is surrounded by retail and commercial establishments. If the bail bond agency is approved, it will be located across the street from the Ellis County Administration Building and diagonally opposite from several multi-tenant retail and professional office buildings. The rear of the property is next to Rogers Spring Branch Creek, which acts as a natural buffer between the bail bond agency and the properties north of the creek. Although the property on the north side of the creek is zoned for single-family use (SF-2), the nearest existing residential homes are located along Kaufman Street. Staff recommends approval of the specific use permit since the bail bond agency will remain compatible and in harmony with surrounding land uses. Mr. King outlined the changes from the previously approved SUP, including the removal of the expiration date and a revision to the hours of operation.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 22 notices were mailed to property owners within 200 feet of the request. Staff has received one (1) letter in support and no letters in opposition for the SUP request.

Mayor Wallace opened the Public Hearing at approximately 7:20 p.m.

There being no others to speak for or against ZDC-6-2025, Mayor Wallace closed the Public Hearing at approximately 7:20 p.m.

City Council discussed the bail bonds business requesting a permanent Special Use Permit (SUP) for its current location, which was initially approved on a temporary basis for two years. The business owner, Richard Shinpaugh, explained that he faced financial issues with a new building project and decided against placing the bail bond service there, partly due to advice from his insurance company and the incompatibility of bail bond businesses with law offices. He further emphasized that the current location, near the courthouse, has been convenient and beneficial for his business operations.

Council Members expressed concerns over the long-term presence of a bail bond office in that location, particularly in a visible area near key city routes. They also discussed signage, with some members opposing the size and brightness of the existing signs, while others expressed concerns about additional lighting and the potential for creating precedent for future similar requests.

The Council suggested a compromise of granting the permit for five years, with restrictions on signage (including no new signage) and the removal of certain lights. The owner agreed to comply with these conditions, although he questioned the need for adjustments to signage and lighting after previous approvals. Council Members supported the request with the following additional conditions, emphasizing the importance of maintaining zoning rules and consistency for future cases.

- “Ellis County Bail Bonds” may conduct business at 104 North Jackson Street for a period not to exceed five (5) years from the approval of this ordinance. After five (5) years, the property owner in coordination with Richard Shinpaugh, shall request approval of another specific use permit to reestablish the use.
- Exterior building signage replacement shall require approval by the Heritage Preservation Commission and a building permit from the Building and Community Services Department.
- No additional signage other than the wall sign, hanging blade sign, open sign, and window sign to only include the business’s telephone number shall be permitted. All other existing signs shall be removed immediately.
- The applicant shall remove the flood light fixture mounted on top of the awning immediately.
- The existing decorative light fixture mounted on the awning can remain, and can be replaced with a fixture that is the same or equivalent to the existing light fixture.

**8. Consider proposed Ordinance approving ZDC-6-2025**

**ORDINANCE NO. 3603**

**AN ORDINANCE AUTHORIZING A SPECIFIC USE PERMIT (SUP) TO ALLOW A BAIL BOND AGENCY USE (ELLIS COUNTY BAIL BONDS) WITHIN A COMMERCIAL DISTRICT (C) AT 104 NORTH JACKSON STREET IN THE CITY OF WAXAHACHIE, ELLIS COUNTY, TEXAS, BEING 0.28 ACRES KNOWN AS PROPERTY ID 170540, AND ORDERING THE CHANGING OF THE ZONING MAP THEREOF IN ACCORDANCE WITH SAID CHANGE.**

**Action:**

*Tres Atkins moved to approve ZDC-6-2025, a Specific Use Permit (SUP) for a Bail Bond Agency use, subject to the conditions the staff report, and the following additional conditions: (1) “Ellis County Bail Bonds” may conduct business at 104 North Jackson Street for a period not to exceed five (5) years from the approval of this ordinance. After five (5) years, the property owner in coordination with Richard Shinsaugh, shall request approval of another specific use permit to reestablish the use. (2) Exterior building signage replacement shall require approval by the Heritage Preservation Commission and a building permit from the Building and Community Services Department. (3) No additional signage other than the wall sign, hanging blade sign, open sign, and window sign to only include the business’s telephone number shall be permitted. All other existing signs shall be removed immediately. (4) The applicant shall remove the flood light fixture mounted on top of the awning immediately. (5) The existing decorative light fixture mounted on the awning can remain, and can be replaced with a fixture that is the same or equivalent to the existing light fixture., authorizing the Mayor and/or City Manager to execute all documents accordingly. Motion was seconded by Patrick Souter and carried unanimously (4-0).*

- 9. Consider proposed Ordinance cancelling the City Council General Election currently scheduled for May 3, 2025 and declaring Billie Wallace for At-Large Council Member Place 4 and Travis Smith for At-Large Council Member Place 5, elected as Waxahachie City Council Members for a two-year term**

City Secretary Amber Villarreal presented the Item and requested approval of a proposed ordinance cancelling the May 3, 2025 General Election. The candidate filing deadline for the May 3, 2025 Waxahachie General Election has passed, with only one candidate filing for each of the At-Large Council Member positions: Place 4 and Place 5. Billie Wallace filed for Place 4 and Travis Smith filed for Place 5. Since both candidates are unopposed, the proposed ordinance has been drafted cancelling the election and declaring Billie Wallace and Travis Smith elected to their respective positions for a two-year term. The ordinance also calls for the issuance of Certificates of Election to both candidates and requires posting the Order of Cancellation at the designated polling places on the originally scheduled election day.

**ORDINANCE NO. 3604**

**AN ORDINANCE CANCELLING THE CITY COUNCIL GENERAL ELECTION CURRENTLY SCHEDULED FOR MAY 3, 2025 AND DECLARING BILLIE WALLACE FOR AT-LARGE COUNCIL MEMBER PLACE 4 AND TRAVIS SMITH FOR AT-LARGE COUNCIL MEMBER PLACE 5, ELECTED AS WAXAHACHIE CITY COUNCIL MEMBERS FOR A TWO-YEAR TERM, DECLARING AN EMERGENCY AND SETTING AN EFFECTIVE DATE.**

**Action:**

*Patrick Souter moved to approve an Ordinance cancelling the May 3, 2025 General Election, as presented. Motion was seconded by Tres Atkins and carried unanimously (4-0).*

**10. Consider Engineering Professional Services Agreement for Water Storage Tanks Rehabilitation Project**

Kumar Gali, Senior Director of Utilities, requested approval of a professional services agreement with Coastal Windforce Inc. (dba Windforce) for the rehabilitation of the Highland Avenue Elevated Storage Tank and the Grand Avenue Ground Water Storage Tank, in the amount of \$170,000.

Structural inspections and rehabilitation is required every 20 years to ensure that the storage tanks infrastructure meets regulatory compliance requirements. The last rehabilitation for these tanks were performed in 2005. This professional services agreement includes design, construction plan preparation, bidding, and construction administration services to rehabilitate the tanks.

The Highland Avenue Elevated Storage Tank and the Grand Avenue Ground Water Storage Tank rehabilitation professional services agreement is \$170,000, which is funded from the 2024 Water Bond Sale.

**Action:**

*Patrick Souter moved to approve a professional services agreement with Coastal Windforce Inc. for the rehabilitation of the Highland Avenue Elevated Storage Tank and the Grand Avenue Ground Water Storage Tank, in the amount of \$170,000, and authorize the City Manager to execute all necessary documents. Motion was seconded by Travis Smith and carried unanimously (4-0).*

**11. Consider supplemental appropriation for prior year encumbrances**

Mr. Gali presented the Item and requested approval of a supplemental appropriation of \$1,515,957, from the unreserved fund balances of the Water Fund, Sokoll Fund, and Wastewater Fund to account for prior year encumbrances.

This supplemental appropriation carries forward funding for projects that were budgeted in FY 2024, but not expensed by the close of the fiscal year due to the timing of the projects. As a result, a supplemental appropriation is necessary to carry over unspent funds from the prior year that were moved to the appropriate fund balances and amend the FY 2025 budget to reflect these anticipated expenses in the current fiscal year.

Multiple FY 2024 projects that were encumbered are still in progress in FY 2025 due to equipment delays, and because of design/construction projects that span beyond the fiscal year. The unspent funds from FY 2024 were moved to the unreserve fund balance. To address this, a supplemental appropriation from the Water Fund, Sokoll Fund and Wastewater Fund unreserved fund balance is proposed to replenish funding for the remainder of the fiscal year.

The amount remaining necessary to complete the projects at the Sokoll Water Treatment Plant is \$1,304,121. The amount remaining to complete projects at the Howard Water Treatment Plant is \$166,346. The amount remaining to complete the project at the Howard Road Wastewater Treatment Plant is \$45,490. The total amount remaining for all these projects is \$1,515,957.

No additional funding is requested to complete FY 2024 projects. Funding for these items were budgeted in the prior year but were not expensed. Any unspent funds lapsed at year-end and were accounted for in the appropriate unreserved fund balances. The unreserved fund balances in the Water Fund, Sokoll Fund, Wastewater Fund have sufficient capacity to accommodate this \$1,515,957 supplemental appropriation request.

**Action:**

*Tres Atkins moved to approve a total supplemental appropriation of \$1,515,957, from the unreserved fund balances of the Water Fund, Sokoll Fund, and Wastewater Fund to account for prior year encumbrances, and to authorize the City Manager to execute all necessary documents. Motion was seconded by Travis Smith and carried unanimously (4-0).*

**12. Consider annual contract for Sanitary Sewer System Smoke Testing and Manhole Condition Assessment**

Mr. Gali presented the Item and requested approval of a contract with Insituform Technologies, LLC for the sanitary sewer smoke testing and manhole condition assessments in the amount of \$107,535.

Since 2014, the Utilities Department has systematically conducted annual smoke testing of the sanitary sewer infrastructure as a cost-effective and efficient method to identify sources of inflow and infiltration of storm water into the sewer system. Staff recommends engaging Insituform Technologies to conduct tests on approximately 38,500 linear feet of sanitary sewer lines, and to inspect and evaluate 190 manholes near the Downtown area.

The annual smoking testing and manhole condition assessment is an approved budgeted expense included in the Utility Department's FY-2025 Operations and Maintenance Budget.

**Action:**

*Patrick Souter moved to approve a contract with Insituform Technologies, LLC for sanitary sewer smoke testing and manhole condition assessments in the amount of \$107,535 and authorize the City Manager to execute all the necessary documents. Motion was seconded by Travis Smith and carried unanimously (4-0).*

**13. Consider Professional Service Agreement for Waxahachie Impact Fee Program Update**

Justin Stoker, Senior Director of Public Works & Engineering, presented the Item and requested approval of a professional services agreement with Freese and Nichols, Inc. to be funded through water, sewer and roadway impact fees in an amount not to exceed \$205,000 for the Waxahachie Impact fee Program Update.

The City of Waxahachie last approved the Impact Fee Program on December 7, 2020. State law requires an update of the impact fee program every five years. Therefore, the program is due for an update and staff would like to utilize Freese and Nichols to perform the update due to their extensive knowledge and experience with our roadway, water and sewer systems. Freese & Nichols plans to complete their analysis, report, and present to Council the updated Water, Sewer and Roadway Impact Fees for approval by December 2025.

The \$205,500 contract with Freese and Nichols will be funded from Water, Sewer and Roadway Impact Fees. There are sufficient impact fee funds available to cover the expense.

**Action:**

*Tres Atkins moved to approve a professional services agreement with Freese and Nichols, Inc. to be funded through water, sewer and roadway impact fees in an amount not to exceed \$205,500 for the Waxahachie Impact fee Program Update, and authorize the City Manager to execute all necessary documents. Motion was seconded by Travis Smith and carried unanimously (4-0).*

**14. Comments by Mayor, City Council, City Attorney and City Manager**

Council Member Patrick Souter announced that Mayor Pro Tem Chris Wright is absent because he is out of state with his son, who is presenting at a scholastic program in Minnesota. He extended well wishes for their travels and the presentation.

Council Member Travis Smith expressed gratitude to the staff, vendors, and small businesses involved in the successful Hachie Gras parade and festivities, noting that it was busy but a positive sign for the vendors. Mr. Smith congratulated Mayor Wallace for being unopposed and thanked City Attorney Terry Welch for quickly drafting an ordinance to allow the City Manager to approve certain project-related items more efficiently.

Council Member Tres Atkins thanked staff and everyone involved in Hachie Gras, highlighting that it was a fun and safe event for families.

City Manager Michael Scott congratulated Councilman Smith and Mayor Wallace on their reelection and expressed eagerness to work with them for another two years. Mr. Scott expressed his gratitude to Dustin Deel for managing the air conditioning repairs at the Charles Beatty Municipal Services Building, acknowledged Communications & Marketing Director Alice Jauregui for keeping everyone well-informed, and thanked Deputy City Manager Albert Lawrence for his assistance.

Mayor Billie Wallace congratulated and thanked Kim and Wade Holman for their impactful work over the past six years, recognizing their positive contributions to many families. Mayor Wallace congratulated Councilman Smith on his unopposed re-election and praised the success of this year's Hachie Gras, highlighting the large turnout and the efforts of various City departments in ensuring safety and smooth operations. Mayor Wallace expressed well-wishes for Mayor Pro Tem Wright, who was absent, and acknowledged the often-overlooked work of City employees, particularly those in the Street Department, for their efforts in street maintenance. She encouraged others to show appreciation to City workers when possible.

**15. Adjourn**

There being no further business, the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Amber Villarreal, City Secretary