



THE CITY COUNCIL OF THE CITY OF HENDERSON, TEXAS, WILL MEET ON TUESDAY, THE 19TH DAY OF DECEMBER 2023, AT 6:00 P.M. FOR A REGULAR COUNCIL MEETING, AT MUNICIPAL SERVICES COMPLEX, 300 W. MAIN STREET, FOR THE FOLLOWING PURPOSES:

Mayor:

J.W. (Buzz) Fullen

Mayor Pro Tem

Henry Pace

Council Members:

Stephen Strong
Reginald Weatherton
Melissa Morton
Gina Juarez

City Manager:

Jay Abercrombie

City Secretary

Cheryl Jimerson

CALL TO ORDER: *The Mayor will call the meeting to order, declare a quorum if present, and declare notices legally posted pursuant to Open Meetings Act.*

INVOCATION AND PLEDGE OF ALLEGIANCE:

CITIZENS COMMENTS

PRESENTATIONS/ANNOUNCEMENTS

CONSENT AGENDA

1. Consideration of possible action upon the minutes of November 21, 2023.
2. Consideration and Possible Action upon HEDCO financials for the month of October 2023.

COUNCIL BUSINESS – REGULAR SESSION

3. Consideration and possible action upon a retainer agreement for Russell Brown as the City Attorney and Prosecutor for legal services to the City of Henderson. (Abercrombie)
4. Consideration and possible action regarding approving a contract with Wildfire Truck & Equipment Sales for Brush Truck bed and accessories for a supplied chassis. (Chote)
5. Consideration and possible action upon a Memorandum of Understanding (MOU) Agreement with Carlisle ISD and the Henderson Civic Center. (S.Kimbrell)
6. Consideration and possible action on the second reading of the ordinance regarding the 2050 Comprehensive Plan. (Hughes/McElfresh)
7. Consideration and possible action upon a Minor Plat Application submitted for a property located at 111 S. Mill St. (Hughes/McElfresh)
8. Consideration of a recommendation from the Planning and Zoning Commission upon the first reading of Ordinance 2023-12-01, regarding a request to re-zone a property from R1 to I1. (Hughes/McElfresh)
9. Consideration and possible action on a Minor Plat application submitted by Bane Investment Holdings LLC. (Hughes/McElfresh)
10. Consideration of a recommendation from the Planning and Zoning Commission upon the first reading of Ordinance 2023-12-2, regarding a request to re-zone a property from R3 to M2. (Hughes/McElfresh)
11. Consideration and possible action upon a recommendation to the Interview Committee from the Main Street Board on the appointment of Brooke Dover of Campfire Coffee Shop as a Main Street and Preservation Board Member. (Jimerson)

DEPARTMENTAL REPORTS:

12. The City Council may deliberate and make inquiry into any item listed in the Departmental Reports.
 - A. City Manager
 - B. Fire Department
 - C. Police Department
 - D. Animal Center
 - E. Community Development
 - F. Public Services/Parks and Recreation Department
 - G. Public Utilities
 - H. Finance Department
 - I. City Secretary
 - J. Communications and Marketing
 - K. HEDCO Sales Tax Revenue October 2023
 - L. Director of Operations Departmental Reports below.

Civic Center

Main Street/Tourism

Municipal Court

BOARDS AND COMMISSIONS

Board of Adjustments Minutes

Planning and Zoning Minutes from the November 14 Meeting.

Cemetery Board Meeting Minutes

Main Street Meeting Minutes

Preservation Minutes

EXECUTIVE SESSION:

REGULAR SESSION:

ADJOURNMENT

13. Adjourn

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

ACCESSIBILITY STATEMENT

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (903) 657-6551.

CERTIFICATE

I certify the foregoing notice was posted on the notice board in front of the Municipal Services Complex, Henderson, Texas, on this ____ day of _____ 20__.

Cheryl Jimerson, City Secretary

MINUTES OF THE
HENDERSON CITY COUNCIL
Regular Scheduled Meeting

November 21, 2023

CALL TO ORDER: *The Mayor will call the meeting to order, declare a quorum if present, and declare notices legally posted pursuant to Open Meetings Act.*

Mayor Fullen called the meeting to order at 4:30 p.m.

Council members present were Stephen Strong, Reggie Weatherton, Henry Pace, Melissa Morton, and Gina Juarez.

Staff members present were City Manager Jay Abercrombie, City Secretary Cheryl Jimerson, Interim City Attorney David Hill, Chief of Police Chad Taylor, Fire Chief Rusty Chote, Director of Operations Davis Brown, Director of Public Services Kirk Kimbrell, Director of Utilities Randy Boyd, Finance Director Karen Arnall, Community Development Manager Cliff McElfresh, Zoning Coordinator Billy Hughes, Planning and Zoning Administrator/Building Official Dennis Williams, Executive Leadership Assistant/HR Specialist Hillary Faulkner, Communications and Marketing Coordinator Phedra Johnson, and HEDCO Director John Clary.

EXECUTIVE SESSION:

1. Executive Session to Consult with the interim City Attorney discussing a City Attorney in accordance with Vernon's Texas Government Code Annotated, Chapter 551, Section 071. (Mayor)

Mayor Fullen convened into executive session at 4:31 pm.

2. Reconvene into Regular Session no earlier than 6 p.m. (Mayor)

Mayor Fullen reconvened into regular session at 6:08 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Council Member Henry Pace gave the invocation, Mayor Buzz Fullen led the pledges.

CITIZENS COMMENTS

There were no citizens' comments.

PRESENTATIONS/ANNOUNCEMENTS

3. Issue oath of office to persons duly elected to the following offices by no opposing candidate or application submitted: Council District One, Council Member District Four and Council Member District Five. (Jimerson)
Municipal Court of Record Judge James Holmes issued the Anti-Bribery and Oath to Stephen Strong as Council Member for District 1, Melissa Morton as Council Member for District 4, and Gina Juarez as Council Member for District 5.

4. Appointment of Mayor Pro Tem. (Mayor)

Council Member Henry Pace was appointed the Mayor Pro-Tem.

CONSENT AGENDA

5. Consideration of possible action upon the minutes of the meeting held October 17, 2023. (Jimerson)

6. Consideration and possible action upon street closure for the annual Christmas Tree Lighting and Christmas Parade November 30, 2023 at 6:00 p.m. (Chote/Taylor)

7. Consideration and possible action upon a contract with MPA Fireworks for the Independence Day Fireworks Display to be held on July 6 , 2024. (Chote)

8. Consideration and Possible Action upon HEDCO financials for September 2023. (Clary)

Council Member Henry Pace made a motion to approve the consent agenda, duly seconded by Council Member Reggie Weatherton. The vote was unanimous.

COUNCIL BUSINESS – REGULAR SESSION

9. Consideration and possible action upon the appointment of a City Attorney. (Mayor)

Council Member Reggie Weatherton made a motion to appoint Russell Brown as the City Attorney with an effective date of December 1, 2023, duly seconded by Council Member Stephen Strong. The vote was four for and one against, the motion carried.

10. Open a public hearing on the proposed Henderson 2050 Comprehensive Plan. (Mayor)

Mayor Fullen opened a public hearing at 6:18 p.m. on the City of Henderson's 2050 Comprehensive Plan.

Mark Bower with Kimley Horn gave an overview of the past 17 months on the creation of the 2050 Comprehensive Plan.

11. Consideration and action upon closing the public hearing. (Mayor)

Council Member Gina Juarez made a motion to close the public hearing at 6:55 p.m, duly seconded by Council Member Melissa Morton. The vote was unanimous.

12. Consideration of a recommendation from the Planning and Zoning Commission upon the first reading of Ordinance 2023-11-01 on the 2050 Comprehensive Plan. (Hughes/McElfresh)

Council Members had no questions or comments on the first reading of Ordinance 2023-11-01 concerning the 2050 Comprehensive Plan.

13. Consideration and possible action upon Resolution 2023-11-01 nominating Board Members to serve on the RCAD Board of Directors for the 2024-2025 term. (Jimerson)

Mayor Fullen explained the resolution to the Council members stating the normal process for the city is to split the 281 votes allowed by the Appraisal District between the board nominees who reside in the city limits. There are two that live within the city limits of Henderson. Dennis Eby will have 140 votes and Nesha Partin will have 141 votes of the 281 votes allowed to the city.

Council Member Melissa Morton made a motion to approve Resolution 2023-11-01 nomination of board members to serve on the Rusk County Appraisal District (RCAD) board, duly seconded by Council Member Henry Pace. The vote was unanimous.

14. Consideration and possible action upon the reappointment of the Board of Adjustments Members Cecilia Koch, Allen Stanley, and Alton Pryor for a two-year term. (Jimerson)

The Planning and Zoning Coordinator, Billy Hughes, reached out by polling the members to see if they would be interested in serving another two-year term. All three members wanted to continue another term on the Board of Adjustments.

Council Member Gina Juarez made a motion to approve the BOA members listed for another term, duly seconded by Council Member Reggie Weatherton. The vote was unanimous.

15. Consideration and possible action upon the re-appointment of Planning and Zoning Members Johnny Walker, Gary Wilson and Chad Boatright. (Jimerson)

The Planning and Zoning Coordinator, Billy Hughes, reached out by polling the members to see if they would be interested in serving another two-year term. All three members wanted to continue another term on the Planning and Zoning Commission.

Council Member Henry Pace made a motion to approve all three members listed to the P and Z Commission, duly seconded by Council Member Reggie Weatherton. The vote was unanimous.

16. Consideration and possible action on a revision to Paragon's Scope of work description for the ceiling and lighting proposal at the Central Fire Station. (Holland/Chote)

Neal Holland of Stokes and Associates explained to the Council, Paragon Construction has a contract with the City to provide HVAC construction services at the Central Fire Station as a part of the improvements to the overall upgrade to the building envelope. The living quarters HVAC portion of this work is 95% complete and they will soon begin to work on the administrative side of the building.

In order to re-occupy the living quarter's space by the fire department and emergency services staff, it is necessary that new lay-in ceiling tiles/ grids be installed and the building's lighting be reinstalled. Therefore, I asked Paragon Construction to provide a quote for the ceiling, grid and lighting for the total building. Their total price for this work is \$38,198.16, which is less than \$2,000 more than the original bid.

If approved by the Council, we propose to issue this work to Paragon Construction in the form of a change order to their original contract.

Council Member Reggie Weatherton asked how close the project was to being completed? Neal stated about three weeks, including the holidays.

Council Member Gina Juarez made a motion to approve the new quote, duly seconded by Council Member Melissa Morton. The vote was unanimous.

17. Consideration and possible action regarding a Major Subdivision Plat for the East Texas Regional Business Park located on Tx Loop 571 and State Hwy 323 in the city's ETJ. (Hughes/McElfresh)

Zoning Coordinator Billy Hughes explained a Major Plat application submitted by John Clary, on behalf of HEDCO. Section 3.A. of the City of Henderson's Subdivision Ordinance states "Except as otherwise provided, these regulations apply to all subdivisions of land within both the City Limits and within the City's extraterritorial jurisdiction." And in Section 3.C "...no land may be subdivided or platted through the use of any legal description other than with reference to a plat approved by the City Council in accordance with these regulations."

Council Member Reggie Weatherton made a motion to approve the Major Plat, duly seconded by Council Member Stephen Strong. The vote was unanimous.

DEPARTMENTAL REPORTS:

18. The City Council may deliberate and make inquiry into any item listed in the Departmental Reports.

- A. City Manager
- B. Fire Department
- C. Police Department
- D. Animal Center
- E. Community Development
- F. Public Services/Parks and Recreation Department
- G. Public Utilities
- H. Finance Department
- I. City Secretary

J. Communications and Marketing

K. HEDCO Sales Tax Revenue September 2023

L. Director of Operations Departmental Reports below.

Civic Center

Main Street/Tourism

Municipal Court

Update on the elevator by Neal Holland.

Reggie asked for a copy of the street and infrastructure list.

No other comments or questions from the council.

BOARDS AND COMMISSIONS

Board of Adjustments Minutes

Planning and Zoning Minutes

Cemetery Board Meeting Minutes

Main Street Meeting Minutes

Preservation Minutes

The council had no questions or comments on the Board meeting minutes.

ADJOURNMENT

19. Adjourn

Council Member Henry Pace made a motion to adjourn at 7:12 p.m., duly seconded by Council Member Reggie Weatherton. The vote was unanimous.

ATTEST:

APPROVED:

Cheryl Jimerson, City Secretary

John Fullen, Mayor



City Council

Agenda Item # 2.

SUBJECT: Consideration and Possible Action upon HEDCO financials for the month of October 2023.

MEETING DATE: December 19, 2023

DEPARTMENT: HEDCO

CONTACT: John Clary, HEDCO Director

RECOMMENDED CITY COUNCIL ACTION: to approve financials for October 2023 already approved by HEDCO board November 21, 2023.

ITEM SUMMARY:

BACKGROUND INFORMATION:

SPECIAL CONSIDERATIONS:

SUPPORTING MATERIALS:

1. HEDCO FINANCIALS 2023-2024 (Updated Thru 2023-10-31)

HEDCO - APPROVED BUDGET 2022-2023

	A	B	C	D	E	F	G	H	I	J	K
1	Last Edit Date:		November 13, 2023	TYPE A and B EDC			All expenditures expected to come from Type A bank account.				
2	Budget approved:		HEDCO - August 22, 2023	10/31/2023 Checking Acct. # 4911857 Balance				\$	988,022.19		
3	Budget approved:		City Council - August 22, 2023	10/31/2023 Money Market Acct. # 4011759 Balance				\$	2,182,368.20		
4	Budget amended:			10/31/2023 Type B Checking Acct. # 4271963 Balance				\$	2,993,453.35		
5				Total Account Balances				\$	6,163,843.74		
6				Approved	Final		APPROVED		Y-T-D		
7				Budget	Budget		BUDGET	1-Month Ended	2023-2024	% Of	
8	Acct.#		Description	2022-2023	2022-2023		2023-2024	10/31/2023	10/31/2023	Budget	Notes
9							12	1		8%	Percent of year completed
10	REVENUE										
11	3010		Sales Tax Revenues Type B	1,750,000.00	1,860,457.77		1,910,000.00	172,110.34	172,110.34	9%	
12	3025		Interest Income - Type A	165,500.00	158,463.05		130,000.00	8,160.38	8,160.38	6%	
13	3025		Interest Income - Type B				69,000.00	6,906.55	6,906.55	10%	
14	3030		Land Sales -Old Industrial Park	123,246.60	203,346.60						Previous Year - 7.6 acres to Tyler Pipe
15	3059		Lease Income - Texas Materials Group - 29.16 Ac.	12,800.00	12,800.00						Previous Year - Mo.Lease - Industrial Dr. (CR 203) was Texas Bit/Oldcastle - Complete 9/2023 (to receive \$1600.00 per month 2/2022 thru 9/2023) Lease Agreement ENDED JUNE, 2023
16	3090		Other (Misc) Revenue	115,463.13	115,463.13						Previous Year - Winly Foods reimbursement on incentive
17			TOTAL REVENUE	2,167,009.73	2,350,530.55		2,109,000.00	187,177.27	187,177.27	9%	
18											
19	* Footnote		Note Reciveable from Rusk County Rural Rail District - Not Included in Budget Totals								Notes receivable accrue on the balance sheet vs.the budget at. \$6,666.67 per month. Pmt. Deferred for 15 years until 2037.
20											

HEDCO - APPROVED BUDGET 2022-2023

	A	B	C	D	E	F	G	H	I	J	K
6				Approved	Final		APPROVED		Y-T-D		
7				Budget	Budget		BUDGET	1-Month Ended	2023-2024	% Of	
8	Acct.#		Description	2022-2023	2022-2023		2023-2024	10/31/2023	10/31/2023	Budget	Notes
21	EXPENDITURES										
22	Economic Development Expenses										
23	6116		Henderson Canvas Products, Inc.								Job creation incentive, 6-jobs @ \$5,000 /job. Forgivable loan executed March 2021. \$30,000 forgivable Loan in A/R
24	6119		High Demand Job Training Grant #5	50,000.00			50,000.00				Application to be submitted Nov-Dec 2023
25	6120		Proj Provalus - Remodel Old City Hall Complex		68,378.16		270,000.00				Project Provalus - Renovation of old city hall complex. Max exposure is \$325,000. Expended 68,378 to date
26	6122		US 259 Infrastructure (Christus)				750,000.00				Infrastructure for new Christus Clinic. Total exposure for the project is \$750,000
27	6123		Project K&L Recycling				190,000.00				Was for incentives for K&L Recycling. Project is on life support.
28	6124		Project SWEPCO				(173,559.00)				Revenue for sale of 10 acres to SWEPCO.
29	6190		Matching Grants for Buisness Retention - Industrial Park	150,000.00			150,000.00				New matching grant program for Henderson Industrial Park.
30	6200		Business Incentives for new or existing businesses	350,000.00	4,000.00		350,000.00				Place Holder - Reserve for Incentive for New Businesses. \$5,000 per job x 100 jobs.
31											
32			Total Economic Development Expenses	550,000.00	72,378.16		1,586,441.00	-	-	0%	
33											
34	Supplies, Office Expenses and Professional Services										
35	6501		Accounting (Monthly Bookkeeping + Annual Audit)	12,000.00	10,590.00		14,000.00	375.00	375.00	3%	PB&J Accounting, Auditor Morgan LaGrone CPA
36	6502		Insurance - General Liability	1,500.00	1,500.00		1,500.00			0%	City of Henderson Liability premium to HEDCO. Lump sum annual payment.
37	6503		Legal (Attorney)	30,000.00	39,459.60		35,000.00			0%	Legal fees
38	6504		Office Expenses	1,500.00	2,995.71		2,500.00	358.87	358.87	14%	Office supplies, copy paper, printer cartridges, computers, printer, furniture, bookshelves, storage, etc.
39	6505		Postage & Shipping	100.00	261.75		250.00			0%	Stamps, Fed-Ex, UPS

HEDCO - APPROVED BUDGET 2022-2023

	A	B	C	D	E	F	G	H	I	J	K
6				Approved	Final		APPROVED		Y-T-D		
7				Budget	Budget		BUDGET	1-Month Ended	2023-2024	% Of	
8	Acct.#		Description	2022-2023	2022-2023		2023-2024	10/31/2023	10/31/2023	Budget	Notes
40	6506		Property Tax		70.53		75.00			0%	Copy machine tax
41	6507		Telephone, Cell (Admin)	600.00	550.00		600.00	50.00	50.00	8%	Office Phone, Cell for Adm. Asst.
42	6508		Utilities - HEDCO Offices					502.30	502.30		Potential utilities in new building.
43	6509		Professional Services - Consulting Fees, Engineering, Design, Architectural (Part of Capital Expenses)	225,000.00	202,791.96		225,000.00	8,150.00	8,150.00	4%	New Business Park, Professional Services, Property Surveys, Engineering, Phase 1 Environmentals, Streets, Drainage, Sidewalks, Water, Sewer, Fiber, Natural Gas
44			Subtotal - Supplies, Office Expenses and Professional	270,700.00	258,219.55		278,925.00	9,436.17	9,436.17	3%	
45											
46			Personnel Expenses								
47	7001		Contract Labor - Executive Director (with City)	161,539.00	138,553.08		161,539.00	21,553.26	21,553.26	13%	Salary, Insurance, Retirement, Cell Phone, Car Allowance, W/H invoiced by City of Henderson,
48	7002		Insurance Life - Adm. Asst.	1,200.00							Life Insurance - Office Manager Karen Smith
49	7003		Insurance Health - Adm. Asst.	5,044.00	4,176.14					#DIV/0!	Medical Insurance - Office Manager Karen Smith
50	7004		Insurance Worker's Comp - Adm. Asst.	396.00	381.52			(45.00)	(45.00)	#DIV/0!	Hartford Ins. - Office Manager Karen Smith
51	7007		Retirement -Adm. Asst.	4,000.00	3,957.98					#DIV/0!	Kansas City Life - Office Manager Karen Smith
52	7008		Salary - Adm. Asst.	49,850.00	45,549.63					#DIV/0!	Salary - Office Manager Karen Smith
53	7009		Payroll Taxes - Adm Asst.	4,950.00	4,200.63					#DIV/0!	Payroll Taxes - Office Manager Karen Smith
54	7010		Contract Labor - Dir. of Marketing/Business Dev.	108,280.00	67,510.14		89,500.00	15,774.39	15,774.39	18%	Salary, Insurance, Retirement, Cell Phone, Car Allowance, W/H invoiced by City of Henderson. Director of Marketing
55	7011		Insurance Health - Dir. of Marketing	3,940.00	3,937.14		5,250.00	404.00	404.00	8%	Health Insurance - Director of Marketing
56			Contract Labor - Administrative Assistant		722.77		70,500.00	9,148.95	9,148.95		
57	7020		Contract Labor - Admin Asst Part Time				30,000.00				Contract labor - Projected
58											
59			Subtotal - Personnel Expenses	339,199.00	268,989.03		356,789.00	46,835.60	46,835.60	13%	
60											

HEDCO - APPROVED BUDGET 2022-2023

	A	B	C	D	E	F	G	H	I	J	K
6				Approved	Final		APPROVED		Y-T-D		
7				Budget	Budget		BUDGET	1-Month Ended	2023-2024	% Of	
8	Acct.#		Description	2022-2023	2022-2023		2023-2024	10/31/2023	10/31/2023	Budget	Notes
61	Program Expenses										
62	7201		Website Annual License Fees	9,400.00	3,074.00		3,074.00			0%	Annual License Fee to ED Suite. Invoiced Nov 31 annually.
63	7202		Website Development, Maintenance, Upgrades, etc.	12,094.00	13,095.00		5,000.00	5,000.00	5,000.00		Website CMS technology update (back end), new photo gallery, better mapping, new business park pages, updated property search tool, incentives tool - Website design updates by EDSuite
64	7203		Advertising and Marketing	70,100.00	43,705.23		70,000.00	3,777.18	3,777.18	5%	Print ads, Direct mail or email, Marketing travel, Trade shows, Sponsorships, Printed flyers & brochures, Marketing signage, Videos, Billboard, Public Notices, + Business Park Coming Soon Signs
65	7204		Meetings and Entertainment	14,500.00	10,650.26		12,000.00	164.88	164.88	1%	Meeting refreshments, BREP meals, Prospect Hosting, Industry Appreciation Luncheon
66	7205		Dues, Memberships & Subscriptions	17,250.00	6,648.32		10,000.00			0%	Chamber of Commerce, TEDC, Rotary, Team Texas, ICSC, NETEDR, Adobe AcrobatDC (2), Place Marketing, also Computer Programs & Subscriptions
67	7206		Training & Travel - Non-Marketing Conferences, Webinars, Seminars and Training (Including Travel), Admin. Asst. Mileage, Misc Consulting Fees	25,000.00	8,684.17		12,000.00	11.88	11.88	0%	TEDC Conferences, Training Workshops, Webinars, PFIA Training, Software Technical Assistance, Rusk County Days Austin Trip, Admin Assistant Mileage.
68	7207		Non Engineering Studies	2,000.00							Previous year -ETCOG Broadband Study Match
69	7208		Special Projects								
70	7209		BREP Matching Grant Program (Type B Program) (Placeholder)								Business Retention - Matching grants for current or new businesses in current industrial parks.
71			Subtotal - Program Expenses	150,344.00	85,856.98		112,074.00	8,953.94	8,953.94	8%	
72											

HEDCO - APPROVED BUDGET 2022-2023

	A	B	C	D	E	F	G	H	I	J	K
6				Approved	Final		APPROVED		Y-T-D		
7				Budget	Budget		BUDGET	1-Month Ended	2023-2024	% Of	
8	Acct.#		Description	2022-2023	2022-2023		2023-2024	10/31/2023	10/31/2023	Budget	Notes
73	Repairs and Maintenance (Non-Capital Expenses)										
74	7302		Property Maintenance - Frisco Street Parcel (29 acres)	4,000.00	3,565.00		2,500.00			0%	Maintenance (Mowing, Clearing, Trimming, water detention, etc)
75	7303		Property Maintenance - Taylor Street/Greenbelt	600.00	500.00		500.00			0%	Greenbelt Maintenance
76	7304		Property Maintenance - Old Industrial Park	40,000.00	34,513.75						
77	7305		Property Maintenance - East Texas Regional Business Park	35,000.00	51,100.00		75,000.00	10,800.00	10,800.00	14%	Mowing, trimming, repairs & maintenance
78	7306		Monument and Wayfinding Sign - Industrial Park								Sign at CR 203 & Loop 571 (TXDOT Won't Allow)
79			Property Maintenance,Jim Allen Estate				400,000.00				Clearing & pipeline moving
80	7307		Railroad Preventative Maintenance (Ties)								To facilitate NETRMA Grant for RR ties. \$240,000 reimbursement (Completed)
81	7308		Remodel CAC Bldg & Furnishings								Previous years
82	7309		Property Maintenance - Old City Hall Complex		1,947.79		10,000.00	3,439.11	3,439.11		Maintenance items not covered by Provalus agreement
83			Subtotal - Repairs and Maintenance (Non-Capital)	79,600.00	91,626.54		488,000.00	14,239.11	14,239.11	3%	
84											
85	TOTAL EXPENSES			1,389,843.00	777,070.26		2,822,229.00	79,464.82	79,464.82	3%	
86											

HEDCO - APPROVED BUDGET 2022-2023

	A	B	C	D	E	F	G	H	I	J	K
6				Approved	Final		APPROVED		Y-T-D		
7				Budget	Budget		BUDGET	1-Month Ended	2023-2024	% Of	
8	Acct.#		Description	2022-2023	2022-2023		2023-2024	10/31/2023	10/31/2023	Budget	Notes
87	CAPITAL OUTLAY										
88	7501		Purchase of Property for New Business Park	400,000.00	345,654.03		234,000.00				2019-20 Alford Parcel \$1,044,000, 2020-21 Richardson Parcel \$327,621.95. 2020-21 9.786 Acres \$39,144. 2022-23 Jim Allen Estate \$345,444, 2023-24 Colley Property \$230,000 + \$4,000 for
89	7502		East Texas Reg. Business Park - Capital Expenditures - Utilities & Street Improvements, Land Clearing, Sidewalks, Pond improvements	3,800,000.00	2,897,119.01		1,037,933.50	315,816.14	315,816.14	30%	John Wright Construction, Few Land & Timber & Other Contractors
90	7503		Grant Match for TCF Grant - Morris Street								Previous Year - TCF Program was Shelved by TX Ag Commission
91	7504		Speculative Building - Design and Construction								Engineer, design and construct a 20,000 sq ft building. On HOLD
92			CR203 Industrial Drive Improvements				2,000,000.00				Project estimated at \$4 million. Need participation by City and County
93		Total Capital Outlay		4,200,000.00	3,242,773.04		3,271,933.50	315,816.14	315,816.14	10%	
94											
95	TOTAL EXPENDITURES (Expenses + Capital Outlay)			5,589,843.00	4,019,843.30		6,094,162.50	395,280.96	395,280.96	6%	
96	Totals										
97		Total Revenues		2,167,009.73	2,350,530.55		2,109,000.00	187,177.27	187,177.27	9%	
98		(Less) Total Expenditures		5,589,843.00	4,019,843.30		6,094,162.50	395,280.96	395,280.96	6%	
99	Net Increase/Decrease In Unrestricted Net Assets			(3,422,833.27)	(1,669,312.75)		(3,985,162.50)	(208,103.69)	(208,103.69)	5%	
100		Receivable for Loan - Rusk County Rural Rail District			-				-		Agreement to defer for 15 years until the year 2037.
101		Total Available to Contribute to Fund Balance		(3,422,833.27)	(1,669,312.75)		(3,985,162.50)	(208,103.69)	(208,103.69)	5%	Operating income less operating expenses
102											
103	Potential Transfer From Fund Balance										Projected Expenditures In Excess of Annual Income
104											
105	FINAL BALANCE			-3,422,833.27	-1,669,312.75		-3,985,162.50	-208,103.69	-208,103.69		



City Council

Agenda Item # 3.

SUBJECT: Consideration and possible action upon a retainer agreement for Russell Brown as the City Attorney and Prosecutor for legal services to the City of Henderson. (Abercrombie)

MEETING DATE: December 19, 2023

DEPARTMENT: City Manager

CONTACT:

RECOMMENDED CITY COUNCIL ACTION:
ITEM SUMMARY:

BACKGROUND INFORMATION:

SPECIAL CONSIDERATIONS:

SUPPORTING MATERIALS: None



City Council

Agenda Item # 4.

SUBJECT: Consideration and possible action regarding approving a contract with Wildfire Truck & Equipment Sales for Brush Truck bed and accessories for a supplied chassis. (Chote)

MEETING DATE: December 19, 2023

DEPARTMENT: Fire Department

CONTACT: Rusty Chote, Fire Chief

RECOMMENDED CITY COUNCIL ACTION: Staff recommends Council's support on and agreement between the City of Henderson and Wildfire Truck & Equipment Sales for a brush truck bed and accessories on a City of Henderson supplied chassis.

ITEM SUMMARY: To authorize Wildfire Truck & Equipment Sales to proceed with the building of a brush truck bed and fitting out a supplied chassis for a new brush truck for the Henderson Fire Department. The RCESD donated a new 5500 Ram chassis to the Henderson Fire Department in August 2023. The new brush truck will be used for wildfire and other emergency calls for both the City of Henderson and Rusk County.

BACKGROUND INFORMATION: The Henderson Fire Department currently has two brush trucks. Brush 1 is a 2011 chassis brush truck and B2 is a 1995 chassis brush truck. Both brush trucks are in service and used to extinguish wildfires and other emergency calls as needed. The current brush trucks have also been out of service at times because of mechanical issues due to their age and the needed maintenance of the chassis.

SPECIAL CONSIDERATIONS: The new brush truck chassis, a 5500 Ram 4x4 chassis was donated by the RCESD at no cost to the City to be used as a brush truck for HFD. The cost for Wildfire Truck & Equipment Sales to build the brush truck bed and outfit the truck would cost the City of Henderson \$97,627.00.

SUPPORTING MATERIALS:

1. AMI -Fire Equipment Proposal \$115,750.00
2. Henderson Skeeter Proposal \$139,526.00
3. Wildfire Truck & Equipment Proposal \$97,627.00

AMI-FIRE EQUIPMENT

A Division of Ag-Meier Ind. LLC

4501 HWY 290 WEST, Brenham, Texas 77833

PHONE: (979)830-9005 FAX: (844)273-7055

Email- aaron@ami-fire.com www.ami-fire.com

Continuing the CONTINENTAL BELTON Product Line and Tradition of Quality

SPECIFICATIONS

Henderson FD

"11C30-ALU-400

12/6/2023

CHASSIS

CHASSIS:

The chassis/cab shall be furnished by Henderson FD and delivered to manufactures facility in Brenham TX. The chassis/cab shall be a 2023/2024 Ram 5500. The brush body, tank, pump and all equipment shall be mounted on the furnished chassis/cab at the manufacture's facility.

CHASSIS SPECS:

Ram 5500

Regular Cab

White

84" Cab to Axle

6.7L V-8 diesel engine

BRUSH BODY

APPARATUS BODY: (ALUMINUM)

The body shall be a flatbed with 8ga aluminum diamond plate, (3/16" thickness), floor. Flatbed shall be approximately 136" long by 96" wide, on 84" cab to axle chassis. The Bed will have Side Skirts.

SUB-FRAME: The sub-frame of the body shall be made of 6" structural aluminum channel supporting the body and tank. Sub-frame cross members shall be made of 3" aluminum channel, welded in place approximately 16" apart. Cross members shall be fully welded at each junction with main runners to provide a rugged frame for off road performance. The outside edges of the flat bed shall have reverse "C" channel to help protect the required lights, and reflective tape. The work platform shall be attached to the chassis frame rails at four points by Grade #8 x 0.75 Steel bolts. The work platform shall be fabricated to support a **300–500-gallon** tank, pumping unit with controls, required personnel, tools and equipment normally carried on a "Grass/Brush" apparatus.

TAILBOARD:

There shall be a 10" tailboard at the rear of the bed the full width of the apparatus. Heavy duty winch wiring with disconnect will be installed for a portable winch. A receiver hitch with "D" ring plug will be installed at rear of tail drop to allow for winch or tow point.

TRAILER HITCH:

One Class 4 receiver hitch w/7-Way trailer plug installed at the rear. The hitch will accommodate a 2" receiver tube

HEADACHE RACK:

In the front portion of the flat bed, attached to the flat bed, directly behind and extending over the cab, there shall be a headache rack made of 2" aluminum tubing. 1" tubing will protect the chassis rear window. A header plate shall be attached to the headache rack and extend over the cab of the truck. The header plate will accommodate a light bar and brush cage if required. Two LED spotlights shall be mounted on upper corner on each side of the headache rack and be fully adjustable.

CUBICLES:

A step-up cubicle will be installed on the driver side in the front portion of the flat bed to allow a firefighter to stand and safely fight fires. The tank will be mounted with a walkway between cubicles to allow fire fighters access from one cubicle to the other. The walkway will be approximately 20" between the headache rack and the tank. The dimensions of the cubicle floor shall be approximately 24" wide x 24" deep and shall be below the floor level of the flat bed, chassis running board height. The step-up cubicle floor shall be fabricated and designed to drain water from around the firefighter's feet. A safety gate be installed to open inward only into the cubical space. The cubical area will be lighted for safety.

SAFETY GATES:

Safety gates shall be made of 1" aluminum tubing, approximately 32" tall, with horizontal bracing. It will be installed 10" above the cubicle floor on each side to secure the firefighters in each cubicle. Gates shall open inward and be secured mechanical stop pressing against a welded restraint plate.

SERVICE AREA COATING:

A coat of black bed liner will be sprayed on the floor of each cubical, walkway, and tail board area for a non-slip surface.

FRONT BUMPER**FRONT BUMPER**

A heavy-duty commercial bumper with brush guard and winch receiver tube will be installed on the front of the truck. The bumper shall be tubular type and black powder coated. A heavy-duty skid plate will protect the radiator and cooling system from brush damage. The front bumper will be powder coated black and allow for chevron striping. Heavy duty winch wiring will be installed for a portable winch.

GROUND SWEEP NOZZLES:

There will be two (2) TEEJET ground sweep nozzles installed in the front bumper. Nozzles will spray forward and at an angle to each side and can be adjusted to fit the department's needs. These nozzles shall be electrically controlled from the cab of the truck with independent 1" stainless steel DIRECTOVALVE valves. Each nozzle will deliver (15) gpm @100 psi. The nozzles will be recessed in the brush guard for protection.

WINCH :

SUPERWINCH 12,000 lb. (p/n 1712200) 12 volt electric winch with 85 foot of 5/16" air craft cable, hook, remote control with 10ft. cable, 20,000 lb snatch-block, and roller assembly will be furnished. Wiring to front and rear bumper will allow winch to operate from either place with quick disconnects.

LETTERING AND STRIPING**LETTERING:**

TBD.

STRIPING:

White reflective stripes on lower section of cab doors

White reflective stripes on bumper brush guard and brush body

Chevron 6" Alternating red/yellow reflective chevron in an inverted V pattern (45-degree angle) on entire tail drop.

Reflective striping will meet NFPA standards.

NOTE: Final lettering and striping will be agreed upon at the pre-build meeting.

COMPARTMENTS/STORAGE UNIT**COMPARTMENTS:**

All upper compartments will have ROM roll-up doors, Series VI, front roll, brushed finish, manual locks, and durostrip 12volt LED rope lighting. Compartment lighting will be controlled with automatic on/off switches that turn on when open and off when closed. A light will be mounted in the cab to warn the driver that a door is ajar.

All compartments will be vented and have **TURTLE TILE**

COMPARTMENT: DRIVERS SIDE

There shall be two (2) aluminum storage compartments mounted on driver's side of the flat bed. The bottom compartment will be split into two (2) separate compartments have two (2) roll up doors

Approximate dimensions 72" long X 20" deep X 30" tall

The top compartment will be a divided hose tray approximately 10" H x 20" W x 72" L

The hose tray will covered with a black vinyl cover

COMPARTMENTS: PASSENGER SIDE

There shall be three (3) aluminum storage compartments mounted on passenger's side of the flat bed.

The front lower compartment shall have one (1) roll up door

Approximate dimensions 24" long X 24" deep X 48" tall

This compartment will have an adjustable shelf

The rear lower compartment shall have one (1) roll up door

Approximate dimensions 72" long X 20" deep X 30" tall

This compartment will have pac trac installed on the back wall

The top compartment shall be a storage basket style compartment mounted on top of the other two lower boxes, approximately 72" long X 20" deep X 10" tall. Storage basket side and lid will be made from perforated slick aluminum to allow the basket to breathe. The lid will open upwards towards the tank. Basket shall be mounted to allow debris and moisture to drain away.

REAR STORAGE UNIT

There shall be a rear access two door storage unit. One side of the storage unit will be for hard suction storage and the other for barrel strainer, nozzles etc.

TANK**WATER TANK: 400 Gal.**

The rectangular design tank shall be made of high quality non-corrosive Polypropylene Series III Co-Polymer, Tank shall have **400** gallon capacity and be divided into equal cells to reduce water splashing, load shifting and provide good off road handling and stability. An 10" x 10" fill tower with a hinged flip up cover and over flow. Fill tower will be installed in the front center of tank, or as requested by the customer. Standard features include a 2 ½" outlet, 1 ½" return/re-circulate, 1 ½" pass-through and 1 ½" drain and a top storage area. The tank will be mounted onto rubber cushions pads for shock protection. Tank is to be black in color and have a limited lifetime warranty. The tank will have a 10 gal built in foam cell.

TOP BASKET ASSEMBLY:

A 5" storage basket on top of tank will be made of same material as tank and will allow whip lines and other equipment to be stowed away in a safe and secure area

WATER FILL TOWER:

A 10" x 10" water fill tower with a hinged flip up cover, stainless steel strainer and overflow will be installed on the front center of tank. **The overflow will be plumbed vertically thru the tank so any spillage that may occur when filling the tank will flow under the truck and not on equipment or skid unit.**

FOAM SYSTEM:

Cascade foam-flo system installed and plumbed into pump piping, with controller. Will treat from 5 gpm to 100 gpm with various amounts from .01% to 1 % of class A foam.
(W/Built 10 in foam cell in tank).

PUMP:HPX200-H20**PUMP: ANODIZED**

A HALE HPX200-H20 pump will be installed at the rear of the skid.
The pump shall deliver a range of 245 GPM at 10 PSI to 60 GPM at 150 PSI, with a prime operating range of 150 GPM at 100 PSI, pump has a 3" suction and 2-1/2" discharge.

PRIMER:

The pump is equipped with an exhaust primer.

ENGINE:

The pump shall be driven by an 20HP HONDA motor, horizontal shaft, air-cooled, V-twin, OHV, electric start engine. The engine will have a 16 AMP alternator, 1.4-liter oil capacity, and meets 1994 CARB standards. Engine will be plumbed into the truck fuel system using a 12v fuel pump.

CONTROL PANEL DUAL:

There shall be two lighted control panels, one next to the pump/engine and one in the console. The control panels shall have a start switch, throttle, choke control, low oil pressure warning light and one 2-1/2" white face with black letter gauge to show discharge pressure.

DISCHARGE MANIFOLD:

A 4" X 4" stainless steel manifold with multiple outlets will be connected to discharge outlet. Manifold, and piping, will be made of 304 or better stainless steel.

VALVES:

All valves shall be Brass quarter turn ball; full flow; style valves. All valves on the discharge manifold shall be 3 pc fire service valves. (AKRON)

One (1) - 2 1/2" tank to pump valve (AKRON).

One (1) - 2 1/2" Suction/Draft valve (AKRON).

One (1) - 2 1/2" aux direct tank fill (AKRON).

One (1) - 2 1/2" discharge valve at rear on manifold W/1 1/2" spin on adapter (AKRON).

One (1) - 1 1/2" tank refill / re-circulation. (AKRON).

One (1) - 1 1/2" discharge Whip Lines (AKRON).

One (1) - 1 1/2" discharge Front Bumper (AKRON).

Two (2) - 1" discharge valves within easy reach of the firefighter in the cubicles. (Industrial)

One (1) - 1" discharge to the hose reel (AKRON).

One (1) - 3/4" hose bib on manifold.

Identification plates shall be provided for all valve controls.

WHIP LINES

There shall be two (2) whip lines mounted at front of tank. Whip line will be one (1) inch diameter by eight (8) feet long, 800 PSI working pressure. The whip line will be connected with full flow brass ball valves and swivels.

HOSE REEL: EF30-23-24-RT

There shall be one (1) Hannay electric/manual rewind reel, rewind controlled by a push button. The reel shall be mounted beside the pump module.

The reel shall have stainless steel guide rollers mounted to display hose to the rear.

The reel shall have a capacity of 150 ft. of one-inch booster hose.

The reel shall be equipped with 150 ft. of 1" 800psi red booster hose.

A manual hand crank will be supplied.

Reel shall be painted black

WATER LEVEL GAUGES

There shall be THREE (3) CLASS 1 4-light level gauge mounted, one at rear of unit (full size), one mounted to tank in walkway (full size) and one in site of driver in cab of truck. (mini)

EMERGENCY LIGHTING AND EQUIPMENT**SIREN:**

WHELEN Cen-Com Core Siren controller, 100/200 WATT,
(1) WHELEN # SA315U Siren speakers

LIGHTBAR:

WHELEN 54" LEGECY DUO Wecan® series light bar will be installed on top of headache rack.

Red/Clear LED flashers front, Red/Amber back flashers, clear take down and alley lights. Take down and alley lights will have steady burn and flashing modes. Light bar can convert to a 270° scene light.

REMOTE LED WARNING LIGHTS:

M4 duo R/W	(2) on bumper brush guard facing forward
M4 duo R/W	(2) on bumper brush guard facing outward (intersection)
M6 R/A	(2) on back of truck facing toward the rear
ION TRIO R/B/W	(2) on brush body driver's side facing to the side
ION TRIO R/B/W	(2) on brush body passenger's side facing to the side

Flashlights:

There will be one (2) StreamLight Survivor flashlights w/chargers will be mounted in cab

DOT BED LIGHTING:

DOT lights will be installed on the bed along with (2) M6 stop/tail/turn, and (2) M6 backup lights. All regular DOT lighting will be LED (2" round with grommet, 5 red and 2 amber)

WORK LIGHTS: LED

- (2) Whelen, NP6BB Scene Lights mounted on each side of light bar
- (2) Whelen, NP6BB Scene Lights mounted at rear of apparatus.
- (2) Whelen PSL1BB will be mounted on front bumper
- (1) Whelen Pioneer telescoping light mounted in walkway

ELECTRICAL**BACKUP CAMERA:**

- (1) Pro-Vision camera w/5" monitor mounted in cab

MOBILE RADIO and COAX:

Furnished by VFD and installed by AMI-FIRE.

12 volt power supply will be installed in console. Coax connection, power connection and radio programming by others

KUSSMAUL BATTERY CHARGE SYSTEM:

Dynamic battery charging system with SUPER AUTO-EJECT for 110vac line cord.

UNDERBODY SAFETY LIGHTING:

There shall be installed, six (6), safety underbody lights to illuminate the ground area where fire personnel will enter or exit the vehicle. One under each side of the cab, one under each cubical, and two under the rear of the bed. They shall be wired to come with vehicle in park and also with a manual override switch in console.

MASTER SWITCH:

175 AMP CONTINUOUS, 250 AMP SURGE (Cole Hersee # 75904-01-BX) w/150 amp resettable circuit breaker inline. All electrical equipment added to brush truck will be controlled by the master switch.

BACK UP ALARM:

60-107 STAR 107 db. COMPACT CAST ALUMINUM.

MISC. WIRE, CONNECTORS & SUPPLIES:

All wiring will be run in a protective loom.

Any wiring that passes through a metal surface will be protected with a rubber grommet.

MISCELLANEOUS**STEPS/HANDLES:**

- (2) Stainless steel **NERF** bars (set) will be mounted on each side of truck.

MUD FLAPS:

- (2) Mud flaps will be installed at the rear of bed

CONSOLE MOUNT

A plastix plus console with padded armrests will be mounted in the cab

SPANNER WRENCH SET:

(1) ELKHART 470 set (1 hydrant and 2 spanner wrenches)

Tow Hooks:

The Factory tow hooks will be utilized with the front bumper. A tow eye will be installed on the rear of the bed.

NOZZLES:

(3)TFT #DQS40P Pistol Grip Quadrafog 1” Select gallons 5-10-24-40

LIGHT BAR CAGE:

A removable brush guard will be mounted over the light bar.

LABOR AND INSTALLATION OF ALL EQUIPMENT.

Weight ticket and all paperwork for equipment shall be placed in a three-ring binder with the vehicle

PRICE/PAYMENT/TERMS

TOTAL PRICE: INCLUDES ALL BODY ITEMS LISTED ABOVE AND INSTALLATION OF UNIT, ALL EQUIPMENT AND TRAINING AT THE AMI FACILITY.

Texas Department of Motor Vehicles Converter License No: 119671
Representative License No: 119672

AG-Meier brush body
 Chassis/cab
 TOTAL PRICE

\$ 115,750.00
\$ Customer Supplied
\$ 115,750.00

PRICE GOOD FOR 30 DAYS

PAYMENT:

Payment will be due upon acceptance of the finished truck(s).

DELIVERY-FOB BRENHAM, TX:

The brush truck shall be ready for acceptance and pick up by the Buyer within approximately 90 -120 working days after the unit goes into production at Ag-Meier Industries' office in Brenham, TX unless prevented by delays due, but not limited to: strike, inability to obtain materials or equipment, production or manufacturing problems or other causes beyond Ag-Meier Industries' control. Ag-Meier Industries shall not be liable for any incidental damages caused by delays in delivery.

WARRANTIES.

Normal truck warranties will apply to the truck.

Ag-Meier Ind. has a minimum of one year warranty on material and workmanship of apparatus.

Ag-Meier Ind. has a five-year warranty on the truck bed.

Water Tank -- 10 years (Plas-Mac Inc.)

Hale Pump has a Two (2) year warranty on the pump.

Whelen LED lights has a 5yr replacement warranty

Ag-Meier Ind. will assist with all service work, warranties and problems associated with all equipment added to the BRUSH Truck.

Aaron Gandy
 AMI-Fire Equipment
 (979)830-9005

Siddons Martin Emergency Group, LLC
3500 Shelby Lane
Denton, TX 76207
GDN P115891
TXDOT MVD No. A115890

November 8, 2023

RUSTY CHOTE, FIRE CHIEF
HENDERSON FIRE DEPARTMENT (TX)
401 W MAIN ST
HENDERSON, TX 75652



Proposal For: Henderson Skeeter (Customer Supplied Chassis)

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to HENDERSON FIRE DEPARTMENT (TX). Unit will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB HENDERSON FIRE DEPARTMENT (TX) and training on operation and use of the apparatus.

Description	Amount	
Qty. 1 - 504 - Dodge Dodge Ram 4500 Type 6, Step Side		
(Unit Price - \$139,526.00)		
Delivery within 23-24 months of order date		
QUOTE # - SMEG-0006616-0		
	Vehicle Price	\$139,526.00
	504 - UNIT TOTAL	\$139,526.00
	SUB TOTAL	\$139,526.00
	Straight Purchase	\$0.00
	TOTAL	\$139,526.00

Price guaranteed for 60 days

Additional: 'Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.
Persistent Inflationary Environment Notification: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] (the "PPI") has increased at a compounded annual growth rate greater than 5.0% from the date of acceptance of this proposal letter (the "Order Month") and 14 months prior to the anticipated Ready for Pickup Date (the "Evaluation Month"), then the proposal price may be increased by an amount equal to any increase exceeding 5.0% for the time period between the Order Month and the Evaluation Month. Siddons Martin and Pierce will provide documentation of such increase and the updated price for the customer's approval before proceeding with completion of the order along with an option to cancel the order.'

Taxes: Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

Late Fee: A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days. The late fee increases to .044% per day until the payment is received. In the event a prepayment is received after the due date, the discount will be reduced by the same percentages above increasing the cost of the apparatus.

Cancellation: In the event this proposal is accepted and a purchase order is issued then cancelled or terminated by Customer before completion, Siddons-Martin Emergency Group may charge a cancellation fee. The following charge schedule based on costs incurred may be applied:

- (A) 10% of the Purchase Price after order is accepted and entered by Manufacturer;
- (B) 20% of the Purchase Price after completion of the approval drawings;
- (C) 30% of the Purchase Price upon any material requisition.

The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Siddons-Martin Emergency Group endeavors to mitigate any such costs through the sale of such product to another purchaser; however, the customer shall remain liable for the difference between the purchase price and, if applicable, the sale price obtained by Siddons-Martin Emergency Group upon sale of the product to another purchaser, plus any costs incurred by Siddons-Martin to conduct such sale.

Acceptance: In an effort to ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the Customer. The terms and acceptance of this proposal will be governed by the laws of the state of Texas. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

Sincerely,

Chris Mahler

I, _____, the authorized representative of HENDERSON FIRE DEPARTMENT (TX), agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

Signature & Date



Truck & Equipment Sales

5313 Big Six St.

Alvarado, TX 76009

888-452-2701 fax 817-783-6622

Quote for Henderson Fire Dept.

November 30, 2023

Chassis: Customer supplied Ram 5500 Regular Cab with 84" CA

Chassis: Add Ons **\$4,322.66**

Front End Replacement Style Brush Guard with winch mount

Black Step Bars for Regular Cab

Henderson Fire Department Lettering

4" White Reflective Striping on cab and body

Chevron Striping on rear of Body yellow/red

Body: **\$38,078.97**

Flatbed Aluminum Body, with Gated Walkway 138" Long x 96" Wide, Self-closing inward opening gate to be provided at driver side entrance

Headache rack light bar mounting with Protective Cage

Tube Style Rear Bumper with receiver tube

One Aluminum Tool Box 30"T x 20"D x 78"L mounted on passenger side with single roll up door and PAC Track mounting board

One Aluminum Tool Box 48"T x 25"D x 33"L mounted on passenger side with roll up door and adjustable shelf

One Aluminum Tool Box 30"T x 20"D x 78"L mounted on driver side with dual roll up doors and PAC Track mounting board

Rear Underbody Compartment with drop down door

One Aluminum Stamped Tool Basket 12"T x 20"D x 78"L mounted on passenger side compartment with side lift up door

One Divided Aluminum Hose Tray mounted on driver side compartment approximately 6"T x 20"W x 78"L with black vinyl hose bed cover

Rear Tow Hooks to chassis frame rails

Turtle Tile shall be in each compartment and hose tray

Electrical: **\$20,661.51**

1-Plastix Plus Console with storage box and padded arm rests

1-Wildfire 225 Amp Relay with Master Disconnect Switch

2-Whelen M6 Series Red/Amber LED Lower Rear Warning Lights

2-Whelen M4 Duo Series Red / White LED Lower Front Warning Lights

2-Whelen ION Trio Series Red / White / Blue LED Rear Side Warning Lights

2-Whelen ION Trio Series Red / White / Blue LED Mid-Ship Side Warning Lights

2-Whelen M4 Duo Series Red / White LED Intersector Warning Lights

2-Whelen M6 Series Brake/Tail/Turn LED Lights

2-Whelen M6 Series Back Up LED Lights

Electrical: (Continued)

5-Whelen 2" LED Red Marker Lights
2-Whelen 2" LED Amber Marker Lights
1-Whelen CENCOM CORE S Siren Amplifier & 21 button Switch Box
1-Whelen 56" Justice LED Light Bar with Takedown and Alley Work Lights
1-Whelen SA315P Siren Speaker with mount
2-Whelen PSL1BB LED driving lights mounted at front bumper
2-Whelen NANO6 LED Work Lights mounted at rear of truck
1-Whelen Pioneer LED Work Light on Telescoping pole mounted in walkway
1-Maxima LED step light at walkway gate
4-Maxima LED Compartment Lights
1-Kussmaul Battery Charger with Super Auto Eject mounted at left rear of body
1-Whelen Back-up alarm
1-Warn 12,000 lb. Front mounted electric winch with synthetic rope
1-FRC Wireless Back Up Camera with 7" Color Monitor mounted in the cab
2-Streamlight Survivor LED flashlights with chargers mounted in the cab
1-Seven Way Trailer Plug connection

Skid: \$33,368.72

400-gallon Poly Water Tank with 10 Gallon Foam Cell and Limited Lifetime Warranty
6" Fence around top of tank for equipment storage
Hale HPX200-H2O Pump with Honda 20HP Gasoline Engine
Exhaust Primer
Pump plumbed to chassis fuel tank
Lighted Control Panel with pressure gauge, throttle, start button,
One Class 1 Electronic LED water level Indicator located at Pump Control Panel
One Class 1 Electronic LED water level Indicator located at Walkway
One Mini Class 1 Electronic LED water level Indicator located at Cab Console
One Hannay Electric Hose Reel Painted Black and Mounted above pump for Rear Deployment
Brass Water Service Valves with Stainless Steel Block Manifold Victaulic couplings
One 1.5" Discharge at bulkhead with gated wye for whip lines
One 1.5" Discharge with Valve, chrome adapter, cap & chain
One 2.5" Discharge with Valve, chrome adapter, cap & chain
One 1" Tank Fill / Re-Circulate Valve
One 2.5" Tank to Pump Valve
One 2.5" Suction Valve with chrome swivel adapter, plug & chain
Two Ground Spray Nozzles 1-Driver / 1-Passenger mounted to front bumper with electric valves controlled in the cab.
One Cascade "Foam Flo" Around the pump Class "A" Foam System

Equipment: \$1,195.14

Two 1" x 8' Whip lines
Three 1" TFT Adjustable Gallonage Pistol Grip Nozzles
Three Nozzle Mounting Brackets
One 50' X 1" Booster Hose
One 100' X 1" Booster Hose
One Battery Charger Pigtail
One Winch Controller
One Winch Pull Strap

Total-----\$97,627.00

Quote good for 30 Days

Full payment due upon completion of unit

Don Gibson

don@wildfiretruck.com

Daniel Rivera

drivera@wildfiretruck.com

David Evans

david@wildfiretruck.com



City Council

Agenda Item # 5.

SUBJECT: Consideration and possible action upon a Memorandum of Understanding (MOU) Agreement with Carlisle ISD and the Henderson Civic Center. (S.Kimbrell)

MEETING DATE: December 19, 2023

DEPARTMENT: Civic Center

CONTACT: Stephanie Kimbrell, Civic Center Manager

RECOMMENDED CITY COUNCIL ACTION: Staff recommends approval of entering into a MOU agreement with Carlisle ISD to use the Civic Center as shelter site location.

ITEM SUMMARY: This agreement is made to establish Henderson Civic Center as a shelter site location and terms of use in the event of an evacuation of Carlisle students and staff.

BACKGROUND INFORMATION: Carlisle Superintendent Josh Johnson reached out to look at area Rusk County facilities their district might utilize if they needed a reunification site for various emergencies for Carlisle ISD. Rusk County Expo Center is their Option 1. Henderson Civic Center will be their Option 2.

SPECIAL CONSIDERATIONS: Carlisle School Board approved the agreement on their end on November 13, 2023.

SUPPORTING MATERIALS:

1. MOU-Carlisle ISD and Henderson Civic Center

**Carlisle Independent School District
Memorandum of Understanding
Sheltering and Mass Care Facilities**

This agreement is made and entered into between the Carlisle Independent School District and the City of Henderson Civic Center to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the Carlisle Independent School District.

The Carlisle Independent School District will make every effort to notify the City of Henderson Civic Center of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

The City of Henderson Civic Center agrees to open their building located at 1500 Lake Forest Parkway, Henderson, TX 75652 to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. The City of Henderson Civic Center has a capacity to accommodate approximately 1,200 people.

The City of Henderson Civic Center understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for CISD administrative personnel. Furthermore, Carlisle Independent School District will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

The Carlisle Independent School District agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse the City of Henderson Civic Center for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

The Carlisle Independent School District will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to the City of Henderson Civic Center.

The Carlisle Independent School District will reimburse the City of Henderson Civic Center for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. The Carlisle Independent School District will not pay any operational or administrative fees to the City of Henderson Civic Center.

The Carlisle Independent School District shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to the City of Henderson Civic Center shall be directed to the Carlisle Independent School District's Public Information Officer or the Superintendent of Schools.

The Carlisle Independent School District will make every effort to recognize the hospitality of the City of Henderson Civic Center in any press or media releases pertaining to the re-location and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of

America, the State of Texas, or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on November 13, 2023 and may be modified upon the mutual written consent of the parties.

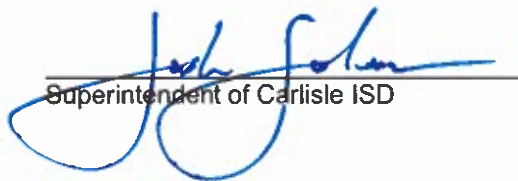
The terms of this agreement, as modified with the consent of both parties, shall be self-renewable for a period of two (2) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

The terms of this agreement, as modified with the consent of both parties,

AND NOW, this 13TH day of NOVEMBER 2023, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

Carlisle ISD Board of Trustees Approved this MOU Agreement on:

13th day of November, 2023



Superintendent of Carlisle ISD

11/13/23

Date

Authorized Signature
City of Henderson Civic Center

Date



City Council

Agenda Item # 6.

SUBJECT: Consideration and possible action on the second reading of the ordinance regarding the 2050 Comprehensive Plan. (Hughes/McElfresh)

MEETING DATE: December 19, 2023

DEPARTMENT: Community Development

CONTACT: Billy Hughes, P & Z Coordinator

RECOMMENDED CITY COUNCIL ACTION: Staff recommends that the Council approve the second reading of the final draft of the 2050 Comprehensive Plan for the City of Henderson.

ITEM SUMMARY: The City of Henderson retained the services of Kimley Horn, planning and design consultants, to advise the city and CPAC Team on the direction that they believed the city should consider regarding future land use and zoning.

BACKGROUND INFORMATION: The City of Henderson entered into a contract with Kimley Horn on March 22, 2022 to lead the city in discussions and development of a comprehensive plan for the city's future growth and development. A committee of citizens, stakeholders and business owners was formed to advise the city council and residents the direction they believed the city should be going in for the next 20 to 30 years. Public hearings, workshops, an open house at city hall as well as setting up a booth at the Syrup Festival. All to get input, opinions and information from citizens and area residents on their vision of Henderson 20 years from now.

Kimley Horn used the information and data to guide them as they developed the new 2050 Comprehensive Plan for the City of Henderson.

SPECIAL CONSIDERATIONS: None

SUPPORTING MATERIALS:

1. 2023-11-01 2050 Comprehensive Plan Ordinance

City of Henderson, Texas
ORDINANCE NO. 2023-11-01

AN ORDINANCE ADOPTING "HENDERSON 2050" AS THE COMPREHENSIVE PLAN FOR THE CITY OF HENDERSON, TEXAS; THE PLAN IS ADOPTED PURSUANT TO CHAPTER 213 OF THE TEXAS LOCAL GOVERNMENT CODE AND WILL GUIDE THE GROWTH AND DEVELOPMENT OF THE CITY; DEFINING THE RELATIONSHIP OF THE PLAN TO THE CITY'S DEVELOPMENT REGULATIONS; CONTAINING A CUMULATIVE CLAUSE; CONTAINING A SAVINGS AND SEVERABILITY CLAUSE.

WHEREAS, Chapter 213 of the Texas Local Government Code ("Chapter 213") provides that municipalities may adopt a comprehensive plan for the purposes of promoting the sound development of a municipality and promoting the public health, safety, and welfare; and

WHEREAS, Chapter 213 specifies that the governing body of a municipality may adopt a comprehensive plan for the long-range development of the municipality and as a way to coordinate and guide the establishment of development regulations; and

WHEREAS, Chapter 213 also provides that a municipality may define the relationship between the comprehensive plan and the municipality's development regulations and provide standards for determining the consistency required between the plan and development regulations; and

WHEREAS, City Council of the City of Henderson, Texas ("City Council"), appointed the Comprehensive Plan Advisory Committee (CPAC) on August 16, 2022, which consisted of citizens/property owners and which, in conjunction with City staff and consultants, undertook a series of studies and held public meetings on developing a Comprehensive Plan for the City of Henderson, such plan known as *Henderson 2050*; and

WHEREAS, many members of the Henderson community served on appointed committees, dedicating time and effort and supplying valuable input towards the development of *Henderson 2050*; and

WHEREAS, the development of *Henderson 2050* also involved several individuals working in large and small group discussions and online surveys, the purpose of which was to encourage widespread community participation in this effort to ensure that *Henderson 2050* accurately reflects the vision of the people of Henderson; and

WHEREAS, the City's Planning and Zoning Commission reviewed and recommended approval of *Henderson 2050* at their meeting held on November 14, 2023; and

WHEREAS, *Henderson 2050* contains guiding principles proposed to be used by the City in the preparation of land use and development ordinances, in decisions regarding the provisions of City services and capital improvements, and in other policy considerations by City Council and its various boards, commissions, and committees; and

WHEREAS, City Council finds that a public hearing was held on this Ordinance as required by law, and the Council has heard and considered all comments made at said hearing or in writing;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HENDERSON, RUSK COUNTY, TEXAS:

SECTION ONE. City Council hereby adopts the document titled the *Henderson 2050*, attached hereto as **Exhibit A** and included herein for all purposes, as the City's Comprehensive Plan.

SECTION TWO. *Henderson 2050* is hereby declared as the comprehensive plan for the development of the Henderson community and will be used as a guide and companion document to the land use and development regulations of the City. Notwithstanding the foregoing, the City recognizes that circumstances may change in ways not anticipated by the elements of *Henderson 2050*, and City Council reserves the right to legislatively determine that this comprehensive plan needs amendment, for example, by allowing for different land use classifications than shown on the Future Land Use Plan, or alterations of roadways shown on the Thoroughfare Plan. Any such amendment shall not be granted without careful study and consideration and must be made only on a showing of substantially changed circumstances. The City Council may refer any requested change to *Henderson 2050* and its elements back to City staff and such committees as may be appropriate, including the Planning and Zoning Commission, for further study and recommendations.

SECTION THREE. Subject to Section Two, above, the City Council reserves the right to amend *Henderson 2050* at any time by adding or removing elements or by amending in part or in whole the elements listed in the Plan.

SECTION FOUR. Until such time as the existing zoning, subdivision, and other land use and development regulations of the City are amended to conform with *Henderson 2050*, the terms and provisions of such existing land use and development regulations shall control in the event of any conflict or inconsistency with *Henderson 2050*.

SECTION FIVE. If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION SIX. The provisions of this Ordinance are to be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein.

SECTION SEVEN. It is hereby found that this Ordinance was adopted at an Open Meeting as required by law.

SECTION EIGHT. This Ordinance shall take effect on the final reading.

CONSIDERATION of the first reading on the 21st day of November, 2023.

PASSED, APPROVED, AND ADOPTED with this second reading on the _____ day of _____, 2023.

J. W. Fullen, Mayor

Attest:

Cheryl Jimerson, City Secretary



City Council

Agenda Item # 7.

SUBJECT: Consideration and possible action upon a Minor Plat Application submitted for a property located at 111 S. Mill St. (Hughes/McElfresh)

MEETING DATE: December 19, 2023

DEPARTMENT: Community Development

CONTACT: Billy Hughes, P & Z Coordinator

RECOMMENDED CITY COUNCIL ACTION: Staff recommends approval of this Minor Plat in order to combine two parcels of property into one. The property is located at 111 S Mill St in Council District 2 represented by Councilman Reginald Weatherton

ITEM SUMMARY: Consider and approve a Minor Plat application submitted by Collin Miley on behalf of Derrell Tucker and Lizbeth Garcia-Tucker. The subject property is located at 111 S Mill St.

BACKGROUND INFORMATION: The Tuckers already own one of the lots and recently purchased the vacant lot next to it. The vacant lot is too small for the owners to make any improvements to it under the current zoning requirements, so they are requesting to combine the two lots. Mr. Collin Miley, a registered surveyor, has surveyed and prepared a new plat combining Lots 8 and 9 of Block 109A located on S Mill St. The new property will meet all current requirements.

SPECIAL CONSIDERATIONS: None

SUPPORTING MATERIALS:

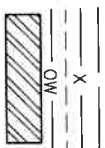
1. Minor Plat 111 S Mill St

NOTES

- VOLUME AND PAGE REFERENCES SHOWN HEREON ARE TO THE DEED, LAND, OR OFFICIAL PUBLIC RECORDS OF RUSK COUNTY, TEXAS (OPRRC).
- DIRECTIONAL CONTROL BASED UPON GPS DATA CONVERTED TO THE TEXAS COORDINATE SYSTEM OF 1983, NORTH CENTRAL ZONE.
- LINEAR DIMENSIONS ARE IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
- O DENOTES 1/2" IRON ROD, SET, (IRS) UNLESS OTHERWISE NOTED.
- DENOTES 1/2" IRON ROD, FOUND, (IRF) UNLESS OTHERWISE NOTED.
- NOTICE: SELLING A PORTION OF THIS SUBDIVISION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
- ACCORDING TO FEMA MAP# 48401C0220C, EFFECTIVE 9-29-2010, THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X.
- ZONED R-2 (per City map), PRIMARY BUILDING SETBACK: FRONT 30', SIDE 7.5', REAR 20'
- LOT AND BLOCK NUMBERS PROVIDED BY CITY MAP, see OPRRC

LEGEND

DEED LINE
FENCE
ROADWAY
OVERHEAD WIRE
BUILDINGS



**A Minor Plat of
Tucker Subdivision**
Lots 8-9, Block 109A
J. Smith Survey A-709
City of Henderson
Rusk County, Texas

SURVEYOR'S STATEMENT

I, Collin H. Miley, Registered Professional Land Surveyor No. 6841, do hereby certify that this plat was prepared from an actual survey made under my direction and supervision on the ground during October, 2023.

GIVEN UNDER MY HAND AND SEAL, this the 4 day of Oct., 2023.

Collin H. Miley
(Signature)

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public, in and for the State of Texas, this the 4 day of October, 2023.

Cesaley Laann Wimberley
Notary Public, State of Texas

OWNER'S STATEMENT

I (we), Derrall Tucker and wife, Lizeth Garcia Villalobos, am (are) owner(s) of the tract of land shown hereon and do accept this as its Plan for subdividing into lots and blocks and do dedicate to the public forever the streets, alleys and easements as shown.

Derrall Tucker (Signature)
Lizeth Garcia (Signature)

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public, in and for the State of Texas, this the 14 day of May, 2023.

Cesaley Laann Wimberley
Notary Public, State of Texas

CERTIFICATE OF CITY MANAGER

I hereby certify that all requirements of the "Subdivision Ordinance and Zoning Ordinance" concerning submission and approval of information and data to the City Manager as required for Final Plat approval have been complied with for the hereon referenced subdivision.

City Manager

Date

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF
HENDERSON, TEXAS on this ___ day of ___, 20__.

Mayor

City Secretary





City Council

Agenda Item # 8.

SUBJECT: Consideration of a recommendation from the Planning and Zoning Commission upon the first reading of Ordinance 2023-12-01, regarding a request to re-zone a property from R1 to I1. (Hughes/McElfresh)

MEETING DATE: December 19, 2023

DEPARTMENT: Community Development

CONTACT: Billy Hughes, P & Z Coordinator

RECOMMENDED CITY COUNCIL ACTION: Staff recommends the City Council consider approving a recommendation from the Planning and Zoning Commission to amend the Zoning Map for the City of Henderson changing the zone designation of a property that is currently zoned Low Density Single Family Residential (R1) to Low Intensity Industrial (I1) zoned district. This property is located at 511 Millville Drive, in Council District 1.

ITEM SUMMARY: The Planning and Zoning Commission and our staff recommends that council approve an amendment to the Official Zoning Map that will give the owners the opportunity to include this adjoining property to his existing commercial property. The subject property is described as:

All Lot 14 Blk 658

TT Gammage Survey

Parcel #66

BACKGROUND INFORMATION: LSG Partners recently purchased this property that adjoins their property located at 502 Kilgore Drive. The property had an old sub-standard structure on it that was torn down and the lot cleared. Mr. Sam Jones, owner of LSG Partners, is requesting that this property be re-zoned to I1 so that he may fence it in and include this property as a part of his

existing lay down yard.

SPECIAL CONSIDERATIONS: None

SUPPORTING MATERIALS:

1. Exhibit A and B to ordinance
2. Ordinance for rezone R1 to I1

ACCOUNT

Show Map 

Parcel ID	66
Legal Description	ALL LT 14 BLK 658 T-T CAMMAGE
Additional Legal Information	.353 & .251 AC
Additional Legal Information 2	
Geographic ID	01330-00360-00000-000000
Description	REAL
Agent	
Category Code	A1 - SINGLE FAMILY RESID
Total Acres	0.6051



LOCATION

Location 511 MILLVILLE DR HENDERSON TX 75652

Map ID



OWNER

Owner ID	96628
Name	LSG PARTNERS LLC
Care of	
Mailing Address	PO BOX 1567 HENDERSON TX 75653
% Ownership	1.000000
Exemptions	For privacy reasons not all exemptions a

VALUES

Values shown are 2023 Last Sequence



IMPROVEMENT BUILDING



	Sequence	Type	Year Built	Sqft	Total Val
Improvement Hs					14,380
Improvement Nhs	1	SFR	1930	888	13680
Land Hs	2	SFRC P	1930	120	550
Land Nhs	3	BLD GUTL	1975	576	150
Market Value					20,250
Land Market Value					0
Ag/Timber Value					0
Market Taxable					20,250
Homestead Cap Loss					0

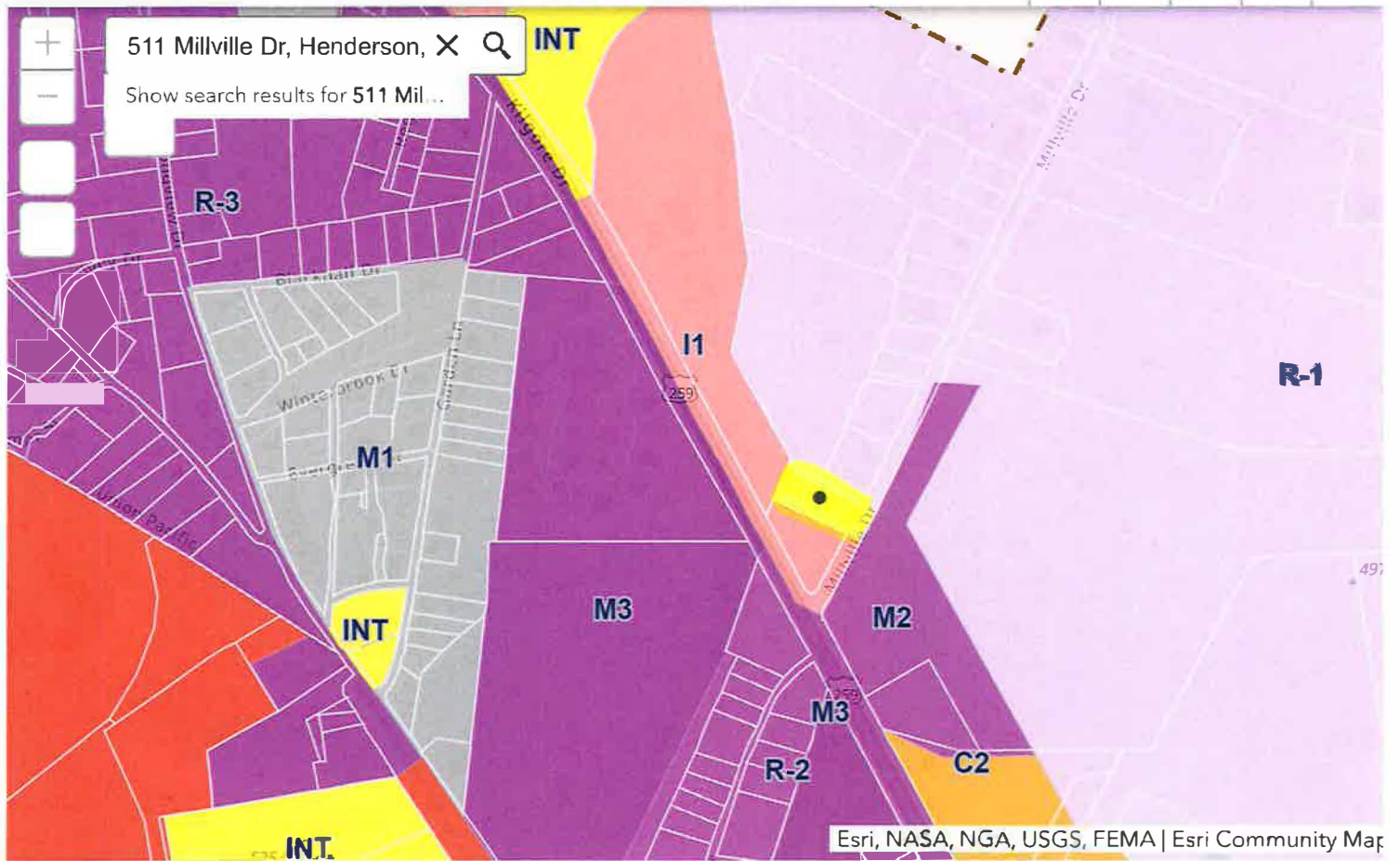


Exhibit A

0.2km
600ft

-74.790235 32.177843 Degrees

ORDINANCE NO. 2023-12-01

AN ORDINANCE REZONING A CERTAIN PORTION OF A LOT ABOUT THE 500 BLOCK OF MILLVILLE DRIVE FROM A R1 LOW DENSITY RESIDENTIAL DISTRICT TO A I1 LOW INTENSITY INDUSTRIAL DISTRICT; PROVIDING A REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a certain lot located in the 500 block of Millville Drive, approximately 0.604 acres is now zoned R1 Low Density Residential District; and

WHEREAS, certain owners of said lot have requested that 0.604 acres be rezoned from R1 Low Density Residential District to I1 Low Intensity Industrial District in order to add it to their adjoining commercial property; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HENDERSON, TEXAS:

SECTION 1: The Zoning Ordinance of the City of Henderson, Texas, and the Zoning Map of the City of Henderson, Texas, are hereby amended as required by Section 7.12 of the Henderson Zoning Ordinance in order to remove the following lot, as described and shown on the abstract of the City of Henderson, Texas tax roll and The City of Henderson, Texas official zoning map, from the R1 Low Density Residential Zoning and rezoned said 0.604 acres to I1 Low Intensity Industrial District Zoning. The property is located in the 500 block of Millville Drive as also depicted on the attached Zoning Map marked Exhibit “A” and description as Exhibit “B” and described as:

**ALL LOT 14 BLK 658
T.T. GAMMAGE SURVEY
Parcel ID 66**

SECTION 2: Repealer.

All ordinance or parts of ordinances inconsistent with the terms of this Ordinance are hereby repealed, provided, however, that such repeal shall be only to the extent of such inconsistency and, in all other respects, the subject matter covered by this Ordinance shall continue to be in full form and effect.

SECTION 3: Severability.

If any provision, exception, section, subsection, paragraph, sentence, clause or phrase of this Ordinance or the application of same to any person or set of circumstances shall for any reason be held unconstitutional, void or invalid, such invalidity shall not affect the validity of the remaining provisions of the Ordinance or their application to other persons or sets of circumstances and, to this end, all provisions of the Ordinance are declared to severable.

SECTION 4: Open Meeting.

It is hereby found that this Ordinance was adopted at an Open Meeting as required by law.

SECTION 5: Effective Date.

That this Ordinance shall take full effect and force upon the passage by the City Council of the City of Henderson, Texas and publication as required by law.

CONSIDERATION OF the first reading of this ordinance on the ____ day of _____, 2023.

PASSED, APPROVED AND ADOPTED upon the second reading of this ordinance on the ____ day of _____, 2023

Mayor John Fullen

ATTEST:

Cheryl Jimerson: City Secretary



City Council

Agenda Item # 9.

SUBJECT: Consideration and possible action on a Minor Plat application submitted by Bane Investment Holdings LLC. (Hughes/McElfresh)

MEETING DATE: December 19, 2023

DEPARTMENT: Community Development

CONTACT: Billy Hughes, P & Z Coordinator

RECOMMENDED CITY COUNCIL ACTION: Staff recommends approval of this Minor Plat application in order to re-plat approximately 209 undeveloped lots contained in 17-18 Blocks of land in the Crimcrest Addition into two (2) lots consisting of 46.13 acres combined.

ITEM SUMMARY: Consider and possibly approve a Minor Plat application submitted by BIH for a large parcel of land in the Crimcrest Addition off North Evenside and Whippoorwill. This Minor Plat application was approved by council at a meeting held on March 21, 2023, then rescinded at the next council meeting held on April 18, 2023 at Mr. Banes request.

BACKGROUND INFORMATION: Mr. Bane purchased this property in October of 2022. This property is currently undeveloped but was platted many years ago into 50' – 60' lots with varying depths. Most of these lots do not meet the current minimum lot widths that are in the Developmental Standards for the R3 zoned district found in Article 2 Section 2.12. Mr. Bane is requesting that these lots be re-platted into two (2) lots, Lot 1 would consist of 9.61 acres and Lot 2 would consist of 36.524 acres. Mr. Bane plans to develop these lots in the future for residential use and will be required to have a Major Plat done when that time comes.

SPECIAL CONSIDERATIONS:

SUPPORTING MATERIALS:

1. BIH Addition

Brant Bone

CHM	CHM	2-14-23	0
PROJECT Number		207-26106	
SUBMITTAL DATE		2023/06	

F. N. Brooks Survey, A-101

County: Sheet No.:

Accessed: 06/20/2011 10:40 AM

I, Collin H. Miles, Registered Professional Land Surveyor No. 6841, do hereby certify that this plat was prepared from an actual survey made under my direction and supervision on the ground during February, 2023.

(Signature)

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public, in and for the State of Texas, this 14 day of Feb 2023.


 CESALEY LAANN WINTERLEY
 Notary ID #12647
 My Commission Expires
 August 25, 2025
 Notary Public, State of Texas

1. Brniti Bane and the OWNER of the tracts of land described in a Warranty Deed dated November 17, 2022, and recorded in Volume 3800, Page 379, OPREC, shown herein, and do accept this as its Plan for subdividing into lots, and do dedicate to the public forever the streets, alleys and easements as shown.

SUBSCRIBED AND SWORN BEFORE ME, a Notary Public, in and for


 CESALEY LAANN WIMBERLEY
 Notary ID #1264722002
 My Commission Expires
 August 25, 2025

I hereby certify that all requirements of the "Subdivision Ordinance and Zoning Ordinance" concerning submission and approval of information and data to the City Manager as required for Final Plat approval have been complied with for the hereon referenced subdivision

Date _____

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF
HENDERSON, TEXAS on this _____ day of _____, 20____



City Council

Agenda Item # 10.

SUBJECT: Consideration of a recommendation from the Planning and Zoning Commission upon the first reading of Ordinance 2023-12-2, regarding a request to re-zone a property from R3 to M2. (Hughes/McElfresh)

MEETING DATE: December 19, 2023

DEPARTMENT: Community Development

CONTACT: Billy Hughes, P & Z Coordinator

RECOMMENDED CITY COUNCIL ACTION: Staff recommends the City Council consider approving a recommendation from the Planning and Zoning Commission to amend the Zoning Map for the City of Henderson changing the zone designation of a property that is currently zoned High Density Single Family Residential (R3) to Multi-Family (M2) zoned district.

This property is located on North Evenside and North Whippoorwill Ave. in Council District 3.

ITEM SUMMARY: The Planning and Zoning Commission met on December 12, 2023 and voted unanimously to make a recommendation that council consider an amendment to the Official Zoning Map that will change the current zoning of the subject property from R3 to M2. The property is described as:

Lot 1 9.611 Acres

BIH Addition

F N Brooks Survey

Henderson, Texas

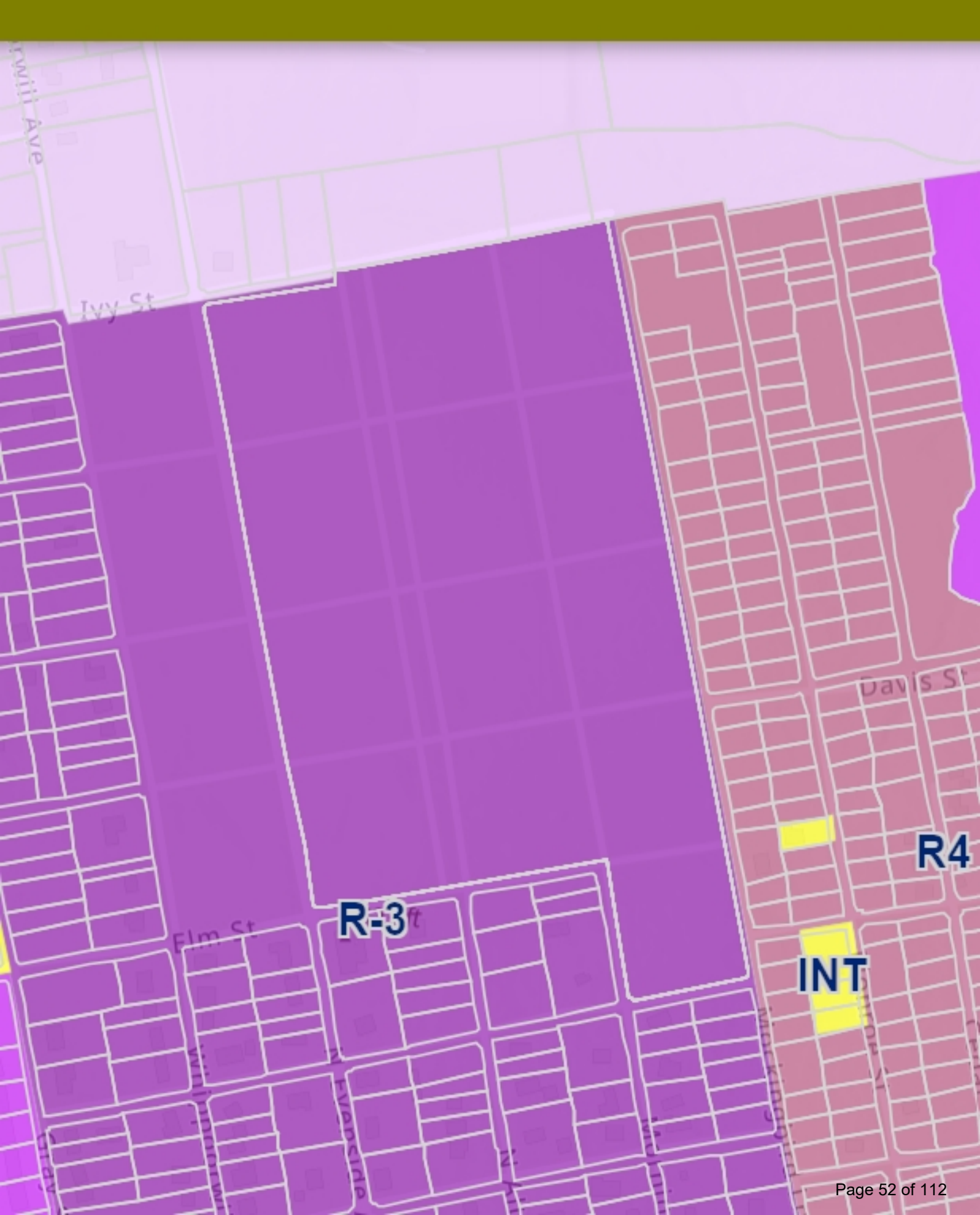
BACKGROUND INFORMATION: Bane Investment Holdings LLC purchased this property approximately a year ago and had it cleared of the timber and brush. The owner is now planning to develop this property for multi-family use,

consisting of 34 duplexes, if the request to rezone the property is approved.

SPECIAL CONSIDERATIONS: If approved, this multifamily development would give the city some much-needed residential opportunities.

SUPPORTING MATERIALS:

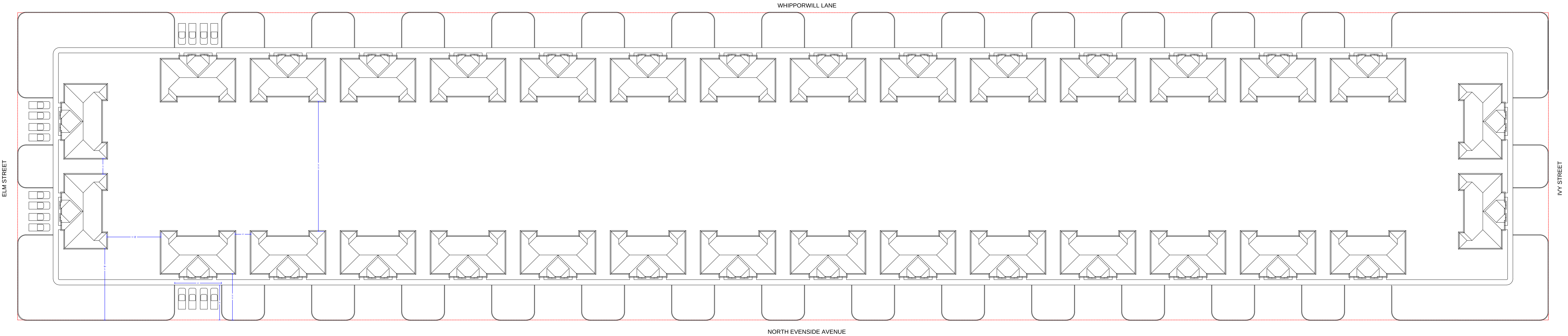
1. Zoning map
2. 10023_BIH_N Evenside 9 ac_Duplex Site Plan_A01_11012023
3. BIH Addition Ordinance 2023-12-02



R-3

R4

INT



10023 - 9.6 ACRE, SITE PLAN - PRELIMINARY
DUPLEX - N. EVENSIDE/WHIPPORWILL
BIH
Date: 11/01/2023 Scale: NONE
Square One Construction Sara Armstrong 903-571-8742

ORDINANCE No. 2023-12-02

AN ORDINANCE TO AMEND THE ZONING MAP FOR THE CITY OF HENDERSON, TEXAS; TO CHANGE ZONING TO PROPERTY LOCATED ON NORTH EVENSIDE AVENUE AND NORTH WHIPPOORWILL AVENUE FROM A HIGH DENSITY SINGLE FAMILY RESIDENTIAL (R3) TO (M2) MULTI -FAMILY DESIGNATION ; TO PROVIDE A REPEALER; PROVIDE FOR SEVERABILITY; AND PROVIDE AN EFFECTIVE DATE.

WHEREAS, a certain lot located on North Evenside Ave. and North Whippoorwill Ave. more fully described herein below, is now zoned High Density Single Family Residential (R3) ; and

WHEREAS, certain owners of said property have requested that their property be rezoned from High Density Single Family Residential (R3) to Multi-family (M2) in order to facilitate development of multi-family only facilities; and

WHEREAS, certain lots located in the subject area, once more fully developed and occupied for the intended purpose of multi-family utilization will enhance the neighboring area of other multi-family facilities which is critical to economic and social growth and prosperity.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HENDERSON, TEXAS:

SECTION 1: Zoning Change.

The Zoning Ordinance of the City of Henderson, Texas, and the Zoning Map of the City of Henderson, Texas, are amended to remove the following lot, as described and shown on the abstract of the City of Henderson, Texas, tax roll and The City of Henderson, Texas, official zoning map, from High Density Single Family Residential (R3) and to be replaced and rezoned as Multi-family (M2) . The property herein is more fully described in the legal description below:

**Lot 1 9.611 acres
BIH Addition
F N Brooks Survey A-101
City of Henderson
Rusk County, Texas**

SECTION 2: Repealer.

All ordinance or parts of ordinances inconsistent with the terms of the Ordinance are hereby repealed, provided, however, that such repeal shall be only to the extent of such inconsistency and, in all other respects, the subject matter covered by this Ordinance shall continue to be in effect.

SECTION 3: Severability.

If any provision, exception, section, subsection, paragraph, sentence, clause or phrase of this Ordinance or the application of same to any person or set of circumstances shall for any reason be held unconstitutional, void or invalid, such invalidity shall not affect the validity of the remaining provisions of the Ordinance or their application to other persons or sets of circumstances and, to this end, all provisions of the Ordinance are declared to severable.

SECTION 4: Open Meeting.

It is hereby found that this Ordinance was adopted at an Open Meeting as required by law.

SECTION 5: Effective Date.

That this Ordinance shall take full effect and force upon the passage by the City Council of the City of Henderson, Texas and publication as required by law.

CONSIDERATION OF the first reading of this ordinance on this the ____ day
of _____, 2023
PASSED, APPROVED AND ADOPTED on the second and final reading on this
the ____ day of _____ 2023.

John W. Fullen, Mayor
City of Henderson,
Texas

ATTEST:

Cheryl Jimerson, City Secretary
City of Henderson, Texas



City Council

Agenda Item # 11.

SUBJECT: Consideration and possible action upon a recommendation to the Interview Committee from the Main Street Board on the appointment of Brooke Dover of Campfire Coffee Shop as a Main Street and Preservation Board Member. (Jimerson)

MEETING DATE: December 19, 2023

DEPARTMENT: City Secretary

CONTACT: Cheryl Jimerson

RECOMMENDED CITY COUNCIL ACTION: Staff recommends approval of Brooke Dover to the Main Street and Preservation Boards.

ITEM SUMMARY: There were three applications submitted and recommended by the Main Street Board.

Cyndi Walker was interviewed by Cheryl and Henry on December 5th at 10 a.m.

Ryan Ellis was interviewed by Cheryl and Henry on December 5th at 10:30 a.m.

Brooke Dover was interviewed by Cheryl, Henry and Buzz on December 7th at 10 a.m.

There was a unanimous vote to recommend Brooke Dover to the City Council as the new board member.

BACKGROUND INFORMATION:

SPECIAL CONSIDERATIONS:

SUPPORTING MATERIALS: None

Weekly Update for Mayor and Council

12/5/2023

From: The City Manager

It's hard to believe that it is already December. We are two months into our current budget and the first quarter will be over once we pass the Holidays. Karen in Finance and I are watching closely all projects to assure we stay within the allotted budget. One of our focuses is the funds related to the American Rescue Plan re received during the COVID pandemic. These funds were allocated to us for certain uses within the City. We have used this allotment for several things such as one time employee salary adjustments last year, the move and associated costs related to the new Municipal Services Complex, elevator construction project for ADA requirements, matching grant funds, sewer and water plant rehab, water, and sewer line projects, etc. We are near the end of these funds, so we are monitoring closely to make sure we are ready for all reporting related to the ARP funds at the federal level. Kudos to our Directors and Finance team for making these monies spread through many areas of need within our City.

Elevator Project:

The Elevator project has seen a few delays; however, Neal Holland and I have been meeting consistently with the contractor to make sure they remain on schedule. The concrete basin and dirt work is complete. They have now erected the iron beams for the elevator shaft and have tied those beams into the existing building. Framing and concrete work on the second level should be happening in the next couple of weeks. The project is still set to be finished by the end of February.

Our internal Construction team continues the remodel of the women's public restroom in the hallway of the HEDCO offices which is across from the Council Chambers. This should be complete by Christmas.

Signage:

Kirk Kimbrell is working with Steve McMurray to finish wayfinding signage within the Municipal Services Complex building. This includes labeling of all offices and hallways. Once complete, and with the completion of the elevator project, we will be able to update the emergency exit mapping for the building.

Hail Damage:

The roof construction from hail damage is almost complete. The Municipal Services Complex is only lacking the trim along the edges of the building. This looks like it will be finished this week. Good news, no leaks were seen during the last rain we had a few days ago. This is the first since we have been in the building. This will allow for the replacement of stained and missing ceiling tiles.

Davis is working with the contracted TML General Contractor to determine what other areas are left to complete throughout our other City facilities. Other structures in the park, sports complex, Central Fire, and Police Department had hail damage as well. Remember, this was a turnkey project through TML Insurance, which allowed them to provide a contractor and subcontractors for all repairs. This process has been much easier and faster than if we would have had to contract out separately ourselves.

Central Fire Station Construction:

The Central Fire Station roof and ceiling repair is almost complete on the firefighter and EMS side of the building. The contractors are now replacing the ceiling grid for drop tile ceiling to be replaced. Once this is done, the firefighters will be able to move back to this area. At that point, the Admin side will under go the same construction, however this space is much smaller and will not take near the time the other side has. Fire Admin will temporarily move offices into the old City Hall building once that construction starts.

Comprehensive Plan:

It's been a long process, almost 20 months, but we are now at the very last step of the adoption of the 2050 Comprehensive Plan for the City of Henderson. This has been a vision of Council relayed to me at the time of my appointment and the long process and hard work is finally coming to fruition. For the first time in 180 years, the City will have a plan in place with the community's vision at the forefront of everything we do. Thank you for your support and efforts throughout the entire process. The second reading of the ordinance to officially adopt the Plan will be at the Regular Council meeting on December 19th.

City Holiday Hours and Schedule:

The City offices will be closed on Friday, December 22nd and Monday, December 25th to observe the Christmas Eve and Christmas Day Holidays for our staff. City Hall will also be closed on Monday, January 1st for New Year's Day. Normal operations of essential public safety and utilities personnel will remain in place. We wish all of our City staff and their families a Merry Christmas and Happy New Year!

Water & Wastewater Happenings:

The water meter change out is in the final stage. We are working through the final 200ish meters that were left out of the original change out. Some meters were changed at inactive accounts that were not scheduled to be changed leaving a few connections not changed that should have. We will have this discrepancy worked out soon.

Remember, there is a small addition to the project where we have these same crews helping with the lead and copper assessment report. This is a new requirement by TCEQ and EPA. This was not in the original scope of work with Performance Services as this mandate came after that agreement was initiated and signed. We are working through budget to find the proper way to fund this unfunded mandate. Ultimately, we can absorb it this year without financing due to our continued growth in sales tax revenue.

GIS locations for each meter are also being recorded and will be put in a mapping feature by our GIS team at the City of Longview. This data will help us in the future with work orders or maintenance of any meter in our water system.

There is a new customer portal for all utility customers to use by creating a log in. Users can monitor their usage and get alerted immediately if a leak is detected. Our Utility staff will be able to monitor these types of activities as well which will greatly reduce high bills due to large usage from water leaks that go unnoticed for a longer period.

Parks, Recreation, and ROW Maintenance:

As we enter our winter months, our public service crews are in maintenance and repair mode. This is the time of year in which activities change due to the cooler temperatures. The mowing slows way down which allows for general planning and maintenance in the parks and right-of-way areas. Smaller repairs that could wait during the summer are now being tended to. Other tree trimming and clearing of right of ways are easier to do this time of year as well.

Public Services Work Hours Change:

We are continuing to pilot the new schedule with shifts rotating in these crews to start earlier and have coverage later in the day. So far this has worked out well with better coverage and better productivity. It also allows for our team members to schedule appointments when they get off early or come in later than the regular shift. We will continue to monitor this change. So far it has been good for morale in the department as well as better productivity.

Other areas within the City may pilot this type of change in the coming weeks and months. More research and planning needs to be completed before we move that direction.

Drive Up / Night Drop Payments Update:

We have installed a temporary drive up drop box on the east side of our building on the curb in the parking lot. The location seems to work well and will be even better once the roof construction is complete.

The staff is researching an alternative payment opportunity that will be in the form of an automated payment kiosk in the same general location as this new drop box. More details on this will be shared once we have them. This will be for utility payments as well as municipal court fines.

Employee Appreciation Event:

Thank you for your attendance and support of our annual Employee Appreciation Event this past week. Attendance was down a little this year, however, we still had a fun time. We need to always find opportunities to show our appreciation to our employees for the time of service and recognize hard work and special achievements during the year. We will work to refine this event and make it better every year.

Syrup Festival:

The Syrup Festival was a huge success and very well attended again this year. The weather worked out as it was again a little rainy and cold during the setup day on Friday. All cleared on Saturday making downtown fill with people. Alexa Duke and Stephanie Kimbrell organized a great event this year. This was the first Syrup Festival in many years that was done without the supervision of Suzanne Cross. Congratulations to Alexa and Stephanie on a job well done!

I don't want to miss the opportunity to mention my thanks to the entire Public Services Department for their efforts in setting up and tearing down this huge event. They do a great job and do it with pride! Our Police and Fire Departments did an incredible job of traffic control and safety for all vendors and visitors. I'm always impressed at the magic our City Team pulls off during our events!

We will have a wrap-up meeting to discuss all of the happenings this year to make sure that we continue to improve the event in future years.

City Attorney Update:

I appreciate your prompt attention to the need to appoint a new City Attorney. David Hill was great to work with in the interim. I look forward to working with Russell Brown as we move forward. I had the opportunity this week to meet with Mr. Hill and Mr. Brown together and work through a smooth transition of pending matters. Mr. Brown is now up to speed and is currently working on all city-related files. A new agreement with Russell Brown will be on the Regular Council Agenda on December 19th for your official approval.

Next Regular Council Meeting is scheduled for Tuesday, December 19th at 6:00pm

Leadership Away from Office:

This is the time of year in which things slow a little bit and our team can take some much-deserved time off. We have several Directors and Managers that will take a few days away from the office over the next three weeks. With that being said, all offices and areas will remain covered as our leaders do a great job of rotating these days and communicating well to ensure our service provided is still at an optimum level.

Brandi and I are celebrating our 28th anniversary on December 16th. I will be out of the office next week on a trip and taking vacation time. Please contact Hillary, Davis or Cheryl during my absence. I will have my phone with me as always in case of an emergency.

As always, please contact me if you have any questions about anything related to this report.

In Service, Jay Abercrombie



HENDERSON FIRE DEPARTMENT

401 West Main St.
Henderson, Texas 75654
903-657-6551

Rusty Chote, Fire Chief
Sonny Ybarra, Deputy Fire Chief

MONTHLY REPORT FOR NOVEMBER 2023

<u>TYPE OF CALL</u>	<u>CITY</u>	<u>COUNTY</u>
<i>OTHER FIRES (Industrial/other)</i>	1	0
<i>STRUCTURE FIRES</i>	2	1
<i>VEHICLE FIRES</i>	2	1
<i>GRASS FIRES</i>	0	1
<i>ELECTRICAL FIRES</i>	0	0
<i>COOKING FIRES (KITCHEN)</i>	1	0
<i>POWER LINES</i>	0	0
<i>SMOKE CHECKS</i>	1	0
<i>ACCIDENTS (JAWS)</i>	1	0
<i>MVC'S (No Extrication)</i>	1	3
<i>AIRCRAFT STAND-BY</i>	0	0
<i>FUEL SPILLS/GAS LEAKS</i>	1	0
<i>RESCUE</i>	0	0
<i>MEDICAL CALLS</i>	22	10
<i>ALARM MALFUNCTIONS</i>	1	1
<i>FALSE ALARMS</i>	4	3
<i>DISPATCHED AND CANCELED ENROUTE</i>	4	3
<i>UNAUTHORIZED BURNING</i>	0	0
<i>CONTROL BURN (COUNTY ONLY)</i>	0	0
<i>ASSIST OTHER DEPARTMENTS</i>	0	0
<i>MISCELLANEOUS CALLS/PUBLIC SERVICE</i>	4	1
TOTAL	45	24
MILEAGE	120.2	196.8
MANHOURS	95	47
TOTAL CALLS		69
TOTAL MILEAGE		317
TOTAL MANHOURS		225.00
TRAINING	Paid 65 Vol 18	Total 83
INSPECTIONS		6
FIRE PREVENTION PROGRAMS		0
PUBLIC RELATIONS EVENTS		0
HYDRANT MAINTENANCE		15
WATER USAGE		600

HENDERSON FIRE DEPARTMENT



Henderson Lion Stadium was used for the Texas High School Playoffs since the regular season ended. East Texas Schools have used Lion Stadium for playoff games in November. The Henderson Fire Department attended the playoff game to assist any medical emergencies with all those participating and attending the games. Positive contact was made with some of those visiting Lion Stadium.

.....
Several different days in November the Henderson Fire Department and the Henderson Police Department assisted at Wylie Schools and the Middle School with their canned food drive. Firefighters and police officers helped schools load boxes of canned food collected by the students. The canned food drive was for the Henderson Interchurch Ministry who distributes the food to those in need.

Chief Chote, Asst. Chief Sonny Ybarra, Captain Jeff Stoddard and Firefighters Garrett Williamson, Chris Jones and Cal Walton worked at the Syrup Festival on November 11th. Fire safety and general safety walk throughs were conducted on all cooking booths at the festival. Firefighters also worked medical calls at the festival. Positive contact was made with the public at the event.

<u>CALL LOG</u>	
<u>November 2023</u>	
• Fire Calls:	37
• Medical Calls:	32
• Total Calls:	69
• Inspections:	6
• Hydrants:	15

Firefighters have been conducting annual fire hose and bunker gear inspections & testing. Fire hose is required to be tested under pressure yearly to ensure the fire hose will pass NFPA requirements to be used on emergency scenes. Fire hose that doesn't pass inspection is either repaired or removed from service. The TCFP & NFPA require PPE/Bunker Gear to be tested yearly. The PPE testing requires bunker gear to be either tested by a light test or water pressure test depending on the age of the gear. If any of the bunker gear fails part of the test, it has to be removed from service for repair or destroyed. The bunker gear is also required to be cleaned in the washer/extractor twice a year.

November 2023 cont.

November 1, 2023, A-shift conducted a pre-fire inspection at Velvin Oil Company. The pre-fire inspection gave firefighters the opportunity to plan on where any hazards are located at the location along with how HFD would approach a fire or contain a spill at the location. The walk through also helped our staff remember the layout of the location and some of HFD newest firefighters a chance to familiarize themselves with the location.



November 18th C-shift assisted the Metro Church with directing traffic in their parking lot for a food drive. The church asked HFD if they could assist with traffic control for the event. Positive contact was made at the event with the church members and the public.

HFD would like to congratulate Firefighters Patrick Kelly for completing the TCFP Fire Inspector class at Fire in Texas. Firefighter Bryce Tomlin completed the Driver/Operator class at Fire in Texas. Fire in Texas is a Fire Training School based out of Sulphur Springs and offers several on-line fire classes for the fire service.



UTHealth East Texas

City of Henderson

November 2023

Emergency Calls Compliance

Compliance
94.4%

Calls
125

Late
7

Run# - 104461 – Priority 1 – Abdominal Pain
Total Response Time – 12 minutes 29 seconds

Delayed due to long chute time.

Run# - 104814 – Priority 1 – Interfacility
Total Response Time – 10 minutes 49 seconds

Delayed due to long chute time.

Run# - 105499 – Priority 1 – Unconscious
Total Response Time – 10 minutes 28 seconds

Delayed due to long chute time.

Run# - 98508 – Priority 2 - Stroke
Total Response Time – 10 minutes 41 seconds

Delayed due to long chute time.

Run# - 100868 – Priority 2 – Assault
Total Response Time – 12 minutes 58 seconds

Delayed due to long chut time

Run# - 101892 – Priority 2 – Sick Person
Total Response Time – 23 minutes 15 seconds

Delayed due to posting back from Tyler.

Run# - 104702 – Priority 2 - Unconscious
Total Response Time – 11 minutes 30 seconds

Delay due to long chute time.



Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity ° Respect ° Accountability ° Courage ° Professionalism ° Dedication ° Service

12/01/2023

To: City Council
From: Chad Taylor, Chief
Ref: Training Report

Training report for the month of November

Total number of officers with license certification **3**

Total number of officers moved from basic to intermediate – 0

Total number of officers moved to advanced – 0

Total number of officers moved to master- 0

Total number of officers in the cadet program- **1**

Total number of Telecommunicators with a temporary license – **2**

Total number of Telecommunicators moved from temporary license to basic-0

Total number of Telecommunicators moved from basic to intermediate-**0**

Total number of Telecommunicators moved from advance to master-0

Total Proficiency level moves - **1**

Approximate hours of training hours for the month of December-**208**

Information provided by Sgt. Charles Helton – Training/Community Outreach Coordinator

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
			2022														
CALLS FOR SERVICE	764	802	738	671	753	878	1176	1160	1139	988	1001	1037	1030	975	991	970	1092
OFFICER INITIATED CFS	96	86	66	53	105	209	486	484	414	388	289	362	295	321	299	371	364
DISPATCHED CFS	668	716	672	618	648	669	690	676	725	600	712	675	735	654	692	599	728
TRAFFIC CITATIONS	84	71	87	59	124	90	59	53	58	71	51	58	48	25	42	53	94
WRITTEN WARNINGS	323	327	338	275	490	425	286	274	182	234	168	240	152	185	187	231	241
ARREST	62	59	42	47	62	33	23	31	35	21	31	38	35	25	30	31	31
ACCIDENTS	24	22	23	14	24	17	21	28	29	21	37	19	44	35	50	35	39
DWI ARREST	3	0	1	3	1	1	4	3	0	2	1	2	3	2	3	1	1
(included above)																	
INCIDENT REPORTS																	
SENT TO CID	264	290	265	256	258	191	226	230	181	204	231	229	249	212	247	179	240
ASSIGNED	235	216	240	228	201	191	226	230	181	204	231	229	249	212	247	179	240
SUSPENDED	117	98	143	118	105	70	75	86	98	78	53	126	90	71	86	59	120
CLEARED	55	96	63	85	95	112	95	109	56	145	135	121	112	80	84	55	111
BURGLARY	18	15	10	12	4	1	5	5	2	19	15	7	14	17	14	3	7
ROBBERY	1	1	2	1	0	1	1	4	0	0	0	0	1	3	0	0	2
ASSAULT	27	40	27	26	23	12	10	31	22	19	32	28	27	31	26	15	41
POCS / POM*	11	12	5	9	6	2	3	3	4	2	0	3	0	1	2	3	2
SEXUAL ASSAULT	5	1	1	2	1	2	1	1	0	0	0	4	0	0	0	2	0

* Includes marijuana, cocaine, etc.

April	May	June	July	Aug		Oct	Nov
1047	1077	1102	1133	1150	1180	1057	1019
331	304	362	424	432	514	460	454
716	773	740	709	718	666	597	565
29	74	64	73	117	96	133	152
134	185	170	225	224	285	178	182
28	27	38	23	37	38	31	22
41	39	46	37	28	30	35	21
1	0	1	2	1	2	0	2
204	233	280	212	206	191	202	148
204	233	280	212	206	191	202	148
141	59	141	117	174	110	72	90
102	89	70	127	107	105	95	77
10	23	15	13	6	13	12	10
1	1	0	1	2	1	2	2
29	32	28	21	31	27	26	18
2	1	2	1	6	8	4	5
3	2	3	1	1	1	0	1

**Compatibility Report for Copy of Jan 2022 Monthly Report -
.xls
Run on 02/02/2022 16:35**

If the workbook is saved in an earlier file format or opened in an earlier version of Microsoft Excel, the listed features will not be available.

Minor loss of fidelity	# of occurrences	Version
Some cells or styles in this workbook contain formatting that is not supported by the selected file format. These formats will be converted to the closest format available.	17	Excel 97-2003

Memo



To: Jay Abercrombie, City Manager

From: Chad Taylor, Chief of Police

cc: Cheryl Jimerson, City Secretary

Date: December 4, 2023

Re: Henderson Police Department Monthly Report



Attached to this memo please find the monthly activity report from the Police Department for November.

The Henderson Police Department had several interactions with the community this month. We were involved in the honoring of our fallen soldiers for Veterans Day. We also were able to meet and greet the community at the Syrup Festival. We had several Ribbon Cuttings for numerous businesses in our city. We hired another new police officer and hope to be fully staffed at some point in the near future.

November 1, 2023 – Chief Taylor and the new hire, Jacob Estes.



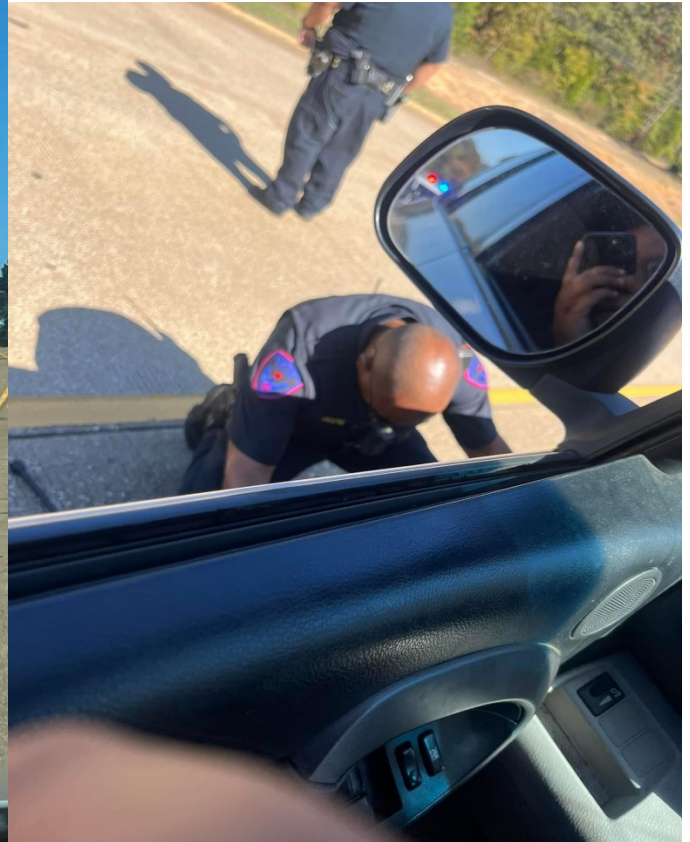
November 2, 2023 –Sgt Helton, Cpl. Derek Keith, and Officer Joel DeJesus at the Ribbon Cutting for House of New Beginnings.



November 6, 2023 –Stacey Strong at the Christ Kingdom Global Ministries Ribbon Cutting.



November 7, 2023 –Sgt. Jessie Reese and Officer Joel DeJesus assisting with a citizen who needed help changing a tire.



November 11, 2023 – Det. Pamela Randolph along with Officer Tony Villalobos, Officer Jackson Jones, and Det. Josiah Lemelin working the Syrup Festival.



November 14, 2023 –Sgt Helton and Stacey Strong at the Ribbon Cutting for the East Texas Treatment Center.





November 16, 2023 – Sgt Helton and Stacey Strong at the Loving Heart Community Training Center Ribbon Cutting.



November 22, 2023 – Sgt Helton at the Imani’s Academic Learning Center Ribbon Cutting.





Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity ° Respect ° Accountability ° Courage ° Professionalism ° Dedication ° Service

November 2023 Open Record Report

Request	ORR Received	ORR Completed	ORR Open
OAG Ruling	0	0	0
ORR US Gov.	4	4	0
ORR State Gov.	3	3	0
ORR Local Gov.	2	2	0
ORR Subpoena	2	0	2
ORR Civilian	10	10	0
ORR Attorney	7	4	3
CRASH Reports	28	28	0
Total Requests	56	51	5

Information provided by Stacey Strong – Records Administrator



Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity ° Respect ° Accountability ° Courage ° Professionalism ° Dedication ° Service

November 2023 ORR Revenue

Description	Qty	Unit price	Discount	Total
Crash Reports	19	\$5.00		\$95.00
Crash Reports	5	\$6.00		\$30.00
ORR Attorney		\$212.20		\$212.20
ORR Civilian	2	\$18 / \$10 /		\$28.00
LexisNexis	2	\$25 / \$20		\$45.00
Total				\$ 410.20

Information provided by Stacey Strong – Records Administrator

Timesheet

EMPLOYEE : Stacey Strong

MANAGER: Sgt. C.L. Helton

TOTAL
WORK

1356.6 Min

11/1/23

11/30/23

DATE(s)	Record Requestor	TIME IN	TIME OUT	HOURS WORKED
10/1/23	Crash Report H2309606	4:00 PM	5:00 PM	1.00
11/1/23	H2309493 /Jace Owner Elite Tire/in person	2:30 PM	2:45 PM	0.25
11/3/23	US Navy Raul Beltran Recruitor/NO RECORD	8:30 AM	8:35 AM	0.08
11/3/23	H2310007 / Copies/Redaction/Discuss w/Det	2:30 PM	3:30 PM	1.00
11/7/23	202104334 / Audio CD of 911 call for RC DA office	10:30 AM	11:00 AM	0.50
11/8/23	H2308305 Crash report redaction	2:25 PM	2:35 PM	0.17
11/9/23	Bowie Co. K Bradwshaw H2310386	2:10 PM	2:30 PM	0.33
11/13/23	Crash Report H2310165 Blue Form	2:07 PM	2:12 PM	0.08
11/13/23	ICE DHS.GOV 201909383	11:30 AM	11:40 AM	0.17
11/13/23	ICE DHS.GOV 201909383	1:30 PM	1:40 PM	0.17
11/13/23	ICE DHS.GOV 201909383	1:50 PM	2:10 PM	0.33
11/13/23	ICE DHS.GOV 201909383	4:00 PM	4:15 PM	0.25
11/13/23	ICE DHS.GOV 201909383	4:20 PM	4:30 PM	0.17
11/14/23	Lacy Malone PLLC - NO RECORDS /Outside Jurisdiction	11:20 AM	11:30 AM	0.17
11/14/23	Lacy Malone PLLC - NO RECORDS /Outside Jurisdiction	12:05 PM	12:11 PM	0.10

DATE(S)	Record Requestor	TIME IN	TIME OUT	HOURS WORKED
11/14/23	Kaufman County Probation - NO RECORDS /Outside Jurisdiction	11:20 AM	11:30 AM	0.17
11/14/23	Kaufman County Probation - NO RECORDS /Outside Jurisdiction	12:11 PM	12:16 PM	0.08
11/15/23	Black & Skaggs PC -H2304535 911 Audio/Crash/Sending for Ruling	8:05 AM	9:53 AM	1.80
11/15/23	Black & Skaggs PC -H2304535 911 Audio/Crash/Sending for Ruling	11:23 AM	11:39 AM	0.27
11/15/23	Black & Skaggs PC -H2304535 911 Audio/Crash/Sending for Ruling	12:00 PM	12:34 PM	0.57
11/15/23	Julie Boren Strube Law/H2209700/H2307247/H2206091 Redactions	11:30 AM	12:00 PM	0.50
11/15/23	Julie Boren Strube Law/H2209700/H2307247/H2206091 Redactions	12:55 PM	2:05 PM	1.17
11/15/23	ATF 1990 case #9008760	2:05 PM	3:10 PM	1.08
11/15/23	Crash Report H2310200 Redacted	3:20 PM	3:57 PM	0.62
11/15/23	Crash Report No Records/ Out of Jurisdiction	3:20 PM	3:57 PM	0.62
11/16/23	Black & Skaggs PC -H2304535 Telephone call regarding bill	2:45 PM	2:51 PM	0.10
11/16/23	Black & Skaggs PC -H2304535 Drafted invoice and emailed	2:52 PM	3:12 PM	0.33
11/16/23	Thompson Law LLP ; Second request response	3:36 PM	3:56 PM	0.33
11/17/23	DFPS Elizabeth Bennett H2310644	1:53 PM	2:02 PM	0.15
11/17/23	Julie Boren Strube Law/H2209700/H2307247/H2206091 Email fax	1:42 PM	1:50 PM	0.13
11/17/23	Darcey Baylis Written Police TX Penal Code 25.03	11:26 AM	11:55 AM	0.48
11/17/23	Darcey Baylis Written Police TX Penal Code 25.03	1:10 PM	1:12 PM	0.03
11/17/23	Darcey Baylis Written Police TX Penal Code 25.03	2:40 PM	3:10 PM	0.50
11/17/23	Darcey Baylis Written Police TX Penal Code 25.03	3:15 PM	4:15 PM	1.00
11/20/23	Darcey Baylis Written Police TX Penal Code 25.03	8:15 AM	8:20 AM	0.08
11/20/23	Darcey Baylis Written Police TX Penal Code 25.03	9:20 AM	9:35 AM	0.25
11/20/23	Darcey Baylis Written Police TX Penal Code 25.03	10:15 AM	10:30 AM	0.25
11/20/23	US District Court Amber Padilla /Perez, Christopher	9:45 AM	10:52 AM	1.12
11/20/23	Crash Report H2310379	4:30 PM	4:35 PM	0.08
11/20/23	Black & Skaggs Crash report from 12/7/2012	3:50 PM	4:30 PM	0.67
11/20/23	Crash Report H2310702	4:30 PM	4:35 PM	0.08

DATE(S)	Record Requestor	TIME IN	TIME OUT	HOURS WORKED
11/21/23	Black & Skaggs Crash report from 12/7/2012	9:50 AM	10:30 AM	0.67
11/21/23	Black & Skaggs Crash report from 12/7/2012	11:20 AM	11:45 AM	0.42
11/21/23	Black & Skaggs Crash report from 12/7/2012	12:55 PM	1:00 PM	0.08
11/21/23	Black & Skaggs Crash report from 12/7/2012	3:50 PM	4:30 PM	0.67
11/21/23	Black & Skaggs Crash report from 12/7/2012	3:50 PM	4:30 PM	0.67
11/21/23	Crash Report Yellow Dog No Record	11:15 AM	11:18 AM	0.05
11/21/23	Crash Report H2310053 Blue Form	2:38 PM	2:43 PM	0.08
11/28/23	H2310875 Media Release Nicole Hagler	11:00 AM	12:04 PM	1.07
11/29/23	Parker Firm 202109321 Pending			0.00
11/29/23	Kurt Dagel APS H2308133	1:00 PM	1:17 PM	0.28
11/29/23	Crash Report Used Website	4:20 PM	4:26 PM	0.10
11/30/23	Crash Report H2310205	1:21 PM	1:26 PM	0.08
11/30/23	Crash Report H2310712	1:27 AM	1:32 AM	0.08
11/30/23	Kenneth McGaha -No Record	11:45 AM	11:58 AM	0.22
11/30/23	Crash Report 23-20745 Wrong Jurisdiction	3:11 PM	3:18 PM	0.12
11/30/23	Monsour Law Firm H2310980	2:30 PM	2:43 PM	0.22
11/30/23	Crash Report H2304192 Blue Form	3:01 PM	3:10 PM	0.15
11/30/23	Subpoena Charlo Law Firm / Skylar Loveall/Maggie Alkofer	4:30 PM	5:00 PM	0.50



Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity ° Respect ° Accountability ° Courage ° Professionalism ° Dedication ° Service

November 2023

Open Records Report

Minutes	Start Date	End Date	Task	
60	10/2023	11/2/2023	Crash Report H2309606	No Charge
15	11/1/2023	11/1/2023	Elite Tire -Active case	No Charge
5	11/3/2023	11/3/2023	US Navy -- No Record	No Charge
60	11/3/2023	11/3/2023	Civilian ORR H2310007	\$18.00
5	11/6/2023	11/6/2023	Crash Report CK 01826617	\$25.00
5	11/6/2023	11/6/2023	Crash Report H2309815	\$5.00
5	11/6/2023	11/6/2023	Crash Report CAD 2310552 Fire Call	\$5.00
5	11/6/2023	11/6/2023	Crash Report H2309752	\$5.00
5	11/6/2023	11/6/2023	Crash Report H2309858	\$5.00
30	11/7/2023	11/7/2023	DA Office Audio 202104334	No Charge
5	11/8/2023	11/8/2023	Crash Report Blue Form 1647168812	\$5.00
5	11/8/2023	11/8/2023	Crash Report Blue Form 1941664712	\$5.00
5	11/8/2023	11/8/2023	Crash Report Blue Form 1961660112	\$5.00
5	11/8/2023	11/8/2023	Crash Report Blue Form 2323903162	\$5.00
5	11/8/2023	11/8/2023	Crash Report Blue Form 2308645862	\$5.00
5	11/8/2023	11/8/2023	Crash Report Blue Form 2126359312	\$5.00
5	11/8/2023	11/8/2023	Crash Report Blue Form 2154116612	\$5.00
10	11/8/2023	11/8/2023	Crash Report H2308305	\$6.00
20	11/9/2023	11/9/2023	Bowie Co. K.Bradshaw H2310386	No Charge
5	11/13/2023	11/13/2023	Crash Report H2310165 Blue Form	\$5.00
69	11/13/2023	11/11/2023	Ice DHS.gov 201909383	No Charge
16	11/14/2023	11/14/2023	Lacy Malone PLLC -- No Record	No Charge
15	11/14/2023	11/14/2023	Kaufinan Co. Probation -- No Record	No Charge
182	11/15/2023	11/16/2023	Black & Scaggs PC 911 Audio H2304535	\$212.20
108	11/15/2023	11/17/2023	Julie Boren Strube Law x3 cases redacted	
70	11/15/2023	11/15/2023	ATF 1990 case # 9008760	No Charge
18	11/15/2023	11/15/2023	Crash Report H2310200	\$5.00
18	11/15/2023	11/15/2023	Crash Report No Record	\$5.00
20	11/16/2023	11/16/2023	Thompson Law 2 nd Request response	No Charge
15	11/16/2023	11/16/2023	Crash Report H2309951	\$6.00



Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

Integrity • Respect • Accountability • Courage • Professionalism • Dedication • Service

November 2023

Open Records Report

37	11/17/2023	11/17/2023	Civilian ORR 201704129 & 131	No Charge
8	11/17/2023	11/17/2023	DFPS Elizabeth Bennett H2310644	No Charge
83	11/17/2023	11/20/2023	Darcey Baylis HPD Policy Penal 25.03	No Charge
2	11/20/2023	11/20/2023	Civilian H2310379	No Charge
10	11/20/2023	11/20/2023	Civilian H2310739	\$6.00
30	11/20/2023	11/20/2023	Civilian H2310745/H2300855	\$10.00
72	11/20/2023	11/21/2023	US District Court ORR	No Charge
5	11/20/2023	11/20/2023	Crash Report H2310702	\$6.00
110	11/20/2023	11/21/2023	Black & Skaggs Crash Report from 12/7/12	No Record
3	11/21/2023	11/21/2023	Crash Report Yellow Dog	No Record
5	11/21/2023	11/21/2023	Crash Report H2310053	\$5.00
64	11/28/2023	11/30/2023	H2310875 Media Release Only	No Charge
0	11/29/2023	11/29/2023	Parker Firm 202109321	Pending
5	11/29/2023	11/29/2023	Crash Report H2305591	\$5.00
30	11/29/2023	11/29/2023	Crash Report Frontier Cable	\$5.00
5	11/29/2023	11/29/2023	Crash Report H2310223	\$5.00
5	11/29/2023	11/29/2023	Crash Report H2310254	\$5.00
17	11/29/2023	11/30/2023	APS H2308133	No Charge
6	11/29/2023	11/30/2023	Crash Report ordered online	No Charge
5	11/30/2023	11/30/2023	Crash Report H2310205	\$6.00
13	11/30/2023	11/30/2023	Civilian Request No Record	No Charge
7	11/30/2023	11/30/2023	Mary Smith Ins. Wrong Jurisdiction	No Charge
13	11/30/2023	11/30/2023	Monsour Law H2310980	Pending
9	11/30/2023	11/30/2023	Crash Report H2304192 Blue Form	No Charge
16	11/30/2023	11/30/2023	Lexis Nexis 01829036	\$20.00

Information Provided by Stacey Strong -Records Administrator



City of Henderson
Animal Center
And Protection

Memo

To: Jay Abercrombie, City Manager

From: Charissa Pool, Animal Center and Animal Protection Director

cc: Cheryl Jimerson, City Secretary

Date: December 19, 2023

Re: Henderson Animal Center and Protection Monthly Report

Attached to this memo, please find the monthly activity report from Henderson Animal Center and Protection for November 2023.



Henderson Animal Center and Protection

November 2023

We had lots to be thankful for this month!



We had a couple dogs go to Rusk County Second Chance Initiative this month.



Our officers were busy picking up strays in the city:





We had an unusual type of stray this month:



National Love Your Red Hair Day was celebrated by a handful of our pups:



We finally received our merchandise to help raise money for the center.
Perfect gifts in time for Christmas!



We were thankful to find these dogs, and more, homes for Thanksgiving:





Right after Thanksgiving, we started gearing up for Christmas and are trying to get as many animals as possible home for the holidays!

Please help us find them a

Home for the Holidays



ADOPT
RESCUE
TRANSPORT
DONATE
SPAY/NEUTER

ADOPTION
FEES
WAIVED

903-657-7651
1201 HIGHLAND DR
HENDERSON, TX 75652
@HENDERSONTXANIMALCENTER
WWW.24PETCONNECT.COM (75652)



Henderson Animal Center and Protection

Monthly Report

Month of: November

Year: 2023

Inside City Limits

Number of Dogs:	9	Year to Date:	11
Number of Cats:	15	Year to Date:	20
Number of Others:	0	Year to Date:	0
TOTAL Number of Animals:	24	Year to Date:	31

ACOPU

Number of Dogs:	13	Year to Date:	19
Number of Cats:	11	Year to Date:	18
Number of Others:	3	Year to Date:	6
TOTAL Number of Animals:	27	Year to Date:	43

Outside City Limits

Number of Dogs:	2	Year to Date:	10
Number of Cats:	2	Year to Date:	7
Number of Others:	1	Year to Date:	2
TOTAL Number of Animals:	5	Year to Date:	19

Rusk County Sheriff's Department

Number of Dogs:	0	Year to Date:	0
Number of Cats:	0	Year to Date:	0
Number of Others:	0	Year to Date:	0
TOTAL Number of Animals:	0	Year to Date:	0

City of Overton

Number of Dogs:	0	Year to Date:	0
Number of Cats:	0	Year to Date:	0
Number of Others:	0	Year to Date:	0
TOTAL Number of Animals:	0	Year to Date:	0

City of Tatum

Number of Dogs:	0	Year to Date:	0
Number of Cats:	0	Year to Date:	0
Number of Others:	0	Year to Date:	0
TOTAL Number of Animals:	0	Year to Date:	0

City of New London

Number of Dogs:	0	Year to Date:	0
Number of Cats:	0	Year to Date:	0
Number of Others:	0	Year to Date:	0
TOTAL Number of Animals:	0	Year to Date:	0

TOTAL of Animals Received

Number of Dogs:	24	Year to Date:	40
Number of Cats:	28	Year to Date:	45
Number of Others:	4	Year to Date:	8
TOTAL this Month:	56	Year to Date:	93

Animals Reclaimed

Number of Dogs:	5	Year to Date:	6
Number of Cats:	1	Year to Date:	1
Number of Others:	0	Year to Date:	0
TOTAL this Month:	6	Year to Date:	7

Animals Adopted

Number of Dogs:	8	Year to Date:	31
Number of Cats:	25	Year to Date:	56
Number of Others:	0	Year to Date:	2
TOTAL this Month:	33	Year to Date:	89

<i>Monthly Adoption Breakdown:</i>	<i>Dogs Adopted:</i>	6	<i>Dogs Rescued:</i>	2
	<i>Cats Adopted:</i>	6	<i>Cats Rescued:</i>	19
	<i>Others Adopted:</i>	0	<i>Others Rescued:</i>	0

Animals Euthanized

Number of Dogs:	5	Year to Date:	6
Number of Cats:	0	Year to Date:	0
Number of Others:	0	Year to Date:	0
TOTAL this Month:	5	Year to Date:	6

<i>Monthly Euthanasia Breakdown</i>	<i>Sick:</i>	<i>Injured:</i>	<i>Aggressive:</i>
<i>Dogs:</i>	0	0	5
<i>Cats:</i>	0	0	0
<i>Other: (Non-Wildlife)</i>	0	0	0

<u>Animals Held for Rabies Quarantine:</u>	3	Year to Date:	5
<u>Animals Tested for Rabies:</u>	2	Year to Date:	3
<u>Animal Complaints Received:</u>	561+	Year to Date:	1,177+
<u>Deceased on Arrival (disposal):</u>	7	Year to Date:	10
<u>Died in Care:</u>	2	Year to Date:	2

Animal Protection Activity

Warnings Issued:	17	Year to Date:	25
Citations:	6	Year to Date:	10
Calls for Service during hours:	45	Year to Date:	110
Calls for Service after hours:	2	Year to Date:	4
Seizures:	0	Year to Date:	0
Wildlife Euthanasia (sick or injured):	0	Year to Date:	0
Wildlife Release:	0	Year to Date:	2
Traps Set:	9	Year to Date:	27

CITY WAITING LIST:

TOTAL ADDED this Month:	9	Total to Date:	424
--------------------------------	----------	-----------------------	------------

COUNTY WAITING LIST:

TOTAL ADDED this Month:	92	Total to Date:	3,205
--------------------------------	-----------	-----------------------	--------------

TOTAL ANIMALS ADDED TO WAITING LIST:

TOTAL ADDED this Month:	101	Total to Date:	3,629
Found rescues for this Month:	15	Total to Date:	



Community Development Department
300 West Main Street
Henderson, Tx 75652
Phone: 903-392-0786
Fax: 903-657-0015

Monthly Report

To: Mayor and City Council Members

From: Cliff McElfresh/Billy Hughes

RE: Summary for the Month of November 2023

MONTHLY TOTALS BUILDING CONSTRUCTION VALUE:	November, 2023	\$2,895,903.00
MONTHLY TOTALS BUILDING CONSTRUCTION VALUE:	November, 2022	\$665,667.49.00
ANNUAL TOTAL BUILDING CONSTRUCTION VALUE:	TO DATE 2023	\$30,382,738.40
ANNUAL TOTAL BUILDING CONSTRUCTION VALUE:	Thru November, 2022	\$6,419,354.49.00

BUILDING INSPECTORS REPORT

CODE ENFORCEMENT REPORT

Building Inspections	18	Food Establishment Inspections	25
Electrical Inspections	27	Food Truck/Trailer Permits	18
Plumbing Inspections	38	High Grass & Weeds	1
Mechanical Inspections	6	Junk Vehicles	0
Stop Work Orders	1	Illegal Signs	0
Other-Driveway, slab, etc.	6	Sub-Standard Structure Inspections/Notifications	0
Residential Plan Review	2	Illegal Dumping /Road debris/Illegal storage	0
Commercial Plan Review	1	Restaurant Grease Trap Inspection	0
Sign Permits Review	7	Abatements	1
Certificate of Occupancy	5	Other	0

Commercial Building Permits Issued	3
Residential Building Permits Issued	14
Residential Demo Permits Issued	0
Residential Roof Permits Issued	11
Commercial Roof Permits issued	6
Residential Fence Permit Issued	1

Planning & Zoning: The Planning & Zoning Commission met on November 14, 2023 to consider an application to re-zone a property from R1 to I1. The property is located at 511 Millville Drive. The board voted to make a recommendation to council to consider and approve this request to re-zone this parcel.

Board of Adjustments: The Board of Adjustments did not meet this month.

Items of interest: Construction is proceeding on 2 new commercial buildings and a multi-family townhome. West Fraser is still working on the Wellons Dry Kiln at this time.

The “Fall Sweep” city wide cleanup was very successful.

Vehicles through the gate	107
Electronic items	18
Tires	173
# of Dumpster used	10
Total weight of trash sent to landfill	22.17 tons
Multiple truck and trailer loads of tree limbs and brush	

Submitted by: Cliff McElfresh, Community Development Mgr.

Date:12/11/2023

Billy Hughes, Planning and Zoning Administrator



To: City of Henderson Council Members
Jay Abercrombie, City Manager

From: Karen Arnall, Finance Director

Subject: Monthly Report

Date: December 14, 2023

- Investment Report for Oct 2023-see attached report
- Hotel-Motel Occupancy Tax for Oct 2023-see attached report

Water/Sewer/Garbage Billing Recap Month Ending 10/31/2023

Type of service	Amount Billed	Consumption Billed	Count	
Garbage	\$ 171,574.24	-	5,418	-
Sales tax on garbage	\$ 12,833.77	-		-
Sewer Charges	\$ 209,459.24	49,502,318	4,437	-
Water Charges	\$ 337,379.80	681084,318	4,776	
Sprinkler	\$ 28,796.38	5,722,300	362	-
Penalty	\$ 11,402.52	-	933	
Water Taps	\$ 600.00	-	1	-
Sewer Taps	\$ 1,100.00	-	2	-
Service Chg/Back Flow	\$ 2,239.00	-	5	
Total Billing	\$ 775,384.95	123,308,936	15,934	

**INVESTMENT SUMMARY REPORT
OCTOBER 1, 2023-OCTOBER 31, 2023**

FUND	AMOUNT		INT		
	INVESTED	Oct	TOTAL	RECEIVED	Y-T-D
	OCT 1,2023	Change	INVESTED	IN OCT	INTEREST
GENERAL FUND	752,144	-457,808.00	294,336	7,573	7,573
GF-RESTRICTED	66,498	0.00	66,498		
GF-MIN. RESERVE	1,200,000	0.00	1,200,000		
GF-MISC A/R	210,000	0.00	210,000		
GENERAL -DEBT	401,293	4,296.00	405,589	1,037	1,037
GENERAL CONSTR.	81,846	-13,207.00	68,639	103	103
EQUIPMENT REPL	521,017	1,029.00	522,046	1,029	1,029
STREET & DRAINAGE	6,442	2,060,915.00	2,067,357	5,843	5,843
CEMETERY FUND	71,017	436.00	71,453	48	48
ANIMAL SHELTER	45,555	114.00	45,669	19	19
W/S FUND	139,143	-62,397.00	76,746	2,748	2,748
W/S MIN.RESERVE	800,000	0.00	800,000		
W/S- DEBT SERVICE	21,774	12.00	21,786		
W/S-RESTRICTED	106,592	0.00	106,592		
W/S CONSTR.	78,737	-33,058.00	45,679	45	45
MAIN STREET	12,966	-1,255.00	11,711	5	5
TOURISM	229,928	896.00	230,824	95	95
CIVIC CENTER	83	0.00	83	1	1
INSURANCE RESERVE	11,471	4.00	11,475	4	4
2018 BOND SERIES	832,011	2,423.00	834,434	2,423	2,423
TOTALS	5,588,517	1,502,400.00	7,090,917.00	20,973	20,973

This report is in compliance with our investment strategies as approved by council and the Public Investment Act.

Director of Finance, Karen Arnall

City Manager, Jay Abercrombie

**Hotel-Motel Occupancy Tax
Monthly Reporting for
October 2023**

DATE RECEIVED	TAX FOR MONTH	HOTEL NAME	TAXABLE MONTHLY RECEIPTS	7% TAX	1% RETAINER	AMOUNT PAID
11/27/2023	Oct	Baymont Inn	113,212.75	7,924.89	79.25	7,845.64
	Oct	Budget Inn (Sawan LLC)		-	-	-
11/27/2023	Oct	Economy Inn	2,732.73	191.29	-	191.29
11/8/2023	Oct	Holiday inn Express(Jayani Investments)	146,728.00	10,270.96	102.71	10,168.25
11/8/2023	Oct	Woodlawn Hills (Patel & Sons LTD)	27,125.00	1,898.75	18.99	1,879.76
11/13/2023	Oct	Motel 6	86,918.22	6,084.28	60.84	6,023.44
		Totals	376,716.70	26,370.17	261.79	26,108.39



Monthly Report

To: Mayor and City Council Members

From: Cheryl Jimerson, City Secretary

Date: December 19, 2023

Re: November 2023 Monthly Report

City Hall

- City Secretary
 - Took 6 hours vacation and 4 hours sick time.
 - Attended E Records class in Austin (2 days)
 - Attended TMCCP Conference in Frisco (2 days).
 - Registered with the Texas Municipal Clerks Association to get my certification.
 - Completed and passed Course 1 certification program.
 - Completed homework for Course 2 Modules 1,2, & 3.
 - Working to become a Certified Retention Schedule Manager.
 - Received, responded, or corresponded to open records requests.
 - Attended Management Meetings.
 - Attended Council Meeting.
 - Worked with Interim City Attorney office on ordinances and resolutions.
 - Approved and/or entered requisitions and other day to day operations.
 - Answered incoming calls and/or returned calls and met with citizens about various reasons throughout the month.
 - Working to bring Bradshaw State Jail in with a voluntary annexation proposal.
 - Corresponded with Joshua Whitney with the Texas Land and Mineral Department he is working on the Bradshaw voluntary annexation application (last correspondence was November 20).
 - HEDCO annexation application for the East Texas Business Park process will start as soon as the Bradshaw State Jail has been annexed.

- Front Desk Executive
 - Updating the calendar for the shared conference room and Council Chambers at City Hall.
 - Organized the Fun Food Day menu that is scheduled on the 3rd Friday of each month.
 - Organizing City Hall records.
 - Answered and transferred calls that come in for each department.
 - Scan records for electronic storage.
 - Made sure all incoming mail was sent to the appropriate departments.
 - Place postage on all out-going mail.
 - Entered purchase orders.
 - Enter timesheets.
 - Searched for records pertaining to ordinances and/or resolutions for the City Secretary.
 - Folding and stuffing second notices for water department twice a month
-



Social Media Monthly Report

Facebook Reach
(Cumulative)

837,568

New Followers

419

(+2.3%)

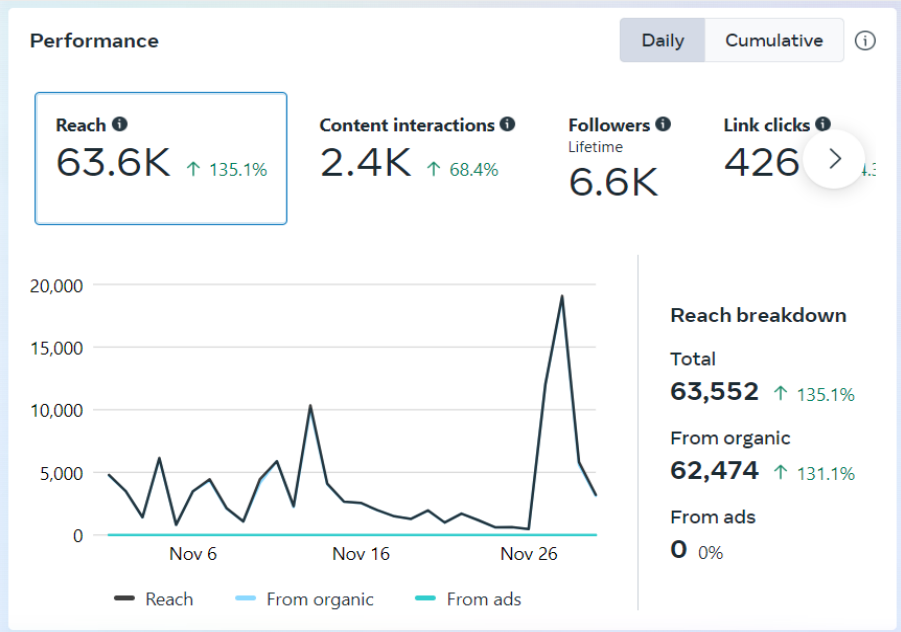
Reactions

13,709

Shares

9,689

Organic Page Visits



Current Followers



118



189

Accounts Reached



45

Views



47

Highest performing
Content November 2023

Impressions

23,025

Reactions

159

Shares

353

Henderson TX Animal Center
Published by Charissa Pool · November 30 at 6:30 PM ·

Adopted together!!!❤️🐾

Sydney (16 yo spayed Maltese) and Fancy (5 yo spayed don shorthair) have been the sitting companions of their owner recently passed away. We would love to find them a home holidays together as they are quite attached at the hip! 🌲

Thank you Doggy Darlings Gentle Dog Grooming for giving spa day today! 🥰🐾

Ca... See more

HEDCO SALES TAX RECEIPTS HISTORY

Sales Month	Check Received Month	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000
AUGUST	OCTOBER		38,548	36,197	37,403	43,615	43,743	45,133	43,378
SEPTEMBER	NOVEMBER		58,170	59,062	53,862	54,472	61,268	67,745	60,108
OCTOBER	DECEMBER	26,898	34,289	33,121	31,637	45,934	44,271	46,166	55,469
NOVEMBER	JANUARY	34,466	40,048	50,644	35,998	36,900	39,058	40,237	44,788
DECEMBER	FEBRUARY	66,400	65,598	63,055	57,486	67,599	72,385	79,705	65,828
JANUARY	MARCH	32,279	31,172	33,161	35,558	42,066	37,413	38,909	47,912
FEBRUARY	APRIL	30,617	34,455	33,221	45,104	40,731	40,610	45,303	46,995
MARCH	MAY	55,433	52,448	53,933	54,102	57,676	61,795	66,026	65,237
APRIL	JUNE	35,656	36,285	35,147	40,376	42,114	50,487	48,953	46,288
MAY	JULY	35,704	35,612	37,804	38,755	42,613	44,454	48,043	50,643
JUNE	AUGUST	56,455	60,479	57,700	61,328	60,099	68,203	60,864	65,906
JULY	SEPTEMBER	35,503	33,121	36,831	49,029	49,767	48,094	45,344	49,843
TOTAL		409,411	520,225	529,876	540,638	583,586	611,781	632,428	642,395
Average Monthly Sales Tax:		40,941	43,352	44,156	45,053	48,632	50,982	52,702	53,533
Annual % Change Over the Previous Year			27.07%	1.86%	2.03%	7.94%	4.83%	3.37%	1.58%

Sales Month	Check Received Month	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
AUGUST	OCTOBER	49,572	58,284	48,837	56,577	54,801	82,519	85,356	87,078
SEPTEMBER	NOVEMBER	59,757	73,834	64,109	70,315	72,264	80,573	100,384	121,188
OCTOBER	DECEMBER	57,388	55,476	48,859	48,045	54,868	66,909	75,575	83,539
NOVEMBER	JANUARY	47,961	48,417	46,007	48,377	55,768	75,685	72,105	88,099
DECEMBER	FEBRUARY	73,487	81,480	64,590	76,014	81,875	102,065	111,520	141,454
JANUARY	MARCH	48,080	42,784	44,274	51,551	51,428	67,088	71,346	57,698
FEBRUARY	APRIL	46,582	46,678	44,678	50,425	62,545	77,568	77,833	84,927
MARCH	MAY	66,004	65,071	63,256	70,803	80,858	91,113	112,557	113,913
APRIL	JUNE	54,487	50,901	51,519	54,893	60,060	79,527	94,809	92,131
MAY	JULY	54,980	49,222	49,936	51,277	61,354	82,635	90,307	110,175
JUNE	AUGUST	71,779	71,920	67,805	73,543	88,459	98,619	118,741	124,099
JULY	SEPTEMBER	53,936	51,693	58,630	52,730	63,193	72,496	81,438	105,559
TOTAL		684,013	695,760	652,500	\$ 704,550	787,473	976,797	1,091,971	1,209,860
Average Monthly Sales Tax:		57,001	57,980	54,375	\$ 58,713	65,623	81,400	90,998	100,822
Annual % Change Over the Previous Year		6.48%	1.72%	-6.22%	7.98%	11.77%	24.04%	11.79%	10.80%

HEDCO SALES TAX RECEIPTS HISTORY

Sales Month	Check Received Month	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
AUGUST	OCTOBER	111,268	76,298	87,499	\$ 84,071	92,147	114,011	116,949	121,718
SEPTEMBER	NOVEMBER	134,059	97,160	106,938	\$ 106,441	114,084	119,394	148,033	149,725
OCTOBER	DECEMBER	128,139	74,526	85,724	\$ 85,001	93,729	99,139	119,562	120,511
NOVEMBER	JANUARY	118,278	75,375	80,897	\$ 86,133	91,079	92,381	109,862	108,103
DECEMBER	FEBRUARY	146,434	96,298	120,034	\$ 120,338	121,444	133,265	147,853	145,156
JANUARY	MARCH	101,087	72,740	73,132	\$ 83,391	83,926	93,906	106,330	101,430
FEBRUARY	APRIL	101,860	72,550	72,002	\$ 90,348	94,535	96,345	113,852	112,599
MARCH	MAY	120,755	106,538	111,326	\$ 126,183	118,964	135,024	140,828	142,354
APRIL	JUNE	96,023	83,877	82,698	\$ 95,591	100,456	113,739	116,123	104,961
MAY	JULY	94,426	78,745	79,889	\$ 101,797	103,080	129,549	110,049	101,897
JUNE	AUGUST	113,557	110,237	116,504	\$ 120,043	122,602	141,380	140,858	132,394
JULY	SEPTEMBER	75,248	79,339	85,237	\$ 88,084	98,996	114,067	125,934	101,024
TOTAL		1,341,134	1,023,683	1,101,880	\$ 1,187,421	1,235,042	1,382,200	1,496,233	1,441,872
Average Monthly Sales Tax:		111,761	85,307	91,823	\$ 98,952	102,920	115,183	124,686	120,156
Annual % Change Over the Previous Year		0.11	-23.67%	7.64%	7.76%	4.01%	11.92%	8.25%	-3.63%

Sales Month	Check Received Month	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
AUGUST	OCTOBER	108,069	99,446	113,001	\$ 94,789	119,769	136,754	163,729	172,110
SEPTEMBER	NOVEMBER	132,067	124,141	138,028	\$ 142,246	141,434	177,944	208,295	
OCTOBER	DECEMBER	100,965	95,324	114,866	\$ 113,405	113,333	143,064	167,491	
NOVEMBER	JANUARY	96,254	100,353	110,701	\$ 110,843	112,738	145,911	168,489	
DECEMBER	FEBRUARY	123,378	147,969	139,736	\$ 141,342	161,211	185,516	227,918	
JANUARY	MARCH	101,565	97,139	105,806	\$ 113,262	116,200	140,154	138,614	
FEBRUARY	APRIL	97,772	102,039	102,197	\$ 106,063	99,301	127,489	169,500	
MARCH	MAY	151,778	148,855	141,682	\$ 147,519	168,499	230,335	229,210	
APRIL	JUNE	99,509	128,332	111,569	\$ 130,329	143,875	157,730	180,538	
MAY	JULY	98,978	111,018	118,162	\$ 150,050	147,755	155,829	206,674	
JUNE	AUGUST	111,408	141,389	135,709	\$ 169,353	168,612	192,135	235,730	
JULY	SEPTEMBER	93,383	114,001	124,498	\$ 115,717	139,587	161,760	178,760	
TOTAL		1,315,126	1,410,006	1,455,955	\$ 1,534,918	1,632,314	1,954,621	2,274,948	172,110
Average Monthly Sales Tax:		109,594	117,501	121,330	\$ 127,910	136,026	162,885	189,579	172,110
Annual % Change Over the Previous Year		-0.09	7.21%	3.26%	5.42%	6.35%	19.75%	16.39%	-92.43%

CIVIC CENTER/PAVILION MONTHLY REPORT

NOVEMBER 2023

CIVIC CENTER

Rental

Entire Hall	1	Circus on Ice HBBA meeting, K Williams, Election Day, Women's Forum, NETRMA Meeting, Bowman Oil, Main St Board
1/3 Hall	8	Meeting, EAB Meeting
2/3 Hall	6	New Life (x4), Gomez Quince, Life Line Screenings
Reception Room	25	Provalus (x22), G Fuller, C Gossett, J Powell New Life (x4), Body Shop Wellness (x2), Women's Forum,
Board Room	8	Inclusive Playground meeting
TOTAL	48	

PAVILIONS

Rental

Yates Park	0	
Fair Park	4	H Norman, A Adcock, Kaylee, K Lingard
Lake Forest-Lion	2	B Jones, A Foster
Lake Forest-Mann	0	
Lake Forest-Azalea	0	
Lake Forest-Gazebo	0	
Lake Forest-Plaza	1	James Armstrong
TOTAL	7	



MONTHLY REPORT

November 2023

November has been an extraordinarily busy month, with both the Syrup Festival and the Downtown Christmas Parade scheduled.

SYRUP FESTIVAL

The Festival appeared to run smoothly this year, with 299 vendor booths filled. We had several last-minute cancellations from vendors but set-up went well and we received no major complaints that we were unable to handle on the spot. We have a meeting scheduled on December 7 for city staff to discuss ways to improve the event for next year and have invited vendors to join the meeting an hour later. All city staff are invited to attend at 4 p.m. and are welcome to stay for the vendor feedback beginning at 5 p.m.

CHRISTMAS PARADE

The majority of the second half of the month was spent planning the parade. The annual Downtown Christmas Parade was originally scheduled for Thursday, Nov. 30 but had to be postponed due to the weather forecast. As of Dec. 1, we have 83 entries still committed to attend on Dec. 5. We did lose a few school entries due to sports scheduling but were able to add a few entrants who had missed the original application deadline.

MAIN STREET AND PRESERVATION

The Main Street and Preservation boards met November 28 at the civic center. Two applications were received for one open board position, and both were forwarded to City Hall for progression through the interview process. Committees continue to meet and planning has begun for the annual Mardi Gras celebration on January 27, 2024.

MONTHLY OVERVIEW

Nov. 6 – KWRD Morning Show interview re: Syrup Festival
Nov. 7 -- TMSP East Region Meeting via Zoom
Nov. 11 – Heritage Syrup Festival
Nov. 16 -- NETTC Meeting in Tyler
Nov. 21 – Parade safety meeting
Nov. 28 – Main Street Advisory Board meeting
Nov. 29 – KWRD Morning Show interview re: Christmas parade

The Planning and Zoning Board met on the above date at 9:55 a.m. Members present: Chairman Johnny Walker, Gary Wilson, and William Garmon. Members unable to attend, Chad Boatwright and Scott Droddy.

Marlen Villanueva acted as secretary for the board.

Chairman Walker opened the meeting with a prayer.

Chairman Walker called the meeting to order at 9:02 a.m.

No citizens comment.

Agenda 3

Chairman Walker asked for a motion regarding the minutes from the meeting held on April 18, 2023.

William Garmon made a motion to approve the minutes. The motion was duly seconded by Gary Wilson and with a unanimous vote of the Board, the minutes were approved.

Agenda 4

Chairman Walker opened a public hearing to final draft of the 2050 Comprehensive Plan presented by Kimley Horne.

The City of Henderson was contracted with Kimerly Horn on March 22, 2023, to lead the city in discussion and development of a comprehensive plan for the city's future growth and development. A committee of citizens, stake holders and business owners were formed to show the city council and residents the direction they believed the city should be going for the next 20 to 30 years. Public hearings, workshops, an open house at city hall, as well as setting up a booth at last year's Syrup Festival. All to get input and information from citizens and visitors on their vision of Henderson twenty years from now. If approved, the 2050 Comprehensive plan will serve as a guideline in conjunction with the Zoning Ordinance for future residential and commercial development for the city, thereby increasing tax base for the city, county, and school district. With this potential growth revenue will be generated through utility billing and increased sales taxes.

Chairman Walker asked if there were any questions or comments from the Board or citizens. There were none.

Chairman Walker closed the public hearing.

William Garmon made a motion to approve; duly second by Gary Wilson. The vote was unanimous.

Agenda 6

Chairman Johnny Walker opened a public hearing to consider an application submitted by Samuel Jones, owner of LSG Partners, to rezone the property located 511 Millville Drive.

LSG Partners purchased the property on August 7, 2023. This property adjoins the property located at 502 Kilgore Drive. The property had an old sub-standard structure on it that was torn down and the lot cleared. Mr. Jones, owner of LSG Partners is requesting that this property be re-zoned to I1 so that he may fence it in and use the property as a part of his existing lay down yard.

Chairman Walker asked if there were any questions or comments from the Board or citizens. There were none.

Chairman Walker closed the public hearing.

William Garmon made a motion to approve; duly second by Gary Wilson. The vote was unanimous.

Agenda 8

Chairman Walker opened a public hearing to consider a Major Plat application submitted by the Henderson Economic Development Corporation for the East Texas Regional park located at Loop 571 and State Highway 323.

Consider possible approval of a Major Plat application submitted by John Clary, on behalf of HEDCO. Section 2.A. of the City of Henderson's Subdivision Ordinance states "Except as otherwise provided, these regulations apply to all subdivisions of land within both the City Limits and within the City's extraterritorial jurisdiction. No land may be subdivided or platted through use of any legal description other than with reference to a plat approved by the City Council in accordance with these regulations. HEDCO has purchased approximately 300 acres of land in the city's ETJ for a proposed Business Park. They have built the main street through the property and installed the water and sewer main lines. The primary electrical lines have been installed and contractors are currently installing gas lines. HEDCO is now accepting proposals for High-speed fiber optic service. With approval of this final plat, HEDCO can begin marketing and selling these parcels of land.

Chairman Walker asked if there were any questions or comments from the Board or citizens. There were none.

Chairman Walker declare the public hearing closed.

William Garmon made a motion to approve; duly second by Gary Wilson. The vote was unanimous.

9:55 a.m.

Chairman Johnny Walker

MINUTES
HENDERSON MAIN STREET ADVISORY BOARD
Tuesday, November 28, 2023 at 12:30 pm
Henderson Civic Center Reception Room
1500 Lake Forest Parkway
Henderson, Texas 75652

Committee Members Present:

Leon Harris, President
Kelly Bumgardner, Vice President
Misty Evans
Brant Bane
Bonnie Geddie
Michael Loosier

Committee Members Absent:

None

Ex-Officio Members Present:

Alexa Duke, Main Street Coordinator
Stephanie Kimbrell, Civic Center Manager
John Fullen, City Mayor
Kirk Kimbrell, Public Services Director
Billy Hughes, Planning and Zoning Coordinator

Others in Attendance:

Wes Breitenberg, Health Inspector/Code Enforcement
Carole Fullen

Ex-Officio Members Absent:

Jay Abercrombie, City Manager
Cheryl Jimerson, City Secretary
Cliff McElfresh, Community Development
Downtown Representative

1. Called to order by Leon Harris
2. Citizen presentation – none
3. Consider and act upon the minutes of October 28 meeting – Michael Loosier moved to approve. Bonnie Geddie seconded, and the motion carried unanimously.
4. Consider and act upon October financials – Bonnie Geddie moved to approve. Michael Loosier seconded, and the motion carried unanimously.
5. Consider and act upon 101 N. Jackson sign grant application – Bonnie Geddie moved to approve. Misty Evans seconded, and the motion carried unanimously.

6. Consider and act upon Mardi Gras event – Bonnie Geddie moved to set the date for Jan. 27, extending event time to 3-8 p.m., with encouragement to utilize more outdoor space. Michael Loosier seconded, and the motion carried unanimously.
7. Consider and act upon board applications – Two applications were received for one opening. Kelly Bumgardner moved to approve both applications and forward them to City Hall for interviews and council recommendation. Brant Bane seconded, and the motion carried unanimously.
8. Committee reports:
 - A. *Economic Revitalization* – The committee met with Rusty Phenix, who has agreed to paint the pawn shop. Kelly Bumgardner will meet with them again to review colors and signs. They are still trying to connect with Mr. Merrit about the Elements building. Michael Loosier is pursuing a plan for rehabilitation on the east side of South Main.
 - B. *Promotions* – Meeting scheduled immediately following the board meeting.
9. Main Street Coordinator Report – With Syrup Festival out of the way and the Christmas parade almost upon us, efforts will be concentrated on the quarterly report and recertification, followed by Mardi Gras planning.
10. President's report – none
11. The next board meeting is scheduled on Tuesday, Jan. 23, 2024.
12. Bonnie Geddie moved to adjourn the meeting. Kelly Bumgardner seconded, and the motion carried unanimously.

Submitted by: Alexa Duke, Main Street Coordinator