

The Early City Council met in regular session on Tuesday, May 14, 2024 at 6:00 p.m. with the following members present:

Mayor Mangrum

Council members:

Benny Allcorn

Charles Matlock

Garry Forisha

Leland Acker

City Administrator Tony Aaron

Economic Development Director Larry McConn

City Secretary Brenda Kilgo

City Attorney Mark Bessent

Councilman Travis Eoff was absent.

Establishing a quorum present, Mayor Mangrum called the meeting to order, Mr. Forisha gave the invocation and led the Pledge of Allegiance.

**Consideration of the minutes for regular meeting held on April 9, 2024.**

Mr. Acker made motion, seconded by Mr. Allcorn, to approve the minutes as presented. All members present voted "aye".

**Citizen's comments**

There were no citizen comments.

**Administer Oath of Office to Elected Officials**

Mayor Mangrum administered the Oath of Office to Councilmen Benny Allcorn, Charles Matlock, and Leland Acker. All three incumbents were uncontested for their next two-year terms.

**Proclamations**

Mayor Mangrum read aloud the proclamations recognizing the following events and organizations for May 2024:

- National Police Week - May 10-16, 2024
- National Travel and Tourism Week - May 19-25, 2024
- National Public Works Week - May 19-25, 2024
- National Motorcycle Safety and Awareness Month

**Public Hearing - Approximately 8.0 acres of Joseph Hagelin, Abstract 415 currently known as 2850 County Road 336.**

Mayor Mangrum opened the Public Hearing session at 6:08 p.m. and indicated to Mr. Aaron to present the item.

Mr. Aaron stated that a petition for annexation was received from the property owner requesting water service to the residence. The property owner was opposed to paying out of city limits rates and inquired about annexation so that they could receive available city services at the in-city rates. The property is located on County Road 336 off of Old Comanche Road and

is within the Zephyr Water Supply CCN but Zephyr does not currently provide services in that area. Zephyr Water Supply has signed a release of services to the City of Early for this location.

There were no citizens present at the Public Hearing and with no other questions or discussion voiced on the matter Mayor Mangrum closed the Public Hearing session at 6:11 p.m.

**Consideration to approve Ordinance 2024-06, to annex approximately 8.0 acres of Joseph Hagelin, Abstract 415, into city limits.**

Mr. Aaron restated that the request for annexation was voluntary by the property owners. All notices have been posted and submitted as required to the School District, State of Texas and the newspaper. It is the recommendation of City Staff to annex the property as requested.

Mr. Allcorn made motion to approve Ordinance 2024-06 to annex the property as described. Mr. Matlock seconded the motion and all members present voted “aye”.

**Consideration to approve a Service Agreement for Annexation at Joseph Hagelin, Abstract 415, currently known as 2850 County Road 336.**

The service agreement is between City of Early and Sandra Bullard stating that the City will provide the same city services afforded to any property located within the city limits. These services include fire protection, law enforcement, code enforcement, zoning protection, drainage mitigation, water service, sanitation services and enforcement of all current and future ordinances passed and approved by Council. Further stating that this agreement allows for the use of on-sight sewer septic systems until such time city sewer services become available for this location.

Mr. Acker made motion, seconded by Mr. Matlock, to approve the service agreement as presented. All members present voted “aye”.

**Consideration to approve final plat for Early Estates Subdivision, Brown County, Texas.**

Mr. Aaron noted that Hunter Coleman of CJB Development is present should there be any questions for him regarding this item.

This plat was presented for approval last year but due to various reasons development did not proceed. The plat includes the plans for water, sewer and streets infrastructure and meets all requirements within the City’s UDC. Mr. Aaron added that the developer and engineer are working to increase the size or capacity for the two retentions ponds in order to mitigate for future use and development of the subdivision.

Planning and Zoning Commission met last night and approved the plat.

Mr. Forisha made motion to approve the final plat for Early Estates Subdivision as presented. Mr. Matlock seconded the motion and all members present voted “aye”.

**Consideration to approve Ordinance 2024-07, amending facility rental and use fees for City of Early Business Complex and outdoor Town Center park facilities.**

Tourism Director Denise Hudson-Brian explained that the room rental rates for the Business Complex have not been changed since the City acquired the property. Currently the rental rate for the large meeting room is \$35 and no deposit is required so no opportunity to recoup any damages or cleaning fees. No rental rate has ever been established for the small meeting room. The recommended rates are as follows:

Large meeting room:	4 Hours \$50.00; Up to 8 Hours \$85.00; Up to 12 Hours \$115.00
Small meeting room:	1 to 12 Hours \$35.00
Deposit for either room:	\$50.00 (Refundable as long as the room is left clean, nothing is broken/missing, and the key is returned)

Recently rental rates were established for the pavilions at the City Ball Park and McDonald Park but the Outdoor School at Early Town Center Park was not included at that time. It is recommended to amend the rental rates for the park facilities to include the Outdoor School at the same rate as the pavilions, \$20.00 per hour.

Mr. Acker made motion, seconded by Mr. Matlock, to approve Ordinance 2024-07, amending the facility rental and use fees for Early Business Complex and outdoor Town Center park facilities. All members present voted "aye".

**Discuss and consider approval of parameters for a Memorandum of Understanding (MOU) between Texas Music Office within the Office of the Governor and the City of Early.**

Mrs. Hudson-Brian explained that in order to receive an inaugural certification as a Texas Tourism Friendly City there are several stepping stones to be completed. The first step is to be certified as a Music Friendly City through the Texas Music Office within the Office of the Governor. The presented MOU describes the parameters and requirements for that certification which includes access to the State database for music, the ability to list any venue in Brown County and report events in the County on the State's website. This will also benefit the small communities such as those spotlighted in the Beyond Early Campaign.

Mr. Matlock made motion to approve the parameters for a MOU between Texas Music Office and the City of Early. Mr. Forisha seconded the motion and all members present voted "aye".

**Fire Department - 2nd Quarter Fiscal Year 2023/2024**

Chief Hill reported that there were 172 calls for the 2<sup>nd</sup> quarter; volunteer response is still down with a total of 9 members on the roster but only 5-6 that are actively responding; volunteer status of the department is a huge assist when applying for grants.

Grant applications and status:

- Submitted and awaiting notification for a 3000 gallon tanker truck for a total cost of \$1.24 Million with a City match requirement of \$59,000
- Submitted and awarded \$6,500 for the purchase of two sets of bunker gear
- LCRA grant program open for application in July 2024

Fire Marshal Ringler reported 166 calls recorded within the NIMFRS system; a Pre-incident Plan has been established that includes various types of information for each commercial structure such as construction type, roof type and covering, size of the building, number of stories, if there is an alarm and/or extinguisher system and what type, as well as any utility (gas, electric) shut off location and type.

**Public Works - 2nd Quarter Fiscal Year 2023/2024**

Public Works Director Nathan Land reported 175 requests were submitted through the See Click Fix application for this quarter and 229 requests were completed within the quarter; 22 water leaks were reported and repaired; ongoing meter replacement program still ongoing with approximately 1/3 of the older meters have been replaced.

**Finance- 2nd Quarter Fiscal Year 2023/2024**

City Secretary Brenda Kilgo provided a budget progress report that included the recent budget amendment stating that all is in line with being 6-months into the budget year; Property tax collections is approximately 80% of budgeted amount; Sales tax collections overall are down about 7% from this time last year due to the decrease from the industrial sector but the base collections are up approximately 2%; Utility sales are showing about 8% higher than this time last year mainly due to the base rate increases for this fiscal year; Checking account funds remain sufficiently pledged and covered.

**Executive Session in accordance with the provisions of Chapter 551, Texas Government Code Sections 551.071-Consult with Attorney, 551.072-Real Property, and 551.087-Economic Development.**

Mr. Allcorn made motion, seconded by Mr. Matlock, to enter into Executive Session. All members voted "aye" and entering into closed session at 6:53 p.m.

**Reconvene into Open Session and consider action, if any, on items discussed in executive session**

Mr. Forisha made motion, seconded by Mr. Acker, to reconvene into open session at 7:22 p.m. All members present voted "aye".

**Consider Resolution 2024-EDR02, on first reading, approving Municipal Development funding request from Pate's Hardware, Inc. (First reading only, no Council action may be taken)**

Mr. McConn provided the reading of **Resolution 2024-EDR02**:

*A RESOLUTION OF THE EARLY MUNICIPAL DEVELOPMENT DISTRICT A  
POLITICAL SUBDIVISION OF THE CITY OF EARLY, TEXAS, APPROVING AN  
AGREEMENT BETWEEN THE EARLY MUNICIPAL DEVELOPMENT DISTRICT AND  
PATE'S HARDWARE, INC., AWARDING ECONOMIC DEVELOPMENT SALES TAX  
FUNDS TO PATE'S HARDWARE, INC. LOCATED AT 1104 EARLY BLVD. IN EARLY  
TEXAS IN THE AMOUNT NOT TO EXCEED \$19,500 FOR FISCAL YEAR  
2023/2024; AND AUTHORIZING THE DIRECTOR OF ECONOMIC*

*DEVELOPMENT TO EXECUTE THE NECESSARY DOCUMENTS; AND PROVIDE AN  
EFFECTIVE DATE.*

**Consideration to approve the use of Economic Development Municipal Development grant,  
Resolution 2024-EDR01, between Early MDD, City of Early, and Hutch Properties LLC.**

Mr. Allcorn made motion to approve Resolution 2024-EDR01 Economic Development Municipal Development grant between Early MDD, City of Early and Hutch Properties LLC. Mr. Matlock seconded the motion and all members present voted "aye".

**Consideration to approve Resolution 2024-R08, authorizing a 380 Agreement between City of  
Early, Early MDD and Hutch Properties LLC.**

Mr. Matlock made motion, seconded by Mr. Acker, to approve Resolution 2024-R08 authorizing a 380 Agreement between City of Early, Early MDD and Hutch Properties LLC. All members present voted "aye".

**Administrator's Report**

- Department Budget requests have been submitted and the budget planning process has officially started
- Orchard Drive
  - o intersection with traffic circle estimated completion within two weeks
  - o Paving overlay will be completed on Orchard after the completion of the circle
  - o Final touches such as landscaping, signage and cleanup
- 406 Early Blvd demolition in progress, longer than anticipated but no urgency or pending sale at this time
- Parkway property has had no response from previous interest; intend to repost the availability for sale
- TWDB project contractors for sewer line rehabilitation on Crescent are underway
- Reapplied for the EDA grant for Town Center and Mangrum Street project with the Texas Historical Commission report approval pending, award of the grant is anticipated and could possibly be more than the \$1 Million originally indicated.
- Notification that the reconstruction of McDonald Drive through the Community Block Development Grant is still valid and approval of award possible for 2024/2025 fiscal year.

**Announcements - No announcements**

**Adjourn**

Mr. Matlock made motion, seconded by Mr. Acker, to adjourn the meeting. All members present voted "aye" adjourning the meeting at 7:27 p.m.

06-11-2024

DATE

Robert Mangrum

MAYOR

Brenda Kilgo  
CITY SECRETARY