



**MINUTES
WATAUGA CITY COUNCIL
REGULAR COUNCIL MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY, MAY 12, 2025
6:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 6:30 p.m.

ROLL CALL

The meeting was convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Malissa Minucci
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem Place 2
Council Member Place 1
Council Member Place 3
Council Member Place 4
Council Member Place 5
Council Member Place 6 (Absent w/notice)
Council Member Place 7

and

Sandra Gibson
Linda Proskey
David Berman
Timothy Hamilton
Jennifer Calvert
Randy Barkley
James Lewis
Kevin Mead
Julie Rodriguez
Paul Hackleman

City Manager
City Secretary
City Attorney
Director of Parks and Community Services
Finance Director
Fire Chief
Police Chief
Assistant Police Chief
Director of Human Resources
Director of Public Work

INVOCATION

Pastor Lynn Nichols of the Northside Nazarene Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Miner led the Pledge of Allegiance.

ANNOUNCEMENTS

Councilmember Blackburn reminded residents that it is kitten season and strongly encouraged pet owners to spay and neuter their animals to prevent an influx of kittens at Animal Services. She also advised residents to leave found kittens in place and observe from a distance, as the mother cat is often nearby.

Councilmember Neal announced that Watauga Fest begins on May 15 and invited residents to attend the event, noting amenities such as the splash pad and live music. He also highlighted the Library's Summer Reading Club and encouraged pet adoptions from the Animal Shelter. Councilmember Neal reminded everyone to subscribe to the City Newsletter for updates, available on the City's website and with utility bills.

Councilmember Hill added that additional event information is available at cowtx.org, where individual department calendars, such as Parks and Recreation and the Library, provide detailed listings of upcoming activities.

Mayor Miner welcomed Jennifer Calvert, the City's new Finance Director, and congratulated staff on again receiving the annual budgeting award.

PRESENTATIONS

1. Oath of Offices for council members for the term of 2025-2028.

Judge Bass administered the Oath of Office to the re-elected Councilmembers: Place 3, Lovie Downey; Place 4, Andrew Neal; Place 5, Malissa Minucci; and Mayor Arthur L. Miner.

2. Recognition of the Animal Services Department.

Chief of Police James Lewis recognized the Watauga Animal Services Unit for outstanding performance and dedication. Team members recognized included Sergeant Danielle Bannick, Supervisor Miranda Koenig, Animal Services Officers Abimael Guzman, Kalloway Maldonado-Torres, and Caleb Kelly, and Kennel Technicians Scott Orwig and Madeline Ford.

Chief Lewis commended the team's response to a March 5 animal cruelty case involving approximately 50 dogs. The unit worked for several days processing the crime scene, documenting evidence, and providing care for the animals.

Christine Garcia was recognized for providing peer support and post-incident counseling to assist staff in managing the emotional impact of the incident.

Sergeant Bannick was commended for her leadership, professionalism, and dedication to achieving successful outcomes in complex cases.

Each member of the Animal Services Unit received the Watauga Police Department Unit Citation for Meritorious Conduct.

3. Presentation of Service Awards for the City of Watauga Employees celebrating a Milestone Anniversary during the month of May

Sandra Gibson, City Manager, presented the milestone awards to Lupe Calvillo and Justin Todd for 15 years of service and Chris Gardner for 30 Years.

4. Presentation of Employee of the Month Award for the month of May

Sandra Gibson, City Manager, presented the Employee of the Month award to Taylor Alvarez.

5. Proclamation for Ehlers-Danlos Syndromes and Hypermobility Spectrum Disorders Month

Mayor Miner read the proclamation and presented it to Joanna Meyer

PUBLIC COMMENT

Joanna Meyer, 7005 Autumn Lane. Watauga spoke about Ehlers-Danlos Syndromes and Hypermobility Spectrum Disorders.

PUBLIC TESTIMONY FOR ACTION ITEMS

There was no request for public testimony

REPORT

1. Annual Report by Frontier Waste Solutions regarding waste collection services in the City of Watauga

Corey Meador, Municipal Manager for Frontier Waste Solutions, presented the annual review for Watauga. She reported a 5% rate increase (\$0.87 per home/month) to offset rising landfill costs, including a shift from Arlington (\$79.50/ton) to Denton (\$44/ton), reducing disposal increases from \$720,000 to \$84,000 annually. Service metrics show most issues resolved within 24 hours, with missed white goods and recycling under 0.1% of stops, and total annual service touches of 1.25 million, with missed services at 0.037%. Community engagement includes Watauga Fest and Touch-a-Truck events. Mayor Miner and Councilman Neal noted improved service, especially weekly bulk pickups. Missed pickups are categorized under "other complaints" (7 incidents/year), and residents can report issues via Frontier Waste directly, the app, or email.

CONSENT AGENDA

- 1. Consider action on approval of a Resolution of the City Council of the City of Watauga, Texas, authorizing the City Manager to negotiate and execute on behalf of the City an Interlocal Agreement for vehicle maintenance services by and between the City of Watauga, Texas, and the City of Richland Hills, Texas; providing for repeal; providing for severability; and providing for an effective date**
- 2. Consider action on approval of an Interlocal Cooperative Purchasing Agreement with the City of Irving**
- 3. Consider action on approval of the Monthly Financial Report for the period ending March 31, 2025.**
- 4. Consider action by the City Council of the City of Watauga, Texas declaring one (1) piece of equipment as surplus property and authorizing the disposal of the surplus property and the purchase of one (1) piece of equipment.**
- 5. Consider action on approval of the Quarterly Investment Report for the period ending March 31, 2025.**
- 6. Consider action on approval of the February 10, 2025, Regular City Council Meeting minutes.**
- 7. Consider action on approval of the February 24, 2025, City Council Regular meeting minutes**

Mayor Miner asked the council if they wish to pull any of the items, hearing none he asked for a Motion. Councilmember Downey made a motion to accept the consent agenda as presented. Councilmember Shelbourne seconded the motion. Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Hill

Nays: None

Abstain: None

Absent: Taylor

PUBLIC HEARING

- 1. P.25-01: Public hearing to receive comments regarding a final plat for Lots 1-86 & 96-125 Block A, Lots 1-6 Block B, Lots 1-8 Block C being known as The Pointe at Capp Smith Lake Addition, located east of Denton Highway, west of Parkview Drive, north of Hightower Drive and south of Starnes Road. The final plat is to subdivide 11.703 acres out of the Phillip Green Survey, Abstract No. 566 into 123 total lots and 7 open space lots to accommodate the single-family**

townhome development. Owner, CW-Smith Lake LLC. Applicant, Ashton Woods.

Jeannette Garcia, Planner 1 presented the item stating this is a public hearing for the final plat of Cap Smith Lake Phase One, comprising 123 single-family townhomes and seven open space lots. The planned development was approved May 8, 2023, with lot sizes averaging 1,851 sq. ft. Nine lots await FEMA Letter of Map Revision approval. Full engineering plans have been received and development is underway. Notices were published and mailed to nearby property and business owners; no responses were received. Staff confirmed the plat meets all regulations and recommended approval. The April 16, 2025, Planning and Zoning meeting was canceled for lack of quorum; the plat is deemed approved by operation of law. Representatives from Ashton Woods and Corwin Engineering were present to address questions.

Mayor Miner opened the public hearing at 7:24 pm

Joanna Meyer and I live at 7005 Autumn Lane in Watauga; spoke about the traffic issues she believes the development will cause and also concerned for the wildlife being dispersed from the area.

Mayor Miner closed the public hearing at 7:26 pm.

ACTION ITEMS

- 1. P.25-01: Consideration and action to approve a request from Ashton Woods for a final plat out of the Phillip Green Survey, Abstract No. 566, being 11.703 acres. This development, known as the Pointe at Capp Smith Lake Phase I, includes 123 single-family residential townhome lots and seven open-space lots.**

Mayor Miner asked if Ms. Gracia had anything to add to the presentation from the public hearing none Mayor Miner asked for a motion.

Councilmember Neal made a motion to accept the item as presented. Mayor Pro Tem Minucci seconded the motion.

Mayor Miner called for a vote

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Hill

Nays: None

Abstain: Taylor

- 2. Consider action on approval of a 5% CPI rate increase requested by Frontier Waste Solutions with an effective date of July 1, 2025**

Freida Buck, Purchasing Coordinator, presented the item regarding the Frontier Waste Solutions contract for waste collection and recycling services. The contract, approved by Council in May 2022, covers a five-year term from July 1, 2022, through June 30, 2027, with two optional one-year extensions pending mutual agreement and Council approval. Per the agreement, annual rate adjustments may be requested based on the Consumer Price Index (CPI) for urban consumers, capped at 5%. The CPI increased by 5.17% from January 2024 to February 2025; therefore, Frontier Waste Solutions requested a 5% rate adjustment effective July 1, 2025, raising the monthly residential rate from \$17.36 to \$18.23, an increase of \$0.87.

Mayor Miner asked for a Motion. Councilmember Neal made a motion to accept the item as presented. Councilmember Hill seconded the motion.

Mayor Miner called for a vote.

Motion passed 6-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Hill

Nays: None

Abstain: None

Absent: Taylor

3. **Discuss and consider action approving an ordinance of the City of Watauga Texas, amending Chapter 22, "Licenses, Permits and Business Regulations" to repeal Article II, "Charitable Solicitations," and Article IV "Itinerant Merchants" and to adopt a new Article II, to be entitled "Itinerant Merchants and Solicitations"; adopting and amending regulations for solicitation and handbill distribution activities, to include permitting and regulation of activities.**

Randy Richards, Assistant Director of Public Works, presented the revised solicitor ordinance. He explained that existing ordinances had been consolidated for clarity and consistency following council and citizen input. The purpose of the ordinance is to protect public health, safety, and privacy by regulating door-to-door solicitation and handbill distribution, restricting hours between 9 a.m. and sunset (or 8 p.m., whichever is earlier), and prohibiting solicitation on Sundays, federal holidays, or during national security alerts. Solicitors are required to obtain city permits valid for 30 days, with all applications reviewed by both Public Works and the Police Department, including background checks.

Exemptions include minors engaged in school fundraisers, religious organizations, and political candidates. Violations are classified as Class C misdemeanors, punishable by fines up to \$500 per offense. Currently, no solicitors are registered with the city. Residents were advised to contact Code Enforcement during business hours or the Police Department to report unpermitted solicitors. Future updates will include photo IDs on permits and publication of approved solicitors. Staff noted that the ordinance aims to improve enforcement and communication without restricting legitimate community activities.

Mayor Miner asked for a Motion. Councilmember Downey made a motion to accept the item as presented. Councilmember Hill seconded the motion.

Mayor Miner called for a vote.

Motion passed 6-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Hill

Nays: None

Abstain: None

Absent: Taylor

4. Consider action on approval of an amendment to the Professional Services Agreement between the City of Watauga, Texas and Burgess & Niple, Inc. for design amendment for the Whitley Road 5 Project in the amount of \$25,070.

Paul Hackleman, Director of Public Works, presented the item regarding the Whitley 5 Project contract amendment. During the review of the Cap Smith Park townhome plat, it was determined that the existing culverts on North Park only conveyed a 22-year storm. To address this issue, staff proposed amending the Whitley 5 contract with Burgess & Niple to update the floodplain study and include a new culvert designed to handle a 95-year storm, aligning with federal standards. The amendment will result in the project exceeding its budget, with additional funding to come from construction funds and the Hightower CIP project, requiring future debt issuance. The project will also upgrade the final culvert crossing to meet current safety standards. Staff recommended approval of the contract amendment.

Mayor Miner asked for a Motion. Councilmember Neal made a motion to accept the item as presented. Councilmember Shelbourne seconded the motion.

Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Hill

Nays: None

Abstain: None

Absent: Taylor

5. Consider action on approval of a Professional Services Agreement between the City of Watauga, Texas and Burgess & Niple, Inc. for engineering design services for the Bunker Hill Drainage Project in the amount of \$227,000.

Paul Hackleman, Director of Public Works, presented the Bunker Hill Drainage Project, which was identified in the 2020 Master Drainage Plan prepared by Burgess & Niple. The project involves designing new storm drain systems along Bunker Hill, Constitution, Declaration, and Yorkston, connecting to the channel running north-south from Cap Smith Park. The engineering contract is for 18 months, with design

and construction expected to be completed within that period. Estimated construction costs are \$1.5 million, and engineering costs are \$227,000. Staff recommended approval of the agreement.

Mayor Miner asked for a Motion. Councilmember Hill made a motion to accept the item as presented. Councilmember Neal seconded the motion.

Mayor Miner called for a vote.

Motion passed 6-0-0-1.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Hill

Nays: None

Abstain: None

Absent: Taylor

6. Discuss and consider action on appointing a Mayor Pro Tem

Councilmember Neal nominated Councilmember Blackburn as Mayor Pro Tem. Councilmember Minucci seconded the nomination.

Mayor Miner called for a vote.

Motion passed 6-0-0-0.

Ayes, Shelbourne, Blackburn, Downey, Neal, Minucci, Hill

Nays: None

Abstain: None

Absent: Taylor

ITEMS FOR FUTURE AGENDAS

Councilmember Blackburn requested a discussion on creating a walkable art district in Capp Smith Park. Councilmember Downey seconded the request.

Mayor Miner announced that Watauga Fest will begin this Thursday..

ADJOURNMENT

Mayor Miner adjourned the meeting at 8:02 p.m.

Approved: this Nov day of 10, 2025

Signed: this Nov day of 11, 2025

APPROVED:

ATTEST:

/s/ Linda Proskey

Linda Proskey, City Secretary

/s/ Arthur L. Miner

Arthur L. Miner, Mayor

