ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
May 20, 2025
6:30 PM

Members of the public may watch the meeting at:

https://www.youtube.com/channel/UC3OGBV_loV0Nr3AqM1jJTzA

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT

The "PUBLIC COMMENT" item posted on the agenda is reserved for members of the public who would like to address the City Council regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the City Council during the meeting shall do so under the "PUBLIC COMMENT" agenda item. Speakers shall be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts, or information for Council, to the City Secretary prior to commencement of the Council meeting. **As of May 1, 2022, all such public comments will be done IN PERSON. You may email public comments and they will be distributed to each of the Council Members but not read out loud.**

Speaker comments are limited to three (3) minutes. No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a PUBLIC HEARING will allow a member of the public an opportunity to speak during the Public Hearing and does not require a "PUBLIC COMMENT FORM".

Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or Staff Member. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from any personal attacks or derogatory comments directed at any Council Member, Staff Member, other individual, or group.

VI. ANNOUNCEMENTS

1. MUSIC IN THE PARK EVERY FRIDAY NIGHT THROUGH MAY 30TH

2. **ELGIN FARMERS MARKET EVERY THURSDAY FROM 4PM-6PM**

3. **ELGIN LIBRARY ADOPTION EVENT ON SATURDAY MAY 24TH FROM 10AM-1PM**

4. **THE PARKS ADVISORY BOARD IS NOW ACCEPTING APPLICATIONS**

VII. PRESENTATION

1. **Summer Reading Program (Fowler)**

2. **PROCLAMATION RECOGNIZING JUNE AS PRIDE MONTH FOR 2025**

3. **Dino-mite Summer (Marzec)**

4. **Main Street Grant Award (Alvarez)**

VIII. CITY MANAGERS REPORT

1. **TEXAS GENERAL LAND OFFICE MONITORING REVIEW UPDATE - PISTOL HILL PROJECT (Sanders)**

2. **Main Street Board Quarterly Report**

IX. CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that are considered to be self-explanatory by the City Council and will be enacted with one motion, one second, and one vote. Any member of the City Council may pull any item from the Consent Agenda in order that the City Council discuss and act upon it individually as a part of the Regular Agenda.

1. **City Council Regular Meeting Minutes - May 6, 2025**

2. **Juneteenth Fee Waiver Request (Marzec)**

3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 4 FY2023-2024 ANNUAL STREET RESURFACING PROGRAM; AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**

4. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 16 FOR THE ELGIN POLICE DEPARTMENT PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**

X. NEW BUSINESS

1. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING AN APPLICATION TO THE TEXAS DEPARTMENT OF MOTOR VEHICLES CRIME PREVENTION AUTHORITY FOR GRANT FUNDS TO BE UTILIZED BY THE ELGIN POLICE DEPARTMENT AND TO AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE SAID AGREEMENT. (NOBLE)**

2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT TO TRANSFER CERTAIN WATER**

CCN SERVICE FROM AQUA WSC TO THE CITY OF ELGIN, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

XI. EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as permitted by Chapter 551 of the Texas Government Code.

1. **In accordance with Chapter 551 of the Texas Government Code, the Council will convene into executive session, pursuant to Section 551.071 (Consultations with Attorney): Discuss and consider possible action regarding the Interlocal Agreement For Emergency Medical Services between Bastrop County Emergency Services District No. 3 and the City of Elgin**

2. **Section 551.074, Texas Government Code, to discuss Interim City Manager assignments and duties.**

XII. RECONVENE

The City Council will return to open session for possible discussion and action as a result of the Executive Session

XIII. ADJOURNMENT

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. Action, if any, will be taken in open session.

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512)229-3223. Please provide forty-eight hours notice when feasible.

I, Peyton Standifer, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Thursday, May 15, 2025, in accordance with

Chapter 551 of the Texas Government Code.

Peyton Standifer, City Secretary

CALL

FOR MUSICIANS AND MUSIC COMMITTEE

Elgin TEXAS
perfectly situated...

www.elgintexas.gov

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Summer Reading Program (Fowler)

DEPARTMENT: Library

PROPOSED ACTION: No Action Needed

BACKGROUND:
Join us at Elgin Public Library to “Color Our World” this June and July. We have a fun-filled lineup of activities including story times, arts and crafts, performers, STEAM activities, book clubs, and movie nights.
The 2025 Summer Reading Program is open to children and teens -from preschool to young adults. This year, readers will be divided into teams and will earn pompoms for their team’s jar by turning in completed reading logs. The friendly competition will conclude with a party on August 1st, where we will honor the winning team and celebrate the joy of reading!
Our goal is to make reading fun and enjoyable. Encouraging children to read for just twenty minutes every day can help prevent the summer slide- the learning loss that can occur during long school breaks.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {X} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:
No recommendation needed.

ATTACHMENTS:
None

{X} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: PROCLAMATION RECOGNIZING JUNE AS PRIDE MONTH FOR 2025

DEPARTMENT: Executive

PROPOSED ACTION: No action is necessary for Council

BACKGROUND:
June is nationally recognized as Pride Month. The City of Elgin is reaffirming their support to the local LGBT groups.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:
None

ATTACHMENTS:
1. Pride Month Proclamation - 2025

{} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{X} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Proclamation

By City Mayor
Bastrop County, Texas

WHEREAS, the month of June was designated Pride Month to commemorate the Stonewall riots which occurred in June of 1969 and are generally recognized as the catalyst for the LGBT Rights Movement; and

WHEREAS, "every individual" is equal before and under the law and has the right to equal and equitable benefit of the law without discrimination based on race, national or ethnic origin, color, religion, sex, age, or mental or physical disability; and

WHEREAS, the group that founded Bastrop Pride was formed in 2021 through the efforts to foster community, and gained their nonprofit status in March of 2023; and

WHEREAS, Bastrop Pride's celebrations and programs have grown to serve not only the county of Bastrop but all other communities that may share our beautiful natural borders; and

WHEREAS, Bastrop Pride is committed to education, awareness, and social opportunities throughout our community by way of scholarships, festivals, and coalition building with fellow businesses and agencies; and

WHEREAS, Bastrop celebrates the history and diversity of our county's community, and promotes a society in which all residents can live free to express themselves and their stories; and

WHEREAS, Pride Month is an opportunity to advocate legal protections against discrimination, work towards inclusive policies and legislation, and challenge societal prejudices that continue to marginalize LGBTQ+ individuals.

NOW THEREFORE, I, [Insert Reader's Name], [Insert Reader's Title], Texas, do hereby proclaim the month of June 2025 as **"Bastrop Pride Month"** in the [Insert City], and encourage everyone to respect the civic rights of our neighbors, and celebrate our uniquely "Authentic Bastrop" experiences.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the [Insert City], Texas to be affixed this [Insert Read Date].

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Dino-mite Summer (Marzec)

DEPARTMENT: Recreation

PROPOSED ACTION: No action is required for Council

BACKGROUND:
Elgin Parks & Recreation, the Elgin Public Library, and Elgin Main Street are joining forces to host a season of dinosaur-themed programming and special events all leading up to Dinosaur George's Traveling Dinosaur Museum visiting the Elgin Recreation Center on Friday, July 25th and Saturday, July 26th. The Elgin Parks & Recreation Department applied for and received the Dinosaur George Traveling Museum Grant to host the museum for one day, and the Elgin Parks & Recreation Center, with Elgin Public Library are splitting the cost to host the museum for a second day to ensure all Elgin residents get to experience the joys of a free Dinosaur Museum.

Programs this summer include:

- Youth, Tween, Teen Crafts and Programs at the Elgin Recreation Center in June and July.
- Family Movie Night at the Elgin Public Library on Saturday, July 19th.
- Elgin Parks & Recreation's Dino-Lympics Family Field Day on Friday, June 20th at Thomas Memorial Park.
- Elgin Parks & Recreation's Dino Splash Bash on Friday, July 11th at Thomas Memorial Park.
- Elgin Parks & Recreation's Dino Dig Safari on Friday, July 18th at Veteans Memorial Park.
- Main Street's July Sip, Shop and Stroll on Thursday, July 10th, launching a scavenger hunt for Downtown bucks

BUDGET/FINANCIAL IMPACT:
Funding for this item was 100% included 0% not included in the current-year budget.

RECOMMENDATION:
None

ATTACHMENTS:
None

{X} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Main Street Grant Award (Alvarez)

DEPARTMENT: Community Services

PROPOSED ACTION: No action is necessary for Council

BACKGROUND:
The City of Elgin has been awarded the GM Main Street Grant for the Crosswalk of Unity project. The proposed crosswalk will be located on Avenue C at the intersection at Depot and at Central. The crosswalk will improve safety for the families accessing Veterans Memorial Park.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:
None

ATTACHMENTS:
1. GM on Main

{X} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

ELGIN MAIN STREET

GM ON MAIN STREET GRANT PROGRAM

2025 Recipients Announced!

MAIN STREET AMERICA

gm

KRISTINA ALVAREZ, MAIN STREET MANAGER

Main Street America’s Annouces the Winners

The City of Elgin has been awarded a GM on Main Street grant for their Crosswalk of Unity project, which will enhance pedestrian safety and accessibility in downtown Elgin, Texas. The proposed vibrant painted crosswalk, located on Avenue C at the intersection at Depot and at Central. The project aims to bridge historical divides while improving safety for families, children, and individuals with disabilities by accessing the park.

Elgin’s downtown is known for its wide streets, which facilitate both vehicle traffic and pedestrian movement. The Crosswalk of Unity will address this challenge by creating a bright, welcoming path for park-goers and the community, enhancing both safety and awareness of pedestrian rights.

Veterans Memorial Park, spanning approximately 5 acres, is a prominent community hub that provides a variety of amenities, including walking trails, picnic areas, and an inclusive playground. This project will ensure safer access to these amenities, encourage more walking and community engagement, and promote inclusivity in Elgin’s vibrant, diverse community.

Project Description

Our project aims to create a beautifully designed crosswalk at Veterans Memorial Park, located across the historically significant segregation line. This artistic and functional initiative will serve to enhance pedestrian safety, foster community engagement, and create an inclusive environment, ultimately encouraging more residents and visitors to use and connect with the downtown area.

Project Goals

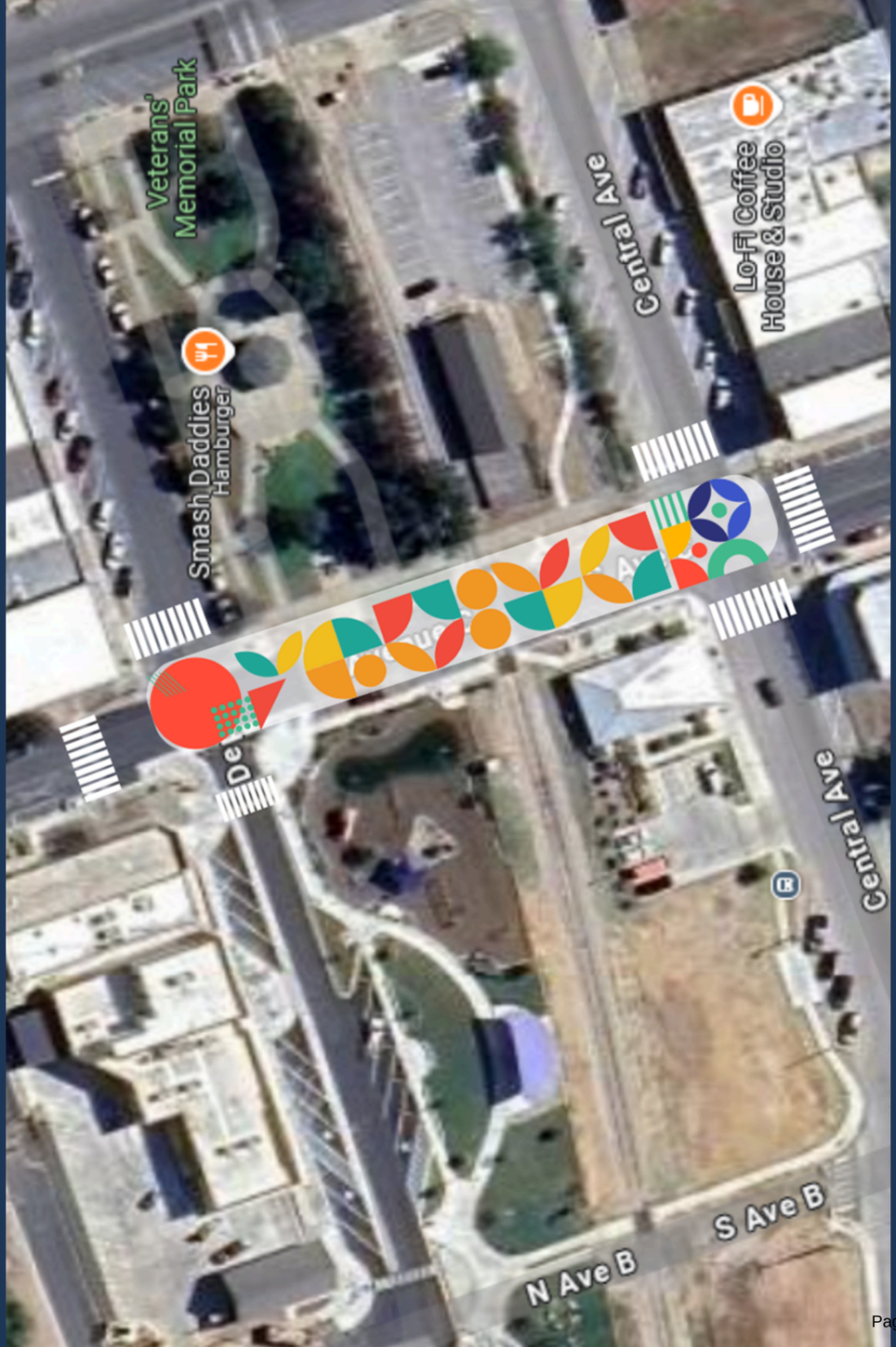
- Enhance Pedestrian Safety: Establish a prominently marked, visually appealing crosswalk that improves safety, particularly for children and families, while crossing key pathways in the park and surrounding areas.

- Promote Community Unity and Inclusivity: Develop a striking symbol of unity that embodies Elgin's diverse heritage, engaging community members in the design process to reflect their values and history.

- Enhance Public Space Appeal: Revitalize the area around the park to create an inviting space that fosters community interaction and pride.

Design Elements:
The crosswalk will feature a colorful and dynamic design that symbolizes harmony and diversity, engaging local artists and community input to ensure an authentic representation of Elgin's unique identity.

Location:
Situated at crucial intersections leading into Veterans Memorial Park, this crosswalk aims to bridge historical divides and enhance accessibility and safety in downtown Elgin.



Sample Mural Crosswalks

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: TEXAS GENERAL LAND OFFICE MONITORING REVIEW UPDATE - PISTOL HILL PROJECT (Sanders)

DEPARTMENT: Finance

PROPOSED ACTION: This is a presentation of monitoring review results. No action is necessary.

BACKGROUND:
The Texas General Land Office (GLO) conducted an on-site monitoring review of the City of Elgin's (City) grant activities for the Pistol Hill project. The GLO's objective was to ensure the necessary controls are in place to satisfy program requirements and the terms of the contract. The review included testing according to the contract terms, Federal Registers, Code of Federal Regulations, and the Office of Management and Budget's Compliance Supplement. The review resulted in one finding, and two concerns. The City has addressed these concerns through the development of Financial Procedures as they relate to how grants are processed internally. These procedures address the finding and concerns that were noted in the grant.

- Finding #1: Update Financial Policy to include Allowability of Costs
  - Staff Response: Department Heads will now review each invoice for allowability of cost to ensure costs are necessary, reasonable, and allocable. (See Section: Procedures for Grant Payments, Page 2, Number 2)

- Concern #1: Submit timely reimbursement requests
  - Staff Response: The City will ensure that reimbursement requests are submitted to the funding agency on, at minimum, a quarterly basis. (See Section:Cash Management/Timely Procedures, Para. 3)

- Concern #2: Pay vendors timely
  - Staff Response: The City will pay vendor invoices within 30 days of receipt, which may mean Council will need to ratify some payments. (See Section: Cash Management/Timely Procedures, Para. 2)

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:
None

ATTACHMENTS:
1. 20250512_CLR_MIT_Elgin_22-082-009-D207 (002)
2. 20250402_RPT_MIT_Elgin_22-082-009-D207 (002)
3. Finance Procedures for Grants 2025

{X} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

TEXAS GENERAL LAND OFFICE
COMMISSIONER DAWN BUCKINGHAM, M.D.

May 12, 2025

The Honorable Theresa McShan
Mayor, City of Elgin
310 N. Main Street
Elgin, Texas 78621

Re: Monitoring Review for Contract #22-082-009-D207

Dear Mayor McShan:

The Texas General Land Office (GLO) issued a monitoring report on April 3, 2025, regarding our monitoring review results over grant activities. The GLO appreciates the City of Elgin's (City) provision of additional documentation necessary to resolve the outstanding items noted in our review.

The objective of the monitoring review was to ensure that necessary controls were in place to meet program requirements and the terms of your executed contract. The GLO considers the previously reported issues resolved. This letter is the City's notification that the associated monitoring review is closed.

The GLO appreciates the City's ongoing recovery efforts and dedicated service to your community. If you have questions or concerns, please contact Alex Martinez at 512-475-5066 or alex.martinez.glo@recovery.texas.gov.

Sincerely,

Aaron Christopher

Aaron Christopher, CGAP
Manager | CDR Compliance
Office of Audit and Compliance

TEXAS GENERAL LAND OFFICE
COMMISSIONER DAWN BUCKINGHAM, M.D.

April 3, 2025

The Honorable Theresa McShan
Mayor, City of Elgin
310 N. Main Street
Elgin, Texas 78621

Re: Monitoring Review for Contract #22-082-009-D207

Dear Mayor McShan:

The Texas General Land Office (GLO) conducted an on-site monitoring review of the City of Elgin's (City) grant activities. The GLO's objective was to ensure the necessary controls are in place to satisfy program requirements and the terms of the contract. The review included testing according to the contract terms, Federal Registers, Code of Federal Regulations, and the Office of Management and Budget's Compliance Supplement.

The review resulted in one finding, and two concerns. The enclosed monitoring report identifies the specific compliance areas tested and the details of the findings and concerns.

- Finding #1: Update Financial Policy to Include Allowability of Costs
- Concern #1: Submit Timely Reimbursement Requests
- Concern #2: Pay Vendors Timely

To meet program requirements, the City must provide responses and support for the corrective action listed in the report by **April 26, 2025.**

The GLO appreciates the City's ongoing recovery efforts and dedicated service to your community. If you have any questions or concerns, please contact Alex Martinez at 512-475-5066 alex.martinez.glo@recovery.texas.gov.

Sincerely,

Jennifer Lehman

Jennifer Lehman, MBA, CIA, CISA, CFE, CGAP
Director | CDR Compliance
Office of Audit & Compliance | Texas General Land Office

Enclosure: City of Elgin Monitoring Report

Background

The Texas General Land Office (GLO) conducted an on-site monitoring review of the City of Elgin's (City) grant activities under the contract and Federal Registers in accordance with our FY 2025 Monitoring Plan.[1,2] The scope of the review was limited to the City's contract #22-082-009-D207.

The GLO's objective was to evaluate whether processes and necessary controls were in place to meet program requirements and the terms of the executed grant agreement. The review included testing over the following compliance areas:

- Activities Allowed and Unallowed
- Allowable Costs/ Cost Principles
- Cash Management
- Matching, Level of Effort, Earmarking
- Period of Performance
- Procurement, Suspension, & Debarment
- Environmental Review
- Labor Standards

The review resulted in one finding and two concerns. A finding indicates noncompliance with statutory or regulatory requirements that must be addressed. A concern highlights a deficiency in program performance that is not based on statutory, regulatory, or program requirements and does not require corrective actions. The City must provide responses and support for the corrective action listed in the report by **April 26, 2025**.

Finding #1: Update Financial Policy to Include Allowability of Costs

Summary

The City's financial policy lacks procedures for determining allowability of costs.

Discussion

The City's financial policies and procedures include steps for authorizing payments but do not address how to determine cost allowability.[3] According to 2 CFR 200.302(b)(7), subrecipients must maintain written procedures for determining cost allowability under Subpart E – Cost Principles and the terms of the federal award.[4] Although testing revealed no unallowable costs, the existing procedures fail to comply with federal requirements. Unaware of the requirement for written cost allowability procedures, the City did not revise its financial policy after receiving GLO contract #22-082-009-D207 in December 2021.

Effect/Potential Impact

Without written financial procedures for determining cost allowability on federal grants, the City may fail to identify unallowable costs subject to recapture.

[1] 84 Federal Register (FR) 45838. (August 30, 2019). https://www.govinfo.gov/content/pkg/FR-2019-08-30/pdf/2019-18607.pdf
[2] 86 FR 561. (January 6, 2021). https://www.govinfo.gov/content/pkg/FR-2021-01-06/pdf/2020-29261.pdf
[3] City of Elgin Financial Policy (October 19, 2020)
[4] 2 CFR 200.302(b)(7). *Financial Management*. (November 12, 2020). https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.302#p-200.302(b)(7)

Corrective Action

The City must revise its financial policy to include procedures to review invoices for cost allowability in accordance with 2 CFR 200 Subpart E – Cost Principles.

The City must provide its revised and approved financial policy and procedures by **April 26, 2025**.

Concern #1: Submit Timely Reimbursement Requests

Summary

The City's financial policy lacks procedures for ensuring reimbursement requests are submitted to the GLO at least quarterly, leading to a missed submission for one quarter.

Discussion

Article II, Section 2.02, of GLO contract 22-082-009-D207 requires the City to submit a reimbursement request to the GLO at a minimum, quarterly.[5] The lack of procedures for reimbursement requests led to the City not submitting a reimbursement request for 1 of the 11 (9%) quarters reviewed.

Effect/Potential Impact

Without procedures for submitting quarterly reimbursement requests in accordance with contract requirements, the City risks submitting late requests that may lead to expenditure findings.

Recommendation

The City should update its financial policy to include procedures for submitting reimbursement requests at least once a quarter.

Concern #2: Pay Vendors Timely

Summary

The City's financial policy lacks procedures for paying vendors timely, resulting in a payment beyond 30 days of receipt.

Discussion

Article II, Section 2.02, of GLO Contract 22-082-009-D207 requires timely payment to subcontractors per Chapter 2251 of the Texas Government Code.[6,7] However, the City's financial policy lacks provisions to ensure payments are made within the required 30-day period. As a result, 1 of the 7 (14%) reviewed invoices was paid 12 days beyond the deadline.

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[5] GLO Contract #22-082-009-D207 Section 2.02. *Timely Expenditures.* Page 8
[6] GLO Contract #22-082-009-D207 Section 2.02. *Timely Expenditures.* Page 8
[7] Texas Government Code, *Chapter 2251.021(a) (1-3)* (September 2019). https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2251.htm

Effect/Potential Impact

Failure to pay invoices promptly can result in contractors abandoning projects and may lead to the City incurring late fees and interest charges.

Recommendation

The City should revise its financial policy to include paying vendor invoices within 30 days per Chapter 2251 of the Texas Government Code.

Finance Department
Standard Operating Procedures: GRANT PAYMENTS

INTRODUCTION

The purpose of financial management policies is to provide sound guidelines in planning the City's financial future. The City of Elgin considers the expenditure of funds to be an important responsibility and requires all individuals involved with the purchase of goods or services to exercise good judgement in spending taxpayers' money.

SCOPE OF AUTHORITY

The City Council is responsible for the expenditure of City funds.

FINANCIALS

A. Bank Depository

The City maintains funds in a Bank, designated as its depository for banking services. The council shall review the terms and conditions of the city depository every year. The council may solicit applications for a depository, as it deems necessary, in accordance with applicable state laws.

B. Accounts Payable

Four (4) individuals are authorized to sign checks written on the bank depository account: Mayor, Mayor Pro Tem, City Manager, and City Secretary. All checks require two authorized signatures. No exceptions.

C. Accounting

The Finance Director is responsible for establishing the structure for the City funds and accounts and for assuring that procedures are in place to properly record financial transactions and report on the City's financial position. The Director shall prepare monthly financial reports for the City Manager, who is responsible for submitting quarterly reports to the City Council.

D. Audit of Accounts

An independent audit of the City's accounts is performed annually. The Auditor is retained by and is accountable directly to the City Council. The City Council reviews the selection every five (5) years unless circumstances deem otherwise.

E. Internal Controls

Whenever possible, written procedures will be established, maintained, and assessed per 2 CFR 200.303 by the Finance Department for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

Whenever possible, the City ensures duties and responsibilities are segregated so that no one individual has complete authority over a financial transaction.

PROCEDURES FOR GRANT PAYMENTS

1. An invoice is received and, if necessary, a request for payment is prepared by grant consultant and proper signatures obtained from Mayor, Mayor Pro Tem, City Manager, and/or Finance Director as authorized in original grant approval and subsequent resolutions to authorize grant signatories. The Finance office reviews the invoice and compares it to the grant budget.

2. Allowability of Costs – The Department Head will review each invoice for allowability of costs as stated in 2 CFR 200 Subpart E – Cost Principles to ensure costs are necessary, reasonable, and allocable.

3. Unnecessary or duplicative purchases – The Department Head for the department responsible will review each invoice for unnecessary or duplicative purchases per 2 CFR 200.318 (d)

4. Invoice must be approved by the Department Head responsible for the grant, the Finance Director, and potentially the City Manager or City Council depending on invoice amount. Approval is acknowledged by signatures on the payment request form that is attached to the original invoice, and submitted to the Finance Office for payment, or through Council action. To ensure required payment timelines are met in accordance with the grant award, payments may continue through the AP process with approval by city staff and ratification by City Council at the next available council meeting.

5. Once invoice approval is acknowledged, a payment packet is entered into the system by the Accounts Payable office. Mayor **or** Mayor Pro Tem **and** City Manager **or** City Secretary signature appear on the approved checks. Checks are then disbursed to the appropriate vendors.

6. The Project Specialist is responsible for ensuring that checks are signed and disbursed within the grant-mandated timeline in the state contract.

7. Copies of the request for payment, invoice, payment to vendor, and bank statement showing receipt of grant money are retained in the grant file in the Finance office.

8. Monthly bank statements are reconciled by the Finance Director, or designee.

CASH MANAGEMENT AND DISBURSEMENT - TIMELY EXPENDITURES

The City shall make timely payments to vendors and minimize the time between transferring funds from the State Treasury and disbursement of funds to vendors in compliance with the terms and conditions of the federal contract, grant, regulation, or statute.

The City will pay vendor invoices within thirty (30) days of receipt, unless using the advance payment procedures under CDBG grants, per the Prompt Pay Act and Chapter 2251 of the Texas Government Code.

The City shall ensure that reimbursement requests are submitted to the funding agency on at least a quarterly basis to the greatest extent possible.

To ensure vendor compliance, invoices/pay applications/pay estimates will be reviewed for accuracy for such items but not limited to change order approvals; outstanding liens and/or

payments to subcontractors, labor standards; and verification of work completed as invoiced prior to disbursement or request for funds from State Agency. The City shall notify a vendor of an error in an invoice submitted for payment by the vendor.

ADVANCE PAYMENT PROCEDURES

All advanced payments using federal grant funds will be disbursed within the grant mandated timeline in the state contract and in accordance with 2 CFR 200.305(b), and in accordance with the provisions in the contract with the vendor.

Advance payments of federal grant funds will be deposited and maintained in a separate insured account. The City will maintain advance payments of federal awards in interest-bearing accounts, unless the following apply: City receives less than $120,000 in Federal awards per year; the City is not expected to earn interest in excess of $500 per year on Federal cash balances; or the depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources. (2 CFR 200.302(b)(6) and 200.305)

INTEREST EARNED PROCEDURES

The city will verify interest earned remains under $500 per fiscal year by tracking interest earned on each grant deposit in the grant ledger; if interest does exceed $500 per fiscal year the city will remit interest earned to the Department of Health and Human Services per 2 CFR 200.305.

These Procedures are implemented through the City of Elgin's administrative team of: Mayor, Mayor Pro Tem, City Manager, Finance Director.

Approved by:

Isaac Turner, Interim City Manager, City of Elgin — Date: 5/6/2025

Pamela Sanders, HR/Finance Director, City of Elgin — Date: 5/5/2025

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Main Street Board Quarterly Report

DEPARTMENT: Community Services

PROPOSED ACTION: No action is necessary for Council

BACKGROUND:
The Main Street Board provided an update on their progress and the grant they have been awarded.

BUDGET/FINANCIAL IMPACT:
None

RECOMMENDATION:
Read and review the provided report

ATTACHMENTS:
1. MSB Quarterly Update 05-20-2025

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

May 20, 2025

Main Street Board/Committee Report to the City Council

Board Members:
Krista Marx, Sarah Gudenkauf, Jake Carter, Ashley Dahlke, Skie O'Mahoney, Michelle Nicholson, Erin Riley, Amber de la Rosa, Mercathea Hughes

Mission:
Implement downtown revitalization through the Main Street Four Point approach: Economic Vitality, Design, Promotion, and Organization.

State Support:
As a Texas Main Street City, Elgin benefits from design assistance and guidance from the Texas Historic Commission.

Special Announcement:
Elgin Texas is one of five recipients of the GM on Main Street Grant. Powered by General Motors and Main Street America, the program awarded five $60,000 grants to nonprofit organizations and municipal government entities near GM facilities and to a tribal community within the Main Street network to implement innovative transportation initiatives in their local districts.

The grant will support The Crosswalk of Unity, which will enhance pedestrian safety at the newly expanded Veteran's Memorial Park.

Presented by General Motors, the GM on Main Street Grant Program champions place-based solutions that prioritize pedestrian-friendly infrastructure, inclusive urban design, and sustainable mobility.

Our project aims to create a beautifully designed crosswalk at Veterans Memorial Park, located across the historically significant segregation line. This artistic and functional initiative will serve to enhance pedestrian safety, foster community engagement, and create an inclusive environment, ultimately encouraging more residents and visitors to use and connect with the downtown area.

1. **Enhance Pedestrian Safety**: Establish a prominently marked, visually appealing crosswalk that improves safety, particularly for children and families, while crossing key pathways in the park and surrounding areas.
2. **Promote Community Unity and Inclusivity**: Develop a striking symbol of unity that embodies Elgin's diverse heritage, engaging community members in the design process to reflect their values and history.

3. **Enhance Public Space Appeal**: Revitalize the area around the park to create an inviting space that fosters community interaction and pride.

Design Elements:
The crosswalk will feature a colorful and dynamic design that symbolizes harmony and diversity, engaging local artists and community input to ensure an authentic representation of Elgin's unique identity.

Location:
Situated at crucial intersections leading into Veterans Memorial Park, this crosswalk aims to bridge historical divides and enhance accessibility and safety in downtown Elgin.

1.) Summary of Committee Activities for the Past 3 Months

During this quarter, the Main Street staff, board members, and volunteers have made significant strides in achieving our work plan objectives across the Four Points: organization, economic development, design, and promotion.

Organization:
The board and volunteers successfully assisted with Elgin's hosting of the Texas Municipal League (TML) Region 10 meeting. This event not only showcased our commitment to community engagement but also included a downtown tour for dignitaries, highlighting our local assets. This initiative fostered connections with regional leaders and strengthened partnerships, which are vital for future collaborative efforts.

Economic Development:
Our team has been actively working on enhancing tourism initiatives. Our volunteers made tourism packets that will serve to promote Elgin and its offerings. In addition, we have collaborated with local stakeholders to support events such as The Elgin Music Festival and the Music in the Park concert series, both of which aim to stimulate local business and attract visitors to our downtown area.

Design:
The first quarter work was focused on the launch of The Depot Social District, which is poised to enhance our downtown's appeal through increased foot traffic and the promotion of local businesses. This project encourages socialization in public spaces and aims to create a vibrant environment for residents and visitors alike. We applied for the GM on Main Street grant for our "Crosswalk of Unity" project that our Design Team has been working on.

Promotion:
Looking ahead, our focus is on the newly won GM on Main $60k grant for our proposed Cross Walk of Unity and the upcoming Hogeye Festival. Our focus is to leverage our resources to create memorable events that promote Elgin's culture and community spirit.

The efforts made by the Main Street staff, board, and volunteers illustrate a strong commitment to enhancing our community through effective organization, economic development, design, and promotion. We look forward to building on this progress in the coming months.

2.) Summary of Proposed Activities for the Next 3 Months

Over the coming months, our primary focus will be on finalizing and completing the GM on Main Street Grant project, with a deadline to report and submit all deliverables by November 2025. This will include working closely with our design and community partners to ensure the Crosswalk of Unity project is ready for installation, reflecting our commitment to pedestrian safety and community inclusivity.

In addition, we will begin preparations for the Hogeye Festival, working on event planning, promotion, and community outreach to ensure a successful celebration that highlights Elgin's culture and fosters community engagement.

Other ongoing efforts include the upcoming accreditation report due to Main Street America in January 2025, planning the board's retreat in Buda to explore strategies for managing growth, and relaunching the Business Retention Committee in 2025 to further support local economic vitality.

We will also continue to explore innovative ways to increase Elgin's visibility as a tourist destination through promotion and tourism initiatives, as well as advancing design projects such as the Art Alley development and pedestrian safety improvements like the crosswalk at Depot and Ave. C.

Join us on Main Street

ELGIN MAIN STREET

AVAILABLE PROPERTIES

Commerical - For Sale

$800,000

34 N Main Street
Elgin, TX 78621
5,618 sq. ft.

Listed by Jeanette Shelby Realty
(512) 281-3412

Commerical - For Sale

$525,000

22 N Main Street
Elgin, TX 78621
4,972 sq. ft.

Listed by Karen Derr with Compass
(512) 701-3642

Commerical - For Lease

$1,200

119 W. 2nd. St.
Elgin, TX 78621
5,618 sq. ft.

Listed by Tolbert Properties
(512) 619-6658

3
2

Residential - For Lease

$1,900

110 N. Main St. #101
Elgin, TX 78621
1,000 sq. ft.

Listed by Tina Dugey-Miscoe with Keller Williams
(512) 914-7000

2
1

Residential - For Lease

$1,565

110 N. Main St. #202
Elgin, TX 78621
813 sq. ft.

Listed by Tina Dugey-Miscoe with Keller Williams
(512) 914-7000

1
1

Residential - For Lease

$1,120

104 S Ave. C Unit A
Elgin, TX 78621
1,269 sq. ft.

Listed by Jeanette Shelby Realty
(512) 281-3412

Elgin Main Street Program

kristina.alvarez@elgintexas.gov

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - May 6, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the minutes as they are presented

BACKGROUND:
The City Council held a regularly scheduled meeting on May 6, 2025.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:
Approval of the minutes

ATTACHMENTS:
1. City Council Regular Meeting Minutes - May 6, 2025

{} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{X} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

ELGIN CITY CITY COUNCIL MINUTES
May 6, 2025
6:30 PM

CALL TO ORDER
Mayor McShan called the meeting to order at 6:30PM.

ROLL CALL
Mayor McShan called roll.

Present:
Theresa Y. McShan, Mayor
Arthur Gibson III, Council Member Ward 1
Joy Casnovsky, Council Member Ward 1
Chuck Swain, Council Member Ward 2
YaLecia Love, Council Member Ward 2
Al Rodriguez, Council Member Ward 3
Matthew Callahan, Council Member Ward 3
Forest Dennis, Council Member Ward 4
Sue Brashar, Mayor Pro Tem, Ward 4

Staff:
Isaac Turner, Interim City Manager
Peyton Standifer, City Secretary
Mark Schroeder, City Attorney
Owen Rock, Economic Development Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Beau Perry, City Engineer & Development Services Director
Sonia Browder, Media Specialist
Kristina Alvarez, Main Street Manager
Heather Fowler, Library Services Manager
Esmeralda Rangel, Assistant City Secretary
Terry Fowler, Construction Manager
Starr LaSalde, Police Officer

INVOCATION
Council Member Gibson provided the invocation.

PLEDGE OF ALLEGIANCE
Mayor McShan led those in attendance in reciting the Pledge of Allegiance to the Flag of the United States and the Pledge of Allegiance to the Texas Flag.

PUBLIC COMMENT
Alfred Hoerig, Loesch Drive, spoke to the Council about his concern for the marginalized people of Elgin with the current economic issues, tariffs, and shortages. The churches in the community provide meals to those in need on a rotating schedule, and Mr. Hoerig encouraged the Council to get involved and prepare.

Debbie Wahrmund, Marines Cove, thanked Forest Dennis for his service on the City Council.

ANNOUNCEMENTS
Kristina Alvarez, Main Street Manager, provided the announcements for the Council, including the BEST County Mixer, Music in the Park, and other events.

PRESENTATION

1. **A PROCLAMATION DECLARING MAY AS NATIONAL HISTORIC PRESERVATION MONTH**

   Mayor McShan read and presented the proclamation to Kristina Alvarez.

2. **A PROCLAMATION RECOGNIZING MADISON WOEHL AS SCOUTING AMERICA TROOP 473'S FIRST EAGLE SCOUT**
   Mayor McShan read and presented the proclamation to Madison Woehl.

CITY MANAGERS REPORT

1. **Planning and Zoning Commisson Quarterly Report**
   Mr. Turner, Interim City Manager, read the title and invited Council to ask any questions. Council had no questions.

2. **Public Safety Advisory Committee Quarterly Report**
   Mr. Turner, Interim City Manager, read the title and invited Council to ask any questions. Council had no questions.

3. **Economic Development Corporation Board Quarterly Report**
   Mr. Turner, Interim City Manager, read the title and invited Council to ask any questions. Council had no questions.

4. **FY SB224 Catalytic Converter Grant Award to the Elgin Police Department (Noble)**
   Mr. Turner invited Chief Chris Noble to announce the award of the Fy SB224 Catalytic Converter Grant to the City of Elgin Police Department. Chief Noble informed Council that the Police Department has been awarded $63,000.00 with a 20% match.

5. **Elgin Media Day (Osborne)**
   Mr. Turner, Interim City Manager, provided Council with an explanation of the upcoming Elgin Media Day. It will be held from 3:00 PM to 4:00 PM on May 8th at Millie's on Main. The media will meet the Community Services staff, and have the opportunity to take tours of the City.

CONSENT AGENDA

1. **City Council Strategic Planning Session Minutes - March 29, 2025**
   This item was approved on the consent agenda.

2. **City Council Regular Meeting Minutes - April 15, 2025**
   This item was approved on the consent agenda.

3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 3 FY2023-2024 ANNUAL STREET RESURFACING PROGRAM AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
   This item was approved on the consent agenda.

   Council Member Dennis motioned to approve the items on the Consent Agenda as they were presented. Council Member Love seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT WITH UNION PACIFIC RAILROAD COMPANY FOR THE SAFE ROUTES TO SCHOOL PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
   Michael Gonzalez, Public Works Director, addressed Council to inform them that this item was related to the Safe Routes to School grant for sidewalks. A partner in this project is Union Pacific Railroad, and they have already begun their construction. This item was to approve the payment to Union Pacific Railroad, and the City will be reimbursed by the grant funds.

   Mayor Pro Tem Brashar motioned to approve the resolution as it was presented. Council Member Gibson seconded the motion. All voted in favor. The motion carried.

2. **RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING A REAL ESTATE CONTRACT BETWEEN THE CITY OF THE ELGIN ECONOMIC DEVELOPMENT CORPORATION AND DLJ HOLDINGS LLC, AUTHORIZING THE MAYOR TO APPROVE THE CONTRACT AND AUTHORIZING THE ECONOMIC DEVELOPMENT DIRECTOR TO SIGN ALL CLOSING DOCUMENTS (ROCK/FRYE)**
   Owen Rock, Economic Development Director, addressed Council to inform them that this item is to approve the purchase of 1 acre in the downtown area. The Economic Development Corporation Board approved this purchase in February of 2025. The Economic Development Corporation intends to develop the land. Mayor Pro Tem Brashar clarified that this property was formerly going to be an assisted living facility. Council Member Dennis clarified that this would be purchased using the EDC's funds and not the City's funds. Mr. Rock stated the purchase price, not including closing costs, will be $305,500.00.

   Council Member Casnovsky motioned to approve the resolution. Council Member Swain seconded the motion. All voted in favor. The motion carried.

3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT FOR ENGINEERING SERVICES FOR THE TAYLOR LANE DRAINAGE PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
   Michael Gonzalez, Public Works Director, explained that this item is related to the Capital Improvement Projects, and will be funded by the development fees from the Katy Project. This item is to approve the survey.

Mayor Pro Tem Brashar motioned to approve the resolution as it was presented. Council Member Love seconded the motion. All voted in favor. The motion carried.

4. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A NEW PROPOSAL FOR SERVICES AGREEMENT BEWTEEN WATKINS GROUP CONSULTANTS, LLC FOR THE CONTINUATION OF FIRE CODE REVIEW, INSPECTION SERVICES AND DEPARTMENT DEVELOPMENT ASSISTANCE AND MAKING CERTAIN FINDINGS RELATED THERETO. (PERRY)**
   Beau Perry, City Engineer and Development Services Director, addressed Council to explain that this item is for a new contract for the third-party fire inspectors that the City uses. The contract has not been updated for four years. Certain services will see an increase in price while others decrease. City staff recommends the new contract. Mr. Perry answered questions from the Council.

   Council Member Swain motioned to approve the resolution as it was presented. Mayor Pro Tem Brashar seconded the motion. All voted in favor. The motion carried.

5. **AN ORDINANCE TO UPDATE CERTAIN SECTIONS OF THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO CORRECT ERRORS, INCREASE FEES AS A RESULT OF HALF YEAR TRENDS, AND AS A RESULT OF THE NEW CONTRACT FOR FIRE PROTECTION SERVICES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN. (PERRY)**
   Beau Perry, City Engineer and Development Services Director, addressed Council to explain that this will account for the increases in price from the previous item, and the City will not be in a deficit regarding the fees. Mayor McShan asked if a business owner is able to refuse the inspection. Mr. Perry replied that businesses are able to refuse the inspection to hire their own inspector, and City staff is not forcing their way into buildings or shutting down businesses if they do not comply as was directed by Council. However, fire inspections are required by law and insurance companies, and the fee is now a flat fee instead of varying rates. Mr. Perry answered further questions from Council.

   Council Member Love motioned to approve the ordinance as it was presented. Mayor Pro Tem Brashar seconded the motion. All voted in favor. The motion carried.

EXECUTIVE SESSION

Mayor McShan read the titles of the items for Executive Session, and adjourned the meeting into closed session at 7:11PM.

1. **In accordance with Chapter 551 of the Texas Government Code, the Council will convene into executive session, pursuant to Section 551.071 (Consultations with Attorney): Discuss and consider possible action regarding the Interlocal Agreement For Emergency Medical Services between Bastrop County Emergency Services District No. 3 and the City of Elgin**

2. **In accordance with Texas Government Code, Chapter 551, the Council will convene into executive session, pursuant to Section 551.072, Tex. Gov't Code (Real Property): Discuss and consider the purchase of certain real property for the City of Elgin.**

3. **Section 551.074, Texas Government Code, to discuss Interim City Manager assignments and duties.**

RECONVENE
Mayor McShan reconvened the meeting back into open session at 8:16PM.

Mayor McShan motioned to approve the Mayor to execute all documents necessary for the purchase of approximately 38 acres of land for the purpose of constructing a Wastewater Treatment Plant. Council Member Callahan seconded the motion. All voted in favor. The motion carried.

ADJOURNMENT
Mayor McShan reminded the Council Members and the public that there will be a Special Meeting on May 13th to CANVASS the votes and swear in new City Council Members. Photos will begin at 6:00PM.

Mayor McShan adjourned the meeting at 8:17PM.

ATTEST: **Theresa Y. McShan, Mayor**

Peyton Standifer, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Juneteenth Fee Waiver Request (Marzec)

DEPARTMENT: Recreation

PROPOSED ACTION: Approval of the request to waive fees.

BACKGROUND:
The Elgin Juneteenth Organization would like to have the Juneteenth Children's Pageant on Thursday, June 12, 2025, in the 200 Block of the Elgin Veteran's Memorial Park. The Juneteenth Coalition are requesting a fee waiver.

BUDGET/FINANCIAL IMPACT:
Fee Waiver Request for Veterans Memorial Park 200 Block at $300/Day for Thursday, June 12th. With the Fee Waiver, the City will **not** receive the money typically required for the rental.

RECOMMENDATION:
Approval of the request to waive fees.

ATTACHMENTS:
1. Juneteenth Childrens Parade Fee Waiver
2. Juneteenth Childrens Parade Request Email

{} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{X} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Juneteenth Festival & Parade 2025 Fee Calculation				
Description of City Staff Support	**Number of Employees**	**Number of Hours**	**Cost Per Hour Per Employee**	**Total Daily Cost**
Public Works Support - Thursday, June 12th (Children's Pageant)	0	0	$25	$0
Police Department Support - Thursday, June 12th (Children's Pageant)	0	0	$60	$0

Description of Fee Waivers			**Cost by Unit**	**Total Cost**
Special Event Application			$25	$25
Street Closure			$50/Block	
Park Rentals: Veterans Memorial Park 200 Block - Thursday, June 12th		VMP	$300/Day	$300
			Total Cost	**$325**

Description of Waiver Requested	**Request Submitted?**	**City Council MTG**	**Approved?**
Fee Waiver	Yes	5/20/2025	
Open Container Waiver	N/A	N/A	N/A
Sound Policy Waiver	N/A	N/A	N/A

Outlook

Elgin Juneteenth Organization Children's Pageant

From Arthur Gibson <arthur.gibson010@gmail.com>
Date Tue 4/29/2025 8:21 PM
To Elizabeth Marzec <elizabeth.marzec@elgintexas.gov>

CAUTION: This email originated from outside of the City of Elgin. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening, Elizabeth

Per our conversation earlier today, The Elgin Juneteenth Organization would like to have our children's pageant on Thursday, June 12, 2025, in the 200 block of the Elgin Veteran's Memorial Park. We are requesting a fee waiver. Thank you for your help and support with this and everything you and the Parks and Recreation Department do to make the lives of Elgin Citizens better!

Kindest Regards,
Arthur Gibson III

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 4 FY2023-2024 ANNUAL STREET RESURFACING PROGRAM; AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review and Approve

BACKGROUND:
This is the final payment for the 2024 street resurfacing program. The council has seen the previous 3 payments as part of the consent agenda. All work has been performed and paid for. The retainage is a percentage of the total contract amount to ensure punch list items and outstanding items are corrected and installed.
The City staff and the engineer have walked the project and taken acceptance of the work installed.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A

CURRENT CONTRACT AMOUNT	AMOUNT THIS ESTIMATE	PREVIOUS PAYMENTS	TOTAL REMAINING (INCLUDING RETAINAGE)
$465,846.40	$46,584.64	$419,261.76	$0.00

RECOMMENDATION:
Approve the payment for retainage

ATTACHMENTS:
1. ResstreetPay Request No. 4 Final
2. Recommendation Letter for Payment 4 4.29 - Signed
3. 2024 Street Resurfacing List
4. Slide1
5. Slide2
6. Slide3
7. Slide4
8. Slide5

{} Staff will be making a detailed presentation on this agenda item at the meeting.

{} Staff will provide brief comments and answer questions on this item at the meeting.
{x} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2025-05-20-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 4 FY2023-2024 ANNUAL STREET RESURFACING PROGRAM; AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin has primary responsibility for maintaining safe and effective transportation systems throughout the City, which includes the maintenance and upgrade of all city-owned streets and;

WHEREAS, City staff and the City Engineer have submitted a recommendation to award a contract to Larry Young Paving, of College Station, Texas for improvements to city streets prioritized on need, current conditions, and anticipated future use and/or traffic; and,

WHEREAS, the City staff is now recommending the second pay request to be executed and returned to the contractor.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The Mayor or Interim City Manager is hereby authorized to execute Pay Request No. 4 final and retainage with Larry Young Paving, Inc of College Station, Texas to resurface streets in accordance with the *2024 Street Improvements* plan from WGA, a recommendation letter of which is attached hereto and marked Exhibit A; and made part of this Resolution as if copied verbatim herein.

Section 3. Project Change Orders. Through the approval of this Resolution, the Interim City Manager is further authorized to approve project contract change orders in a total amount not to exceed 25% of the approved contract as stated above.

Section 4. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 5. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 20th day of May, 2025.

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

April 29, 2025

Mr. Michael Gonzalez, Public Works Director
City of Elgin
1135 Swenson Boulevard
Elgin, Texas 78621

RE: 2024 Street Improvements
Pay Request No. 4 – Final Retainage

Dear Mr. Gonzalez:

Enclosed for consideration by the City of Elgin is the Pay Estimate No. 4 (Retainage) for Larry Young Paving, Inc. Please see the following table for a summary of the contract and payment amounts:

Current Contract Amount	Amount this Estimate	Previous Payments	Total Amount Remaining (including Retainage)
$ 465,846.40	$ 46,584.64	$ 419,261.76	$ 0.00

It is recommended that payment be made in the amount of **$ 46,584.64** at the City's earliest convenience. An affidavit of bills paid has been provided and all punch list items are completed. Please sign and forward a digital copy to Larry Young Paving, Inc at m.ash@larryyoungpaving.com, and WGA at bperry@wga-llc.com. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,

Beau Perry, P.E.
Regional Practice Leader

Enclosure

MONTHLY ESTIMATE NO.			
P.O. NO.:		ORIGINAL CONTRACT:	$398,886.40
JOB NO.:		CURRENT CONTRACT:	$465,846.40
JOB DESCRIPTION: Elgin Streets 2025			
CONTRACTOR: Larry Young Paving, Inc.			
COVERING PERIOD: April 2025			

CHANGE ORDER NO.	DATE APPROVED	TOTAL AMOUNT	AMOUNT COMPLETED
CO#1	3/4/2025	$50,775.00	$50,775.00
CO#2	3/26/2025	$16,185.00	$16,185.00

RETAINAGE % FOR PROJECT:	10%
RELEASE RETAINAGE (YES/NO):	yes

	PREVIOUS TOTAL	THIS PERIOD	TOTAL TO DATE
Amount of Work Completed (240):	$0.00	$0.00	$465,846.40
Material On Hand (240):	$0.00	$0.00	$0.00
Purchase Order Amount (240):	$0.00	$0.00	$465,846.40
tax %8.25			
Amount Retained (240):	$0.00		
Released Retainage (240):		**$46,584.64**	$46,584.64
Payments (240): (PO - Retainage + Released Retainage)	$0.00	$46,584.64	

AMOUNT DUE THIS PAYMENT:	**$46,584.64**

NOTE:

Engineer : Beau Perry

Verified By:

Larry Young Paving: Matthew Young

Prepared By:

City Purchasing

Verified By:

Date: April 28, 2025

LARRY YOUNG PAVING INC.

PO Box 11779
College Station, TX 77842
(979)823-4888

Affidavit of Bills Paid

STATE OF TEXAS
COUNTY OF BASTROP

BEFORE ME, the undersigned authority on the day personally appeared Mark Schinzler of Larry young Paving, Inc. party to that Contract entered into on January 7, 2025 between the **CITY OF ELGIN** and Larry Young Paving, Inc. for the construction and completion of certain improvements and/or additions upon the following described premises, to wit:

Elgin 2024 Street Improvements

Said party being me duly sworn upon oath that the said improvements have been constructed and completed in full compliance with the above referenced contract and the agreed plans and specifications therefore.

Deponent further states that he has paid all bills and claims for materials furnished and labor performed on said contract and that there are no outstanding claims for labor performed or materials furnished upon said job.

This affidavit is being made by the undersigned realizing that it is in reliance up truthfulness of the statements contained herein that a final and full settlement of the balance due on said Contract is being made, and in consideration of the disbursement of funds by **CITY OF ELGIN** deponent expressly waives and releases all liens, claims, and rights to assert a lien on said premises and agrees to indemnify and hold the **CITY OF ELGIN** safe and harmless from and against all losses, damages, costs, and expenses of any character whatsoever, specially including court costs, bonding fees and attorney fees arising out of or in any relating to claims for unpaid labor or materials used or associated with construction improvements on the above described premises.

Maggi B Dickerson
My Commission Expires
7/17/2028
Notary ID 134996147

Printed Name: Matt Young
Signature:
Company Name: Larry Young Paving, Inc.
Date: 4/28/25

Subscribed and sworn before me, the undersigned, on this __28_ day of April_, 2025_.

Notary Seal:

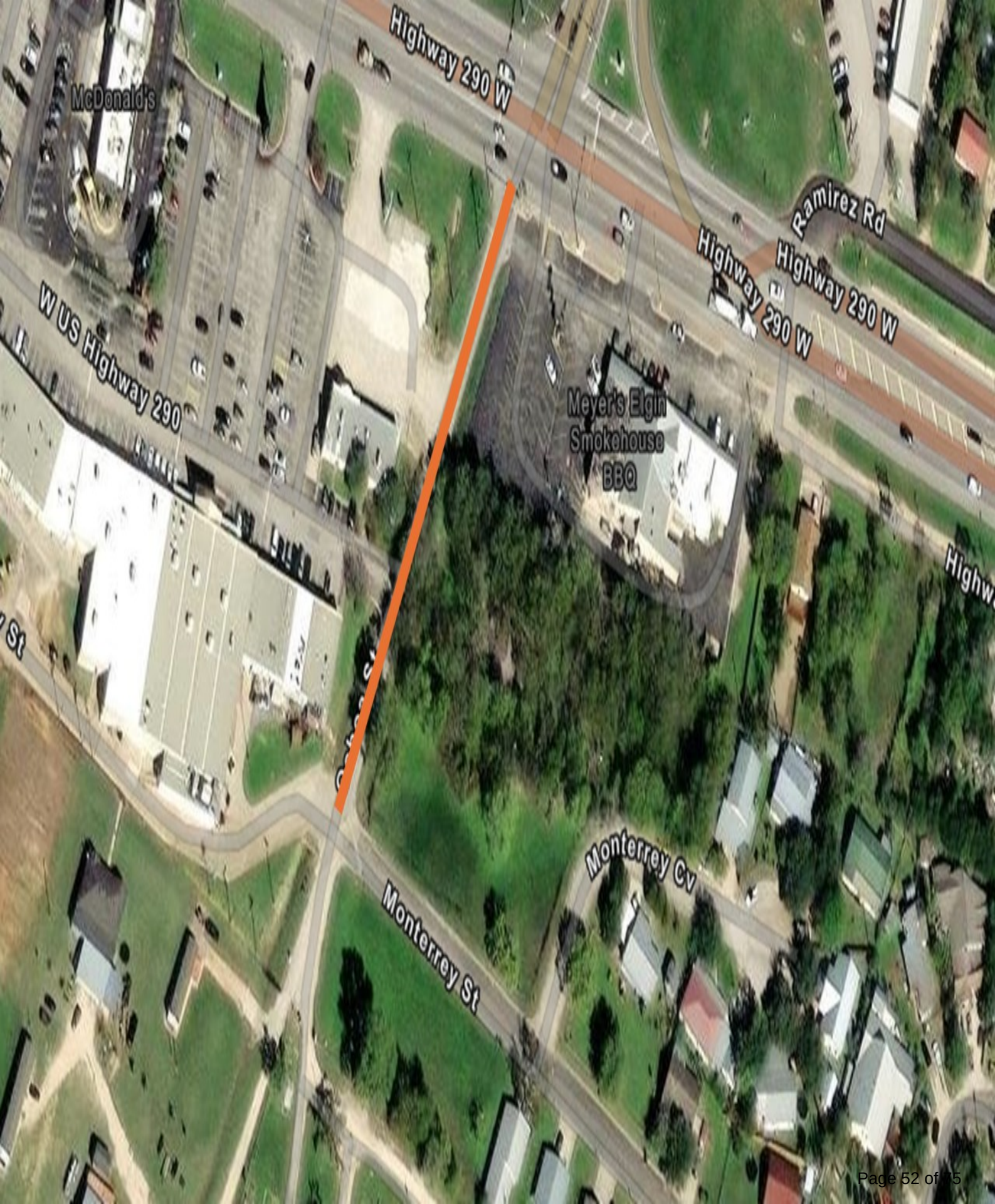
Notary Public
State of Texas

Streets that were treated with 2” Overlay.

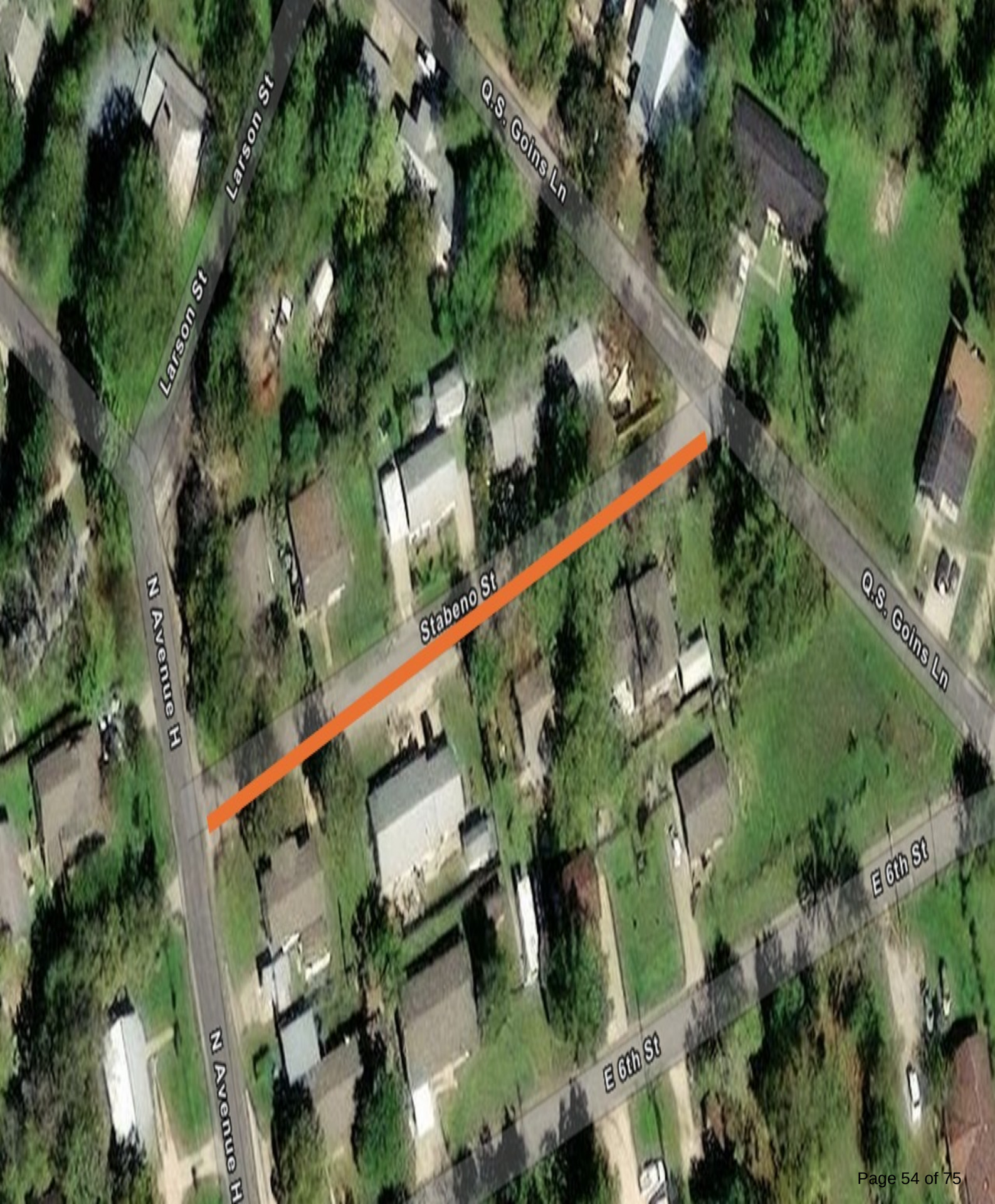
1. The Alley in the 200 Blk of Depot St. 325 LF – Ward 4
2. Stabeno in its entirety overlay. 432 LF – Ward 4
3. North Ave E from 8th St. to Taylor Rd.- 467 LF – Ward 4
4. Ochoa Street – 665 LF Ward 1
5. E. 7th Street from Ave H to the end. 241 LF.

Streets treated with 2” overlay and associated curb building and sidewalk transition.

1. Depot Street from Ave C. to Ave A. 685 LF-Ward 4 and a Downtown Improvement
2. South Ave B from Depot Street to 2nd St. 705 LF- Ward 4 and a Downtown Improvement


Highway 290 W
McDonald's
Ramirez Rd
Highway 290 W
Highway 290 W
W US Highway 290
Meyer's Elgin Smokehouse BBQ
Monterrey Cv
Monterrey St

N Avenue C
W 1st St
N Main St
W 1st St
N Avenue C
N Avenue B
Depot St
Depot St
S Avenue C
Elgin City Park
S Main St


Larson St
Larson St
Q.S. Goins Ln
Stabeno St
N Avenue H
N Avenue H
Q.S. Goins Ln
E 6th St
E 6th St

W Ila St
E 7th St
N Avenue H

Taylor Rd
Taylor Rd
N Avenue E
N Avenue E
N Avenue F
N Avenue F
95

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 16 FOR THE ELGIN POLICE DEPARTMENT PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Approve the resolution as it is presented

BACKGROUND:
This pay request is for door hardware that was changed at the request of the police department. Baird Williams is requesting payment for the installation.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A
The total cost of this change order is $3,353.00. It includes the hardware and installation of the hardware.

RECOMMENDATION:
Approve pay request number 16

ATTACHMENTS:
1. RESOLUTION Pay Request No. 16
2. PR #16 - Invoice

{} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{X} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2025-05-20-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 16 FOR THE ELGIN POLICE DEPARTMENT PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin is finalizing close out items on the Elgin Police Department Project at 204 Depot Street and;

WHEREAS, City staff are now recommending approval of this payment application as routine matter of business.

WHEREAS, The Interim City Manager is authorized to execute such payments as described in the original agreement with Baird Williams Construction;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The Interim City Manager or Mayor is hereby authorized to execute Pay Request #19 in the amount of the proposal attached and identified as Exhibit A. "Pay Request No. 16"

Section 3. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 20th day of May 2025.

_____

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____

PEYTON STANDIFER, City Secretary

Exhibit A

BAIRD WILLIAMS CONSTRUCTION, LTD.

INVOICE

120 Royal St.
SALADO, TEXAS 76571

DATE: 5/5/2025

FOR: Elgin Police Station

TO: BAIRD/WILLIAMS CONSTRUCTION, LTD.

BAIRD/WILLIAMS CONSTRUCTION, LTD.
P.O. Box 1193
Salado, Texas 76571
254-773-3499

DESCRIPTION	AMOUNT
PR #16 - Change Door 109-A to operate so it locks on the Animal Control side for controlled access into CID. - Change Doors 136-A (Hard Interview) and 146-C (Juvenile Interview) to operate with hardware configured per the following: a. Door should default to always open/unsecured. b. Thumb latch or sim to allow locking from exterior. c. No keyed access required. The door should only be locked by the thumb latch. - Add a new electronic mechanism to Door 134-A to allow card reader access from both sides of the door. - Replace hardware on Restroom 206-A with a thumb latch so it cannot be opened from the outside with a key.	
- G's Doors & Plus LLC. (Installation).....	$408.00
- H&H Doors & Hardware (Hardware Supplier).....	$2,945.00
TOTAL	$3,353.00

Thank you for the business opportunity!

ESTIMATE

G's Doors and Plus LLC
706 E 9th St
Elgin, TX 78621

silva@gsdoorsandplus.com
+1 (512) 968-8265

Baird Williams Construction

Bill to
Police Station Elgin
202 Police Station
Elgin Tx, 78621

Estimate details

Estimate no.: 0414
Estimate date: 05/01/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	05/01/2025	**1 Foreman**	Removed & install privacy locks indicator & Hardware items	1	$408.00	$408.00

Total **$408.00**

Accepted date **Accepted by**

H & H Doors & Hardware
REMIT TO:
17610 NW Zac Lentz Pkwy
Victoria, Texas 77905
Ph# 361/578-3664
www.hhdoor.com

INVOICE # 23024M

INVOICE DATE: 4/21/2025
Terms: Net DUE UPON RECEIP
JOB: PCO12

Sold To:
BAIRD WILLIAMS
ATTN: ACCOUNTS PAYABLE
PO BOX 917
TEMPLE, TX 76503

Ship To:
BAIRD WILLIAMS
402 DEPOT STREET
ELGIN, TX 78621

Contact:
OPH#
EMAIL

Contact
JOBSITE #
CELL PHONE #

INSTALL		REPAIR		PICKUP		SHIP		VIA:	
SALESMAN		CUST PO #	PCO12 HARDWARE			TAXABLE	EXEMPT		

ORDERED	DESCRIPTION	PRICE
	PCO10 DUMMY MORTISE CYLINDER	2,945.00
	PRIVACY DEADBOLT MORTISE LOCKS	
	ELECTRIFIED MORTISE LOCKSETS	
	LARGE FORMAT INTERCHANGEABLE CORE	

TAX:

TOTAL: $2,945.00

PAYMENT OF ALL INVOICES DUE AT H&H DOORS &
HARDWARE./17610 NW ZAC LENTZ PARKWAY/VICTORIA,TX 77905/VICTORIA COUNTY

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING AN APPLICATION TO THE TEXAS DEPARTMENT OF MOTOR VEHICLES CRIME PREVENTION AUTHORITY FOR GRANT FUNDS TO BE UTILIZED BY THE ELGIN POLICE DEPARTMENT AND TO AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE SAID AGREEMENT. (NOBLE)

DEPARTMENT: Police

PROPOSED ACTION: Approval of Grant Application to Motor Vehicle Crime Prevention Authority

BACKGROUND:
The Texas Dept. of Motor Vehicles, through the Motor Vehicle Crime Prevention Authority provides financial support to law enforcement task forces and agencies for economic motor vehicle theft, including catalytic converter theft. The deadline for applying is May 23rd at 5:00PM.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {x} not included in the FY25-26 budget {} N/A

GRANT FUNDS TO BE REQUEST (SUBJECT TO CHANGE)	MATCHING FUNDS FROM THE CITY (SUBJECT TO CHANGE)	EQUIPMENT TO BE PURCHASED
$43,880	$10,970	FLIR (Heat detecting cameras); Systems to aid in prevention of auto thefts and construction site thefts of metal

RECOMMENDATION:
Approval of Resolution

ATTACHMENTS:
1. City of Elgin Council Resolution MVCPA Grant
2. Updated FLIR quote

{} Staff will be making a detailed presentation on this agenda item at the meeting.
{X} Staff will provide brief comments and answer questions on this item at the meeting.
{} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2025-05-20-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING AN APPLICATION TO THE TEXAS DEPARTMENT OF MOTOR VEHICLES CRIME PREVENTION AUTHORITY FOR GRANT FUNDS TO BE UTILIZED BY THE ELGIN POLICE DEPARTMENT AND TO AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE SAID AGREEMENT.

WHEREAS, Under the provisions of the Texas Transportation Code Chapter 1.006 and the Texas Administrative Code, Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement task forces and agencies for economic motor vehicle theft, including catalytic converter theft; and

WHEREAS, This grant program will assist the Elgin Police Department to combat catalytic converter theft; and

WHEREAS, The City of Elgin has agreed that in the event of loss or misuse of the grant funds, the City of Elgin agrees and assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority; and

WHEREAS, Be it Resolved and Ordered that Chris Noble, Chief of Police, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. Deborah Gibson is designated as the Program Director, and Pamela Sanders is designated as the Financial Officer of this grant.

Section 3. Budget. The City Council does hereby acknowledge that this item is not included within the *FY2025-2026 City of Elgin Annual Operating Budget.*

Section 3. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 20th day of May 2025.

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

INVOICE

 # INV-0000328

Balance Due
$49,850.00

HeadHunterTactical
2 Depot Square
Suite A
Elgin Texas 78621
U.S.A
rgunn@headhuntertactical.com

Bill To
Elgin Police Department
204 Depot Street
Elgin
78621 Texas
U.S.A

Invoice Date :	08 May 2025
Terms :	Due on Receipt
Due Date :	08 May 2025

#	Item & Description	Qty	Rate	Amount
1	Nightride 360 Plus 64-19 w/case	9.00	5,300.00	47,700.00
2	Nightride 360 2nd Plus Carkit	10.00	215.00	2,150.00
			Sub Total	49,850.00
			Total	**$49,850.00**
			Balance Due	**$49,850.00**

Notes

Thank You for your business,
The HeadHunterTactical LLC Team

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT TO TRANSFER CERTAIN WATER CCN SERVICE FROM AQUA WSC TO THE CITY OF ELGIN, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review and approve amendments to the agreement.

BACKGROUND:
In January of 2022 Aqua Water agreed to release certain portions of their CCN that lay within the Lund Farms Development. Since that agreement had been executed, additional land came on the market and was purchased by the developer to accompany the original development and the water service area that was transferred. This additional 16.76 acres, now part of the development, is subject to service area transfer and makes the development cleaner and more aligned with maps. Aqua and City staff have both reviewed and are in favor of such a transfer.

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A
The City will pay Aqua Water WSC $140,646.44 for the transfer of the water service.

RECOMMENDATION:
Approve as presented

ATTACHMENTS:
1. RES AmendLundFarmsagreement
2. Amendment to Master Agreement for Lund Farms - Transfer to Elgin form Aquas Water CCN

{} Staff will be making a detailed presentation on this agenda item at the meeting.
{X} Staff will provide brief comments and answer questions on this item at the meeting.
{} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2025-05-20-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT TO TRANSFER CERTAIN WATER CCN SERVICE FROM AQUA WSC TO THE CITY OF ELGIN, AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin has already executed certain agreements with AQUA Water Service Cooperation to transfer water service in the Lund Farms Development; and

WHEREAS, The amendment now includes sixteen and seventy-six one-hundredths of an acre (16.76) additional acres not listed in the original agreement now to be transferred to the City of Elgin for water service; and

WHEREAS, The amount agreed upon for such transfer is one hundred forty thousand, six hundred sixteen dollars and forty-four cents ($140,616.44) for the City to pay Aqua WSC for this transfer; and

WHEREAS, The City staff and City engineer have reviewed these terms and the service map and now recommend the transfer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The Mayor of Elgin, Texas is hereby authorized to execute an agreement as presented verbatim in the attached documents or agreements.

Section 4. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 5. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 20th day of May 2025.

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

EXHIBIT "B-13"

Amendment to Master Agreement for Lund Farms Residential/Commercial Development Subject to Transfer to Elgin from the Aqua Water CCN

Title of Development: LUND FARMS

Concept ■ Preliminary Plat

Plan Replat Short Form Plat

Date of Approved Amended Concept Plan or Plat: 04/15/2025

Name and Contact (Developer): Lund Farm Investment, LLC
Judith Ann Lundgren
Michael Lundgren

AMENDMENT TO AGREEMENT FOR TRANSFER OF CERTAIN WATER CCN SERVICE AREA FROM AQUA WSC TO THE CITY OF ELGIN

A Master Agreement ("Master Agreement") for establishing basic terms and conditions under which AQUA WATER SUPPLY CORPORATION may consent to transfer specific portions of its retail water CCN to the City of Elgin was made and entered into by and between Aqua Water Supply Corporation (hereinafter called "Aqua") and the City of Elgin, Texas (hereinafter called "Elgin"), on 18th day of January, 2022 (the "Effective Date").

WITNESSETH:

WHEREAS, a Master Agreement dated January 18, 2022 established the terms and conditions under which Aqua agreed to transfer specific portions of its retail water Certificate of Convenience and Necessity ("CCN") No. 10294 ("Aqua Water CCN") to Elgin; and

WHEREAS, the planned development of Lund Farms Development, currently in the Aqua Water CCN has submitted an Amended Concept Plan consisting of two additional tracks of land comprising approximately 13.471 acres and 3.295 acres, respectively, which has been approved by the Planning and Zoning Commission for the City of Elgin; and

WHEREAS, the Lund Farms Development meets the requirements of the conditions stipulated in the Master Agreement to be considered for transfer from the Aqua Water CCN to Elgin; and

WHEREAS, the land under consideration, and subject to conveyance is shown in ATTACHMENT A, and which is located within the Aqua Water CCN and the Elgin Wastewater CCN: and

WHEREAS, Chapter 13 of the Texas Water Code and the rules of the Public Utility Commission of Texas ("PUC") allow for the transfer or assignment of CCN service areas from a water supply corporation to a municipally owned utility; and

WHEREAS, Elgin has determined that it has sufficient water supplies available to provide water services to specific portion of the Aqua Water CCN proposed to be served by Elgin and agrees that such availability will be a condition precedent before any CCN may be transferred from the Aqua Water CCN to Elgin; and

WHEREAS, the transfer of the specific portion of the Aqua Water CCN to Elgin will further the public purpose of rationalizing the distribution of water services in the region taking into account existing and future needs for additional infrastructure to serve all of Elgin and its urbanizing areas.

NOW THEREFORE, in consideration of the foregoing and the mutual agreements hereinafter set forth, and for other good and valuable consideration, the receipt and adequacy of which is herby acknowledged, Aqua agrees to transfer specific portions if the

Aqua Water CCN to Elgin on the terms and conditions and for the consideration set forth herein.

SECTION 1.0

SPECIFIC PORTION OF THE AQUA WATER CCN TO BE RELEASED TO ELGIN

Section 1.01 — Definition of Specific Portion of the Aqua Water CCN to be conveyed to Elgin

Attachment A to this Agreement shows a map of the Lund Farms Development that is covered by this Amendment to the Master Agreement. The map shows the location of the development in relation to the City limits of Elgin, the current Water CCN of Elgin, the parcels included in the development as well as the number of acres that comprise the development.

Section 1.02 — Calculation of compensation

The compensation to be paid to Aqua by Elgin for transfer of the specific portion of the Aqua Water CCN is Eight Thousand Three Hundred and Eighty-Seven Dollars ($8,387.00) per acre.
The calculation is as follows:

Number of acres under development X $8,387.00 — Total Compensation

For the subject development, the actual calculation is as follows:

16.766 acres X $8,387.00 = $140,616.44

Section 1.03 — Additional Amounts Owed to Aqua

Additionally, Aqua must be granted an exclusive permanent blanket easement along County Line Road. The new easement shall include a 20' permanent easement and a 20' temporary easement for construction.

Section 1.04 — Payment

Payment of the amounts calculated in Section 1.02 and 1.03 shall be paid in accordance with terms and conditions of the Master Agreement as specified in Section 3.4.

Section 1.05 — Litigation

The terms and conditions of this Amendment shall be construed under and in accordance with the laws of the State of Texas. All obligations of the parties created under these terms and conditions shall be performable in Bastrop County, Texas. All payments required to be made to Aqua under this Amendment shall be made at Aqua's offices in Bastrop County, Texas. Bastrop County, Texas shall be the exclusive place of venue for any disputes arising under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Amendment as indicated below.

AQUA

By: _____

President,

Date: 5/6/2025

ATTEST:

By: _____

Secretary, Board of Directors,

Date: 5-6-25

ELGIN

By: _____

City Manager,

Date: _____

ATTEST:

By: _____

Secretary, Board of Directors,

Date: _____

ATTACHMENT B-13

Map Showing the area of Aqua Water CCN subject to the transfer for Lund Farms

LEGEND
AQUA CCN
ELGIN CCN
TRANSFER AREA
CITY LIMITS
CITY OF ELGIN, TX
AQUA CCN TRANSFER
ATTACHMENT B-13
LUND FARMS
LUND FARMS
569.717 ACRES
LUND FARMS
ADDITIONAL AREA
16.766 ACRES
N
400 200 0 400 800
SCALE : 1" = 400'
WGA
TEXAS REGISTERED ENGINEERING FIRM F-8756
2201 Donley Drive, Suite 150
Austin, Texas 78758
713.768.1800

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Section 551.074, Texas Government Code, to discuss Interim City Manager assignments and duties.

DEPARTMENT: Executive

PROPOSED ACTION:

BACKGROUND:

BUDGET/FINANCIAL IMPACT:
Funding for this item was {} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:

ATTACHMENTS:
None

{} Staff will be making a detailed presentation on this agenda item at the meeting.
{} Staff will provide brief comments and answer questions on this item at the meeting.
{X} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.