



CITY COUNCIL WORKSHOP/REGULAR MEETING

March 3, 2025, at 6:30 PM

Hewitt City Hall, 200 Patriot Court, Hewitt, TX 76643

AGENDA

Steve Fortenberry, Mayor: Ward 3, – **Erica Bruce**, Mayor Pro Tem: Ward 3
Michael S. Bancale, Council Member: At-Large – **Johnny Stephens**, Council Member: Ward 1
Bob Potter, Council Member: Ward 2 – **Brad Turner**, Council Member: Ward 1
Vacant Seat, Council Member: Ward 2

The meeting will be streamed live on the city's website at www.cityofhewitt.com/790/Hewitt-TX-TV.

Under Texas Government Code Sec. 551.127, members may attend and participate in the meeting remotely by video conference on a regular, non-emergency basis. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

WORKSHOP MEETING - 6:30 PM

WORKSHOP DECLARATION OF A QUORUM AND CALL TO ORDER

WORKSHOP AGENDA

1. Briefing and discussion concerning the Police Department Computer-Aided Dispatch and Records Management System.

WORKSHOP ADJOURNMENT

REGULAR MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATION(S) AND RECOGNITION(S)

2. Special presentation to the Hewitt Public Library - 2024 Achievement of Excellence in Libraries Award.

PUBLIC HEARING(S) AND RELATED ACTION

3. Public hearing and possible action on **Ordinance No. 2025-05** granting a request for a variance to the sign ordinance for a sign located at 1151 Enterprise Blvd., as prescribed in Chapter 58 Sign Regulations.

PUBLIC COMMENTS

The City Council invites citizens to speak on any topic not already scheduled for a public hearing. The Texas Open Meetings Act prohibits the Council from discussing, responding to, or acting on any comments or items not posted on the agenda. (Note: Citizens who wish to speak must complete a “Public Comment Form” and present it to the City Secretary before the meeting.)

REGULAR AGENDA ITEMS

4. Approve the minutes of the February 3, 2025, City Council Regular Meeting.
5. Presentation of the City Engineer's Report by City Engineer Miles Whitney, P.E.
 - Update on pending utility projects.
 - Update on pending street projects.
 - Update on pending drainage projects.
6. Briefing and discussion concerning the Financial Statements ending January 31, 2025.
7. Discussion and possible action regarding the electronic audio/visual updating of two Police Department interview rooms using forfeiture funds.
8. Discussion or possible action to authorize the purchase of roof repairs for the City of Hewitt Community Services building.
9. Discussion and possible action regarding the repair and replacement of the bay doors at the fire station.
10. Discussion and possible action on **Ordinance No. 2025-06** declaring unopposed candidates elected to office and canceling the May 3, 2025, General Election as prescribed in the Texas Election Code.

ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board in front of City Hall on February 26, 2025, by 5:00 PM.

CITY OF HEWITT

Lydia Lopez

Lydia Lopez, TRMC/CMC
City Secretary

In compliance with the Americans with Disabilities Act, the City of Hewitt will provide reasonable accommodations for people attending and/or participating in City Council meetings. The facility is wheelchair-accessible, and accessible parking is available at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours before the meeting by calling the City Secretary at 254.296.5602 or by fax at 254.666.6014.



Police Department Computer Aided Dispatch/Records Management Project

CHIEF JOHN MCGRATH

Discussion

Overview of CAD/RMS Systems

Overview of Current System

Expected Improvements and Efficiencies with a New System

Necessary Alterations to Accommodate System Growth

Potential CAD/RMS Systems

Implementation and What to Expect

- ▶ All calls, both citizen and officer initiated, are created in CAD.
- ▶ CAD calls create a database of information for interactions with people, vehicles, and locations.
- ▶ Allows dispatch to see active and holding calls, and which officers are assigned for Police, Fire, and MISD PD
- ▶ Increases officer safety by interfacing with state and national databases, and in-house alerts.

EIS Public Safety Command and Control System -- HPD

Incident Unit Message Query seaRch Status Window Operator uTility Help

NEW INCIDENT

TYPE*

LOC*

PLACE

CMT

☐ IN PROGRESS

APT

CITY

HEWITT

XY

PRI

NAME

RP PHONE 254

ADDR

SRC P

CLOSE AS

AREA: LAW

FIRE

EMS

☐ CONTACT RP

AGENCY*

ROUTE*

☐ NON-DISCLOSURE

ADR

RSP

GEO

SITE

HIS

CON

VEH

NME

UNT

INC

QRY

SOP

SCHD

POSSIBLE DUPLICATE EVENTS

EVENT

TIME

TYPE

LOCATION

POSSIBLE ADDRESSES

ADDRESS

X STREET

PLACE

CITY

QUERY DISPLAY

FONT [11]

SAVE

AM

NEXT

1

2

3

4

5

6

7

8

9

10

11

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21

22

23

24

25

26

27

28

29

30

DATE/TIME

EVENT

UNIT

UNIT

AGC

TY

ST

ELT

EVNT

TYPE

LOCATION / CMT

4101

HPD

CH

AV

03:03:37

4102

HPD

AC

AV

03:03:33

4103

HPD

AC

AV

03:19:35

4106

HPD

LT

AV

03:03:16

4109

HPD

LT

A

00:06:26

0020

FOOT

733 SUN VALLEY

4110

HPD

SG

AV

03:03:05

4111

HPD

SG

AV

03:03:23

4112

HPD

SG

AV

00:04:18

4120

HPD

OF

A

00:24:49

4123

HPD

DE

AV

03:16:14

4125

HPD

DE

AV

03:02:43

4126

HPD

OF

A

00:02:15

4128

HPD

OF

SE

03:22:44

4129

HPD

OF

A

00:01:40

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TFNB WOODWAY

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EDUCATORS

4150

HPD

CE

AV

03:07:47

4151

HPD

AN

AV

01:22:45

4180

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ET

AV

02:52:44

4701

MISD

CH

AV

01:51:51

4702

MISD

LT

BS

03:51:25

MHS

4720

MISD

OF

BS

03:28:06

MMS

4721

MISD

OF

A

02:14:51

0010

FU

8200 MARS DR

UNIT

ST

EVENT

DISPO

CLS

TYPE

COMMENT

LOCATION

4101

HPD

CH

AV

03:03:37

4102

HPD

AC

AV

03:03:33

4103

HPD

AC

AV

03:19:35

4106

HPD

LT

AV

03:03:16

4109

HPD

LT

A

00:06:26

0020

FOOT

733 SUN VALLEY

4110

HPD

SG

AV

03:03:05

4111

HPD

SG

AV

03:03:23

4112

HPD

SG

AV

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4120

HPD

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4123

HPD

DE

AV

03:16:14

4125

HPD

DE

AV

03:02:43

4126

HPD

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MISD

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BS

03:51:25

MHS

4720

MISD

OF

BS

03:28:06

MMS

4721

MISD

OF

A

02:14:51

0010

FU

8200 MARS DR

ACK: 285 LOGGED OFF

SYSTEM

QUERY

INCIDENT

ALERT

AM

11:07:39

Records Management System Overview

- ▶ In-house system that integrates with CAD.
- ▶ Contains all PD records including incident reports, warrant entries, protection orders, solicitor permits, trespass warnings, and property.
- ▶ Houses documents that are used for open records requests, screening and prosecution by the district attorney, and generates required statistical data for various state and federal agency required reports.
- ▶ Management for each piece of property inside evidence room.
- ▶ Additional modules can be added, such as asset management, Code Enforcement, Animal Control, etc.

The screenshot displays the RMSEntry - 24.3.2.0 software interface, which is a records management system. The interface is divided into several sections:

- INCIDENT REPORT**: A sidebar menu on the left containing links to Offenses, Names, Vehicles, Property, Relationships, Narrative, Distribution, Report Completion, Multimedia Summary, Report Management, Report Log, Supplements, and Related Reports.
- AGENCY**: A section for entering agency information, including Agency (HPD), Case Number, Report Type, Date, and Officer.
- REPORT TYPE**: A section for entering report details, including Date Reported, Date Occurred From, Date Occurred To, and Related Incident(s).
- LOC**: A section for entering location information, including City (HEWITT), State (TX), Zip Code (76643), County (MCLENNAN), and Place Name.
- NATURE OF INCIDENT**: A section for selecting the nature of the incident, with checkboxes for Alcohol Related, Drug Related, Gang Related, Hate / Bias, Juvenile, Child Abuse, Senior Citizen, Domestic Violence, Officer Assault, and Arson.
- SYNOPSIS**: A large text area for entering a synopsis of the incident.
- REPORT**: A section for entering report details, including Report PIN (285), Name (GAMMEL, MISTY), Date Filed (02/13/2025), and Approved Date.
- CASE**: A section for entering case details, including Status, PIN, Status Set By Name, Status Date, Disposition, PIN, Disposition Set By Name, and Dispo Date.
- STATE REPORTING - TEXAS IIR - ADMINISTRATIVE SEGMENT**: A section for entering administrative information, including Cleared Exceptionally (4), Exceptional Clearance Date (5), Cargo Theft (2A), Type Marijuana Field/Garden (T4), # Marijuana Field/Garden (T5), Number of Labs (after 1/1/2024), # Meth Labs, # Amphetamines Labs, # P2P Labs, # PCP Labs, # Crack Labs, # Other Labs, Number/Types of Labs (prior 1/1/2024), # Clandestine Labs Seized (T6), Type of Drug Manufactured (T7), Type of Drug Manufactured (T7), Quantity of Precursor Chemical Seized (T8), Type Measurement for Precursor Chemical (T9), CLEARANCE Offense Codes, and IIR Offenses.

The interface includes a menu bar at the top with options like File, Favorites, Window, and Help. A status bar at the bottom shows the current case: 285-GAMMEL, MISTY.

EIS: Executive Information Services

Installed 2010, no updates since 2015.

Random closures several times per shift.

EIS will not fix major issues with our old CAD system.

Unable to keep accurate time stamps for things such as, *subject in custody, taser deployment, send EMS, fire extinguished, etc*

Problem dates to 2020.

Known issue, EIS unable to correct. Their solution is to obtain their new CAD system.

- CAD/RMS integration issues
 - Call counts do not match.
 - Generated reports are incorrect.
 - Same reports run twice result in different data.
- Dispatch cannot, in real-time, see what license plates and drivers licenses the officers are running on the Mobile Data Terminals, which causes an officer safety issue when they get an alert on a response.
- Unable to share media with officers' Mobile Data Terminals (MDT), such as drivers license photos which are used for identification.

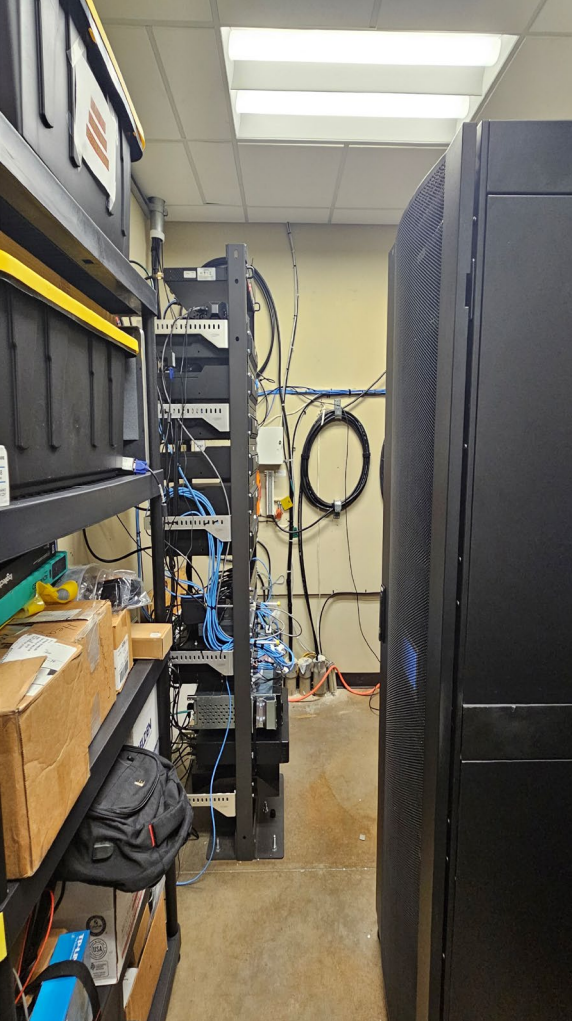
Current Technology Issues Relative to EIS

- ▶ Our EIS version does not function correctly with current hardware.
 - ▶ CAD Station 2 has been upgraded to Windows 11, which has resulted in conflicts and reduced functionality with keyboards.
 - ▶ As a result, we have kept CAD Station 1 on Windows 10, but that reaches end of support in October 2025 and will need to be updated to Windows 11.
- ▶ CAD does not interface properly with Fire Department's FirstDue program, not allowing FD to receive accurate and up-to-date call information; often not receiving notifications at all.
- ▶ CAD unable to interface with new programs, such as RapidSOS.

LOSS OF CAD/RMS

- ▶ Rate of CAD/RMS forced closures has been increasing:
 - ▶ Once/Month in the past to now several times per 10-hour shift.
 - ▶ When it cannot be restarted, Communications Services will revert to handwritten documentation.
- ▶ We will lose the ability to:
 - ▶ See alerts and history on all people, vehicles, and locations;
 - ▶ Check warrant status without going into other programs;
 - ▶ Keep accurate data on calls, such as time stamps;
 - ▶ Have dispatchers work as a team on calls, as only one at a time will be able to keep records for any given call, and;
 - ▶ Provide officers with critical information in a timely manner.

Server Room Expansion



- New CAD/RMS system will require more space.
- Current radio system upgrade requires new radio rack.
- New CAD/RMS system will require new hardware, including new server and will take 12-18 months to implement.
- Current CAD/RMS system will need to remain in place, provided it continues to function, while the new system is being implemented.
- Will need to add additional 100+ square feet of space to accommodate all equipment.
- Electrical cables rerouted.



Motorola Flex

- ▶ Ease of Integration: Current HPD Motorola systems include in-car cameras, body-worn cameras, as well as the requested interview rooms audio/video upgrade.
- ▶ Allows access to data on all Flex systems inside state of Texas.
- ▶ Allows CAD to store incident response plans, floor plans, and protocols.
- ▶ Officers will be able to access full CAD history on persons, vehicles, and locations from their MDTs.
- ▶ Records are consolidated to ensure accurate tracking and management.
- ▶ Compstat and community crime dashboards.
- ▶ Command Solution Dashboards permit statistical tracking of crime types and locations, to enhance staffing and area coverage.

Integrated Computer Services – ICS

- ▶ Interfaces with products we currently use, to include Motorola Watchguard bodycams, Vistacom Recording, and FirstDue Fire Reporting.
- ▶ All data goes into one hub, which allows for accurate reporting.
- ▶ Incident Command module for critical incident response.
- ▶ Many of the same functions found in the Motorola product.

Five-Year Cost Comparison

- ▶ Motorola Flex
- ▶ Upfront Cost: \$596,980.83
- ▶ Years 2-5: \$240,334.37
- ▶ **Total Cost \$837,315.20**

Expected recurring cost:

\$55,500+/yr

Implementation: 12-18 months

**Texas Department of Information
Resources contract company**

- ▶ ICS
- ▶ Upfront cost: \$489,125.10
- ▶ Years 2-5: \$332,357.60
- ▶ **Total Cost: \$821,482.70**

Expected recurring cost:

\$ 77,500 +/-yr

**Implementation: 12-24 months depending
on # of agencies in front of ours.**

VersatermTexas DIR contract company



February 6, 2025

Matthew Glaser
200 Patriot Ct
Hewitt, TX 76643

Dear Matthew,

Congratulations to the Hewitt Public Library! On behalf of the Texas Municipal Library Directors Association, I am pleased to inform you that you have been awarded the 2024 Achievement of Excellence in Libraries Award.

Your application clearly demonstrated your commitment to providing exceptional service to your community. Of the 542 public library systems in Texas, your library is one of only 102 who have earned this year's award. With this honor, your library is now in the top 19% of all public libraries in the state.

We know you will want to proudly display your accolades, which include a congratulatory letter, a digital medal and an award template that can be used to order a plaque. The digital medal is an image file that can be used (but not altered) on websites, email signatures, stationery, and other official library promotional materials. The digital image can be made to be clickable to the TMLDA award site or to a page displaying your accomplishment and/or completed application.

Again, congratulations on this accomplishment, and thank you for enriching the lives of your residents and providing your community with outstanding and innovative services.

Sincerely,

Cynthia Pfledderer
President, Texas Municipal Library Directors Association



HEWITT TEXAS

COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 3.

SUBMITTED BY: Tracy Lankford, Community Development Director

ITEM DESCRIPTION:

Public hearing and possible action on **Ordinance No. 2025-05** granting a request for a variance to the sign ordinance for a sign located at 1151 Enterprise Blvd., as prescribed in Chapter 58 Sign Regulations.

STAFF RECOMMENDATION/ITEM SUMMARY:

Sam Franklin submitted a request for a variance to the sign ordinance. The property is 1151 Enterprise Blvd., the new Kirby-Smith Machinery, Inc. building currently under construction. They request a variance for a fifty-foot-tall pylon sign with a facing of approximately 360 square feet. The backup material includes a map of the property along with the application. The staff recommends that this request be approved.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

I move to approve **Ordinance 2025-05**, granting a variance to the sign ordinance at 1151 Enterprise Blvd. for a fifty-foot-tall pylon sign, as presented.

ATTACHMENTS:

1. Kirby-Smith Machinery_Pylon Sign Variance Request
2. 241217_KSMI_Hewitt_Flex Face Pylon Sign_Dalmarc
3. 241213_KSMI_Hewitt_Sign Location Exhibit
4. 2025-05 Sign Variance Ordinance - 1151 Enterprise

01/17/2025

City of Hewitt Planning and Zoning Department

Director of Community Development
200 Patriot Court
Hewitt, TX 76643

Subject: Variance Request for a Pylon Sign at 1151 Enterprise Dr, Hewitt, TX 76655

Dear Members of the City Council,

We are submitting this request for a variance to allow the installation of a pylon sign at 1151 Enterprise Dr, Hewitt, TX 76655. The sign ordinance (Chapter 58, Sec. 58-7(p)) requires buildings to exceed 100,000 sq. ft. to qualify for a pylon sign, our building is approximately 28,269 sq. ft., necessitating this variance request.

Variance Request

We are requesting relief from the size threshold requirement under Sec. 58-7(p) to permit the construction of one pylon sign:

- **Height:** 50 ft (below the 75 ft maximum).
- **Area:** 360 sq. ft. (below the 575 sq. ft. maximum).

Justification for Variance

1. **Proximity to IH-35:**
Our property abuts IH-35, a high-traffic corridor requiring visibility from long distances. A pylon sign of the requested dimensions is essential for ensuring adequate visibility to passing motorists, particularly at highway speeds.
2. **Economic Necessity:**
Without the variance, we would face a significant competitive disadvantage compared to neighboring businesses with larger buildings that qualify for pylon signs under the ordinance. The proposed sign would help ensure consistent visibility, customer traffic, and economic viability.
3. **Alignment with Community Standards:**
The proposed sign dimensions are consistent with existing signage along IH-35, maintaining the aesthetic and functional standards of the corridor. The sign will comply with all safety and construction requirements.



Supporting Documents

We have included the following to support our request:

1. A site plan showing the proposed sign location.
2. Renderings with dimensions and materials for the proposed sign.

Conclusion

We respectfully request approval of this variance to allow us to construct a pylon sign that meets the needs of our business and aligns with the standards for IH-35 frontage properties. This variance will enable us to overcome the ordinance's size threshold requirement while maintaining consistency with the corridor's signage.

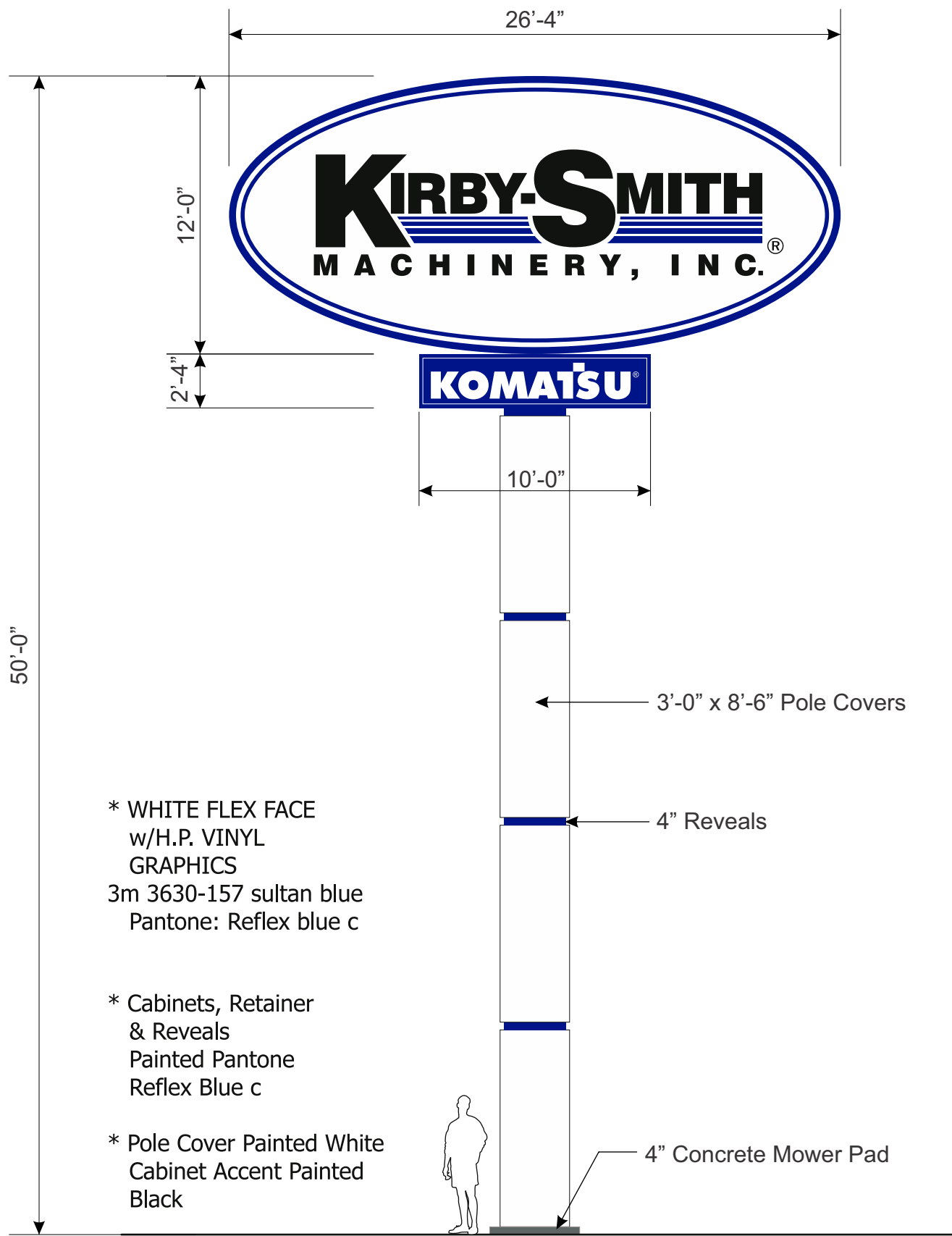
Please let us know if additional information is needed. Thank you for your consideration.

Respectfully,

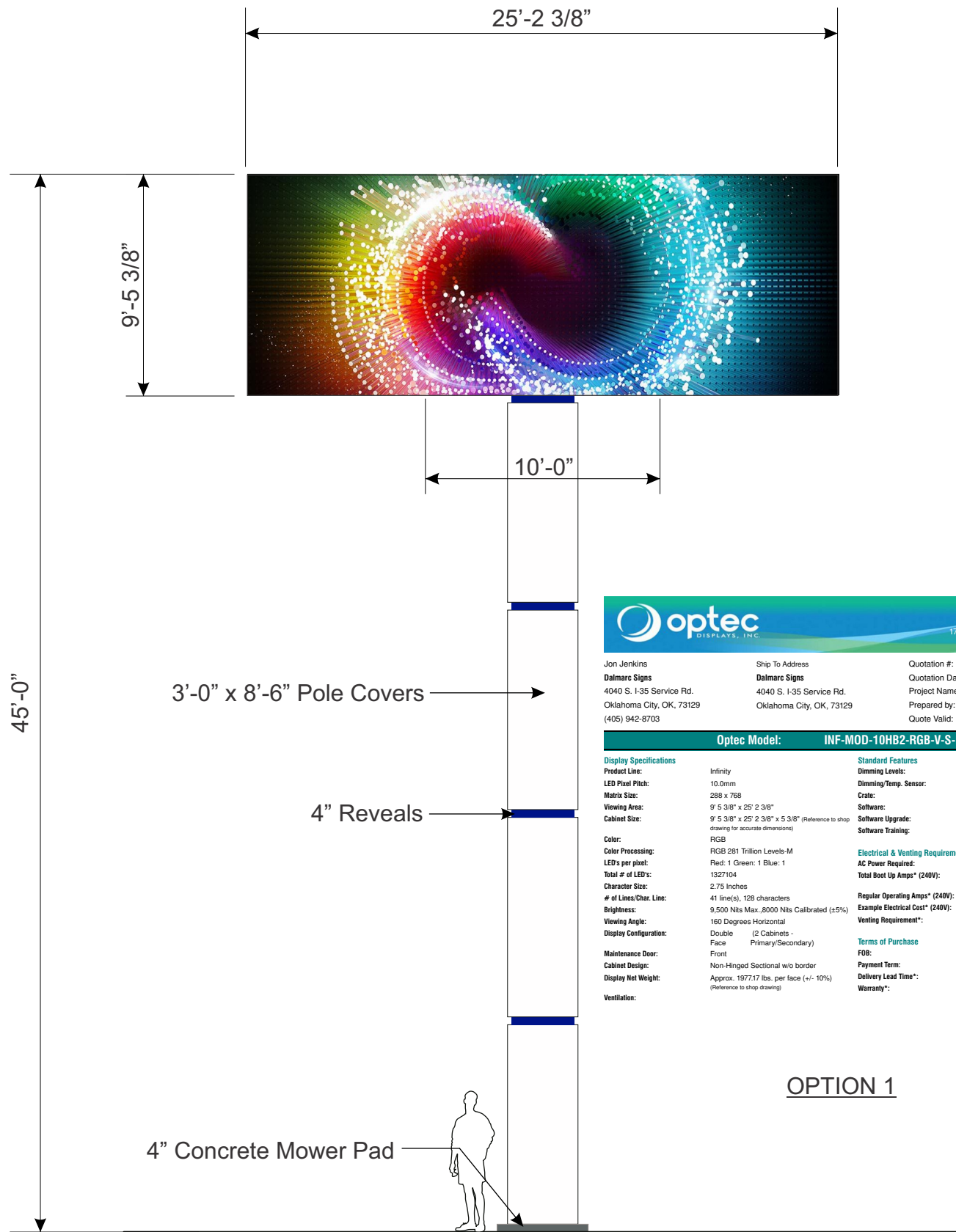
Sam Franklin | Partner

Morphic
DEVELOPMENT

CUSTOM 12' x 26'-4" FLEX FACE CABINET PYLON SIGN



Client: Kirby Smith		Location:	
Description: New Flex Face Pylon Sign			
Drawing Number:		Date: 11-1-2024	
Scale: N.T.S.	Sales Person:		Approved By:



1700 S. De Soto Place, Ontario, CA 91761
(800) 876-1688 www.optec.com

Jon Jenkins	Ship To Address	Quotation #:	2024-005023-001
Dalmarc Signs	Dalmarc Signs	Quotation Date:	10/30/2024
4040 S. I-35 Service Rd.	4040 S. I-35 Service Rd.	Project Name:	Kirby Smith
Oklahoma City, OK, 73129	Oklahoma City, OK, 73129	Prepared by:	Chanda Pang
(405) 942-8703		Quote Valid:	60 days

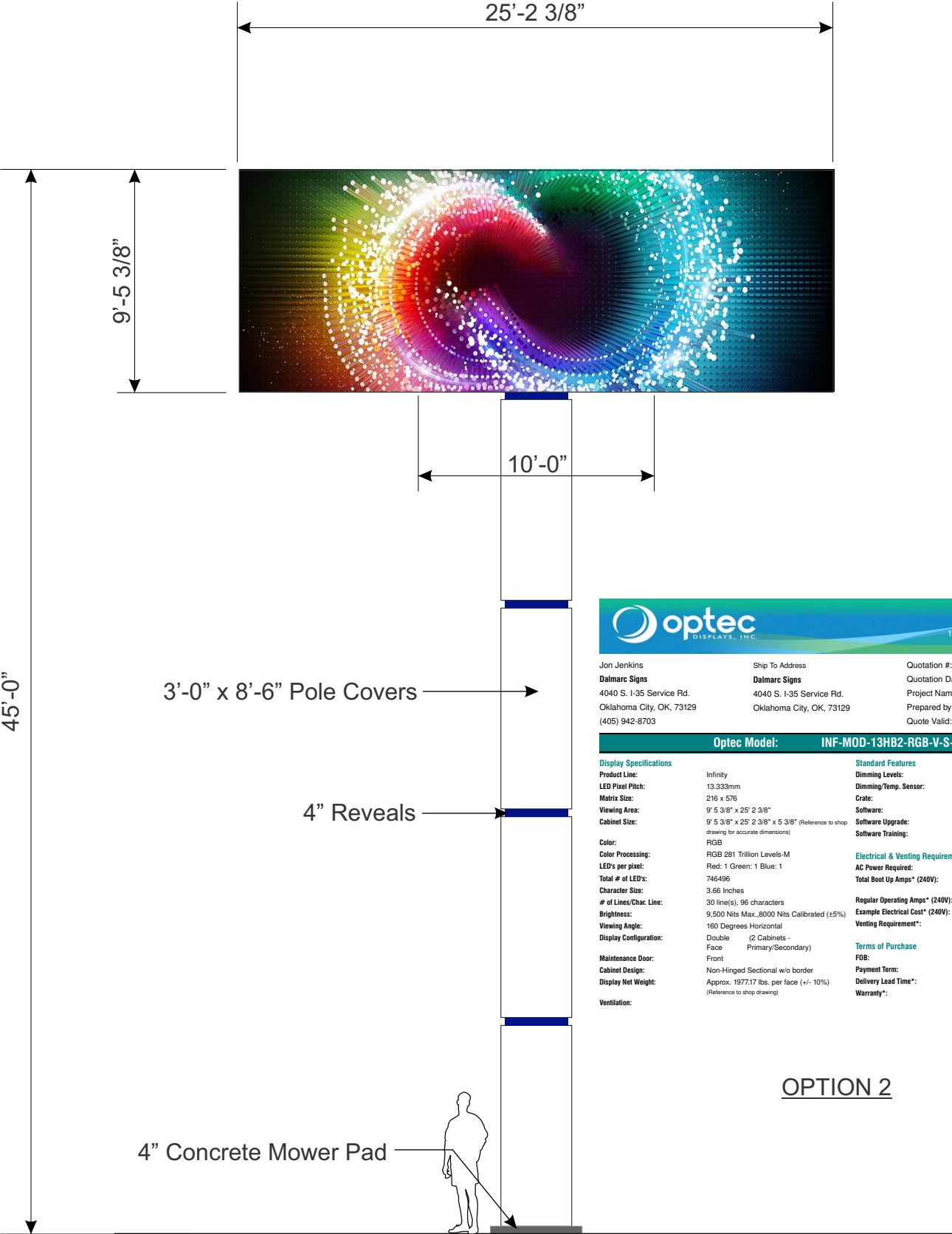
Optec Model:		INF-MOD-10HB2-RGB-V-S-D	
Display Specifications		Standard Features	
Product Line:	Infinity	Dimming Levels:	100 - Auto & Manual
LED Pixel Pitch:	10.0mm	Dimming/Temp. Sensor:	MeCloud Webservice
Matrix Size:	288 x 768	Crate:	Included
Viewing Area:	9' 5 3/8" x 25' 2 3/8"	Software:	MeCloud Lifetime
Cabinet Size:	9' 5 3/8" x 25' 2 3/8" x 5 3/8" (Reference to shop drawing for accurate dimensions)	Software Upgrade:	Lifetime Software Upgrades
Color:	RGB	Software Training:	Webinar
Color Processing:	RGB 281 Trillion Levels-M	Electrical & Venting Requirements	
LED's per pixel:	Red: 1 Green: 1 Blue: 1	AC Power Required:	Single Phase 120V or 240V 50/60Hz
Total # of LED's:	1327104	Total Boot Up Amps* (240V):	123.5 (Reference to shop drawing for power requirements and distribution)
Character Size:	2.75 Inches	Regular Operating Amps* (240V):	35.81
# of Lines/Char. Line:	41 line(s), 128 characters	Example Electrical Cost* (240V):	US\$11.20/Day
Brightness:	9,500 Nits Max., 8000 Nits Calibrated (±5%)	Venting Requirement*:	4727.37 CFM
Viewing Angle:	160 Degrees Horizontal	Terms of Purchase	
Display Configuration:	Double (2 Cabinets - Face Primary/Secondary)	FOB:	Ontario, CA
Maintenance Door:	Front	Payment Term:	50% Deposit, 50% Prior to Shipment
Cabinet Design:	Non-Hinged Sectional w/o border	Delivery Lead Time*:	MO - 8 to 10 weeks Weeks
Display Net Weight:	Approx. 1977.17 lbs. per face (+/- 10%) (Reference to shop drawing)	Warranty*:	5 Year Parts Warranty (Cell Modem carries a 5 year part warranty)
Ventilation:			

OPTION 1

DALMARCSIGNS

OKLAHOMA CITY, OKLAHOMA
(405) 942-8703

Client: Kirby Smith		Location:	
Description: OPTECH Message Board			
Drawing Number:		Date: 11-1-2024	
Scale: N.T.S.	Sales Person:		Approved By:



1700 S. De Soto Place, Ontario, CA 91761
(800) 876-1668 www.optec.com

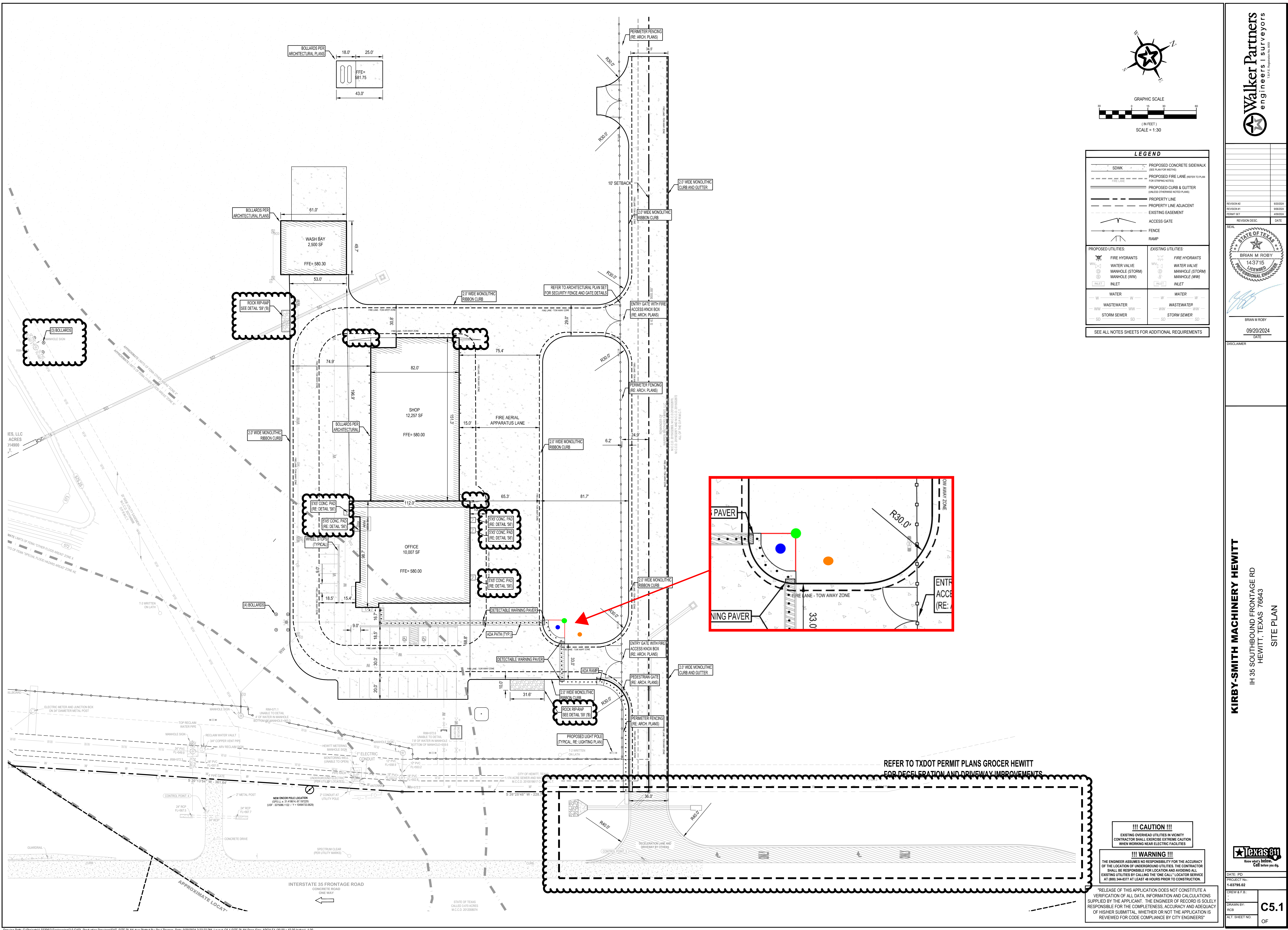
Jon Jenkins	Ship To Address	Quotation #:	2024-005023-002
Dalmarc Signs	Dalmarc Signs	Quotation Date:	10/30/2024
4040 S. I-35 Service Rd.	4040 S. I-35 Service Rd.	Project Name:	Kirby Smith
Oklahoma City, OK, 73129	Oklahoma City, OK, 73129	Prepared by:	Chanda Pang
(405) 942-8703		Quote Valid:	60 days

Optec Model:		INF-MOD-13HB2-RGB-V-S-D	
Display Specifications			
Product Line:	Infinity	Standard Features	
LED Pixel Pitch:	13.333mm	Dimming Levels:	100 - Auto & Manual
Matrix Size:	216 x 576	Dimming/Temp. Sensor:	MeCloud Webservice
Viewing Area:	9' 5 3/8" x 25' 2 3/8"	Crate:	Included
Cabinet Size:	9' 5 3/8" x 25' 2 3/8" x 5 3/8" (Reference to shop drawing for accurate dimensions)	Software:	MeCloud Lifetime
Color:	RGB	Software Upgrade:	Lifetime Software Upgrades
Color Processing:	RGB 281 Trillion Levels-M	Software Training:	Webinar
LEDs per pixel:	Red: 1 Green: 1 Blue: 1	Electrical & Venting Requirements	
Total # of LED's:	746496	AC Power Required:	Single Phase 120V or 240V 50/60Hz
Character Size:	3.66 Inches	Total Boot Up Amps* (240V):	110.9 (Reference to shop drawing for power requirements and distribution)
# of Lines/Char. Line:	30 line(s), 96 characters	Regular Operating Amps* (240V):	32.17
Brightness:	9,500 Nits Max., 8000 Nits Calibrated (±5%)	Example Electrical Cost* (240V):	US\$10.06/Day
Viewing Angle:	160 Degrees Horizontal	Venting Requirement*:	4246.69 CFM
Display Configuration:	Double (2 Cabinets - Face Primary/Secondary)	Terms of Purchase	
Maintenance Door:	Front	FOB:	Ontario, CA
Cabinet Design:	Non-Hinged Sectional w/o border	Payment Term:	50% Deposit, 50% Prior to Shipment
Display Net Weight:	Approx. 1977.17 lbs. per face (+/- 10%) (Reference to shop drawing)	Delivery Lead Time*:	MO - 8 to 10 weeks Weeks
Ventilation:		Warranty*:	5 Year Parts Warranty (Cell Modem carries a 5 year part warranty)

OPTION 2



Client: Kirby Smith		Location:	
Description: OPTECH Message Board			
Drawing Number:		Date: 11-1-2024	
Scale: N.T.S.	Sales Person:		Approved By:



Walker Partners

engineers | surveyors

12411 Regentway, Suite 100

12411 Regentway, Suite 100

REVISION #2

09/20/2024

REVISION #1

09/20/2024

PERMIT SET

09/20/2024

REVISION DESC.

DATE

SEAL

STATE OF TEXAS

BRIAN M. ROBY

143715

REGISTERED PROFESSIONAL ENGINEER

BRIAN M. ROBY

09/20/2024

DATE

DISCLAIMER

KIRBY-SMITH MACHINERY HEWITT

IH 35 SOUTHBOUND FRONTAGE RD

HEWITT, TEXAS 76643

SITE PLAN

DATE: PD

PROJECT NO.: 143795-02

DRAWN BY: ROBY

ALT. SHEET NO.: OF

C5.1

Drawing Path: G:\Projects\143795\Engineering\2.0 CAD\Production Drawings\SHF_SITE PLAN.dwg Plotted By: Paul Thomas Date: 9/20/2024 2:27:27 PM Layout: C5.1 SITE PLAN Page Size: ARCH E1 (30.00 x 42.00 inches), 1:30 Page 21 of 50

ORDINANCE NO. 2025-05

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS,
GRANTING A VARIANCE TO SECTION 58-7(p) SIGN REQUIREMENTS FOR
NON-RESIDENTIAL USES OF THE CODE OF ORDINANCES OF THE CITY OF
HEWITT, TEXAS TO ALLOW FOR SIGN REQUESTED BY DEVELOPMENT
LOCATED AT 1151 ENTERPRISE BLVD., HEWITT, TEXAS**

CAME ON FOR CONSIDERATION a variance request by Sam Franklin of Morphic Development (“Applicant”) for a pylon sign to be located at its development at 1151 Enterprise BLVD., Hewitt, Texas. The development meets the requirements of developments adjacent to IH-35, qualifying to apply for a variance under Section 58-2.1 of the Hewitt Code of Ordinances. After a public hearing on the variance, the City Council considered and acted on the variance request.

Based on the information provided it is FOUND that the Applicant is entitled to the variance requested because:

- 1) the topography or other special condition of the property not caused by the applicant supports granting the variance to improve sign visibility and/or
- 2) intervening structures or signs would block or substantially block the view from the Interstate of a sign standardly required in this Chapter, and the variance would enhance sign visibility

It is further FOUND that:

- a) The requested sign will not block the view from Enterprise Blvd. of any other sign or structure, or otherwise have a serious adverse effect on the use and enjoyment of neighboring properties;
- b) The applicant will suffer a substantial hardship if the variance is not granted due to less utilization of its development;
- c) Granting the variance would not be contrary to the public interest and is within the spirit of the ordinance and past practices; and
- d) The variance would further substantial justice and fairness.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS THAT:

1. The recitals set forth above are incorporated and made findings of fact and
2. The variance requested by Sam Franklin of Morphic Development (KSMI) for a 50 -foot-tall pylon sign with a facing of approximately 360 square feet is approved to be located at its development at 1151 Enterprise Blvd., Hewitt, Texas, is GRANTED.

PASSED and APPROVED this 3rd day of March 2025.

CITY OF HEWITT, TEXAS

Steve Fortenberry, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO FORM & LEGALITY:

Michael W. Dixon, City Attorney



COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 4.

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Approve the minutes of the February 3, 2025, City Council Regular Meeting.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a copy of the meeting minutes. Please review and advise if any corrections are needed.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

I move approval of the minutes as presented but to allow for corrections.

ATTACHMENTS:

1. February 3, 2025, City Council Regular Meeting minutes



CITY COUNCIL REGULAR MEETING

February 3, 2025, at 7:00 PM

Hewitt City Hall, 200 Patriot Court, Hewitt, TX 76643

MINUTES

Steve Fortenberry, Mayor: Ward 3, – **Erica Bruce**, Mayor Pro Tem: Ward 3
Michael S. Bancale, Council Member: At-Large – **Johnny Stephens**, Council Member: Ward 1
Bob Potter, Council Member: Ward 2 – **Brad Turner**, Council Member: Ward 1
Vacant Seat, Council Member: Ward 2

REGULAR MEETING - 7:00 PM

DECLARATION OF A QUORUM AND CALL TO ORDER

Mayor Steve Fortenberry called the Regular Meeting to order at 7:00 p.m., announced all members were present, and declared a quorum.

PLEDGE OF ALLEGIANCE

Mayor Steve Fortenberry led the Pledge of Allegiance.

SPECIAL PRESENTATION(S) AND RECOGNITION(S)

1. Swearing-in and pinning ceremony of newly hired and promoted firefighters.
Fire Chief Jonathan Christian administered the ceremonial oath of office and introduced the newly hired Firefighters Cameron Anderson, Kannon Clendenin, Riley Patton, Justin Rott, and Taylor Wines. A family member pinned badges on their firefighters, and Captain Derek Finely pinned Justin Rott. Chief Christian also introduced and recognized Firefighters Brit Berry, Casey Garcia (deployed), and Sam Morgan for being promoted to Driver-Engineer. A family member pinned their badges, and Chief Christian presented them with new helmet shields.
2. Presentation of Hewitt's 2024 Racial Profiling Report.
City Manager Bo Thomas introduced Police Chief John McGrath, who highlighted the report and noted that the Department received one racial profiling complaint for 2024. The complaint was addressed per department policy and was deemed unfounded.

PUBLIC HEARING(S) AND RELATED ACTION

3. Public hearing on Storm Water Mitigation as required by the Texas Commission on Environmental Quality (TCEQ).

City Manager Bo Thomas stated that TCEQ requires this annual public hearing to allow residents to discuss drainage and stormwater issues. Mayor Steve Fortenberry opened the hearing at 7:22 p.m. and called for those wishing to speak. No one appeared, and the hearing was closed at 7:22 p.m.

PUBLIC COMMENTS

The City Council invites citizens to speak on any topic not already scheduled for a public hearing. The Texas Open Meetings Act prohibits the Council from discussing, responding to, or acting on any comments or items not posted on the agenda. (Note: Citizens who wish to speak must complete a “Public Comment Form” and present it to the City Secretary before the meeting.)

Mayor Fortenberry read the statement above and inquired if the City Secretary had received any public comment forms. The City Secretary did not receive any public comment forms.

REGULAR AGENDA ITEMS

4. Approve minutes of the January 21, 2025, City Council Special Meeting.

MOTION: Council Member Bob Potter moved to approve the minutes as presented but to allow for corrections.

SECOND: Council Member Michael Bancale

AYES: Bancale, Potter, Stephens, Turner, Bruce, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

5. Presentation of the report from the City Engineer Miles Whitney, P.E.

Update on pending utility projects.

Update on pending street projects.

Update on pending drainage projects.

City Engineer Miles Whitney, P.E., reviewed the listed projects.

6. Discussion and possible action on rescheduling the City Council meeting scheduled for February 17, 2025.

MOTION: Council Member Brad Turner moved to cancel the meeting scheduled for February 17, 2025, as it is an official city holiday, and hold business until the March 3, 2025, Regular Meeting.

SECOND: Mayor Pro Tem Erica Bruce

AYES: Bancale, Potter, Stephens, Turner, Bruce, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

7. Discussion and possible action on **Ordinance No. 2025-03**, ordering a Special Election, authorizing the City Manager to execute an Election Services Contract with the McLennan County Elections Administrator, and establishing Early Voting and Election Day Vote Centers and dates/times of operation.

City Manager Bo Thomas presented and read the ordinance caption for the record.

MOTION: Council Member Michael Bancale moved to approve **Ordinance No. 2025-04** ordering the Special Election to be held on May 3, 2025, authorizing the City Manager to execute the Election Services Contract with the Elections Administrator of McLennan County.

SECOND: Council Member Bob Potter

AYES: Bancale, Potter, Stephens, Turner, Bruce, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

8. Discussion and possible action on **Ordinance No. 2025-04**, ordering a Joint General Election, authorizing the City Manager to execute an Election Services Contract with the McLennan County Elections Administrator, and establishing Early Voting and Election Day Vote Centers and dates/times of operation.

City Manager Bo Thomas presented and read the ordinance caption for the record.

MOTION: Council Member Brad Turner moved to approve **Ordinance No. 2025-04** ordering the Joint General Election to be held on May 3, 2025, authorizing the City Manager to execute the Election Services Contract with the Elections Administrator.

SECOND: Council Member Johnny Stephens

AYES: Bancale, Potter, Stephens, Turner, Bruce, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

RECESS REGULAR SESSION TO CONVENE EXECUTIVE SESSION

Mayor Steve Fortenberry recessed the Regular Meeting to convene the following Executive Session at 7:36 p.m.

EXECUTIVE SESSION: Notice is given that a closed meeting will be held under Section 551.074 of the Texas Government Code (V.T.C.A.) so that the Council may discuss personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee (**City Manager's evaluation**).

RECONVENE REGULAR MEETING

Mayor Steve Fortenberry reconvened the Regular Meeting at 8:52 p.m.

9. Discussion and possible action on evaluation/employment of City Manager (if needed).

MOTION: Council Member Michael Bancale moved to approve a three percent (3%) cost-of-living increase, an additional four and one-half percent (4 1/2%) performance increase for the City Manager, for a total of seven and one-half percent (7 1/2%) annual salary increase effective 01/01/2025, along with an extension of his contract for an additional year.

SECOND: Council Member Bob Potter

AYES: Bancale, Potter, Stephens, Turner, Bruce, and Fortenberry

NAYES: None
ABSENT: None
MOTION PASSED.

ADJOURNMENT

MOTION: Council Member Michael Bancale moved to adjourn the Regular Meeting at 8:54 p.m.

SECOND: Council Member Bob Potter

AYES: Bancale, Potter, Stephens, Turner, Bruce, and Fortenberry

NAYES: None

ABSENT: None

MOTION PASSED.

Approved: _____

ATTEST:

Lydia Lopez, City Secretary

Steve Fortenberry, Mayor



COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 5.

SUBMITTED BY:

ITEM DESCRIPTION:

Presentation of the City Engineer's Report by City Engineer Miles Whitney, P.E.

Update on pending utility projects.

Update on pending street projects.

Update on pending drainage projects.

STAFF RECOMMENDATION/ITEM SUMMARY:

The City Engineer will present and answer any questions about the Engineer's report.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

No action is required.

ATTACHMENTS:

1. Hewitt-PR-2.25.25

HEWITT TEXAS

CITY ENGINEER'S REPORT

February 25, 2025

Utility Projects

Commerce Park Plant Improvements

- Well
Contract on hold till Plant portions progress.
- Plant
 - The tank contractor has finished up their work and site piping and pump slab foundations are to begin shortly.

Lift Station No. 4

- Working on preliminary alignments to document potential conflicts and well as working on preliminary pump designs. We have forwarded preliminary pumping rate data to Waco.

Street/Transportation Projects

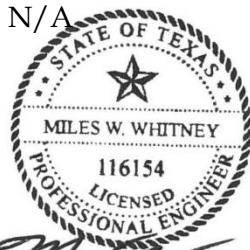
E. Wall and Briarfield

Bids are to be received 2/26/25. Will have it to the Council for their consideration of award at the next meeting.

Drainage Projects

N/A

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 6.

SUBMITTED BY: Lee Garcia, Finance Director

ITEM DESCRIPTION:

Briefing and discussion concerning the Financial Statements ending January 31, 2025.

STAFF RECOMMENDATION/ITEM SUMMARY:

The financial statements ending January 31, 2025, were sent electronically on February 7, 2025. This is an opportunity for the Council to ask questions or comment.

FISCAL IMPACT:

Amount Budgeted - N/A

Line Item in Budget - N/A

SUGGESTED MOTION:

No action is required.

ATTACHMENTS:

None



COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 7.

SUBMITTED BY: John McGrath, Police Chief

ITEM DESCRIPTION:

Discussion and possible action regarding the electronic audio/visual updating of two Police Department interview rooms using forfeiture funds.

STAFF RECOMMENDATION/ITEM SUMMARY:

The Texas Code of Criminal Procedure governs the collection and spending of asset forfeiture funds awarded to the City of Hewitt by the court through the District Attorney's office. The local law enforcement entity may use asset forfeiture funds for law enforcement-related purposes, including purchasing equipment for the Department and officers. The local governing body must approve them.

The Police Department is requesting the expenditure of forfeiture funds to update two interview rooms with new audio and visual electronic components. The current equipment in the interview rooms is insufficient to adequately capture electronic media usable by the Office of the District Attorney as admissible evidence in a court proceeding. Currently, the Police Department uses Motorola audio and visual equipment in the marked police vehicles and the body-worn cameras used by the officers. Motorola audio and visual equipment installed in the interview rooms would complement and seamlessly integrate with the current Motorola Solutions products and environment already in place. As reflected in the attached quote, the cost to update the interview rooms is \$16,049.51. The Police Department is requesting the expenditure of \$8,050.00 from the forfeiture account to assist in completing this project. The remaining \$7,999.51 to complete the project will be funded through a police department budget line item transfer.

FISCAL IMPACT:

Project cost for interview rooms update project - \$16,049.51

Line Item in Budget - Forfeiture account request \$8,050.00. Current forfeiture account balance - \$10,334.92.

Line Item in Budget - Sigma - Unused budgeted funds \$7,999.51

SUGGESTED MOTION:

I move to approve the purchase of Motorola audio and visual equipment to update the two Police Department interview rooms through a combination of forfeiture funds for \$8,050.00 and a police department budget line item transfer from the Sigma account for \$7,999.51.

ATTACHMENTS:

1. Interview Room Quote



COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 8.

SUBMITTED BY: Scott Coleman, Director of General Services

ITEM DESCRIPTION:

Discussion or possible action to authorize the purchase of roof repairs for the City of Hewitt Community Services building.

STAFF RECOMMENDATION/ITEM SUMMARY:

The City of Hewitt's Community Services building roof is leaking in several places and needs repair. Roofing inspectors have determined that the TPO (thermoplastic polyolefin) liner has reached the end of its lifespan and must be replaced. Additionally, the eight existing fiberglass skylights will be replaced with steel panels. Staff solicited proposals from several roofing companies, and the most favorable bid, for \$30,219.25, was submitted by Montgomery Roofing. A detailed proposal outlining the scope of work is attached.

FISCAL IMPACT:

Bond Funds - Certificate of Obligation 2022

SUGGESTED MOTION:

I move to approve the purchase of roof repairs for the Community Services Building from Montgomery Roofing for \$30,219.25.

ATTACHMENTS:

1. Proposal Roof Print

Released



Montgomery Roofing

1244 Losak RD • Lorena, TX 76655 • Phone: 254-655-1024

City Of Hewitt Services
Phone: (254) 666-2447

Job Address:
103 N Hewitt Dr
Hewitt, Tx 76643

Print Date: 2-12-2025

Scope Of Work

Customer: City of Hewitt- Services Building
Date of Proposal: 02/12/2025
Claim # N/A
Sales Rep: Jake Farrell

TAXES EXEMPT

Texas law requires a person insured under a property insurance policy to pay any deductible applicable to a claim made under the policy. It is a violation of Texas law for a seller of goods or services who reasonably expects to be paid wholly or partly from the proceeds of a property insurance claim to knowingly allow the insured person to fail to pay, or assist the insured person's failure to pay, the applicable insurance deductible.

Payment Terms: 50% of the proposed amount shall be paid to the Contractor before commencement of work unless otherwise agreed in writing. The remaining balance is due upon completion.

Items	Description	Qty/Unit	Unit Price	Price
Scope of Work	TPO BID FOR CITY OF HEWITT SERVICES	1	\$30,219.25	\$30,219.25
Buildertrend Flat Rate	PRICE FOR TPO PORTION= (\$26,170.32) *Remove existing PVC down to densdeck board *Inspect and replace any damaged densdeck board throughout -up to 3 sheets allowed *Install all proper flashings to manufacturer specifications *Install 60 mil TPO throughout entire area of roof installed to manufacturer specification (60 square roof including walls)			

Items	Description	Qty/Unit	Unit Price	Price
	*Weld all seams to manufacturer specifications and probe once all seams are cooled *Install t-patch at all crossing seams *Install all proper pipe boots and penetration details for any existing penetrations in roof *Inspect and check all facets of roof and make sure installed to manufacturer specifications *Clean up and haul off all roof related debris *Run magnetic roller GAF TPO WARRANTY * 15/Year Material Warranty METAL BUILDING *Remove 8 Existing skylights, including tacky tape *Install 8- 26 gauge sheets of R-Panel (galv) *Remove & replace all pipe boots Price including Material & labor (\$4,048.93)			
Includes Buildertrend Flat Rate	5 year workmanship warranty General liability. Standard manufacturer warranty. Disposal.	1	\$0.00	\$0.00
Excludes Buildertrend Flat Rate	Full deck replacement- only what specified in Scope of Work Paint Soffit Replacement Satellite Calibration Any work not specified in Scope Of Work	1	\$0.00	\$0.00

Total Price: \$30,219.25

Terms and Conditions:

ACCEPTANCE. All Proposals are subject to acceptance by CM3 ROOFING, LLC. Changes requested by Customer in writing or required here under, shall be paid by Customer in addition to the Proposal price. All of CM3 ROOFING LLC, rights and remedies extend to changes. Unless otherwise agreed in writing all changes are at CM3 ROOFING LLC, regular price. This Proposal does not include, unless expressly specified, any **asbestos** abatement, removal, encapsulation or any removal of **lead paint**. If asbestos or lead paint is found existing on the premises, any cost to abate, remove or encapsulate shall be paid by Customer as an extra.

Customer represents that he/she owns the property at which the work is to be performed. Customer will identify boundary lines and be responsible for obtaining any necessary zoning variations before commencement of work. CM3 ROOFING LLC, shall comply with all local requirements for building permits, inspections and zoning. *All surplus material remains CM3 ROOFING LLC, property.* While the work is being performed, CM3 ROOFING LLC, may use the Customer's utilities at no cost. If CM3 ROOFING LLC, is unable to complete the work for any reason, it may assign its obligations here under to a contractor of its choice. All rights, remedies and privileges of CM3 ROOFING LLC, here under inure to the benefit of and are enforceable by an assignee of the Proposal. Customer agrees to execute all other documents that CM3 ROOFING LLC, may require to carry out the terms of this Proposal or to comply with all applicable laws. CM3 ROOFING LLC, may make minor variations in work or substitute material of equal or better quality without consent of Customer. Damages: CM3 Roofing LLC is not responsible for damages to yards, septic tanks, or ruts from vehicles or equipment.

CM3 ROOFING LLC. will give building owner 24 hour written notice on any satellites, cables, data, IT, networking, antennas, boosters, dish, etc. that may be moved while performing the work. It will be the building owner's responsibility to notify all tenants that a disruption in their service may occur and they will be responsible for contacting & payment of their provider to recalibrate or reset any of the above mentioned. CM3 ROOFING LLC. will not be responsible for ANY disruption (noise, loss of network, revenue, etc.) during the time of the performed work. Hours of work to be Monday through Friday 8-5 unless otherwise noted.

EXISTING BUILDING: CM3 ROOFING LLC. will not be responsible for any existing mechanical, electrical, plumbing, etc. unless otherwise defined in our original scope of work. Please note that units (HVAC, condenser, satellites, etc.) may be lifted slightly for install of new roof and that CM3 ROOFING LLC. will not be held responsible for any of the unit's function. In cases of recovering an existing roof, CM3 ROOFING LLC. will not be responsible for any leaks and or damages to property during the time of install of new roof unless otherwise caused by negligent workmanship to the new roof. CM3 ROOFING LLC. will not be responsible for any leaks and or damages to property from the following: unknown moisture under existing roof, leaks from mechanical units, leaks from other portions of existing roof not yet completed with new roof. It is the tenants/owners responsibility during the event of the leak to protect their property from damages and to notify CM3 ROOFING LLC. within 24 hours of time of leak. CM3 ROOFING LLC. will not be held liable from any non-working signage, neon/LED lighting, fixtures, TV's, computers or any other property during or after install of new roof. Tenant/Owner must provide proper documentation (photographs of before & after, times/dates, video, etc.) of issue within 24 hours to CM3 ROOFING LLC. to determine if CM3 ROOFING LLC. was responsible for the issue. If all documentation is not turned in within 24 hours of notification CM3 ROOFING LLC. will not be held liable for any issues or damages. CM3 ROOFING LLC. will not be responsible for any services (electrical, plumbing, HVAC, conduits, etc.) that may be mounted to the deck of the roof and that may be compromised during the install of new roof. Unless otherwise PAID for by owner of the building, CM3 ROOFING LLC. will not conduct a search & locate of any service below the roof. If owner wishes to proceed WITHOUT a search & locate, then owner is responsible for any compromises/damages that may occur during time of install of new roof.

CANCELATION AND DEFAULT. The material listed on the front or any approved Insurance Company description of work and materials is specially ordered and cannot be canceled by the Customer after any right of rescission period has expired. Customer agrees that title to the materials does not pass to Customer under this Agreement until said materials are paid in full. Customer further agrees that in the event of default, CM3 ROOFING LLC, has a right of possession and that the Customer will make available to CM3 ROOFING LLC, at a reasonable time, the materials provided under this Proposal.

If Customer cancels this Proposal or defaults in any way after any rescission period has expired and the materials have already been ordered by CM3 ROOFING LLC, the Customer agrees that Company shall be entitled to the entire approved price for the materials. The Customer shall be in default under this Proposal if any of the following conditions or events occur: (A) a default in payment of the approved price by Customer, (B) Customer fails to provide access to CM3 ROOFING LLC, at reasonable times during the hours of 7:30 a.m. to 7:30 p.m., Monday through Saturday to perform the work as described in the is Proposal; (C) any other failure by Customer to comply with the terms and conditions of this Proposal. In the event of the default, the Customer shall be liable for all damages incurred by CM3 ROOFING LLC,

DATES OF PERFORMANCE. Approximate commencement and completion dates of the Proposal are estimates only and CM3 ROOFING LLC shall not be responsible for delays in either the starting date for the work or substantial completion. Any delays caused by events beyond the control of CM3 ROOFING LLC shall not constitute abandonment and shall not be included in calculating time frames for payment or performance. CM3 ROOFING LLC is not responsible for delay or inability to perform caused by Acts of God, strikes, war, riots, shortages, weather conditions, public authorities or other causes or conditions beyond its control. CM3 ROOFING LLC will not be held responsible to liquidated damages for any shortages caused by suppliers that may cause delay in project. Supervision: unless otherwise noted, CM3 ROOFING LLC. will have at its own discretion the supervision onsite.

JOINT AND SEVERAL AGREEMENTS. Customer agrees that upon acceptance of this Agreement by CM3 Roofing LLC, each of the Customers shall be jointly liable and that each is the agent of the other for the purpose of binding each and all Customers for specification changes, work order changes or adjustments to the original Proposal.

LIMITED WARRANTY. CM3 ROOFING LLC, warrants material is of standard grade quality and will transfer to Customer all manufacturers' written guarantees upon request. CM3 ROOFING LLC, warrants workmanship for 5 years after the date of substantial completion. After 2 years, there will be a \$150 service charge should it be determined that the issue or damages discovered does not stem from workmanship. The same shall apply after 3 years up until the 5th year of the date of completion, but the service charge will be \$250. There are no other warranties expressed or implied and there is no implied warranty of merchant-ability or fitness for a purpose. This Warranty inures to the benefit and is enforceable only by the Customer. This Warranty is neither transferable nor assignable. CM3 ROOFING LLC, shall not be liable for any incidental or consequential damages. **No warranty of any type exists until all Work is paid in full.** The manufacturer does offer a limited warranty on the materials sold and all claims by the Customer for breach of warranty of any type must be brought directly against the manufacturer. Customer hereby waives all claims for breach of material warranty of any type against CM3 ROOFING LLC, Customer will be supplied with the warranty information from the manufacturer after payment for the complete work. A specimen copy of the warranty by the manufacturer is available upon request.

ENTIRE AGREEMENT. This Proposal contains the entire agreement between the Customer and CM3 Roofing LLC, and supersedes all other written and/or oral agreements. The laws of the State where the project is located shall govern any dispute of controversy between the Customer and CM3 Roofing LLC, as it pertains to this Proposal.

DEDUCTIBLES for insurance work: *The payment of 100% of the deductible is to be paid by the customer based on the rates of the customers insurance company.* (See your insurance policy or claim for amounts). CM3 ROOFING LLC, Under federal law, the customer is responsible for paying their insurance deductible. Deductible (unless

otherwise agreed in writing) is due upon completion of work. It is a felony to commit insurance fraud and CM3 ROOFING LLC & its affiliates will not waive, pay, etc. deductibles. Failure to pay deductible will result in lean against the property.

The amount shown on the attached proposal is due by the customer **UPON COMPLETION** if insurance proceeds are not yet received or delayed by the insurance company. Unless prior arrangements are approved customer shall make check payable to CM3 ROOFING LLC, In the invoiced amount of contract value and present to CM3 ROOFING LLC, Prior to work starting or materials being ordered.

This agreement in its entirety (if not the prime contract) shall be added to the prime contract as an exhibit or attachment to the contract.

Warranties:

CM3 ROOFING LLC. Has the following workmanship warranty:

Workmanship Warranty Subject to the limitations set forth below, for a period of 60 months from the date of completion (see above for prorated periods) of the work described and specified on the original contract, CM3 ROOFING LLC will make repairs to the installed scope of work per original contract.

Workmanship warranty exclusions:

- Any work not performed by CM3 ROOFING LLC.
- Damages/leaks caused by foreign objects, weather related events, or acts of God damages, fire, explosion, flood, misuse, abuse, vandalism, negligence, or any other similar causes beyond the control of CM3 ROOFING LLC.
- Damages/leaks caused by lack of maintenance of the property by owner including but not limited to:
keeping debris/trash from drainage points (gutters, drains, scuppers, etc) keeping trees trimmed a minimum three feet from roof, etc.
- Damages/leaks caused by modifications made by third party & or owners.
- Damages/Leaks caused by work installed by third party & or owners.
- Normal weathering of surfaces.
- Damages/leaks caused by existing building.
- Damages/leaks caused by lack of proper maintenance.
- Damages/leaks/defects/failures caused by materials not installed by CM3 ROOFING LLC.
- Damages/leaks/defects/failures caused by termites, insects, rodents or other animals.
- It is customer/owners responsibilities to protect all assets during the event of a leak and notify CM3 ROOFING LLC within 24 hrs of noticed leak.
- In the event the leak is not caused by the workmanship of CM3 ROOFING LLC the owner agrees to pay CM3 ROOFING LLC for their time to diagnose and or repair the leak.
- CM3 ROOFING LLC. Will not be liable for any damages caused by leaks during a documented rain event if not reported in writing within 12 hours.

*This limited warranty is the only expressed workmanship warranty made by CM3 ROOFING LLC and is in lieu of all other warranties, expressed or implied. This warranty covers only those services provided by CM3 ROOFING LLC to the original purchased named on the contract. In no event shall CM3 ROOFING LLC be liable for incidental or consequential damages. This warranty may not be altered or extended for any purposes unless done so in writing in a document executed by all parties to this contract.

Return Policy: NO RETURNS on ordered and or fabricated materials. If job is cancelled during the ordering process CM3 ROOFING LLC will work with owner and identify what and what can not be returned. Owner agrees to pay CM3 ROOFING LLC for any ordered and or fabricated material that are not returnable.

I confirm that my action here represents my electronic signature and is binding.

Signature:

Date:

Print Name:



COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 9.

SUBMITTED BY: Jonathan Christian, Fire Chief

ITEM DESCRIPTION:

Discussion and possible action regarding the repair and replacement of the bay doors at the fire station.

STAFF RECOMMENDATION/ITEM SUMMARY:

On February 3, 2025, there was a catastrophic fire bay door failure at the public safety facility. The door failure was a result of age, weight, frequent use, which were installed with standard duty construction, containing two-inch-wide tracks and rollers. These bay doors are used more frequently than most overhead doors and are considerably heavier than other doors.

Staff solicited quotes for the replacement of the single door that failed, as well as quotes for upgrading all fire bay doors to prevent future failures:

Precision Garage Door – no quote. (The company did not work on these types of doors)

Loop 340 Overhead Door – Replace/upgrade four bay doors \$25,198

Waco Overhead Door – Replace/upgrade single door: \$8,095. Replace/upgrade four bay doors \$28,895

To prevent further catastrophic bay door failures in the future, staff recommends the upgrade of the door system to include moving to a three-inch track and roller system as well as reducing the weight of each door by replacing the glass sections on each door from six down to two per door. This should lessen the stress on the bay door system and prolong its use. Attached is a briefing along with quotes for consideration.

FISCAL IMPACT:

Estimated Cost - \$8,095 (single door)

All four bay doors not to exceed \$25,198

Line Item in Budget - 15-50807-15-06 Facility improvements 2022 CO

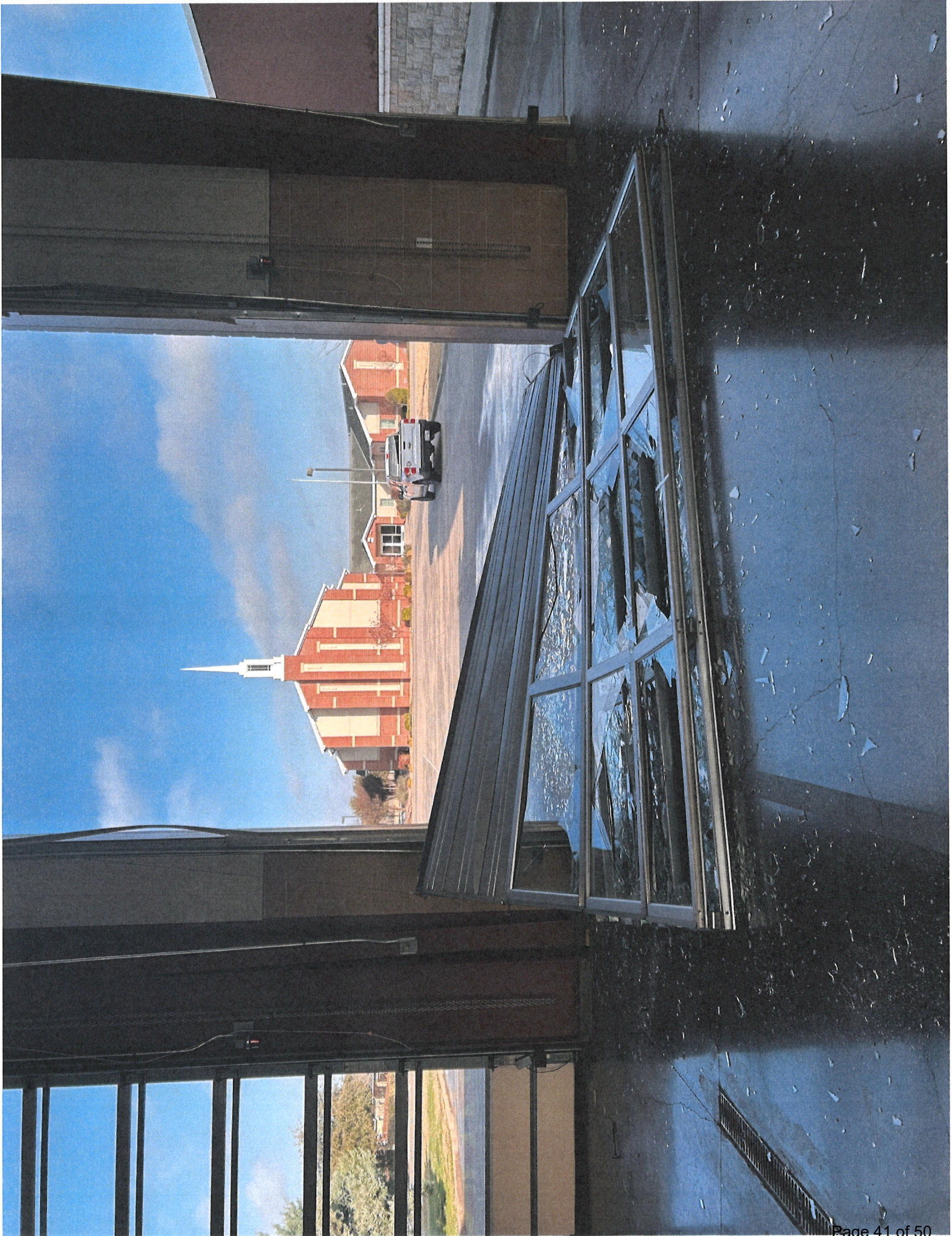
SUGGESTED MOTION:

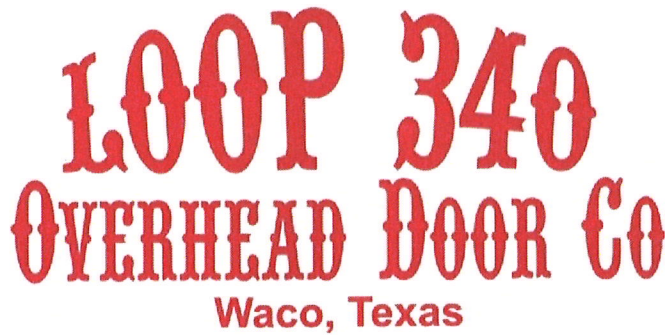
I move to authorize the City Manager to proceed with repairs/replacement of the fire station bay doors as presented.

ATTACHMENTS:

1. Fire Station Door Quotes_001







Loop 340 Overhead Door Co

817 S Loop 340

Waco, Tx 76706

254-662-0220

Email: Jack@loop340door.com

Proposal

February 25, 2025

For: Jonathan Christian

Re: Hewitt Fire Station

We propose to furnish labor, tools, equipment for the following portions of the above referenced project:

ALL WORK WILL BE FOR THE TOTAL SUM OF: \$25,198.00 Tax Exempt

Removal of old existing doors, installing new door and rehooking openers.

Qty 4-12'-2" X 14'-0" 7S-3P C2411LS; 24 GA RIBBED INSULATED VINYL BACK

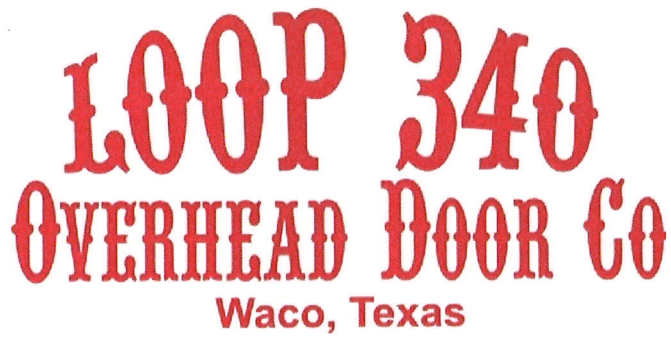
SANDSTONE; 100K TORSION SPRINGS 15" STD 3 CSRA STEEL; FULL VIEW - SECTION 3, 4;

1/4"TEMP CLEAR; 1" 1-PIECE EXT. SOLID; 4:12 PITCH; SLIDE LOCK; HIGH CYCLE ROLLER; DES; ADD

STRUTS: 5; 5-2x2 E Strut; COMP BUMP; PREC BRGS; 11 GA HINGES; INSULATED RAILS;

Standard Exclusions:

All electrical wiring including high and low voltage, conduit and controls. Framing, Electrical furring, sheathing, or wood members of any type. Repair of damage to completed work caused by others. Jobsite security costs. Utilities, dumpster, and trash haul. Permits and inspection fees. Engineering design and calculations. Prep to openings, including jambs, pads, blocking. Finish trim, painting or caulking. Any tie-ins of fire doors to smoke alarm or smoke detection systems. Unless denoted on drawings doors do not include jamb or weather seal.



Loop 340 Overhead Door Co

817 S Loop 340

Waco, Tx 76706

254-662-0220

Email: Jack@loop340door.com

NOTE: This proposal may be revoked by Loop 340 Overhead Door at any time prior to the signed contractual agreement for any hidden or unanticipated damages, products, or services. If you are Tax Exempt, a Tax Certificate must be presented to be kept on file at Loop 340 Overhead Door.

Accepted: The above prices, specifications, and conditions are satisfactory and are accepted. Loop 340 Overhead Door is hereby authorized to order the material and commence work as specified upon approval of shop drawing submittals and ½ Down payment. Offer is good for 30 days. 3% charge added to pay with credit card.

Date of acceptance:

By – Print & Signature.

Respectfully submitted,
Loop 340 Overhead Door

C2411L INSULATED SMOOTH RIBBED STEEL DOOR

SERIES FEATURES

- 2"(50.8mm) Thick
- 24-Gauge Galvanized Steel
- 18-Gauge C-Shaped Steel End Stile
- Tongue-and-Groove Section Joint
- Available with Wind Load
- 3 Color Options
- Limited 1 Year Warranty on rust through, hardware, springs, and all other components

MODEL FEATURES

- Smooth Ribbed
- Insulated laminate backer panel
- TL Lite Options: 24"x12" and 24"x6"

Exterior View



Interior View



AVAILABLE COLORS



Colors are not exact due to the differences in monitor and printer calibrations. For accurate color samples, contact Haas Door for a metal color selector.

RIBBED STEEL SERIES LINKS

Click links for info.

[HOMEPAGE](#)

[BIM](#)

[BROCHURE](#)

[SPECS](#)

[GALLERY](#)

[SPECWIZARD](#)

[CAD](#)

[CATALOG](#)

Rev. 2.6 – Jan 2024

Overhead Door Co. of Waco-Temple/Belton

Overhead Door Co of Waco
22009 Bush Dr
Waco, Texas 76712
Telephone 254-776-0820
Fax: 254-776-9556

Bryan Holton, Mgr
ohdwacobryan@hotmail.com
800-880-6837

The Genuine. The Original.



Proposal #: 1-10469
Q 14104

PROPOSAL SUBMITTED TO: HEWITT FIRE STATION				Date 2/6/2025		Attention JONATHON			
STREET				Job Name 4 DOOR REPLACEMENT QUOTE- 3" TRACK OPTION					
City		State	ZipCode	Job Location 100 PATRIOT DR					
Phone Number		Fax Number		Job Phone					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE
1	4	432	12' 2"	14' 1"	12' 0"	14' 0"	ELECTRIC	STANDARD	STEEL

FURNISH AND INSTALL:

The above sized 432 series sectional door(s) as manufactured by the Overhead Door Corporation. Door standard features to include the following:
Nominal 24 ga. roll-formed galvanized steel sections with expanded polystyrene insulation and polybonded laminated back covers; insulation value: R=7.35. Sections are to be constructed with rabbetted meeting rails to form weather tight joints, and 16ga. center and end stiles. Section thickness is to be 2" (nominal). Hinges, track, and fixtures will be galvanized.

PROPOSAL TO INCLUDE THE FOLLOWING:

Item 1 above to feature the following:

- (2) DSB Glazing For Sash Sections, 1/2" Insulated.
- (2) Sash Section, Clear Anodized aluminum, unglazed.
- BOTTOM SECTION FACTORY WHITE FINISH- ECLUDES FIELD PAINTING
- SASH SECTIONS STANDARD CLEAR ANODIZED FINISH
- 3" HD TRACK
- 50,000 CYCLE SPRINGS

USE SECTIONS FROM REMOVED DOORS TO REPAIR DAMAGED DOOR

REHOOK EXISTING ELECTRIC OPERATOR

PRICE INCLUDES MATERIAL AND LABOR
EXCLUDES SALES TAX

We hereby propose to complete in accordance with above specification, for the sum of:

Twenty Eight Thousand Eight Hundred Ninety Five Dollars and No Cents

\$28,895.00

Signature Bryan Holton
Bryan Holton, Mgr.

Direct Dial: 254-776-0820

Overhead Door Co. of Waco-Temple/Belton

Overhead Door Co of Waco
22009 Bush Dr
Waco, Texas 76712
Telephone 254-776-0820
Fax: 254-776-9556

Bryan Holton, Mgr
ohdwacobryan@hotmail.com
800-880-6837

The Genuine. The Original.



Proposal #: 1-10446
Q 14104

PROPOSAL SUBMITTED TO: HEWITT FIRE STATION				Date 2/6/2025		Attention JONATHON			
STREET				Job Name DAMAGED DOOR REPLACEMENT QUOTE					
City		State	Zip Code	Job Location 100 PATRIOT DR					
Phone Number		Fax Number		Job Phone					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE
1	1	432	12' 2"	14' 1"	12' 0"	14' 0"	ELECTRIC	STANDARD	STEEL

FURNISH AND INSTALL:

The above sized 432 series sectional door(s) as manufactured by the Overhead Door Corporation. Door standard features to include the following:

Nominal 24 ga. roll-formed galvanized steel sections with expanded polystyrene insulation and polybonded laminated back covers; insulation value: R=7.35. Sections are to be constructed with rabbetted meeting rails to form weather tight joints, and 16ga. center and end stiles. Section thickness is to be 2" (nominal). Hinges, track, and fixtures will be galvanized.

PROPOSAL TO INCLUDE THE FOLLOWING:

Item 1 above to feature the following:

- (6) DSB Glazing For Sash Sections, 1/2" Insulated.
- (6) Sash Section, Clear Anodized aluminum, unglazed.
- BOTTOM SECTION FACTORY WHITE FINISH- ECLUDES FIELD PAINTING
- SASH SECTIONS STANDARD CLEAR ANODIZED FINISH

REHOOK EXISTING ELECTRIC OPERATOR

PRICE INCLUDES MATERIAL AND LABOR
EXCLUDES SALES TAX

We hereby propose to complete in accordance with above specification, for the sum of:

Eight Thousand Ninety Five Dollars and No Cents

\$8,095.00

Signature Bryan Holton
Bryan Holton, Mgr.

Direct Dial: 254-776-0820

TERMS AND CONDITIONS

Payment to be made as follows: NET 30 DAYS

Prices subject to change if not accepted in 30 days.

BY OTHERS: JAMBS, SPRING PADS, ALL WIRING, CONDUITS AND DISCONNECTS TO MOTORS AND CONTROL STATIONS, UNLESS OTHERWISE STATED ABOVE, ARE NOT INCLUDED. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)



COUNCIL AGENDA ITEM FORM

MEETING DATE: March 3, 2025

AGENDA ITEM #: 10.

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Discussion and possible action on **Ordinance No. 2025-06** declaring unopposed candidates elected to office and canceling the May 3, 2025, General Election as prescribed in the Texas Election Code.

STAFF RECOMMENDATION/ITEM SUMMARY:

On February 3, 2025, the Council approved Ordinance No. 2025-04, ordering a General Election to elect four (4) council members for Ward 1, Place 1; Ward 2, Place 1; Ward 3, Place 1; and At-Large. The deadlines for filing for a place on the ballot, February 14, 2025, and filing as a declared write-in, February 18, 2025, have passed. All incumbents filed for their existing seats Bradley T. (Brad) Turner, Ward 1, Place 1; Bob Potter, Ward 2, Place 1; Erica D. Bruce, Ward 3, Place 1; and Michael S. Bancale, At-Large).

The Texas Election Code, Sections 2.052 and 2.053, requires the city secretary to deliver to the Council a Certification of Unopposed Candidates (attached) stating that each candidate in the election is unopposed. Upon receipt of that certification, the governing body may, by order or ordinance, declare each unopposed candidate elected to office. The attached ordinance declares the unopposed candidates elected to office, cancels the election and provides the required posting of an ordinance of cancelation.

Hewitt City Hall/Library will remain a voting center for the entities that must conduct elections; however, the city will save the cost of contracting with McLennan County Elections to conduct this election.

The City Secretary will issue the certificates of election and administer the oath of office to the incoming Council members at the Council Meeting on May 19, 2025.

FISCAL IMPACT:

Amount Budgeted - \$7,000.00
Line Item in Budget - 10 50210 61 00

SUGGESTED MOTION:

I move to approve **Ordinance No. 2025-06**, declaring unopposed candidates elected to office and canceling the May 3, 2025, General Election.

ATTACHMENTS:

1. Certification of Unopposed Candidates
2. 2025-06 ORDINANCE CANCELING GENERAL ELECTION

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER POLITICAL
SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS PARA OTRAS SUBDIVISIONES
POLÍTICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Alcalde de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 3, 2025.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 3 de mayo 2025.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)
Ward 1, Place 1
Distrito Electoral 1, Sitio 1

Candidate(s) Candidato(s)
Bradley T. (Brad) Turner
Bradley T. (Brad) Turner

Ward 2, Place 1
Distrito Electoral 2, Sitio 1

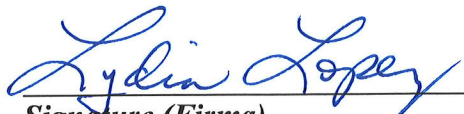
Bob Potter
Bob Potter

Ward 3, Place 1
Distrito Electoral 3, Sitio 1

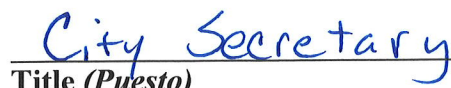
Erica D. Bruce
Erica D. Bruce

Ward, At Large
Distrito Electoral, En General

Michael S. Bancale
Michael S. Bancale


Signature (Firma)


Printed name (Nombre en letra de molde)


Title (Puesto)


Date of signing (Fecha de firma)



ORDINANCE NO. 2025-06

AN ORDINANCE OF THE CITY OF HEWITT, TEXAS, ACKNOWLEDGING RECEIPT OF “CERTIFICATE OF UNOPPOSED CANDIDATES” ACCORDING TO SECTION 2.052 OF THE TEXAS ELECTION CODE; DECLARING UNOPPOSED CANDIDATES IN THE MAY 3, 2025, GENERAL ELECTION ELECTED TO OFFICE; CANCELING THE GENERAL ELECTION SCHEDULED TO BE HELD ON THE 3rd DAY OF MAY, 2025; AND PROVIDING DETAILS RELATING TO THE CANCELLATION OF SAID ELECTION

WHEREAS, ORDINANCE NO. 2025-04 passed on February 3, 2025, called the general election of four (4) council members, those being Council Members for a position to serve the full term of two (2) years for Council Member - Ward 1, Place 1, Council Member - Ward 2, Place 1, Council Member - Ward 3, Place 1, and Council Member – At-Large for the City of Hewitt, Texas; and,

WHEREAS, at the deadline to apply for a place on the ballot and the deadline to file as a declared write-in candidate, only one candidate filed to run for each position (Council Member—Ward 1, Place 1, Council Member—Ward 2, Place 1, Council Member—Ward 3, Place 1, and Council Member—At-Large).

WHEREAS, Section 2.052 of the Texas Election Code, the City Secretary, who is the authority responsible for having the official ballot for the City Council elections prepared, has certified in writing that candidates are unopposed in the May 3, 2025, General Election and

WHEREAS, Section 2.053 of the Texas Election Code provides that upon receipt of such a certificate, the Council may declare each unopposed candidate elected to office and cancel the election.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS, that based on the information received and under Section 2.052 of the Texas Election Code, the Hewitt City Council hereby acknowledges receipt of a Certificate of Unopposed Candidates from the City Secretary that the candidates whose names were to appear on the ballot for the May 3, 2025, General Election for Council Member – Ward 1, Place 1, Council Member – Ward 2, Place 1, Council Member – Ward 3, Place 1, and Council Member – At-Large are each unopposed. A copy of such Certificate is ordered to be attached to this ordinance as Exhibit “A.”

WHEREAS, the Hewitt City Council declares the following candidates have been certified as unopposed and are hereby elected as follows:

Candidate

Bob Potter
Bradley T. (Brad) Turner
Erica Bruce
Michael Bancale

Office Sought

Ward 1, Place 1
Ward 2, Place 1
Ward 3, Place 1
At-Large

FURTHER, the City Secretary is directed to cause a copy of this ordinance to be posted on election day at the polling place that would have been used in the election and,

FURTHER, it is declared to be the intent of the City Council that all ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

FURTHER, this ordinance shall take effect upon its final passage.

PASSED and APPROVED this 3rd day of March 2025.

CITY OF HEWITT, TEXAS

Steve Fortenberry, Mayor

ATTEST:

Lydia Lopez, City Secretary

APPROVED AS TO FORM & LEGALITY:

Michael W. Dixon, City Attorney