



City Council

Monday, November 10, 2025 - 6:30 PM

Regular Council Meeting
210 S. Walnut Street
Venus, Texas 76084

AGENDA

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

2. Announcements from Mayor:

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor. Please remain respectfully quiet.

3. Citizen Public Comment Period:

Thank you for your participation in tonight's Public Comments Session. This segment is a crucial component of our local government meetings, where each speaker is allotted 5 minutes. While the City Council and I consider all input, the Texas Open Meetings Act mandates that this be a time for us to listen rather than engage in dialogue. Rest assured, our City Administrator and City Secretary are diligently recording notes should any actions be necessary. When you are ready, you may begin, and your time will start.

4. Consent Agenda:

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Administrator to implement each item in accordance with staff's recommendation.

4.1. Approval of meeting minutes for regular meeting on October 27, 2025.

5. Presentation and Proclamations:

5.1. Presentation of 10-year Service Award to Lt. Jonathon Yates.

6. Public Hearings and Action Items:

7. Discussion and Consideration Items:

7.1. Discuss and consider taking possible action to purchase a new engine, water tanker and two staff vehicles, including the upfitting cost for all apparatus utilizing the 2020 bond and pre-bid government contract or a Buy Board. (Hargrove)

7.2. Discuss and consider a Resolution approving the City of Venus official newspaper of record. (Green)

- 7.3. Discuss and reconsider an Ordinance to repeal Chapter 34 "Zoning", Article I, "In General", Section 34-13, "Planning and Zoning Commission" by adding subsection 34-13(b)(1)(i), to allow for alternates to the Planning and Zoning Commission. (Mayor)
- 7.4. Discuss and consider the development of a plan to replace/hire a new City Administrator for the City of Venus, and to provide direction to staff regarding the same. (Mayor Pro Tem/Hoffman)
- 7.5. Discuss the possibility of hiring and/or appointing an Interim City Administrator. (Mayor Pro Tem/Hoffman)
- 7.6. Discuss and consider amending current city policies to include the Employee Handbook and the employee grievance procedure. (Mayor Pro Tem/Hoffman)
- 7.7. Discuss and consider providing a timeline to council on street projects listed under the bond project for repair, and when these repairs will begin. (Williams)
- 7.8. Discuss and consider Engineering for Pump Station and Ground Storage Tank. (Williams)

8. Executive Session:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: SECTION 551.071(2)-Consultation with Attorney

- 8.1. City of Venus v Saldana Properties, L.P. Cause No. CC-E20210005 pending in County Court at Law #1, Johnson County, Texas.
- 8.2. Any action to be taken on Executive Session:

9. Adjournment:

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, pursuant to authorization by the Texas Open Meetings Act TEXAS GOVERNMENT CODE, Chapter 551.071 (Private consultation with attorney for the city), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

This is to certify that a copy of this Notice of Meeting was posted on the bulletin board at City Hall, 700 W. Hwy 67 Venus, Texas and at a place readily accessible to the public at all times and to the City's website www.cityofvenus.org, on Monday, November 3, 2025, by 5:30 pm.

Callie Green, TRMC
City Secretary

For more information or a copy of the Open Meetings Act, please contact the Attorney General of Texas at 1-800-252-8011. This building is wheelchair accessible. Any requests for Interpretive Services must be made 48 hours in advance of the scheduled meeting. To make arrangements, please call 972-366-3348.

Removed: _____

Time: _____

CITY COUNCIL
MEETING MINUTES
Regular Council Meeting
OCTOBER 27, 2025

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance, Pledge to Texas Flag:

Mayor Galaviz called the meeting to order at 06:32 PM, City Attorney Halla gave the Invocation, and all led the Pledge of Allegiance and Pledge to the Texas Flag.

Councilmembers present: Alejandro Galaviz, Teresa Hoffman, Tony Bovinich, Sheryl Kiser, Michelle Hamm and Drew Wilson arrived at 6:46 pm..

Staff present: City Attorney, Callie Green, Melissa Westen, Chief Groom, Chief Hargrove, Becky Wilkins, Scott Williams, Oscar Ortiz, Ron Hearn and Melissa Trammell.

2. Announcements from Mayor:

Cell phones are to be placed on vibrate/silent only. No conversation or comment from the audience is permitted unless specifically called upon by the Mayor. Please remain respectfully quiet.

3. Citizen Public Comment Period:

Thank you for your participation in tonight's Public Comments Session. This segment is a crucial component of our local government meetings, where each speaker is allotted 5 minutes. While the City Council and I consider all input, the Texas Open Meetings Act mandates that this be a time for us to listen rather than engage in dialogue. Rest assured, our City Administrator and City Secretary are diligently recording notes should any actions be necessary. When you are ready, you may begin, and your time will start.

No public speakers.

4. Consent Agenda:

All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Administrator to implement each item in accordance with staff's recommendation.

4.1. Approval of meeting minutes for regular meeting for October 13, 2025.

4.2. Ratifying bills and monthly financial report for September 2025

4.3. Ratifying Secondary Manufacturers National Opioid Settlement

- 4.4. Ratify 2024-25 Audit Engagement agreement
- 4.5. Quarterly Investment Report
- 4.6. Approval for City of Venus Fire Department to bill through third party company Fire Recovery USA LLC to insurance providers only for fires, motor vehicle accidents, and hazardous material incidents.
- 4.7. Approval of meeting minutes for Special Called meeting on October 2, 2025.

I make a motion to approve as presented.

Moved by: Tony Bovinich

Seconded by: Sheryl Kiser

For: Unanimous. Motion carried Yes 4, No 0, Abstained 0.

5. Presentation and Proclamations:

None.

6. Public Hearings and Action Items:

- 6.1. Conduct a Public Hearing to consider an Ordinance to repeal Chapter 34 "Zoning", Article I, "In General", Section 34-13, "Planning and Zoning Commission" by adding subsection 34-13(b)(1)(i), to allow for alternates to the Planning and Zoning Commission.

Open Public Hearing: At 6:37 pm.

No speakers.

Close Public Hearing: At 6:37 pm.

Discuss and consider an Ordinance to repeal Chapter 34 "Zoning", Article I, "In General", Section 34-13, "Planning and Zoning Commission" by adding subsection 34-13(b)(1)(i), to allow for alternates to the Planning and Zoning Commission.

I make a motion to approve the ordinance to repeal Chapter 34 "Zoning", Article I, "In General", Section 34-13, Planning and Zoning Commission" by adding subsection 34-13(b)(1)(i), to allow for alternates to the Planning and Zoning Commission and making the alternate commissioners advisory

Moved by: Tony Bovinich

Seconded by: Drew Wilson

For: Tony Bovinich, Drew Wilson, Sheryl Kiser and Michelle Hamm

Against: Teresa Hoffman

Motion carried 4-1-0.

7. Discussion and Consideration Items:

7.1. Discuss and consider taking action on Arbitrage that is due on 2020 Bond.

I make a motion to authorize the Finance Director to pay the arbitrage on the 2020 bond.

Moved by: Tony Bovinich

Seconded by: Drew Wilson

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

7.2. Discuss and consider the appointment to the Planning and Zoning Commission Place 5.

I make a motion to appoint Raymond Jackman to Planning and Zoning, Place 5.

Moved by: Drew Wilson

Seconded by: Sheryl Kiser

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

7.3. Discuss and consider Laserfiche as a full-service repository solution for all City of Venus records.

I make a motion to approve 7.3 to retain Laserfiche as a full-service repository solution for all City of Venus records.

Moved by: Tony Bovinich

Seconded by: Teresa Hoffman

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

8. Executive Session:

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: Section 551.071(2)- Consultation with Attorney and 551.074 (a)(1)- Personnel Matters. Closed the public meeting at 7:08 pm. Reconvened into open session at 8:26 pm.

8.1. Discussion regarding the employment, evaluation, reassignment, duties, discipline, resignation, or dismissal of a city officer or employee, unless such officer or employee requests a public hearing to wit: City Administrator.

8.2. City of Venus v Saldana Properties, L.P. Cause No. CC-E20210005 pending in County Court as Law #1, Johnson County, Texas.

8.3. Any action to be taken on Executive Sessions

I make a motion to terminate Mr. Joshua Jones, the City Administrator for cause pursuant to Section 4b and 22f of his employment Agreement, effective immediately.

Moved by: Teresa Hoffman

Seconded by: Tony Bovinich

For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.

9. Adjournment:

Mayor Galaviz adjourned the meeting at 08:27 PM.

Mayor

City Secretary

ITEM REPORT

To: City Council
From:
Subject: Presentation of 10-year Service Award to Lt. Jonathon Yates.
Department/Office: Human Resource

Summary:

Recommended Action:

Budget:

Attachments:
None

ITEM REPORT

To: City Council
From: Brad Hargrove, Fire Chief
Subject: Discuss and consider taking possible action to purchase a new engine, water tanker and two staff vehicles, including the upfitting cost for all apparatus utilizing the 2020 bond and pre-bid government contract or a Buy Board. (Hargrove)
Department/Office: Fire Department

Summary:

This proposal represents a strategic investment in the safety and sustainability of Venus Fire Department operations. Through a combination of **grants, external funding, and equipment reallocation**, the department will significantly enhance emergency response capability while maintaining **fiscal responsibility** to the City of Venus. I would ask you to consider this expenditure to be taken from the 2020 Bond that reflects the guidelines of the bond, apart from the purchase of the two staff vehicles that we would ask to purchase from a Buy Board or pre-bid government contract.

Recommended Action:

Budget:

Attachments:

1. 2025 Venus Fire Department Letterhead Apparatus Replacement
2. City of Venus Fire Apparatus Replacement Plan 2



Venus Fire Department

101 W 3rd Street / 700 W Highway 67
Venus TX, 76084

Venus Fire Department Apparatus & Vehicle Replacement Proposal

The Venus Fire Department respectfully requests **City Council approval** to purchase **four new frontline apparatuses** one **Fire Engine**, one **Water Tanker**, and **two Chevrolet Tahoe staff vehicles** to ensure the department continues providing **safe, reliable, and efficient emergency response services** to our community.

1. Fire Engine Proposal – \$1,100,000

To minimize the financial impact on the City, the department will utilize multiple funding sources:

- **\$225,000** – Proceeds from the sale of the current Rescue unit
- **\$500,000** – Funding assistance requested from the ESD
- **\$375,000** – **Final cost to the City of Venus.**

2. Water Tanker Proposal – \$515,000

The department has secured a **\$300,000 grant** to offset the cost of the new Tanker. After applying the grant and required equipment needs, the remaining cost will be:

- **\$220,000** – **Final cost to the City of Venus**

3. Staff Vehicle Proposal – Two Chevrolet Tahoe's

The department requests approval to purchase **two Chevrolet Tahoe's** through the **Enterprise lease contract**.

- **Cost per vehicle:** Not to exceed **\$99,000**
- **Intended use:**
 - **Fire Chief and Fire Marshal staff vehicles**
 - The **current Fire Marshal F-150** and **Fire Chief F-150** will be repurposed:
 - **Support Apparatus** – for training and equipment hauling
 - **Squad Apparatus** – for EMS calls, reducing wear on larger vehicles

Estimated City Cost: \$200,000



Venus Fire Department

101 W 3rd Street / 700 W Highway 67

Venus TX, 76084

4. Equipment Upfitting Request – \$150,000

We also request **\$150,000** to upfit both the new apparatuses with modern, durable equipment. This includes items such as:

- Hydraulic rescue tools
- Heart monitor
- Gas detection devices
- Other essential response equipment

This investment will ensure the department's equipment remains current and reduces the need for short-term replacements.

5. Financial Summary

Item	Total Cost	External Funding	City Share
Fire Engine	\$1,100,000	\$725,000	\$375,000
Water Tanker	\$515,000	\$300,000	\$220,000
Two Tahoe's	\$200,000	—	\$200,000
Upfitting	\$150,000	—	\$150,000
F-150 Buyout (for repurpose)	\$100,000	—	\$100,000
Total	\$2,065,000	\$8000,000.00	\$1,045,000.00

Summary

This proposal represents a strategic investment in the safety and sustainability of Venus Fire Department operations. Through a combination of **grants, external funding, and equipment reallocation**, the department will significantly enhance emergency response capability while maintaining **fiscal responsibility** to the City of Venus. I would ask you to consider this expenditure to be taken from the 2020 Bond that reflects the guidelines of the bond, apart from the purchase of the two Tahoe's that we would ask to purchase from a Buy Board or pre-bid government contract.



Venus Fire Department

101 W 3rd Street / 700 W Highway 67

Venus TX, 76084

Justification

This apparatus will replace aging units that are increasingly costly to maintain and do not offer the safety standards or reliability of modern equipment. Purchasing this apparatus will be before the new emissions standards that will save us a combined cost of \$140,000.00. This investment will:

- Enhance firefighter safety and operational capability
- Improve reliability of frontline response units
- Reduce future maintenance and out-of-service downtime
- Strengthening fire protection for residents and businesses

Cost Efficiency

Through strategic use of grants, apparatus resale, ESD partnership, and use of the 2020 bond the City of Venus can acquire **four new frontline apparatus and two staff apparatus for a combined cost of just \$1,045,000.00**, which is the price of a single new Engine purchased outright.

Request

The department respectfully requests approval to proceed with the purchase of these the Fire apparatus and upfitting as outlined. After meeting with the Finance Director her recommendation is to utilize the funds from the 2020 Bond to prevent us from paying funds for arbitrage and purchasing the staff vehicles through Buy Board or a pre-bid government contract.

Bradley Hargrove
Fire Chief / EMC



City of Venus Fire Apparatus Replacement Plan

**Chief Hargrove
Venus Fire Department**



New Engine 72

- 2025 Metro S-180
- 1500 GPM Top Mounted Pump
- 1000 Gallon Water
- 30 Gallon Foam



New Tanker 72

- 2025 Fouts Tanker
- 3000 Gallon Water
- 1000 GPM Pump



Chief 72

■ 2026 Chevrolet Tahoe



Marshal 72

- 2026 Chevrolet Tahoe



Squad 72



- 2023 Ford F-150
- Enterprise Contract Vehicle
- Set to replace in 2027



Support 72



- 2023 Ford F-150
- Enterprise Contract Vehicle
- Set to replace in 2027

Current Apparatus Replacement Schedule

Vehicle ID	VIN	Make	Model	Date Mfg	Replace
Brush 272*	1FDXX47P06ED71171	FORD	F-450	Apr-06	2026
Engine72	4S7CT2B9X9C071826	Spartan	Metro Star	Apr-10	2030
Tanker72	1FVHCYBS8BDAU6914	Freightliner	M2	Jun-10	2020
Rescue 72	1FD0W5HT1HED35594	Ford	F-550	Oct-17	2037
SUPPORT 72*	1FTEW1EP8PKE28901	Ford	F-150	Apr-23	2027
Chief 72*	1FTFW1E50NKD05027	Ford	F-150	Dec-21	2026
* Indicates leased vehicle					





Final Apparatus Staffing Level

- 2 Fire Engines
 - 2 Brush Trucks
 - 1 Tanker
 - 1 Squad (possibly 2) if growth dictates
 - 1 Support
 - 2 Staff Vehicles
-
- This would set us up to outfit two fire stations in the future.

Questions?



ITEM REPORT

To: City Council
From: Callie Green, City Secretary
Subject: Discuss and consider a Resolution approving the City of Venus official newspaper of record. (Green)
Department/Office: City Secretary

Summary:

Local Government Code (LGC) 52.004- As soon as practicable after the beginning of each municipal year, the governing body of the municipality shall contract, as determined by Ordinance or Resolution, with a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected.

Recommended Action:

Recommend approval of Resolution for the Cleburne Times Review as the City of Venus Official Newspaper of record.

Budget:

Attachments:

1. Resolution official newspaper 2025

CITY OF VENUS

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF VENUS, TEXAS
DESIGNATING THE *CLEBURNE TIMES- REVIEW* AS THE
OFFICIAL NEWSPAPER FOR THE CITY OF VENUS,
TEXAS; PROVIDING FOR REPEAL OF ANY AND ALL
RESOLUTIONS IN CONFLICT; PROVIDING FOR
SEVERABILITY CLAUSE; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, Chapter 52, Section 52.004, Texas Local Government Code requires that as soon as practicable after the beginning of each municipal year, the governing body of the municipality shall designate, by ordinance or resolution, a public newspaper to be the municipality's official newspaper until another newspaper is selected; and

WHEREAS, the public newspaper serving the City of Venus, Texas and the local area that is most widely read is the *Cleburne Times-Review*; and

WHEREAS, the *Cleburne Times-Review* meets all the requirements for service as the official newspaper of the City:

- (1) Devote not less than 25% of its total column lineage to general interest items;
- (2) Be published at least once each week;
- (3) Be entered as 2nd class postal matter in the county where published; and
- (4) Have been published regularly and continuous for at least 12 months before the governmental entity or representative publishes notices.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS THAT:

SECTION 1. The *Cleburne Times-Review* is hereby designated the official newspaper for the City of Venus, Texas.

SECTION 2. All resolutions of the City of Venus heretofore adopted which are in conflict with the provisions of this resolution be, and the same are hereby repealed, and all Resolutions of the City of Venus not in conflict with the provisions hereof shall remain in full force and effect.

SECTION 3. If any article, paragraph, subdivision, clause or provision of this Resolution, as hereby amended, be adjudged invalid or held unconstitutional for any reason, such judgment or holding shall not affect the validity of this resolution as a whole or any part or provision thereof, as amended hereby, other than the part so declared to be invalid or

unconstitutional.

SECTION 4. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

DULY ORDERED by the City Council of the City of Venus, Texas, this the 10th day of November 2025.

APPROVED:

MAYOR, Alejandro Galaviz

ATTEST:

CITY SECRETARY

ITEM REPORT

To: City Council
From: Callie Green, City Secretary
Subject: Discuss and reconsider an Ordinance to repeal Chapter 34 "Zoning", Article I, "In General", Section 34-13, "Planning and Zoning Commission" by adding subsection 34-13(b)(1)(i), to allow for alternates to the Planning and Zoning Commission.
(Mayor)
Department/Office: Administration

Summary:

This item was brought before the Planning and Zoning Commission on October 23, 2025, and passed 4-0, then went before council on October 27, 2025, and passed 4-1. The Mayor is sending this back to Council for reconsideration, which is allowed by Local Government Code 52.003.

Recommended Action:

Budget:

N/A

Attachments:

1. VENUS ordinance amending Zoning Ord alternates

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF VENUS, TEXAS, AMENDING THE CODE OF ORDINANCES, BY AMENDING CHAPTER 34 “ZONING”, ARTICLE I “IN GENERAL”, SECTION 34-13 “PLANNING AND ZONING COMMISSION” BY ADDING SUBSECTION 34-13(b)(1)(i) TO ALLOW FOR ALTERNATES TO THE PLANNING AND ZONING COMMISSION; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council published notices of public hearings of the proposed zone change and conducted such full and fair hearings in compliance with the Zoning Ordinance and State Law, at which time parties in interest and citizens were given an opportunity to speak and be heard; and

WHEREAS, after due deliberation and consideration of the information submitted during the public hearings, the City Council has concluded that approval of amendments to the Zoning Ordinance would be in the best interest of the citizens of Venus.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF VENUS, TEXAS THAT:

SECTION 1. Chapter 34 “Zoning”, Article I, “In General”, Section 34-13 “Planning and Zoning Commission”, is hereby amended by adding subsection 34-13(b)(1)(i), and which subsection shall read as follows:

“...

Article I. In General

...

Sec. 34-13. Planning and Zoning Commission

...

Sec. 34-13(b)(1)(i). The Planning and Zoning Commission, in addition to the seven (7) regular members, shall consist of two alternate members who shall each be appointed by the City Council, upon recommendation of the Mayor. Any combination of the regular members and/or alternate members shall constitute a quorum for the transaction of business. The affirmative vote of a majority of these attending, including alternates, any meeting at which there is quorum present shall be necessary to pass any motion or recommendation of the Planning and Zoning Commission.

...”

SECTION 2. That all ordinances of the City of Venus, Texas in conflict with the provisions of this ordinance be and the same are hereby repealed and all other ordinances of the City of Venus, Texas not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 4. That this ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

SECTION 5. The Recitals of this Ordinance are fully incorporated herein as if fully written.

DULY PASSED by the City Council of the City of Venus, Texas, on the 10th day of November 2025.

APPROVED:

Alejando Galaviz, Mayor

ATTEST:

Callie Green, City Secretary

ITEM REPORT

To: City Council
From:
Subject: Discuss and consider the development of a plan to replace/hire a new City Administrator for the City of Venus, and to provide direction to staff regarding the same. (Mayor Pro Tem/Hoffman)
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:

None

ITEM REPORT

To: City Council
From:
Subject: Discuss the possibility of hiring and/or appointing an Interim
City Administrator. (Mayor Pro Tem/Hoffman)
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:

None

ITEM REPORT

To: City Council
From:
Subject: Discuss and consider amending current city policies to include the Employee Handbook and the employee grievance procedure. (Mayor Pro Tem/Hoffman)
Department/Office: City Secretary

Summary:

Recommended Action:

Budget:

Attachments:

None

ITEM REPORT

To: City Council
From: Scott Williams, Public Works Director
Subject: Discuss and consider providing a timeline to council on street projects listed under the bond project for repair, and when these repairs will begin. (Williams)
Department/Office: City Secretary

Summary:

Since the \$4.8 million in bond funds became available October 1st, staff has been coordinating through Ellis County to utilize their existing street reconstruction contract under an interlocal agreement between the City and Ellis County. This approach saves time and avoids the bidding process while still using a road reconstruction contractor along with competitive pricing. We're currently identifying and confirming the list of streets and coordinating Texas Materials (formerly Texas Bit) to develop a phased construction schedule. The first phase of work is anticipated to begin in spring 2026.

Recommended Action:

Review City Council Roadway Projects Briefing Sheet for Discussion

Budget:

Attachments:

1. Streets CIP - Council Briefing 11-13-25

Date: November 3, 2025

From: Scott Williams, Public Works Director

Re: City Council Roadway Projects Briefing Sheet

Discussion Item:

Discuss and consider providing a timeline to Council on street projects listed under the bond project for repair, and when these repairs will begin.

Background

Street Bond funds in the amount of \$4.8 million became available on October 1, 2025. These funds were approved for the reconstruction of existing city streets identified in the bond program. Rather than pursuing a separate design and bid process, staff intends to utilize an Interlocal Cooperation Agreement with Ellis County to perform the work using the County's existing, competitively bid road construction contracts.

Project Delivery Approach

Using the County's interlocal agreement allows the City to:

- Use pre-bid unit pricing and specifications that already meet state procurement requirements.
- Avoid the time and cost of preparing full engineering design plans and separate City bids.
- Begin construction sooner while still maintaining quality and compliance.

Only limited engineering support will be needed to verify street limits, check drainage grades, and confirm pavement depths or utility conflicts prior to construction.

Implementation Timeline

Phase	Timeframe	Description
1. Project Confirmation	Nov–Dec 2025	Finalize street list, confirm limits, coordinate with Contractor.
2. Field Review & Costing	Jan–Feb 2026	Conduct site verification, drainage checks, and develop per-street cost estimates.
3. Contractor Scheduling	March 2026	Contractor provides schedules for mobilization for City projects.
4. Phase 1 Construction	April–June 2026	Begin reconstruction of highest-priority streets.
5. Phase 2 & Beyond	Summer–Fall 2026	Continue sequential reconstruction based on funding and contractor availability.

Key Advantages

- Saves months of delay by avoiding separate bid process
 - Provides competitive pricing through County contract
 - Reduces engineering and administrative costs
 - Ensures quality control through the County’s contract oversight
 - Keeps Council and the public informed through scheduled updates
-

Next Steps

- Staff to provide Council with a street-by-street project list and estimated costs once confirmed with the Contractor.
- Coordinate mobilization schedule with Contractor for Spring 2026 start.
- Provide Council with progress updates on construction phases and expenditures.

ITEM REPORT

To: City Council
From: Scott Williams, Public Works Director
Subject: Discuss and consider Engineering for Pump Station and Ground Storage Tank. (Williams)
Department/Office: Public Works

Summary:

The City of Venus has determined that a new pump station and ground storage tank is necessary to

continue to provide water service to its citizens and future water service area.

This IPO includes land procurement services, design, bidding, and construction phase services of a new ground storage tank and pump station so that water will be delivered into a ground tank from the City of Midlothian and subsequently pumped into the City's potable water system as needed when the

elevated storage tank calls the pump station to come on. The pump station will be sized and laid out

so that it can be expanded in the future as additional developments come online in the service area to

serve the City's expected buildout water service area. This project is essential to ensure adequate water supply, pressure, and system reliability as the City of Venus continues to grow, allowing water received from the City of Midlothian to be stored and distributed through a controlled pump station capable of future expansion to meet long-term system demands.

Recommended Action:

City Council to authorize and approve the Infrastructure Project Order (IPO) No. 060021314 for professional engineering services related to the design and construction of a new pump station and ground storage tank to support continued and future water service within the City of Venus. This action includes authorization for the consultant to provide land procurement assistance, design, bidding, and construction phase services necessary for the project.

Budget:

Funding for this Infrastructure Project Order will be provided through the 2020 Bond Fund, which was established to support critical water system infrastructure improvements such as this project.

Attachments:

1. IPO NUMBER 060021314 - CR 109 Pump Station

INDIVIDUAL PROJECT ORDER NUMBER 060021314

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Venus, TX (the Client or City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated October 14th, 2024 (Master Agreement), which is incorporated herein by reference.

IDENTIFICATION OF PROJECT:

CR 109 Pump Station and Ground Storage Tank

PROJECT UNDERSTANDING:

The City of Venus has determined that a new pump station and ground storage tank is necessary to continue to provide water service to its citizens and future water service area. Currently, the City of Midlothian delivers water to the City of Venus at a vault located at the intersection of VV Jones Road and CR 109. The water is delivered at a high enough pressure from Midlothian that it fills the City's elevated storage tank and provides direct pressure to the City.

This IPO includes land procurement services, design, bidding, and construction phase services of a new ground storage tank and pump station so that water will be delivered into a ground tank from the City of Midlothian and subsequently pumped into the City's potable water system as needed when the elevated storage tank calls the pump station to come on. The pump station will be sized and laid out so that it can be expanded in the future as additional developments come online in the service area to serve the City's expected buildout water service area.

Land has not yet been procured by the City of Venus for this project. Evaluation of various parcels, due diligence, platting, and negotiation services are included in this IPO to obtain a tract of land to install the pump station. Additional information on the scope of property acquisition services is given in Task 1. Generally, the tracts that will be evaluated for the pump station site will be on the north and south side of CR 109, as close as possible to VV Jones Road.

SCOPE OF SERVICES:

Task 1 – Property Acquisition

Right of Entry

The Consultant, through a Subconsultant (McCarthy Partners), will obtain right of entry for up to 5 distinct tracts at the City's direction. The right of entry will be used to make initial contact with the property owner and inquire about possibility of purchase of land for the pump station site.

Site Investigation Report

KH will perform research and prepare a summary of certain readily available public information related to the subject site:

- Public water, wastewater, and storm drain lines on and immediately adjacent to the site including size and location, based on obtained record drawing information;
- Storm water detention requirements;
- Vicinity and size of certain franchise utilities (Gas, Electric, Telephone, Cable) based on information provided by the utility owners;
- Paving/street requirements;
- Site access;
- Published zoning requirements (building setback, parking ratio, Floor Area Ratio, lot coverage,

- unit density);
- Platting status and requirements;
- Onsite easements of record (If the Client provides a current Title Report (Schedule B) or ALTA);
- Mapped floodplain per published FEMA map or City map

KH will perform research to the extent practical given the scope, budget, and schedule agreed to with Client. The report contents will be based on information provided to us by others (City staff, Utility Company Representatives, etc.) and therefore is only as accurate and complete as the information provided to us. New issues may arise during development because of changes in governmental rules and policy, changed circumstances, or unforeseen/unknown site conditions. KH will provide a copy of the completed SIR in digital format (PDF or similar). The Client may use this report as part of its due diligence, but this report should not be used as the sole basis for the Client's decision making.

Appraisal

Once a suitable tract is identified for the pump station an appraisal will be completed for the parcel to be acquired. The Subconsultant will hire Will Snider of O'Brien Realty Advisers for the initial appraisal for the site location, up to 1 parcel.

Negotiation Services

- Upon written approval by the City, the Subconsultant shall prepare and send initial offer packages to property owners or their designated representatives via certified mail-return receipt requested (CMRRR), including Texas Landowner Bill of Rights, offer letter, property description, and conveyance documents.
- The Subconsultant shall maintain contact with property owners or their designated representative throughout negotiations. All individuals who may be affected by this project will be given an opportunity to meet and discuss the procedures to which they may be interested or by which they may be affected.
- The Subconsultant shall submit any counteroffers to the City along with recommendation for City's consideration. During negotiations, if a property owner provides appraisal information or a counteroffer, either written or verbal, which the property owner believes is relevant to the acquisition, the Subconsultant may forward the information to the appraisal firm for analysis. The Subconsultant will discuss with the City a recommendation for review and provide an appropriate response to the property owner based upon the City's decision.
- The Subconsultant shall obtain, with the property owner's assistance, partial releases of liens with lienholders, if necessary.
- The Subconsultant shall coordinate closings with title company and City Attorney, if applicable.
- The Subconsultant shall be available for bi-weekly or monthly status meetings with the City.
- All services shall be conducted in accordance with the Uniform Act and the State of Texas property code.

Task 2 – Preliminary Design

- A. Perform hydraulic analyses to determine / confirm necessary pump capacities, ground storage tank height, yard piping size, and type of pumps to be used

- B. Perform field survey of the site to identify and locate existing topographic elements within the site including, but not limited to, the following:
 - a. Property pins
 - b. Existing pavement, curbs, sidewalks, barrier free ramps, etc.
 - c. Lane striping
 - d. Driveways
 - e. Existing storm sewer inlets, manholes, junction boxes, outfalls, and erosion control
 - f. Culverts and bridges
 - g. Guardrail
 - h. Utility manholes, vaults, water valves, water meters, sprinkler heads, telephone poles, power poles, utility markers, other public utilities, and franchise utilities
 - i. Traffic signal poles, cabinets, and other signal equipment
 - j. Signs (excluding temporary signs)
 - k. Buildings
 - l. Retaining walls
 - m. Fence limits and material types
 - n. Other applicable physical features that could impact design

Prepare a final topographic drawing in digital format (including one foot contours and breaklines) showing the features located in the field as well as right-of-way strip map information, an ASCII coordinate file of the points located in the field, and a hard copy of the coordinates and feature descriptions.

- C. Perform geotechnical bores to determine subsurface conditions, to be used for building, ground storage tank, and underground structures design
- D. Prepare preliminary site and pump station layouts for City review.
- E. Evaluate type, size, pumping capacity, and number of pumps to be used
- F. Evaluate existing power and potential electrical options.
- G. Evaluate and discuss with City preliminary landscaping requirements and prepare preliminary landscaping plan.
- H. Evaluate ground storage material options, cost comparisons and maintenance implications.
- I. Evaluate flow meters and control valves for pump station delivery point
- J. Evaluate Generator Size
- K. Prepare a design report, report is anticipated to include the following sections
 - a. Introduction
 - b. Current System Description
 - c. Required Capacities
 - d. Design Considerations
 - e. Building Size and Type
 - f. Ground Storage Tanks
 - g. Electrical
 - h. Generator
 - i. Yard Piping
 - j. Valves and Meters
 - k. Landscaping

I. Fencing

L. Deliverables

- a. Three (3) copies of geotechnical investigation
- b. Three (3) copies of draft design report
- c. Three (3) copies of final design report

M. Meetings

- a. One (1) Kick-Off Meeting with the City
- b. One (1) meeting to review the draft design report

Task 3 – Final Design

A. Prepare engineering plan sheets, specifications and construction contract documents, for project bidding and regulatory approval. Plans shall consist of 22" x 34" plan sheets. Specifications shall include technical specifications for materials and installation of the proposed facilities. The contract documents shall be based upon Engineers Joint Contract Documents Committee (EJCDC) standards and the NCTCOG Standard Specifications for Public Works Construction. Plan set is anticipated to include the following sheets:

- a. Cover
- b. General Notes
- c. Civil Plans
 - i. Paving and Dimensional Control
 - ii. Site Grading
 - iii. Erosion Control
 - iv. Yard Piping
 - v. Pump Station Mechanical Plan
 - vi. Pump Station Section
 - vii. Ground Storage Tank Plan and Section
 - viii. Ground Storage Tank Details
 - ix. Meter Vault Details
 - 1. Discharge Meter
 - x. Paving Details
 - xi. Water Details
 - xii. Pump Station Details
 - xiii. Landscaping
 - xiv. Fencing
 - xv. Irrigation
- d. Structural Sheets
 - i. Notes and Details
 - ii. Foundation Plan
- e. Electrical Sheets
 - i. Electrical Site Plan
 - ii. Pump Station Site Plan
 - iii. Delivery Point Site Plan
 - iv. One Line Diagram
 - v. Conduit and Cable Schedules
 - vi. Pump Station Schedules
 - vii. Pump Station Control Schematics I
 - viii. Electrical Plan
 - ix. Lighting and Receptacle Plan

- x. SCADA
 - xi. Site Lighting
 - xii. RTU I/O Schedule and Panel Layout
 - xiii. Pump Station Detail Sheets (I, II, and III)
 - xiv. Block Diagrams
 - xv. Generator Details
- B. Submit to the City 50% complete plans and an opinion of probable construction cost for review and comment.
- C. Submit to the City 95% complete plans, specifications, contract documents, and an opinion of probable construction cost for review and comment.
- D. Submit final plans to appropriate regulatory agencies: City, utility companies for relocation of adjacent or affected facilities, and to the TCEQ for review.
- E. A Storm Water Pollution Prevention Plan (SWPPP) will not be prepared. Contractor shall be responsible for preparing SWPPP and submitting for review.
- F. Submit to the City final bidding documents.
- G. Deliverables
 - a. Three (3) copies of 50% plans and specification
 - b. Three (3) copies of 100% plans and specifications
 - c. Three (3) copies of opinion of probable construction cost
 - d. One (1) CD with PDFs of 100% plans and specifications
- H. Meetings
 - a. Meet with City to Review 50% Plans
 - b. Meet with City to Review 95% Plans and Specifications
 - c. Miscellaneous meetings with City to review project status and provide updates

Task 4 – Bidding Phase Services

- a. In this phase, the Consultant will provide the following deliverables:
 - i. Notice to Bidders for advertising by the City
 - ii. Addenda as required
 - iii. Print and distribute up to 5 sets of bid documents
- b. Kimley-Horn will post plans on Civcast electronic plan room. The City shall advertise the project in the local paper of record.
- c. Print and issue up to 5 sets of bidding documents. Bidding documents will be issued to potential bidders upon the payment of a non-refundable fee to cover a portion of the cost of printing those documents.
- d. Attend Bid Opening
- e. Prepare bid tab and award recommendation letter

Task 5 – Construction Phase Services

Construction phase services will be provided for the project. The estimated construction time for this project is 18 months from the notice to proceed.

- a. Pre-Construction Conference. Consultant will lead a Pre-Construction Conference before the start of construction.

- b. **Site Visits and Construction Observation.** Consultant will make visits as directed by the City to observe the progress of the work. Observations will not be exhaustive or extend to every aspect of Contractor's work, but will be limited to spot checking, and similar methods of general observation. Based on the site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Document and keep Client informed of the general progress of the work.
- c. Consultant will not supervise, direct, or control Contractor's work, and will not have authority to stop the Work or responsibility for the means, methods, techniques, equipment choice and use, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for failure of Contractor to comply with laws. Consultant does not guarantee Contractor's performance and has no responsibility for Contractor's failure to perform in accordance with the Contract Documents.
- d. **Construction Meetings.** Consultant will attend monthly construction meetings on site with the Contractor and City.
- e. **Recommendations with Respect to Defective Work.** Consultant will recommend to Client that Contractor's work be disapproved and rejected while it is in progress if Consultant believes that such work will not produce a completed Project that generally conforms to the Contract Documents.
- f. **Clarifications and Interpretations.** Consultant will respond to reasonable and appropriate Contractor requests for information made in accordance with the Contract Documents and issue necessary clarifications and interpretations. Any orders authorizing variations from the Contract Documents will be made only by Client.
- g. **Change Orders.** Consultant may recommend Change Orders to the Client, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
- h. **Shop Drawings and Samples.** Consultant will review and take appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for general conformance with the Contract Documents. Such review and action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs. Any action in response to a shop drawing will not constitute a change in the Contract Documents, which can be changed only through the Change Orders.
- i. **Substitutes and "or-equal/equivalent."** Consultant will evaluate and determine the acceptability of substitute or "or-equal/equivalent" materials and equipment proposed by Contractor in accordance with the Contract Documents.
- j. **Substantial Completion.** When requested by Contractor and Client, Consultant will conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- k. **Final Notice of Acceptability of the Work.** Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend final payment to Contractor.

Record Drawings. Consultant will prepare a record drawing showing significant changes reported by

the contractor or made to the design by Consultant. Record drawings are not guaranteed to be as-built, but will be based on information made available

Additional Services if required: Additional services to be performed if authorized by the City, but which are not included in the above-described Scope of Services are as follows:

- Tree Surveys
- Preliminary or final plat

SCHEDULE:

The Consultant will provide the services listed in the Scope of Services within a reasonable length of time as mutually agreed to by both the Client and Consultant.

TERMS OF COMPENSATION:

The Consultant will provide the Scope of Services identified above for the compensation as follows:

Task 1 – Property Acquisition	
1.1 - Right of Entry	\$3,000 (\$600 each – 5 Expected)
1.2 - Site Investigation Report	\$9,000 (\$3,000 each – 3 Expected)
1.4 - Appraisal	\$4,600 (Lump Sum – Each)
1.5 - Negotiation Services	\$8,000 (Per Parcel)
Task 2 – Preliminary Design	\$190,000 (Lump Sum)
Task 3 – Final Design	\$275,000 (Lump Sum)
Task 4 – Bidding Phase Services	\$8,000 (Lump Sum)
Task 5 – Construction Phase Services	\$100,000 (Hourly)
Total	\$597,600

ACCEPTED:

CITY OF VENUS, TX

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: For Wills, P.E.

TITLE: _____

TITLE: Associate

DATE: _____

DATE: 11/2/2025