

**CITY OF BURTON**  
**COUNCIL MEETING MINUTES**

A Regular Meeting of the Burton City Council at 5:30 p.m. was held on  
**TUESDAY, DECEMBER 12, 2023,** in the Burton City Hall  
at 12200 E. Mulberry Street Spur 125, Burton, Texas.

**Members Present:**

Mayor Karen Buck

Councilmember Paul McLaughlin

Councilmember Macey Tidwell

Councilmember Tommie Gilmon

Councilmember Jeff Eckhardt

Councilmember Nathan Kalkhake

**Members Absent:** None

**Others Present:** City Secretary Angela Harrington, Utility Clerk Rachel Belvin,

**Citizens Present:** Sarah Forsythe (Banner Press) & Troy Keller (TDEM)

**Mayor Karen Buck called the meeting to order at 5:30 pm. A quorum was established and all in attendance were led in the Pledge of Allegiance.**

**Citizen Presentations - None**

**CONSENT AGENDA**

- (1) **Minutes of the November 14, 2023 Regular Meeting**
- (2) **Financial Reports-Revenue & Expenditures**
- (3) **Mayor's Report – Attached**
- (4) **City Secretary's Report – Attached**
- (5) **Utility Report – Attached**

A motion was made by Councilmember McLaughlin and seconded by Councilmember Gilmon to **ACCEPT** the consent agenda.

FOR: Eckhardt, Gilmon, Kalkhake

AGAINST: None

The motion passed.

**DISCUSSION, CONSIDERATION AND/OR ACTION TO APPROVE, ACCEPT, DENY, REMOVE OR TABLE ON:**

1. **Ordinance 20231212 Adopting Rules and Regulations for Laas-Weeren Park and Repealing Ordinance 20220809**

It was explained that this ordinance is necessary due to the Park Commission created in the 2022 ordinance was never implemented but that rules for the park are needed. A motion was made by Councilmember Gilmon and seconded by Councilmember McLaughlin to **APPROVE & ADOPT.**

FOR: Eckhardt, Kalkhake, Tidwell

AGAINST: None

The motion passed.

**2. On a Revised and Updated City of Burton Personnel Policy**

The City Secretary explained that the previous policy was from 2005 and how much the city's functionality has changed since then. She also pointed out a couple of key points within the policy including Nepotism, Political Activity and a Health Savings Account. A motion was made by Councilmember Eckhardt and seconded by Councilmember McLaughlin to **APPROVE & ADOPT.**

FOR: Gilmon, Kalkhake, Tidwell

AGAINST: None

The motion passed.

**Mayor Karen Buck reminded those in attendance of future scheduled city meetings:**

- City Hall will be Closed December 25 through 28.
- City Council Regular Meeting – Tues. January 9, 2024 at 5:30 pm at City Hall

**The Meeting was adjourned** at 6:03 pm.

FOR: Eckhardt, Gilmon, Kalkhake, McLaughlin, Tidwell

AGAINST: None



*Karen Buck*

\_\_\_\_\_  
Mayor Karen Buck

ATTEST:

*Angela Harrington*

\_\_\_\_\_  
City Secretary Angela Harrington

## Mayor's Report – December 2023

This past month's activities included –

\*Worked on the updates to the 2019 Washington County Hazard Mitigation Plan. I asked that there be clarification on what the plan labels as “Burton” to more clearly reflect and define the needs/hazards of “The City of Burton” and “Rural Burton”/Burton ISD boundaries. I have not seen the updated plan yet. Otherwise, I only provided updates on the City of Burton's progress on the goals stated in the 2019 Plan as well as offered ways in which we can further live into the goals set in the previous plan.

\*All residents of Washington County are invited to the public review of the Mitigation Plan on Thursday, December 14 at 6pm at the Washington County Expo Center (Fairgrounds).

\*Attended and spoke at the Veteran's Day Program hosted by the American Legion in Brenham.

\*Along with Utility Clerk Rachel, attended two webinars with the Texas Water Development Board.

- Tues., Nov. 14 – Water Utilities Technical Assistance Program (WUTAP)

*The WUTAP will help eligible water and wastewater systems build their technical and managerial capabilities relating to applying for financial assistance from the TWDB. Assistance will be provided by experts that have been pre-qualified by the TWDB.*

-Tues., Nov. 28 - State Revolving Funds: Rating and Scoring Criteria

Overview – This one was important to attend as I am trying to get the data we need to be able to apply for a Drinking Water State Revolving Fund (DWSRF) grant to address the water well funding shortfall as well the main water line running from The Hair Depot and up FM 1697. This particular water line has had multiple breaks in recent months; it serves the school district and a restaurant here in town; it also needs upgrades for safety reasons.

\*Along City Staff Rachel and Councilmember Paul, helped direct traffic for a fundraiser for Josh Guelker, contract worker for the City of Burton.

- \*Sent a thank you note, per Councilmember Paul's request at the November meeting, to Woodmen for Life for their recent donation to the City of Burton for use at the Laas-Weeren Park.
- \*Sent letters to all businesses and entities who use a commercial dumpster asking them to keep the lids closed as we address the buzzard issue here in town.
- \*Attended the Legislative Update Luncheon at Blinn College on Thursday, November 16. Visited briefly with State Senator Kolkhorst and State Rep. Kacal.
- \*Have a meeting scheduled with State Rep. Kacal and Sharlie Douglass with the Chappel Hill Water Supply to discuss rural water issues in Washington County.
- \*Corresponding with Heather O'Keefe with the Texas Water Development Board regarding my request to ask for a third party survey for the City of Burton as we seek to apply for a DWSRF grant.
- \*Corresponding with Walter Zelezniak with Texas Division of Emergency Management regarding an application for a grant to assist with the purchase of a generator for the wastewater treatment plant.
- \*Signed the paperwork with the Texas Wildlife Department regarding buzzard mitigation here in town.
- \*Visited with Angie Summers with the Texas General Land Office regarding the process forward after receiving mitigation funding of \$\$593,800.00.
- \*Worked on the end of year wrap and newsletter sent to residents with their December water bills.
- \*Volunteer time logged in November – 65 hours

Karen Buck

\*added @ mtg - dumpsters need to be upgraded. Looking into who can provide what we need  
 our customers.  
 Met w/ BIG on Tues, mts w/ TCW

## Secretary's Report

December 12, 2023

1. On November 16<sup>th</sup>, I attended a Legislative Update with Mayor Karen at Blinn College. The event was hosted by the Washington County Chamber. Our State Representative Kyle Kacal and State Senator Lois Kolkhorst spoke on what was and wasn't accomplished during the last Texas government sessions.
2. Provided a 2023 City of Burton Recap for the Banner-Press and KWHI.

## UTILITY REPORT- DECEMBER

1. STEERS- TIER II REPORT DONE AND SUBMITTED
2. I RECEIVED AN EMAIL REGARDING THE EPP PLAN WE DID LAST YEAR- EVERYTHING LOOKED GREAT JUST A COUPLE MINOR THINGS (LIKE CHECKING A BOX OR 2) NEEDED TO BE FIXED. I CORRECTED THEM AND RE-SUBMITTED, SO WE SHOULD BE GETTING A FINAL APPROVAL SOON, HOPEFULLY.
3. WORKING ALONG SIDE GARRY SMITH WITH TRWA ON THE NEWEST REPORT THE STATE IS REQUIRING FROM CITIES WHICH IS THE LCRR, IT'S A SERVICE LINE INVENTORY TAKEN OF THE CITIES WATER LINES. SO THERE WILL PROSSIBLY BE A LOT OF TIME CONSUMING WORK COMING WITH THAT IN 2024. IT MIGHT BE A ALL HANDS ON DECK TYPE PROJECT BUT WILL KEEP EVERYOEN UPDATED.
4. WORKING ON MANAGING THE BUZZARD PROBLEM ALONG SIDE KAREN AND ANGELA.

ORDINANCE 20231212

AN ORDINANCE OF THE CITY OF BURTON, TEXAS, ADOPTING RULES AND REGULATIONS FOR CITY-OWNED PROPERTY KNOWN AS LAAS-WEEREN CITY PARK; REPEALING ORDINANCE 20220809; REPEALING ALL PARTS OF ORDINANCES IN CONFLICT; AND PROVIDING FOR A PENALTY.

WHEREAS, the City of Burton City Council has determined a need to clearly establish rules and regulations regarding the use of Laas-Weeren City Park; and

WHEREAS, the Burton City Council wishes to repeal Ordinance 20220809 and repeal all parts of any other ordinances in conflict; and

WHEREAS, the public health, safety and welfare, requires the adoption and enforcement of rules and regulations regarding the Laas-Weeren City Park; and

WHEREAS, Laas-Weeren City Park requires maintenance and improvements from time to time that may be funded through donations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS:

Section 1. Ordinance 20220809 is hereby repealed in its entirety.

Section 2. The following Rules and Regulations for Laas-Weeren City Park are hereby adopted as follows:

Hours and laws for Laas-Weeren City Park:

(A) It shall be unlawful for any person to enter into or upon the city park between the following hours and days:

(1) 10:00 p.m. and 6:00 a.m. on Fridays and Saturdays.

(2) 9:00 p.m. to 6:00 a.m. on Sundays through Thursdays.

(3) Exceptions for events approved by the city council may be granted in certain circumstances.

(B) It shall be unlawful for any person to camp or sleep overnight in the city park.

(C) It shall be unlawful to kindle or maintain any type of open fire or open burning in the city park.

(D) It shall be unlawful to loiter (linger without a purpose) or panhandle in the city park.

(E) It shall be unlawful to consume or possess any alcoholic beverage in the city park. Exceptions for events approved by the city council may be granted in certain circumstances.

(F) Any person who violates the provisions of this section or fails to comply with this article, shall be subject to immediate removal from the city park, guilty of a misdemeanor, and subject to a fine of not more than \$200.00 upon conviction.



Finance.

The city may accept any gifts of labor and/or materials as well as monetary donations made for the benefit of Laas-Weeren City Park with grateful thanks to the donors. City Council shall approve all donations and improvements to the city park prior to any work or changes performed on city park property. All additions and improvements made to the city park shall constitute property of the City of Burton, Texas.

Section 3. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 4. Any person found to have violated any provision or rule of this ordinance shall, upon conviction, be fined in an amount of \$200.00. Each day that a violation continues shall constitute a separate offense.

Section 5. This ordinance shall become effective upon this \_\_\_\_ day of December, 2023.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURTON, TEXAS:

PASSED AND APPROVED, this the 12<sup>th</sup> day of DECEMBER, 2023.

Karen Buck

Mayor Karen Buck

Angela Harrington  
City Secretary Angela Harrington





# PERSONNEL POLICY

Adopted December 2023

CITY OF BURTON  
STATE OF TEXAS

THIS POLICY HAS BEEN APPROVED FOR USE BY ALL CITY  
EMPLOYEES

DEPARTMENTAL ORGANIZATION

BURTON CITY COUNCIL

∨

MAYOR ----- MAYOR PRO-TEM

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CITY SECRETARY

∨

UTILITY MANAGER

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