



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, DECEMBER 18, 2025**

The regular meeting of the Benbrook City Council was held on December 18, 2025 at 7:00 p.m. in the Council Chambers with the following Council members present:

Jason Ward, Mayor
Renee Franklin
Ryan Reagan
Dustin Phillips
Sean Moore
Laura Mackey
Keith Tiner

Also Present:

Jim Hinderaker, City Manager
Ethan Cox, Assistant City Manager
Doug Howard, City Planner
Wes Cooper, Director of Information Technology
Rick Overgaard, Finance Director
Bennett Howell, Director of Public Services

I. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Mayor Ward.

II. INVOCATION/PLEDGE OF ALEGIANCE

Invocation was given by Pastor Lynn Bullock – The Church at Benbrook

The Pledge of Allegiance recited.

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

No one spoke.

IV. MINUTES

1. Approve minutes of the regular meeting held December 4, 2025

Motion by Mr. Phillips, seconded by Mr. Tiner, to approve the minutes of the regular meeting held December 4, 2025.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

V. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2025-08 Accept resignation from Place Alternate B on the Zoning Board of Adjustment and Appeals Commissions

Ethan Cox gave the following report: On December 8, 2025, the City Secretary received a letter of resignation from Carol Stacy, who was serving as Place Alternate B on the Zoning Board of Adjustment and Appeals Commission.

Ms. Stacy was appointed to Place Alternate B in December 2024 for a term set to expire on December 30, 2026.

Applications for Boards and Commissions were received and presented to the City Council at its meeting on November 20, 2025. The City Council conducted candidate interviews on December 1 and 2, 2025.

Motion by Mr. Tiner, seconded by Mr. Reagan, to appoint a representative to Place Alternate B on the Zoning Board of Adjustment and Appeals Commission, selected from the recently interviewed candidates, for a one-year term ending December 30, 2026

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey Mr. Tiner

Noes: None

Motion carried unanimously.

VI. REPORTS FROM CITY MANAGER

A. GENERAL

G-2727 Make appointments to Boards and Commissions

Ethan Cox gave the following report: The terms for the odd-numbered positions on the City's Boards and Commissions will expire on December 30, 2025.

Applications for these positions were received and presented to the City Council at its November 20, 2025 meeting, and candidate interviews were conducted on December 1 and 2, 2025.

The recommendation presented at the November 20, 2025 meeting to appoint a representative to an unexpired term for Place 6 on the Planning and Zoning Commission was incorrect. No vacancy existed for Place 6; therefore, both the recommendation and its resulting action are void.

Motion by Ms. Mackey, seconded by Ms. Franklin, to appoint the following applicants to the various boards and commissions for a two-year term beginning December 31, 2025 and expiring December 30, 2027:

Planning and Zoning Commission

Place 1	Wes Myers
Place 3	Charles Marino
Place 5	Matthew Wallis
Place 7	Joshua Harville
Place 9	John Adelman

ZBA/Appeals Commission

Place 1	David Gattis
Place 3	Joshua Strange
Place 5	Lizbeth Sowell
Alternate A	Malcolm Wetsel
Alternate C	Jeremiah Smith

Parks & Recreation Board

Place 1	Chad Skinner
Place 3	Tammy Fulcher
Place 5	Tiffany White
Place 7	Sunnae Hiler

Economic Development Corporation

Place 1	Gary Lindsay
Place 3	Kristen Melton
Place 5	Kent Williams
Place 7	Omar Aquilar

The motion also includes the appointment of Alain Jablonowski to the unexpired term for Place 2 on the Planning and Zoning Commission and Michael Anderson to the unexpired term for Alternate B on the ZBA/Appeals Commission, with both terms expiring on December 30, 2026.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

G-2728 Finance report for period ending November 30, 2025

Rick Overgaard gave the following report: General Fund revenues for the month of November, the second month of the fiscal year, were \$1,743,850. Major revenues collected for the month include Property taxes of \$1,028,640, Franchise taxes of \$65,612, Permits of \$20,342, Fines and Forfeitures of \$36,537, Charges for Services of \$78,838, Other Agency of \$48,914, and Interest of \$67,881. Sales tax collected and recognized as revenue in November was \$397,086. Fiscal year to date sales tax is \$700,145, a decrease of 5.7% compared to last year at this time. A separate summary of sales tax revenue collections is provided for comparative purposes. General Fund revenues collected through the end of November were \$2,368,019 and 8.9% of the budget.

General Fund expenditures for the month of November were \$1,780,499. Fiscal year to date expenditures were \$4,068,074 and 15.3% of the adopted budget.

Total General Fund revenues of \$2,368,019 were less than total General Fund expenditures of \$4,068,074 by \$1,700,055.

Debt Service revenues for the month of November totaled \$71,385 and were all from property tax. There were no expenditures in November. The next debt service payments are due February 1, 2026.

EDC revenues for November were \$212,722. EDC expenditures for November were \$28,126. Revenues exceeded expenditures by \$184,596.

Revenues received for November were \$7,993 from stormwater utility fees, mineral lease revenue, and interest earnings. Expenditures for the Capital Projects Fund were \$104,567 for November. November expenditures included the Low Water Crossing project. Expenditures exceeded revenues by \$96,574. Sufficient funds are available in the current fund balances of the Capital Projects Fund. This fund operates on a project basis rather than a specific fiscal year.

On November 30, 2025, the City had \$31,135,712 invested at varying interest rates; the EDC had \$7,607,298 available.

Motion by Ms. Franklin, seconded by Mr. Tiner, to accept the finance report for the period ending November 30, 2025.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

G-2729 Ordinance readopting Tax Abatement Guidelines and Criteria

Ethan Cox gave the following report: Chapter 312 of the Texas Tax Code enables the City of Benbrook to enter into a tax abatement agreement with an owner of taxable property located in a reinvestment zone if the City has adopted guidelines and criteria. In addition, the City must readopt these guidelines and criteria every two years.

Staff does not recommend any changes to the guidelines previously adopted by the City Council. The proposed ordinance continues to provide the option to negotiate tax abatements for new or expanded manufacturing facilities with more than \$3,000,000 in new investment, or ten or more new employees. The guidelines also allow for tax abatements for new hotels with more than 50 rooms.

Tax abatement agreements are limited to ten years in length and a maximum of 100 percent of the new appraised value. Businesses remain responsible for taxes on the pre-improved value of the property. Tax abatements are not permitted within Tax Increment Financing (TIF) district boundaries. Currently, Benbrook does not have any TIF districts.

Although the City has maintained tax abatement guidelines since 1992, the City has never granted an abatement. However, having the abatement policy provides an opportunity to attract commercial and industrial developments.

Motion by Mr. Reagan, seconded by Mr. Moore, to approve readopting the guidelines and criteria for tax abatement agreements.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

ORDINANCE NO. 1517

AN ORDINANCE READOPTING CHAPTER 3.20 (TAX ABATEMENT AGREEMENTS) OF THE BENBROOK MUNICIPAL CODE (1985), AS AMENDED, READOPTING GUIDELINES AND CRITERIA FOR TAX ABATEMENT AGREEMENTS AND DESIGNATION OF REINVESTMENT ZONES, DEFINING

QUALIFYING FACILITIES, ESTABLISHING THE TERM AND LIMITS OF ABATEMENT, REQUIRING AN APPLICATION, DELEGATING ADMINISTRATIVE AND NEGOTIATION; PROVIDING FOR ENFORCEMENT AND PENALTIES, PROVIDING FOR VARIANCES AND EXPIRATION; CONTAINING A SEVERABILITY CLAUSE AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

SECTION 3 PUBLICATION AND EFFECTIVE DATE

The City Secretary of the City of Benbrook is hereby authorized to publish this ordinance in book or pamphlet form for general distribution among the public, and the operative provisions of this ordinance as so published shall be admissible in evidence in all courts without further proof than the production thereof, as provided in Section 3.10 of the Charter of the City of Benbrook.

The City Secretary of the City of Benbrook is hereby directed to engross and enroll this ordinance by copying the caption and publication and effective date clause in the minutes of the City Council and by filing the ordinance records of the City.

The City Secretary of the City of Benbrook is hereby directed to publish the caption and publication and effective date clause of this ordinance for two (2) days in the official newspaper of the City of Benbrook, as authorized by Section 52.013 of the Local Government Code.

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

Passed and approved this 18th day of December 2025.

G-2730 Update to Capital Improvement Program

Bennett Howell gave the following report: The Capital Improvements Program (CIP) is a forecast and schedule of public physical improvements for the next five years and beyond. The City Charter requires that the CIP be updated on an annual basis. The CIP is dynamic and may change over time based on community needs, citizen expectations and unanticipated strategic opportunities. The CIP will be added as an appendix in the Comprehensive Plan.

The changes included in this year's plan include:

1. Updated project information
2. Updated cost estimates in 2025 dollars

Several improvements are planned for Dutch Branch Park including the replacement of playground equipment at Castle and Robot Parks, repaving the parking lots with concrete, connecting both parking lots to allow better egress during City events, installing parking lot lights, adding internal signage, and adding traffic control gates.

The CIP also includes the replacement of vehicles and equipment which includes the programmed replacement of a Public Services Dump Truck, four (4) patrol vehicles for the Police Department, and the proposed replacement of four (4) pick-ups for Public Services. Additionally, a replacement ambulance for the Fire Department is proposed for fiscal year 2030-2031.

The CIP in future years includes replacing the Fire Station roof. The roof was evaluated by a third-party consultant, and the evaluation included analyzing the roof samples for durability. The results show the roof should be replaced within the next two years.

The seven outdoor warning sirens are also scheduled for replacement. The sirens are nearing the end of their useful life and need to be replaced.

The CIP includes an annual expenditure of \$3,000,000 to fund the annual street rehabilitation program. For a portion of the program, Tarrant County furnishes all equipment and labor necessary to overlay the asphalt street segments, provided the City pays the cost of all necessary materials and traffic control. The balance of the program is contracted out separately through existing Interlocal Agreements with other governmental entities. The program includes milling and overlaying asphalt streets, reclaiming asphalt streets, repairing concrete assets, and striping streets as needed.

The CIP also has programmed the Community Development Block Grant (CDBG) projects. The CDBG is a federal program administered by HUD that provides formula-based grants that benefit low-and-moderate income communities. Tarrant County administers the program on behalf of smaller cities in the County. Future projects have not yet been determined.

The drainage in Dutch Branch Park will be improved during pavement replacement and other improvements in the park. Flashing beacons will also be installed near the corner of Stevens Road and Benbrook Boulevard and at the corner of Winscott Road and Beach Road to notify drivers if the low water crossing is closed. This will prevent drivers from driving to the low water crossing only to find it is closed.

The City recently completed the condition assessment of the entire storm drain system. The repairs recommended by the assessment are proposed as phased improvements in the current and two following fiscal years.

Funding for all drainage projects is from the Storm Water Utility Fund.

Motion by Mr. Phillips, seconded by Mr. Tiner, to adopt the revised Capital Improvements Program as presented.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

B. CONTRACT

C-386 Replace Castle Park and Robot Park Equipment

Bennett Howell gave the following report: During development of the 2022 Parks and Open Space Master Plan (Parks Plan), the community identified replacement of playground equipment at Castle Park and Robot Park as a top priority. City Council subsequently included the project in the 2025 Capital Improvement Program (CIP).

Staff selected Kompan Group (Kompan) to provide playground equipment through the Omnia Partners Cooperative Purchasing Contract. State law permits the use of cooperative purchasing agreements in lieu of formal bidding, as these contracts undergo a competitive procurement process. Staff reviewed Kompan's references and product quality, both of which met expectations. The Omnia contract also includes playground design services at no cost, which reduces overall project costs.

Throughout 2025, the Parks and Recreation Board (Parks Board) held work sessions to review the Parks Plan guidance, public input, and preferred design themes. Kompan developed concept plans based on these discussions. The Parks Board approved the concepts on October 8, 2025, to be followed by a public open house.

The City held the open house November 8, 2025, at Castle Park and Robot Park. Residents reviewed the concept plans and voted on eight accessory items. An online survey, which was promoted at the Benbrook Public Library and on City social media, was also available from November 8 to November 11. On November 12, 2025, the Parks Board reviewed public feedback and approved the accessory equipment selected by residents.

If Council approves the contract, Kompan will install the new playground equipment and artificial turf surfacing per plan. The City will be responsible for removing the existing playground equipment, preparing the site, and completing the remaining project components, including new lighting, installation of a new wrought-iron style fence along the west side of the playground to provide a barrier between the play area and the pond, seating, and other incidental improvements.

The project will be funded through the City's Parks and Core Value Funds, along with a \$1 million grant¹ from the Texas Parks and Wildlife Department (TPWD). The City will be required to cover all project expenses upfront and then seek reimbursement through the TPWD grant allocation process.

Motion by Mr. Tiner, seconded by Mr. Phillips, to approve the Castle Park and Robot Park playground replacement plan, the Kompan Group contract for \$1,899,678.22, and authorize total project expenditures not to exceed \$2,000,000.

Vote on the Motion:

Ayes: Ms. Franklin, Mr. Reagan, Mr. Phillips, Mayor Ward, Mr. Moore, Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

VII. INFORMAL CITIZEN COMMENTS

Sunnae Hiler addressed City Council.

VIII. COUNCIL MEMBER AND STAFF COMMENTS

Councilmember Tiner extended congratulations to Benbrook Middle–High School Principal Dr. Oliver and the Fine Arts Department for the outstanding *Benbrook Schools Spectacular* and expressed appreciation for the Mayor’s memorable performance as the Grinch.

Councilmember Franklin announced upcoming City office closures for the holidays and reminded residents that the first City Council meeting of the new year will be held on January 5, 2026. She wished everyone happy holidays, Merry Christmas, and a Happy New Year, and encouraged everyone to stay safe and check on friends and neighbors.

Councilmember Moore thanked the applicants for participating in the boards and commissions interviews. He also expressed appreciation to the local VFW for hosting the Wreaths Across America events and for honoring our veterans.

IX. ADJOURNMENT

Meeting adjourned at 7:40 p.m.

APPROVED:

Jason Ward, Mayor

ATTEST:

Elizabeth Fischer
City Secretary/Chief Governance Officer