

CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

Jon Strong, Ward 4, Chairman
Karen Denman, At-Large Position 2



Vicki McKenzie, At-Large Position 3
Pat Graham, At-Large Position 4

CITY COUNCIL FINANCE COMMITTEE AGENDA

TUESDAY, MAY 6, 2025, 8:00 AM

Huntsville City Hall, 1220 11th Street, Huntsville, Texas, 77340

Persons with disabilities who plan to attend this meeting and may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5413) two working days prior to the meeting for appropriate arrangements.

1 CALL TO ORDER

2 DISCUSSION/CONSIDERATION

The Finance Committee will hear presentations, discuss, and may consider recommendations to the City Council on the following items.

- a** Consider and approve the minutes of the April 15, 2025 Finance Committee meeting.
Lance Hall, Finance Director
- b** Budget Amendment(s)
Lance Hall, Finance Director
- c** City of Huntsville and Walker County Interlocal Agreement for TxDOT Transportation Alternative Grant for the proposed project on University Avenue.
Sam Masiel, Assistant City Manager

3 ADJOURNMENT

CERTIFICATE

I do hereby certify that the above notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.HuntsvilleTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: May 5, 2025

TIME OF POSTING: 3:45 p.m.

TAKEN DOWN:

Sharon Schultz
Sharon Schultz, Deputy City Secretary



CITY COUNCIL FINANCE COMMITTEE AGENDA

5/6/2025

Agenda Item Number: 2.a.

Agenda Item: Consider and approve the minutes of the April 15, 2025 Finance Committee meeting.

Initiating Department/Presenter: Finance

Presenter:
Lance Hall, Finance Director

Discussion: Consider and approve the minutes from the Finance Committee meeting on April 15, 2025

Financial Implications:

Associated Information:

1. Fin Comm Minutes 4.15.2025

Finance Committee Minutes

April 15, 2025

Members Present: Jon Strong, Pat Graham, Vicki McKenzie, and Karen Denman

Staff Present: Scott Swigert, Sam Masiel, Lance Hall

The agenda items discussed were:

- Approved the minutes from the April 1, 2025, meeting.
- Sam discussed the possible development agreement with the Christmas Village, which is located south of town. The agreement is to "up-size" the water line from an 8" water line to a 12" water line. The city is only paying $\frac{1}{2}$ the costs to upgrade the water line, which is approximately \$121,000. By paying $\frac{1}{2}$ the costs, this will possibly lead to further growth opportunities.
- Lance discussed the budget amendments that will be presented to the full city council on May 6, 2025.



CITY COUNCIL FINANCE COMMITTEE AGENDA

5/6/2025

Agenda Item Number: 2.b.

Agenda Item: Budget Amendment(s)

Initiating Department/Presenter: Finance

Presenter:
Lance Hall, Finance Director

Discussion: Discussion and possible action on proposed Budget Amendment(s).

Financial Implications:

Associated Information:

1. BAs Equipment Road e o contribution and Street Infrastructure Statue added 042925

Budget Amendments FY 24-25 Finance Committee & City Council - May 6, 2025
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Exhibit A	Increase: Purchased Services and Contracts -ROAD-E-O Contribution	\$	300
	Decrease: Misc. Revenue -Contribution	\$	300

Explanation:	Crockett Construction gave the city a contribution in the amount of \$500.00 to help with the expenses of the city Road-E-O. The Road-E-O committee would like to use these monies in the current 24-25 fiscal year. This budget amendment, if approved, will allow for the purchase/expenditure.
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Exhibit B	Increase: Streets -Street Infrastructure Project	\$	361,593
	Decrease: General Fund - Unallocated Reserves	\$	361,593

Explanation:	Bids have been obtained for Street Milling/Overlay Services, Street Reconstruction, and Thermoplastic Pavement Striping. The total amount of the lowest bid for these services is \$2,361,593. \$2M was included in the budget for FY 24-25. Staff is requesting \$361,593 of General Fund's Unallocated Reserves be used to fund the cost. After use of this \$361,593 the General Fund's balance of Unallocated Reserves will be approximately \$1.4M above the General Fund's \$8,772,993 required 25% reserve amount.
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Exhibit C	Increase: Hotel/Motel SRF -Visitors Center -Purchased Services/Contracts	\$	58,800
	Decrease: Hotel/Motel SRF - Unallocated Reserves	\$	58,800

Explanation:	Quotes have been obtained for the cleaning, plaster repair, and painting of the outside of the Sam Houston Statue and base in the amount of \$48,000. Funds to repair the inside of the statue were included in the budget for FY 24-25 in the amount of \$18,610. The cost to restore the entire statue are approximately \$66,610.00. Staff has also purchased Christmas decorations from a local business that has been bought out; thus they are selling all of their Christmas decorations at a discounted rate. Staff is requesting that \$58,800 of the Hotel/Motel Special Revenue Fund's (SRF) Unallocated Reserves be used to fund the additional cost. After use of this \$58,800 the Hotel/Motel SRF's balance of Unallocated Reserves will be approximately \$1.384M. The Hotel/Motel SRF does not required a 25% reserve amount.
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CITY COUNCIL FINANCE COMMITTEE AGENDA

5/6/2025

Agenda Item Number: 2.c.

Agenda Item: City of Huntsville and Walker County Interlocal Agreement for TxDOT Transportation Alternative Grant for the proposed project on University Avenue.

Initiating Department/Presenter: Finance

Presenter:
Sam Masiel, Assistant City Manager

Discussion: Walker County is applying for the 2025 TxDOT Transportation Alternative project grant and is seeking a partnership with the city to beautify the downtown area and extend a shared-use pathway (SUP) from 12th to 17th Street. This new pathway would connect the downtown area to the campus of Sam Houston State University (SHSU), a project that has been discussed for many years as a crucial part of revitalizing our downtown. The County will apply for and manage the grant, while the City will provide letters of support to TxDOT, creative design ideas for the SUP, and will be responsible for its maintenance after completion. Additionally, the grant project will require preliminary engineering costs totaling \$22,755. Bleyl Engineering will perform the engineering services for Walker County. As part of the partnership, Walker County has requested that the City of Huntsville share the engineering costs equally, with each entity contributing \$11,377.50 to 17th street. The new pathway would link the downtown area to the campus of SHSU, something that has been discussed for many years as being an important part of revitalizing our downtown area. The County would apply for and administer the grant, the City would provide letters of support to TxDOT, creative design ideas for the SUP, and be responsible for its maintenance after completion. In addition, the grant project will require preliminary engineering costs for the scope of work in the amount of \$22,755. Bleyl Engineering is the firm performing the scope of engineering services for Walker County. In regards to the partnership, the Walker County has requested the City of Huntsville to participate in equally sharing the cost of the engineering cost in the amount of \$11,377.50 per entity.

Financial Implications:

Associated Information:

1. 2025 TxDot TA Grant City-County 04-15



TxDot 2025 Transportation Alternatives Grant

TxDot, Walker County and the City of Huntsville partnering to improve public access to the courthouse square and create a shared use pathway for walking and bicycling along University Avenue to SHSU

Project Responsibilities and Scope

1. Walker County is applying for the grant and will manage the funds.
 2. Costs to the City should be minimal, if any.
 3. City will inspect the project, then accept the new infrastructure and be responsible for all future Maintenance
- Part 1: Remove existing sidewalk around the courthouse and replace with stamped concrete to match the style used by the City.
 - Part 2: Create a Shared Use Pathway on University Avenue from 12th Street to 17th Street.
 - Included with both parts: Add lighting, bicycle racks, benches and possibly public wi-fi along the route



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

May 15, 2023

Colt Christian
1100 University
Huntsville, Texas 77340

RE: TxDOT Letter of Consent for proposed TA project within or affecting state right-of-way

Dear Mr. Christian:

The Texas Department of Transportation (TxDOT) offers no objection to Walker County's nomination of the *Walker County Courthouse Square Sidewalk Improvement Project* in TxDOT's 2023 Transportation Alternatives Set-Aside (TA) Call for Projects. The proposed project will remove and replace approximately 1,000 feet of sidewalks, curbs, and gutters around the Walker County Courthouse square. New sidewalks will be 6' wide, red, stamped to look like brick to match others in area. New pole lights added for night safety. If selected for TA funding, the project must be developed in accordance with TxDOT procedures and meet state and federal guidelines. Final project plans must be reviewed and approved by TxDOT.

If selected for funding, Walker County will be required to commit to the project's development, implementation, construction, maintenance, management, and financing by executing an Advance Funding Agreement with TxDOT. Walker County will be responsible for maintaining the completed improvements for a period of time commensurate with the federal investment as outlined in TxDOT 2023 TA Program Guide. It may be necessary to execute or update a Municipal Maintenance Agreement or Advance Funding Agreement for Voluntary Maintenance by Walker County with TxDOT.

Thank you for coordinating with our office, TxDOT will continue to work with Walker County should the project receive funding. Please continue to coordinate with our staff as this project moves forward. Should you have any questions or need further assistance, please contact TxDOT Bryan District TA Coordinator, Amanda Owens, at 979-778-9770.

Sincerely,

Chad Bohne, P.E.
District Engineer
Bryan District

Cc: District TA/SRTS Coordinator Amanda Owens

2023 Submission accepted by TxDot, but wasn't awarded due to being deemed to be "too site specific" and needed to be expanded for consideration

Part One

Walker County Courthouse Square Improvement Project



Attachment B-Typical View
Same view on all four sides of the courthouse square

Existing Section View
Very Similar on all four sides of the Courthouse Square

Courthouse




13' East Travel Lane



13' West Travel Lane

15' Angle Parking Lane

Existing brick
paver sidewalk

Grass

Proposed Section View
Very Similar on all four sides of the Courthouse Square



Safety hazards and countermeasures

- Uneven sidewalk surface trip hazards at curbs around the perimeter of the courthouse square.



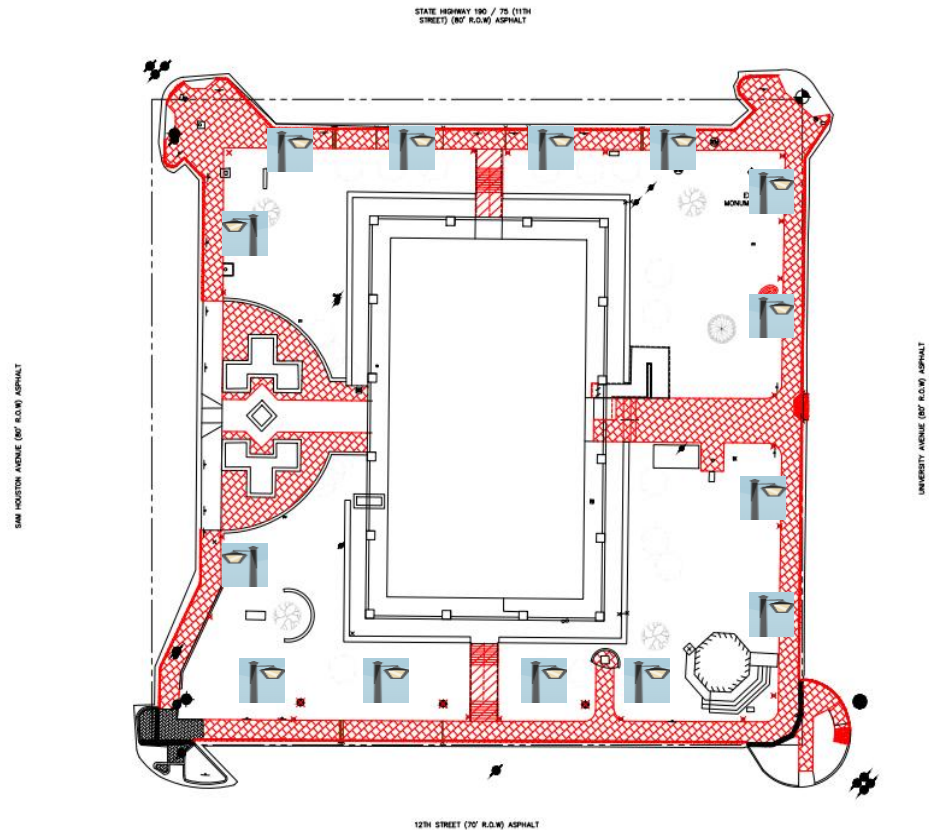
- *Countermeasure: Remove and replace with new sidewalks*



- *Countermeasure: Remove and replace with new curb and gutter*

Safety Hazards and Countermeasures

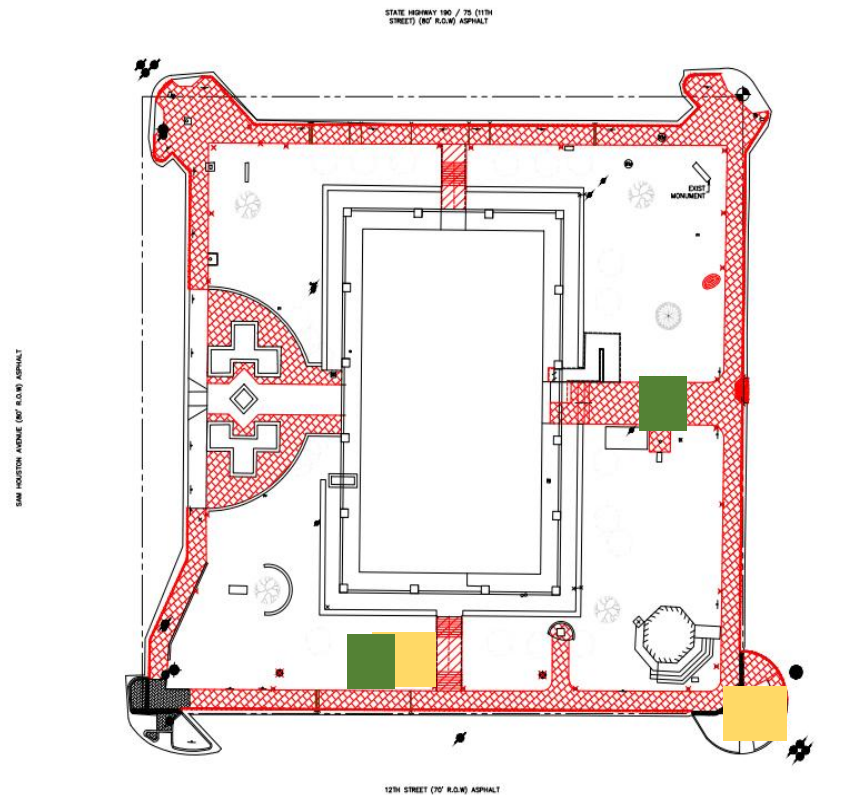
- Lack of adequate lighting around the square
- *Countermeasure: Installation of LED lights around the perimeter of the square*



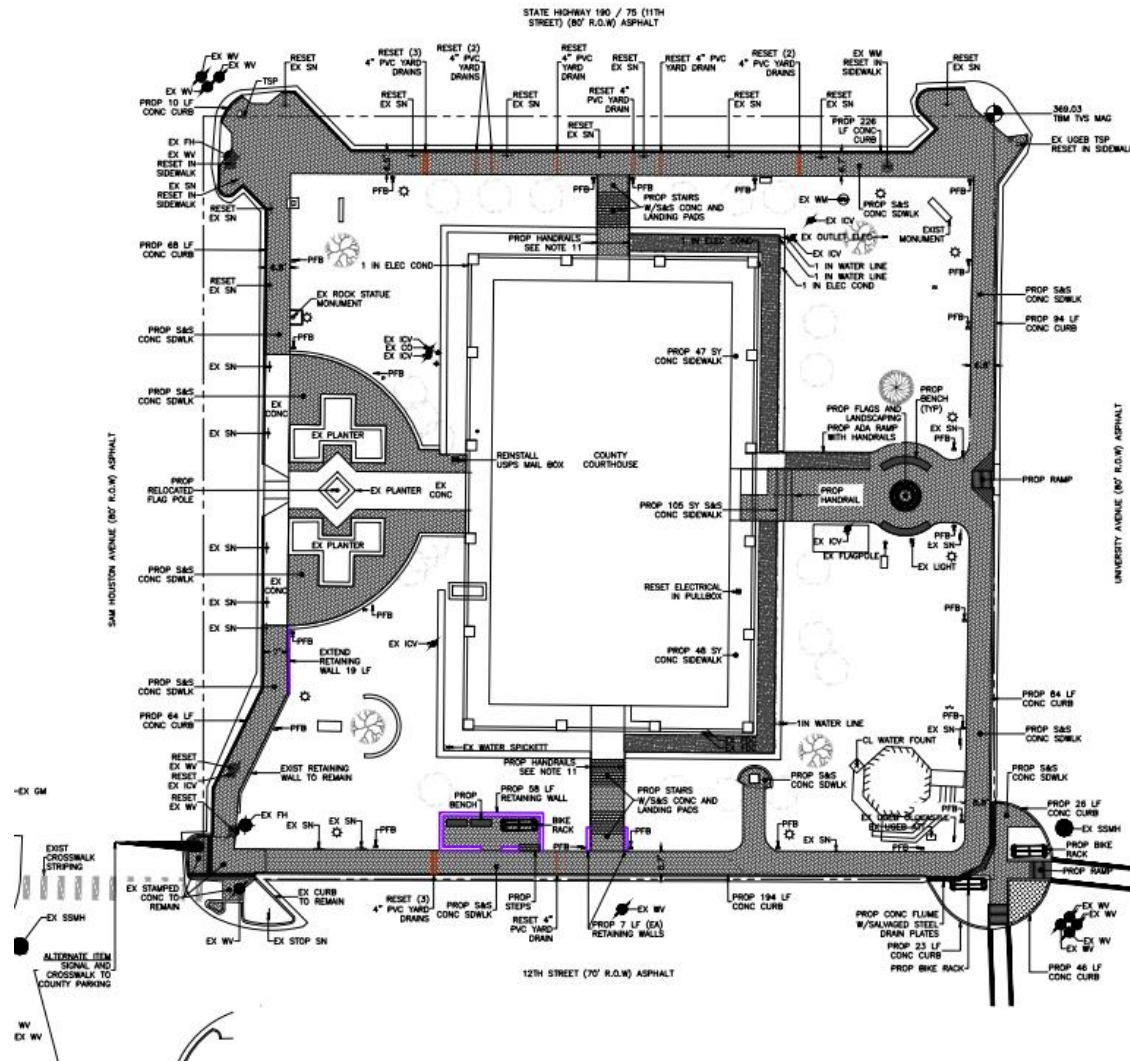
Infrastructure Elements

New additions to provide safe areas for the public to gather and also added bicycle parking facilities

- Lack of sitting areas and bicycle parking facilities
 - Two new bicycle parking locations, marked with yellow boxes
 - Two new bench/sitting areas, marked with green boxes

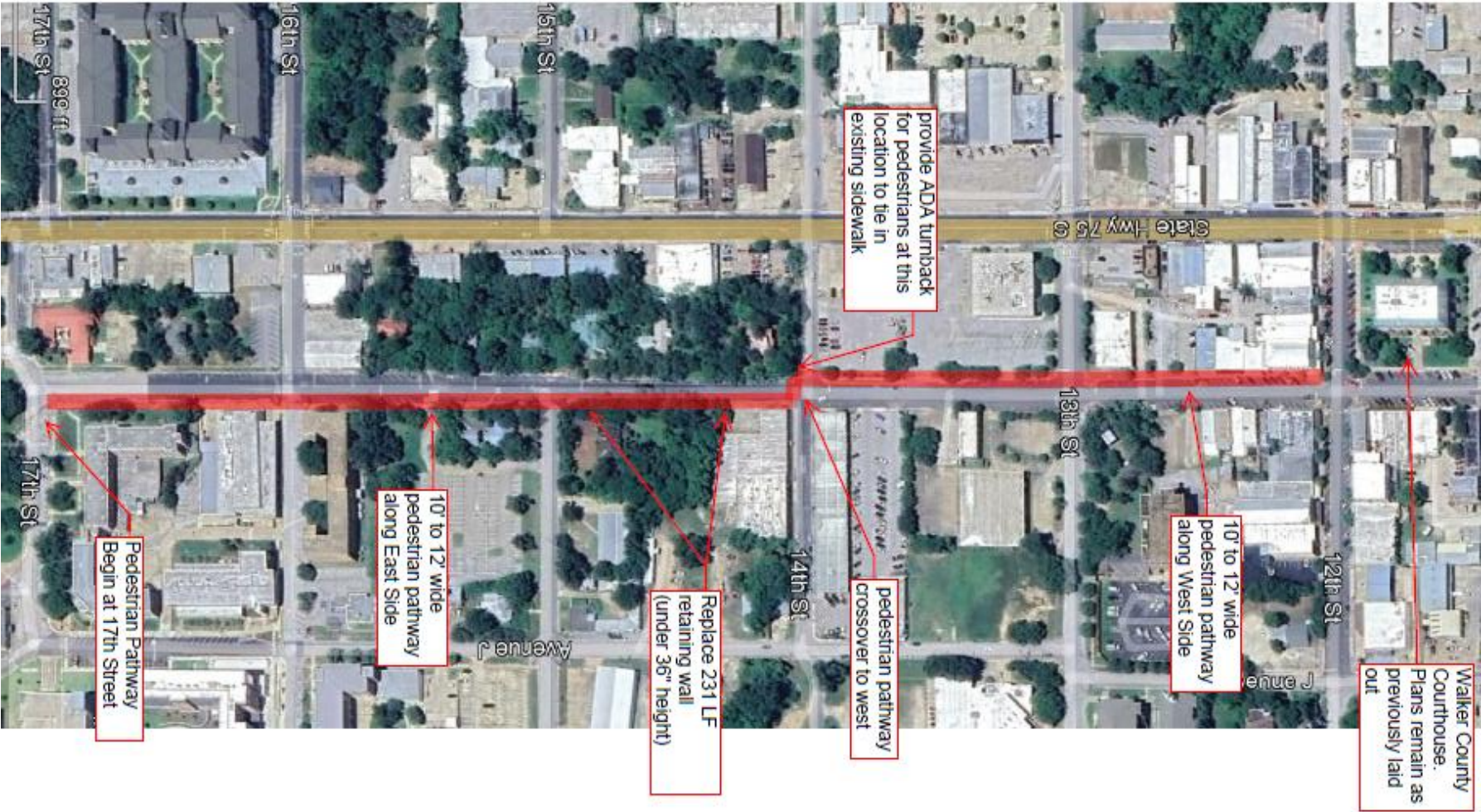


Detail of proposed improvements



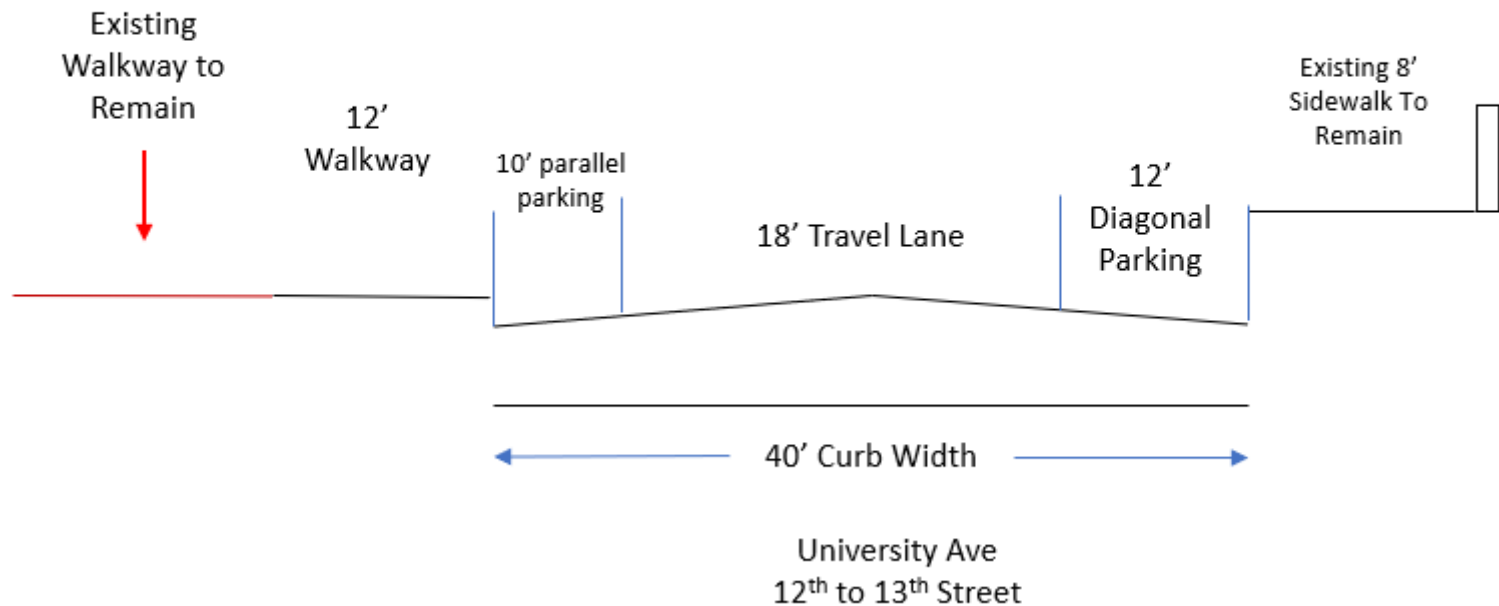
Part 2

Downtown Revitalization and Pedestrian
access from the Square to SHSU on University
Avenue



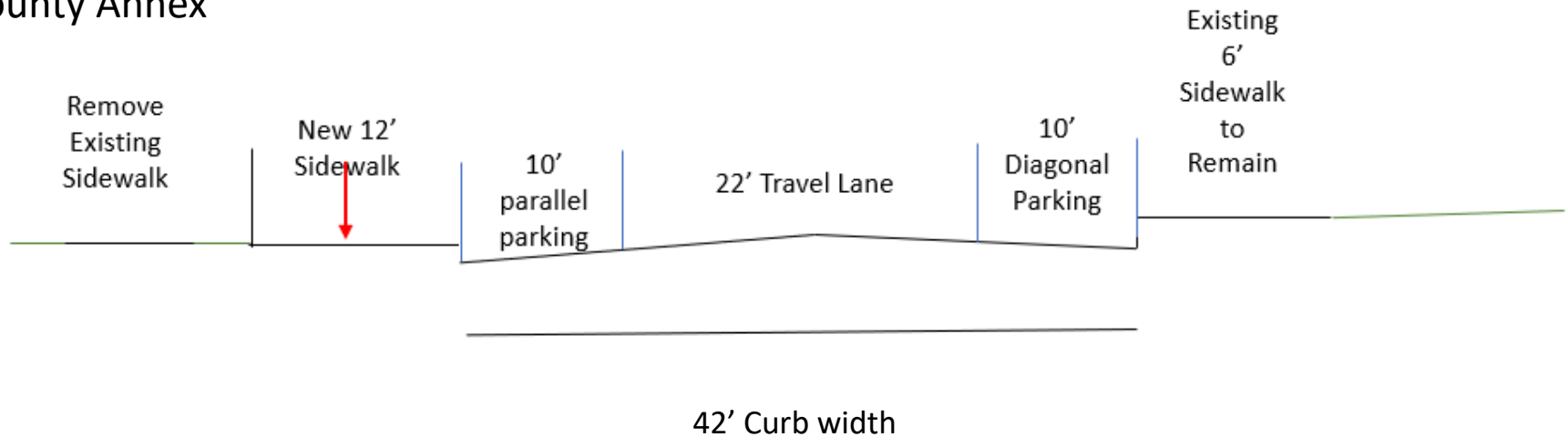
University Ave 12th to 13th Street

Fabric Carousel

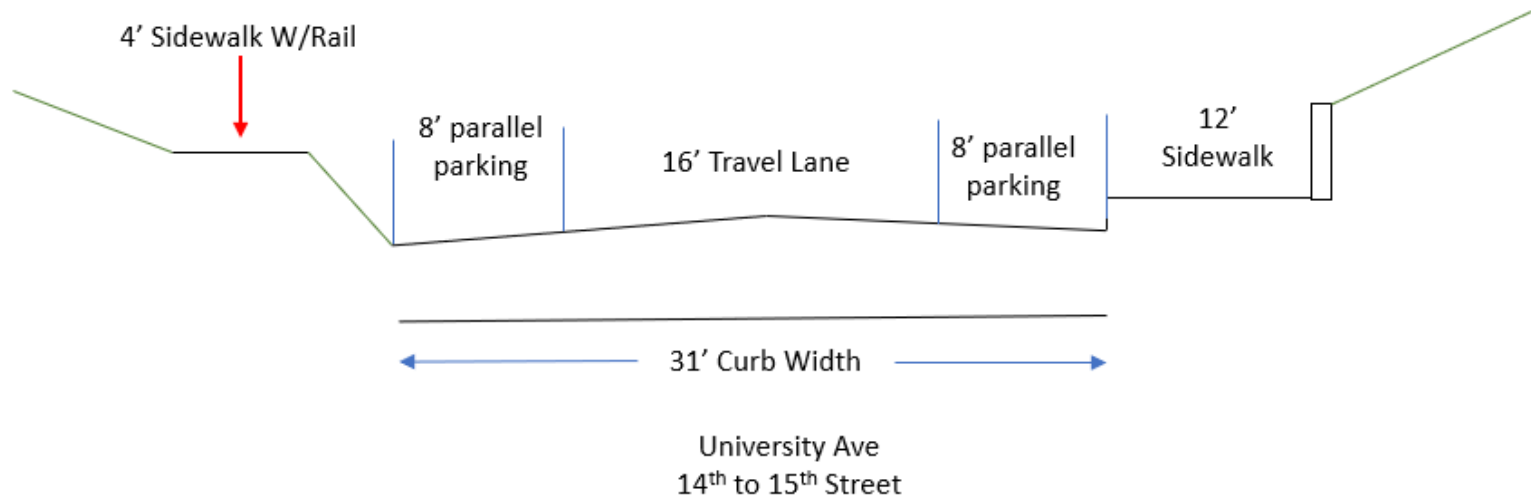


University Ave 13th -14th Street

County Annex



University Ave 14th to 15th Street

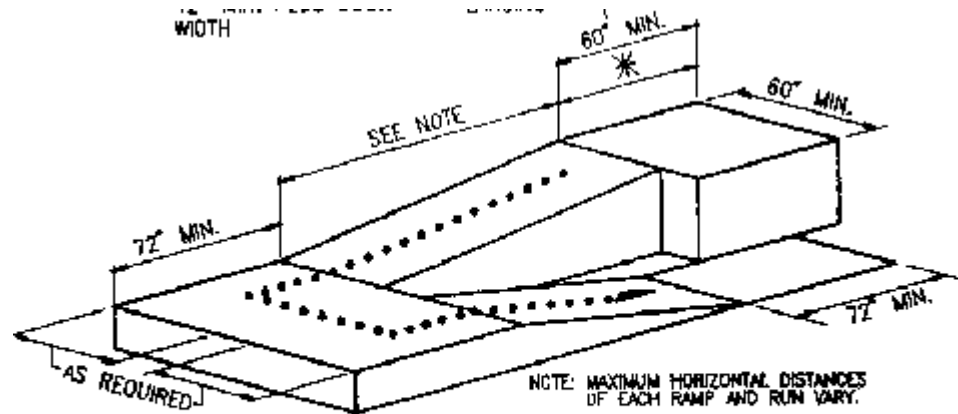


Sidewalk access at 14th Street.



ADA Switchback Ramp to be installed
at 14th for access to elevated sidewalk

(It will look much prettier than this)



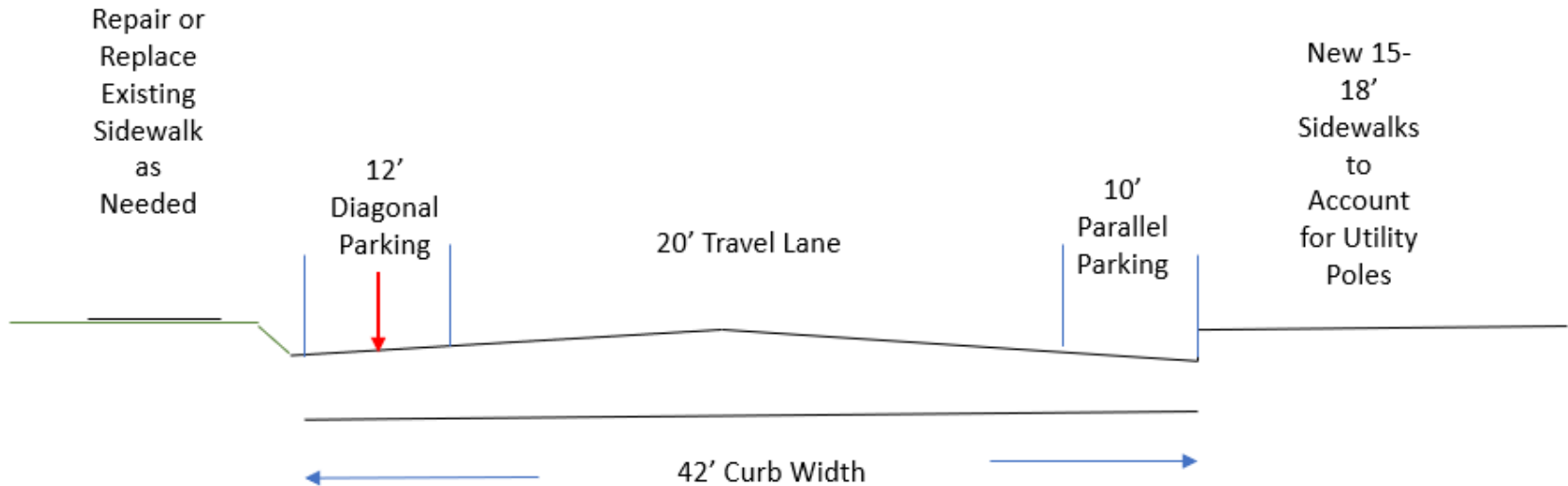
(a) RAMP WITH INTERMEDIATE
SWITCH-BACK PLATFORM

Historical Marker on University at 14th St



A Texas Historical Commission plaque is located on University just south of 14th Street. The plaque marks the location of “Tilley’s Tap” a railroad spur that used to go from Huntsville to Phelps. There are no physical structures at the location, and the construction at that location will only extend a foot or so behind the existing headwall that we are going to replace as a part of this project. The property owner has no objection to us working in the area.

University Ave 15th – 17th Street



Traffic Direction South to North

University 12th – 14th Street



University 14th – 17th Street

New Configuration would result in 48 parking spots, a reduction of 20.



Parking Configuration

University 12th – 14th Street



University 14th – 17th Street

New Configuration would result in 48 parking spots, a reduction of 20.



University Avenue Shared Use Path

Pictures are for reference only



At least two decorative street lights that match the ones currently in place will be installed from 13th Street to 17th.

Pedestrian Crossing System installed at 12th and Sam Houston

Will improve safety of people walking from the City/County parking lot to the square. This is the main parking lot for jurors.

Parking lot to the Courthouse Square

