



REGULAR MEETING MINUTES

A Regular Meeting of the Governing Body of the City of Ranger, Texas, was held on **Monday, October 27, 2025 at 5:30 p.m.** in City Hall, 400 West Main Street Ranger, Texas. The following subjects were discussed, to wit:

Council Members and City Staff Present:

Honorable Robert Butler	Mayor
Commissioner Jim McCullough	Place 2
Commissioner Katie Billings	Place 3
Commissioner Jared Calvert	Place 4
City Manager Charlie Archer	
City Secretary Hope Delatorre	
Finance Director/Municipal Clerk Carol Stephens	
Police Chief Charlie Rodriguez	
Fire Chief Darrell Fox	
Fire/EMS Eden Alexander	
Public Works Director Daniel Plascencia	
Animal Control Officer Carrie Pilant	

Agenda Item 01: Call to Order-Mayor Robert Butler

Roll Call/Quorum Check Hope Delatorre-City Secretary
Invocation of Prayer
Pledge of Allegiance to the United States Flag
Pledge of Allegiance to the Texas Flag

Agenda Item 02: Citizen's Presentation-At this time, anyone on the list will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed THREE minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

No citizens were signed up to speak.

Agenda Item 03: Announcements from the City Commission or Staff-Comments may be made by the commission or staff, **BUT NO ACTION TAKEN** on the following topics without specific notice. Those items include: Expression of Thanks, Congratulations or Condolences; Information on Holiday schedules; Recognition of public officials, employees or citizens other than employees or officials whose status may be affected by the council through action; Reminders of community events or announcements involving an imminent threat to the public health and safety of the people of the municipality.

City Manager Archer announced that the software transition to Frey Municipal Software had not yet been completed but the City Hall would still be open to take payments. He also confirmed that City Hall would be closed Tuesday, November 11 for Veteran's Day.

Agenda Item 04: Discuss/Consider: Approval of minutes of previous meetings:

- October 14, 2025

Motion was made by Commissioner McCullough to approve the minutes of October 14, 2025.
Seconded by Commissioner Billings.

Unanimously approved.

Agenda Item 05: Discuss/Consider: City Manager's Report: business regarding city administration. The City Commission may provide staff direction; however, no action shall be taken. (City Manager)

City Manager Archer noted that he had missed the previous meeting due to his attendance in Code Enforcement training in San Antonio. He announced he would be out of office October 29 and 30 to attend the Texas Municipal League conference in Fort Worth. and that the old game room building was set to go to Public Hearing during the next regular Commission Meeting. Archer also provided clarification on the structure abatement process and estimated that the public hearings would be taking place at least monthly. He also announced that a pizza restaurant was under consideration for one of the buildings when it is restored. He had been to the Eastland County Water Supply District's Emergency Preparedness meeting and the TxDOT Winter Weather meetings. The Wildfire Mitigation tractor was due to be delivered soon as well as the Wastewater Treatment Plant pump.

No action was taken.

Agenda Item 06: Discuss/Consider: REDC Actions and Recommendations Regarding Ranger's Historic Depot (REDC)

Wendy Erwin represented the Ranger Chamber of Commerce and wished to work together with the REDC and the City of Ranger to restore the Historic Depot. Mayor Butler offered the Chamber the ability to hold two Workshops between the Chamber of Commerce, the REDC, and the City of Ranger Commission. The Workshops would be focused on developing a cooperative plan to restore and reopen the Museum. Issues that could be addressed would include funding and grant options; non-profit status; and membership.

Motion was made by Commissioner Calvert to take no action.
Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 07: Discuss/Consider: A Request to Close Commerce Street for a Trunk or Treat Event (Kathy Glidewell)

Kathy Glidewell represented the Ranger Historic Preservation Society and asked the Commission to close Commerce Street between Main and Pine Street for a Trunk or Treat event at the Historic

Depot. Due to concerns raised during the previous agenda item, the Commission asked the RHPS to confirm they had insurance and noted that barriers would be placed around parts of the property.

Motion was made by Commissioner Calvert to close Commerce Street from Main Street to Pine Street with barriers to prevent access to potentially dangerous areas.

Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 08: Discuss/Consider: Allowing the Engineer for the Willow Park Pool Group to advertise for bids on the subsurface inspection of the pool on behalf of the City of Ranger. City Attorney has given his approval. (City Manager)

Jason Bowen with the Willow Park Pool Group (WPPG) was ready to receive proposals on behalf of the City of Ranger on a subsurface inspection of the Willow Park Pool. He requested that Requests for Proposals (RFPs) be listed with CivCast, the local newspaper, Eastland County Today, and posted to the City Website. He recommended that we receive the bids in City Hall until December 12 and award the bid during the first Regular Meeting in January. He also reminded the Commission that the WPPG would cover the cost of the subsurface inspection.

Motion was made by Commissioner Billings for the City Manager to move forward on the Willow Park Pool Group to request RFPs on behalf of the City of Ranger.

Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 09: Discuss/Consider: Establish a Program to Recognize Businesses and Citizens' Contributions to the City of Ranger (Mayor)

Mayor Butler recommended enacting a program that would express gratitude and recognize citizens and businesses for positive changes seen throughout town. Potential initial candidates included the Spring Market and Ranger College. It was discussed providing a vinyl banner that would be placed at the location and including a presentation of a certificate as well.

Motion was made by Commissioner Calvert to order up to two vinyl banners stands with the first one dedicated to the Spring Market for presentation at the second Regular Meeting in November.

Seconded by Commissioner Billings.

Unanimously approved.

Agenda Item 10: Discuss/Consider: Completion of Roof Repairs at City Hall with the Contingency Funds (Finance Director)

City Manager Archer presented quotes he had received to complete the roof replacement on City Hall. Quotes were received from Garland for \$140,940, Roaring Ranger Roofing for \$48,000 -

\$61,000 but did not include decking, and Paul Williams Roofing for around \$65,000. City Manager Archer recommended Paul Williams Roofing.

Motion was made by Commissioner McCullough to accept the bid from Paul Williams Roofing. Seconded by Commissioner Billings.

Unanimously approved.

Agenda Item 11: Discuss/Consider: Removing the Priority Lien on a small parcel(s) (roughly half acre) of Ranger Airfield to allow financing for an individual's new private, taxable Hangar (Ranger Airfield Foundation/Builders)

Commissioner Calvert excused himself from discussion

Jared Calvert with the Ranger Airfield Foundation, along with a private builder, came to the Commission to request that part of the lien on the property be removed for three builders to get funding for private taxable hangars. The commission requested that other builders should request individually.

Motion was made by Commissioner Billings to provide a verbal contingency for the current builder's lot with formal commitment at the next meeting.

Seconded by Commissioner McCullough.

Abstained by Commissioner Calvert.

Motion passed.

Agenda Item 12: Discuss/Consider: Payment of the FY 24/25 First Quarter Payroll Taxes with Contingency Funds (City Manager, Finance Director)

Finance Director, Carol Stephens, had received two letters from the IRS regarding payroll taxes not paid in the 2024-2025 fiscal year. These amounts totaled \$9,560 and would require the money to be paid out of contingency funds from General Fund and Utility Fund.

Motion was made by Commissioner Calvert to pay the IRS bills with contingency funds from General and Utility.

Seconded by Commissioner Billings.

Unanimously approved.

Agenda Item 13: Discuss/Consider: Purchasing of a Used Bulldozer versus Leasing a Bulldozer. The equipment costs would be divided between Streets and Code Enforcement budgets. (City Manager)

City Manager Archer presented the Commission with options on purchasing a bulldozer for the Streets and Code Enforcement departments that included buying a used 2015 John Deere for \$65,000 from Grandpa's Tool Shed in Eastland or a lease to own on a new unit. Discussions centered around

purchasing versus leasing and the potential of financing a down payment to use less of the contingency funds. Archer noted that he would request an equipment inspection from Brandon's Dozer Service on the used machine. The City Manager and Public Works Director would designate a primary operator.

Motion was made by Commissioner Calvert to notify Grandpa's tool shed tomorrow on the \$65,000 purchase with potential for \$20,000 down and if the Mayor and City Manager agree on the financing terms contingent on Brandon's Dozer Service inspection.
Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 14: Discuss/Consider: Approval of a Records Management Plan in accordance with the Texas Local Government Records Act.

The Texas Local Government Records Act directs that each local government must establish an active and continuing records management program; and the City of Ranger desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping. (City Secretary, Mayor)

Mayor Butler introduced the Records Management Plan that would be attached to the documents that designated the City Secretary and the Utility Billing Clerk as the Records Management Officer and Alternate at the previous meeting for submission to the Texas State Libraries and Archives Commission. This would ensure the City of Ranger would remain in compliance with the Texas Local Government Records Act. The plan would include a Records Control Disposition schedule and process for creation of electronic records.

Motion was made by Commissioner Billings to approve the Records Management Plan.
Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 15: Discuss/Consider: Resolution 2025-10-27-A – A Resolution for the City of Ranger establishing Policies and Procedures.

Establishment of a resolution establishing the rules of order and order of business to include times and dates of regular meetings; information on agenda items; and scheduling of special and/or called meetings. (Mayor)

The Resolution presented to the Commission established policies and procedures related to the City Commission meetings. The policies included Regular Meeting day schedules, meeting start times, and the designated the official newspaper of record. The staff will provide reports at least monthly. Guidance for agenda development to include supporting documentation for commissioner packets is also addressed.

Motion was made by Commissioner Billings to adopt the policies and procedures.
Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 16: Discuss/Consider: Second and Final Reading of Ordinance 2025-10-14-1-A -- An Ordinance of the City of Ranger, Texas regulating the placement and installation of HUD-Code Manufactured Homes and Modular Homes in the City; requiring permits; allowing HUD-Code manufactured and modular homes only in certain areas of the City; Regulating Manufactured Home Communities; providing for certain nonconforming uses; providing a Penalty Clause; providing Severability, Repealer, and Open Meeting Clauses; providing for an Effective Date; and allowing the City Manager to approve such Permits.

The second and final reading of the ordinance is an update to the previous ordinance that further defined the term 'tracts', allowed the City Manager to approve compliant applications that do not require variance, and including a sentence that instructed the owner to remove the original structure from the Ranger city limits within 90-days of the new manufactured home's approval.

Motion was made by Commissioner McCullough to approve the second reading to include one sentence that the previous manufactured home must be removed from the city limits within 90 days. Seconded by Commissioner Billings.

Unanimously approved.

Agenda Item 17: Discuss/Consider: Review of an Initial Draft of a Tiny Home Ordinance. An Ordinance to provide for the regulation and permitting of tiny homes and Accessory Dwelling Units (ADUs) to include addressing standards on foundations, moveable tiny homes, floodplain requirements, and enforcement. (City Manager, Mayor)

The City Manager and the Mayor had presented an updated version of the Tiny Home Ordinance that had been presented by Bryan Jackson at the previous meeting. Manager Archer stated that three individuals had contacted him regarding tiny home properties and a potential for tiny home communities. Mayor Butler requested input by staff and commission during the next week on suggested changes to the draft.

Motion was made by Commissioner Billings to take no action. Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 18: Discuss/Consider: Retire into Executive Session to deliberate on any items as authorized by Texas Government Code 551.074 Personnel Matters regarding:

- Animal Control Officer
- City Manager Evaluation

Retired into Executive Session at 20:01

Agenda Item 19: Discuss/Consider: Reconvene into Open Session to take action as determined appropriate, as authorized by Texas Government Code 551.074 Personnel Matters regarding:

- Animal Control Officer
- City Manager Evaluation

Reconvened into Open Session at 21:21

No action was taken on the Animal Control Officer since the resignation was rescinded by the officer.

Motion was made by Commissioner Billings to accept the evaluation of the City Manager. Seconded by Commissioner McCullough.

Unanimously approved.

Agenda Item 20: Discuss/Consider: Adjournment

Motion was made by Commissioner McCullough to adjourn. Seconded by Commissioner Billings.

Unanimously approved.

Adjourned at 21:24

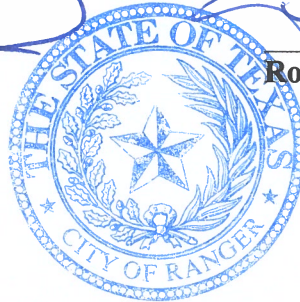
These minutes were approved on the 10 day of November 2025

CITY OF RANGER, TEXAS

ATTEST:



Hope Delatorre, City Secretary





Robert Butler, Mayor