

MINUTES OF REGULAR MEETING OF THE GOVERNING BODY OF THE CITY OF HAMILTON, TEXAS JANUARY 8, 2026

A regular Council Meeting of the Governing Body of the City of Hamilton, Texas was held on the 8th day of January, 2026 at 6:00 p.m. in City Hall, 200 East Main St., Hamilton, Texas.

The City Council meeting was open to the public. To allow for remote participation, people could view and listen to the meeting live via Zoom or Facebook. Citizens could also provide a citizen's presentation and address the council via Zoom connection. Instructions were given during the meeting about how to address the Council. Citizens could sign in prior to the meeting date from their computer, tablet or smartphone at <https://tinyurl.com/4dnawvy7>

Present for the meeting:

Mayor Richard Buchanan
Mayor Pro-Tem Vacant
City Administrator Stacey Norris
City Secretary Brooke Waters
City Attorney Adam Miles

Council Member Doug Baker
Council Member James Hooper
Council Member Jacob Robertson
Council Member Danny Whitehead

Others present: Code Enforcement/Permitting Officer Brad Wise, CFO Peter James, Hamilton County Sheriff Captain John Donahoo, Kate Edwards

Item No. I: Mayor Buchanan opened the meeting with a Prayer and Pledge of Allegiance.

Item No. II: Public Hearing:

- Mayor Buchanan opened the Public Hearing at 6:00 p.m. for citizen comments on a proposed Text Amendment to Appendix B, Zoning, of the City of Hamilton Code of Ordinances, defining "Community Center" and establishing the zoning districts in which a Community Center is permitted by right or may be authorized through the Specific Use Permit process. Mayor Buchanan closed the Public Hearing at 6:01 p.m.

Item No. III: Public Comments: No comments.

Item No. IV: Administrator Report:

- Donahoo presented the December 2025 Hamilton County Sheriff Report, outlining the total calls they received and violations assessed for the month.
- Waters presented an Election information update, providing an overview of current election timelines, key deadlines, and candidate requirements.
- Norris outlined the total number of citations and warnings issued by Code Enforcement since August, noted that the City will be re-advertising the Animal

Control Officer position, and reported that vandalism has occurred in the park restrooms, prompting staff to move forward with upgrading restroom fixtures.

Item No. V: Consent Agenda:

Baker made a Motion to approve the Consent Agenda. Whitehead seconded the Motion, and it passed unanimously.

1. Approving the December 11, 2025 Regular Council Meeting Minutes.
2. Approving the December 11, 2025 Certified Council Meeting Minutes.
3. Resolution #01-26, accepting the resignation letter submitted by Planning and Zoning Commission member Mitchell Jordan.
4. Resolution #02-26, accepting the resignation letter submitted by Mayor Pro-Tem Todd Jordan.
5. Resolution #03-26, approving a road closure time extension for a Sip & Stroll event through Hamilton Historic Main Street on a portion of E Henry St. between HWY 281 and N Bell St., and N Bell St. between Southern Charm/Hamilton Printing to HWY 36.

Item No. VI: The following agenda deliberations were discussed and/or action taken:

1. Robertson made a Motion to approve the December 2025 Financial Report. Hooper seconded the Motion, and it passed unanimously.
2. Ordinance #01-26, amending the City of Hamilton 2025-2026 Fiscal Year Budget, Amendment #1, passed unanimously with a Motion from Baker and a second from Whitehead.
3. Ordinance #02-26, adding a Text Amendment to Appendix B, Zoning, of the City of Hamilton Code of Ordinances, passed unanimously with a Motion from Hooper and a second from Whitehead.
4. Ordinance #03-26, abandoning a 20-foot alley between Block 1 and Block 4 of the Live Oak Addition, passed unanimously with a Motion from Robertson and a second from Hooper.
5. Resolution #04-26, approving Govdeals website advertisement for surplus vehicles (2010 Ford F150), passed unanimously with a Motion from Robertson and a second from Whitehead.
6. Resolution #05-26, authorizing the solicitation of bids for engineering services related to city roads and streets, passed unanimously with a Motion from Baker and a second from Whitehead.
7. Resolution #06-26, establishing a Grants Management Policy, passed unanimously with a Motion from Whitehead and a second from Baker.
8. Resolution #07-26, authorizing a delayed opening of City Hall to accommodate an employee TMRS meeting on January 15, 2026, passed unanimously with a Motion from Baker and a second from Hooper.

9. Resolution #08-26, modifying City of Hamilton water/sewer tap fees, passed unanimously with a Motion from Hooper and a second from Whitehead.
10. Resolution #09-26, modifying the Paid Time Off/Compensatory Time Policy, passed unanimously with a Motion from Robertson and a second from Whitehead.
11. Modifying the City of Hamilton Financial Controls. No action was taken.
12. Resolution #10-26, regarding the sale of the Oakwood Cemetery plot GH No. 1, Block 11, Plot 6. Robertson made a Motion to decline the sale. Whitehead seconded the Motion, and it passed unanimously.
13. Resolution #11-26, appointing a Mayor Pro-Tem. Hooper made a Motion to appoint Council Member Baker. Whitehead seconded the Motion, and it passed unanimously.
14. Resolution #12-26, regarding the process for filling the vacant Council Member position. Baker made a Motion to leave the seat vacant. Whitehead seconded the Motion, and it passed unanimously.
15. Resolution #13-26, authorizing the solicitation of bids for engineering services related to the swimming pool improvements project, passed unanimously with a Motion from Baker and a second from Hooper.

Item No. VII: City Council convened into Executive Session at 6:44 p.m. in accordance with the following provisions of the Government Code, Section 551.074 – Personnel Matters – Involving the restructuring of the City Secretary Office.

Item No. VIII: City Council reconvened into Open Session at 7:01 p.m. to consider and/or take action on Executive Session agenda deliberations.

16. Baker made a Motion to approve advertising for the City Secretary position. Whitehead seconded the Motion, and it passed unanimously.

Item No. IX: Future Agenda Items.

- Robertson requested discussion on “tiny homes” and the sizing requirements.

Item No. X: Mayor Buchanan adjourned the meeting at 7:03 p.m. with a Motion from Hooper and a second from Whitehead.

Richard Buchanan, Mayor

Brooke Waters, City Secretary