

**CITY OF MUENSTER, TEXAS
ORDINANCE NO. 435**

AN ORDINANCE OF THE CITY OF MUENSTER, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 3, 2025, FOR THE PURPOSE OF ELECTING PERSONS TO FILL THE FOLLOWING OFFICES ON THE MUENSTER CITY COUNCIL: MAYOR, ONE (1) COUNCIL MEMBER FOR PLACE NO. 3 (WATER COMMISSIONER), AND ONE (1) COUNCIL MEMBER FOR PLACE NO. 5 (POLICE COMMISSIONER), EACH FOR A TERM OF TWO (2) YEARS; PROVIDING FOR JOINT ELECTION WITH MUENSTER INDEPENDENT SCHOOL DISTRICT; DESIGNATING LOCATIONS AND HOURS OF POLLING PLACES; AUTHORIZING CONTRACTS FOR ELECTION SERVICES, SUPPLIES AND VOTING MACHINES; DESIGNATING FILING DEADLINES; ORDERING NOTICES OF ELECTION TO BE GIVEN AS PRESCRIBED BY LAW IN CONNECTION WITH SUCH ELECTION; AUTHORIZING THE MAYOR AND CITY SECRETARY TO TAKE ALL ACTIONS NECESSARY TO COMPLY WITH APPLICABLE ELECTION LAWS; ESTABLISHING DATES FOR CANVASSING; PROVIDING A SAVINGS/REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Election Code authorizes the governing bodies of political subdivisions to hold general elections; and

WHEREAS, the City Council hereby calls a General Election to be held on May 3, 2025, for the purpose of electing persons to fill the following offices on the Muenster City Council: Mayor, one (1) Council Member for Place No. 3 (Water Commissioner), and one (1) Council Member for Place No. 5 (Police Commissioner), each for a term of two (2) years, with such election to be held as set forth by the Texas Election Code (the "Election"); and

WHEREAS, the Texas Election Code authorizes the governing bodies of political subdivisions to hold joint elections; and

WHEREAS, the City Council desires to hold a joint election with the Muenster Independent School District in accordance with Chapter 271, Election Code, and enter into a contract with Cooke County for voting machine rental in accordance with Chapter 123, Election Code.;

WHEREAS, Section 85.004 of the Election Code provides that an election order and the election notice must state the location of the main early voting polling place; and

WHEREAS, by this Ordinance, it is the intention of the City Council to hold a general election, to designate early voting polling location, to set forth dates for canvassing, and to establish and set forth the procedures for conducting the Election as required by the Texas Election Code

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

SECTION 1. The above recitals are true and correct and are hereby incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2. A general election is hereby ordered to be held on May 3, 2025, (“Election Day”) for the purpose of electing persons to fill the following offices on the Muenster City Council: Mayor, one (1) Council Member for Place No. 3 (Water Commissioner), and one (1) Council Member for Place No. 5 (Police Commissioner), each for a term of two (2) years (the “General Election” or “Election”).

SECTION 3. Chapter 271 of the Election Code provides that the authorities of two or more political subdivisions that have ordered elections for the same day in all or part of the same territory may enter into an agreement to hold the elections jointly. Pursuant to Chapter 271, the City of Muenster desires to conduct the Election jointly with the Muenster Independent School District. Such joint election agreement with the Muenster Independent School District shall be approved by separate action by the City Council.

SECTION 4. The Election Day polling place where qualified voters shall cast ballots at such location in the General Election shall be set forth in **Exhibit A** to this Ordinance, which shall be incorporated herein by reference. The Election Day voting location may be added or removed from **Exhibit A** without further action of the City Council, as necessary for the proper conduct of the Election. The polling place shall be open from 7:00 a.m. until 7:00 p.m. on the date of the Election.

SECTION 5. Early voting by personal appearance (“Early Voting”) shall be conducted at the times on the dates and at the locations designated on **Exhibit A**. Early Voting locations may be added or removed from this list without further need to amend this Ordinance.

The City Council hereby appoints the City Secretary as the “Early Voting Clerk.” The Early Voting Clerk’s official mailing address is: City of Muenster, P.O. Box 208, Muenster, Texas 76252.

Applications for ballot by mail shall be requested from and mailed to:

City Secretary
City of Muenster
P.O. Box 208
Muenster, Texas 76252

Applications for ballot by mail may also be requested from and emailed to the Early Voting Clerk at citysecretary@ntin.net. Applications for ballot by mail must be received no later than Tuesday, April 22, 2025

SECTION 6. Candidate Packets shall be available in person at Muenster City Hall located at 400 N. Main Street, Muenster, Texas 76252, beginning January 15, 2025. City Hall hours during the candidate filing periods for the General Election for City Council are Monday through Friday 8:00 a.m. to 12:00 p.m., and 1:00 p.m. to 5:00 p.m.

Candidates must file their application for a place on the ballot by February 14, 2025, at 5:00 p.m. in person at 400 N. Main Street, Muenster, Texas 76252, or by mail at P.O. Box 208, Muenster, Texas 76252. The City is not responsible for late deliveries by the postal service or any delivery company.

Applications will be accepted in the Office of the City Secretary during regular business hours during the candidate filing period in accordance with the Election Code.

SECTION 7. Lawfully authorized voting machines shall be used in this election for Early Voting and Election Day voting. Lawfully authorized ballots shall be used for Early Voting by mail.

Chapter 123 of the Election code provides that the City of Muenster may lease voting equipment from Cooke County under the terms agreed to by the parties. The City Council desires to contract with Cooke County for voting machine rental for Early Voting and Election Day voting, pursuant to the Voting Machine Rental Service Agreement between the City and Cooke County, (the "Contract"), a copy of which Contract shall be incorporated herein as **Exhibit B**, which shall be approved by separate action of the City Council. Voting shall be by electronic method.

The Mayor or the City Administrator is authorized to amend or supplement any and all contracts with Cooke County for the Election, including without limitation the Contract, to the extent required for the Election to be conducted in an efficient and legal manner in accordance with the Election Code. In the event that no election is necessary, the City Secretary shall notify Cooke County and shall present the City Council a Resolution or Ordinance cancelling the election.

The Mayor or City Secretary may appoint an Election Judge, Alternate Election Judge and any other positions required to be filled to conduct the Election immediately upon finding individuals qualified and willing to serve. The appointed Election Judge may appoint an Election Clerk to assist in administration of the Election.

SECTION 8. The Election, including notices for the Election, shall be held in accordance with the Constitution of the State of Texas and the Election Code, and all resident qualified voters of the City shall be eligible to vote at the Election.

SECTION 9. The City Secretary, or her designee, is hereby authorized and directed to publish and/or post, in the time and manner prescribed by law, all notices required to be so published and/or posted in connection with the conduct of this Election.

SECTION 10. The Mayor and City Secretary, in consultation with the City’s Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Texas Election Code and any other state or federal law in carrying out and conducting the Election, whether or not expressly authorized herein.

SECTION 11. Pursuant to Section 67.002 of the Election Code, the City Council shall convene to conduct the local canvass at the time set by the canvassing authority's presiding officer not later than the 11th day after election day and not earlier than the later of: (1) the third day after election day; (2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or (3) the date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

SECTION 12. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 13. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional, illegal, or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

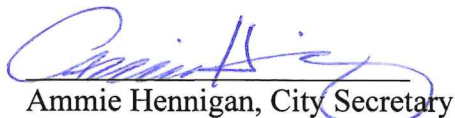
SECTION 14. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and public notice of the time, place, and purpose of said meeting was given, all as required by Section 551.041 of the Texas Government Code.

SECTION 15. This Ordinance shall take effect immediately upon and after its passage and approval.

DULY PASSED AND APPROVED by the City Council of the City of Muenster, Texas, on this the 13th day of January 2025.


Tim Felderhoff, Mayor

ATTEST:


Ammie Hennigan, City Secretary

Order of Election

City of Muenster

An election is hereby ordered to be held on Saturday, May 3, 2025 for the purpose of Election of the **Mayor**, currently held by Tim Felderhoff, **Council Member Place No. 3 (Water Commissioner)**, currently held by Clifford Sicking, and **Council Member Place No. 5 (Police Commissioner)**, currently held by Jeff Mass.

Polling place will be at the Muenster Junior High School Building at 135 East 7th Street in Muenster, Texas for Precincts 17 & 18 from 7:00 A.M. to 7:00 P.M.

Early voting by personal appearance will be conducted at the Muenster ISD Administration Building at 113 East 7th Street in Muenster, Texas 76252, according to the following schedule:

Tuesday	April 22, 2025	8:00 a.m. to 5:00 p.m. (Open through lunch)
Wednesday	April 23, 2025	8:00 a.m. to 5:00 p.m. (Open through lunch)
Thursday	April 24, 2025	8:00 a.m. to 5:00 p.m. (Open through lunch)
Friday	April 25, 2025	8:00 a.m. to 5:00 p.m. (Open through lunch)
Saturday	April 26, 2025	8:00 a.m. to 5:00 p.m. (Open through lunch)
Sunday	April 27, 2025	Closed
Monday	April 28, 2025	Closed
Tuesday	April 29, 2025	8:00 a.m. to 5:00 p.m. (Open through lunch)


Leslie Hartman will be the Early Voting Judge and Ammie Hennigan will be the Early Voting Clerk. Applications for ballot by mail shall be mailed to:


City of Muenster
Attention: Ammie Hennigan
P.O. Box 208
Muenster, TX 76252
citysecretary@ntin.net

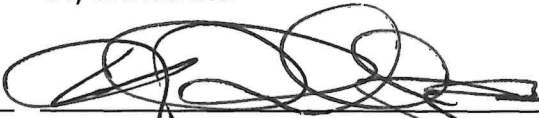
Applications for ballot by mail must be received no earlier than **Monday, January 1, 2025**, and no later than the close of business on **Tuesday, April 22, 2025**.

Issued this 13 day of January, 2025


 Tim Felderhoff, Mayor
 City of Muenster


 Clifford Sicking, Mayor Pro Tem, Water Commissioner
 City of Muenster


 Patrick Lutkenhaus, Sanitation Commissioner
 City of Muenster


 David Phillips, Park/Library Commissioner
 City of Muenster


 John D. Bartush, Street Commissioner
 City of Muenster


 Jeffrey Maas, Police Commissioner
 City of Muenster

Exhibit B
Voting Machine Rental Service Agreement