CITY OF OVILLA MINUTES
Monday, April 29, 2024
Special City Council Meeting
105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:30 PM, in the Ovilla Council Chamber Room, 105 S. Cockrell Hill Road Ovilla, TX 75154, with notice of the meeting duly posted.

The following City Council Members were present:

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Place</th>
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<tbody>
<tr>
<td>Kimberly Case</td>
<td>Mayor Pro Tem</td>
<td>Place 1</td>
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<tr>
<td>Dean Oberg</td>
<td>Council Member</td>
<td>Place 2</td>
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<tr>
<td>David Griffin</td>
<td>Council Member</td>
<td>Place 3</td>
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<tr>
<td>Brad Piland</td>
<td>Council Member</td>
<td>Place 5</td>
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PL 4 Doug Hunt was absent, but all other council members were in attendance constituting a quorum. The City Manager, Police Chief, Interim Fire Chief, Public Works Director, and Community/EDC Director were also present.

CALL TO ORDER:

Mayor Pro Tem Case led the invocation and PL 2 Oberg led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

COMMENTS, PRESENTATIONS, ANNOUNCEMENTS, PROCLAMATIONS

None

REGULAR AGENDA:

ITEM 1. DISCUSSION/ACTION - Consideration of and action on changing the part-time fire chief/emergency management coordinator position to a full-time fire chief/emergency management coordinator position and setting the salary range for the position.

City Manager Henley shared that ESD #2 would like to fund the difference in cost between the current part-time Fire Chief/Emergency Management Coordinator position and a full-time Fire Chief/Emergency Management Coordinator. City Manager Henley stated that because this position had always been part-time, the Council would need to set a salary range for the new position and that he had drafted a job description that was being reviewed internally and with the ESD. City Manager Henley shared full-time Fire Chief/Emergency Management Coordinator salaries from other municipalities throughout the state and noted the wide variances depending on the community. City Manager Henley suggested that in order to get a solid candidate in place, the salary would need to be competitive and that he would also like to look at doing a salary survey for all of the positions within the city. City Manager Henley pointed out that based on the audit that would be soon released, the city was in a very good financial position.

Mayor Dormier asked if the ESD’s offer for funding the full-time position was based on whether or not the upcoming vote passed or not. City Manager Henley stated that this offer was not contingent on the sales tax measure passing.
PL 2 Oberg noted that he did not see how long the ESD’s offer was to fund this cost. City Manager Henley shared the ESD was agreeable to long term commitments for funding through interlocal agreement(s). Mayor Pro Tem Case asked if the current minimum salary was too low. City Manager Henley shared that ideally, you would want the starting salary to be higher.

PL 3 Griffin asked if the full-time Fire Chief position would also be able to do the Fire Marshal’s job and had always questioned whether or not the Fire Marshal position was needed because we did not have very much to inspect. City Manager Henley shared the way things were currently set up, the need to stay current on fire codes, and the ESD’s desire to have a specific command structure in place, that the fire marshal position would still be needed.

Mayor Dormier pointed out that in the new structure the Fire Marshal would also serve as the Assistant Fire Chief, which is not unusual but not normal either and that he had seen it both ways in different communities. In this structure, the city will always have an Assistant Fire Chief because that position is taking on the additional duties of the Fire Marshal position.

Mayor Pro Tem Case asked if the amount listed in the agenda item report had to be used or if another salary could be proposed. City Manager Henley shared that the Council may set the salary at whatever number they desire. PL 5 Piland and PL 3 Griffin both expressed concern for the length of time that the ESD would be committing to paying the additional costs of the full-time salary. City Manager Henley shared that an agreement would be in place and that he had conversations with the ESD about a long-term commitment of up to 15 years or whatever the city was comfortable with.

Mayor Pro Tem Case motioned to approve changing the part-time Fire Chief/Emergency Management Coordinator position to a full-time Fire Chief/Emergency Management Coordinator position and setting the minimum salary at $80,000 per year, $92,000 per year for intermediate range, and a maximum salary of $105,000 per year.

PL 2 Griffin seconded the motion.

No oppositions, no abstentions.

**VOTE: The motion carried unanimously: 4-0, PL 4 Hunt was absent**

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on the salary range for the finance director position.

City Manager Henley shared that he had posted the Finance Director position several weeks earlier and had not received an application from anyone who had previous municipal work experience. Most of the applications that were received had experience in other areas but not specifically for a city. City Manager Henley stated that similar to the Fire Chief position, we would be competing against other cities for talent, and shared current Finance Director salaries throughout the state. City Manager Henley shared that in his opinion, this position was one of the most important positions in the city, and that currently we were paying auditors more money, paying another group to help us get caught up on reconciliations, and that we had spent at least $10,000-$15,000 more than we should have. City Manager Henley suggested that we would likely pay more on the front end or back end, and that the city needed a qualified person in this position.

Richard Dormier, Mayor
Kimberly Case, Place One
Dean Oberg, Place Two

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Doug Hunt, Place Four
David Griffin, Place Three
Brad Piland, Place Five
Mayor Dormier asked if the Finance Assistant position would remain. City Manager Henley shared that the position would remain and that the current Finance Assistant had not previously worked for a city, but she was doing very well, learning quickly, and had just received her bachelor’s degree.

Mayor Pro Tem Case asked if the position was posted at the current salary range listed in the agenda item report. City Manager Henley stated that currently the salary range was posted for $75,000-$93,000 per year. City Manager shared again that all of the salary scales for the positions within the city need to be reviewed and that many cities will put the Fire Chief, Police Chief, and Finance Director all in the same or close to the same salary scale.

PL 2 Oberg motioned to approve raising the salary range for the Finance Director position, pursuant to staff’s recommendation, to a minimum of $80,000 per year and up to a maximum of $105,000 per year.

Mayor Pro Tem Case seconded the motion.

No oppositions, no abstentions.

**VOTE: The motion carried unanimously: 4-0, PL 4 Hunt was absent.**

**ITEM 3. DISCUSSION/ACTION** – Consideration of and action on entering into an Interlocal Cooperation Contract and Agreement with Ellis County for Detention Services.

City Manager Henley shared that the city currently has an interlocal agreement with Tri-City Jail to oversee Class C misdemeanors and charges $200.00 per day to house prisoners. Ellis County has offered to house Class C misdemeanor prisoners for $91.00 per day. City Manager Henley stated that the city does not make very many arrests and that most jails are charging by the day, so it makes sense to enter into this agreement. Often cities that make arrests for Class C misdemeanors actually lose money because of the cost to house prisoners at a jail.

Police Chief Bennett gave the example of how with time served at $50.00 per day and an arrest is made for a warrant of $100.00 in our city, it will cost the city $180.00 for them to sit for time served, causing the city to spend more than $300.00. PL 5 Piland asked if prisoners could be taken to Red Oak jail. Police Chief Bennett shared that at this time, Red Oak jail was only accepting prisoners from Red Oak.

PL 5 Piland motioned to enter into the Interlocal Cooperation Contract and Agreement with Ellis County for detention services as presented.

PL 2 Oberg seconded the motion.

No oppositions, no abstentions.

**VOTE: The motion carried unanimously: 4-0, PL 4 Hunt was absent.**

**ITEM 4. DISCUSSION/ACTION** – Consideration of and action on adding a programmable logic controller (PLC) to the SCADA system upgrade project to be funded with ARP funds.

**Richard Dormier, Mayor**

**Kimberly Case, Place One**

**Dean Oberg, Place Two**

**Doug Hunt, Place Four**

**David Griffin, Place Three**

**Brad Piland, Place Five**
City Manager Henley shared that Public Works had previously submitted an ARP project to upgrade the city’s antiquated SCADA system. Staff thought that the programmable logic controller (PLC) was included in the upgrade project, but recently found out that it was not included in the project. The PLC is the hardware and brain of the SCADA system, and the current operating system will not be compatible once the upgrades are made, so this item will need to be accepted as part of the project to use ARP funds.

Mayor Dormier asked if this was a change order to the existing contract. City Manager Henley shared that this item was an add-on to the project and that all of the information has been discussed with the grant administrator. Mayor Dormier asked how this item was missed from the project specifications. Public Works Director Kuykendall shared that the people preparing the specifications were not aware that the current PLC was a 2001 model.

PL 3 Griffin motioned to approve the addition of the PLC to the SCADA system upgrade project and paid for with ARP funds.

Mayor Pro Tem Case seconded the motion.

No oppositions, no abstentions.

VOTE: The motion carried unanimously: 4-0, PL 4 Hunt was absent.

RECESS INTO EXECUTIVE SESSION:
The City Council of the City of Ovilla, Texas, reserves the right to meet in a closed session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 ( homeland security).

Section 551.074. Personnel Matters: (a) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee:

- City Secretary

Mayor Dormier read the provisions of Chapter 551 of the Texas Local Government Code and agenda items related to Executive Session and adjourned the Council into Executive Session at 6:54 p.m.

RECONVENE INTO REGULAR SESSION
Reconvene into regular session pursuant to the provisions of Chapter 551 of the Texas Government Code to take any action necessary regarding matters deliberated in executive session.

Mayor Dormier reconvened the meeting into regular session, with all Council members present at 6:59 p.m. Mayor Dormier shared that no action was taken in Executive Session and any action taken as a result of Executive Session will be taken and recorded in Open Session.

Mayor Dormier asked if there were any motions to be made regarding matters deliberated in executive session.

Richard Dormier, Mayor
Kimberly Case, Place One
Dean Oberg, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Brad Piland, Place Five
PL 3 Griffin made a motion to accept the resignation of Bobbie Jo Taylor and approve the separation and general release agreement as presented.

PL 2 Oberg seconded the motion.

No oppositions, no abstentions.
VOTE: The motion carried unanimously: 4-0, PL 4 Hunt was absent.

ADJOURNMENT:

PL 2 Oberg made a motion to adjourn.
PL 5 Piland seconded the motion.

No oppositions, no abstentions.
VOTE: The motion to approve carried unanimously: 4-0, PL 4 Hunt was absent.

There being no further business, Mayor Dormier adjourned the meeting at 7:01 p.m.

Richard Dormier, Mayor

ATTEST:

David D. Henley, City Manager

APPROVED: May 13, 2024

Richard Dormier, Mayor
Kimberly Case, Place One
Dean Oberg, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Brad Piland, Place Five