

CITY OF OVILLA MINUTES

Monday, January 09, 2017

City Council Briefing Session

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Mayor Pro Tem, Place 3,
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

Mayor Dormier announced all Council members were present, thus constituting a quorum. Various department directors and staff were also present. Staff presented Council with future agenda items and/or pending items still under staff review.

CALL TO ORDER

CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.

1. Council, Mr. Burn and staff reviewed each item on the agenda. There was discussion on the future street light on 664 at East Highland Road regarding the city's responsibility of a monthly fee. There, however, would not be an installation fee for the new light.
2. PL5 Myers asked staff to continue research on the collection of warrants.
3. PL5 Myers inquired about the tracking of Bureau Veritas' inspections.
4. Council and Police Chief Windham discussed Item 2, Citizens on Patrol.

ADJOURNMENT

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:24 p.m.

ATTEST:



Pamela Woodall, City Secretary



Richard A. Dormier, Mayor

Approved February 13, 2017

CITY OF OVILLA MINUTES

Monday, January 09, 2017

Regular City Council Meeting

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Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:30 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

Mayor Dormier announced that all Council members were present, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present.

CALL TO ORDER

Mayor Pro Tem Griffin gave the Invocation and PL1 Huber led the recitation of the Pledge of Allegiance.

COMMENTS, PRESENTATIONS & REPORTS

Citizen Comments

1. None.

Department Activity Reports / Discussion

Police Department

Police Chief B. Windham

Monthly Report was reviewed.

1. Chief Windham updated Council on the department's serving of warrants.
2. Mayor Pro Tem Griffin voice appreciation that Ovilla PD still conducted house checks when homeowners were out of town.
3. Chief Windham introduced new part-time officer Mike Layne, from Desoto Police Department.

Fire Department

Fire Asst. Chief K. Lindsey

Monthly Report was reviewed.

1. Fire Chief Kennedy distributed a map that marked the (pending) three new solar sirens placement within the city. Chief Kennedy advised Council that the cost was under \$50,000, so there was not a need for sealed bids.

Public Works

Public Works Director B. Piland

Monthly Report was reviewed.

1. PW Director Piland advised that the lift station issues were repaired.
2. Annual clean-up would be in April and an agenda item to set the date would be brought to Council in February.
3. Monthly Park Maintenance sheets were reviewed.

Finance Department reports were reviewed:

City Manager D. Burn

1. November 2016 Financials.
 - a. Mayor Dormier questioned a fire department line-item that was over budget for educational aids at the new McClatchey Elementary School.
2. Bank balances as of January 03, 2017 were reviewed.
3. Accountant L. Harding advised that the Audit was being finalized and coming before Council soon.

Administration

City Manager D. Burn

City Manager Reports were reviewed.

Monthly Municipal Court Report was reviewed.
Monthly Code/Animal Control Reports were reviewed.

City Secretary P. Woodall
Code/AC Officer M. Dooly

CONSENT AGENDA

- C1. November 2016 Financial Transactions over \$5,000
- C2. Briefing Session and Minutes of the December 12, 2016 Regular Council Meeting
- C3. Briefing Session and Minutes of the November 14, 2016 Regular Council Meeting

PL2 Stevenson moved to approve the consent items as presented, seconded by PL4 Hunt.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Review and consider the preparation of a Road Maintenance Plan for the City of Ovilla and direct staff as necessary.

City Manager advised Council that staff was currently in the process of preparing a Road Maintenance Plan. An actual plan had not been finalized for presentation to the City Council, however, some of the important areas to be included in the plan were shared with Council:

1. **Warranties.** Inspect roadway improvements provided by contract companies prior to the expiration of the warranty. Current projects under warranty and their expiration dates are: (1) Bryson Manor Phase I (May 2, 2018), (2) Ovilla Oaks Subdivision streets (December 1, 2017), Cockrell Hill Road (August 25, 2018), Water Street (December 20, 2018) and Lariat Trail (December 20, 2018).
2. **Subdivisions.** Inspect contractor work as the project progresses.
3. **Road Inventory/Rating.** Review and update the 10-Year Paving Capital Improvement Program and rate roadways on a scale of satisfactory (rated 1) to unsatisfactory (rated 5).
4. **Road Repairs.** Continue pothole patching, as potholes appear, by driving along the roadways and determining needs before the problem gets worse.
5. **Check List.** Maintain a check list (similar to the Park check list) to note roadway conditions.
6. **Major Repairs and Rehabilitation.** Contract with Dallas County, Ellis County and private contractors for projects that are beyond the capabilities of City staff.

Discussion only. No Action.

ITEM 2. DISCUSSION/ACTION – Consideration of and action on enacting a City of Ovilla Citizens on Patrol Program and adopting an operating procedure for the program, directing staff to proceed and return with a program suitable for Ovilla for Council consideration.

Police Chief Windham shared with Council the department's desire to begin a Citizens on Patrol Program (COP). The program involves citizens taking some responsibility for their community and working with the police to make it a better, safer place. Chief Windham continued stating that the program involved minimal public contact and was not designed to replace police officers or to put citizens in harms way. It is designed to get the citizens involved in the preservation of their community and to assist police in the day-to-day duties of officers. This program would also and most likely half of the time assist in the reporting of code violations. The department currently has two individuals that have expressed interest in starting the program. Chief Windham also shared that he knew of an individual that is an experienced COP leader that has offered to assist Ovilla PD in starting the program. This type program is well established across the North Texas area. Staff will confirm that the COP activities are well covered under volunteers with Texas Municipal League (TML), so insurance and liability coverage should not be a problem. This program would require expending a small amount of money for some proper shirts and some signage for vehicles. Chief Windham advised that he believes the investment is minimal for what we would be receiving in return. Community support is very much in demand these days and

this is another way to build a community supported organization. Council's consensus was to have staff verify TML liability coverage and proceed with the preparation of the program.

Discussion only. No Action.

ITEM 3. **DISCUSSION/ACTION** – Consideration of and Action on Ordinance 2017-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2017 for the purpose of electing Mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date.

DISCUSIÓN/ACCIÓN – Consideración de una Acción a partir de la Ordenanza 2017-01 del Gobierno Municipal de la Ciudad de Ovilla, Texas, donde se autoriza la organización de elecciones generales para el día 06 de mayo de 2017 con el objeto de firma del alcalde y elegir dos miembros del gobierno municipal (cargos 2, y 4) cuyo período ha expirado y por parte de votantes calificados de Ovilla; estipulando el método de votación; estipulando el nombramiento de la Secretaría de Votación Anticipada; el Juez de Elección Anticipada, el Consejo de Boletas de Votación Anticipada; estipulando el arriendo de equipamiento para elecciones y estipulando la publicación, en conformidad con el Código de Elecciones de Texas {EC §3.004, 3.006, 41001-008, 85.004, 85.007} y estipulando una fecha efectiva.

Ordinance 2017-01 was presented to Council and according to state law, this requires the City Council to authorize the Order of General Election. May 06, 2017 is uniform Election Day. Staff presented a prepared ordinance that calls the election and outlines procedures consistent with the TX Election Code; designating the polling place for early voting and Election Day, the method of voting, appointment of the early voting clerk, appointment of the Ballot Board and Presiding Election Judge and the lease of election equipment.

Early Voting takes place from April 24, 2017, through May 02, 2017 at the Ovilla Municipal Building, same location as in past years. Election Day voting will be held in the Council Chamber Room.

A lease agreement from Ellis County for the Auto Mark (election equipment) will be presented to Council at a later meeting when it becomes available from the County.

Law requires that two of those days during early voting by personal appearance have extended hours from 7:00 A.M. to 7:00 P.M., on designated dates. The recommended two days for 12-hour early voting for the May 06, 2017 General Election are Monday, May 01, 2017 and Tuesday, May 02, 2017.

PL4 Hunt moved that Council approve Ordinance 2017-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2017 for the purpose of electing a mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date, seconded by PL2 Stevenson. *No oppositions, no abstentions.*

VOTE: The motion to approve carried unanimously: 5-0.

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-01 of the City Council of the City of Ovilla, Texas, appointing a deputy city secretary and providing an effective date.

Staff presented Resolution 2017-01 to Council with justification that this appointment would benefit staff and Council to have a deputy city secretary able to act in complete and official capacity as the city secretary in the

event of an emergency absence. This requires Council to make an appointment. Glennell Miller has been with Ovilla since 2012 as an assistant to the city secretary. With Council's approval and appointment of Ms. Miller as Deputy City Secretary, the city manager will revise her job description. There will not be a monetary change for this position's title change.

Mayor Pro Tem Griffin moved to approve Resolution R2107-01 of the City Council of the City of Ovilla, Texas, appointing Glennell Miller as Deputy City Secretary, effective January 09, 2017, seconded by PL1 Huber.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

ITEM 5. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

None. No action.

EXECUTIVE SESSION - None.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

1. Mayor Dormier	None
2. PL1 Huber	Reminder of Ovilla Service League Spaghetti Dinner 02/17.
3. PL2 Stevenson	None
4. PL3 Griffin	Recognize Ms. Dani Muckleroy for her leadership work with the Salvation Army. Additionally, would like an executive session next month regarding property purchase.
5. PL4 Hunt	Agenda Item for "safe zone" internet purchases /meeting at the police station.
6. PL5 Myers	Check the allowance of certain court procedures handled over the phone.
7. City Manager	Action item for Smart water meters. Item for restrooms coming in February. Audit coming. Road Maintenance Plan, including equipment and personnel.

ADJOURNMENT

PL2 Stevenson moved to adjourn the January 09, 2017 Council Meeting, seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 7:25 p.m.

ATTEST:


Pamela Woodall

Pamela Woodall, City Secretary




Richard Dormier

Richard Dormier, Mayor


Approved February 13, 2017