

**CITY OF OVILLA MINUTES**  
**Monday, December 10, 2018**  
**City Council Briefing Session**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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Mayor Dormier, called the Council Briefing Session of the Ovilla City Council to order at 6:02 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.*

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The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Dean Oberg	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 John R. Dean, Jr., department directors, and staff were also present.

**CALL TO ORDER**

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

Mayor Dormier and City Manager John Dean gave a brief review of each item on the agenda. An inquiry to Item 6 was discussed and clarified. There was no other discussion.

**ADJOURNMENT**

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:12 p.m.

ATTEST:



Pamela Woodall, City Secretary



Richard Dormier, Mayor

**Approved January 14, 2019**

**CITY OF OVILLA MINUTES**  
**Monday, December 10, 2018**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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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
Dean Oberg	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 noted that all Council members were present, thus constituting a quorum. City Manager John R. Dean, Jr., department directors and various staff were also present.

**CALL TO ORDER**

PL2 Oberg gave the invocation. PL1 Huber led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

**COMMENTS & PRESENTATIONS**

**Citizen Comments**

1. MS Jimmie Wade, 606 Creekview Court, gave a personal opinion regarding the City's purchase of and planned use of the Main Street property.

**Presentation:**

- Mayor Pro Tem Griffin commended staff for the City's achievement of the Transparency Stars Award of Traditional Finances through the TX Comptroller's Office.
- Annual Christmas Tree Lighting set for Saturday, December 08, 2018 at 6:00 pm, Heritage Park was canceled due to the weather.

**CONSENT AGENDA**

- C1. October 2018 Financial Transactions over \$5,000
- C2. Minutes of the November 12, 2018 Briefing Session and Regular Meeting.

PL4 Hunt moved to approve the consent items as presented, seconded by PL2 Oberg.  
*No oppositions, no abstentions.*

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

**REGULAR AGENDA**

- ITEM 1. DISCUSSION/ACTION** – Consideration of and action on Resolution R2018-36 of the City of Ovilla, Texas, setting the date and time for the Christmas Tree Lighting event held annually in December, providing an effective date.

To aid in the preparation of the annual event, staff presented a Resolution to set the date and time. PL5 Myers moved to approve Resolution R2018-36, setting the date and time for the Christmas Tree Lighting event held annually to be the first Saturday in December at 6:00 pm, effective immediately, seconded by PL4 Hunt.

*No oppositions, no abstentions.*

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

**ITEM 2. DISCUSSION/ACTION** –Consideration of and action on Resolution R2018-37 of the City of Ovilla, Texas, setting the date and time for the Heritage Day event held annually in September, providing an effective date.

To aid in the preparation of the annual event, staff presented a Resolution to set the date and time. Council directed staff to amend the resolution, removing a set annual time.

PL4 Hunt moved to approve Resolution R2018-37, amended as directed, setting the date for the Heritage Day Celebration event held annually to be the fourth Saturday in September, effective immediately, seconded by PL2 Oberg.

*No oppositions, no abstentions.*

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

**ITEM 3. DISCUSSION/ACTION** –Consideration of and action on Resolution R2018-38 of the City of Ovilla, Texas, setting the date and time for the Ovilla Clean Up Day event held annually in April, providing an effective date.

To aid in the preparation of the annual event, staff presented a Resolution to set the date and time. Ovilla's contracted refuse provided a report to staff that they had only two available dates this year, both in May.

Mayor Pro Tem Griffin moved to approve Resolution R2018-38, of the City of Ovilla, Texas, amended as directed, setting the date for the 2019 Ovilla Clean Up Day event to be held on Saturday, May 18, 2019 from 8:00 am to noon, effective immediately, seconded by PL4 Hunt.

*No oppositions, no abstentions.*

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

**ITEM 4. DISCUSSION/ACTION** –Consideration of and action on Resolution R2018-39 adopting the Employee Policies Handbook, providing for the repeal of all previous employee policies handbooks, providing for the distribution of the revised employee handbook and providing an effective date.

Staff presented a new handbook and Resolution prepared and ready to replace the current 2014 Handbook (Resolution R2014-002). Certain revisions were necessary according to statutes and other previously approved resolutions were all incorporated into the revised handbook. Additional new sections were added such as the methodology of employee evaluations. All department directors were involved in the preparation of the new manual. PL2 Oberg noted a necessary edit to Section 10.8.

Mayor Pro Tem Griffin move to approve Resolution R2018-39, with noted edit by PL2 Oberg, adopting the Employee Policies Handbook, providing for the repeal of all previous employee policies handbooks, providing for the distribution of the revised employee handbook, effective immediately, seconded by PL5 Myers.

*No oppositions, no abstentions.*

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



- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action to authorize the City Manager to approve an interlocal agreement between the City of Ovilla and Ellis County Elections Office to conduct Ovilla Municipal Elections.

Staff met with Elections Administrator Jana Onyon, advising that the Ellis County Election Office had acquired new voting equipment and tabulating machines for the polls in Ellis County. This new equipment will require additional electrical outlets and space for the machines. Additionally, the Ellis Elections Office requested that all municipalities and school districts in Ellis County contract with them, as Ellis County planned to hold an election for countywide polling locations. An agreement was expected to be presented in January 2019.

Staff supported the idea of contracting with the Ellis County Elections Office as stating it would prove to benefit Ovilla residents by having federal, state, county and municipal elections at one location on one ballot. If an additional early voting site is desired, Ellis Elections office advised they would work with Ovilla. The proposed polling location for Ovilla is at Grace Church of Ovilla, which also provides adequate parking.

Candidate filings and reporting will continue to be conducted through the city secretary's office. Based on the estimated cost, this agreement should be within Ovilla's budget for municipal elections this year. The estimated cost is based on all entities having an election.

PL1 Huber moved to approve that staff move forward authorizing the city manager to execute an interlocal agreement between the City of Ovilla and Ellis County Elections Office to conduct Ovilla Municipal Elections, seconded by PL4 Hunt.

*No oppositions, no abstentions.*

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

- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2018-33 of the City of Ovilla, Texas, Amending Ordinance NO. 2018-19 providing for Budget Amendment Number Two (2) in order to amend the 2019 Fiscal Year Operating Budget for the City of Ovilla; providing for the incorporation of premises; providing a savings clause; providing a cumulative repealer clause; providing for severability; providing for engrossment and enrollment; providing for publication of this ordinance and providing an effective date.

*No Action.*

- ITEM 7. **DISCUSSION**–Discuss the application of a Fire Grant.

**Fire Chief Kennedy shared background information:**

Over the past 10 years the Ovilla Fire Department has been progressively changing and moving forward to provide the best Fire and EMS Service for the City. Starting as a complete Volunteer Department, then moving to part-time paid on an 8-hour schedule, then to 1 – 24-hour person per shift, to now 3 part-time paid employees every shift. Moving forward as the city grows, needs increase as well as call volume. Ovilla is planning for the part time positions to begin to fade and to begin replacing these positions with full-time staff. In doing this, the department is trying to accomplish a transition with the least amount of impact on the city budget as possible and have found that Ovilla can apply for the SAFER Grant through FEMA.

**Additional information: SAFER (Staffing for Adequate Fire Emergency Response)**

- Because Ovilla would be creating new full-time positions, Ovilla qualifies to apply
- This is a match grant
- This allows the City to create positions and adjust to the cost over a 3-year period
- Application period is December 12, 2018 – January 18, 2019

- As part of submittal the grant process, Council will be asked to approve a Resolution as a commitment to create the positions.
- If awarded, funding would be for FY 19 – 20 at the latest
- Plan to apply for 2 per shift at minimum, for a total of 6 full time personnel

**Financial Impact:** SAFER is a grant where the city will match with a percentage over a 3-year performance period. It will pay 75% of the position's salary and 75% of any benefits that are associated with the position that is at the cities expense.

- Year 1 FEMA will pay 75% City will pay 25%
- Year 2 FEMA will pay 75% City will pay 25%
- Year 3 FEMA will pay 35% City will pay 65%
- Year 4 and after City will pay 100% of positions

The consensus of the Council was favorable, albeit asking for more information on the financial impact. Staff was directed to move forward and return this item in January.

**No Action.**

**ITEM 8 DISCUSSION/ACTION** – Consider the City's role in maintaining the pavers at the Veterans Memorial at Heritage Park.

Mayor Dormier asked to address this item to clarify if the City should be responsible to provide the maintenance and replacement of deteriorated pavers located in Heritage Park. Council advised staff to return with an account of those pavers in need of replacement.

PL1 Humber moved that the City maintain and control the laying and replacement process of caring for the veteran pavers in Heritage Park, seconded by PL2 Oberg.

*No oppositions, no abstentions.*

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

**ITEM 9 DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

**N/A**

#### DEPARTMENT ACTIVITY REPORTS / DISCUSSION

The order of the agenda was altered to address the Fire Department first.

- Fire Department Chief B. Kennedy
  - Monthly Report - reviewed.
    1. Refurbishment to the bay area was almost complete.
- Police Department Chief B. Windham
  - Monthly Report
    1. Coffee with the Chief scheduled 12/13 at 10:30 am, at Golden Chick.
- Public Works Director B. Piland
  - Monthly Report – reviewed.
    1. Monthly Park Maintenance Reports – reviewed.
- Finance Department Accountant L. Harding
  - October 2018 Financials – reviewed.
  - Bank Balances through December 05, 2018 – reviewed.
- Administration reports reviewed.



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| <ul style="list-style-type: none"> <li>• Monthly Code/Animal Control Reports</li> <li>• Monthly Municipal Court Report</li> <li>• City Manager Reports             <ul style="list-style-type: none"> <li>1. Bridge repairs were discussed.</li> </ul> </li> </ul> | Code/AC Officer M. Dooly<br>City Secretary P. Woodall<br>City Manager, John R. Dean, Jr. |
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EXECUTIVE SESSION - NoneREQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF

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|------------------|--|
| 1. Mayor Dormier | None   |
| 2. PL1 Huber     | None   |
| 3. PL2 Oberg     | None   |
| 4. PL3 Griffin   | Include building permits in monthly reports. |
| 5. PL4 Hunt      | None   |
| 6. PL5 Myers     | None   |
| 7. City Manager  | None   |

ADJOURNMENT

PL4 Hunt moved to adjourn the meeting of December 10, 2018, seconded by PL2 Oberg. There being no further business, Mayor Dormier adjourned the meeting at 8:30 p.m.



Richard Dormier, Mayor

ATTEST:



Pamela Woodall, City Secretary

Approved January 14, 2019

