

CITY OF OVILLA MINUTES

Monday, May 11, 2020

City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

In accordance with order of the Office of the Governor issued March 16, 2020, the CITY COUNCIL of the CITY OF OVILLA conducted a meeting at 6:31 PM, Monday, May 11, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). [There was no public access to the location described above.]

The public was permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting.

Mayor Dormier called the Council Meeting of the Ovilla City Council to order at 6:31 pm, with notice of the meeting duly posted.

The following City Council Members were on teleconference call:

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 the participating Council Members, thus constituting a quorum. City Secretary, department directors and various staff were also on the teleconference call.

CALL TO ORDER

PL5 Myers gave the invocation and PL1 Huber led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

PRESENTATIONS, ANNOUNCEMENTS, PROCLAMATIONS & COMMENTS

City Manager Pam Woodall presented Certification of unopposed candidates. (Oaths & Statements of Office were taken individually in person prior to the meeting)

1. PL1 Rachel Huber
2. PL3 David Griffin
3. PL5 Mike Myers

Proclamations were presented by Mayor Dormier

1. Memorial Day
2. Municipal Clerks Week
3. National Police Week
4. Public Works Week

Citizen Comments:

John Matthews – 704 W. Main Street

- owner of Cassaro Winery wanted update on the parking lot across from Ovilla Fire Department.

Richard Dormier, Mayor
Rachel Huber, Place One
Dean Oberg, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Michael Myers, Place Five

CONSENT AGENDA

1. Resolution R2020.09 Updating Investment Policy
2. Minutes of the Regular Council meeting held on April 13, 2020.

PL4 Hunt moved to pull 1 from the Consent agenda and move to Item 7 on Regular Agenda.

PL5 Myers moved approve the consent agenda item #2 and pull #1 to be place on the regular agenda for consideration. Mayor Pro Tem Griffin seconded the motion.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consideration of and action on nominations and an appointment of Mayor Pro Tem.

The Mayor opened asking for nominations:

PL5 Myers nominated PL3 David Griffin.

There being no other nominations given, the Mayor asked for a motion:

PL4 Hunt made the motion to appoint PL3 David Griffin as Mayor Pro Tem for the Ovilla City Council. Seconded PL1 Huber.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

ITEM 2. DISCUSSION/ACTION – Consideration of and action to extend the current agreement between Eddie Peacock, PLLC and the City of Ovilla, to provide interim staff support for the completion and execution of accounting reconciliations and adjustments for the City of Ovilla.

Mayor Dormier explained that an extension is needed to complete reconciliations and adjustments for the city. Errors & omissions as well as the audit were discussed.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 3. DISCUSSION/ACTION** – Consideration of and action on a Meritorious Exception, Chapter 3, Section 3.06.012 Granting of Exceptions of the Ovilla Code of Ordinances, filed by Pamilee Koval to place a 8' X 2' permanent sign at 713 West Main, Ovilla, Ellis County, Texas.

Code Officer Mike Dooly explained that the applicant is opening a business and the sign chosen for placement is larger than allowed per code, and that exceptions are allowed.

PL4 Hunt moved to approve the Meritorious Exception filed as presented, seconded by PL5 Myers.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 4. DISCUSSION/ACTION** – Consideration of and action on Resolution R2020.10 of the City of Ovilla, Texas, abolishing and disbanding of the Municipal Services Advisory Committee (MSAC), effective immediately.

City Manager explained that the Committee was established in 2014 to help in the budgeting process for the city but that it has been proven in years since, that it is harder to keep an established Committee together since they meet so seldom in the fiscal year. She reminded the council that during budget workshops we accomplish the need through the citizens of Ovilla and their input.

Mayor Pro Tem Griffin moved to approve the Resolution R2020.10 to abolish and disband the MSAC effective immediately, as presented, seconded by PL1 Huber.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

PL5 Myers AYE

- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2020.11, to establish a Boards and Commissions Appointment Review Committee and adopting policies and procedures for all City Boards and Commissions, effective immediately.

City Manager explained the way the processing of applications has been done in the past, there is really not an opportunity to get to know the applicant before appointing to a particular board or commission. This purpose of the committee would be to have a quick 'interview' process and establish where they may best serve. This would also put into place a guideline for the boards including additional training. It was suggested that the committee be made up of staff and council.

PL5 Myers made the motion to approve Resolution R2020.11 to establish a Boards and Commissions Appointment Review Committee and adopting policies and procedures for all City Boards and Commissions, with the Committee to be made up of Mayor Dormier, PL1 Rachel Huber, City Manager Pam Woodall and City Secretary G Miller. Seconded by PL4 Hunt.

No oppositions, no abstentions.

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

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action to either cancel or to set the official date for Heritage Day 2020, appointing various assignments to facilitate the success of the 2020 Heritage Day Celebration and festivities.

PL4 Hunt explains that he feels the City should have the event, and get back to normal as quickly as possible. Mayor Dormier is concerned with citizens avoiding penalties in the event that the city would have to cancel due to another outbreak of the COVID-19 pandemic. There was concern about if people would show up due to the COVID-19 pandemic as well. After much discussion, Mayor explained we will plan on having it, and see how it looks closer to event date.

PL4 Hunt made the motion that he would be the managing coordinator for the Heritage Day event, Michelle Stockton would be the managing secretary, Public Works Department would manage the grounds and financials will be arranged through Sharon Jungman. Seconded by PL5 Myers.

No oppositions, no abstentions.

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

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 7. **DISCUSSION** – Review and discuss future plans for the City's municipal facilities needs.

*Richard Dormier, Mayor
Rachel Huber, Place One
Dean Oberg, Place Two*

Mayor Dormier explained that he would like to have a workshop soon, as requested – but until council can meet again for that meeting he would open for discussion some of the concerns. The first being where the storage of Public Works Department will need to be decided, before the Police Station can be established, as well as other needs for the city being addressed at that time. Storage of the equipment was one of the main concerns. Other topics:

- * remote cameras
- * Revisit a Bond Election
- * Parking lot for the city offices/overflow parking or parking lot for Police Department
- * Plans for the property that the city purchased

Request was agreed on that council will revisit in June at a workshop.

ITEM 8. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

CONSENT AGENDA

1. Resolution R2020.09 Updating Investment Policy

Mayor Dormier explained that the consent Item 1 was pulled for further discussion:

PL4 Hunt was interested in knowing if there was training that was done per the contract. City Manager Pam Woodall assured council of the training that took place by herself as well as Finance Director Sharon Jungman. Assured council that the policy was looked at by Hilltop Securities and they agreed it was a solid policy. Another concern was the Internal Controls and how it will be operated. Finance Director Sharon Jungman explained staff's intent to create report (Finance Director), sign off on report (City Manager) and Council to see and approve report quarterly, in addition to the Policy.

PL4 Hunt made the motion to approve the Investment policy as presented. Seconded by Mayor Pro Tem Griffin.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

STAFF REPORTS

• Department Activity Reports / Discussion

- Police Department
 - COVID – 19 Update
 - System was down – no report.
- Fire Department
- Public Works
 1. Water/wastewater
 2. Streets/Drainage/Parks
- Administration
 1. Financials verbal update
 - Monthly Municipal Court Report
 2. Monthly Code/Animal Control Reports

Chief B. Windham

Chief B. Kennedy

Water Superintendent D. Durham
Street Superintendent Johnny Cruz

Finance Director Sharon Jungman

Code/AC Officer M. Dooly

*Richard Dormier, Mayor
Rachel Huber, Place One
Dean Oberg, Place Two*

5

*Doug Hunt, Place Four
David Griffin, Place Three
Michael Myers, Place Five*

3. Misc. updates

City Manager, Pam Woodall

EXECUTIVE SESSION

None

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF

PL5 Myers – Internal Controls on Accounting

ADJOURNMENT

PL4 Hunt moved to adjourn the meeting of May 11, 2020 seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 8:16 p.m.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE


Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE


Richard Dormier, Mayor

ATTEST:


Glennell Miller, City Secretary



Approved June 08, 2020