

**CITY OF OVILLA MINUTES**  
**Monday February 08, 2021**  
**Regular 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 6:30 PM, Monday February 08, 2021 via Zoom 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).

The public was permitted to offer public comments via Zoom 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 6:30 PM, with notice of the meeting duly posted.

The following City Council Members were present or on Zoom Meeting:

Rachel Huber	Council Member, Place 1
Dean Oberg	Council Member, Place 2 (joined 6:45 pm)
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 present and on the Zoom call.

**CALL TO ORDER**

PL4 Hunt gave the invocation and PL3 Griffin led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

**ANNOUNCEMENTS, PROCLAMATIONS, PRESENTATIONS, COMMENTS**

- **Proclamation** - Ovilla Christian School Girls Volleyball Team - was presented by Mayor Dormier
- **Presentation** - CWD Annual Review was presented. After the presentation: PL1 Huber asked if the extra trash dropped on the streets by the CWD Trucks while providing service could be picked up as well. PL2 Oberg expressed his appreciation for the job they do - especially with the bar ditches in Brookwood Estates. PL3 Griffin commented on the good presentation given. PL4 Hunt addressed concern after reading a post - complaining on the trash and recycle being put in the same truck. The CWD Representatives assured the Council they would follow up on the complaint and appreciated the city's business.

**CITIZEN COMMENTS:**

None

**CONSENT AGENDA**

1. Resolution R2021-03 Atmos membership/Fee assessment of \$208.35
2. Quarterly Investment Report October thru December 2020
3. Regular Meeting Minutes 2021.01.11

PL4 Hunt made the motion to approve the consent items as presented.  
Seconded by PL5 Myers

No opposition/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

### PUBLIC HEARING

Case PZ21.02 - Receive staff presentation and citizen comments on Ordinance 2021-04, amending Chapter 10, Article 10.02. Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines.

- a. **PRESENTATION** – City Manager Pam Woodall reviewed the Ordinance 2021-04 amending Utility Easements in the Ovilla Code.
- b. **RECOMMENDATION** – Receive recommendation from Planning & Zoning regarding easements.

Mayor Dormier opened the Public Hearing at 7:07 p.m.

- c. **PUBLIC HEARING** to receive comments from those wishing to speak – *there were none.*

Mayor Dormier closed the Public Hearing at 7:08 p.m.

### REGULAR AGENDA

ITEM 1. **DISCUSSION/ACTION** – PZ21.01 – Receive recommendation from the Planning and Zoning Commission to consider and act on Ordinance 2021-04 of the City of Ovilla Texas amending Chapter 10, Article 10.02 Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines.

Mayor Dormier opened the discussion with some of the history of the request to update the Code of Ordinances, along with Code Enforcement Mike Dooly. They explained that within the city there are some properties with very distinct shapes that does not allow for easy access to the utility easements. Discussion then led to dropping all easements on the back and side of properties to make it easier for access from the street/front of properties for utilities, and homeowners by adding a 10' (foot) FUE behind all ROW. The easements would also be needed along both sides of alleys.

The census of the council was to bring a new Ordinance back to consider with changes made.

PL3 Griffin made the motion to deny the Ordinance 2021-04 of the City of Ovilla Texas amending Chapter 10, Article 10.02 Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines as presented. PL2 Oberg seconded.

Recorded Vote to DENY:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

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

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



PL4 Hunt **AYE**

PL5 Myers **AYE**

*No opposition/abstentions.*

**VOTE: The motion to deny carried unanimously: 5-0**

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on a request from Chief Windham to increase the police force by on officer during mid-year budget review.

Police Chief Brian Windham made a presentation and added that he had originally brought the need for 2 additional officers to Council last October for budget review, at that time he was told to revisit this request at midyear which is noted as approaching. At this time, he would like to add one officer now (midyear) and one officer at budget review.

Topics discussed as advantages to the Police Department:

- Traffic Officer
- New Construction
- No need for car - at this time

Discussion became the funding at this time, and Chief Windham was asked to wait until this year's budget review.

**No Action**

**ITEM 3. DISCUSSION/ACTION** – Consideration of and action on a request from Place 4 Hunt and Place 2 Oberg to implement a time keeping device/software for all city employees, including a request from the Mayor to discuss documentation of work schedules.

PL4 Hunt gave explanation on request on time keeping system. He explained his main concern with our current system not tracking hours individually per employee. PL2 Oberg was asked his concerns since making the request, he stated that the legalities of employees being 'on and off the clock' and the system not tracking that information, adding his concern of what exactly is being done while the employee is on the clock.

City Manager Pam Woodall explained to the Council what the current timekeeping software is capable of doing. She explained the process of the employee is to log into the system and document their time. The daily hours are recorded by the employee and approved by the supervisor who then sends it to the director for approval. The process then goes through the City Manager who then approves or denies and sends on to the Finance Director who double checks and processes for payroll. Ms. Woodall addressed what seemed to be the main concern with the process being the actual time in and time out being recorded. It was explained that there are employee forms in place, to fill out if time in and out differs in any way, and they have to be approved by the directors prior to taking that time.

At this time, it was decided to do more research on interfacing software, etc. and revisit at budget review.

**No Action**

**ITEM 4. DISCUSSION** – Receive report from Chief Windham on ticket-writers as requested by Place 5 Myers.

PL5 Myers wanted to know if the program was helping the Police Department and in what ways. Chief Windham gave a presentation on the ticket-writers process. To start, he explained again that this program is essentially an electronic ticket book. This system is very efficient with our Crimes system. This system does not capture verbal warnings, however written warnings are recorded. It was reiterated that this system does minimize contact with the offender, to help in our current pandemic of COVID-19.

In the Chief's opinion in working with this program that it is very efficient overall.

***Discussion only***

**ITEM 5. DISCUSSION** – Discuss and review staff's recommendations for the safe reopening of the city facilities.

***No Action***

**ITEM 6. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

***None***

**STAFF REORTS**


• **Department Activity Reports / Discussion**

- |  |   |
|--|---|
| • Police Department                    | Chief B. Windham                                    |
| 1. Racial Profiling                    |   |
| • Fire Department                      | Chief B. Kennedy                                    |
| • Public Works Departments             | Public Works Director J. Kuykendall                 |
| 1. Construction/Development Reports    |   |
| 2. Water/wastewater                    |   |
| 3. Streets                             |   |
| 4. Parks                               |   |
| 5. Monthly Code/Animal Control Reports |   |
| • Administration                       |   |
| 1. Financials (non-reconciled)         | Finance Director Sharon Jungman                     |
| a) Monthly Municipal Court Report      |   |
| 2. Administration Reports              | City Manager P. Woodall<br>City Secretary G. Miller |

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

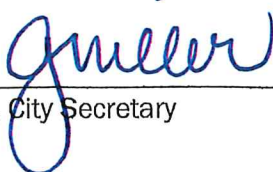
PL3 Griffin – Moratorium on spending, until better knowledge of financials/accounts

The City Council Meeting was Adjourned at 9:08 pm.



Richard Dormier, Mayor

ATTEST:



G Miller, City Secretary

**Approved March 08, 2021**

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

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