

CITY OF OVILLA MINUTES

Tuesday, October 13, 2015

City Council Briefing Session

105 S. Cockrell Hill Road, Ovilla, TX 75154

In the absence of Mayor Dormier, Mayor Pro-Tem Hunt called the Council Briefing Session of the Ovilla City Council to order at 6:01 p.m., with notice of the meeting duly posted. Mayor Pro-Tem Hunt made the following public announcement: *Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun.*

The following City Council Members were present:

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

Mayor Pro-Tem Hunt noted Mayor Dormier's absence and announced present Council members, thus constituting a quorum. Various department directors and staff were also present. Staff presented Council with future agenda items and 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. Staff and Council reviewed Item 5 regarding AVR modules for online and in-office payments and delinquent processing.
2. Captain Chuck Laubach was present to discuss the Memorandum of Understanding (MOU) between Ellis County and the City of Ovilla listed under the Consent Items.

CONDUCT A BRIEFING SESSION to review and discuss future agenda items.

- a. Complaint Policy - there were no comments
- b. Take home vehicle policy - PL5 Oberg asked that staff return with a report depicting costs associated with take home vehicles.
- c. Employee Pay Plan - Council's consensus directed staff to return with added information and comparisons from cities that are similar in size, budgets and economic development as Ovilla.

ADJOURNMENT

Mayor Pro-Tem Hunt adjourned the Briefing Session of the Ovilla City Council at 6:33 p.m.

ATTEST:


Pamela Woodall, City Secretary




Doug Hunt, Mayor Pro-Tem

Approved November 09, 2015

CITY OF OVILLA MINUTES
Tuesday, October 13, 2015
Regular City Council Meeting
105 S. Cockrell Hill Road, Ovilla, TX 75154

In Mayor Dormier's absence, Mayor Pro-Tem Hunt called the Regular Council Meeting of the Ovilla City Council to order at 6:39 p.m., with notice of the meeting duly posted. The following City Council Members were present:

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

PL2 Stevenson gave the Invocation and PL3 Griffin led the recitation of the Pledge of Allegiance.

Mayor Pro-Tem Hunt noted Mayor Dormier's absence and announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present. Mayor Pro-Tem Hunt made the following public announcement: *Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun.*

COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS

Mayor Pro-Tem Hunt read the Fire Prevention Proclamation.

1. Citizens Comments / Citizens Forum:

1. MS Dani Muckleroy, 608 Green Meadows Lane, expressed gratitude for allowing her to represent Ovilla in the Heritage Day parade and festivities.

• Department Activity Reports / Discussion – staff presented their reports.

- Police Department Police Chief B. Windham
 - Discussed response times.
 - Responded to PL3 Griffin that once the Police Department is fully staffed, officers would address serving local warrants.
- Fire Department Fire Marshal K. Lindsey
 - No questions.
- Public Works Public Works Director B. Piland
 - Completed field-testing on 12" water line on Water Street.
 - Currently working on the replacement/update of Park equipment, adding cushioning.
- Finance Department City Manager Dennis Burn
 - Reviewed Monthly Financials.
- Administration City Manager Dennis Burn
 - Reviewed Activity Reports.
 - Updated Council with an Oldcastle representative, Rachel Sackett, regarding paving improvements in the Ovilla Oaks Subdivision. MS Sackett advised Council that Oldcastle was delayed in starting the paving improvements and expected to begin the week of October 20 sometime.
 - Updated Council on the paving improvements on Water Street and a portion of Cockrell Hill Road.

- Reminded those present of the Annual Wreath-Laying Ceremony at Heritage Park, Sunday, November 08, from 2:00 p.m. to 3:00 p.m.
- Park Board offered to spearhead the Annual Christmas Tree Lighting in cooperation with the City and Ovilla Service League.
- Gave monthly Municipal Court Report. City Secretary P. Woodall
 - FY 2013-14 and FY 2014-15 comparisons showed that revenue was down, however the month of September 2015 is up from previous months.
- Gave monthly Code/Animal Control Reports Code/AC Officer M. Dooly
 - Reviewed monthly reports and annual permits report.

CONSENT AGENDA

- C1. September 2015 Financial Transactions over \$5,000
- C2. ERCOT Annual renewal with \$100 annual membership fee
- C3. Minutes of the Council Briefing Session and Regular Meeting of September 14, 2015
- C4. Minutes of the Special Council Meeting of September 03, 2015
- C5. Minutes of the Special Council Meeting of August 24, 2015
- C6. Minutes of the Council Briefing Session and Regular Meeting of August 10, 2015
- C7. Annual Interlocal Cooperation Contract between the County of Ellis and City of Ovilla

PL3 Griffin moved to approve the consent items as presented, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

REGULAR AGENDA

- ITEM 1.*****DISCUSSION/ACTION*** – Consideration of and action on a Memorandum of Understanding allowing the use of the Ovilla Water Tower site to serve as one of the five remote receiver sites used by Ellis County to support its five-channel VHF conventional voting radio system, authorizing the City Manager to execute said Agreement upon approval by City Council.

Staff was notified by Captain Chuck Laubach, Ellis County Sheriff's Department, that an approved and signed (by Ellis County- not Ovilla) Memorandum of Understanding (MOU) was not on file with their department from the City of Ovilla, which allowed the Sheriff's Department to install radio equipment (and to move some of Ovilla's equipment) into a climate controlled box, which is also attached to a battery backup. The battery backup gave added benefit to Ovilla in the event of a power outage. As reported by Captain Laubach, the Sheriff's Department had previously been in communication with former Chief Moon, as this document was thought to have already been presented to Council. Prior to the Memorandum of Understanding (MOU), Ellis County currently had radio equipment inside the Water Tower that is/was in need of upgrading. The new equipment was placed on top of the Water Tower Bowl. This was the first staff had learned of the MOU and that the equipment was already installed. The contract was effective January 01, 2015 for a ten-year term. Captain Laubach attended the meeting to answer Council's questions.

PL3 Griffin moved that Council approve the Memorandum of Understanding allowing the use of the Ovilla Water Tower site to serve as one of the five remote receiver sites used by Ellis County to support its five-channel VHF conventional voting radio system, authorizing the City Manager to execute said Agreement, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

ITEM 2. DISCUSSION/ACTION – Consideration of and action on Resolution R2015-023, authorizing the Mayor to execute approval of the Ellis County Hazard Mitigation Action Plan.

Resolution R2015-023 was presented to Council, adopting the Ellis County Hazard Mitigation Action Plan (ECHMAP). In order for the plan to receive final FEMA approval, the plan must be adopted by each participating jurisdiction. There are 14 municipalities involved in the adoption of the plan. Ellis County is susceptible to several different natural hazards that have the potential to cause property loss, loss of life, economic hardship and threats to public health and safety. These hazards cannot always be accurately predicted but their impact on people and property can be lessened through hazard mitigation measures. The ECHMAP was developed by the collective efforts of several individuals and organizations. The ECHMAP will allow Ellis County and the participating jurisdictions to become eligible for federal aid. A printed copy of the ECHMAP will be kept on file at City Hall for anyone to review.

PL2 Stevenson moved that Council approve Resolution R2015-023, authorizing the Mayor to execute approval of the Ellis County Hazard Mitigation Action Plan, seconded by PL5 Oberg.

No oppositions, no abstentions.

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

ITEM 3. DISCUSSION/ACTION – Consideration of and action on Resolution R2015-024, candidate nomination for the Ellis Appraisal District Board of Director for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.

Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate for each of the five positions to serve on the Board of Directors. Nominees for each entity shall be submitted to the Chief Appraiser by October 15.

Current members are: Chair: Phillip Lynch, V-Chair: Ken Marks,
Secretary: Joe Pitts, Member: Tommy Hamilton, Member: Charles T. Abrams

PL3 Griffin moved that Council authorize the Mayor to execute Resolution R2015-024, naming the following individuals as Ovilla's nominated candidates (no named position) to serve on the Board of Directors for the years 2016-2017 and submit said document to the Chief Appraiser of Ellis Appraisal District, seconded by PL5 Oberg: Phillip Lynch, Ken Marks, Joe Pitts, Tommy Hamilton and Charles T. Abrams.

No oppositions, no abstentions.

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

ITEM 4. DISCUSSION/ACTION – Consideration of and action on Resolution R2015-025, candidate nomination for the Dallas Appraisal District Board of Director for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.

Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate as the fourth member to the Board. Nominees for each entity shall be submitted to the Chief Appraiser by October 17. Qualifications: Must be a resident of the DCAD for at least two years; May be an elected official of an agency represented by the DCAD; cannot be an employee of any agency represented by the DCAD.

The current member to the suburban cities is Mr. Michael Hurtt and he has expressed his desire to serve again.

PL1 Huber moved that Council authorize the Mayor to execute Resolution R2015-025, naming **Michael Hurtt**, as Ovilla's nominated candidate to serve on the Board of Directors for the years 2016-2017 and

submit said document to the Chief Appraiser of the Dallas Central Appraisal District, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

ITEM 5.*DISCUSSION/ACTION* – Consideration of and action on contract agreements with AVR (utility billing software) to add online payments and delinquent processing modules to enhance customer service, authorizing the Mayor to execute said Agreement documents.

Ovilla's Utility Billing software company, AVR, approached staff with optional modules for online processing and delinquent processing. Online payment processing offers advantages to the customer not currently offered or available through the company Ovilla is currently using (RevTrac):

1. Bank drafting at a \$.50 savings to the customer
2. Paperless billing
3. Customer availability to have full access to their account(s) and history online
4. Customer able to make payments to other departments (Municipal Court payments, permits.)
5. Accepts larger variety of credit cards

In addition, AVR will add a delinquent processing module designed to process delinquent letters as opposed to the current method of exporting to excel and creating a mail merge. This module is included free of charge if Council approves the module for online processing. (Online processing will also perform the reconciliation for accounting.) Staff presented a chart showing the advantages Ovilla will gain in contracting with AVR adding these two modules to the current water software package.

Cost to Ovilla:

1. Ovilla would pay a one-time \$100 installation fee for a payment-processing terminal in the office.
2. Cost for online processing is \$100 monthly, compared to RevTrac's cost to Ovilla being approximately \$600 annually.

PL2 Stevenson moved that Council approve the contract agreements with AVR (utility billing software) to add online payments and delinquent processing modules to enhance customer service, authorizing the Mayor to execute said Agreement documents, seconded by PL5 Oberg.

No oppositions, no abstentions.

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

ITEM 6.*DISCUSSION/ACTION* – Consideration of and action on recommendation from the Planning and Zoning Commission for the adoption of an updated City of Ovilla Zoning Map.

The City of Ovilla Zoning Map was last updated and adopted in 2007. Due to zoning changes since 2007, staff presented a new Zoning Map for Council review. The Planning and Zoning Commission met on October 5, 2015, reviewed the new map and forwarded recommendation for approval. Three maps were presented to Council. One map entitled "Ovilla Zoning and Future Land Use September 2015", and, if approved, will be the Official Zoning Map. A second map entitled "Ovilla Zoning and Future Land Use-Zoning Updates September 2015" shows the zoning updates that were approved in 2013, 2014 and 2015. The third map is the current zoning map. Council reviewed and discussed R15 and R22 zoning to confirm correctness on the map.

PL5 Oberg moved that Council approve the recommendation from the Planning and Zoning Commission and hereby moved to adopt the presented updated City of Ovilla Zoning Map, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

ITEM 7. DISCUSSION/ACTION – Consider additional volunteer committee member appointments to the Comprehensive Land Use Plan Review Committee.

During the September 14, 2015 Council Meeting, fourteen individuals were appointed to the CLUP Review Committee. Place 3 Griffin asked to revisit this item to allow Council an option to possibly appoint a resident from Dallas County.

PL3 Griffin moved that Council appoint **Darrell Jungman** as a volunteer Board Member to serve on the Comprehensive Land Use Plan (CLUP) Review Committee for the update of the 2010 Comprehensive Land Use Plan, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

ITEM 8. DISCUSSION – Review and share information on the success of Heritage Day 2015.

Council discussed the success of Heritage Day and reviewed options or suggestions for improvements at next year’s celebration.

PL1 Huber: Suggested to have the booth applicant sign for a policy/set of rules upon rental of booth.

PL3 Griffin: Post signs at entrances prohibiting the random use of golf carts inside the festival area. Council continued much discussion on this topic when related to ADA. Additionally, look into a better sound system.

PL5 Oberg: Encourage volunteer giving at the blood bank set up each year.

Additional suggestions:

1. Better parking arrangements
2. Begin parade a little earlier – 8:30 a.m. possibly
3. Mounted horse patrol
4. Better spacing for parade directors and volunteers
5. Be mindful of trailer-hitch encroachments
6. Re-number the booths

Council’s consensus was to commend Mayor Pro-Tem Hunt and the Public Works Department for their outstanding efforts and dedicated work in the planning process and the clean up after closing.

No Action.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

- | | |
|-----------------------|--|
| 1. PL1 Huber | None |
| 2. PL2 Stevenson | None |
| 3. PL3 Griffin | Bring back an agenda item moving any surplus/profit funds collection at Heritage Day and give to the Park Board. |
| 4. Mayor Pro Tem Hunt | Return with automobile take home policy and costs associated. |
| 5. PL5 Oberg | None |
| 6. Mayor | Absent |

ADJOURNMENT

There being no further business, Mayor Pro-Tem Hunt adjourned the meeting at 8:13 p.m.

ATTEST:


Pamela Woodall, City Secretary




Doug Hunt, Mayor Pro-Tem

Approved November 09, 2015

**Richard Dormier, Mayor
Rachel Huber, Place One
Larry Stevenson, Place Two**

**Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five**