



Hutchins City Hall
321 N. Main Street
Hutchins, TX 75141
www.cityofhutchins.org

MINUTES

**CITY OF HUTCHINS
NOTICE OF CITY COUNCIL MEETING
Monday, June 20, 2022 – 6:00 p.m.
Hutchins City Hall – Council Chamber
321 N. Main St., Hutchins, Texas 75141**

A meeting of the Hutchins City Council was held on Monday, June 2, 2022, with Work Session beginning at 6:00 p.m. and Regular Session at 6:30 p.m. at Hutchins City Hall – Council Chamber located at 321 N. Main St., Hutchins, Texas, at which time the following items were discussed and considered:

WORK SESSION - 6:00 p.m.

A. Park Pavillion

Presented by: Robert McWayne, Interim Public Works Director

Interim Public Works Director Robert McWayne, at the request of Mayor Vasquez, presented quotes for options to convert the tennis court at Campbell Park into a covered pavilion. The first quote would cover one court with a steel post canopy at the cost of \$160,000 and \$85,000 for resurfaced concrete for the entire slab. The second quote (local vendor) would cover the entire court with a permanent 118 x 112 pavilion and flagstone surface at the cost of \$450,000. An option for pavers was included at the same cost of flagstone. The estimated time to complete is 4 - 5 months. The cost to fund the project in this budget would require the funds to be pulled from fund reserve. Other options to consider are applying for parks grant or issuing debt. The quotes included are for informational purposes. Moving forward, state law would require the project to be bid.

Councilmember Campbell voiced her concern about putting money into a new pavilion while ignoring the poor condition of the current pavilion that is in need for repairs. Staff will review pricing for upgrades to the existing pavilion. Mayor Vasquez stressed the need to improve amenities to prepare for growth. Ms. Campbell asked for quotes to resurface the concrete, expand the concrete slab, and repair the roof to the existing pavilion. Councilmember Odom stated if we are going to present a project to do it right by including bathrooms. Council discussed the policy for rentals or reservations for residents. Council would like a complete package to include a pavilion, flagstone, flagstone options, bathrooms, and design. City Administrator Quin provided a summary of the parks grant process.

B. Meadowbrook Sewer Line Update

Presented by: Robert McWayne, Interim Public Works Director

Interim Public Works Director Robert McWayne provided an update of the Meadowbrook Water/Street Project to include sewer line upgrades. By law, the amendment cannot exceed 25% of the project cost. Quotes received would exceed

the 25% threshold. Staff attempted to negotiate the cost with the contractor. The council discussed the existing line and pipe bursting options. Interim Public Works Director McWayne recommended changing the clay lines. City Administrator Quin clarified that the funds are available, but the project would require reissuing bids and delaying the existing project by 2 - 3 months. The \$100,000 quote would only address half the line. Council directed staff to proceed with pipe bursting of the entire line. Council stressed the need to notify the residents of the delay. Mayor Vasquez adjourned the Work Session at 6:49 p.m.

REGULAR SESSION

- A. CALL TO ORDER:** Mayor Pro Vasquez called the meeting to order at 6:50 p.m.
- 1. Roll Call:** Members present – Mayor Vasquez, Mayor Pro Tem Elmore, Councilmember Nichols, Councilmember Campbell, Councilmember Didehbani and Councilmember Odom
 - 2. Invocation:** The invocation was presented by Councilmember Campbell
 - 3. Pledge of Allegiance:** Councilmember Campbell led the Pledge of Allegiance

B. CITIZEN COMMENTS – None

C. CONSENT AGENDA

- 1. Consider Resolution R2022-1025 AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND, THROUGH SEPTEMBER 30, 2022, THE CURRENT CONTRACTUAL AGREEMENTS RELATED TO FINANCIAL SERVICES WITH TANANGELIA BEATTY; APPROPRIATING FUNDS FROM THE FISCAL YEAR 2021 - 2022 BUDGET; AND ESTABLISHING AN EFFECTIVE DATE.**
- 2. Consideration of RESOLUTION NO. R2022-1026 APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF HUTCHINS AND DALLAS COUNTY FOR FIRE PROTECTION SERVICES IN AN ASSIGNED UNINCORPORATED AREA OF THE COUNTY FOR THE FISCAL YEAR 2022-23 AND AUTOMATICALLY EXTEND FOR TWO ADDITIONAL ONE-YEAR FISCAL PERIODS AND AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE SAID AGREEMENT.**
- 3. Consideration of RESOLUTION NO. R2022-1027 OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF HUTCHINS AND DALLAS COUNTY FOR AMBULANCE SERVICES IN AN ASSIGNED UNINCORPORATED AREA OF THE COUNTY FOR FISCAL YEAR 2022-2023 AND AUTOMATICALLY EXTEND FOR TWO ADDITIONAL ONE YEAR FISCAL PERIODS AND AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE SAID AGREEMENT.**

Councilmember Odom made the motion seconded by Councilmember Elmore to approve the consent agenda as presented. All in favor the motion carried 5-0.

D. PRESENTATIONS

- 1. Police Department Swearing-In Ceremony and introduction of new hires: Jennifer Cristobal, Police Officer**

Kristofer Gaffney, Police Officer
David Jackson, Communications

Presented by: Steve Perry, Police Chief

Chief Perry introduced new police department hires. City Secretary Olguin readministered the oath of office to officer Gaffney and his wife pinned his badge.

2. Council Retreat Updates

Presented by: Nick Cornelius, Assistant to the City Administrator

Assistant to the City Administrator Nick Cornelius provided an update from the city council retreat held on May 20, 2022:

- a. Signs: A summary of ordinances surrounding signs was provided. A request for quotes was requested but sign vendors did not respond as of the date packets were prepared. Hutchins' current ordinance does not currently allow for electronic signage, but the ordinance can be amended with limitations. Council discussed possible sign locations to include city buildings. The location on the east side of town is challenging, but obtaining easements is an option to consider. Height and signage options were discussed including options for a monument or pole sign, lighting options, and the number of signs to install. Three signs were recommended: Triangle at Lancaster- Hutchins Road, Amir's place, near McDonalds/LaQuinta area. Council directed staff to review "co- location" with an existing sign owner.
- b. Camera system: Items will be added to the existing budget and another camera system will be included in the FY2023 budget.
- c. Preferred Vendor: options were discussed with a price differential option of 5% up to \$100,000 and anything over \$100,000 at 3%.
- d. City Hall: An ordinance to call for a special election will be placed on the August 15 council agenda. The city's current financial condition can support issuing debt up to 10.3 million without an increase in the tax rate. The cost to construct a new city hall building is estimated at \$593 sf. A work session is scheduled for July 5. Location needs to be identified, along with design and building needs. Staff asked for a list of potential sites for consideration.

E. PUBLIC HEARINGS - None

F. REGULAR AGENDA

1. **Discuss and consider Resolution R2022-1028 APPROVING AND AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND RENÉ BATES AUCTIONEERS, INC. (RBAI) TO CONDUCT ONLINE AUCTIONS OF SURPLUS INVENTORY FOR THE CITY OF HUTCHINS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Presented by: Nick Cornelius, Assistant to the City Administrator

Assistant to the City Administrator Nick Cornelius explained the process for online auctions, commission fees of 7.25%, buyer's premium paid by the bidder, and fund proceeds. The first phase would include furniture in the bay and the police

department with the next phase to include vehicles and surplus supplies.

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve the Resolution R2022-1028 as presented. All in favor the motion carried 5-0.

2. **Discuss and consider Resolution R2022-1029, OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND ADOPTING THE LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (“LIHWAP”) WATER PROVIDER AGREEMENT FOR THE CITY’S PARTICIPATION IN THE LIHWAP WATER ASSISTANCE PROGRAM (“PROGRAM”) TO PROVIDE FUNDS TO ASSIST LOW INCOME HOUSEHOLDS WITH WATER AND WASTEWATER BILLS**

Presented by: Elizabeth Sanders Saegert, Interim Finance Director

Interim Finance Director Elizabeth Sanders Saegert provided a summary of the assistance program provided by Dallas County.

Mayor Pro Tem Nichols made the motion seconded by Councilmember Didehbani to approve Resolution R2022-1029 as presented. All in favor the motion carried 5-0.

3. **Discuss and consider Resolution R2022-1030 AMENDING RESOLUTION R2022-1007, AUTHORIZING THE ASSISTANT TO THE CITY ADMINISTRATOR TO UTILIZE COOPERATIVE PURCHASING METHODS FOR PARK IMPROVEMENTS AND PROVIDING FOR AN EFFECTIVE DATE.**

Presented by: Nick Cornelius, Assistant to the City Administrator

Councilmember Elmore made the motion seconded by Councilmember Odom to approve Resolution R2022-1030 as presented. All in favor the motion carried 5-0.

4. **Discuss and consider Resolution R2022-1031 AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CONTRACTUAL AGREEMENTS RELATED TO EMPLOYEE BENEFITS FOR FISCAL YEAR 2022-2023 AT AN ESTIMATED ANNUAL COST OF \$770,469.36; AND PROVIDING FOR AN EFFECTIVE DATE.**

Presented by: Karen Steward, Human Resources Manager

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve the Resolution R2022-1031 as presented. All in favor the motion carried 5-0.

G. EXECUTIVE SESSION

1. **Pursuant to the Texas Government Code, Section §551.074 (a)(1) Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:**
 - A. **Sec. §551.074 of the Texas Government Code - Personnel Matters: deliberate the duties of the Police Chief**
 - B. **Sec. §551.074 of the Texas Government Code: Personnel Matters: deliberate the duties of the Fire Chief**

- C. Sec. §551.074 of the Texas Government Code: Personnel Matters: deliberate the duties of the City Secretary
- D. Sec. §551.074 of the Texas Government Code: Personnel Matters: deliberate the duties of the Community Services & Park Program Director
- E. Sec. §551.074 of the Texas Government Code: Personnel Matters: deliberate the duties of the HR Director
- F. Sec. §551.074 of the Texas Government Code: Personnel Matters: deliberate the duties of the Director of Public Works & Community Development
- G. Sec. §551.074 of the Texas Government Code: Personnel Matters: deliberate the duties of the Finance Director

Mayor Vasquez moved the council into Executive Session at 7:51 p.m.

H. RECONVENE INTO REGULAR SESSION

- 1. Take any action as a result of the Executive Session.

Council reconvened into Regular Session at 8:28 p.m.

Mayor Pro Tem Nichols made the motion seconded by Councilmember Didehbani to authorize the City Administrator to make the recommended changes. All in favor, the motion carried 5-0.

I. ITEMS OF COMMUNITY INTEREST

City Secretary Olguin announced the items of community interest.

J. ADJOURNMENT

Councilmember Elmore made the motion seconded by Councilmember Campbell to adjourn the meeting at 8:30 pm. All in favor, the motion carried 5-0.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON 5th OF JULY 2022.

APPROVED:


 Mario Vasquez, Mayor

ATTEST:


 Cynthia Olguin, City Secretary

