



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

MINUTES

**CITY OF HUTCHINS
NOTICE OF CITY COUNCIL MEETING
Monday, August 1, 2022 – 5:30 p.m.
Hutchins City Hall - Council Chamber
321 N. Main St.
Hutchins, Texas 75141**

A Work Session and Regular Meeting of the Hutchins City Council was held on Monday, August 1, 2022, at 5:30 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 - 5:30 p.m.

A. Animal Shelter

Presented by: Steve Perry, Police Chief

Mayor Vasquez opened the Work Session at 5:15 p.m.

Police Chief Perry provided an update of a meeting with the City of Ferris to discuss a partnership for animal shelter services. Chief Perry provided a summary of service to include: a limited capacity with 10 kennels and 2 quarantine kennels, Ferris works with animal adoption and rescue groups to adopt the animals after a 3-day hold period, non-kill shelter. Staff would like authorization to proceed with the drafting of an interlocal agreement with the City of Ferris for a temporary partnership. The council discussed the need for a vet on the animal shelter board. The city is currently spending \$1,250 monthly paid to the city of Lancaster for shelter services. Council was in favor of the need to terminate the current agreement and proceed forward with negotiations with the City of Ferris.

Robert Croysdale, GSR Andrade, presented various animal shelter design concepts from surrounding municipalities. Mr. Croysdale provided a synopsis for a 5,000-6,000 sf shelter, estimated human support space needs, housing needs for felines and dogs, and recommended at least one acre needed for an adequate facility.

B. FY2022-2023 Proposed Budget

Presented by: William Wooten, Finance Director

Finance Director William Wooten provided a presentation explaining the budgetary assumptions, proposed tax rate options, estimated property tax collections, ad valorem discussion to include an increase in property value growth of 21% from the prior year, and an outline of major fund budgets (general, water & sewer and debt service).

Human Resources Manager Karen Steward provided the results of the salary survey based on 11 cities and 16 cities combined for fire/police, an explanation of the criteria,

and a points system. The proposed cost of \$250,000 will bring staff up to market value, retain qualified police/fire personnel and allow for competitive recruitment.

REGULAR SESSION

- A. CALL TO ORDER:** Mayor Vasquez called the meeting to order at 5:32 p.m.
- 1. Roll Call:** Members present – Mayor Vasquez, Councilmember Elmore, Councilmember Campbell, and Councilmember Odom.
Absent: Mayor Pro Tem Nichols
 - 2. Invocation:** The invocation was presented Mr. James Spence
 - 3. Pledge of Allegiance:** Mayor Vasquez led the Pledge of Allegiance
- B. CITIZEN COMMENTS**
- None
- C. CONSENT AGENDA**
- 1. Consider approval of the city council meeting minutes for July 2022.**

Councilmember Didehbani made the motion seconded by Councilmember Elmore to approve the consent agenda as presented. All in favor, the motion carried 4-0.
- D. PRESENTATIONS**
- 1. FY2021-2022 Financial Audit Presentation**
Presented by: William Wooten, Finance Director

Louis Breedlove, Senior Audit Manager, Brooks Watson & Co., presented the annual financial audit for 2021 and commended the city for maintaining a healthy budget and a clean audit.
 - 2. Capital Projects Update**
Presented by: Robert McWayne, Interim Public Works Director

Interim Public Works Director Robert McWayne provided an update on capital projects.
- E. PUBLIC HEARINGS**
- 1. Public Hearing regarding 4B project at 101 S IH 45 Suite 116**
Presented by: Guy Brown, EDC Director

EDC Director Guy Brown presented the item for a \$10,000 grant to fund a vent-a-hood and fire suppression. The Hutchins Economic Development Corporation recently met and reviewed the request and recommends council approval.

Mayor Vasquez opened the public hearing at 7:24 p.m. Mr. Jorge Felix, applicant, 221 Denton Drive, Hutchins, stated he currently owns the Mexican food and ice cream shop next to city hall, but plans to move the restaurant to the new location and hopes to open before the end of the year.

There being no speakers, Mayor Vasquez closed the public hearing at 7:28 p.m.

F. REGULAR AGENDA

- 1. Discuss and consider Resolution R2022-1041 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING A 4B PROJECT FOR THE PURPOSE OF INFRASTRUCTURE IMPROVEMENTS FOR PROPERTY LOCATED AT 101 SOUTH INTERSTATE 45, SUITE 16, HUTCHINS, TEXAS; AUTHORIZING THE HEDC EXECUTIVE DIRECTOR TO EXECUTE THE FINAL AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

Presented by: Guy Brown, EDC Director

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2022-1041. All in favor, the motion carried 4-0

- 2. Presentation and discussion of a Plan of Finance for the issuance of debt obligations.**

Presented by: William Wooten, Finance Director

Andre Ayala, Managing Director for Hilltop Securities, Inc. provided the summary of the city's intent to issue debt to fund capital improvement projects including first responder radio equipment, police vehicles, water and sewer main improvements, and street and road improvements. Mr. Ayala provided a summary of the bids received, cash flow sheet, and schedule of events for issuance of debt.

- 3. Consider all matters incident and related to the issuance and sale of "City of Hutchins, Texas, Tax Note, Series 2022", including the adoption of an ordinance (2022-1148) authorizing the issuance of such note**

Presented by: William Wooten, Finance Director

Councilmember Didehbani made the motion seconded by Councilmember Odom to approve Ordinance 2022-1148 approving the issuance of Tax Note, Series 2022. All in favor, the motion carried 4-0.

- 4. DISCUSSION AND NECESSARY ACTION REGARDING ORDINANCE 2022-1149 OF THE CITY OF HUTCHINS, TEXAS, AMENDING ORDINANCE 2021-1136 WHICH ADOPTED THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; PROVIDING AMENDED APPROPRIATIONS FOR ALL OF THE FUNDS OF THE CITY; AUTHORIZING THE CITY ADMINISTRATOR TO MAKE ADJUSTMENTS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Presented by: William Wooten, Finance Director

Councilmember Odom made the motion seconded by Councilmember Campbell to approve Ordinance 2022-1149 amending the 2021 operating budget. All in favor, the motion carried 4-0.

- 5. Discuss and consider Republic Services' sanitation rate increase as of October 1, 2022.**

Presented by: James Quin, City Administrator

Republic Services representative Joanna Fritz was not in attendance. The item was tabled until the August 15, 2022, city council meeting.

6. **Discuss and consider Resolution R2022-1042 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE RELEASE OF GRADING, SLOPING AND FILLING EASEMENTS ON TRACT 1 AND TRACT 2 OF LAND WHICH THE CITY ACQUIRED BY INSTRUMENTS #201600242668 AND #201700087370, RECORDED IN THE PUBLIC RECORDS OF DALLAS COUNTY, TEXAS, AND WHICH ARE MORE FULLY DESCRIBED IN THE RELEASE OF EASEMENT ATTACHED HERETO AS EXHIBIT "A"; AND PROVIDING FOR AN EFFECTIVE DATE.**

Presented by: Robert McWayne, Interim Public Works Director

Interim Public Works Director Robert McWayne presented the item and was available for questions. Mr. Daniel Tanner representing 42 Real Estate was available to answer questions.

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2022-1042 as presented. All in favor, the motion carried 4-0.

7. **Discuss and consider Resolution R2022-1043 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE PURCHASE OF PARK EQUIPMENT AND IMPROVEMENTS UTILIZING BUYBOARD CONTRACT #592-19 FOR IMPROVEMENTS TO CAMPBELL PARK; APPROPRIATING FUNDS FROM THE FISCAL YEAR 2021-2022 BUDGET, AND PROVIDING FOR AN EFFECTIVE DATE.**

Presented by: Nick Cornelius, Assistant to the City Administrator

Assistant to the City Administrator Nick Cornelius presented the item along with displays of the equipment and poured-in-place playground cushioning. Council discussed the budget and cost to purchase all the amenities including the playground shade cover, the option to pick and choose what items are purchased, the vendors, and the requirements for the installation of the shade canopy.

Councilmember Odom suggested staff review options for a solid construction shade canopy and consider a budget amendment at a later date.

Councilmember Elmore made the motion seconded by Councilmember Odom to approve Resolution R2022-1043 in the amount of \$78,819 awarding the bids to Lee Park and Play and American Parks Co. All in favor, the motion carried 4-0.

8. **Discuss and consider Resolution R2022-1044 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS INVESTMENT ATTACHED HERETO AS EXHIBIT "1"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "1" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Presented by: William Wooten, Finance Director

Councilmember Didehbani made the motion seconded by Councilmember Elmore to approve Resolution R2022-1044 as presented. All in favor, the motion carried 4-0.

9. Discuss and consider Resolution R2022-1045 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS DEBT MANAGEMENT POLICY ATTACHED HERETO AS ATTACHMENT "A"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Presented by: William Wooten, Finance Director

Councilmember Campbell made the motion seconded by Councilmember Odom to approve Resolution R2022-1045 as presented. All in favor, the motion carried 4-0.

10. Discuss and consider Resolution R2022-1046 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING CONTRACT AMENDMENT #1 TO THE AGREEMENT FOR PROFESSIONAL AND ENGINEERING SERVICES BETWEEN THE CITY AND JONES & CARTER, INC., TO PREPARE THE PROJECT SURVEY AND ENGINEERING DESIGN IN ACCORDANCE WITH FEDERAL STANDARDS; AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by: Robert McWayne, Interim Public Works Director

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2022-1046 as presented. All in favor, the motion carried 4-0.

G. ITEMS OF COMMUNITY INTEREST

City Secretary Olguin announced the items of community interest.

H. ADJOURNMENT

Councilmember Campbell made the motion seconded by Councilmember Elmore to adjourn the meeting at 8:26 pm. All in favor, the motion carried 4-0.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON 6th OF SEPTEMBER 2022.

APPROVED:


Mario Vasquez, Mayor

ATTEST:


Cynthia Olguin, City Secretary

