



Hutchins City Hall  
321 N. Main Street  
Hutchins, TX 75141  
[www.cityofhutchins.org](http://www.cityofhutchins.org)

## MINUTES

**CITY OF HUTCHINS  
NOTICE OF CITY COUNCIL MEETING  
Monday, June 20, 2023 – 6:30 PM  
Hutchins City Hall – Council Chamber  
321 N. Main St.  
Hutchins, TX 75141**

A meeting of the Hutchins City Council was held on Monday, June 20, 2023, at 6:30 p.m. at Hutchins City Hall – Council Chamber, 321 N. Main St., Hutchins, Texas, at which time the following items were discussed and considered:

### **REGULAR SESSION**

- A. CALL TO ORDER:** Mayor Vasquez called the meeting to order at 6:30 p.m.
- 1. Roll Call:** Members present – Mayor Pro Tem Nichols, Councilmember Elmore, Councilmember Campbell, Councilmember Odom, and Councilmember Didehbani. Mayor Vasquez was absent.
  - 2. Invocation:** The invocation was presented by Councilmember Campbell.
  - 3. Pledge of Allegiance:** Councilmember Elmore led the Pledge of Allegiance
- B. CITIZEN COMMENTS**
- C. CONSENT AGENDA**
- D. PRESENTATIONS**
- 1. Officer K. Gaffney Commendation**  
**Presented by: Steve Perry, Police Chief**  
  
Officer Gaffney was presented with a letter of commendation and presented with a good conduct bar for his exceptional service to the community.
  - 2. Introduction of Police Department Employee**  
**Rene Estes Presented by: Steve Perry, Police Chief**  
  
This introduction will be moved to a future agenda.
  - 3. 2nd Quarter Investment Report**  
**Presented by: William Wooten, Finance Director**  
  
Finance Director Wooten presented the 2<sup>nd</sup> Quarter Investment Report and answered questions.

**4. Website Draft**

**Presented by: Katherine Lindsey, Assistant to the City Administrator**

Assistant to the City Administrator Lindsey presented the item and displayed the draft website. The photographer will be taking interior photos, outdoor photos, and more people photos and activities. The estimated launch date is June 29, 2023. Councilmember Didehbani suggested the website include a section to highlight new businesses.

**5. Capital Projects Update**

**Presented by: Robert McWayne, Interim Director of Public Works**

Interim Director of Public Works McWayne presented the project updates and answered questions.

**6. Public Works Crack Seal Machine update**

**Presented by: Robert McWayne, Interim Director of Public Works**

Interim Director of Public Works McWayne presented the item including a cost estimate of approximately \$70,000. Mr. McWayne clarified that the previous Director of Public Works had previously stated that the city owned a crack seal machine when in fact it was a striping machine. Council discussed the need for a striping machine and better-quality paint instead of using Dallas County for street striping.

**7. National Fitness Grant Application**

**Presented by: Robert McWayne, Interim Director of Public Works**

Interim Public Works Director McWayne presented the item and stated the cost to the city to participate in this matching grant could be up to \$270,000. Council members discussed the need for the equipment to be easily accessible and visible, local corporate sponsorship and advertisement on the wall, artwork provided by the high school students, and the need to partner with a nutritional program provider. The council directed staff to proceed with the grant application at a potential cost of fifty percent of the cost to be provided by the city and to review in-kind gifts.

**E. PUBLIC HEARINGS**

- 1. Conduct a Public Hearing to consider a request from Drew Donsky with Claymoore Engineering, representing the property owner Chris Storm with Sable Realty LLC, for a Specific Use Permit (SUP) to allow for a Parking lot, Trucks, and Trailers in the Light Industrial (LI) district at the following location; Being a 17.88-acre tract of land out of a 29.314-acre tract of land situated in the William H. Shelton Survey, Abstract Number 1292, in the City of Hutchins, Dallas County, Texas, and being that certain tract of land described to 29.3899-acre development tract, a warranty deed recorded in Volume 87003, Page 8509, Official Public Records, Dallas County, Texas, and being more particularly described as Lot 2, Block A commonly addressed as 725 E. Wintergreen Rd.**

**Presented by: Tim Rawlings, Building Official**

Mayor Pro Tem Nichols opened the public hearing at 7:10 p.m.

Building Official Tim Rawlings presented the item.

Ken Becker, representing OOIDA, spoke in support of improved safe parking for truckers.

Felix Madrigal, 1527 Trout Road, Hutchins, spoke against more heavy truck parking and read a statement.

Chris Storm, property owner, presented a summary of the proposed project to help relieve the need for truck parking in the City of Hutchins. Mr. Storm stated that the volume of warehouses in Hutchins and the number of trucks serving those businesses has increased truck traffic in Hutchins. This project would help relieve truck traffic, the illegal truck parking in the area, help drivers comply with Federal standards for truck drivers, and provide a safe parking facility when their time runs out. The facility will be screened by the natural tree line along the creek, have an 8-foot screening fence, and emergency entrance on Finn Road with the main entrance at Wintergreen to allow for eighteen trucks at a time. There will be no container storage or on-site shower facilities.

The Public hearing was closed at 7:44 p.m.

2. **Conduct a Public Hearing to consider a request from Brandon Paredes representing property owner Guilbaldo Castillo requesting a change in zoning at 700 W. Palestine Street from its current zoning district of Retail (R) to Single Family Residential 7,000 SF (SF-7) to allow division of the property into 3 lots with the intent of constructing new single-family homes on the lots (required lot sizes in the SF-7 District are Lot width 60' lot depth 100') at a tract of land situated in the T. Freeman Survey, Abstract No. 453, in the City of Hutchins, Dallas County, Texas and being all of that tract of land described in a deed to Donnie H. McGraw, recorded in Volume 200012, Page 3691 of the Official Public Records of Dallas County, Texas (OPRDCT), and being more particularly described as Hutchins Acreage, Blk. 6 Lot 8.**

**Presented by: Tim Rawlings, Building Official**

Mayor Pro Tem Nichols opened the public hearing at 7:44 p.m.

Building Official Tim Rawlings gave a background summary. The item was brought forward on the recommendation of the Planning and Zoning Commission.

Aurora Madrigal, 1527 Trout Rd., Hutchins, stated there is already an existing address of 700 W. Palestine.

Building Officials Rawlings acknowledged the addressing issues and stated that the addressing will be corrected after approval and during the final plat process when the properties are readdressed.

The public hearing was closed at 7:48 p.m.

**F. REGULAR AGENDA**

Mayor Pro Tem called at recess at 7:50 p.m.

Mayor Pro Tem reconvened the meeting at 8:05 p.m. Councilmember Campbell was excused from the meeting.

- 1. Discuss and consider Ordinance 2023-1170 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF HUTCHINS, TEXAS; GRANTING A SPECIFIC USE PERMIT (SUP) TO DREW DONOSKY OF CLAYMOORE ENGINEERING (REPRESENTING THE OWNER CHRIS STORM) IN ORDER TO ESTABLISH AND OPERATE A "PARKING LOT, TRUCKS AND TRAILERS" FACILITY ON ±17.88 ACRE TRACT OF LAND, LEGALLY DESCRIBED AS BEING IN THE WILLIAM H. SHELTON SURVEY, ABSTRACT NUMBER 1292 (725 E. WINTERGREEN ROAD, HUTCHINS, DALLAS COUNTY, TEXAS); PROVIDING FOR THE APPROVAL OF THE PROPOSED CONCEPT SITE PLAN.**

**Presented by: Tim Rawlings, Building Official**

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Ordinance 2023-1170. All in favor, the motion carried 3-1

Voting in Favor: Councilmember Odom, Councilmember Elmore and Mayor Pro Tem Nichols

Voting Against: Councilmember Didehbani.

- 2. Discuss and consider Ordinance 2023-1169 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF HUTCHINS, TEXAS; APPROVING A CHANGE IN ZONING FROM RETAIL (R) TO SINGLE-FAMILY RESIDENTIAL-7 (SF-7) ON ±0.763 ACRE TRACT OF LAND SITUATED IN THE T. FREEMAN SURVEY, ABSTRACT NO. 453, CITY OF HUTCHINS, DALLAS COUNTY, TEXAS; SAID TRACT BEING ALL OF THE CERTAIN TRACT OF LAND DESCRIBED IN DEED TO DONNIE H. McGRAW RECORDED IN VOLUME 200012, PAGE 3691 OF THE OFFICIAL PUBLIC RECORDS OF DALLAS COUNTY, TEXAS, MORE COMMONLY KNOWN AS 700 W. PALESTINE STREET, HUTCHINS, DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A".**

**Presented by: Tim Rawlings, Building Official**

Councilmember Elmore made the motion seconded by Councilmember Didehbani to approve Ordinance 2023-1170. All in favor, the motion carried 4-0.

- 3. Discuss and consider Resolution R2023-1106, RATIFYING APPROVAL OF ORDINANCE NO. 2016-0992-A, AN ORDINANCE AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF HUTCHINS, TEXAS, BY GRANTING A SPECIFIC USE PERMIT ("SUP") TO ALLOW FOR HEAVY LOAD VEHICLE STORAGE ON APPROXIMATELY TWENTY-THREE ACRES OF LAND ZONED LIGHT INDUSTRIAL ("LI"), LOCATED ON DOWDY FERRY ROAD (COMMONLY KNOWN AS LOT 1,**

**BLOCK A, LANDER ADDITION, 1220 DOWDY FERRY ROAD), HUTCHINS, DALLAS COUNTY, TEXAS**

**Presented by: Cynthia Olguin, City Secretary**

Felix Madrigal, 1527 Trout Rd., Hutchins, spoke against the approval of this item.

City Secretary Olguin presented the item and explained the item was brought forward to correct an administrative function that was not completed in February 2016 when the SUP was approved by the city council. Copies of the approved council minutes and other supporting documents were provided. The Resolution is for the purpose of ratifying action taken on February 1, 2016, and allowing for current staff to codify the ordinance for the SUP and updated the zoning map.

Councilmember Didehbani made the motion seconded by Councilmember Odom to approve Resolution R2023-1106. All in favor, the motion carried 4-0.

4. **Discuss and consider Ordinance 2023-1168, OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED “GENERAL PROVISIONS” BY AMENDING ARTICLE 1.03 TITLED “CITY OFFICERS”**

**Presented by: Karen Steward, Director of Human Resources**

Councilmember Elmore made the motion seconded by Councilmember Odom to approve Ordinance 2023-1168. All in favor, the motion carried 4-0.

5. **Discuss and consider Resolution R2023-1113 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 6, TITLED “CONDUCT”, BY AMENDING SECTION 6.02 TITLED “EMPLOYEE APPEAL PROCESS” BY ADDING THE CITY SECRETARY WILL BE HEARD BY THE CITY COUNCIL FOR AN APPEAL ON A DISCIPLINARY ACTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: Karen Steward, Director of Human Resources**

Councilmember Odom made the motion seconded by Councilmember Didehbani to approve Resolution R2023-1113. All in favor, the motion carried 4-0.

6. **DISCUSS AND CONSIDER RESOLUTION R2023-1114 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CONTRACTUAL AGREEMENTS RELATED TO EMPLOYEE BENEFITS FOR FISCAL YEAR 2023-2024 AT AN ESTIMATED ANNUAL COST OF \$806,667.48; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: Karen Steward, Director of Human Resources**

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2023-1114. All in favor, the motion carried 4-0.

7. **DISCUSS AND CONSIDER RESOLUTION R2023-1115 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF THE AGREEMENT FOR PROFESSIONAL**

**SERVICES BETWEEN THE CITY OF HUTCHINS AND FREESE AND NICHOLS, INC. (FNI) FOR ENGINEERING SERVICES AND CONCEPTUAL PLANNING OF A GRADE-SEPARATED CROSSING FOR PALESTINE STREET AT THE UNION PACIFIC RAILROAD.**

**Presented by: Guy Brown, EDC Director**

EDC Director Guy Brown presented the item and provided a summary of wait times at the railroad crossing and solutions to mitigate wait time at the railroad crossing.

Councilmember Didehbani asked about the affect of property values to residents and business owner property once the engineering study was initiated and suggested a town hall meeting to discuss with the citizens before moving forward. The council discussed the need to move forward with the study to gather more information to provide the citizens at a town hall meeting.

Councilmember Didehbani exited the meeting at 8:52 p.m.

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2023-1115. All in favor, the motion carried 3-0.

- 8. Discuss and consider Resolution R2023-1116 OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF HUTCHINS AND SCHAUMBURG & POLK, INC. FOR WATERLINE REPLACEMENT IN THREE LOCATIONS.**

**Presented by: Robert McWayne, Interim Director of Public Works**

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2023-1115. All in favor, the motion carried 3-0.

- 9. Discuss and consider Resolution R2023-1117 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING QUOTES RECEIVED IN ASSOCIATION WITH THE CITY'S COMMUNITY CENTER (SENIOR CENTER) IRRIGATION SYSTEM PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE ABUNDANT WATER SPRINKLER COMPANY IN AN AMOUNT NOT TO EXCEED \$16,280.00; AUTHORIZING THE EXPENDITURE OF SAID FUNDS FROM THE FY 2022-2023 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: Robert McWayne, Interim Director of Public Works**

Councilmember Elmore made the motion seconded by Councilmember Odom to approve Resolution R2023-1117. All in favor, the motion carried 3-0.

- 10. Discuss and consider Resolution R2023-1118 OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A MEMORANDUM OF UNDERSTANDING WITH PARTICIPATING LOCAL GOVERNMENTS AND DALLAS COUNTY TO PARTICIPATE IN URBAN COUNTIES' TECHSHARE.JUVENILE PROGRAM.**

**Presented by: Steve Perry, Police Chief**

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2023-1118. All in favor, the motion carried 3-0.

11. **Discuss and consider Resolution R2023-1119 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AMENDMENT NO. 2 TO THE MEMORANDUM OF UNDERSTANDING WITH PARTICIPATING LOCAL GOVERNMENTS AND DALLAS COUNTY TO PARTICIPATE IN DALLAS COUNTY JUVENILE CASE MANAGEMENT SYSTEM AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 2.**

**Presented by: Steve Perry, Police Chief**

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Resolution R2023-1119. All in favor, the motion carried 3-0.

12. **Discuss and consider Ordinance 2023-1171 OF THE CITY OF HUTCHINS, TEXAS, AMENDING ORDINANCE 2022-1149 APPROVING THE FISCAL YEAR 2022-2023 OPERATING BUDGET BY AUTHORIZING BUDGET ADJUSTMENT #4; PROVIDING AMENDED APPROPRIATIONS FOR ALL OF THE FUNDS OF THE CITY.**

**Presented by: William Wooten, Finance Director**

Councilmember Odom made the motion seconded by Councilmember Elmore to approve Ordinance 2023-1171. All in favor, the motion carried 3-0.

**G. ITEMS OF COMMUNITY INTEREST**

City Secretary Olguin announced the items of community interest.

**H. ADJOURNMENT**

Councilmember Elmore made the motion seconded by Councilmember Odom to adjourn the meeting at 9:05 p.m. All in favor, the motion carried 3-0.

**PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON 7<sup>th</sup> DAY OF AUGUST 2023.**

APPROVED:

  
Mario Vasquez, Mayor

ATTEST:

  
Cynthia Olguin, City Secretary

