

MINUTES OF THE REGULAR MEETING OF THE CITY OF DALWORTHINGTON GARDENS, TEXAS, CITY COUNCIL HELD ON JANUARY 21, 2021 AT 6:30 P.M. IN THE COUNCIL CHAMBERS, 2600 ROOSEVELT DRIVE, DALWORTHINGTON GARDENS, TEXAS.

Although the Mayor and two Council Members physically attended the meeting, the remaining Council Members attended the meeting virtually and a public dial in number was provided as a remote option to the public. This option was provided to advance the public health goal of slowing the spread of the Coronavirus (COVID-19)

WORK SESSION – 6:30 P.M.

1. CALL TO ORDER

Mayor Bianco called the meeting to order at 6:36 p.m. with the following present:

Members Present:

Laura Bianco, Mayor
John King, Alderman, Place 1
Steve Lafferty, Alderman, Place 2
Cathy Stein, Alderman, Place 3
Ed Motley, Mayor Pro Tem; Alderman, Place 4
Joe Kohn, Alderman, Place 5

Staff Present:

Lola Hazel, City Administrator
Greg Petty, DPS Director
Kay Day, Finance Director
Jeff Chasteen, Public Works Superintendent

2. WORK SESSION WITH CITY ENGINEER REGARDING STREET PRIORITY LIST

This item was discussed in the work session.

3. DISCUSSION OF OTHER AGENDA ITEMS, IF TIME PERMITS

No other items were discussed.

REGULAR SESSION – 7:00 P.M.

1. CALL TO ORDER

Mayor Bianco called the meeting to order at 7:00 p.m.

2. INVOCATION AND PLEDGES OF ALLEGIANCE

Mayor Bianco gave the invocation. Pledges were said.

3. PRESENTATIONS AND PROCLAMATIONS

This item was not needed.

4. ITEMS OF COMMUNITY INTEREST

The following items were presented.

- Great Backyard Bird Count – February 12-15, 2021

- **Easter Egg Hunt – March 27, 2021**
- **Earth Day/Rock Painting – April, 2021**

5. CITIZEN COMMENTS

None

6. MAYOR AND COUNCIL COMMENTS

- **Mayor Bianco:** Spoke to the Santa Parade and how enjoyable it was. Spoke to Council Member John King and his family, especially daughter Kaysha who led the event, providing Christmas lunch for employees at City Hall who had to work during the holiday. Shared an opportunity for residents to share recipes with Price and Erika Pitstick, owners of Price Right Tree Service, who are putting together a book compiling said recipes.
- **John King:** Spoke to the Santa Parade and how enjoyable it was.
- **Steve Lafferty:** Seconded Mr. King's comments and welcomed everyone to the New Year.
- **Cathy Stein:** Wished everyone a Happy New Year. Spoke to the upcoming Great Back Yard Bird Count event coming up February 12-15, 2021.
- **Ed Motley:** None
- **Joe Kohn:** Echoed comments by Mr. King and Mr. Lafferty. Wished everyone a Happy New Year.

7. DEPARTMENTAL REPORTS

- a. **DPS Report**
- b. **Financial Reports/Quarterly Investment Report**
- c. **City Administrator Report**

Departmental Reports were presented.

8. CONSENT AGENDA

- a. **Approval of October 8, 2020 special meeting minutes**
- b. **Approval of October 15, 2020 regular meeting minutes**
- c. **Approval of November 12, 2020 special meeting minutes**
- d. **Approval of November 19, 2020 regular meeting minutes**
- e. **Approval of the December 17, 2020 regular meeting minutes**
- f. **Resolution 2021-01 calling for the May 1, 2021 General Election for the offices of Alderman Place 3, Alderman Place 4, and Alderman Place 5.**
- g. **Approval of quotes from HFC Services for fire hydrant maintenance in an amount not to exceed \$15,000, all of which was already included in the approved FY 2020-2021 City Budget.**
- h. **Approval of Ordinance No. 2021-01 approving budget amendments for FY 2020-2021.**
- i. **Presentation and acknowledgment of budget adjustments for January 2021.**

j. Discussion and possible action regarding the Mayor's Monarch Challenge.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Cathy Stein to approve the Consent Agenda.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

9. REGULAR AGENDA

a. Discussion and possible action regarding a priority list for street repair.

Background information on this item: Staff is providing a list of streets for crack sealing for final consideration. At the last council meeting, council requested the engineer's methodology for street priority. That is included in your packet along with the following street information. Staff is including the original crack sealing list, and then an updated list with Roosevelt and California at the top as requested by council. Staff made a few more suggested changes to the list such as including Twin Lakes North since reconstruction was just completed on the southern portion. Staff also included information on streets where water lines were replaced (2017) and at the time, it was expected or planned to do street construction afterwards, just for council's consideration. Council may decide not to consider those unless they are included in the current priority list.

Staff is looking for guidance on the crack sealing list so that staff may post notice for bid applications. At the last meeting, council was concerned about how to hold bidders accountable without providing our whole budget amount. Staff found where bids were solicited in 2017 and believes this to be the best method. Staff is currently working with the city attorney to update the bid application before posting. Included in the bid packet are control measures such as the public works superintendent auditing how much crack sealant is used each day to ensure we're charged only for what was used. It is anticipated crack sealing would commence in the spring. Furthermore, staff is looking for guidance on the crack sealing list to determine which streets to look at for resurfacing and/or reconstruction. As an example, part of Roosevelt is included in both the crack sealing list and resurfacing list. Staff would like to look at Roosevelt for resurfacing and reconstruction, if the budget allows for it, but would expect to then remove it from the crack sealing list.

In summary, staff is looking for guidance on the list of streets for crack sealing to allow moving forward with soliciting bids, and also to help with prioritizing streets considered for resurfacing/reconstruction. After the CDBG project is submitted at the end of January, staff will know how much funding remains to move forward with planning the next street project.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Cathy Stein to approve the street priority list with the following inclusions/changes:

Next budget year's resurface/rebuild is:

- Elkins from just east of Park to approximately the parking lot by the duck feeding area.
- Two sections of Roosevelt where there is vertical deflection of the road surface: 1) north of the intersection with Sunset and 2) near the water tower.

Crack Sealing for this year:

- Roosevelt Drive from California to Arkansas
- Roosevelt Drive from Arkansas to Pioneer Parkway
- California Lane, where appropriate (recent new paving)
- Sunset Lane, entire street where appropriate
- Indian Trail, west of new paving area to stop before alligator cracking
- Harder Lane

- Sieber Lane
- Twin Lakes North (southern portion just repaved)
- Chase Court
- Seville Court
- Courtney Court
- Oak Trail Court
- Michigan Avenue
- Broadacres

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

b. Discussion and possible action to amend the Purchase Policy, section IV, as it relates to routine recurring expenses.

Background information on this item: In order to make the purchase process simpler for certain routine recurring expenses, staff is requesting an edit be made to the Purchase Policy. The change is being made to page 8, section IV, Routine Recurring Expenses. Changes are shown in red text.

A motion was made by Council Member Cathy Stein and seconded by council Member John King to approve the following amendment the Purchase Policy, section IV, as it relates to routine recurring expenses, shown in red text.

IV. ROUTINE RECURRING EXPENSES

The City of Dalworthington Gardens has routine operating expenses which are crucial and must be paid in order to provide services to the citizens. Routine expenses that are not covered by a contract, such as TMRS, utilities, janitorial services, routine vehicle maintenance, quarterly building maintenance, annual maintenance fees to include software maintenance, annual subscriptions, refunds, and other government agencies must be documented on a one-time Routine Recurring Expense Form detailing the type of expense and requires approval of the City Administrator and/or DPS Director. The form is to be retained by the Finance Department.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

c. Discussion and possible action to amend the Capitalization and Depreciation Policy as it relates to the minimum requirement for capitalization of assets.

Background information on this item: This needed change was discovered during the audit process. This is standard for asset depreciation. A second change was discovered by Council Member Cathy Stein and included in the approved amendments.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Cathy Stein to approve the following amendments to the Capitalization and Depreciation Policy as it relates to the minimum requirement for capitalization of assets, shown in blue text.

- (1) Tangible capital items should be capitalized only if they have an estimated useful life of **two** (**2**) **one (1)** years or more following the date of acquisition or significantly extend the useful life of the existing asset and cannot be consumed, unduly altered, or materially reduced in value immediately by use and have a cost of not less than \$5,000 for any individual item or group of items (i.e.: desks, chairs, etc.).

Examples of Repairs vs. Improvements

<u>Repairs = Expenditures</u>	<u>Improvements = Capitalized Assets</u>
All items-life is less than one year <u>OR cost is under \$5,000</u>	All items-life is more than one year <u>AND cost is \$5,000 or more</u>

<u>All items-cost is under \$5,000.00</u>	<u>All items-cost is \$5,000.00 or more</u>
---	---

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, Motley, and Kohn

Nays: None

- d. Discussion and possible action regarding Project #2020-01, the new City Hall building, to include, but not limited to any change order approval.**

Council Member Joe Kohn left the meeting during the discussion of this item.

Background information on this item: This is a recurring item for the city hall project.

Staff is looking for direction on the orientation of the dais. The choices are curved like the current Council dais, or straight as shown on the site plan included in the packet.

Staff is also looking for direction or ideas on a time capsule to be buried during the grand opening of the City Hall.

City Council discussed different orientations to include straight, curved, and “dog-legged” shapes. No action was taken.

- e. Discussion and possible action regarding Project #2020-02, Twin Lakes, Twin Springs to include, but not limited to any change order approval.**

Background information on this item: This is a recurring item that will appear on all future agendas until this project is complete.

The road construction is now complete. The only outstanding items are manholes and valve pads, fog sealing the road, and moving mailboxes back. Staff would like to discuss possibly re-seeding grass on each side of both Twin Lakes and Twin Springs. You can find photos in your packet showing how much would be needed on either side of the road. Staff is working with Prime Landscape to obtain a quote for the work. The problem we will run into is residents have different types of grass and some germinate later than others. Staff is looking for

council's feedback on grass replacement prior to doing the work. As long as mailbox placement goes well, there should be a cost savings on that work which may pay for the re-seeding. Just having dirt there will cause erosion problems. Lastly, even though striping is typically not done in non-major roads, staff would like feedback on striping just the outsides of the road for esthetic reasons but also safety. Striping the sides just has a cleaner look, but also helps at night with determining where the street ends on each side.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member John King to direct staff to on the following for the Twin Springs/Twin Lakes project: obtain quotes to reestablish grass, with a preference towards sod instead of seeding; and to deny the request for striping.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, and Motley

Nays: None

f. Discuss and possible action regarding amendments to the FY 2020-2021 budget in amounts not to exceed \$10,000.00.

Background information on this item: This is a standing agenda item that will appear on all future agendas. The idea is provide an item whereby staff can discuss needs that come up after the agenda posting deadline. These would only be items that, without council approval, would otherwise put operations on hold.

This item was not needed.

g. Discussion and possible action regarding the city's response to COVID-19 (coronavirus), to include but not limited to any necessary disaster declarations, updates to City Council, and cost-related needs.

Background information on this item: This will be a recurring item to provide an avenue to discuss needs related to COVID-19 moving forward. With cases being received almost daily in the city, and more city employees being affected, staff needs a way to discuss matters if they arise after the council packet has been delivered. There is nothing to discuss at this time.

This item was not needed.

10. TABLED ITEMS

a. Discussion and possible action regarding consideration of bond requirements for oil and gas drilling.

This item was not pulled from the table nor discussed.

11. FUTURE AGENDA ITEMS

None.

12. EXECUTIVE SESSION

a. Recess into Executive Session pursuant to Government Code, Section 551.071, consultation with attorney; and Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee; to wit: membership of a zoning board of adjustment member

City Council recessed into Executive Session at 7:54 p.m.

b. Reconvene into Regular Session for discussion and possible action on the membership of a zoning board of adjustment member.

City Council reconvened into Regular Session at 8:20 p.m. No action was taken.

13. ADJOURN

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member John King to adjourn at 8:20 p.m.

Motion carried by the following vote:

Ayes: Members King, Lafferty, Stein, and Motley

Nays: None