

**MINUTES OF
BULLARD CITY COUNCIL REGULAR MEETING
JANUARY 14, 2020**

A Regular Meeting of the City Council of the City of Bullard, Texas, was held Tuesday, January 14, 2020, 6:00 p.m. at Bullard City Hall, 114 South Phillips, Bullard, Texas, with the following present:

**Mayor: Pam Frederick
Mayor Pro Tem: Bryan Willis
Councilmember: Mark Anderson
Councilmember: Ralph Britt
Councilmember: Shirley Coe**

**City Manager: David Hortman
Police Chief: Gary Don Lewis
City Engineer: Brian Capps
Finance Director: Sonja Richey
Utility Director: David Wells
City Secretary: Doris Crockett**

Absent: Councilmember David Rhodes

Meeting Order: Call to Order; Roll Call; Invocation; Pledge to Flag

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ITEM 1: CITIZEN PARTICIPATION – NONE

ITEM 2 - EXECUTIVE SESSION – CONSULTATION WITH CITY ATTORNEY

Mayor Frederick announced that the Council would convened in Executive Session at 6:14 p.m. in accordance with Texas Government Code, Open Meetings Act under Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter regarding RFPs under Agenda Items 4, 5, and 6.

On motion by Mayor Pro Tem Willis, seconded by Councilmember Anderson and carried unanimously, Council invited City Manager David Hortman to be present in the Executive Session.

City Attorney Robert Davis consulted with the Council in Executive Session by telephone.

ITEM 3 – RETURN TO OPEN SESSION

Mayor Frederick announced that the Executive Session had concluded and Council reconvened in Open Session at 6:40 p.m. Mayor Frederick announced that no action was taken during the Executive Session.

ITEM 4 – CAPCO ENGINEERING, INC. AND CP&Y, INC. ENGINEERING COLLABORATIVE PROPOSAL – ENGINEERING SERVICES FUTURE SEWER PLANT PROJECT AND APPLICATION AND FUNDING THROUGH TEXAS WATER DEVELOPMENT BOARD - CONTRACT AWARDED

The Council removed from the table the item to discuss and act on awarding Engineering Services contract based on recent RFPs in connection with future sewer plant project and application and funding through Texas Water Development Board (TWDB) which item was tabled 12-10-19.

City Manager Hortman reported that a committee composed of Paul Neuhaus, Engineer for City of Tyler and Kirk Bynum, Engineer for C. T. Brannon Corp., Tyler, and himself, with Mayor and Utility Director Wells being in attendance, met for 3 hours to review and score the RFPs submitted for engineering services. Following the review, it was the Committee's recommendation that the contract be awarded to Capco Engineering, Inc. and CP&Y, Inc. under their collaborative proposal.

On motion by Councilmember Britt, seconded by Mayor Pro Tem Willis and carried unanimously, Council awarded the engineering services contract in connection with future sewer plant project and application and funding through Texas Water Development Board (TWDB) to Capco Engineering and CP&Y, Inc. under a collaborative proposal as recommended by review committee.

ITEMS 5 AND 6 - RFPs FOR FINANCIAL ADVISOR SERVICES, AND BOND COUNSEL SERVICES – CONTRACT AWARD – ITEMS DROPPED FROM AGENDA

On motion by Councilmember Coe, seconded by Councilmember Anderson and carried unanimously, pending further research the Council dropped Item Nos. 5 and 6 to award contracts based on RFPs received on November 25, 2019, for Financial Advisor Services and Bond Counsel Services in connection with future sewer plant project and application and funding through Texas Water Development board (TWDB).

ITEM 7 - ANNEXATION PETITION – JASON CAMPBELL CUSTOM HOMES, 5 LP – 1 ACRE TRACT – DEVELOPMENT AGREEMENT DECLINED RESOLUTION ADOPTED SETTING PUBLIC HEARING

The Council considered a petition filed January 9, 2020, requesting annexation by area landowner, Jason Campbell Custom Homes, 5LP, of a 1 acre tract in the Vinson Moore League A0015 adjacent to and north of FM 344 E., Smith County, Texas.

In accordance with Chapter 43 of the Local Government Code the applicant received an offer of a Development Agreement and declined the offer.

On April 9, 2019, the City Council, upon petition from landowner Jason Campbell Custom Homes, 5LP, annexed 40.655 acres which surrounds on three sides this 1 acre tract that is now petitioned for annexation. Subsequent to the earlier annexation the applicant purchased the 1 acre tract which is included in their development, The Meadows East.

On motion by Mayor Pro Tem Coe, seconded by Councilmember Anderson and carried unanimously, the petition from Jason Campbell Custom Homes 5LP for voluntary annexation of a 1 acre tract in the Vinson Moore League A0015, Smith County, Texas, adjacent to and north of FM 344 E., Bullard Texas, and the attached Resolution was adopted as read setting a Public Hearing for Tuesday, February 11, 2020, at 6:00 p.m.: (**Attach Resolution 2020-0114**)

ITEM 8 – THE MEADOWS EAST SUBDIVISION – FINAL PLAT APPROVED

The Council considered approval of the Final Plat for The Meadows East Subdivision, Vinson Moore League, A-15, Smith County, Texas, a 41.289 acre tract, adjacent to and north of FM 344 E., Bullard, Texas - Jason Campbell Custom Homes 5, LP, owner.

This Plat includes a 1 acre tract (Tract 52A) which the owner had not been able to initially purchase when the original 40.655 acre tract was annexed on petition of property owner on April 9, 2019. Subsequently, Jason Campbell Custom Homes has purchased that 1 acre tract and is submitting petition to the City for annexation. (Petition was received and Annexation is scheduled to be complete February 11, 2020.)

The Meadows East Subdivision Final Plat was approved by the Planning and Zoning Commission on January 6, 2020.

On motion by Councilmember Coe, seconded by Councilmember Anderson and carried unanimously, the Final Plat for The Meadows East Subdivision was approved as submitted.

ITEM 9 – STAFF REPORTS

- a. Building Permits/Code Violations/Warrant Processing Report; building related permits and inspections, swimming pool permits; solicitors and temporary use permits; growth in various subdivisions; Code violations; and processing of warrants; working with new ownership on 506 Third Street residential structure; working with a foreclosure in West Ridge Addition – **Danny Ray**
- b. City Manager Report – Conducted weekly team leadership meetings; Completed Track 1 of the CPM Program; met with committee over the WWTP RFQs; toured Christus EMS facility; assisted with Christmas Kickoff; met with City Engineer regarding upcoming projects; discussion with property owner about possible solution to providing water and sewer to the west side of Hwy. 69; attended a meeting with BISD and BPD pertaining to an active shooter situation; participated in groundbreaking for LePapillon Subdivision – **David Hortman**
- c. City Engineer Report – current and future water and sewer needs - **Brian Capps**

- d. City Secretary Report – Prepared candidate packets for May 2, 2020, General Election; researched new laws regarding annexation and set schedule for considering petition from landowner; continue processing paperwork associated with the Bluebonnet Point Wellness nursing home project as needed; and processing requests, giving notice, attendance and recording of City Council Meetings, P&Z Meeting and BEDCO Meeting; and preparation of legal documents – **Doris Crockett**
- e. Finance Report – review of expenditures, receipts and balances since last report, including Budget summaries – **Sonja Richey**
- f. Human Resources Department Report –processed 2 bi-weekly payrolls; held first Annual TMRS meeting; helped with Christmas Kickoff; updated TMRS contribution rate from 5% to 6%; completed end of year requirements for payroll; researched payroll access for multiple employees; provided backup support for various departments; maintained shared office calendar; and related duties associated with employees and employment - **Jennifer MacWhirter**
- g. Municipal Court Report – Statistics for warrants issued, court activity and fines and fees collected – **Diana Folmar**
- h. Police Department Report - Calls for Service or Case Investigations, Traffic, Arrest, Warrants, Cases Filed and general Police activity – **Gary Don Lewis**
- i. Public Relations/Communications Department Report – usage statistics of City’s website, Facebook, Police Facebook, Instagram, Twitter, Civic Ready and park usage; participated in the Christmas Kickoff Festival & Parade; started re-vamping the City website; prepared Sell Your City presentation; began annual budget document – **Lexie Hudson**
- j. Utilities Director – Monthly Work Report for Water Department, Wastewater Department, Street Department and Parks Department; routine daily checks for water and wastewater; water line leaks; patching pot holes and clearing and cleaning rights-of-way; routine daily cleaning and inspection of equipment at Parks; and participation in Christmas Kickoff – **David Wells**

Finance Director Richey reviewed the financial report.

On motion by Mayor Pro Tem Willis, seconded by Councilmember Britt and carried unanimously, Staff Reports were approved as presented.

ITEM 10 – MINUTES APPROVED – DECEMBER 10, 2019

On motion by Councilmember Anderson, seconded by Mayor Pro Tem Willis and carried unanimously, City Council Minutes for the Regular Meeting December 10, 2019, were approved as presented.

***Prior to adjournment, Councilmember Coe expressed her appreciation to Mayor Pam Frederick regarding the Mayor’s participation and representation of the City in the “Sell**

Your City” event in Tyler. She relayed what pride she felt when the Mayor talked about the City of Bullard.

**City of Bullard
Council Minutes**

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ITEM 11 – ADJOURNMENT

On motion by Councilmember Coe, seconded by Councilmember Britt and carried unanimously, the meeting adjourned at 6:58 p.m.

PAM FREDERICK, MAYOR

A T T E S T:

DORIS CROCKETT, CITY SECRETARY