

**MINUTES OF
BULLARD CITY COUNCIL REGULAR MEETING
AUGUST 11, 2020**

Due to the current Coronavirus COVID - 19 public health emergency, the City of Bullard is taking extraordinary steps to protect the public health, safety and welfare. A video conference meeting was conducted for other than Council Members and Staff who were in attendance in the City Hall Council Chamber.

A Regular Meeting of the City Council of the City of Bullard, Texas, was held Tuesday, August 11, 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: Shirley Coe
Councilmember: Terry Mebane**

**City Manager: David Hortman
Police Chief: Gary Don Lewis
City Engineer: Brian Capps
Finance Director: Sonja Richey
Human Resources Director: Jennifer MacWhirter
Utilities Director: David Wells
City Secretary: Doris Crockett**

Absent: Councilmember Lane McDaniel

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

.....
ITEM 1 - CITIZEN PARTICIPATION – NONE

ITEM 2 – NEW EMPLOYEE INTRODUCTION

Director of Utilities David Wells introduced and the Council welcomed new Street Department employee Stephen Garrett.

**ITEM 3 – BULLARD CHURCH OF CHRIST – ZONE CHANGE REQUEST –
MAIN STREET AND LOVELESS STREET – TABLED**

A Public Hearing had been scheduled to discuss and act upon a request to change zoning from “R-1A” Single Family Residential District to “C-2” General Commercial District, Lots 1 and 2, Block 4, City of Bullard Subdivision and Lots 1 and 2, Block 8, Green Valley Subdivision, on East Main

Street (Southwest corner of East Main Street and Loveless Street), Smith County, Texas – applicant Bullard Church of Christ.

The City Planning and Zoning Commission considered this request on July 27, 2020. During discussion of this item, it was stated that the western most lot did not appear to meet the minimum 14,000 sq. ft. required for “C-2” zoning. Pastor Randy Marion on behalf of the Church stated that their proposed buyer planned to buy both lots and construct one building on the entire property. With discussion it was decided that the applicant could have a plat approved administratively that would remove the lot line between the two lots and make one lot.

Based on the understanding that one of the lots did not meet the minimum required sq. ft. for the “C-2” zoning the P&Z Commission recommended to the City Council that the zoning be changed to “C-1” Light Commercial District unless a plat could be approved administratively making the property into one lot which would have a total more than 14,000 sq. ft. which would then fit the “C-2” General Commercial District minimum sq. ft. requirement.

Following the Planning and Zoning Meeting, the Church had contacted a surveyor to prepare a plat to make the “2” lots into one. The survey called the City to say that the area was actually still 4 lots. The Smith County Appraisal District (SCAD) was contacted because on their map the property showed as 2 lots. SCAD checked and concluded that in fact the property was 4 lots and that they had no explanation why it had been shown as 2 on their map. SCAD changed their map. The surveyor is working on a new plat to make the 4 lots into 1. This Replat will be presented to the Planning and Zoning Commission on August 24, 2020.

It is requested that the zone change request be tabled until the September 8, 2020, Council Meeting at which time the Replat which will meet the minimum 14,000 sq. ft. for a “C-2” General Commercial District will be presented for approval.

On motion by Mayor Pro Tem Willis, seconded by Councilmember Coe, and carried unanimously, the zone change request was tabled until September 8, 2020, as requested.

ITEM 4 – SPECIALIZED PUBLIC FINANCE, INC. – FINANCIAL ADVISOR – TAX NOTE SERIES 2020 – AGREEMENT AUTHORIZED

On motion by Councilmember Anderson, seconded by Mayor Pro Tem Willis and carried unanimously, Council authorized entering into an agreement with Specialized Public Finance, Inc. to serve as the City’s Financial Advisor for the Tax Note Series 2020, for street improvements and relocation of utilities on TxDOT project for widening FM 2493 (Houston Street).

ITEM 5 – TAX INCREASE PROPOSED – PUBLIC HEARING SET – SEPTEMBER 8, 2020

On motion by Mayor Pro Tem Willis, seconded by Councilmember Anderson and carried with the following vote, Council agreed to a proposed tax rate of **\$.595599** (M&O rate of **\$.294097**, and the I&S rate to be **\$.301502**) for an expected revenue increase of **\$204,460.00 of which \$117,309.51** is tax revenue to be raised from new property added to the tax roll this year and set **Tuesday, September 8, 2020**, at 6:00 p.m. as the date for a public hearing to consider the proposed tax rate:

AYES: Willis, Anderson, Coe, Mebane

NOES: None

ABSENT: McDaniel

PRESENT AND NOT VOTING: Mayor Frederick (Votes only in tie)

ITEM 6 – PROPOSED FY 2020-2021 BUDGET – PUBLIC HEARING SET

On motion by Councilmember Anderson, seconded by Councilmember Mebane and carried unanimously, Council set the Public Hearing and adoption of the City's proposed Budget for FY 2020-2021 for Tuesday, August 25, 2020, at 6:00 p.m.

ITEM 7 – FM 2493 WIDENING - TXDOT PROJECT – WATER AND SEWER UTILITY RELOCATIONS – CAPCO ENGINEERING, INC. PROFESSIONAL ENGINEERING SERVICES FOR LOCATION, DESIGN AND BID DOCUMENTS

On motion by Councilmember Coe, seconded by Mayor Pro Tem Willis and carried unanimously, Council authorized entering into an agreement with Capco Engineering, Inc. for professional services for design for water and sewer utility relocations for TxDOT widening of FM 2493 (Houston Street) inside the City Limits.

ITEM 8 – THREE DOVES ESTATES SUBDIVISION, PHASE 2 - CAPPSCAPCO CONSTRUCTION –ACCEPTANCE OF INFRASTRUCTURE IMPROVEMENTS

On motion by Mayor Pro Tem Willis, seconded by Councilmember Anderson and carried unanimously, after final inspection and recommendation by Capps-Capco Construction, the City Council accepted the infrastructure improvements in Three Doves Estates Subdivision, Phase 2, subject to receipt of maintenance bond.

ITEM 9 - SMITH COUNTY 9-1-1 COMMUNICATIONS DISTRICT – 2020-2021 BUDGET APPROVED

On motion by Councilmember Anderson, seconded by Councilmember Coe and carried unanimously, the City Council approved the Smith County 9-1-1 Emergency Communications District Budget for 2020-2021 as presented.

ITEM 10 – CHEROKEE COUNTY APPRAISAL DISTRICT – 2019 AUDIT APPROVED

On motion by Councilmember Anderson, seconded by Councilmember Mebane and carried unanimously, the City Council approved the Cherokee County Appraisal District Audit for 2019 as presented.

ITEM 11 – STAFF REPORTS

- a. Building Permits/Code Violations Report; 506 Third Street is nearing completion; building related permits and inspections, solicitors and temporary use permits; growth in various subdivisions; Code violations with new emphasis on junk vehicles; request received for street lights on Brentwood; inquiry from possible Flat Creek Ranch Development; LePapillon is under construction units 1-24; new business at 475 E. Main,

- b. City Engineer Report – current and future water and sewer needs - **Brian Capps**
- c. City Secretary Report – working with Smith County 911 on assigning addresses; continuing work on zone change request for Bullard Church of Christ and now including plat submission; processing open records requests; work on Budget/Tax Rate adoption calendar requirements; attended Texas Association of Municipal Clerk’s seminar in Lubbock; awaiting printing of contact cards for Scofflaw Program; continue processing paperwork associated with the Bluebonnet Point Wellness nursing home project; 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**
- d. Finance Report – review of expenditures, receipts and balances since last report, including Budget summaries – **Sonja Richey**
- e. Human Resources Department Report – updated employees’ PTO and Holiday hours; continued to receive job applications for Street Department; researched auto insurance question regarding age of employee; attended interview for Street Department position; updated temporary employee packet; finalized insurance plan for the 2020-2021 plan year; 3 payrolls; maintained shared office calendar; processing department change information access; and related duties associated with employees and employment - **Jennifer MacWhirter**
- f. Municipal Court Report – Statistics for warrants issued, court activity and fines and fees collected – **Diana Folmar**
- g. Police Department Report - Calls for Service or Case Investigations, Traffic, Arrest, Warrants, Cases Filed and general Police activity – **Gary Don Lewis**
- h. Public Relations/Communications Department Report – usage statistics of City’s website, Facebook, Police Facebook, Instagram, Twitter, and Civic Ready; updates to website & City app; participation in joint information center; partnered with schools for “Back to School” events; met with NETHealth regarding future events; meetings with City Manager regarding options surrounding COVID-19; and brainstorming meeting with Chamber Members – **Lexie Hudson**
- i. 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 sewer stoppage calls – **David Wells**

Finance Director Richey reviewed the financial report.

On motion by Councilmember Coe, seconded by Councilmember Mebane and carried unanimously, Staff Reports were approved as presented.

ITEM 12 – MINUTES APPROVED – JUNE 20, 2020 AND AUGUST 3, 2020

On motion by Councilmember Anderson, seconded by Councilmember Mebane and carried unanimously, City Council Minutes for the Regular Meeting of June 20, 2020, and Called Budget Work Session on August 3, 2020, were approved as presented.

ITEM 13 – ADJOURNMENT

On motion by Councilmember Coe, seconded by Councilmember Mebane and carried unanimously, the meeting adjourned at 6:30 p.m.

PAM FREDERICK, MAYOR

A T T E S T:

DORIS CROCKETT, CITY SECRETARY