



City of Lucas
City Council Meeting
January 17, 2019
7:00 P.M.

City Hall - 665 Country Club Road – Lucas Texas

MINUTES

Call to Order

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

City Councilmembers Present:

Mayor Jim Olk
Mayor Pro Tem Kathleen Peele
Councilmember Wayne Millsap
Councilmember Tim Baney
Councilmember Steve Duke
Councilmember Philip Lawrence
Councilmember Debbie Fisher

Staff Present:

City Manager Joni Clarke
City Attorney Joe Gorfida
City Secretary Stacy Henderson
City Engineer Stanton Foerster
Development Services Director Joe Hilbourn
Finance Director Liz Exum
Assistant Fire Chief Lance Gant

Mayor Olk determined that a quorum was present. Everyone was reminded to silence their cell phones and the Pledge of Allegiance was recited.

Citizen Input

1. Citizen Input.

There was no citizen input at this meeting.

Community Interest

2. Community Interest.

- A. Discuss pending legislation that is being considered by the 86th Legislature and provide guidance to City Staff and City Attorney.

Councilmember Fisher noted that legislative session meeting schedule was posted online to view topics of discussion and proposed bills, and senate hearing meetings would begin the following week.

Mayor Olk stated that noted that the City would be hosting Art in Public Places on January 31, 2019 featuring art from area students that would be on display at City Hall. Mayor Olk also noted that candidate filing for the May 4, 2019 election was taking place January 16 through February 15 with applications available from the City Secretary. Mayor Olk also noted that the City would be having an open house on February 19, 2019 celebrating the City's 60th anniversary from 5-7 pm.

City Manager Joni Clarke explained that the City was accepting items for the time capsule that will be part of the 60th anniversary celebration.

Mayor Olk noted that April 6, 2019 the City would be hosting its Texas Trash Off cleanup event, and Founders Day was scheduled for May 11, 2019.

Consent Agenda

3. Consent Agenda.

A. Approval of the minutes of the January 3, 2019 City Council meeting.

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Duke to approve the Consent Agenda as presented. The motion passed unanimously by a 7 to 0 vote.

Regular Agenda

4. Discuss the request by Anita Ahmadi of 2540 W McGarity Lane to install a gate on Allison Lane.

Mayor Olk explained that the applicant, Ms. Ahmadi had requested this item be continued as she was unable to attend the meeting. The City Council was in agreement to table this request to the February 7, 2019 City Council meeting, or a meeting that was in agreement with the applicant.

5. Consider authorizing the City Manager to enter into an agreement with Lakes Engineering for project management services for roadway and waterworks projects in the amount not to exceed \$699,450.

City Engineer Stanton Foerster explained that the proposal included construction engineering, inspection and project management services for the following roadway and water projects:

- Stinson Road paving and drainage improvements
- Blondy Jhune reconstruction
- Winningkoff Road – Phase II paving and drainage improvements
- Water system improvements to include single pressure plane facilities and the north pump station

Mayor Pro Tem Peele asked for clarification if the proposal included funds for required testing of materials, and if a project manager would be on site every day.

Mr. Foerster stated that the cost of testing was included in the overall price of the contract, but that testing would be completed by a third party, and Lakes Engineering would oversee the results and implementation. Mr. Foerster also explained that an engineer from Lakes Engineering would be on site every day overseeing the project and conducting inspections.

Councilmember Lawrence stated that having a project manager on site would benefit the City and help to mitigate risk associated with the project.

Mayor Olk suggested that the contract proposal should be divided based on each construction project, thereby having a better accountability on funds being spent for each project. Mayor Olk also asked how funds would be disbursed if the contract was terminated.

City Attorney Joe Gorfida stated that the contract would contain a termination clause with a 30 day notice that would require the City to pay only for the work performed to date provided it was satisfactory.

Mayor Olk asked that the contract be broken out by project and task order by project, not as a lump sum agreement so the City does not lose any funds on a particular project. Mayor Olk also wanted to ensure that an experienced engineer was on site overseeing the projects.

Mr. Foerster explained the benefits of having Lakes Engineering as the project manager noting that they were a large firm that had other specialized engineers on staff that could provide additional expertise when needed depending on the situation.

Councilmember Fisher asked when the project manager would begin.

City Manager Joni Clarke stated that Lakes Engineering would begin upon the City issuing a Notice to Proceed on a project.

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Millsap to authorize the City Manager to negotiate and enter into an agreement with Lakes Engineering for project management services for the following four projects including Stinson Road paving and drainage improvements; Blondy Jhune reconstruction; Winningkoff Road, Phase II paving and drainage improvements; and Water system improvements including single pressure plane facilities and the north pump station, in an amount not to exceed \$699,450. The motion passed unanimously by a 7 to 0 vote.

6. Consider implementing the findings from the City's 2019 compensation market study.

City Manager Joni Clarke stated that the goal of the market study was to recruit quality employees and maintain a quality workforce. Ms. Clarke stated that the methodology included calculating the market level with the benchmark cities and comparing actual compensation levels by position. To be recommended for a market adjustment, the compensation of a specific position would have to be greater than 10 percent below market. The benchmark cities used included Celina, Fairview, Fate, Melissa, Parker, Prosper, Sunnyvale and Trophy Club. However, Sunnyvale and Parker were not used because they had no pay scales available.

Ms. Clarke stated that the positions recommended for a market adjustment include:

- Development Services Director
- Finance Director
- Fire Chief
- EMS Officer

- Fire Captain
- Firefighter/Paramedic

Ms. Clarke explained that the annualized cost for all positions totaled \$80,740 from the general fund and \$4,608 from the water fund. Ms. Clarke stated that she would like to bring a future agenda item forward discussing the benchmark cities to be used and feedback on methodology.

Mayor Pro Tem Peele expressed the importance of conducting fair market salary studies and the need to recruit and retain quality employees; however, she did not want to use reoccurring funds from reserves to pay for the compensation market study.

Ms. Clarke clarified and noted that any funds approved would be utilized from excess revenue over expenses.

Ms. Clarke discussed with the Council the competitive market that existed for recruitment of Fire-Rescue personnel. The City currently had received only three applications for the firefighter/paramedic position available.

Councilmember Lawrence stated that the City needs to remain competitive and should look at reviewing salaries every few years.

Councilmember Fisher noted that she did not want the fire-rescue program to decline due to inadequate pay levels.

Mayor Olk stated that he would like the Council to establish a methodology of comparative cities and create benchmarks as to where positions should fall within the market, and asked that these items be brought back before the Council for further consideration.

MOTION: A motion was made by Councilmember Millsap, seconded by Mayor Pro Tem Peele, to approve the 2019 market compensation study that would require a budget adjustment. The motion passed unanimously by a 7 to 0 vote.

7. Consider a City of Lucas Communication Policy.

City Manager Joni Clarke stated that a communication policy was prepared to clarify the City's communication efforts with timely and consistent responses.

Councilmember Fisher asked if the policy directed referring emails to City staff regarding status of projects that Councilmembers may receive.

Ms. Clarke stated that when the entire City Council gets an email from a citizen, currently the policy outlines that the Mayor will respond, and Ms. Clarke requested to be copied on those email responses as well.

Councilmember Millsap suggested changing the following sentence under "Email and Text Messages". The sentence reads "If an individual City Council member receives a request for information, he or she should respond and copy the rest of the City Council and the City Manager." Councilmember Millsap suggested that the sentence be changed to respond to the Mayor and City Manager only.

Mayor Olk stated that in that same section, it should also state that the City Council be allowed to request the City Manager respond to emails. As written currently, the policy does not allow for that to occur.

Mayor Olk also requested that in the section "Telephone Calls and Voice Messages" 24 hours be changed to one business day, and in the section titled "Written Correspondence" an amendment be made that states any correspondence sent, a copy be maintained in the City Secretary's office.

Councilmember Fisher suggested adding to the policy for emergency calls, to call the main number.

City Attorney Joe Gorfida asked if a resolution was needed at the next meeting to pass the policy.

Mayor Pro Tem Peele suggested making the document a guideline, no resolution was necessary.

Councilmember Millsap stated that if the policy was changed to be referenced as guidelines then it no longer served its purpose of establishing criteria to be adhered to.

MOTION: A motion was made by Councilmember Fisher, seconded by Councilmember Lawrence to approve the Communication Guidelines with the amendments as discussed. The motion passed by a 6 to 1 vote with Councilmember Millsap voting in opposition.

Executive Session Agenda

8. Executive Session.

An Executive Session was not held at this meeting.

9. Adjournment.

MOTION: A motion was made by Councilmember Millsap, seconded by Mayor Olk to adjourn the meeting at 8:15 pm. The motion passed unanimously by a 7 to 0 vote.

APPROVED:



Mayor Jim Olk

ATTEST:



Stacy Henderson, City Secretary

