



**City of Lucas
City Council Meeting
February 21, 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 Secretary Stacy Henderson
City Attorney Joe Gorfida
City Engineer Stanton Foerster
Development Services Director Joe Hilbourn
Fire Chief Ted Stephens
Finance Director Liz Exum
Building Inspector Scott DeJong

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.

There was no legislative update given at this meeting.

Mayor Olk discussed other items of community interest that included the Texas Trash Off Cleanup event scheduled for April 6, 2019 that would coincide with the electronic recycling event also scheduled for that same day. Mayor Olk noted that the City's Founders Day event was scheduled for May 11 from 12 Noon to 4 pm, and Mayor Pro Tem Peele encouraged residents to donate to the Stick Horse Rodeo event and participate in the day's activities. Mayor Olk noted that the City would be holding their General and Special Election on May 4 that included City Council seats 5 and 6 on

the ballot as well as renewing the Fire District along with the one-half percent sales tax allocated towards the district. Early voting would be held April 22 through April 30.

Mayor Pro Tem Peele discussed mosquito control safety measures pertaining to horses, livestock, and other insects, and referred to a newsletter article in the March edition of the Lucas Leader for more information.

Mayor Olk discussed the City's 60th Anniversary celebration held on February 19 and thanked Councilmember Fisher for her historical displays at the event. Mayor Olk informed the Council that Lucas Family Dental would be having their ribbon cutting ceremony on February 27 at 11am if any Councilmembers could attend. Councilmember Fisher stated she would be in attendance.

Chief Stephens informed the Council that the new fire engine was tentatively scheduled to arrive in Lucas by the end of March.

Councilmember Lawrence stated that the Lovejoy High School basketball team had advanced to the next round in the playoffs and encouraged citizens to come out and support the team.

Councilmember Fisher stated that the Technology Committee would be meeting March 12 and encouraged citizens to attend.

Consent Agenda

3. Consent Agenda.

- A. Approval of the minutes of the February 7, 2019 City Council meeting.
- B. Approval of the City of Lucas Investment Report for quarter ending December 31, 2018.

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

Public Hearing Agenda

4. Conduct the first of two public hearings for the voluntary annexation requested by Gary Cobb for a tract of land located in the Montgomery Birch Survey, Abstract A0115, Tract 19, being all of 10.696 acres, otherwise known as 2020 East Lucas Road.

Building Inspector Scott DeJong gave a presentation explaining that the property owner entered into an annexation agreement in September of 2014. A building permit and annexation application has been filed as part of the development agreement. This annexation was voluntary but required two public hearings.

Mayor Olk opened the public hearing at 7:13pm, there being no one wishing to speak, and the public hearing was closed.

This item was for discussion purposes only, no formal action was required.

- 5. Conduct the second of two public hearings for the voluntary annexation requested by Gary Cobb for a tract of land located in the Montgomery Birch Survey, Abstract A0115, Tract 19, being all of 10.696 acres, otherwise known as 2020 East Lucas Road.**

Building Inspector Scott DeJong stated that this was the second required public hearing for this annexation request.

Mayor Olk opened the public hearing at 7:14 pm, there being no one wishing to speak, the public hearing was closed.

This item was for discussion purposes only, no formal action was required.

Regular Agenda

Mayor Olk announced that the Council would be discussing Agenda Item 11 at this time.

11. Discuss FM 1378 Maintenance Project by the Texas Department of Transportation.

Brenan Honey, Collin County Engineer for TxDOT discussed project updates with the City Council related to TxDOT roadways. The first project Mr. Honey discussed was the maintenance safety project for FM 1378 stating that the safety project would extend from White Rock Creek Bridge south of Stacy Road all the way down to Parker Road. He explained that the roadway would most likely have 3-foot shoulders and they would be upgrading approximately 200 driveways associated with this project and 17 culverts. Mr. Honey stated that they would level up and provide a base repair with three-quarter inch overlay high pressure open course asphalt. That allows for better drainage. Mr. Honey noted that the project would be going to bid in May and approximately two months later construction would begin. The project would begin with drainage. Rumble strips, new signage and new striping would all be included in the maintenance project and would take approximately 13 months to complete.

Mr. Honey further explained that the next TxDOT project scheduled would be the intersection improvements at the Bait Shop (Lucas Road and Southview Drive). He noted that the survey had been completed, traffic data was being finalizing along with utility investigation for the area. Mr. Honey stated that TxDOT would be meeting with property owners in May/June and there was a possibility that a public hearing may have to be held. He noted that they were working with a consultant to assess options for the intersection to identify the best footprint possible allowing for increased traffic movement and turn lanes.

Mayor Olk stated that the intersection was a concern due to the traffic congestion. He reminded Mr. Honey that the City partnered with Collin County to purchase the vacant property at that intersection to assist with improvements to the area. Mayor Olk stated that the City would like to meet with TxDOT once plans were ready for the intersection improvements, and clarified that the additional shoulder work was needed to allow vehicles to pull over when emergency vehicles needed to pass.

Mr. Honey discussed adding turn lanes and the need to potentially move traffic signals as part of the safety project.

Councilmember Fisher asked if a left turn lane would be added to the Estates Parkway intersection improvements.

Mr. Honey stated that they would be widening the intersection to provide left turn lanes and would most likely have to build a temporary turn lane in order to move traffic through the Bait Shop intersection.

Mr. Honey stated that he could provide the City with further updates in May or June once they have more details on the projects.

This item was for discussion purposes only, no formal action was taken.

Mayor Olk moved back to Agenda Item No. 6 on the Regular Agenda.

6. Consider the acceptance and approval of the City of Lucas Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017-2018 presented by BrooksWatson & Co

Mike Brooks, with BrooksWatson CPA's, gave a presentation on the City's Annual Financial Report. He discussed the audit process, the City's assets, general fund balance, general fund revenue and expenditures, as well as utility fund revenue and expenditures. Mr. Brooks stated that the City had prepared a comprehensive annual financial report and gone above and beyond the standard reporting requirements.

MOTION: A motion was made by Councilmember Millsap, seconded by Councilmember Fisher to accept the Comprehensive Annual Financial Report for fiscal year 2017-2018. The motion passed unanimously by a 7 to 0 vote.

7. Consider the renewal of the Lovejoy ISD EMS Services Contract.

Chief Stephens gave a presentation stating that the contract with Lovejoy ISD for emergency medical services provided at their football games was an automatic renewal contract that was up for renewal.

Chief Stephens explained how calls were responded to while an apparatus was located at the football game and coverage that occurred at the fire station to respond to emergency calls. He noted that Medic 862 covers the game while Medic 861 covers the City. Should Medic 861 be on another call, mutual aid would be dispatched. Chief Stephens noted that 21 of the 25 games were covered using volunteer emergency responders.

Councilmember Duke asked if the contract covered the costs associated with working the games and potentially transporting patients.

Chief Stephens stated that the contract did cover costs appropriately and an overtime rate was used in the contract calculation for services provided.

Mayor Olk stated that for future updates, a memorandum could be sent annually regarding the status of this coverage being provided.

The City Council was in agreement to continue the contract with automatic renewals.

8. Consider approving Resolution R 2019-02-00480 supporting the City of Lucas applying for the FY 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

Chief Stephens stated that the SAFER grant was available to apply for but was requesting permission to apply as this was a cost sharing grant where the City would have to provide a certain amount of funding. Chief Stephens stated that the grant provided funding to increase the number of trained front line firefighters. He further explained that the grant provided for 75 percent of the actual costs incurred in each of the first and second years of the grant, and 35 percent of actual costs incurred in the third year of the grant.

Chief Stephens reviewed with the Council the City's projected annual contributions associated with adding three full-time firefighters.

Finance Director Liz Exum explained how the tax rate could be affected with adding additional staff members. Ms. Exum discussed the tax rate and maintenance and operations increases that would equate to a 4.26 percent increase in year one. Ms. Exum reviewed each year and the potential affect it would have on the budget and tax rate. Ms. Exum further explained that the calculations did not include adjusted tax values for 2019 or new properties added to the tax role as of January 1, 2019.

Mayor Olk stated that the projections did not anticipate growth, and if staff members were increased, it could trigger an election if revenue caps are put in place during this legislative session.

Councilmember Millsap noted that years 1, 3 and 4 would require an election because the City would be asking for an eight percent increase in the tax rate.

The Council discussed how disbursement of the grant funds was applied, how funding would be disbursed if personnel hired as part of the grant left the City, and the need for additional firefighters as the City grows.

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Lawrence to approve Resolution R 2019-02-00480 supporting the City of Lucas applying for the FY 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant. The motion passed unanimously by a 7 to 0 vote.

9. Discuss timeline for Capital roadway and water projects.

City Engineer Stanton Foerster explained the capital project timeline outlining projects that were in the design phase and the construction phase.

Councilmember Millsap stated the schedule was easy to read and manage for future projects.

This item was for discussion purposes only, no formal action was taken on this item.

10. Consider authorizing the City Manager to negotiate and enter into separate contracts for the construction of Stinson Road (Bid #015-19), Blondy Jhune Road (Bid #016-19), and Winningkoff Road (Bid #017-19) with McMahan Contractor in the amount not to exceed \$6,775,235.14 plus a five percent contingency of \$338,762 for a total of \$7,113,997.14.

City Engineer Stanton Foerster stated that pre-bid meetings were held and McMahan Contractor submitted the lowest bid. Mr. Foerster stated that the City expects timely completion of the contract with the timeframes indicated by McMahan's bid. He outlined that the City may assess liquidated

damages in the amount of \$500 per day for Winningkoff and \$1,000 per day for Stinson and Blondy Jhune for each day the project was delayed in completion.

Councilmember Fisher expressed concern related to drainage drawings that depict using right of way on resident's property and funding had not been allocated for that acquisition.

Mr. Foerster stated that homes on Blondy Jhune from the Hendrix Farm to the west bridge were considered prescriptive right of way, and prescriptive right of way would not be obtained. However, construction access may be needed in those areas. The City would obtain construction easements, but if the property owner did not want to participate, they would not be required to do so.

MOTION: A motion was made by Councilmember Millsap, seconded by Councilmember Baney, to authorizing the City Manager to negotiate and enter into separate contracts for the construction of Stinson Road, Blondy Jhune Road, and Winningkoff Road with McMahon Contractor in the amount not to exceed \$6,775,235.14 plus a five percent contingency of \$338,762 for a total of \$7,113,997.14. The motion passed unanimously by a 7 to 0 vote.

12. Consider setting a policy for the board/commission appointment process.

Councilmember Duke stated that it was brought to his attention that several applicants were confused about the appointment process and expectations. He discussed how board appointments had been handled differently and believed it would be beneficial to have a policy in place to convey the same message to prospective applicants.

The Council discussed how the board appointment process had evolved through the years and various ways in which the appointment process could be handled.

Mayor Pro Tem Peele suggested applications be accepted throughout the year and a one-time appointment process took place in December, including existing board members that were up for reappointment. Mayor Pro Tem Peele stated that she would like to maintain the option to hold interviews for the Board of Adjustment in Executive Session.

Mayor Olk noted that he was in favor of holding a Meet and Greet reception inviting new applicants and existing board members to the event. During the event, Councilmembers could provide information about the various boards and volunteer opportunities, additional interviews could be held if needed, and appointments would take place in December. Mayor Olk noted that the Meet and Greet reception could take place several months before the appointment process in December.

Councilmember Fisher stated that she would volunteer to be part of a subcommittee to formulate a policy.

The City Council was in agreement with the following guidelines regarding the board appointment process:

- Appointments take place in December annually
- Hold Meet and Greet Reception, separate from Council meeting, for prospective applicants and existing board members

- Have presentation materials available for each Board describing their responsibilities and the appointment process
 - Create deadline for application submittals in order to hold Meet and Greet and conduct interviews if necessary.
- 13. Consider the Fiscal Year 19/20 budget calendar(s) being proposed for the fiscal year 19/20 budget process.**

Finance Director Liz Exum presented the budget calendars depicting various meeting dates needed depending whether the effective tax rate was used or a tax rate that went beyond the effective tax rate.

MOTION: A motion was made by Mayor Olk, seconded by Councilmember Fisher to approve the calendar dates as presented. The motion passed unanimously by a 7 to 0 vote.

Executive Session Agenda

14. Executive Session.

An Executive Session was not held at this meeting.

15. Adjournment.


MOTION: A motion was made by Councilmember Millsap, seconded by Councilmember Duke to adjourn the meeting at 9:01 pm. The motion passed unanimously by a 7 to 0 vote.

APPROVED:



Mayor Jim Olk

ATTEST:



Kent Souriyasak, Special Projects
Coordinator for
Stacy Henderson, City Secretary

