

**MINUTES OF THE BUDGET WORKSHOP /
REGULAR MEETING
OF THE OAK LEAF CITY COUNCIL
HELD ON JULY 8, 2014 AT 6:30 P.M.
AT OAK LEAF CITY HALL**

I. CALL TO ORDER & ROLL CALL:

Council Members Present:

Mayor Craig Wilson

Councilman Bob Rader

Councilman Matthew Gardnier

Mayor Pro Tem James Pierce

Councilman Mark Bounds

Council Member Arriving Late:

Councilman Joyce Liptak

City Staff Present:

City Secretary Ronda Quintana

**MAYOR WILSON CALLED THE REGULAR MEETING TO ORDER AT 6:40 P.M.
AND ANNOUNCED A QUORUM PRESENT.**

A. Invocation:

Mayor Wilson gave the Invocation.

B. Pledge of Allegiance:

It was followed by the declaration of the Pledge of Allegiance by the City Council and audience members.

II. AUDIENCE PARTICIPATION:

Mayor Wilson invited Mr. Jimmie Lamb, citizen at 123 Walnut Court, to speak before the City Council regarding the City Hall Meeting Room Rental Policy, but he deferred his comments until discussion of the item.

III. OLD BUSINESS AGENDA ITEMS:

A. Discussion and Possible Approval of Plat Request for Property on Westmoreland Road Owned by the Estate of Jeannie S. Chowning, a 22.777 Acre Tract, being Platted into a 2.448 Acre Parcel and a 20.329 Acre Parcel

The plat revisions were reviewed by the council members. Mayor Wilson stated the deed restrictions had been removed, since they were already addressed in City Code. Mayor Pro Tem Pierce motioned to approve the plat and Councilman Bounds seconded the motion. There were no further comments from City Council, so Mayor Wilson called for a vote.

Ayes: All present

Nays: None

The motion passed.

IV. RECESS OF REGULAR MEETING:

Mayor Wilson called for a recess at 6:44 p.m., so the council members could endorse all copies of the plat.

V. ARRIVAL OF COUNCIL MEMBER:

Councilman Liptak arrived at 6:45 p.m. and also signed all copies of the plat.

VI. RECONVENE INTO REGULAR MEETING:

The regular meeting reconvened at 6:50 p.m.

VII. REGULAR AGENDA ITEMS:

A. Swearing-in of Unopposed City Council Member - Mark Bounds (Council Place 4)

Mayor Wilson administered the Oath of Office to Councilman Bounds.

E. Discussion Concerning Developing a Policy for Rental of the City Hall Meeting Room

Mayor Wilson indicated the topic of renting the meeting room comes up occasionally, and on this occasion a spreadsheet was created to compare the room rental agreements of several surrounding cities. The spreadsheet was reviewed by the council members, and Mayor Wilson stated there were several factors to consider with regards to renting of the room such as income generation, who would have access, liability issues and clean-up. The item was then opened for discussion. Councilman Liptak informed City Council that when the community planned the construction of the city hall, one of the selling points was use of the meeting room for council meetings, special family celebrations and community activities.

Mr. Jimmie Lamb was then invited to speak, and he stated he and his wife were part of the original group of citizens who incorporated the City of Oak Leaf. Mr. Lamb then stated he has worked for the Southwestern Assemblies of God University (SAGU) for many years and has much experience with the rental of the facilities. SAGU hosts summer camps which have been a good source of income in the summer. They are working hard to capture the interest of civil groups needing a place for activities. Mr. Lamb indicated that the city hall meeting room should be available to any citizen but with limited use stipulations, such as giving citizens priority over non-citizens.

Councilman Bounds concurred with Mr. Lamb's suggestion and also recommended implementing a sizeable but refundable clean-up deposit. Councilman Bounds also mentioned that off-duty law enforcement officers would need to be available if alcohol was served. Councilman Rader stated the city should use caution when determining the deposit amount. If it is too high, people will be discouraged from using it. If it is too low, it will

not generate any income. Councilman Liptak indicated she was also in favor of a hefty clean-up fee.

Councilman Bounds inquired about the rental cost for the room. Mayor Pro Tem Pierce stated the rental of it should be on a first come, first serve basis. Councilman Liptak asked if there was a Room Rental Policy, to which Mayor Wilson commented that the policy and rules would be created over the next coming months. Councilman Rader indicated that he had experienced varying levels of cleanliness after a room rental, and there should be no argument if a room is clean enough. Councilman Bounds agreed.

Mr. Lamb mentioned that SAGU's clean-up fee is included in the room rental cost. Mayor Wilson then tabled the discussion of the item until the next Regular Council Meeting.

VIII. ADJOURN FROM REGULAR MEETING INTO BUDGET WORKSHOP:

The 2014-2015 Budget Workshop convened at 7:21 p.m., and Mayor Wilson gave a quick synopsis of the Budget and Tax Rate Planning Calendar before discussing the following items with City Council:

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| 42020 – Animal Registration | 51120 – Equipment Maintenance |
| 42030 – Building Permits | 51130 – Building Inspections/Plan Reviews |
| 43010 – Property Tax for Maintenance and Operations | 51220 – Public Events |
| 44045 – Investment Interest | 52010 – Wage Expense |
| 45010 – Transfers from Money Market | 52070 – Temporary Personnel |
| 43010 – Money Market Interest | 54010 – Road Improvements |
| 51060 – City Attorney Fees | 54030 – Drainage |
| 51070 – Cleaning Service | 54040 – Contract Labor |
| 51080 – Consultant / Professional Fees | 54060 – Asphalt Materials |
| | 55010 – City Hall Electric |

During the Budget Workshop, Mayor Wilson mentioned he had plans for hiring a zoning consultant to create a zoning ordinance and map, since new subdivisions will be starting soon. City Council discussed options to lower the city hall's energy usage as part of the State Energy Conservation Office Plan. Mayor Wilson indicated there would be two new items on the upcoming budget in relation to the upcoming Woodhaven Bridge Project (a payment of five percent (5%) - approximately \$32,000.00) plus costs for the aesthetic features of the bridge) and the Ovilla Road Project (purchasing the right-of-way at Lark Lane - approximately \$14, 600.00).

IX. ADJOURN FROM THE BUDGET WORKSHOP:

The Budget Workshop adjourned at 7:39 p.m.

X. CONVENE INTO REGULAR MEETING (CONTINUED):

The Regular Meeting convened at 7:40 p.m.

B. Approval of June 10, 2014 Regular Meeting Minutes

The June 10, 2014 Minutes were reviewed, and Councilman Rader made a motion to approve them as presented. Councilman Gardner seconded the motion. There was no further discussion of the item, so Mayor Wilson called for a vote.

Ayes: Mayor Pro Tem Pierce, Councilman Liptak, Councilman Gardner, Councilman Rader

Nays: None

Abstains: Councilman Bounds

The motion passed.

C. Discussion and Possible Approval of Resolution 1405 – A Resolution to Amend the Personnel Handbook Concerning the Wearing of Casual Attire on Fridays

The council members reviewed the changes to the Personnel Handbook suggested by City Staff, and Councilman Bounds motioned to approve Resolution 1405. Councilman Liptak seconded the motion. City Council made no further comments, so Mayor Wilson called for a vote.

Ayes: All

Nays: None

The motion passed.

D. Discussion and Possible Action Concerning Awarding of Bids for the Construction of an Accessory Storage Building on City Property

Mayor Wilson opened discussion of the item by stating the accessory building would be utilized as a place to store the road signage and other public works materials currently located behind city hall. There would be a porch to provide protection for planned public restrooms and generator. Councilman Rader inquired about encasing the generator, so the components could not be stolen. Mayor Wilson indicated it would be secured. Mayor Pro Tem Pierce mentioned that additional security devices could also be installed.

The spreadsheet containing information from three building proposals was reviewed. Councilman Liptak asked about drainage for the bathrooms and what rebar at sixteen (16) inches on center meant. She was informed that drainage lines would be laid before the foundation was poured and sixteen inches on center pertained to the distance between the rebar intersections. After that, Councilman Bounds motioned to accept the proposal from Mach Construction, and Councilman Gardner seconded the motion. There was no further discussion of the item, so Mayor Wilson called for a vote.

Ayes: All

Nays: None

The motion passed.

XI. OLD BUSINESS ITEMS (CONTINUED):

B. Approval of May 13, 2014 Regular Meeting Minutes

The May 13, 2014 Minutes were reviewed, and Councilman Bounds made a motion to approve them as presented. Councilman Liptak seconded the motion. There was no further discussion, so Mayor Wilson called for a vote.

Ayes: Mayor Pro Tem Pierce, Councilman Gardner, Councilman Bounds

Nays: None

Abstains: Councilman Rader and Councilman Liptak

The motion passed.

C. Approval of May 20, 2014 Special Meeting Minutes

The May 20, 2014 Minutes were reviewed, and Councilman Gardner made a motion to approve them as presented. Councilman Liptak seconded the motion. There was no further discussion, so Mayor Wilson called for a vote.

Ayes: Mayor Pro Tem Pierce, Councilman Liptak, and Councilman Bounds

Nays: None

Abstains: Councilman Gardner and Councilman Rader

The motion passed.

D. Discussion of Ordinance 1404 – an Ordinance Amending Chapter 1, All Articles and All Sections – General Provisions

Mayor Wilson invited Councilman Rader to speak concerning the most recent changes to Chapter 1 – General Provisions. Councilman Rader indicated he had prepared his wording changes based on the previous meeting's discussion. In regards to Section 1.505 (Override), he incorporated a provision to supersede and override existing ordinances, orders and rules if they would prevent, hinder or delay necessary action in coping with a disaster. He also stated a change had been made to Section 1.502 (Emergency Management Director - Powers and Duties) (c) which would authorize the termination of a disaster by City Council. After the council members reviewed the changes, Councilman Rader made a motion to approve Ordinance 1404 with the amendments as presented. Councilman Liptak seconded the motion. There were no further comments on the item, so Mayor Wilson called for a vote

Ayes: All

Nays: None

The motion passed.

E. Discussion of Ordinance 1405 – an Ordinance Amending Chapter 2, All Articles and All Sections – Animal Control

City Council reviewed the latest revisions based on the previous meeting's comments, and Councilman Rader motioned to approve Ordinance 1405. Councilman Bounds seconded the motion. The council members made no further comments, so Mayor Wilson called for a vote.

Ayes: All
Nays: None
The motion passed.

In relation to upcoming code changes, Councilman Rader stated there were several issues in Chapter 3 he wished to address. He then made reference to the City Council determining whether a building is hazardous or dangerous and the legal issues which may arise.

XII. REPORTS:

A. LAND/BUILDING:

Mayor Wilson mentioned he was considering future uses for the public works storage building, relocation of the fence and installing a driveway and additional parking (in preparation for the city park).

As a matter related to city land, Mayor Wilson commented about a Texas Parks and Wildlife Department Small Communities Park Grant being available. However, since the city does not have a Park Master Plan yet, he would have to defer applying for the grant until next year.

B. LEGAL:

- Litigation
 - 907 Lark Lane TCEQ Litigation

City Secretary Quintana stated the Texas Commission for Environmental Quality (TCEQ) has gotten access to 907 Lark Lane, so three wells can be installed to monitor the contamination levels of the soil. However, no further action will be taken until the next fiscal year.

C. PUBLIC WORKS:

- Road Maintenance and Repairs

Mayor Wilson indicated all road resurfacing projects for the city had been completed and pothole repairs were nearing completion.

XIII. COMMENTS BY MAYOR, CITY COUNCIL AND CITY SECRETARY:

Councilman Bounds stated three participants attended the June Self Defense Class, and he encouraged everyone to attend and invite others to come to future classes.

Mayor Wilson mentioned the city's trash contract would expire in September, and he would accept City Council's suggestions and comments concerning the Request for Proposal. Mr. Jimmie Lamb

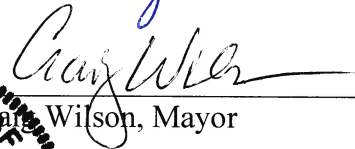
commented that he was frustrated with recycling program on recognized trash holidays, because he has to store two or three times the amount of recycle items depending on holiday. He also stated he would like to have twice-a-week trash pick-ups again, even if the fee increased.

XIV. ADJOURNMENT:

With no further comments from the City Council, Councilman Liptak motioned to adjourn at 8:23 p.m. Councilman Bounds seconded the motion.

Ayes: All
Nays: None
The motion passed.

PASSED THIS 12th DAY OF August, 2014



Craig Wilson, Mayor

ATTEST: 
Ronda Quintana, City Secretary

