

**MINUTES OF THE CITY COUNCIL REGULAR MEETING
CITY OF WILMER
DECEMBER 19, 2019**

Councilmembers Present

Emmanuel Wealthy Williams, Mayor
Candy Madrigal, Mayor Pro Tem
Jeff Steele, Councilmember
Phyllis Slough, Councilmember
Sergio Campos, Councilmember
Melissa Ramirez, Councilmember

City Staff

Missie Schwab, Finance Director
Laurie Rush, Accountant
Mark Hamilton, Fire Chief
Joe Flores, Community Development Director
Andy Martin, City Engineer
Sherry Sefko, City Planner
John Hubbard, EDC/CDC Consultant
Michael B. Halla, City Attorney
Mayra A. Ortiz, City Secretary

Call to Order

With a quorum present, the Regular Meeting of the Wilmer City Council was called to order by Mayor Wealthy-Williams at 7:00 p.m. on Thursday, December 19, 2019 in the Wilmer Community Center, 101 Davidson Plaza, Wilmer, Texas.

Invocation

Mayor Wealthy-Williams gave the invocation.

Pledge of Allegiance

Councilmember Ramirez led the pledge of allegiance.

Presentation

Patrick Meilinger, Manager of CFI, presented a generous Christmas donation in the amount of twenty-six hundred dollars (\$2,600.00) to the City.

Mayor Wealthy-Williams expressed her gratitude and wished CFI continuous success in the New Year.

Community Announcement

Mayor Wealthy-Williams thanked the volunteers, Fire and Police Department, City Council, and all who attended the annual Christmas Tree Lighting that occurred held on Friday, December 13, 2019 at the City Square. The event would have not been a success without the assistance of everyone involved. Also, she expressed her appreciation to all that have contributed to the Toy and Food Drive. Lastly, Mayor

Wealthy-Williams invited all to the "Wilmer on Ice Event" held on Sunday, December 22, 2019 at 10:00 a.m. at City Hall parking lot.

Citizens Comments:

Ann Hester, 219 S. Dallas Avenue, shared the importance of the City's Monthly Newsletter and requested that all residents should receive a copy.

Sheila Petta, 714 Lloyd Street, shared that in 2018 she managed the Christmas donations and stated the donations received exceed the expenses.

Hector Pena, 812 E. Beltline Road, expressed his concerns with items 3 and 6. He provided handouts regarding item 6 and spoke on issues with the culvert.

Mary Phinney, 736 N. Goode Road, shared that residents have been receiving scam calls. She advised all citizens to be alert and not to respond to calls about computer services or other unsolicited services. Also, she expressed the need for "No Parking" signs on N. Goode Road and expressed the safety hazard for all commuting on the road; especially, the transport of children on the school buses.

John F. Phinney, 736 N. Goode Road, expressed his concerns on item 3 and emphasized the need for public comment.

Lorrie McDonald, 1826 E. Beltline Road, spoke on items 4, 5 and 6. She stated that CFI is causing air pollution and littering for the surrounding areas, shared concerns with the development near Goode Road and Mars, and emphasized the enforcement on item 3. Lastly, she expressed concerns on item 4.

Consent Agenda

City Secretary Ortiz read the consent agenda.

- 1. Consider approval of minutes from the City Council Regular Meeting held on November 7, 2019 and City Council Special Meeting held on November 14, 2019.**

MOTION: Mayor Pro Tem Madrigal made a motion, seconded by Councilmember Campos to approve consent item 1. The vote was cast 5 for, 0 against. The motion carried unanimously.

- 2. Discuss and consider approving an Employment Agreement to secure and retain the services of Rona Stringfellow as City Administrator.**

City Secretary Ortiz spoke on item 2 and shared the City advertised for the City Administrator's position on TML, International City/County Management Association (ICMA), Strategic Government Resources (SGR), and Zip Recruiter. On November 7, 2019, City Council unanimously appointed Rona Stringfellow as the City Administrator for the City of Wilmer. City Secretary Ortiz shared that Ms. Stringfellow has more than 15 years of local government management experience and is an International City/County Manager's Association Credentialed Manager.

MOTION: Councilmember Steele made a motion, seconded by Mayor Pro Tem Madrigal to approve item 2, employment agreement, and to start immediately. The vote was cast 5 for, 0 against. The motion carried unanimously.

3. Discuss and consider amending the adopted Rules for Public Comment at open session meetings of the City Council and Boards and Commissions.

City Secretary Ortiz spoke on item 3 and shared that the request is brought forth by the request of Councilwoman Melissa Ramirez for the purpose of revisiting the Rules for Public Comment. On October 21, 2019, City Council received a presentation from staff. City Council suggested to add on the proposed form a caption inquiring if the speaker resides within the city limits. On November 7, 2019, City Council adopted the Rules for Public Comment at open session meetings of the City Council and Boards and Commissions. She shared that Resolution Number 19-1107A, Exhibit A, A(2), states, "The City Council and Boards and Commissions designates a "Citizens' Comments" portion of a regular business meeting during which members of the public may address the body regarding topics that are posted on the agenda as well as matters concerns that are not matters for consideration listed on a posted agenda." Additionally, she shared Exhibit A, C(3) of states, "the presiding chair of each meeting reserves the privilege to extend the time."

Mayor Pro Tem Madrigal inquired if speakers ought to register for public hearing matters. City Secretary Ortiz shared not required to register but recommended. Speakers may provide public testimony for up to three (3) minutes.

Councilmember Steele inquired the exact location in the Public Comments Policy and Procedures regarding Public Hearing matters. City Secretary Ortiz referenced C(5) of Exhibit A, which stated, "A person who intends to speak on a matter that is set for a public hearing is allowed to speak at the time that the public hearing is called."

Mayor Wealthy-Williams requested clarification on the motion. Councilmember Ramirez requested confirmation that citizens will address public comments during Citizens' Comments portion of the meeting. City Secretary Ortiz confirmed.

MOTION: Councilmember Ramirez made a motion, seconded by Councilmember Steele to maintain the adopted Rules for Public Comment as written. The vote was cast 5 for, 0 against. The vote was cast 5 for, 0 against. The motion carried unanimously.

4. Discuss and consider approving by minute entry the monthly Financial Statement for October 2019.

Councilmember Slough expressed her concerns on item 4. She inquired additional information in regards to a payment made to Cynthia Kintz. Finance Director Schwab shared that in the auditor's findings, Ms. Kintz was charged double for her insurance premiums.

Councilmember Slough inquired on the budget account for the City's Annual Pioneer Days Event. Finance Director Schwab shared the expense is in the Mayor and City Council Department under Special Events.

Councilmember Steele inquired clarification on the Administration Expense titled, "Other Expense." Finance Director Schwab clarified the Special Events is budgeted at \$42,000 and shared that she provided a correspondence detailing specifics that fall under "Other Expense." She shared that once the City transitions to new software, staff will be soften up the accounts for improving transparency.

Councilmember Steele expressed his concerns for available funds for the remainder of the fiscal year for the City's annual Easter Hunt, Cinco de Mayo, etc. He requested the revenue amount received from Pioneer Days. He requested a report from Finance Director Schwab regarding Pioneer Days to analyze the strengths and weaknesses in preparation for next fiscal year.

MOTION: Mayor Pro Tem Madrigal made a motion, seconded by Councilmember Campos to approve item 4. The vote was cast 5 for, 0 against. The motion carried unanimously.

5. Discuss and consider reallocating funding between line items in the Fiscal Year 2019-2020 WEDC and WCDC Budgets.

EDC/CDC Consultant Hubbard spoke on item 5 and shared that on November 21, 2019, City Council tabled the item as two-thirds of the number of council members were not present to consider the approval of the budget.

Mayor Pro Tem Madrigal inquired confirmation that Rita Cook is not included in the budget. EDC/CDC Consultant Hubbard confirmed.

Councilmember Steele inquired information on the Public Information Officer. EDC/CDC Consultant Hubbard stated that Rita Cook will not be the Public Information Officer for the City. He shared that she will be presenting the EDC and CDC by marketing and promoting the City. However, after further discussion, the request fund was removed until further discussion with the City Attorney.

City Attorney Halla suggested EDC/CDC Consultant Hubbard to provide the reallocation of each budget item in EDC/CDC. EDC/CDC Consultant Hubbard referenced the staff report and read into the record the reallocation items: Eliminating the fulltime paid Executive Director Position: -\$50,000; Funding Community Services Director position (previously authorized by Council in the General Fund by unfunded): \$45,000; reducing funding for the ED Administrative Assistant from \$17,680 to \$7,500. The remaining \$7,500 will be used to hire a Records Clerk who will be assigned to Economic Development and partially fund for the City Secretary's Office for their services to EDC. Eliminating Administrative Service's fee: -\$6,000 and reducing the Marketing Budget to \$164,845.

Councilmember Steele inquired the details regarding the marketing budget cost. EDC/CDC Consultant Hubbard shared the item is to fund and to support the new Business Retention and Expansion program to promote the City and other marketing efforts.

MOTION: Mayor Pro Tem Madrigal made a motion, seconded by Councilmember Campos to approve item 5. The vote was cast 3 for, 2 against [Steele and Slough]. The motion carried.

6. Discuss and consider a resolution accepting the public improvements for Meadow Ridge Addition, Phase 2 (south side of E. Belt Line Road, approximately 1,200± feet east of S. Goode Road).

City Planner Sefko spoke on item 6 and shared that the item is being represented as it is our understanding, and also the City Engineer's understanding, that City staff has performed all necessary inspections on the required public improvements, and has deemed the improvements in substantial compliance with the City's codes and ordinances pertaining to same and ready for City Council acceptance. Such improvements include new streets, water/wastewater utility lines, underground stormwater collection/conveyance system, street signs/lights, sidewalk along E. Belt Line Road, sidewalk barrier-free ramps at all street intersection corners (internal sidewalk segments will be constructed by the builder as each new home is built), etc.

Councilmember Steele inquired the specific locations of the fire hydrant location. City Planner Sefko deferred to applicants design staff. The representative for Shepherd Place Homes Inc., Pat Atkins, expressed the excitement to move forward. He shared that the construction of the new residential development is complete. He shared that the Subdivision Regulations have been met and city staff have verified such improvements like markings of street and fire hydrants as required for acceptance of public improvements.

Councilmember Steele inquired from staff the fire hydrant buttons and confirmation that staff inspected the site. City Planner Sefko shared that staff has inspected and verified.

City Engineer Martin confirmed that he performed a field observation and that he was not inspecting for fire hydrant buttons. Mr. Atkins shared that if the Fire Chief requests and is stated in the Subdivision Regulations to install the fire hydrant buttons, he will comply.

Fire Chief Hamilton shared that the requirement for fire hydrant buttons is depicted in the adopted Fire Code. Applicant's representative, Mr. Atkins, shared that he will coordinate with Fire Chief to install accordingly.

Mayor Pro Tem Madrigal expressed the need for an internal check-list for all staff involved.

Mayor Wealthy-Williams requested for staff to provide a check-list for Council's review. Community Development Director Flores confirmed and apologized.

MOTION: Councilmember Steele made a motion, seconded by Councilmember Campos to deny item 6 until staff constructs the internal check-list with authorized signatures. The vote was cast 5 for, 0 against. The motion carried unanimously.

Executive Session:

7. The City Council shall convene into closed executive session pursuant to Section §551.071(2) of the Texas Government Code to seek legal advice amending the budget as to line items and salaries of employees and procedures for amending same.
8. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/ session matters executive.

The City Council recessed for Executive Session at 8:18 p.m. and reconvened into open session at 9:00 p.m.

MOTION: Mayor Pro Tem Madrigal made a motion, seconded by Councilmember Steele to authorize City Administrator Stringfellow to enter into an agreement for administration services in an amount not to exceed five thousand dollars (\$5,000.00). The vote was cast 5 for, 0 against. The motion carried unanimously.

ADJOURNMENT

There being no further business, Mayor Wealthy-Williams adjourned the regular session at 9:01 p.m.

ATTEST:



Mayra A. Ortiz, City Secretary

APPROVED:



Emmanuel Wealthy-Williams, Mayor

