

# City of Pilot Point, Texas

Minutes of the October 26, 2020

## City Council Meeting

The City Council of the City of Pilot Point, Texas met on this date at 6:30pm for a Regular City Council Meeting. City Council members present were Mayor Shea Dane-Patterson, Mayor Pro Tem Jim Porter, Councilmembers Brian Ingram, Pearlie Simpson, and Matt McIlravy. City Staff members present were City Manager Britt Lusk, Police Chief Tim Conner, Development Services Director John Taylor, Finance Manager Lana Ensminger, Capital Projects Manager Matt Kaminski, and Acting City Secretary Lenette Cox

### A. VIDEO CONFERENCE

1. **Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/298612725>

**You can also dial in using your phone.**

United States: +1 (408) 650-3123

**Access Code:** 298-612-725

### AGENDA

### B. ROLL CALL/CALL TO ORDER

Mayor Dane-Patterson called the meeting to order at 6:31pm and conducted roll call.

Place 1 Andy Singleton - Absent

Place 2 Brian Ingram - Present

Place 3 Jim Porter - Present

Place 4 Pearlie Simpson - Present

Place 5 Dean Cordell - Absent

Place 6 Matt McIlravy - Present

Mayor Shea Dane-Patterson - Present

### C. PLEDGE TO FLAGS

1. United States of America

2. Texas Flag

*Honor the Texas Flag, I pledge allegiance to thee,  
Texas, one state under God, one and indivisible*

### D. INVOCATION

Pastor Roger Greer of Calvary Baptist Church gave the invocation.

### E. ITEMS OF COMMUNITY INTEREST

Mayor Dane-Patterson announced the Chamber of Commerce would be hosting Trunk-or-Treat at Sonic Drive-In on Saturday, October 31<sup>st</sup> from 5:00pm-7:00pm. She also announced a public hearing scheduled for Wednesday, November 4<sup>th</sup> at 5:30pm for the TxCDBG Grant. Mayor Pro Tem Porter announced that according to the Denton County Health Department there had been 80 cases of COVID-19 in Pilot Point on August 24<sup>th</sup> and that as of October 26<sup>th</sup> there have been 152 cases with 23 still being active. He encouraged everyone to continue to wear a face mask, to social distance, and to wash their hands.

### F. PUBLIC FORUM, PRESENTATIONS AND RECOGNITION:

**Public Forum:***(Citizens are allowed 3 minutes to speak. If the issue is on the agenda, the City Council may choose to discuss and consider the item. If the issue is not on the agenda, the Council is not permitted by state law to respond to or discuss the item other than to make statements of specific factual information in response to a citizen's inquiry or to recite existing policy in response to the inquiry. The Council may request the issue to be placed on a future agenda for action in accordance with state law. This forum is not the appropriate place to address complaints against Public Officials and/or Staff. Complaints of this nature should be made in writing and filed with the City Manager.)*

## G. CONSENT AGENDA

1. **Discuss, consider and possible action approving minutes from the August 24th, September 9th, September 14th and October 12th City Council Meetings.**
2. **Approve purchase of materials for sewer line installation at Fire Dept. and Police Dept. buildings construction site.**

Mayor Pro Tem Porter moved to approve the Consent Agenda. Councilmember McIlravy seconded the motion. The motion passed.

Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson

Absent: Councilmembers Cordell and Singleton

## H. REGULAR AGENDA

1. **Discuss, consider, and possible action on authorizing the Mayor to enter into a Legal Services Agreement with Messer, Fort, & McDonald, PLLC.**

Attorney Marie Johnson represented Messer, Fort, & McDonald via video conference. City Manager Lusk stated that in this agreement, the City will be billed a flat rate of \$6,250.00 per month for general city attorney legal services, municipal court prosecution and attendance at City Council and P & Z meetings. Any fees associated with development agreements would be the responsibility of the developer. Councilmember Simpson moved to authorize the Mayor to enter into a Legal Services Agreement with Messer, Fort, & McDonald. Mayor Pro Tem Porter seconded the motion. The motion passed.

Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson

Absent: Councilmembers Cordell and Singleton

2. **Remove from table and discuss, consider and possible action on directing Board of Adjustments to review and act on variances from the sidewalk requirement if true hardship is determined.**

Development Services Director Taylor remarked that the City Attorney had reviewed the existing Subdivision Ordinance which already gives the City Council the ability to grant variances to the Subdivision Rules and Regulations. No further action is needed on this issue.

3. **Discuss, consider, and possible action on a sidewalk requirement waiver for 401 Scott Ln.**

Development Services Director Taylor stated this property is at the south corner of Scott Lane and North Dallas St. The developer submitted a variance request for consideration to not have to build sidewalks on either side the property. Capital Projects Manager Kaminski stated that on North Dallas St. there is an extreme elevation change from property to road level that would be a hazard and that ADA compliance would not be achievable. He recommends approving a variance on North Dallas St. and denying the variance request on Scott Lane and a 4 ft. sidewalk be built. Mayor Pro Tem Porter moved to approve the variance request on North Dallas St. and deny the variance request on Scott Lane.

Councilmember Ingram seconded the motion. The motion passed.

Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson

Absent: Councilmembers Cordell and Singleton

4. **Discuss, consider and possible action on the 0% 36-month lease to own finance of a large format printer with scanner built in.**

Development Services Director Taylor told Council that the Development Services Department had bought a large format printer 5 years ago with the intention of adding a scanner attachment in the future. The scanner is no longer available. The item is in the approved FY21 budget for \$1500 for 12 months of a 36-month lease. There is another option to lease new equipment which includes the scanner with the printer and would be \$732 over the approved budgeted item. The \$732 could be taken from the Equipment Maintenance budget line since the new equipment will come with a one-year warranty. Mayor Dane-

Patterson moved to allow the Development Services Department to lease the new equipment. Councilmember McIlravy seconded the motion. The motion passed.  
Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson  
Absent: Councilmembers Cordell and Singleton

**5. Approve expenditures from the CARES Corona Relief Fund for technology upgrades.**

- 1. Council Chambers - Beyond Integration Group for \$ 13,787.00**
- 2. Hardware - Microsoft for \$ 55,236.30**
- 3. Hardware - Amazon for \$ 13,500.00**

The City received CARES Corona Relief Funds from Denton County for technology upgrades. City Manager Lusk stated this would allow the employees to be more mobile and able to work from home if necessary. The new equipment will replace both cameras in the council chambers, add new microphones, a presentation board, and be able to cast to the current televisions in the council chambers. The Microsoft proposal is for Surface Pros and covers. The Amazon proposal is for docking stations and equipment. The I-Pads currently used by Council could be re-used at the library for programming. Mayor Pro Tem Porter made a motion to approve the CARES expenditures. Councilmember McIlravy seconded the motion. The motion passed.  
Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson  
Absent: Councilmembers Cordell and Singleton

- 6. Discuss, consider and possible action on approving Budget Amendment #1:**
- (1) CDBG Contract # 7218360- Anna Street (Revenue and Expenditures).**
  - (2) TML Claim # AU129607, to repair damages to Unit 1801 from an accident in October 2020.**
  - (3) Expenditure re-allocations for TML-IRP annual invoice.**
  - (4) Expenditure re-allocations for monthly invoices for City Hall. Moving from Water and Sewer Department to Utility/Finance Department. No Fund change.**
  - (5) Failed to include in FY21 Budget revenue and expenditures for Police Department Donation Account, Fire Department Donation Account, Police Department LEOSE Account and Police Department Seizure Account.**

Finance Director Ensminger stated these items were left out of the FY21 budget and needed to be added. The CDBG revenue and expenses were from the Anna St. project and the revenue had just been received last week. The expenditures were the same cost as the revenue. Mayor Pro Tem Porter moved to approve Budget Amendment #1. Councilmember Simpson seconded the motion. The motion passed.  
Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson  
Absent: Councilmembers Cordell and Singleton

- 7. Discuss, Consider and Possible Action on a Resolution Approving TMLHB as the City Employees Health Insurance, FSA and Cobra; Unum for Dental and Vision; Mutual of Omaha as the life and long-term disability; Benefit Bucks for HRA; Brinson Benefits for employee coordination of complex care and coordination. Cancelling the contract with Mutual of Omaha for short term disability.**  
**ASSIGNED RESOLUTION 2020-06-493**

City Manager Lusk reported the medical coverage increased 5%, but 8% had been budgeted. Vision coverage has decreased by 13% and dental coverage was staying the same cost. The short-term disability coverage was being dropped because there is already an employee sick-leave plan to cover this. There will be no additional cost to any employees for benefits. Councilmember McIlravy moved to approve the resolution for TMLHB as the City employee health insurance, FSA and Cobra; Unum for Dental and Vision; Mutual of Omaha as the life and long-term disability; Benefit Bucks for HRA and Brinson Benefits for employee coordination of complex care and coordination. Councilmember Simpson seconded the motion. The motion passed.  
Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson

Absent: Councilmembers Cordell and Singleton

**I. STAFF REPORTS**

1. September Library Report
2. September Court Report

Mayor Dane Patterson stated she would like for the City to have a warrant roundup. City Manager Lusk said he will meet with the City Attorney to discuss the options.

**J. FUTURE AGENDA ITEMS/REQUESTS BY COUNCILMEMBERS TO BE ON NEXT AGENDA**

*Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that is not posted. Any Councilmember may, however, state an issue and a request that this issue be placed on a future agenda.*

Mayor Pro Tem Porter asked that Public Works Director Trent Vandagriff and Capital Projects Manager Matt Kaminski give a Drainage Update Report at the next meeting.

**K. ADJOURN**

Mayor Dane-Patterson moved to adjourn the meeting at 7:00pm. Mayor Pro Tem Porter seconded the motion. The motion passed.

Ayes: Mayor Dane-Patterson, Mayor Pro Tem Porter, Councilmembers Ingram, McIlravy, and Simpson

Absent: Councilmembers Cordell and Singleton

  
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Shea Dane-Patterson, Mayor

**ATTEST:**

  
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Lenette Cox, Acting City Secretary