

**CITY OF COPPERAS COVE  
CITY COUNCIL WORKSHOP MEETING MINUTES  
June 15, 2010 – 6:00 P.M.**

**A. CALL TO ORDER**

Mayor John Hull called the workshop meeting of the City Council of the City of Copperas Cove Texas to order at 6:00 p.m.

**B. ROLL CALL**

John Hull  
Cheryl L. Meredith  
Charlie D. Youngs  
Gary L. Kent  
Danny Palmer  
Kenn Smith  
Frank Seffrood

**ALSO PRESENT**

Andrea M. Gardner, City Manager  
Jane Lees, City Secretary  
Charles E. Zech, City Attorney

**C. WORKSHOP ITEMS**

1. Presentation and discussion on updates to the 2010-2014 CIP. **Andrea M. Gardner, City Manager**

Ms. Gardner explained that the CIP document was adopted October 2009, but should be updated annually before the budget is presented to City Council. Only projects that have changes will be discussed in the presentation, which is attached and made a part of these minutes.

Current projects discussed included the following:

- Move South 1st Street reconstruction from 2011 to 2012.
- Move West Avenue F reconstruction from 2011 to 2012.
- The Pass Through Financing application for the Southeast Bypass is now broken down. The City will submit a Tiger II application if the Council desires.
- Northeast Bypass is set to let in September 2010. A groundbreaking ceremony will probably be scheduled for August. Debt for this project was issued in May 2010.
- Bradford Drive Extension Phase I – Tax notes were issued in May 2010 for \$165,000.
- Move City park ball field lighting phase from 2011 to 2012 due to waiting for the Parks Needs Assessment to be completed.
- Move Heritage Park playground equipment from 2011 to 2012 due to waiting for the Parks Needs Assessment to be completed.
- Move High Chaparral Park playground equipment from 2011 to 2012 due to waiting for the Parks Needs Assessment to be completed.

- All Parks projects will be packaged together and taken to the voters for approval. This will be a bond proposition on the May 2011 ballot.
- Fire Station #2 relocation will be on the May 2011 ballot. The design and engineering will be moved to 2012.
- Move Library automation system to 2012.
- North Loop Waterline was approved in March or April 2010. The City is currently working with TxDOT and Fort Hood on easements. The Tax Notes for this project were issued in 2010.
- Allen Street waterline upgrade will be deleted from the CIP as a separate project. It will be included in the next project to be discussed.
- The 2010 CDBG project will include Louise Street, South 9th Street, Cove Avenue and the Allen Street waterline upgrade. The grant is for \$250,000 with a match of \$50,000 from the City. The application for this grant will be brought to the City Council at the second meeting in July for approval.
- Add the Northeast water line Phase 1 to the CIP. Mr. Lackey from River City Engineering has begun design on this project because it was included in another project packaged with other things last year.
- Add the Northeast water line Phase II to include a 7-mile ground storage tank with a 1.6 MG pre-stressed concrete shell.
- Still acquiring easements for the Northeast Sewer Line Phase 1. Bonds have been issued as 2010 GO bonds.
- The bonds have been issued as 2010 GO bonds for the Northeast sewer line Phase II.
- Move Compost construction renovations to 2012.
- Move the NWWWTP land purchase to 2013 due to funding constraints.
- Colorado Drive stem wall project was submitted to FEMA. The City is waiting to hear from them on the status of this project. Hopefully within the next 60 days the City will know whether Congress will appropriate additional funds. In the meantime, the project is moved from 2011 to 2012 to await the FEMA decision.
- Move Hughes Gardens drainage improvements from 2011 to 2012 to provide financial relief for the City of Copperas Cove.
- Move Caddy Shack renovations from 2011 to 2012 due to funding issues.
- City staff recommends deleting the Pro shop meeting room project.
- Add effluent storage pond to 2011 to help with water capacity for effluent water used to water the golf course.

Future projects for 2015-2019 included the following:

- 30 in waterline Phase II.
- 30 in waterline Phase III.
- Mountain Top pressure plain water.
- Mickan Mountain elevated storage tank.
- Clear Creek water line.

Parks & Recreation projects included the following:

- Upgrade effluent output - water line from Type 2 to Type 1
- Spray park at golf course

Potential project discussed:

- Downtown Event Parking – demolish the older Police Department building to provide downtown event parking. The building is not structurally sound.

2. Provide direction to the City Manager on item C-1 above. <b>Andrea M. Gardner, City Manager</b>
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Council Member Youngs proposed a splash pool similar to the one in Belton, along with a Hike & Bike Trail for 2013. He said it could be located on the east side where there is a large area of growth behind the Industrial Park. Ms. Gardner requested that the project be added to the future projects list this year and place it in the CIP next year. The Council concurred.

#### **D. ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 6:58 p.m.

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John Hull, Mayor

ATTEST:

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Jane Lees, City Secretary

**CITY OF COPPERAS COVE  
CITY COUNCIL REGULAR MEETING MINUTES  
June 15, 2010 – 7:00 P.M.**

**A. CALL TO ORDER**

Mayor John Hull called the regular meeting of the City Council of the City of Copperas Cove Texas to order at 7:00 p.m.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Rev. Jody Jones, Robertson Baptist Church, gave the Invocation and Mayor Hull led the Pledge of Allegiance.

**C. ROLL CALL**

John Hull  
Cheryl L. Meredith  
Charlie D. Youngs  
Gary L. Kent  
Danny Palmer  
Kenn Smith  
Frank Seffrood - Absent

**ALSO PRESENT**

Andrea M. Gardner, City Manager  
Charles E. Zech, City Attorney  
Jane Lees, City Secretary

**D. ANNOUNCEMENTS**

Mayor Hull said that he wished to thank Chuck Downard for his service on the City Council from March 2009 through June 2010. Ms. Gardner presented Mr. Downard with a picture and a city flag. Mr. Downard said he enjoyed his time on the Council.

Mayor Hull announced that a KCCB waterway cleanup is scheduled for Saturday, June 26, 2010 for City Park pond and creek. Volunteers should meet at the pond at 7:30 a.m. for coffee and donuts. The cleanup will begin at 8:00 a.m. Free T-shirts and re-useable shopping bags will be given to all who participate.

City Manager Gardner announced that there would be a public hearing on State Highway 9 (Northeast Bypass) on June 21, 2010 at 6:00 p.m. at the Police Department.

**E. PUBLIC RECOGNITION**

**F. CITIZENS' FORUM – None.**

**G. CONSENT ITEMS**

1. Consideration and action on approving the minutes from the regular council meeting on June 1, 2010. ***Stefanie Brown, Deputy City Secretary***

3. Consideration and action on authorizing the City Manager to execute a letter revising the City's designated representative for the Electric Reliability Council of Texas, Inc (ERCOT). **Andrea M. Gardner, City Manager**

4. Consideration and action on authorizing the City Manager to submit a ballot form for the election of an ERCOT Unaffiliated Director to serve on the ERCOT Board. **Andrea M. Gardner, City Manager**

Council Member Palmer requested removal of item G-2 from the consent agenda for further discussion.

Council Member Meredith made a motion to approve G-1, G-3, and G-4 as presented. Council Member Kent seconded the motion, and with a unanimous vote, motion carried.

2. Consideration and action on a resolution authorizing continued participation with the steering committee of cities served by Oncor; and authorizing the payment of 10 cents per capita to the steering committee to fund regulatory and related activities related to Oncor Electric Delivery Company LLC. **Andrea M. Gardner, City Manager**

After Council Member Palmer asked several questions, he made a motion to approve item G-2 as presented. Council Member Smith seconded the motion, and with a unanimous vote, motion carried.

#### **H. PUBLIC HEARINGS/ACTION**

1. Public hearing and action on an ordinance amending the 2009-10 fiscal year budget for the City of Copperas Cove. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, gave an overview of agenda item H-1. The overview included the City Manager notifying the governing body that a portion of the funds, if appropriated for the Budget Director position, may be utilized for an executive search to be completed. An executive search would help ensure sufficient quality applicants are available for selection to fill the position.

Mayor Hull opened the public hearing at 7:20 p.m.

Speaking for: None.

Speaking Against: None.

Council Members Smith and Kent asked several questions regarding the funds requested for elections and scanners for municipal court. Council Member Palmer asked if the budget amendment gives an additional \$32,000 for Civic Center renovations. Ms. Gardner replied that the amendment only appropriates the money so that the Community Services Director can go out for bids on the project.

Mayor Hull closed the public hearing at 7:29 p.m.

Council Member Youngs made a motion to approve Ordinance No. 2010-25 as presented. Council Member Meredith seconded the motion and a roll call vote was taken as follows:

Cheryl L. Meredith	Aye
Charlie D. Youngs	Aye
Gary L. Kent	Aye
Danny Palmer	Nay
Kenn Smith	Aye

Motion carried four to one.

The ordinance caption is as follows:

#### ORDINANCE NO. 2010-25

**AN ORDINANCE APPROVING AND ADOPTING AN AMENDMENT TO THE BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF COPPERAS COVE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009, AND ENDING ON SEPTEMBER 30, 2010; REPEALING ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING A SAVINGS CLAUSE AND AN EFFECTIVE DATE.**

#### I. ACTION ITEMS

1. Consideration and action on the appointment of members to the Keep Copperas Cove Beautiful Commission. ***Silvia Rhoads, Executive Director, Keep Copperas Cove Beautiful***

Silvia Rhoads, Executive Director of Keep Copperas Cove Beautiful, gave an overview of agenda item I-1.

Council Member Smith made a motion to appoint Elizabeth Sherman to the Keep Copperas Cove Beautiful Commission. Council Member Palmer seconded the motion, and with a unanimous vote, motion carried.

2. Consideration and action on authorizing the City Manager to enter into an amendment to the municipal solid waste transportation agreement with Comal Transportation L.L.C. ***Michael Mundell, Superintendent of Solid Waste***

Michael Mundell, Superintendent of Solid Waste, gave an overview of agenda item I-2.

Council Member Palmer made a motion to authorize the City Manager to enter into an amendment to the municipal solid waste transportation agreement with Comal Transportation L.L.C for two more years. Council Member Meredith seconded the motion, and with a unanimous vote, motion carried.

3. Consideration and action on authorizing the City Manager to enter into an amendment to the municipal solid waste disposal agreement with Waste Management of Texas Inc. ***Michael Mundell, Superintendent of Solid Waste***

Michael Mundell, Superintendent of Solid Waste, gave an overview of agenda item I-3.

Council Member Palmer made a motion to authorize the City Manager to enter into an amendment to the municipal solid waste disposal agreement with Waste Management of Texas Inc for two more years. Council Member Smith seconded the motion, and with a unanimous vote, motion carried.

4. Consideration and action on an ordinance rescinding Personnel Policy No. 910, Travel Policy. **Kelli Sames, Human Resources Director**

Kelli Sames, Human Resources Director, gave an overview of agenda item I-4.

Council Member Smith made a motion to approve Ordinance No. 2010-24 as presented. Council Member Palmer seconded the motion, and with a unanimous vote, motion carried.

The ordinance caption is as follows:

**ORDINANCE NO. 2010-24**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, RESCINDING EMPLOYEE PERSONNEL POLICY NO. 910, TRAVEL POLICY AND DECLARING AN EFFECTIVE DATE.**

5. Consideration and action on amending an ordinance to include the City of Copperas Cove Travel Policy as part of Chapter 2, Administration, Article V, Financial Procedures and Fiscal Policy; providing a severability clause; providing a savings clause; and declaring an effective date. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, gave an overview of agenda item I-5.

Council Member Palmer made a motion to approve Ordinance No. 2010-27 as presented. Council Member Meredith seconded the motion, and with a unanimous vote, motion carried.

The ordinance caption is as follows:

**ORDINANCE NO. 2010-27**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE V, FINANCIAL PROCEDURES AND FISCAL POLICY; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

6. Consideration and action on an ordinance amending Personnel Policy No. 022, Equal Employment Opportunity. **Kelli Sames, Human Resources Director**

Kelli Sames, Human Resources Director, gave an overview of agenda item I-6.

Council Member Meredith made a motion to approve Ordinance No. 2010-28 as presented. Council Member Kent seconded the motion, and with a unanimous vote, motion carried.

The ordinance caption is as follows:

**ORDINANCE NO. 2010-28**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 022, (EQUAL EMPLOYMENT OPPORTUNITY) AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 022, (EQUAL EMPLOYMENT OPPORTUNITY) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.**

7. Consideration and action on an ordinance adopting a new Personnel Policy No. 021, Requests for Accommodation. ***Kelli Sames, Human Resources Director***

Kelli Sames, Human Resources Director, gave an overview of agenda item I-7.

Council Member Palmer made a motion to approve Ordinance No. 2010-29 as presented. Council Member Smith seconded the motion, and with a unanimous vote, motion carried.

The ordinance caption is as follows:

**ORDINANCE NO. 2010-29**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ADOPTING EMPLOYEE PERSONNEL POLICY NO. 021, REQUESTS FOR ACCOMMODATION AND DECLARING AN EFFECTIVE DATE.**

8. Consideration and action on a resolution authorizing the City Manager to execute an Advance Funding Agreement with TxDOT for voluntary utility relocation for the State Highway 9 project and release funds to TxDOT no earlier than forty five (45) days prior to the date set for receipt of the construction bids. ***Andrea M. Gardner, City Manager***

Andrea M. Gardner, City Manager, gave an overview of agenda item I-8.

Council Member Meredith made a motion to approve Resolution No. 2010-24 as presented. Council Member Kent seconded the motion, and with a unanimous vote, motion carried.

The resolution caption is as follows:

**RESOLUTION NO. 2010-24**

**A RESOLUTION TO AUTHORIZE THE CITY MANAGER OF THE CITY OF COPPERAS COVE TO EXECUTE AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION TO CONTRIBUTE FUNDS FOR THE VOLUNTARY UTILITY RELOCATION OF WATER AND WASTEWATER LINES AT THE PROPOSED STATE HIGHWAY 9 FROM FM 116 TO US 190.**

9. Consideration and action on authorizing the City Manager to execute a contract with TTG Utilities, LP for the Community Development Block Grant (CDBG) Water System Improvements Project. **Robert M. McKinnon, Public Works Director**

Robert M. McKinnon, Public Work Director, gave an overview of agenda item I-9.

Council Member Kent made a motion to authorize the City Manager to execute a contract with TTG Utilities, LP for the Community Development Block Grant (CDBG) Water System Improvements Project. Council Member Palmer seconded the motion, and with a unanimous vote, motion carried.

10. Discussion and possible action on appointing additional members to an ad hoc committee for the purposes of reviewing Chapter 3 of the City of Copperas Cove Code of Ordinances and to provide written guidance from the Council to the ad hoc committee. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, gave an overview of agenda item I-10.

Council Member Meredith made the following motion regarding the Animal Rescue Committee and the Committee to Review Chapter 3 of the Code of Ordinances:

1. A city staff member is requested to attend these committee meetings.
2. Meetings should be held earlier in the day on Tuesday so as to not conflict with City council meetings or on Wednesday.
3. The Animal Advisory Board should be invited to attend the meetings.
4. A veterinarian should be appointed to be on the committees.
5. The City Attorney should provide legal assistance and comments for the committee and review the final draft prior to being brought to council for approval.
6. The committee recommendations should be provided to the City Attorney by July 5, 2010, with the final approval by the City Council on August 5, 2010.
7. All meetings from this point forward should be recorded or televised.

Council Member Palmer seconded the motion, and with a unanimous vote, motion carried.

**J. REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS – None.**

**K. ITEMS FOR FUTURE AGENDAS – None.**

Council Member Smith requested that City Council attendance at AUSA and TML be discussed at the next meeting. Council Members Palmer and Meredith agreed.

Council Member Palmer requested an excused absence for the July 6, 2010 regular council meeting, and that an item requesting the absence is placed on the July 6, 2010 agenda. Council Members Youngs and Smith agreed.

Council Member Kent requested that the local clergy and the Police Chief team up and create an advisory committee to discuss safety during community events. Council Members Smith and Meredith agreed.

**L. EXECUTIVE SESSION**

1. Pursuant to §551.072 of the Open Meetings Act. *Tex. Gov't Code*, Council will meet in Executive Session to deliberate the purchase, exchange, lease, or value of real property – Northeast Sewer Line Project.

The Council adjourned to Executive Session at 8:08 p.m.

**M. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION**

Council reconvened into open session at 8:26 p.m. Mayor Hull announced that there was no action to be taken as a result of Executive Session.

**N. ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 8:27 p.m.

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John Hull, Mayor

**ATTEST:**

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Jane Lees, City Secretary