

**CITY OF COPPERAS COVE
CITY COUNCIL WORKSHOP MEETING MINUTES
July 6, 2010 – 6:25 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 6:25 p.m.

B. ROLL CALL

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

ALSO PRESENT

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

C. WORKSHOP ITEMS

1. Presentation and discussion on the Drainage Criteria Manual. **Wesley Wright, P.C., City Engineer**

Wesley Wright gave a presentation on the proposed changes to the Drainage Criteria Manual. The presentation is attached to and made a part of these minutes.

2. Provide direction to the City Manager on item C-1 above. **Andrea M. Gardner, City Manager**

No changes in the proposed ordinance were requested by the Council. The Council agreed to place the Drainage Criteria Manual on the July 20, 2010 council meeting as a public hearing, then again on the August 3, 2010 council meeting for a second public hearing and action. The Council requested additional pictures and illustrations.

D. ADJOURNMENT

There being no further business, Mayor Hull adjourned the meeting at 6:57 p.m.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary

Drainage Criteria Manual

City Council Workshop
July 7, 2010

Wesley Wright, P.E.
City Engineer

Workshop Topics

- ▶ History
 - ▶ Overview
 - ▶ Draft Ordinance Policy
 - ▶ Considerations
 - ▶ Recommendations
- 

History

- ▶ Drainage Master Plan
 - Set drainage Design Criteria
 - Identified Existing Problems
 - Recommended Improvements
 - Commissioned in 1981
 - Completed in 1983
 - Formally Adopted in 1996

History

- ▶ Drainage Utility Study
 - October 1996
 - Identification of Existing Problems
 - Recommended Capital Improvements
 - Not a Drainage Master Plan or Criteria Update

History

- ▶ Walker, Wiederhold, & Associates
 - Contracted in September 2005
 - Inventory of Existing Drainage Structures – October
 - Watershed Modeling of Major Basins – October
 - Phase II Storm Water Permit – completed
 - Drainage Criteria Manual – tonight's agenda

History

- ▶ Land Disturbance Ordinance and Drainage Criteria Manual Committee
 - Established October 13, 2009
 - Charlie Youngs, Council Member
 - Nelson Helm, Council Appointee
 - Samuel Banks, Council Appointee
 - Gilbert Hancock, Council Appointee
 - Wesley Atkinson, Council Appointee
 - Jamie Clark, Council Appointee
 - Mike Morton, Chief Building Official
 - James Trevino, Assistant Public Works Director

Overview

- ▶ Drainage Criteria Manual – 8 Sections
 - Drainage Policy
 - Technical Criteria
 - Storm Water Runoff
 - Street Flow
 - Inlets
 - Storm Drains
 - Open Channels
 - Culverts
 - Stormwater Management

Overview

- ▶ 100 Year Storm
 - 1% Chance Storm (in any year)
 - Events are NOT Mutually Exclusive
 - FEMA FIRM Base Flood – February 17, 2010
- ▶ A 25 year design WILL flood in a 100 year storm. This does not mean there is necessarily a problem. Policy dictates acceptable risk.

Draft Ordinance Policy

- ▶ 1.1.0 – Introduction
- ▶ 1.2.0 – Drainage Policy
- ▶ 1.2.1 – Application
 - Drainage policy shall govern drainage infrastructure within the corporate limits and ETJ
 - Does not apply to private structures (only city maintained facilities)
 - All plans must be signed and sealed by a licensed professional engineer

Draft Ordinance Policy

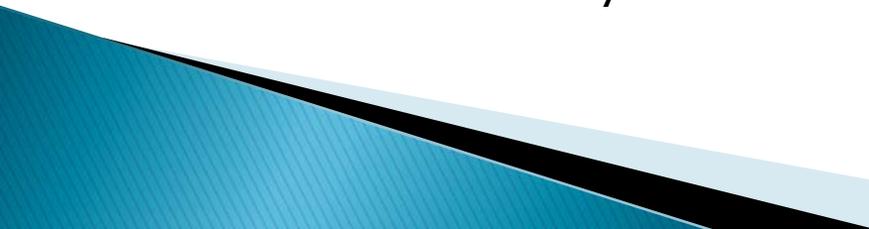
▶ 1.2.2 – General

- No increase in flow with development for the 25 & 100 year storms
 - Current ordinance requires design for only 25 year storm
- 25 year storm within roadway
- 100 year storm within right-of-way
 - No change from current ordinance

Draft Ordinance Policy

- ▶ 1.2.3 – Drainage Flow in Streets
 - No concentrated discharges into streets
 - Currently not addressed

 - ▶ 1.2.4 – Street Cross Flow
 - Valley gutters at intersections only
 - Max 6” of water crossing the street
 - Currently not addressed

 - ▶ 1.2.5 – Allowable Flow at Intersections
 - No more than 6” of water
 - Currently not addressed
- 

Draft Ordinance Policy

- ▶ 1.2.6 – Drainage System
 - Detention pond criteria & specifications
 - Accessibility and slopes
 - Currently not addressed
 - Erosion control, vegetation, rip-rap, slope protection required
 - Currently not addressed
 - Reinforced concrete pipe only beneath pavement
 - Plastic pipe allowed in unpaved areas
 - No change to current requirements

Draft Ordinance Policy

- ▶ 1.2.6 – Drainage System Continued
 - Channel design (earth & concrete)
 - 100yr storm must be contained within channel limits
 - Currently 25/50yr design required
 - Vegetation must be established
 - No change to current ordinance
 - Establish acceptable easement widths & locations
 - Currently not addressed
 - Storm drains
 - Between lots – to be minimized
 - Along the rear of lots – not allowed
 - Currently not addressed

Draft Ordinance Policy

▶ 1.2.7 – Computations

- Must be provided
- Methods

▶ 1.2.8 – Stormwater Detention

- Pre-developed peak flow from 25yr storm shall not be increased
 - No change from current criteria
- 100yr storm will be contained within the pond
 - Currently on 25yr detention required

Draft Ordinance Policy

- ▶ 1.2.8 – Stormwater Detention
 - Ability to waive detention
 - If area is part of a regional detention pond
 - If directly adjacent to a water course with sufficient capacity to handle the 100yr storm
 - If detention would adversely affect the downstream conditions.
 - Available capacity downstream alone will not be justify relief from detention requirements
 - New provision

Draft Ordinance Policy

- ▶ 1.2.9 – Floodplain Management
 - Prohibits arbitrary changes to floodplain limits
 - NOT a revision to Floodplain Ordinance
 - Recently adopted City of Copperas Cove Floodplain Ordinance will govern
 - Discusses FEMA map change issues
 - Standard FEMA procedures

Draft Ordinance Policy

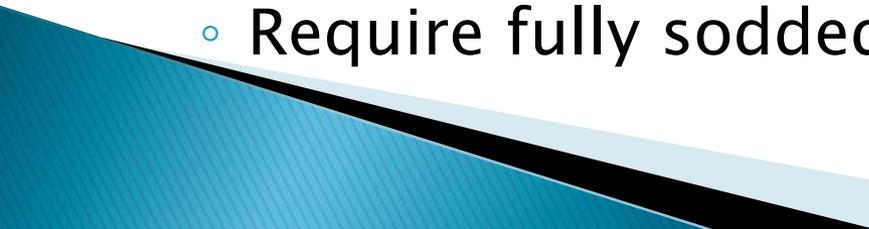
▶ 1.2.10 – Lot Grading

- Detailed site grading plans required
 - Elevations for all corners
 - Proposed finished floor elevations
 - Final contours
 - Swales
 - Dramatically reduces lot to lot drainage
 - Cumulative flow on a single lot may not be greater than the flow generated from a total of 2 lots
 - Lots may drain front to back / back to front
 - Lots may not drain side to side / parallel to the road
- All new requirements

Draft Ordinance Policy

- ▶ 1.2.11 – Erosion Control
 - Erosion control plans & Storm Water Pollution Prevention Plans must be provided
 - Address erosion during and after construction
 - Reduce sedimentation
 - TCEQ requirements must be followed
 - City's Storm Water Management Program must be followed
 - Erosion control (i.e. silt fence, sod, curlex) must be provided on newly developed lots as a condition of acceptance

Considerations

- ▶ Floodplain
 - Prohibit all development within the limits of the 100yr floodplain?
 - ▶ Lot Grading
 - Absolutely no lot to lot grading?
 - Require lot benching prior to building permit?
 - Require grade certifications after construction?
 - ▶ Erosion Control
 - Curlex/Silt Fence behind all curbs?
 - Require fully sodded yards?
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Recommendations

- ▶ Questions, comments, concerns from Council?
- ▶ Move forward with adoption?

Drainage Criteria Manual

City Council Workshop
July 7, 2010

Wesley Wright, P.E.
City Engineer

**CITY OF COPPERAS COVE
CITY COUNCIL REGULAR MEETING MINUTES
July 6, 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

Brian Hawkins of Fellowship Cove 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 - Absent
Kenn Smith
Frank Seffrood

ALSO PRESENT

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

D. ANNOUNCEMENTS

Council Member Kent reminded everyone that Early Voting begins this week and asked citizens to come out and exercise their right to vote.

E. PUBLIC RECOGNITION

1. Employee Service Awards. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, presented the following July 2010 recipients with their service pins:

- Michael Ramminger, Fire Department Battalion Chief – 5 years
- Valerie Reynolds, Library Assistant III – 10 years
- Christian Cox, Firefighter/EMT – 10 years
- Carroll Merrell, Utility Department Meter Reader – 15 years
- Jerry D. Hardcastle, Water Department Heavy Equipment Operator – 20 years

2. U.S. Army Reserve recognition to the City of Copperas Cove. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, stated that the U.S. Army Reserve recently recognized the City because of the employees that have left their jobs to serve in the Reserve. The latest employee, Lt. Jeff Stoddard from the Police Department, just recently returned from active duty. The items presented to the City from the U.S. Army Reserve will remain on display in Council Chambers.

F. CITIZENS' FORUM – None.

G. CONSENT ITEMS

1. Consideration and action on approving the minutes from the workshop council meeting on June 15, 2010. **Jane Lees, City Secretary**

2. Consideration and action on approving the minutes from the regular council meeting on June 15, 2010. **Jane Lees, City Secretary**

3. Consideration and action on final review of a grant application to the U.S. Department of Justice, Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) FY 2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. **Tim Molnes, Police Chief**

4. Consideration and action on granting Council Member Danny Palmer, Position 4, an excused absence from a regular council meeting. **Jane Lees, City Secretary**

5. 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**

6. Consideration and action on adopting the proposed changes to the By-Laws of the Unity Committee. **Jeffrey M. Stoddard, Unity Committee Chair**

Council Member Smith made a motion to approve G-1, G-2, G-3, G-4, G-5, and G-6 as presented. Council Member Kent seconded the motion, and with a unanimous vote, motion carried.

H. PUBLIC HEARINGS/ACTION – None.

I. ACTION ITEMS

1. Discussion on City representation at the upcoming AUSA conference and the annual TML conference. **Kenn Smith, Council Member Position 5**

Kenn Smith, Council Member Position 5, gave an overview of agenda item I-1. Council Member Smith said he discussed the City's representation with the City Manager, Chamber President and the CCEDC Director. The consensus was that three Council Members of the City Council would be a good size delegation for the City. Council Members Seffrood and Kent stated that they would be attending AUSA. Mayor Hull stated that he would be attending the upcoming TML Conference. Council Member Youngs said that those who attend AUSA will be part of the Central Texas Taskforce. He said that the purpose is to put in a strong group representation at the Washington level and this can be done with the City delegates, along with the Chamber, CCEDC and CCISD delegates. Council Member Youngs stated that the TML Conference would be to attend educational seminars. Council Member Seffrood added that another purpose for the City's attendance at AUSA is to meet with our representatives in Washington. Mayor Hull requested that anyone else wishing to attend one of these conferences contact the City Secretary's Office as soon as possible so that arrangements could be made.

2. Consideration and action on an ordinance amending Chapter 20 Section 20-26 of the Code of Ordinances of the City of Copperas Cove. **Mike Morton, Chief Building Official**

Mike Baker, Fire Chief, gave an overview of agenda item I-2.

Council Member Meredith made a motion to take no action on the ordinance presented and schedule a workshop to discuss the matter further. Council Member Smith seconded the motion. During discussion, Council Member Smith said he would like to see a section of the ordinance that deals with portable, above-ground pools. In addition, there was discussion on simplifying the language and having better definitions. Ms. Gardner informed the Council that there are no agenda workshop times open between now and November unless a special workshop is called. With a unanimous vote, motion carried to take no action on the ordinance, and to schedule a workshop at a later date.

The ordinance caption is as follows:

ORDINANCE NO. 2010-30

AN ORDINANCE OF THE CITY OF COPPERAS COVE, TEXAS, AMENDING CHAPTER 20.26 OF THE CITY'S CODE OF ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

3. Consideration and action on an ordinance amending Chapter 12 Section 12-4 of the Code of Ordinances of the City of Copperas Cove. **Mike Morton, Chief Building Official**

Mike Baker, Fire Chief, gave an overview of agenda item I-3.

Council Member Seffrood made a motion to approve Ordinance No. 2010-31 as presented, except for Sec. 12-4 (d) be changed to three sales per calendar year, and Sec. 12-4 (e) in the last sentence strike the second "or occupant." Council Member Meredith seconded the motion.

During discussion, Council Member Smith said he would prefer to see the entire ordinance re-written, therefore, a workshop would be necessary in November. Council Member Smith said that subparagraph (e) is not enforceable. Council Member Youngs stated that he did not think subparagraph (c) was enforceable either. Council Member Kent stated he would like to see the number of sales per year go from two to four.

A roll call vote was taken on the motion with the following results:

Charlie D. Youngs	Nay
Gary L. Kent	Nay
Kenn Smith	Nay
Frank Seffrood	Aye
Cheryl L. Meredith	Nay

Motion failed one to four. No further action was taken on this item.

The ordinance caption is as follows:

ORDINANCE NO. 2010-31

AN ORDINANCE OF THE CITY OF COPPERAS COVE, TEXAS, AMENDING CHAPTER 12.4 OF THE CITY'S CODE OF ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

4. Consideration and action on the Mayor's recommendation for a Council Member to serve on the Records Management Committee. **John Hull, Mayor**

Mayor Hull gave an overview of agenda item I-4. Mayor Hull nominated Council Member Cheryl Meredith.

Council Member Youngs made a motion to appoint Council Member Meredith to serve on the Records Management Committee. Council Member Kent seconded the motion, and with a unanimous vote, motion carried.

5. Consideration and action on terminating the Hills of Cove Golf Course Food and Beverage Service Contract at the request of the concessionaire and agreeing to accept the lease space payments received from March 16, 2010 through June 15, 2010 as the total due to the City. The City Council reserves the right to adjourn into Executive Session pursuant to Section 551.071 of the Texas Open Meetings Act. *Tex Gov't Code*, consultations with Attorney during discussion of this item. **Andrea M. Gardner, City Manager**

Council Member Youngs made a motion to approve agenda item I-5 as presented. Council Member Smith seconded the motion.

After discussion with the City Attorney, Council Member Youngs made a motion to amend the main motion to relieve rent for the months of June and July. Council Member Meredith seconded the motion, and with a unanimous vote, the amending motion carried.

Council Member Youngs made a motion to amend the main motion to allow the City Manager to negotiate with Mr. Gosnell to continue operations until arrangements can be made to transfer operations from his organization to the new organization. Council Member Meredith seconded the motion, and with a unanimous vote, the second amending motion carried.

A vote on the main motion, including two amendments, carried with a unanimous vote.

6. Consideration and Action on an ordinance amending Chapter 16.5-8 of the Code of Ordinances of the City of Copperas Cove. **Andrea M. Gardner, City Manager**

Andrea M. Gardner, City Manager, gave an overview of agenda item I-6.

Council Member Meredith made a motion to approve Ordinance No. 2010-32 as presented. Council Member Kent seconded the motion, and with a unanimous vote, motion carried.

The ordinance caption is as follows:

ORDINANCE NO. 2010-32

AN ORDINANCE OF THE CITY OF COPPERAS COVE, TEXAS, AMENDING CHAPTER 16.5 OF THE CITY'S CODE OF ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

- J. REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS – None.**
- K. ITEMS FOR FUTURE AGENDAS – None.**
- L. EXECUTIVE SESSION**

1. Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't Code*, Council will meet in Executive Session to deliberate the evaluation and duties of the City Manager, Andrea M. Gardner.

2. Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't Code*, Council will meet in Executive Session to deliberate the evaluation and duties of the City Secretary, Jane Lees.

The Council adjourned to Executive Session at 7:59 p.m.

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

The Council reconvened into open session at 8:17 p.m. Mayor Hull announced that there was no action to be taken as a result of Executive Session discussions.

- N. ADJOURNMENT**

There being no further business, Mayor Hull adjourned the meeting at 8:17 p.m.

John Hull, Mayor

ATTEST:

Jane Lees, City Secretary