CITY OF COPPERAS COVE
CITY COUNCIL WORKSHOP MEETING MINUTES
June 21, 2011 – 6:00 P.M.

A CALL TO ORDER

B **ROLL CALL**

Present: John Hull
Cheryl L. Meredith
Charlie D. Youngs
Gary L. Kent
Danny Palmer
Kenn Smith
Jim Schmitz
Frank Seffrood
Attendees: Andrea M. Gardner, City Manager
Jane Lees, City Secretary

C WORKSHOP ITEMS

1 Presentation and discussion on Chapter 8, Article III of the City of Copperas Cove Code of Ordinances regulating food handler registration. ***J. Mike Baker, Fire Chief***

Item was not discussed during the workshop.

2 Discussion on Chapter 2, Article III, Division 2 of the City of Copperas Cove Code of Ordinances establishing the rules of procedure and order of business for meetings of the Copperas Cove City Council. ***Andrea M. Gardner, City Manager***

Ms. Gardner presented one recommendation as follows: Change the workshop agendas by adding a public comment section.

3 Update and discussion on the planning for the FY 2012 Budget. ***Andrea M. Gardner, City Manager***

Ms. Gardner prepared a presentation for discussion of this item, which is attached to and made a part of these mintues.

4 Provide direction to the City Manager on items above. ***Andrea M. Gardner, City Manager***

No direction given on item C-2.

Most of the items discussed will be discussed further as the budget preparation workshops are held.

Regarding the City Manager's professional development, the Council agreed that

attendance at AUSA should not be cut.

Council directed staff to pursue the possibility of relocating the Building Department to Central Fire Station.

Council agreed to support changing hours at the library to save money, but asked staff to look at other options for citizens to have access to computers.

Council agreed to move the cemetery into the General Fund and have the Parks Department take care of the grounds.

Council agreed that water and sewer rates should be reviewed, but would like to wait until the new water study is published to make final decisions on and "across the board" rate increase.

Council agreed to look at changing hours at the golf course and increasing fees, but not make those changes if it would decrease revenues.

Council will wait to include COLA after looking at the property tax rolls when they are released in late June, as they did last year.

D **ADJOURNMENT -** There being no further business, Mayor Hull adjourned the meeting at time 7:07 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 21, 2011 – 7:00 P.M.

A **CALL TO ORDER -** Mayor Hull called the meeting to order at 7:15 p.m.

B **INVOCATION AND PLEDGE OF ALLEGIANCE -** Rev. Mark Kemp of the First Baptist Church of Copperas Cove gave the invocation and Mayor Hull led the pledge of allegiance.

C **ROLL CALL**

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

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

D **ANNOUNCEMENTS -** Council Member Frank Seffrood asked everyone to be wary of fraud on credit card accounts, especially if they are not used or are used infrequently. Evidently these types of accounts are targets right now. The best thing to do is keep track of the account, but better yet, close any unused accounts. Council Member Kent asked that everyone keep their pets in mind during the hot months. Make sure they have shade and plenty of water. Mayor Hull said that there is a very important meeting on June 28 at 6:30 p.m. at the library. A public hearing will be held to discuss redistricting in Coryell County. He encouraged all residents to attend.

E **PUBLIC RECOGNITION**

1 Presentation of the Government Finance Officers Association Distinguished Budget Presentation Award for FY 2010-11. ***Andrea M. Gardner, City Manager***

Mayor Hull read a letter from the Government Finance Officers Association regarding the award and Mayor pro tem Seffrood presented the award to Andrea M. Gardner and the entire Finance Department staff.

F **CITIZENS FORUM** – None.

G **CONSENT AGENDA** – All matters listed under this item are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1 Consideration and action on approving minutes from the workshop council meeting of June 7, 2011. ***Jane Lees, City Secretary***

2 Consideration and action on approving minutes from the regular council meeting of June 7, 2011. ***Jane Lees, City Secretary***

3 Consideration and action on a resolution authorizing and supporting the City Manager in the submission of a grant application and other related mandatory documents to the U.S. Department of Justice, Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) FY 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and authorize the City Manager to execute a Memorandum of Understanding between the City of Copperas Cove and Coryell County. ***Eddie Wilson, Police Captain***

RESOLUTION NO. 2011-25
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, AUTHORIZING THE CITY MANAGER TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE A GRANT FROM THE BUREAU OF JUSTICE ASSISTANCE (BJA), OFFICE OF JUSTICE PROGRAMS FY 2011 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH CORYELL COUNTY AS TO THE DISTRIBUTION OF SUCH FUNDING WITH CORYELL COUNTY, AND AUTHORIZING THE CITY MANAGER TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF COPPERAS COVE WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE BUREAU OF JUSTICE ASSISTANCE (BJA), OFFICE OF JUSTICE PROGRAMS.

4 Consideration and action on approval of a resolution amending the authorized TexSTAR representatives for the City of Copperas Cove, Texas. ***Ryan Haverlah, Assistant Director of Financial Services/Budget Director***

RESOLUTION NO. 2011-27
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, CORYELL COUNTY, TEXAS, AMENDING AUTHORIZED TEXSTAR REPRESENTATIVES FOR THE CITY OF COPPERAS COVE.

5 Consideration and action on authorizing a street closure during the Downtown Spruce Up - One Block at a Time. ***Silvia Rhoads, Executive Director, Keep Copperas Cove Beautiful***

Council Member Smith made a motion to approve Consent Items G-1, G-2, G-3, G-4 and G-5 as written. Council Member Palmer seconded the motion, which passed unanimously.

H **PUBLIC HEARINGS/ACTION - None.**

I **ACTION ITEMS**

1 Consideration and action on approving changes to the Copperas Cove Economic Development Corporation Bylaws. ***Polo Enriquez, Executive Director, Copperas Cove Economic Development Corporation***

Council Member Palmer made a motion to approve the EDC Bylaws as written. Council Member Smith seconded the motion. A roll call vote was taken with the following results:

Cheryl L. Meredith - Aye
Charlie D. Youngs - Aye
Gary Kent - Aye
Danny Palmer - Nay
Kenn Smith - Aye
Jim Schmitz - Aye
Frank Seffrood - Aye

Motion passed six to one.

2 Consideration and action on appointment of one (1) member residing within the city limits to the Copperas Cove Animal Shelter Advisory Committee. ***Mike Heintzelman, Deputy Chief of Police***

Council Member Meredith made a motion to appoint Robyn Bandinel to the Animal Shelter Advisory Committee. Council Member Youngs seconded the motion, which passed unanimously.

3 Consideration and action on Acadian Ambulance Service, Inc. application for non-emergency ambulance franchise. ***J. Mike Baker, Fire Chief***

Council Member Palmer made a motion to approve the application for Acadian Ambulance Service, Inc. Council Member Seffrood seconded the motion, which passed unanimously.

4 Consideration and action on awarding a bid and authorizing the City Manager to enter into an agreement for the replacement of the 7 Mile water storage tank. ***Wesley Wright, P.E., Public Works Division Head/City Engineer***

Council Member Meredith made a motion to award the bid to Natgun Corporation and authorize the City Manager to enter into an agreement with Natgun for the replacement of the 7 Mile water storage tank. Council Member Kent seconded the motion, which passed unanimously.

5 Consideration and action to authorize the City Manager to enter into an agreement with DSB WorldWide, Inc., to provide internet based food handler training. ***J. Mike Baker, Fire Chief/EMC***

Council Member Kent made a motion to authorize the City Manager to enter into an agreement with DSB WorldWide, Inc. Council Member Smith seconded the motion, which passed unanimously.

6 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. ***Velia Key, Director of Financial Services***

RESOLUTION NO. 2011-26
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.

Council Member Youngs made a motion to approve Resolution No. 2011-26 authorizing continued participation with the Steering Committee of cities served by Oncor. Council Member Meredith seconded the motion, which passed unanimously.

7 Consideration and action on a resolution authorizing the City Manager to accept a right-of-way dedication from 4JC Partnership for Bradford Drive Improvements. ***Wesley Wright, City Engineer***

RESOLUTION NO. 2011-28
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, ACCEPTING A DEDICATION OF 0.90 ACRES OF RIGHT-OF-WAY BY 4JC PARTNERSHIP FOR THE COMPLETION OF THE BRADFORD DRIVE IMPROVEMENTS ("THE PROJECT").

Council Member Youngs made a motion to approve Resolution No. 2011-28, authorizing the City Manager to accept a right-of-way dedication from 4JC Partnership for Bradford Drive Improvements. Council Member Meredith seconded the motion, which passed unanimously.

J **REPORTS FROM OUTSIDE ENTITIES, ADVISORY COMMITTEES AND BOARDS**

K **ITEMS FOR FUTURE AGENDAS -** Council Member Youngs said that with all the budget workshops coming up, he hoped that Council members would make an extra effort to be sure all are in attendance in order to assure a quorum for all scheduled meetings.

L **EXECUTIVE SESSION**

1 Pursuant to §551.087 of the Open Meetings Act, Tex. Gov't Code, Council will meet in Executive Session to deliberate the offer of a financial or other incentive to a business prospect - First Advisors, Inc.

2 Pursuant to §551.072 and Section 551.071 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 and consultations with attorney - Purchase of real property.

At 8:07 p.m., Mayor Hull announced that the Council would meet in Executive Session.

M **RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION -** The Council returned to Open Session at 8:37 p.m. Mayor Hull announced that there was no action to be taken as a result of the discussions in Executive Session.

N **ADJOURNMENT -** There being no further business, Mayor Hull adjourned the meeting at 8:37 p.m.

ATTEST:

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John Hull, Mayor

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Jane Lees, City Secretary