

Duncanville City Council Meeting Minutes

Regular Meeting

Tuesday, January 7, 2025

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, January 7, 2025, at 6:00 p.m. in the Council Briefing Room at City Hall with a quorum to wit:

COUNCIL PRESENT: Councilmember At-Large DeMonica Gooden
Councilmember Joe Veracruz
Councilmember Don McBurnett
Mayor Pro Tem Jeremy Koontz
Councilmember Karen Cherry-Brown
Mayor Greg Contreras
Councilmember Kyle Pennebaker

COUNCIL ARRIVING AT:

COUNCIL ABSENT:

WORK SESSION / BRIEFING

1. DISCUSS AGENDA ITEMS

Mayor Contreras read the item into the record, and City Manager Finch reviewed each item.

2. CITY COUNCIL CALENDAR

3. BRIEFINGS / PRESENTATIONS

The Briefing Session was adjourned at 6:57 p.m.

In the interest of time, the Executive Session was moved to after the Regular Session items.

- A. *City Council to receive a briefing on the latest updates from the Southwest Regional Communications Center (SWRCC).***
Presented by SWRCC Director, Tamara Bell.
- B. *City Council to receive a briefing on Star Transit providing services to the City of Duncanville.***
Presented by Kim Britton and Tommy Hendricks with Star Transit.
- C. *Council to receive a briefing on eliminating underused polling locations for the May 3, 2025 election***
Item moved to Staff and Board Reports item 6G.
- D. *The Duncanville Arts Commission has recommended to the City Council that Armstrong Park be designated as a Cultural District and named the Armstrong Park Cultural District. On October 29, 2024, the City Council requested community feedback. A digital survey was created by the Arts Commission in collaboration with city staff and was published on December 9, 2024, and distributed using social media and the city's email newsletter. The survey has received 87 responses.***
Item moved to Proclamations and Presentations item 2B.

EXECUTIVE SESSION

The Executive Session was called into session at 11:16 p.m. and Mayor Contreras read the item into the record.

The Council closed the Executive Session at 11:51 p.m.

1. ***City Council shall convene into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, to deliberate the duties of the City Manager under the Home Rule Charter and, pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney on the same topic.***
2. ***City Council shall convene in Executive Session pursuant to Section 551.072 of the Texas Government Code, to deliberate the sale, exchange, lease, purchase, or value of certain real property located east of Main St., south of Davis, west of Cockrell Hill, and north of Daniieldale, and pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney regarding the same.***
3. ***City council shall convene into closed executive session pursuant to Section 551.074, Texas Government Code to deliberate the appointment, evaluation, duties, discipline or dismissal of a public officer; to wit, a member of the Type B, Board Member of the Duncanville Community Economic Development Corporation for non-participation.***

REGULAR SESSION - CONVENE INTO THE COUNCIL CHAMBERS (7:00 P.M. or immediately following the 6:00 pm Work Session/Briefing)

The City Council convened into the Regular Session in the Council Chambers at 7:10 p.m. with Mayor Contreras presiding.

Jane Graner of Trinity United Methodist Church delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

1. REPORTS

A. *Mayor's Report.*

Mayor Contreras commented on his excitement for the great things ahead for Duncanville.

B. *Councilmembers' Reports*

Councilmember McBurnett thanked Interim Assistant City Manager David Kees for his service to the city and wished him the best on his new endeavors. He also gave best wishes for 2025 to the citizens of Duncanville.

C. *City Manager's Report.*

City Manager Finch updated citizens on the impending inclement weather on Thursday and Friday. He stated a possible warming center will be opened at the Recreation Center if needed. He then thanked David Kees for his work in City Administration and wished him well on his new endeavor.

2. PROCLAMATIONS AND PRESENTATIONS

A. *Receive a draft report and discuss the highlights of the Ladd Nature Preserve master plan.*

Presented by Parks and Recreation Director Bart Stevenson. Councilmember Gooden stated she was excited about the educational opportunities and the possibilities for the Ladd property. Mayor Pro Tem Koontz stated he would like to get a probable cause for each phase and asked about the next phase. Mr Stevenson stated the next phases are concept, permitting, and design. City Manager Finch stated he is expecting to have the final draft thirty days out.

B. *The Duncanville Arts Commission has recommended to the City Council that Armstrong Park be designated as a Cultural District and named the Armstrong Park Cultural District. On October 29, 2024, the City Council requested community feedback. A digital survey was created by the Arts Commission in collaboration with city staff and was published on December 9, 2024, and distributed using social media and the city's email newsletter. The survey has received 87 responses.*

Presented by Marketing and Communications Director Alex Hamby. Mayor Pro Tem Koontz expressed his thoughts that the Arts Commission survey would be up to interpretation. He would like to look for boundaries outside of Armstrong Park and would like to incorporate housing in the district. Councilmember Gooden asked the council what they would like to see in the cultural district. Mayor Contreras stated the questions in the survey did not

clarify not renaming Armstrong Park. Councilmember Pennebaker would like copies of the results. After further discussion, Councilmember Gooden requested additional discussion on this topic in a workshop. This request was approved by a consensus of the council.

3. CITIZENS' INPUT

“Pursuant to Section 551.007 of the Texas Gov’t Code, any member of the public has the opportunity to address the City Council concerning any matter of public business or any posted agenda item; however, the Act prohibits the City Council from deliberating any issues not on the public agenda and such non-agenda issues may be referred to City staff for research and any future action; all persons addressing are subject to council adopted rules and limitations permitted by law”

At this time, two-minute comments will be taken from the audience on any topic. To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting. In accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decisions at this time. Issues may be referred to City Staff for research and possible future action.

To view the live meeting or previous meetings click on the link below.

<https://duncanvilletx.new.swagit.com/views/454/>

To submit a comment via email the following information is required:

- Submit a comment by 4:00 p.m. on _
- Email citysecretary@duncanvilletx.gov
- Email title: Public Comment – _
- First Name, Last Name, and Address

Mayor Contreras read the item into the record. City Attorney Hager stated that personnel matters were not the responsibility of the council but of city management. Advised anyone speaking on a personnel matter could speak but their comments may not be helpful to the employee and could be used in case of an appeal.

The following spoke during the Citizens Input Period:

Erika Browning
442 E. Cherry St.
Cultural District; Beautification grants; public comments

Edna Rodriguez
615 Crestside Dr.
Water utility bill

Twyla Abdullah
Karsen Abdullah
1002 Olson Pl

Reese Edwards
226 Mizell St
landscaping ordinance; Ladd Nature Preserve

Patricia Ebert
115 S Greenstone Ln
Renovations of Library, Rec Center, and Sr. Center

4. CONSENT AGENDA

- A. *Consider a Resolution authorizing contractual legal services with Nichols Jackson for city attorney services for Robert Hager; and authorizing the City Manager to execute the necessary documents related to expenditures.***

RES 2025-395

- B. Consider a Resolution to approve the use of Hotel-Motel Funds to purchase an Emergency Response Cart to be used for Special Events.**

RES 2025-396

- C. Consider a Resolution authorizing a contract renewal for food and beverage services with Ben E. Keith at the Duncanville Fieldhouse in an amount not to exceed \$150,000.00 for Fiscal Year 2025.**

RES 2025-387

- D. Consider a Resolution of the City Council of the City of Duncanville, Texas, authorizing the three (3) additional one (1) year periods for Janitorial and Portal Services at the Duncanville Fieldhouse with Global Building Maintenance Inc., as awarded through RFP 22-0032, for a total contract period not to exceed five years, and a unit bid amount with an estimated expenditure of \$348,076.39 over the next three (3) years.**

RES 2025-394

- E. Consider authorizing the Sale of Property of 4 Belmont Pl, Duncanville, Texas 75116; and authorizing the City Manager to execute the necessary documents.**

RES 2025-392

- F. Consider a Resolution awarding RFQ 24-0031 Pre-Qualified Engineering and Architectural Services 3-Year Pool and authorizing indefinite-delivery/indefinite-quantity master service agreements with the firms outlined in Exhibit A to provide engineering and architectural services to the City of Duncanville from January 7, 2025, through January 7, 2028, not exceeding a total contract amount per firm of \$300,000.00 over the three years.**

Item moved to Individual Consideration item 5J.

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Take any necessary action as a result of the Executive Session.**

No action taken.

- B. City Council to hold a public hearing on a request for an amendment to the Wheatland Plaza Planned Development**

Presented by Economic Development Director Victor Barrera and applicant Monte Anderson with Wheatland Plaza.

Mayor Contreras opened the public hearing at 8:34 pm.

Spoke in favor:

None

Spoke in opposition:

None

Councilmember Don McBurnett made a motion to closed the public hearing, Mayor Pro Tem Jeremy Koontz seconded the motion. The vote was cast 7 for, 0 against.

Mayor Contreras closed the public hearing at 8:36 pm.

Mayor Pro Tem Koontz requested to specifically add Townhomes as a permissible use although the ordinance already stated multi-family. Attorney

Hager suggested removing the communication tower as a permitted use from the Letter Of Request.

- C. ***Consider authorization of a grant in the amount of \$9,000 to the Fire Department for the City's Insurance Service Office (ISO) Rating Review***
Presented by Victor Barrera.

RES 2025-391

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Kyle Pennebaker seconded the motion. The vote was cast 7 for, 0 against.

- D. ***Consider approval of \$11,390.00 Beautification Grant for Banner Replacement Project***

Presented by Economic Development Coordinator Marcela Perez and Assistant Parks and Recreation Director Tyler Agee.

RES 2025-388

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Karen Cherry-Brown seconded the motion. The vote was cast 7 for, 0 against.

- E. ***Consider approval of \$4,960.00 Landscaping/Hanging Flower Basket Beautification Grant***

Presented by Marcela Perez.

RES 2025-389

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Joe Veracruz seconded the motion. The vote was cast 7 for, 0 against.

- F. ***Consider a resolution authorizing approval of incentive grants by the Duncanville Community & Economic Development Corporation (DCEDC) to Cortina Worldwide, LLC, in an amount not to exceed \$300,000.00 for a building located at 220 N. Main St, Duncanville, Texas 75116***

Presented by Victor Barrera and Monte Anderson with the applicant available on the phone to answer questions. Councilmember McBurnett proposed that the sales tax generated from catering would be designated for Duncanville and that Duncanville receive the sales tax from remodeling construction. Councilmember Pennebaker proposed to only consider the catering option as the construction is a one-time option.

RES 2025-398

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Kyle Pennebaker seconded the motion. The vote was cast 7 for, 0 against.

- G. ***Consider a resolution authorizing approval of incentive grants by the Duncanville Community & Economic Development Corporation (DCEDC) to Sistersgirls' Kitchen, LLC in an amount not to exceed \$6,000 for exterior signage for a building located at 106 and 108 North Cedar Ridge Drive, Duncanville, Texas 75116***

Presented by Victor Barrera.

RES 2025-393

Mayor Pro Tem Jeremy Koontz made a motion to approve the item as stated, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

- H. ***Consider a Resolution authorizing approval of incentive grants by the Duncanville Community & Economic Development Corporation (DCEDC) to Ferrante Hair Studio in an amount not to exceed \$10,500 for a building located at 807 S. Main Street, Duncanville, Texas 75137.***

Presented by Victor Barrera. Applicant Giuliano Ferrante was present to answer questions.

RES 2025-399

Mayor Pro Tem Jeremy Koontz made a motion to approve the item as stated, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

- I. ***Consider appointments to fill vacancies on Boards and Commissions including Zoning Board of Adjustment, City Planning & Zoning Commission, Duncanville Community and Economic Development Corporation Board (DCEDC), Duncanville Neighborhood Vitality Commission, Library Advisory Board, and Multicultural Commission.***

Presented by City Secretary Chiquita Taylor.

RES 2025-397

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

- J. ***Consider a Resolution awarding RFQ 24-0031 Pre-Qualified Engineering and Architectural Services 3-Year Pool and authorizing indefinite-delivery/indefinite-quantity master service agreements with the firms outlined in Exhibit A to provide engineering and architectural services to the City of Duncanville from January 7, 2025, through January 7, 2028, not exceeding a total contract amount per firm of \$300,000.00 over the three years.***

Presented by Public Works Director Matt Bryant. Mayor Pro Tem Koontz expressed his concerns about the architectural services part of the resolution. Mr. Finch explained the purpose of the addition of the architectural firm.

RES 2025-390

Mayor Pro Tem Jeremy Koontz made a motion to approve the consent agenda, Councilmember Don McBurnett seconded the motion. The vote was cast 7 for, 0 against.

6. STAFF AND BOARD REPORTS

- A. ***Council briefing on proposed Ordinance relating to Automotive Repair, Council to provide feedback for further future review.***

Presented by Doug Finch and Neighborhood Services Officer Joseph Scott. Mayor Pro Tem Koontz and Councilmember Gooden stated their support of this ordinance.

- B. ***City Council to receive a briefing on a proposed Complete Streets Policy***
Presented by Doug Finch.

- C. ***City Council to receive briefing and discuss possible creation of a Charter Amendment Committee***

Presented by Doug Finch.

- D. ***City Council to receive a briefing from the City Manager and discuss the possible creation of a 2025 Bond Committee.***

Presented by Doug Finch.

- E. ***Council to receive a briefing on the possible creation of a Conservation Fund, and a Conservation Fund Policy; discussion with the City Manager and possibly provide direction.***

Presented by Doug Finch.

- F. ***Monthly Financial Report as of November 30, 2024***

Presented by Budget Administrator Jennifer Otey.

- G. ***Council to receive a briefing on eliminating underused polling locations for the May 3, 2025 election.***

Presented by Chiquita Taylor. A consensus of the council agreed to a reduction in polling locations.

Mayor Contreras recessed the Regular Session at 11:12 p.m. to convene into Executive Session.

Mayor Contreras reconvened the Regular Session at 11:52 p.m.

ADJOURNMENT

The meeting was adjourned at 11:52 p.m.

APPROVED:

CITY SECRETARY