

Duncanville City Council Meeting Minutes

Regular Meeting

Tuesday, May 6, 2025

CALL TO ORDER

A regular meeting of the Duncanville City Council was called to order on Tuesday, May 6, 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

Briefing Session was adjourned at 6:50 p.m.

In the interest of time, Mayor Contreras moved the Executive Session to after the regular session.

A. *Discuss the selections of Mr. and Ms. Juneteenth to represent Duncanville at the 2025 Best Southwest event on June 14, 2025.*

Presented by Director of Parks and Recreation Bart Stevenson. Mayor Contreras requested that nominations be remailed to the City Secretary before Friday, March 9th with background information.

B. *Briefing on scheduling a special meeting date for Canvassing the May 3, 2025 Election for Councilmember for Districts One (1), Three (3), Five (5) and At-Large.*

Presented by City Secretary Chiquita Taylor. The council agreed to canvass the election on Tuesday, May 13th at 11:30 AM.

C. *Council Briefing and Discussion on the appointment of an individual to serve as the Chair of the Cultural District Steering Committee in keeping with Resolution No. 2025-423 adopted by City Council on February 4, 2025.*

Councilmember Gooden presented that this is the next step in this process is to create a Steering Committee. She recommended the City Manager Finch or Arts Commission Chair Ron Thompson be the Chair of the committee. The Steering Committee could be working on the activation of the items in the Comprehensive Plan and the Arts and Cultural District designation. She stated she would not be opposed to the expansion of the cultural district. Mayor Pro Tem Koontz added that some council members have met with the Arts Commission on the Cultural District. He has requested to go back and review the boundaries and suggested us to step back and solidify the boundaries and the other areas of the Arts and Cultural District designation before moving forward. Mayor and Councilmember McBurnett added we are not in a hurry and should take our time before making concrete decisions at this time. Councilmember McBurnett added that we should put out a call to see if there

are others in the community that are interested in participating in the Steering Committee. Councilmember Pennebaker would like us to revisit and discuss many of the aspects of the Arts and Cultural District including a walking tour. City Attorney Hager suggested we workshop the application before submitting it.

EXECUTIVE SESSION

The Executive Session was called into session at 11:03 p.m. and Mayor Contreras read the item into record.

The Council closed the Executive Session at 11:52 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 employment and 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 into closed executive session pursuant to Section 551.074, of the Texas Government Code, Personnel, pursuant to Section 551.071 of the Texas Government Code relating to midyear budget adjustments, and; to seek legal advice from the City Attorney on the same topic.***
3. ***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 west of State Route 67, east of Main St, south of Wheatland Rd, and pursuant to Section 551.071 of the Texas Government Code, to seek legal advice from the City Attorney regarding the same.***

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 Regular Session in the Council Chambers at 7:00 p.m. with Mayor Contreras presiding.

Deacon Charles Ruelas of Holy Spirit Catholic Church delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

1. REPORTS

A. *Mayor's Report.*

Mayor Contreras thanked the DuncanvilleISD for the invitation to speak at Alexander and Fairmeadows Elementary. He gave his condolences to the family on the passing of James Doyce Smith on April 29th who worked with Duncanville High School and the Duncanville School Board. He also gave condolences to the family on the passing of Norman Davis. Mr. Davis was well known in the community.

B. *Councilmembers' Reports*

Councilmember Pennebaker reminded everyone of the Run for the Wall event that will pass through Duncanville on May 18th. Councilmember Cherry-Brown congratulated the fellow councilmembers on being re-elected. Councilmember McBurnett also congratulated the incumbents for being re-elected. He also gave a background on Doyce Smith and Norm Davis and gave appreciation to PIP (Property Improvement Program) on getting their projects done even with the rain this past weekend. He then reviewed the events happening in the city and gave praises to all mothers for Mother's Day.

C. *City Manager's Report.*

City Manager Finch congratulated the councilmembers on being re-elected. He announced new employees joining the city including two new Assistant City Managers Richard Abernethy and Mark Rauscher.

2. PROCLAMATIONS AND PRESENTATIONS

A. *A Proclamation recognizing May 15, 2025, as Police Memorial Day and May 11 - 17, 2025, as National Police Week.*

Read and presented by Police Chief Matt Stogner.

- B. ***Proclamation recognizing May 4 – 10, 2025, as Drinking Water Week.***
Read and presented by Director of Public Works Matt Bryant.
- C. ***Council to receive a presentation and discuss Phase I of the Work Plan & Milestones for the Duncanville Fieldhouse Feasibility Study by Hunden Partners, Inc.***
Project Manager Angel Deal introduced Matt Avila with Hunden Partners who reviewed the feasibility study.
- D. ***City Council to receive a presentation by Matrix Consulting Group and discuss items relating to Police and Fire Analysis***
Presented by Richard Brady and Robert Finn with Matrix Consulting Group.

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. The following spoke during the Citizens Input Period:

Omari Wright
703 Big Stone Gap
Trade School

Monte Anderson
1210 Greenleaf
Item 4E

4. CONSENT AGENDA

- A. ***Consider the Minutes for the April 15, 2025, City Council Regular Meeting.***
- B. ***Consider a Resolution for Emergency Roof Repairs at the Duncanville Fieldhouse.***

RES 2025-461
- C. ***Consider a Resolution authorizing an Interlocal Cooperation Agreement with The South Central Planning and Development Commission (SCPDC) to utilize their suite of government management software modules collectively called MyGovernmentOnline (MGO) software for a one-year term with a renewal option for four additional one-year terms, in an estimated contract amount of \$472,932.98, subject to City Council appropriation, and authorizes a contingency of \$47,993.30 for the***

execution of future change orders not exceeding a total amount of \$520,226.28.

RES 2025-456

- D. Consider a Resolution Accepting the Resignation of Marlon Goff from the Tax Increment Financing (TIF) Board, the Duncanville Community and Economic Development Corporation (DCEDC), and the Bond Committee.**

RES 2025-464

- E. Consider a Resolution approving the terms and conditions of Amendment #3 to Municipal Maintenance Agreement by and between the Texas Department of Transportation and the City of Duncanville, Texas to provide additional mowing and litter clean up maintenance of certain state highways and roadways within the city, described in the Exhibit "A" which is attached hereto and incorporated herein; and, providing for an effective date.**

RES 2025-460

- F. At the request of Senator Royce West, Council to consider a Resolution of support for naming a section (I-20 to 287) of US Hwy 67 after Congresswoman Eddie Bernice Johnson.**

RES 2025-469

- G. Consider a Resolution for the Duncanville Arts Commission requesting approval of \$20,000 for arts events and programming that will include a multi-day Juneteenth exhibit at the Duncanville Public Library, a Hispanic Heritage pop-up event during the Hispanic Heritage Festival, and two Arts and Business Mixers during Fiscal Year 2024-2025. The \$20,000 would come from the Arts Fund in keeping with the City's policy on HOT Funds for Arts Funding of 15% in conformance with statutory guidelines.**

RES 2025-462

- H. Consider Resolution 2025-465 approving a Hotel Occupancy Tax Fund Grant for the FY25 budget in an amount not to exceed \$7,000 to Duncanville Community Theatre to directly enhance and promote tourism and the hotel industry.**

RES 2025-465

- I. Consider a Resolution authorizing a services agreement with Locality Media, Inc dba First Due, for a fire records management system (RMS) in an expenditure amount not to exceed \$102,079 over the next four (4) years and six (6) months.**

RES 2025-459

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

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Take any necessary action as a result of the Executive Session.**
No action taken.

- B. Conduct a public hearing and consider a resolution adopting the 15-year Capital Improvement Plan.**

Presented by City Manager Finch.

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Mayor Contreras opened the public hearing at 8:19 p.m.

No one spoke in support of opposition to this item.

Councilmember Don McBurnett made a motion to close the public hearing, Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 7 for, 0 against.

Mayor Contreras closed the public hearing at 8:20 p.m.

Mayor Pro Tem Jeremy Koontz 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.

RES 2025-463

- C. Conduct a public hearing (2025-01) and consider an Ordinance for a Specific Use Permit at the request of Edward Chadwick of Baird, Hampton and Brown Inc., applicant, representing Duncanville Independent School District, property owner, to allow for the use of “Primary or Secondary School (Public)” on Duncanville High School, Blk 1, lot 1, ACS 61.795, more commonly known as 900 West Camp Wisdom Road, in the City of Duncanville, Dallas County, Texas.**

Economic Development Director Victor Barrera introduced Brennan Kane with Ollson Consulting who presented the item.

Mayor Contreras opened the public hearing at 8:28 p.m.

No one spoke in support or opposition to this item.

Councilmember Don McBurnett made a motion to close the public hearing, Councilmember Karen Cherry-Brown seconded the motion. The vote was cast 7 for, 0 against.

Mayor Contreras closed the public hearing at 8:29 p.m.

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

ORD 2538

- D. Conduct a public hearing and consider an ordinance revising Chapter Four—Animals and Fowl City Ordinance to comply with state legislation changes and best practices.**

Presented by Assistant Police Chief Ron Wilcots and Senior Animal Control officer Chad Chamberlain. Mr. Chamberlain reviewed and answered questions regarding the changes to the ordinance due to changes in state law. Chief Stogner reviewed the changes to the appeal process at the request of Councilmember Gooden.

Mayor Contreras opened the public hearing at 8:53 p.m.

No one spoke in support of opposition to this item.

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

Mayor Contreras closed the public hearing at 8:54 p.m.

Councilmember Don McBurnett made a motion to approve the item as stated, Councilmember Karen Cherry-Brown seconded the motion.

Councilmember Kyle Pennebaker made a motion to amend the primary motion to remove section 4-20a of the ordinance, Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 4 for, 3 against (Councilmember Don McBurnett, Councilmember Karen Cherry-Brown, and Mayor Greg Contreras).

Councilmember Kyle Pennebaker made a motion to approve the item with the removal of Section 4-20a, Councilmember At-Large DeMonica Gooden seconded the motion. The vote was cast 5 for, 2 against (Councilmember Karen Cherry-Brown and Mayor Greg Contreras).

ORD 2536

- E. Consider Resolution 2025-466 approving an Amendment of an Economic Development Incentive Agreement by the Duncanville Community & Economic Development Corporation (DCEDC) with BCVCR Holdings, LLC and Pegasus Bank.**

Presented by Assistant Economic Development Director Marlon Goff.

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

RES 2025-466

6. STAFF AND BOARD REPORTS

- A. Monthly Financial Report as of March 31, 2025**

Presented by Budget Administrator Jennifer Otey.

- B. Receive the Parks and Recreation Department Quarterly Report**

Presented by Bart Stevenson.

- C. Quarterly Report Duncanville Fieldhouse**

Presented by Fieldhouse General Manager Craig Brasfield.

- D. City Council to receive a briefing and discuss city ordinance relating to parking violations and enforcement actions.**

Presented by Assistant Police Chief Adrian Tijerina.

- E. The City Council will receive a briefing on current ordinances related to grease traps and discuss and suggest modifications to requirements and responsibilities.**

Presented by Assistant Public Works Director Shahad Mohammad with Health Inspector KiKi Smith and Building Official Joshua McConnell.

- F. The City Council will receive a briefing on the Drainage Master Plan, discuss the information, and provide direction if necessary.**

Presented by Shahad Mohammad.

- G. The City Council will receive a briefing on the City's TxDOT Transportation Alternatives Program grant applications, discuss the information, and provide direction if necessary.**

Presented by Shahad Mohammad.

- H. City Council to receive a briefing and discuss a proposed change to the City of Duncanville's Compensation Policy last revised October 1, 2020. The proposed change would establish a Cost-of-Living Adjustment (COLA) plan tied to the Consumer Price Index, subject to annual budget appropriation.**

Presented by City Manager Finch.

- I. City Council to receive a briefing on proposed Charter amendment(s)**

Presented by City Attorney Hager.

Mayor Contreras recessed the regular session at 10:56 p.m. to convene into Executive Session.

Mayor Contreras reconvened the regular session at 11:53 p.m.

ADJOURNMENT

The meeting was adjourned at 11:53 p.m.

ATTEST:

CITY SECRETARY