

**Duncanville City Council Meeting Minutes**  
**Regular Meeting**  
**Tuesday, December 17, 2024**

**CALL TO ORDER**

A regular meeting of the Duncanville City Council was called to order on Tuesday, December 17, 2024, at 6:02 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 7:12 p.m.

In the interest of time, the executive session was moved to after the regular session items.

**A. *Provide an update on City's Continuity of Operations Plan (COOP) creation.***

Presented by Emergency Management Operations Coordinator Lauren Sanchez. City Manager Finch informed the council that training on emergency management with staff was done last week. There is a plan to have training with the council in early 2025.

**B. *Council to receive a briefing from the City Attorney on requirements for amending the City's Charter.***

Presented by City Attorney Robert Hager.

**C. *City Council to receive a briefing on the status of the AMI (Automated Metering Infrastructure) systems.***

Presented by Public Works Director Matt Bryant.

**D. *Receive a presentation from the Regional CARE Team on Homelessness.***

Police Chief Matt Stogner introduced DeSoto Police Lieutenant Melissa Franks and Officer Ambrosio Hernandez with the Regional Care Team who presented this item.

**E. *Receive and discuss the draft Dog Park Master Plan.***

Presented by Director of Parks and Recreation Bart Stevenson and Consultant Kimley Horn.

**EXECUTIVE SESSION**

The Executive Session was called into session at 8:44 p.m. and Mayor Contreras read the item into the record.

The Council closed the Executive Session at 9:28 p.m.

1. ***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 Cedar Ridge Dr., south of Ranchero Ln., west of Cockrell Hill Rd., and north 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 7:17 p.m. with Mayor Contreras presiding.

Councilmember Veracruz delivered the Invocation.

Mayor Contreras led the Pledge of Allegiance and Texas Pledge.

**1. REPORTS**

**A. *Mayor's Report.***

Mayor Contreras commented on the success of the Christmas parade. He then wished everyone a Merry Christmas.

**B. *Councilmembers' Reports***

CM McBurnett commented on the various events taking place in the city including the Christmas parade and drone show, the Lions Club "build a bed" program, Cookies with Santa at the recreation center, the McMillian Institute, and the Sandra Meadows Classic basketball tournament. Mayor Pro Tem Koontz updated citizens on the North Central Texas Housing Finance Corporation meeting on affordable housing in the region including housing opportunities for first-time home buyers and first responders. He also encouraged citizens to view the lights in Armstrong Park and the trees at the Ladd preserve. Councilmember Gooden thanked staff for supporting the city council. She stated the Art survey regarding the Cultural District is available and requested citizen participation. Councilmember Pennebaker requested to do his report after the staff and board reports.

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

Councilmember Pennebaker along with the Mayor and other Councilmembers read the Christmas document - "Twas the Night before Christmas" and wished everyone a Merry Christmas and Happy New Year!

**C. *City Manager's Report.***

Mr. Finch thanked the city staff, the mayor, and the Council for the successes and challenges in 2024.

**2. PROCLAMATIONS AND PRESENTATIONS**

**A. *Briefing on Wheatland Plaza after winning the Greater Dallas Planning Council Trinity Urban Design Award***

Presented by Economic Development Director Victor Barrera and Monte Anderson the developer for Wheatland Plaza.

**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](mailto: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:

Edna Rodriguez  
615 Crestview Drive  
Construction Noise

Lori Wilson  
611 Crestside Dr.  
Problems on Crestside Dr.

Erika Browning  
442 E. Cherry St.  
Animal ordinance

Susan Davis  
119 Forest Court  
Animal ordinance

Mac Browning  
442 E. Cherry St.  
Animal Ordinance

Jeremy Davis  
119 Forest Court  
Animal ordinance

Emily Bridges  
418 Oleander  
Animal Ordinance

Teresa Montgomery  
519 Allen Ave.  
Wheatland Plaza

Ti Phang Lui  
434 Blue Ridge Dr.  
Transparency

Jennifer Watkins  
327 Merribrook Trail  
email / Animal ordinance

Tyler and Brandy Burkey  
1007 Briar Hill Circle  
email / Animal ordinance

#### **4. CONSENT AGENDA**

- A. ***Consider the Minutes for the November 19, 2024 and December 3, 2024 City Council Regular Meetings.***
- B. ***Consider a Resolution authorizing the execution of a Title III Federal Service Agreement with the Dallas Area Agency on Aging for the time period of October 1, 2024 through September 30, 2025.***

RES 2024-366

- C. ***Consider a Resolution awarding bids and authorizing cooperative purchasing agreements with Advance Auto Parts and AutoZone Parts, Inc. for automotive parts and supplies through Prince William County Public Schools Contract R-LD-23013-01 and Region 4 Education Service Center Contract R211201, respectively, via OMNIA Partners for a one-year term, with the option to renew for up to four additional one-year terms, in an amount not to exceed \$469,681.00 over the five years, subject to the exercise of contract renewals and City Council appropriation.***

RES 2024-384

- D. ***Consider a Resolution awarding bids and authorizing cooperative purchasing agreements with NAPA Auto Parts and O'Reilly Auto Parts for automotive parts and supplies through Sourcewell Contracts 032521-GPC and 032521-ORA, respectively, for a one-year term, with the option to renew for up to four additional one-year terms, in an amount not to exceed \$469,681.00 over the five years, subject to the exercise of contract renewals and City Council appropriation.***

RES 2024-385

- E. ***Consider an Ordinance amending the FY 2024-2025 budget by appropriating fund balance resources in the one-time project fund and amending expenditures.***

ORD 2533

Councilmember Don McBurnett made a motion to approve the consent agenda as stated, 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. ***Adopt revised Chapter Four—Animals and Fowl City Ordinance to comply with state legislation changes and best practices, Council discussion on the proposed changes, and direction if needed.***

Presented by Assistant Police Chief Ron Wilcots, Police Chief Stogner, and Animal Control Officer Chad Chamberlain. Councilmember Gooden stated she understands the need for the fowl ordinance due to approximately 799 calls received over the past year. She then asked why roosters are prohibited. Officer Wilcots responded that roosters are loud and can be aggressive. Also, they are not necessary. Councilmember Gooden then stated other surrounding cities are allowing roosters and asked if there is a grace period for those who own chickens or roosters due to the cost of the fees for fencing, nesting boxes, and hens. Officer Wilcots stated that this could be considered. Mayor Pro Tem Koontz asked about fines for violations as it states up to \$500. Mr. Finch stated that normally fines are imposed through the court system, and they may vary depending on the situation. Mayor Pro Tem Koontz then stated this ordinance was brought due to dogs at large and wants the focus to be on dogs and irresponsible pet owners. He then asked if anything in the ordinance is related to dogs. Mayor Contreras stated there are sections related to dogs or animals at large.

Councilmember Kyle Pennebaker made a motion to table this item pending a workshop, Councilmember Joe Veracruz seconded the motion. The vote was cast 7 for, 0 against.

TABLED

**6. STAFF AND BOARD REPORTS**

- A. *Monthly Financial Report as of October 31, 2024***  
Presented by Budget Administrator Jennifer Otey.

Mayor Contreras recessed the regular session at 8:39 pm.

Mayor Contreras reconvened the regular session at 9:28 pm.

**ADJOURNMENT**

The meeting was adjourned at 9:29 p.m.

ATTEST:

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CITY SECRETARY