

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

May 25, 2021

**Executive Session, Work Session & Regular Meeting
6:00 p.m.**

**Addison TreeHouse
14681 Midway Rd., Addison, TX 75001**

The Addison City Council conducted its Regular Council Meeting on Tuesday, May 25, 2021 at the Addison TreeHouse with a quorum of the City Council physically present. Limited seating for members of the public was available using CDC recommended social distancing measures. The Town utilized telephone and videoconferencing to facilitate participation in the meeting. Interested parties were able to make public comments and address the Council via emailed comments submitted to the City Secretary at iparker@addisontx.gov by 3:00 pm on the meeting day. Members of the public were also entitled to participate remotely via Toll-Free Dial-in Number: 877.853.5247; Meeting ID: 409.327.0683 Participant ID: #. Detailed instructions on how to participate in this meeting were available on the Town's website on the Agenda Page. The meeting was live streamed on Addison's website at www.addisontexas.net

Present: Mayor Joe Chow; Mayor Pro Tempore Guillermo Quintanilla; Deputy Mayor Pro Tempore Paul Walden; Council Member Tom Braun; Council Member Lori Ward; Council Member Kathryn Wheeler; Council Member Marlin Willesen

Call Meeting to Order: Mayor Chow called the meeting to order.

Pledge of Allegiance: Mayor Chow led the Pledge of Allegiance

EXECUTIVE SESSION

Closed (Executive) Session of the Addison City Council pursuant to: Section 551. 074, Tex. Gov. Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, pertaining to:

- City Attorney

Mayor Chow closed the Open Session to convene the City Council into Closed Executive Session at 6:02 p.m.

Reconvene into Regular Session: In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

Mayor Chow reconvened the City Council into Open Session at 7:03 p.m. No action was taken as a result of the Executive Session.

REGULAR MEETING

Announcements and Acknowledgements regarding Town and Council Events and Activities

Discussion of Events/Meetings

Public Comment: *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing starts. Citizen comments are limited to **three (3) minutes**, unless otherwise required by law. To address the Council, please fill out a **City Council Appearance Card** and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

City Secretary Parker advised that no citizens had requested to address the City Council via telephonic means.

Consent Agenda: *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

1. **Consider Action on the Minutes from the April 27, 2021 Council Work Session and Regular Meeting.**
2. **Consider Action on the Minutes from the May 11, 2021 Regular Council Meeting.**
3. **Consider Action on a Resolution Authorizing Acceptance of Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) Airport Coronavirus Response Grant Program (AGRCP) Grant from the Texas Department of Transportation in the Estimated Amount of \$57,000 and Authorize the City Manager to Execute the Documents Necessary to Accept the Grant.**
4. **Consider Action on a Resolution Approving a Sale and Assignment of Ground Leasehold Between Concourse Plaza II, LTD. and 16051 Addison, LLC for Commercial Office, and Aeronautical use on Property Located at 16051 Addison Road Together with Consent to Leasehold Mortgage; and Authorizing the City Manager to Execute the Consent of Landlord as Required by the Ground Lease.**

5. **Consider Action on the Second Quarter Update from the Finance Committee to the City Council for the Period from January 2021 to March 2021.**
6. **Consider Action on a Resolution Approving a Contract Between the Town of Addison and Rey-Mar Construction for the Kellway Lift Station Bypass Project and Authorizing the City Manager to Execute a Contract in an Amount Not to Exceed \$777,100.**

Mayor Chow asked if there were any requests to remove an item from the Consent Agenda for separate discussion. There were none.

MOTION: Council Member Ward moved to approve Consent Agenda Items 1, 2, 3, 4, 5, and 6 as submitted. Council Member Braun seconded the motion. Motion carried unanimously.

Resolution No. R21-027: Accept Airport Coronavirus Response Grant Program (ACRGP)

Resolution No. R21-028: Consent to Proposed Sale and Assignment of 16051 Addison Road at Addison Airport

Resolution No. R21-029: Contract with Rey-Mar Construction for the Kellway Lift Station Bypass Project

Regular Items

7. **Present, Discuss, and Consider Action on a Resolution Approving and Adopting the City-Wide Trails Master Plan and Providing an Effective Date.**

Janna Tidwell, Director of Parks and Recreation, presented this item. She reviewed that a City-Wide Trails Master Plan was recommended by the previously approved Parks, Recreation & Open Space Plan. In February 2020 Council approved a contract with Moore Iacofano Goltsman, Inc. (MIG) to develop a City-Wide Trails Master Plan. On April 14, 2020 Council appointed the Trails Master Plan Advisory Committee members who were instrumental in the planning process. A draft plan was presented to the Council on February 23, 2021.

Ms. Tidwell reviewed various opportunities provided to the community to provide input on the draft plan. Following input from the Council, the Advisory Committee and residents, refinements were made to the draft and Ms. Tidwell provided an overview of those proposed changes. Ms. Tidwell added that this is a 20-year plan consisting of three phases. Signage will be present at crossings and other areas for safety, and Ms. Tidwell added she will be working with the Public Works Department on the signage.

Council Member Willesen inquired how residents will be kept apprised of progress in relation to their neighborhoods. Ms. Tidwell advised that she will be working with the Communications Department to keep residents updated by utilizing the Town's Construction page on the website, through email, and through Homeowner Association meetings. In response to Deputy Mayor Pro Tempore Walden's inquiry, Ms. Tidwell advised that pathway striping will be differentiated for bikes and pedestrians.

Mayor Chow as well as other Council Members expressed their appreciation to Ms. Tidwell, City Manager Pierson, and the Advisory Committee for all the effort that went into preparation of the document. Former Council Member Ivan Hughes was also recognized for his vision for the Plan.

MOTION: Deputy Mayor Pro-Tempore Walden moved to approve. Council Member Willesen seconded the motion. Motion carried unanimously.

Resolution No. R21-030: Adoption of City-Wide Trails Master Plan

8. Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Changing the Zoning on Property Located at 5290 Belt Line Road, Suite 112B, Which Property is Currently Zoned PD, Planned Development, Through Ordinance O19-22, by Approving a Special Use Permit for a New Restaurant. Case 1826-SUP/Jeni's Splendid Ice Creams.

Ken Schmidt, Director of Development Services, presented this item. He advised this proposed restaurant is situated within the Prestonwood Place shopping center, which is located at the southeast corner of Belt Line Road and Montfort Drive. This center was recently rezoned to Planned Development to allow for renovation of the existing buildings to attract a broader mix of tenants. A new tenant, Jeni's Splendid Ice Creams, is interested in a lease space in Building C.

Mr. Schmidt advised this building has recently undergone exterior renovation to update and modernize the façades. Jeni's Splendid Ice Creams is proposing a small ice cream shop with a patio, which triggers the requirement for a new Special Use Permit (SUP). The new restaurant space would total 2,467 square feet, inclusive of a 572 square-foot covered outdoor patio area. The restaurant will seat 55 people.

Mr. Schmidt advised that the parking, open space, and landscaping meets zoning requirements. He advised that notices were sent to adjacent property owners with no responses received. The Planning and Zoning Commission met on April 20, 2021 and voted to recommend approval of the SUP.

Mr. Schmidt noted that the ordinance provided contains some incorrect language in reference to alcohol sales and advised that alcohol will not be sold at this location. A corrected ordinance was provided at the dais for Council reference and information.

Sara Moore representing Jeni's Splendid Ice Creams was present via video conference and offered some background on the company and its product. She advised that construction should begin next week, and the shop should open in approximately two and one-half months.

Mayor Chow opened and closed the public hearing with no one wishing to speak.

MOTION: Council Member Willesen moved to approve. Mayor Pro-Tempore Quintanilla seconded the motion. Motion carried unanimously.

Ordinance No. O21-19: Case 1826-SUP, Jeni’s Splendid Ice Creams, 5290 Belt Line Road, Suite 112B

9. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Changing the Zoning on Property Addressed as 4141 Spring Valley Road and 14101 Midway Road, Currently Zoned Residential-1 (R-1) and Planned Development (PD), Through Ordinance 084-092, with a Special Use Permit for a Private School, by Approving a Special Use Permit for Seven Portable School Buildings. Case 1827-SUP/Greenhill School Temporary Classrooms.**

Ken Schmidt, Director of Development Services presented this item. He advised that the anticipated campus upgrade at Greenhill School is the reconstruction of an existing science building. In order to complete this project, the school will need to temporarily place seven portable buildings; six to serve as temporary classrooms and one to house the restrooms for these classrooms. This triggers the requirement for a new Special Use Permit (SUP) to ensure that the quantity, location, appearance, and duration of use of the proposed temporary classrooms is compatible with surrounding site conditions.

Mr. Schmidt provided a site map reflecting the location of the science building, and a floor plan for the proposed restroom and the temporary classrooms. It was clarified that each of the six (6) buildings is 1,536 square feet and will contain two (2) classrooms. Mike Wallace representing Greenhill School advised that there will be eighteen (18) students in each classroom.

Mr. Schmidt advised that it is expected that the science building will be completed by August 2023. He advised that the Town’s SUP ordinance requires that if temporary buildings are needed longer than eighteen (18) months, the matter must be reconsidered by the City Council. He advised that the Planning and Zoning Commission met on April 20, 2021 and voted to recommend approval of the SUP with the condition that unless the permit is extended by the Council, the buildings must be removed by January 1, 2024, or within thirty (30) days of issuance of a Certificate of Occupancy for the new science building. Council Member Braun commented that these temporary buildings are not intended to increase student population.

Mr. Schmidt advised that public notices were sent to adjacent property owners and one response in favor was received. Council Member Braun and Council Member Willeesen recused themselves from voting on this item due to having received the public notices at their residences. A copy of the Conflict-of-Interest Statements from Council Members Braun and Willeesen are attached hereto and made a permanent record to these minutes.

Mayor Chow opened and closed the public hearing with no one wishing to speak.

MOTION: Council Member Ward moved to approve. Council Member Wheeler seconded the motion. Motion carried.

Ordinance No. O21-20: Case 1827-SUP, Greenhill School for Temporary Classrooms Buildings.

10. **Present and Discuss the Finance Department Quarterly Financial Report of the Town**

of Addison for the Fiscal Year 2021 Second Quarter Ended March 31, 2021.

Steven Glickman, Chief Financial Officer, presented this item. He advised the Town of Addison's financial policies require the publication of a financial report sixty (60) days after the end of each fiscal quarter. This report covers the financial performance through the second quarter for Fiscal Year 2021 (January 1, 2021 - March 31, 2021). He provided a high-level look at some of the key financial indicators along with more detailed exhibits that demonstrated the current financial position for the various funds. The presentation included information for the following funds: General, Hotel, Economic Development, Airport, Utility, and Stormwater funds. Mr. Glickman reviewed the following highlights for the second quarter including:

- General Fund revenue totaled \$29.7 million, which is 76.5 percent of the fiscal year budget.
- General Fund expenditures totaled \$17.3 million, which is 43.8 percent of the fiscal year budget.
- Sales tax collections totaled \$6.9 million, which is 55.7 percent of the fiscal year budget.
- Hotel Fund revenue of \$797 thousand and expenditures of \$1.4 million, which is \$1.1 million less (revenue) than this time a year ago.
- Performing Arts expenditures are at 88.8 percent due to the full payment of the Water Tower Theatre grant.
- Special Events revenues totaled 4.0 percent, and expenses totaled 1.7 percent of the fiscal year budget due to the timing of events.
- Airport Fund operating revenue totaled \$2.8 million or 53.4 percent, and operating expenditures totaled \$2.2 million or 42.7 percent of the fiscal year budget.
- Utility Fund operating revenue totaled \$5.2 million or 37.1 percent, and expenditures totaled \$6.5 million or 45.8 percent of the fiscal year budget. This is in line with historical averages (seasonally low water usage).
- Stormwater Fund revenue and expenditures are in line with historical averages.

Additionally, Mr. Glickman reviewed Personnel information, Economic Indicators, and the Economic Development Fund.

The Quarterly Investment Report for the second quarter of Fiscal Year 2021 was provided for informational purposes. There was a brief discussion regarding preliminary ad valorem tax reports.

Adjourn Meeting

There being no further business to come before the Council, Mayor Chow adjourned the meeting.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

Irma G. Parker, City Secretary