

# DRAFT

## OFFICIAL ACTIONS OF THE ADDISON CITYCOUNCIL

January 24, 2023

**Addison TreeHouse**  
**14681 Midway Road, Suite 500, Addison, TX 75001**  
**6:00 p.m. Executive Session & Work Session**  
**7:30 Regular Meeting**

**Present:** Mayor Joe Chow; Mayor Pro-Tempore Kathryn Wheeler; Deputy Mayor Pro-Tempore Lori Ward; Council Member Tom Braun; Council Member Darren Gardner; Council Member Guillermo Quintanilla; Council Member Eileen Resnik

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**Call Meeting to Order:** Mayor Chow called the meeting to order at 6:00 PM.

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**Pledge of Allegiance:** Mayor Chow lead the Pledge of Allegiance.

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### EXECUTIVE SESSION

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**Closed (Executive) Session of the Addison City Council pursuant to:**

- Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney pertaining to:
  - *Bigelow Arizona TX-344, Limited Partnership D/B/A Suites of America and/or Budget Suites of America v. Town of Addison*, Cause No. DC-19-09630, 191<sup>st</sup> Judicial District, Dallas County District Court.

Mayor Chow closed the open meeting to convene the City Council into Closed Executive Session at 6:01 PM.

**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 6:55 PM. No action taken.

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## WORK SESSION

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### 1. **Present and Discuss Public Works and Engineering Operations and Project Updates.** *[Shannon Hicks, Public Works & Engineering Director]*

The purpose of this item is to provide an update on key Public Works and Engineering Department operations, capital improvement projects, and bond projects for Fiscal Year 2023.

#### **Operations and Maintenance**

- **Streets Division**
  - Operational Projects - Completed nearly \$1.7M on Addison Road full-depth repairs and received \$496K in Dallas County grant funding, Belt Line Road repairs and replacement of Town-wide Malfunction Management Units (MMUs) at Traffic Signals. Spring 2023 - Video Detection Replacements on Marsh Road at Addison Town Center Intersection (Target), Painting Wheeler (Arapaho) Bridge rails, swoops, and arches.
- **Utilities Division**
  - Fire Hydrant Inspections - Flow testing, hydrant flushing, and making any necessary repairs; Completed 1,100 fire hydrant inspections in FY22 • Next round of inspections will begin in the spring of 2023
  - Fire Hydrant Painting - Painting fire hydrants “Addison Blue” and adding reflective collars for better visibility at night and Painted one-third of the Town’s fire hydrants in FY22 and will do another third in FY23.
  - Valve Maintenance Program - Town staff is operating and inspecting mainline valves throughout the Town • The goal is to exercise each valve annually.
  - Operational Projects - Began EPA mandated Lead and Copper Rule Revisions (LCRR), requires to prepare and maintain an inventory of service line materials, Lining eight manholes throughout Town for FY23, Purchased two new water quality analyzers to replace outdated units, Non-Destructive Testing of Redding Trail Water Main and Water and Wastewater CIP Validation.
- **Stormwater Division**
  - Operational Projects - Completed year three of the Town’s five-year Municipal Separate Storm Sewer System (MS4) permit with Texas Commission on Environmental Quality, Hosted Earth Day and Sustainability Day Events, and Creating Town owned drainage ditch maintenance plans, Inspecting and cleaning of a parallel channel on Midway Road, Stormwater post-construction Best Management Practices (BMP) Ordinance Update as required by State regulations, Celestial Place pavement repairs due to infiltration of Stormwater pipes, and Upgrading Blower in GapVax Truck

#### **Major CIP and Bond Projects**

- Under Construction Projects:
  - Rawhide Creek ADA and Drainage Improvements • Began Construction in Mid-November anticipate completion in Fall 2023 • Currently excavating detention facility adjacent to Marsh Lane • Project Budget \$3.3M
  - Alpha Road Connector Project • Began Construction in April of 2022 anticipate

completion in March 2023 • 95% of pavement operations are completed • Project Budget \$3.6M • Estimated Project Costs \$3.5M Major CIP and Bond Project

- Traffic Signal and ADA Improvements • Currently under contract • Long lead times on traffic signal poles have delayed the start of construction • Anticipate start of construction in summer 2023 • Project Budget \$1.5M • Estimated Project Costs \$1.4M
  - Vitruvian Park Public Infrastructure Phase 9 Block 701 Sewer and Water Improvements • Contractor is completing punch-list items, anticipate project closeout in January 2023 • Total Project Cost \$765K • Vitruvian Phase 9 Budget \$2.6M Major CIP and Bond Project
  - Midway Road Reconstruction • Southbound lanes from Belt Line to Proton are under construction • Anticipate major paving operations south of Belt Line Road to be completed by spring of 2023 • Temporary signals being installed north of Belt Line • Major paving operations north of Belt Line expected in next few weeks • Current Estimated Costs \$41.1M Major CIP and Bond Project
- **Recently Completed Projects**
    - Kellway Lift Station Bypass Project • Completed in August 2022 • Budgeted \$1.1M • Total Project Cost \$854K
    - Surveyor Chloramine Booster Station Project • Completed in November 2022 • Budgeted \$1.3M • Total Project Cost \$1.3M
    - Winnwood Bridge Armoring Project • Construction completed in December 2022 • Project Budget \$450,000 • Estimated Total Cost \$400,000 Major CIP and Bond Projects 14 Upcoming Projects Lake Forest Drive Water and Sewer Improvement
- **Upcoming Projects**
    - Lake Forest Drive Water and Sewer Improvements • Bidding for construction in February 2023 • Anticipate 10 months of construction • Project Budget \$1.2M
    - Surveyor Pump Station Electrical Upgrades • Bidding for construction in January 2023 • Anticipate 6 months of construction • Construction timing will be heavily dependent on availability of electrical components • Project Budget \$1.2M Major CIP and Bond Projects
    - Keller Springs Road Reconstruction • Working on ROW and easement acquisitions • Opened proposals for construction in November 2022 • Recommending rejecting the two proposals that were received due to them being over the project budget. • Town staff and the design engineer will work together to implement ways to reduce the project cost and make the proposals more competitive • Staff will re -issue the RFP once the projects once the altered design and scope are finalized
    - Airport Parkway Reconstruction • Currently at 95% design • Working on ROW and easement acquisitions • Construction is scheduled to follow the completion of Keller Springs • Project Budget \$9.4M
    - Quorum Drive Reconstruction • Issued RFP for design services and are in negotiations • Construction will immediately follow Midway Road Construction • Project Budget \$27.6M
    - Montfort Drive Reconstruction • Construction will immediately follow completion of Quorum Drive Project • Project Budget \$7.3M
    - Bella Lane North Connector • Recent changes to the updated Vitruvian

development affected the design of the project, currently on hold Projects Updates Website

- Project updates can be found at [addisontx.net/projects](http://addisontx.net/projects) • Website has list of many projects across multiple departments.

2. **Present and Discuss Designating Vote Centers in the Town of Addison.** [Irma Parker, City Secretary]

The City Council adopted an Ordinance Calling the May 6, 2023 General Election at the January 10th Meeting. Not included in the Ordinance was the designation of an Early Voting and Election Day Voting location or Vote Centers. Historically, Fire Station No. 1, 4798 Airport Parkway, has been designed as an Early Voting and Election Day Vote Center, with Fire Station No. 2, 3950 Beltway Drive, being utilized as an Election Day Vote Center. At the request of Council, staff has prepared this agenda item to discuss other possible Vote Center options.

Texas Election Code section 43.007 allows counties to eliminate county election precinct polling places and establish countywide polling places (vote centers) for all Elections. This allows a voter to vote at any vote center within the County. Beginning in November 2019 elections have been conducted at the following locations within the Town of Addison: (1) Fire Station 1 – Early Voting & Election Day, (2) Fire Station 2 – Early Voting only, (3) Addison Conference Center – Early Voting & Election Day (4) Loos Field House – Election Day.

The criteria for a vote center includes a location with (1) large Room with square footage necessary to accommodate voting equipment and to meet the anticipated voter turnout, (2) Internet capabilities and good reception, (3) ADA Accessibility, (4) Adequate parking, on-site with good lighting and some parking spaces that are close to the building so they can be reserved for voters with disabilities, (5) On city transportation bus routes and major thoroughfare for easy voter access, (6) Easily identifiable buildings within the community, easier for voters to locate, (7) Site is available for use the day before Early Voting/Election Day setup, and the day after (breakdown), and cannot be used for another event during this time (8) Allow political signs and electioneering, and (9) No security concerns.

Annually, the Dallas County Elections Department and the Vote Center Advisory Committee review the current vote centers and recommend consolidation, eliminate unavailable or unreliable vote centers, eliminate vote centers that are not ADA compliant - conduct survey of all vote centers. The current facilities, fire stations, are not ADA compliant.

**Facility Review**

<b>Facility</b>	<b>Pro</b>	<b>Con</b>
Airport – Conference Room 2 <sup>nd</sup> Floor	Building distinctive, available for voting	Access is awkward, limited parking, access street in need of repair
Athletic Club	Ample parking, large rooms, building distinctive, easy access, available for voting	Facility has activities/programs making it difficult to use for entire Early Voting time
Conference Center/Stone Cottage	Ample parking, large rooms, building distinctive, easy access, available for voting	Not staffed at this time
Finance Building	1 <sup>st</sup> floor ADA compliant	Limited parking

Fire Station 1	Administration area is only area ADA compliant	Limited parking, no way to secure administration and operations, station is left unsecured
Fire Station 2	Not ADA compliant	
Police/Municipal Court	Lobby area good size, courtroom could be used if not needed by Court	Limited parking, no access to voters or election workers to break room
Police Storefront		Too small
Service Center		Very limited parking, no large room
Town Hall	Only 1 <sup>st</sup> floor is ADA accessible	Limited parking
Miscellaneous Facilities – Water Tower & Learning Center, Lift/Pump Stations		Not good options

The City Council must decide:

- Select location(s) to serve as both Early Voting & Election Day Vote Center
- Select location(s) to serve as Election Day Voting Only
- Select location(s) to serve as Early Voting Only
- Eliminate location(s)
- Other suggestions

Staff recommendation(s) is to designate the Addison Conference Center, 4905 Addison Circle, as location for Early Voting & Election Day Voting and eliminate use of Fire Station 1 and 2. Dallas County as requested that Fire Station 1 and 2 not be used. A map showing vote centers located within close proximity to Addison Voters includes Loos Field House, Anne Frank Elementary School and library, churches, recreation centers in Carrollton, Dallas, Farmers Branch within five (5) miles of Addison corporate city limits.

*Directive:* Designate Addison Conference Center as Vote Center in Addison and discontinue use of Fire Station 1 and 2.

## REGULAR MEETING

### Announcements and Acknowledgments Regarding Town and Council Events and Activities

#### Discussion of Meetings / Events *[David Gaines, City Manager]*

- The February 14<sup>th</sup> Council Meeting has been rescheduled to Monday, February 13, 2023.

**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 there were no citizen requests to address the City Council.

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**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.*

3. **Consider Action on the Minutes from the January 10, 2023 City Council Meeting.**
4. **Consider Action on the Purchase of a Blower Upgrade to the Public Works GapVax Truck from Lonestar Municipal Equipment and Authorize the City Manager to Execute the Purchase Order in an Amount Not to Exceed \$57,363.76.**
5. **Consider Action on a Resolution Approving the Purchase of Six Vehicles for the Utilities, General Services, Development Services, and Police Departments; and Authorizing the City Manager to Execute the Purchase Agreements in an Amount Not to Exceed \$292,301.94.**
6. **Consider Action to Reject Proposals Received in Response to Solicitation #23-02 for the Keller Springs Road Revitalization Project.**

Mayor Chow called for any item to be removed from the Consent Agenda to be discussed separately. There were no requests. Mayor Chow called for a motion.

**MOTION:** Council Member Resnik moved to approve Consent Agenda Items 3 – 6 as presented. Deputy Mayor Pro-Tempore Ward seconded the motion. Motion carried unanimously.

**Resolution No. R23-009:** Purchase vehicles in Utility, General/Development Services and Police Departments

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## Regular Items

7. **Consider Action on a Resolution Accepting Place 2 Planning & Zoning Commissioner Resignation and Appointing a New Place 2 Member to Fill the Unexpired Term.** *[Irma Parker, City Secretary]*

Section 8.05(a) of the Charter requires automatic resignation upon filing for candidacy for any officer or board member that is appointed by Council: "...If a member of any board appointed by the Council or any officer appointed by the City Council shall become a candidate for election to any public office, he shall immediately forfeit his place or position with the Town." On January 18, 2023, Place 2 Planning & Zoning Commissioner Nancy Craig submitted her letter of resignation. On this date, Ms. Craig also applied for a Place on the Ballot for the May 6, 2023 General Election for the City Council.

The Place 2 appointment(s) are appointed by Council Member Guillermo Quintanilla. On January 18th, Council Member Quintanilla was notified of Commission Member Craig's resignation via

email. At the request of Council Member Quintanilla, a resolution has been prepared to accept the resignation and appoint an individual to fill Place 2 until December 2024.

**MOTION:** Council Member Quintanilla moved to appoint Diane Chavez to Place 2 of the Planning & Zoning Commission for a term to expire in December 2024. Council Member Braun seconded the motion. Motion carried unanimously.

**Resolution No. R23-010:** Accept Nancy Craig resignation and appoint Diane Chavez to Planning & Zoning Commission

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### **Adjourn Meeting**

There being no further business to come before the City Council, Mayor Chow adjourned the meeting at 7:34 PM.

**TOWN OF ADDISON, TEXAS**

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Joe Chow, Mayor

**ATTEST:**

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Irma G. Parker, City Secretary