



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

**Monday, March 18, 2024 at 5:30 PM
City Hall, 321 N. Main Street**

A Work Session and Regular Meeting of the Hutchins City Council was held on Monday, March 18, 2024, with Work Session beginning at 5:30 pm and Regular Session beginning at 6:30 pm at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items were discussed and considered.

A. WORK SESSION

- 1. Conduct an interview with BrandEra Inc. in relation to choosing a firm to conduct the Rebranding Initiative. Presented by: Katherine Lindsey, Assistant to the City Administrator and BrandEra Inc.**

Assistant to the City Administrator Katherine Lindsey introduced representatives from Brandera, Beth Owens (Co-founder and Marketing Strategist), and Reecanne Joeckel (Co-founder and Creative Strategist). Ms. Owens presented the branding services offered by Brandera, along with a detailed description of each service. She also presented a summary of the four phases of their branding process and provided examples of city branding, taglines, and media.

Mayor Vasquez asked how they would promote Hutchins and how long the process would take to complete. Councilmember Odom stressed his desire to have a brand unique to Hutchins. Ms. Owens said identifying the best way to promote Hutchins is premature. Part of the plan is meeting with stakeholders (council, staff, focus groups, community surveys) and identifying the “what” about Hutchins.

Councilmember Didehbani asked if they assist with advertising and promoting city events. Ms. Owens explained the media buying matrix and depending on the budget, the options available.

B. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

- 2. Roll call by Mayor and announce a quorum.**

Mayor Vasquez called the meeting to order at 6:30 p.m. and announced a quorum.

PRESENT

Mario Vasquez
Steve Nichols
Brenda Campbell
Dominic Didehbani
Raymond Elmore
Demarcus Odom

C. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation and Councilmember Elmore led the Pledge of Allegiance.

D. CITIZEN COMMENTS

E. PRESENTATIONS

3. Introduce New Police Department Employees Presented by: Steve Perry, Police Chief

Chief Perry introduced Officer Julian Ramirez and Officer Kelvin Munoz.

4. Library Recognition Presented by Wanda Randle, Director of Community Services and Park Programs

Director of Community Services and Park Programs Wanda Randle announced that the Texas Municipal Library Directors Association, for the second year, has awarded the Atwell Public Library with the Achievement of Library Excellence Award. Ms. Randle recognized Librarian Olivia Daniels and the staff for their accomplishments. Mayor Vasquez read and presented a Proclamation to Ms. Daniels in recognition of her accomplishments and proclaiming Local Library Day.

5. Presentation of Financing Plan for Series 2024 Tax Note. Presented by: Maria Joyner, Director of Finance

Director of Finance Maria Joyner and Jim Sabonis, Hilltop Securities, presented a list of projects to be funded for FY2024 and the proposed plan of finance. Mr. Sabonis explained the funding for the proposed 2024 Tax Note, the city's current bond rating, current market rates, and the plan to pay the debt off within seven years.

F. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the City Council reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

6. Discuss and consider Resolution R2024-03-1178 OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF A SERVICES AGREEMENT AND FIRST ADDENDUM TO SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND DACT WAY, LLC FOR THE PROVISION OF CLEANING SERVICES SPECIFIED IN EXHIBIT "A".; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve Resolution R2024-03-1178. All in favor, the motion carried.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay:

7. Discuss and consider Resolution R2024-03-1179 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY

FOR THE ALERRT EQUIPMENT GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG). Presented by: Steve Perry Police Chief

Councilmember Elmore made the motion seconded by Councilmember Didehbani to approve Resolution R2024-03-1179. All in favor, the motion carried.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay:

- 8. Discuss and consider Resolution R2024-03-1180 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR THE RIFLE RESISTANT BODY ARMOR GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024/2025 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG). Presented by: Steve Perry Police Chief**

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Resolution R2024-03-1180. All in favor, the motion carried.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay:

- 9. Discuss Police Department Holding Cells Presented by: Robert McWayne and Chief Perry**

Police Chief Perry provided background information on the damage to two holding cells caused by two inmates in January and February of 2023. Brandstetter Carroll Inc. was contracted to review and provide a construction cost estimate to redesign the cells. The estimate includes modifications to help prevent ceiling access by inmates by raising the ceiling and installing recessed fixtures. The council directed staff to proceed with advertising for bids.

- 10. Discussion of City Attorney Services Presented by: Council Member Odom**

Councilmember Odom requested that this item be placed on the agenda because he was concerned about the length of time for which the city has been retaining the current law firm. When asked why there is a sudden need to address this issue, Councilmember Odom mentioned he feels that the city attorney's office has become too complacent. He brought up a dispute between Carter High School and Friendship-West that had been referred to a judge. The case was like the Langdon Road warehouse project in Hutchins.

Associate City Attorney Courtney Goodman-Morris gave a summary of the case, explained the difference between a site plan and a building permit, and provided the criteria in the Hutchins Code of Ordinance for a site plan. Ms. Goodman-Morris explained the process for a site plan, and if approved, gives the applicant a vested right to move forward on the property. The site plan applicants for the Langdon Road project met all the city's requirements. A denial of their request could be a potential for a lawsuit.

Ms. Goodman-Morris and the council discussed rezoning options and moratoriums in the city. After the discussion, City Administrator Quin requested the city attorney to provide the council with a legal brief for moratoriums.

11. Discuss topics for the City Council retreat. Presented by: James Quin, City Administrator

City Administrator Jim Quin asked for topics the council would like to discuss at the city council retreat in May. Some items of discussion include JJ Lemon reconstruction, personnel staffing, equipment needs, and pay plan study. Other items for discussion included:

JJ Lemmon; old train station building; animal shelter and calling for an election in May 2025; retrofitting the current police department; additional playground equipment; Valley View Park awning, gazebo, and lighting; recreation center; city attorney presentation; finance and plan of finance; and capital equipment and personnel.

G. ITEMS OF COMMUNITY INTEREST

12. City Secretary Olguin announced the items of community interest.

H. ADJOURN

Motion made by Councilmember Elmore, seconded by Mayor Pro Tem Nichols to adjourn the meeting. The meeting was adjourned at 7:41 PM.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay: 0

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 1st DAY OF APRIL 2024.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary