

Meeting Minutes

Regular Meeting of the Oak Point City Council



Oak Point City Hall  
100 Naylor Road  
Oak Point, Texas 75068

Monday, July 15, 2019  
6:00 P.M.

**1. Call to Order, Roll Call, and Determination of Quorum**

Mayor Palmer called the meeting to order at 6:02 p.m. with the following roll call:

Keith Palmer	Mayor	Present
John Lusk	Mayor Pro Tem	Present
Tim Freeman	Deputy Mayor Pro Tem	Present
Don Lindemann	Council Member	Present
Dena Meek	Council Member	Present
Kyle Thompson	Council Member	Present

City staff present:

Stephen Ashley	City Manager
Joni Vaughn	City Secretary
Donna Boner	Finance Manager
Mike Shackelford	Director of Public Safety
Jennifer Henry	Municipal Court Administrator

And with a quorum present the following items were addressed:

**2. Invocation**

Councilmember Meek led the invocation.

**3. Pledge of Allegiance/Pledge to the Texas Flag**

Mayor Palmer led the Pledge of Allegiance and Pledge to the Texas Flag.

**4. Items of Community Interest**

City Secretary Vaughn reported that a donation basket for the Little Elm Area Food Bank has been placed inside the front door of City Hall for your convenience. The newsletter and our website both have a list of items needed.

The Kids Eat Free Program is in full swing providing lunches Monday through Friday in the Oak Point Community Room to children in need through August 9th. They have already served 529 lunches from the Oak Point Community Center this summer. They serve an average of 75 lunches per week. The program coordinator expressed their thankfulness for Oak Point's willingness to host Kids Eat Free.

Freedom Fest was a great success! The Veterans Recognition was a great new addition to the event and will be continued again next year. Oak Point saw the largest turn out in quite some time. Over 500 hamburgers and hot dogs were cooked! The snow cone truck was very busy. The addition of fans in the pavilion really helped make the temperature more comfortable. Despite the heat, everyone seemed to enjoy Freedom Fest!

The Boat Ramp opened just in time for the 4th of July holiday.

Oak Point's new fire truck has arrived!

**5. Public Input**

No one came forward to speak.

**6. Presentation and discussion of the following reports:**

- **Financial Report for June 2019**
- **Municipal Court Report for June 2019**
- **Permits Report for June 2019**
- **Department of Public Safety (DPS) Report regarding police, fire, medical, and code enforcement incidents during the month of June 2019**

Finance Director Donna Boner gave the Financial Report for June. Councilmember Meek commented that building inspection revenue are up considerably. Chief Shackleford gave a brief update about the new fire truck.

**CONSENT AGENDA**

- 7. Consider and act to approve the minutes from the June 17, 2019 Regular City Council meeting and the June 27, 2019 Budget Retreat**
- 8. Consider and act upon a resolution reappointing a Municipal Court Judge and Assistant Municipal Court Judge and authorizing the City Manager to enter into an agreement with the Municipal Judge and Assistant Judge for judicial service**
- 9. Consider and act upon authorizing the City Manager to enter into an agreement with Tyler Technologies for the purchase of 4 (four) electronic ticket writers**
- 10. Consider and act upon authorizing the City Manager to give a 30-day termination notice to the current municipal court collections provider, American Municipal Services; and to enter into an agreement with MVBA (McCREARY, VESELKA, BRAGG AND ALLEN, P.C) for municipal court collection services)**
- 11. Consider and act upon a resolution authorizing the City Manager to execute a revised Memorandum of Understanding with the Little Elm Independent School District to receive funding for one Police Officer assigned as the School Resource Officer for Oak Point Elementary**
- 12. Consider and act upon authorizing the City Manager to execute an Interlocal Agreement with Denton County regarding the provision of property tax assessment and collection services for the City of Oak Point FY 2019-2020**
- 13. Consider and act to authorize the City Manager to execute an agreement with P3Works, LLC for Public Improvement District Administrative Services**
- 14. Consider and Act upon a resolution approving the 2019 annual update to the Service and Assessment Plan and Assessment Rolls for Wildridge Public Improvement District No. 1 including the collection of the 2019 annual installments**
- 15. Consider and act upon a resolution approving the 2019 annual update to the Service and Assessment Plan and Assessment Rolls for Shahan Prairie Road Public Improvement District No. 1 including the collection of the 2019 annual installments**

**16. Consider and act upon a resolution approving the 2019 annual update to the Service and Assessment Plan and Assessment Rolls for Public Improvement District No. 2 (RPG) including the collection of the 2019 annual installments**

City Attorney Moore asked for Item 13 to be pulled from Consent Agenda since the language had been revised.

Deputy Mayor Pro Tem Freeman made a motion to pull Item 13 from the Consent Agenda; motion seconded by Councilmember Thompson. **Motion passed 5-0.**

Mayor Pro Tem Lusk made a motion to approve the Consent Agenda without Item 13; motion seconded by Councilmember Thompson. **Motion passed 5-0.**

City Attorney Moore explained the revised language to the agreement in Item 13.

Mayor Pro Tem Lusk made a motion to authorize the City Manager to execute an agreement with P3Works, LLC for Public Improvement District Administrative Services as revised; motion seconded by Councilmember Meek. **Motion passed 5-0.**

**REGULAR AGENDA**

**17. Presentation of the 2019 Comprehensive Plan Update by Freese and Nichols**

Daniel Harrison from Freese & Nichols presented the final draft of the 2019 Oak Point Comprehensive Plan and answered questions from the City Council and citizens.

**18. Public Hearing to hear comments on the 2019 Comprehensive Plan Update**

Mayor Palmer opened the Public Hearing at 6:37 pm.

Blaine Paul, 9900 Horizon Road, Oak Point; Anthony, Snake River, Wildridge; Jerry Arnold, 9909 Peninsula Point, Oak Point; Jacob, 9609 Rubicon Trail, Wildridge; all had questions about the plan.

Mayor Palmer closed the Public Hearing at 6:43 pm.

**19. Consider and act upon a recommendation from the Planning and Zoning Commission to approve a resolution adopting the 2019 Comprehensive Plan Update**

Councilmember Lindemann made a motion to approve an ordinance adopting the 2019 Comprehensive Plan Update; motion seconded by Mayor Pro Tem Lusk. **Motion passed 5-0.**

**20. Public Hearing to consider an ordinance (i) approving the *City of Oak Point, Texas, Shahan Prairie Road Public Improvement District No. 1 Preliminary 2019 O&M Annual Service Plan Update* and (ii) levying the Maintenance Assessment (the "Maintenance Assessment"), the DPS Services Assessment (the "DPS Services Assessment") and Annual Collection Costs against certain property located within the Shahan Prairie Road Public Improvement District No. 1 (the "District") that lies in the extraterritorial jurisdiction of the City (the "Assessed Property") to pay for the operation and maintenance of the public improvements**

Mayor Palmer opened the Public Hearing at 6:59 pm.

The following people spoke and asked questions at the Public Hearing:

Luis Perez, 9821 Pikes Peak Place, Oak Point

Jennifer Berry 9820 Grouse Ridge, Oak Point

Mayor Palmer closed the Public Hearing at 7:20 pm.

**21. Consider and act upon an ordinance approving the *City of Oak Point, Texas, Shahan Prairie Road Public Improvement District No. 1 Preliminary 2019 O&M Annual Service Plan Update* and (ii) levying the Maintenance Assessment (the "Maintenance Assessment"), the DPS Services Assessment (the "DPS Services Assessment") and Annual Collection Costs against certain property located within the Shahan Prairie Road Public Improvement District No. 1 (the "District") that lies in the extraterritorial**

**jurisdiction of the City (the "Assessed Property") to pay for the operation and maintenance of the public improvements**

Mayor Pro Tem Lusk made a motion to approve the ordinance approving the City of Oak Point, Texas, Shahan Prairie Road Public Improvement District No. 1 Preliminary 2019 O&M Annual Service Plan Update and (ii) levying the Maintenance Assessment (the "Maintenance Assessment"), the DPS Services Assessment (the "DPS Services Assessment") and Annual Collection Costs against certain property located within the Shahan Prairie Road Public Improvement District No. 1 (the "District") that lies in the extraterritorial jurisdiction of the City (the "Assessed Property") to pay for the operation and maintenance of the public improvements; motion seconded by Councilmember Lindemann. **Motion passed 5-0.**

- 22. Public Hearing to consider an ordinance (1) approving the *City of Oak Point, Texas, Wildridge Public Improvement District No. 1 Preliminary 2019 O&M Annual Service Plan Update* (the "Preliminary 2019 O&M Annual Service Plan Update") and (2) levying assessments against certain property located within Improvement Area #1 (as defined below) and Improvement Area #2 (as defined below) of the Wildridge Public Improvement District No. 1 (the "District") that lies in the extraterritorial jurisdiction of the City (the "ETJ Assessed Property")**

Mayor Palmer opened the Public Hearing at 7:21 pm.

The following people spoke and asked questions at the Public Hearing:

Gloria Pienaar, 9904 Pikes Peak Place, Oak Point

Lisa Brown, 3116 Discovery Drive, Oak Point

James John, 9728 Bitterroot Drive, Oak Point

Jerry Arnold, 9909 Peninsula Point, Oak Point

9921 Denali Drive, Oak Point

Blaine Paul, 9900 Horizon Road, Oak Point

John Chelalat, 950 Garnet Cove, Oak Point

Carla Vasquez, 9813 Echo Summit Drive, Oak Point

Rodney Thompson, 9805 Pikes Peak Place, Oak Point

Kurt Reynolds, Oak Point,

Mayor Palmer closed the Public Hearing at 8:21 pm.

- 23. Consider and act upon an ordinance approving the *City of Oak Point, Texas, Wildridge Public Improvement District No. 1 Preliminary 2019 O&M Annual Service Plan Update* (the "Preliminary 2019 O&M Annual Service Plan Update") and (2) levying assessments against certain property located within Improvement Area #1 (as defined below) and Improvement Area #2 (as defined below) of the Wildridge Public Improvement District No. 1 (the "District") that lies in the extraterritorial jurisdiction of the City (the "ETJ Assessed Property")**

Deputy Mayor Pro Tem Freeman made a motion to approve an ordinance approving the City of Oak Point, Texas, Wildridge Public Improvement District No. 1 Preliminary 2019 O&M Annual Service Plan Update (the "Preliminary 2019 O&M Annual Service Plan Update") and (2) levying assessments against certain property located within Improvement Area #1 (as defined below) and Improvement Area #2 (as defined below) of the Wildridge Public Improvement District No. 1 (the "District") that lies in the extraterritorial jurisdiction of the City (the "ETJ Assessed Property"); motion seconded by Mayor Pro Tem Lusk. **Motion passed 5-0.**

*[\*\* At the request of Mayor Pro Tem Lusk, Items 20 and 22 were held back to back and them Items 21 and 23 were voted on.\*\*]*

**24. Consider and act to authorize City Manager to execute an agreement with Allison Engineering Group for the reconstruction of the entry approach to Emerald Sound at Emerald Sound Boulevard**

Councilmember Meek made a motion to authorize City Manager to execute an agreement with Allison Engineering Group for the reconstruction of the entry approach to Emerald Sound at Emerald Sound Boulevard; motion seconded by Councilmember Lindemann. **Motion passed 5-0.**

**25. Consider and act to transfer one million dollars from the Unencumbered Fund Balance to the Capital Improvement Project Fund**

Councilmember Lindemann made a motion to transfer one millions dollars from the Unencumbered Fund Balance to the Capital Improvement Project Fund; motion seconded by Councilmember Thompson. **Motion passed 5-0.**

**26. Consider and act to approve an ordinance amending the comprehensive zoning ordinance by amending Chapter 14, Exhibit A, Section XVI of the Code of Ordinances of the City of Oak Point, Texas, entitled "Board of Adjustment" is amended by amending section XVI.B.2 to require City Council to approve rules of procedure; amending section XVI.D. by amending the process for appeals to the Board of Adjustment; providing a severability cause; providing for an effective date of September 1, 2019.**

Mayor Pro Tem Lusk made a motion to approve an ordinance amending the comprehensive zoning ordinance by amending Chapter 14, Exhibit A, Section XVI of the Code of Ordinances of the City of Oak Point, Texas, entitled "Board of Adjustment" is amended by amending section XVI.B.2 to require City Council to approve rules of procedure; amending section XVI.D. by amending the process for appeals to the Board of Adjustment; providing a severability cause; providing for an effective date of September 1, 2019; motion seconded by Deputy Mayor Pro Tem Freeman. **Motion passed 5-0.**

**27. Consider and act upon a resolution voting to appoint a member to the Board of Managers of the Denco Area 9-1-1 District**

Mayor Pro Tem Lusk made a motion to approve a resolution casting a vote for Sue Tejml as a member to the Board of Managers of the Denco Area 9-1-1 District; motion seconded by Councilmember Meek. **Motion passed 5-0.**

**28. Discuss and provide direction to City staff regarding topics for the Fall 2019 edition of The Country Place Bulletin.**

City Secretary Vaughn discussed with Council the topics for the Fall 2019 newsletter to be released the first week of September. Topics discussed were a recap of Freedom Fest and the North Texas Raptors events, Suicide Prevention, Trunk or Treat, Winterfest, new Fire Truck, Burn Days, Golf Cart Requirements, an update on the Boat Dock and the CIP, the FY 19-20 Budget.

**29. Recess into Closed Session in compliance with Section 551.001 et. seq. Texas Government Code, to wit:**

- a. Section 551.074 (Personnel Matters) to deliberate appointments to the Planning & Zoning Commission, Economic Development Corporation, Municipal Development District Board, Board of Adjustment and/or the Parks and Recreation Commission.**

Mayor Palmer recessed the meeting at 9:05 pm to go into Closed Session.

**30. Reconvene into Regular Session**

Mayor Palmer reconvened the regular meeting at 9:30 pm.

**31. Consider and act upon appointments to the Planning & Zoning Commission, Economic Development Corporation, Municipal Development District Board, Board of Adjustment and/or the Parks and Recreation Commission.**

Councilmember Thompson made a motion to appoint the following people to positions on City Boards;

**Planning and Zoning Commission**

Neil Collins, Barney Carrington, Brent Coleman, David Garb - Alternate

**EDC/MDD**

Deborah Armstrong, James Hankins, Keith Palmer, Olumayowa Labinjo

**PARCS**

Leslie Maynard, Michael Sjogren, Susan Dorsey – Alternate, Scott Dufford – Alternate, Manny Bazan – Alternate

**BOA**

Leslie Maynard, Mike Jerden, James Hankins, Neil Collins - Alternate

Motion was seconded by Mayor Pro Tem Lusk. **Motion passed 5-0.**

**32. Consider and act upon topics to be scheduled for a future City Council meeting**

Councilmember Meek would like to discuss updating the building code.

Councilmember Thompson would like to discuss the speed study.

Deputy Mayor Pro Tem Freeman would like to discuss golf cart regulations.

**33. Adjournment**


Deputy Mayor Pro Tem Freeman made a motion to adjourn; seconded by Councilmember Thompson.

**Motion passed 5-0.**

**Mayor Palmer adjourned the meeting at 9:34 pm.**

  
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Keith Palmer, Mayor



ATTEST:  
  
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Joni Vaughn, City Secretary