



# City of Rowlett

## Meeting Minutes

### City Council

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

*City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.*

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Tuesday, January 17, 2017

5:30 P.M.

Municipal Building – 4000 Main Street

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As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

**Present: Mayor Gottel, Mayor Pro Tem Dana-Bashian, Deputy Mayor Pro Tem Sheffield, Councilmember Bobbitt, Councilmember van Bloemendaal, Councilmember Brown and Councilmember Hargrave**

#### 1. CALL TO ORDER

Mayor Gottel called the meeting to order at 5:33 p.m.

#### 2. EXECUTIVE SESSION

#### 3. WORK SESSION (5:30 P.M.) \* Times listed are approximate.

#### 3A. Discuss parameters for the Realize Rowlett 2020 Comprehensive Plan update. (45 minutes)

Marc Kurbansade, Director of Development Services, reviewed the life of Realize Rowlett 2020; the changes that have occurred throughout the City since its inception and through its changes; what the possible build out condition of the City looks like; and any possible citizen/stakeholder concerns that there may be in relation to the Plan. Mr. Kurbansade presented the tentative timeline for the update including the issue of Request for Proposals (RFP), consultant informational meeting, review of RFPs, interviews of short-listed consultants, and final recommendation of selected consultant to Council.

Discussion regarding desired outcomes of the update: 1) Review the previously set opportunity areas – are those still viable? 2) What is the build out horizon for multi-family housing and what do those look like? 3) Affordable housing policy – do we need one? Further discussion regarding Form-Based Code general review, which will take place separately, but not within the context of the Comp Plan update.

Discussion regarding the scope of the RFP and a request that the consultants have experience and focus in the North Texas region.

**3B. Discuss the requirements for the creation of a Housing Finance Corporation. (45 minutes)**

Mr. Kurbansade provided an explanation of how a Housing Finance Corporation (HFC) works. Julie Doshier, City Attorney, provided information on the process of setting up the Corporation and how the funds are able to be used. Discussion regarding the pros and cons of having an HFC, and those who earn the median income would have a difficult time qualifying for an average priced home. After further discussion, staff will work on formulating a policy, but put together a framework in case a project were to present itself in the meantime.

Due to time constraints, Item 3C will be discussed at the conclusion of the Regular Session.

**3C. Discuss implementing a Citizen Civics Academy for residents of Rowlett to learn about City government and how it functions. (30 minutes)**

Council reconvened in the Work Session at 8:50 p.m. to discuss item 3C after the Regular Session.

Elise Bowers, Neighborhood Life Coordinator, reviewed the objectives, opportunities, program details, recruiting and outreach plans, and logistics for the Citizen City Academy. Applications are now available and the program will begin March 2<sup>nd</sup>.

**4. DISCUSS CONSENT AGENDA ITEMS**

Deputy Mayor Pro Tem Sheffield and Mayor Pro Tem Dana-Bashian requested that item 7C be pulled for Individual Consideration.

Mayor Pro Tem Dana-Bashian asked for clarification of item 7G.

Ms. Doshier requested that item 7F be removed from the agenda. The item will be presented at the next Council meeting.

Council adjourned the Work Session at 7:31 p.m.

**CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)**

Council reconvened in the Regular Session at 7:36 p.m.

**INVOCATION – Brian Hiatt, Cornerstone Church**

**PLEDGE OF ALLEGIANCE – Led by the City Council**  
**TEXAS PLEDGE OF ALLEGIANCE**

**5. PRESENTATIONS AND PROCLAMATIONS**

**Items 5A and 5B were presented last.**

**5A. Mayor's State of the City Address.**

Mayor Gottel provided some introductory remarks, remarking on the incredible year that it has been in Rowlett. He then presented the State of the City video. Afterward, he made some closing remarks, commending the City staff on the remarkable job they continue to do day in and day out. He thanked the Rowlett community and appreciated the way they continued to come together after the tornado. He also thanked his fellow Councilmembers for their dedicated and respectful service.

**5B. Presentation of Proclamation to the Rowlett Tornado Relief Center Manager, Cheryl Sinner Stewart and the many volunteers who operated the location at 4813 Rowlett Road.**

Mayor Gottel and Mayor Pro Tem Dana-Bashian presented proclamations to Ms. Stewart and those volunteers who were present:

Susie Parker	Judy Lamp
Debbie and David Mayne	Kim Marshall
Erin Harwell	Mary Mattison
Ginger, Kaitlyn and Jaylin Welch	Bonnie Rangel
Melody Chamberlain	Jason and Beth Schnitzius
Debbie Franklin	Sharon Screws
Larry Fulton	Robbert van Bloemendaal
Shelley Guy	Tammi Ambrose

**5C. Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.**

Mayor Gottel announced the following:

**COUNCIL MEETINGS**

- NEXT REGULAR COUNCIL MEETINGS WILL BE FEBRUARY 7<sup>TH</sup> AND 21<sup>ST</sup>

**P & Z MEETINGS**

- NEXT MEETINGS WILL BE HELD ON TUESDAY, JANUARY 24<sup>TH</sup> AND FEBRUARY 14<sup>TH</sup> AND 28<sup>TH</sup> AT 6:30PM IN THE CITY HALL CONFERENCE ROOM

**ROWLETT LIBRARY**

- BRICKS AND BOOKS – SATURDAY, JANUARY 21<sup>ST</sup> AT 2 P.M. AT 5702 ROWLETT RD – *CREATIVITY AND ENGINEERING CLICK TOGETHER AS KIDS BUILD THEIR DREAM HOUSE WITH LEGOS!*
- BLACK HISTORY MONTH BOOKMARK CONTEST – THROUGH THURSDAY, JANUARY 19<sup>TH</sup>
  - *THE LIBRARY INVITES CHILDREN OF ROWLETT TO DESIGN THEIR OWN BOOKMARK CELEBRATING BLACK HISTORY MONTH*
  - *FEATURE A PERSON, INVENTION, OR EVENT WITH HISTORICAL*

**SIGNIFICANCE.**

- THE WINNING BOOKMARKS WILL BE PRINTED AND AVAILABLE AT THE LIBRARY IN FEBRUARY.
- CHILDREN GRADES K THROUGH 12 ARE ELIGIBLE TO ENTER. RETURN BOOKMARK ENTRIES TO THE LIBRARY BY THURSDAY, JANUARY 19TH.

• **GED TUTORING**

- TUTORING IS OFFERED ON MONDAY AND WEDNESDAY EVENINGS FROM 7:00 TO 8:30 P.M. AT THE ROWLETT COMMUNITY CENTRE, 5300 MAIN STREET.
- TO SIGN UP FOR CLASSES OR TO BECOME A TUTOR, PLEASE CALL OR STOP BY THE LIBRARY.

• **ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES**

- BEGINNING AND ADVANCED LEVEL INSTRUCTION IS PROVIDED AND STUDENTS OF ALL LANGUAGES ARE WELCOME.
- PLEASE REGISTER BY CALLING 972 412-6161 OR IN PERSON AT ROWLETT PUBLIC LIBRARY, 5702 ROWLETT RD.

**PARKS AND RECREATION**

• **INDOOR CYCLING PROGRAM AT THE ROWLETT COMMUNITY CENTRE**

- CLASSES START JANUARY 4<sup>TH</sup> AND ARE HELD ON MONDAY, WEDNESDAY & FRIDAY AT 6:30AM AT THE RCC
- CALL 972-412-6170 FOR COST OF THIS PROGRAM
- REGISTER AT THE ROWLETT COMMUNITY CENTRE

• **TRY A BRAND NEW BOOTCAMP BEGINNING IN JANUARY.**

- TUESDAY & THURSDAY AT 6:30AM AT THE ROWLETT COMMUNITY CENTRE
- CALL 972-412-6170 FOR COST OF THIS PROGRAM
- REGISTER AT THE ROWLETT COMMUNITY CENTRE.

• **LITTLE SWEETHEART DANCE IS ON SATURDAY, JANUARY 28<sup>TH</sup> AT THE ROWLETT COMMUNITY CENTRE.**

- TREAT THAT SPECIAL LITTLE GIRL TO A SPECIAL NIGHT. FATHERS AND DAUGHTERS WILL DANCE AND TWIRL THE NIGHT AWAY WITH A SPECIAL EVENING OF FUN AND DANCING.
- FEE IS \$40 PER COUPLE AND EACH ADDITIONAL DAUGHTER IS \$15. INCLUDES A KEEPSAKE PHOTO, LIGHTS REFRESHMENTS AND MEMORIES TO LAST A LIFETIME.
- TICKETS CAN BE PURCHASED AT THE ROWLETT COMMUNITY CENTRE.

• **VISIT [WWW.ROWLETT.COM/SENIORS](http://WWW.ROWLETT.COM/SENIORS) TO CHECK OUT ALL THE FUN ACTIVITIES FOR SENIORS.**

- DON'T HAVE A RIDE? NO PROBLEM, FREE TRANSPORTATION IS PROVIDED TO ALL SENIORS BY STAR TRANSIT TO THE COMMUNITY CENTRE AND THE LIBRARY.
- ARRANGE TRANSPORTATION BY CALLING 877-631-5278 AND PRESSING 5.

**POLICE DEPARTMENT**

• **CITIZENS POLICE ACADEMY IS TAKING REGRISTRATIONS THROUGH TUESDAY, JANUARY 31<sup>ST</sup>**

- LEARN MORE ABOUT THE ROWLETT POLICE DEPARTMENT'S OPERATIONS DURING THIS 12 WEEK INTERACTIVE COURSE

- HELD EACH THURSDAY NIGHT, 7 – 10PM WITH ONE SATURDAY SESSION, APRIL 1<sup>ST</sup>
- CONTACT OFFICER CHAD CALDWELL AT 972-412-6242 OR [CCALDWELL@ROWLETT.COM](mailto:CCALDWELL@ROWLETT.COM)
- EMERGENCY NOTIFICATION SERVICE CHANGE
  - CHANGED SERVICE PROVIDERS TO RAVE ALERT
  - PREVIOUS ACCOUNT INFORMATION HAS BEEN PORTED TO THE NEW SYSTEM
  - YOU HAVE 90 DAYS TO REGISTER WITH RAVE ALERT
  - VISIT [WWW.ROWLETT.COM/CONNECTROWLETT](http://WWW.ROWLETT.COM/CONNECTROWLETT)
- ANIMAL SHELTER
  - NEXT LOW COST VACCINATION CLINIC WILL BE HELD ON SUNDAY, FEBRUARY 5<sup>TH</sup>, 2 – 5PM
  - LOCATED AT 8502 LIBERTY GROVE RD. @ LIBERTY GROVE ANIMAL HOSPITAL
  - ANIMAL SHELTER IS OPEN MONDAY – SATURDAY, 10AM – 5PM AND LOCATED AT 4402 INDUSTRIAL STREET
  - [ANIMALS AVAILABLE FOR ADOPTION](#)

## 6. CITIZENS' INPUT

There were no speakers.

## 7. CONSENT AGENDA

- 7A. Consider action to approve minutes from the January 3, 2017, City Council Regular Meeting.

**This item was approved on the Consent Agenda.**

- 7B. Consider action to approve a resolution for the purchase of 523 Sensus water meters from Aqua Metric Sales Company in the amount of \$93,210.97.

**This item was approved as RES-003-17 on the Consent Agenda.**

- 7C. Consider action to approve a contract with la terra studio, inc. for development of the 2016 Hike and Bike Trail Plan for an amount not to exceed \$75,000.

**This item was pulled for Individual Consideration.**

Angie Smith, Director of Parks and Recreation, provided the background information for this item.

**A motion was made by Mayor Pro Tem Dana-Bashian, seconded by Deputy Mayor Pro Tem Sheffield, to approve the item as presented. The motion carried with a vote of six in favor and one opposed (van Bloemendaal). This item was approved as RES-004-17.**

- 7D. Consider action to approve a resolution exercising the first of four one-year renewal options for the continuation of comprehensive disaster recovery management services with CDR Maguire Inc.

**This item was approved as RES-005-17 on the Consent Agenda.**

- 7E. Consider action to approve a resolution exercising the first of four one-year renewal options for the continuation of disaster debris removal, reduction, disposal, and other emergency debris related services with Crowder Gulf, LLC.

**This item was approved as RES-006-17 on the Consent Agenda.**

- 7F. Consider action to approve a resolution exercising the first of four one-year renewal options for the continuation of disaster debris monitoring and consulting services with True North Emergency Services, LLC.

**This item was withdrawn from the agenda and will be submitted at a later date.**

- 7G. Consider action to approve a resolution authorizing a ninety (90) day contract extension of Bank Depository and Merchant Card Services to American National Bank.

**This item was approved as RES-007-17 on the Consent Agenda.**

#### **Passed the Consent Agenda**

**A motion was made by Deputy Mayor Pro Tem Sheffield, seconded by Councilmember Bobbitt, including all the preceding items marked as having been approved on the Consent Agenda. The motion carried with a unanimous vote of those members present.**

After a short break at 8:41 p.m., Council reconvened in the Work Session at 8:50 p.m. to discuss Item 3C.

#### **8. ITEMS FOR INDIVIDUAL CONSIDERATION**

##### **TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS**

There was no action taken.

#### **9. ADJOURNMENT**

Mayor Gottel adjourned the meeting at 9:15 p.m.

  
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Todd W. Gottel, Mayor

Date Approved: February 7, 2017

  
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Laura Hallmark, City Secretary