



Hutchins City Hall  
321 N. Main Street  
Hutchins, TX 75141  
[www.cityofhutchins.org](http://www.cityofhutchins.org)

## MINUTES

**CITY OF HUTCHINS  
NOTICE OF CITY COUNCIL MEETING  
Monday, February 20, 2023 – 5:00 PM  
Hutchins City Hall – Council Chamber  
321 N. Main St.  
Hutchins, TX 75141**

A Work Session and Regular meeting of the Hutchins City Council was held on Monday, February 20, 2023, with Work Session beginning at 5:00 p.m. at Hutchins City Hall – Council Chamber, 321 N. Main St., Hutchins, Texas, at which time the following items were discussed and considered:

### **WORK SESSION**

The Work Session was opened at 5:05 p.m. Present were Mayor Vasquez, Mayor Pro Tem Nichols, Councilmember Elmore, Councilmember Didehbani, Councilmember Campbell, and Councilmember Odom.

**A. Vacation/Sick Leave Buy Back Program  
Presented by: Karen Steward, Director of Human Resources**

Director of Human Resources Karen Steward, at the request of the council, provided a presentation on the pros/cons of a vacation buyback program. In addition, she included a catastrophic leave program and a sick leave incentive program. Ms. Steward stressed the financial impact the programs could have on the budget, and the cost risk of all employees choosing to cash out vacation. Mayor Pro Tem Nichols requested a chart of the breakdown by department. Council suggested a work session for a later day.

**B. Southern Wastewater System  
Presented by: Greg McCaffery, Director of Public Works and Community Development**

Director of Public Works Greg McCaffery presented a timeline of the project and the estimated cost of the project. The current estimated cost is an increase of 106% compared to the engineer's original cost estimate presented in 2018. Contributing factors include the rise in the price of materials in the current market compared to prices from 2018.

John Birkhoff, Birkhoff Henricks, and Carter, LLP, and architect of record on this project since 2018, confirmed the increase in materials and construction costs and the global issues that have contributed to the increasing cost of pipe and rebar. Post-pandemic prices have increased up to 60 percent. Mr. Birkhoff stressed that the market is volatile, and the availability of materials and product is not guaranteed.

Jim Sabonis, Hilltop Securities and financial advisor for the city presented funding options and a plan of finance for this project that could be paid by the utility system revenues. Mayor Pro Tem Nichols recommended increasing the fund to fifteen million to allow extra funding for unexpected material costs and other necessary projects. Council agreed to increase the bonds to \$14.5 million.

Mayor Vasquez closed the Work Session at 6:10 p.m.

## **REGULAR SESSION**

**A. CALL TO ORDER:** Mayor Vasquez called the meeting to order at 6:10 p.m.

1. **Roll Call:** Members present – Mayor Vasquez, Mayor Pro Tem Nichols, Councilmember Elmore, Councilmember Didehbani, Councilmember Campbell, and Councilmember Odom.
2. **Invocation:** The invocation was presented by Councilmember Campbell
3. **Pledge of Allegiance:** Councilmember Didehbani led the Pledge of Allegiance

**B. CITIZEN COMMENTS** - None

**C. CONSENT AGENDA** - *All items presented in the Consent Agenda require no deliberation by the Council. Each Council member has the opportunity of removing an item from this agenda so that it may be considered separately.*

**D. PRESENTATIONS**

1. **Hutchins Police department annual reports**  
**Presented by: Steve Perry, Police Chief**

Chief Perry presented the annual Police Department report and the Hutchins Police Department Annual Racial Profiling Report.

2. **New Website Update**  
**Presented by: Katherine Lindsey, Assistant to the City Administrator**

Assistant to the City Administrator Katherine Lindsey presented a mock-up of the new website, asked for council input, and answered questions.

3. **GIS Update**  
**Presented by: Katherine Lindsey, Assistant to the City Administrator**

Assistant to the City Administrator Katherine Lindsey presented an update on the GIS update and answered questions.

4. **Capital Projects Update**  
**Presented by: Greg McCaffery, Director of Public Works and Community Development**

Director of Public Works Greg McCaffery presented the Capital Projects Update and answered questions.

**5. Building Services Plan Review and Inspection Services**  
**Presented by: Greg McCaffery, Director of Public Works and Community Development**

Director of Public Works Greg McCaffery gave an update on the increase in building inspections permitting, inspections and plan review, and the need for additional staff to keep up with the growth. Mr. McCaffery recommended the hiring of a new full-time Building Inspector position and entering a contract with Bureau Veritas North America, Inc. on an as-needed basis for each plan review and inspection service.

**E. PUBLIC HEARINGS - None**

**F. REGULAR AGENDA**

Mayor Vasquez called for a recess at 7:32 pm. and reconvened the Regular Session at 7:44 p.m.

**1. Consider all matters incident and related to (Resolution R2023-1085) approving and authorizing publication and posting of notice of intention to issue certificates of obligation, including the adoption of a resolution pertaining thereto**

**Presented by: James Quin, City Administrator**

Jim Sabonis, Hilltop Securities, presented the plan of finance to fund certificates of obligation in the amount of twelve million dollars. Mayor Pro Tem Nichols recommended increasing the amount to fifteen million to allow cushioning in case the cost of material continues to rise from now and the time the contract for construction of the sanitary sewer line begins construction.

Mayor Pro Tem Nichols made a motion seconded by Councilmember Elmore to approve Resolution R2023-1085 amending the amount from \$12 million to \$14.5 million. All in favor, the motion carried unanimously 5-0.

**2. Discuss and consider Ordinance 2023-1159 OF THE CITY OF HUTCHINS, TEXAS, ABANDONING ALL RIGHT, TITLE AND INTEREST IN a portion of Grayson road being a tract of land consisting of 0.5152± ACRES out of the benjamin MATTHEW survey, abstract no. 453 city of Hutchins, DALLAS county, TEXAS, AND BEING A 60-FEET WIDE RIGHT-OF-WAY AS DEDICATED BY THAT PLAT OF VEALS ADDITION, AN ADDITION TO THE CITY OF HUTCHINS AS RECORDED IN VOLUME S, PAGE 465 OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED and depicted IN EXHIBIT "A" ATTACHED HERETO.**

**Presented by: Tim Rawlings, Building Official**

Councilmember Didebani submitted a Conflict-of-Interest Affidavit and recused himself from the room.

Councilmember Odom made the motion seconded by Councilmember Campbell

to approve Ordinance 2023-1159. All in favor, the motion carried unanimously 5-0.

3. **Discuss and consider Resolution R2023-1086 AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF TEN CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC.**

**Presented by: Katherine Lindsey, Assistant to the City Administrator**

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Resolution R2023-1086. All in favor, the motion carried unanimously 5-0.

4. **Discuss and consider Resolution R2023-1087 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE ESTABLISHMENT AND ADOPTION OF A LEAK ADJUSTMENT POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: William Wooten, Finance Director**

Finance Director William Wooten presented the item. The council discussed the need for clarification and an increase in days.

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to table this item until the March 6, 2023, council meeting. All in favor, the motion carried unanimously 5-0.

5. **Discuss and consider Resolution R2023-1088 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE THE TERMS AND CONDITIONS OF THE AIA B104-2017 AGREEMENT BY AND BETWEEN THE CITY AND BRANDSTETTER CARROLL, INC. FOR ARCHITECTURAL DESIGN SERVICES FOR CITY HALL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: James Quin, City Administrator**

Mary Ann Mitchell, Manager Partner Brandstetter Carroll, Inc., was present to answer any questions.

Councilmember Didehbandi made the motion seconded by Councilmember Elmore to approve Resolution R2023-1088. All in favor, the motion carried unanimously 5-0.

6. **2023-2024 Draft - Budget Calendar**

**Presented by: William Wooten, Finance Director**

Finance Director William Wooten presented the item and answered questions.

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve the 2023-2024 Budget Calendar as presented. All in favor, the motion carried unanimously 5-0.

7. **Discuss and consider Resolution R2023-1089 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING BIDS RECEIVED IN ASSOCIATION WITH THE CITY'S SOUTHERN WASTEWATER COLLECTION SYSTEM PROJECT – LIFT STATION CONSTRUCTION PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE APPARENT LOW BIDDER BELT CONSTRUCTION OF TEXAS, LLC OF TEXARKANA, TX IN AN AMOUNT NOT TO EXCEED \$6,898,878.00; AUTHORIZING THE EXPENDITURE OF SAID FUNDS FROM THE FY 2022-2023 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: Greg McCaffery, Director of Public Works and Community Development**

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve Resolution R2023-1089. All in favor, the motion carried unanimously 5-0.

8. **Discuss and consider Resolution R2023-1090 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING QUOTES RECEIVED IN ASSOCIATION WITH THE CITY'S COMMUNITY CENTER (SENIOR CENTER) IRRIGATION SYSTEM PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE APPARENT LOW QUOTE NTEL ENTERPRISES, INC. OF RED OAK, TEXAS IN AN AMOUNT NOT TO EXCEED \$10,850.00; AUTHORIZING THE EXPENDITURE OF SAID FUNDS FROM THE FY 2022-2023 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: Greg McCaffery, Director of Public Works and Community Development**

Councilmember Elmore made the motion seconded by Councilmember Campbell to approve Resolution R2023-1090. All in favor, the motion carried unanimously 5-0.

9. **Discuss and consider Resolution R2023-1091 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE ADDITION OF A BUILDING INSPECTOR POSITION WITHIN THE BUILDING INSPECTIONS DEPARTMENT; AUTHORIZING THE EXPENDITURE OF SAID FUNDS FROM THE FY 2022-2023 BUDGET FOR SAID POSITION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: Greg McCaffery, Director of Public Works and Community Development**

Mayor Pro Tem Nichols made the motion seconded by Councilmember Odom to approve Resolution R2023-1091. All in favor, the motion carried unanimously 5-0.

10. **Discuss and consider Resolution R2023-1092 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING THE CONTRACT WITH BUREAU VERITAS NORTH AMERICA, INC. FOR CONTINUED PLAN REVIEW AND INSPECTIONS SERVICES ON AN AS-NEEDED BASIS; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH BUREAU VERITAS NORTH AMERICA, INC. OF PLANO, TEXAS IN AN AMOUNT NOT TO EXCEED \$60,000.00; AUTHORIZING THE EXPENDITURE OF SAID FUNDS FROM THE FY 2022-2023 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: Greg McCaffery, Director of Public Works and Community Development**

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Resolution R2023-1092. All in favor, the motion carried unanimously 5-0.

11. **Discuss and consider Ordinance 2023-1160 OF THE CITY OF HUTCHINS, TEXAS, AMENDING ORDINANCE 2022-1149 APPROVING THE FISCAL YEAR 2022-2023 OPERATING BUDGET BY AUTHORIZING BUDGET AMENDMENTS 1 THROUGH 5; PROVIDING AMENDED APPROPRIATIONS FOR ALL OF THE FUNDS OF THE CITY; AUTHORIZING THE CITY ADMINISTRATOR TO MAKE ADJUSTMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Presented by: William Wooten, Finance Director**

Councilmember Elmore made the motion seconded by Councilmember Campbell to approve Ordinance 2023-1160. All in favor, the motion carried unanimously 5-0.

## **G. EXECUTIVE SESSION**

1. **Pursuant to the Texas Government Code, Section §551.074 Personnel Matters - City Administrator**

Mayor Vasquez announced the council would move into Executive Session at 9:03 p.m.

## **H. RECONVENE INTO REGULAR SESSION**

1. **Take any action as a result of the Executive Session.**

Council reconvened into Regular Session at 9:21 p.m.

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve a two-year extension to the current contract for a total of four years; a one-year severance; a ten percent pay increase; and 240 hours of vacation per year with no rollover. All in favor, the motion carried unanimously 5-0.

**G. ITEMS OF COMMUNITY INTEREST**

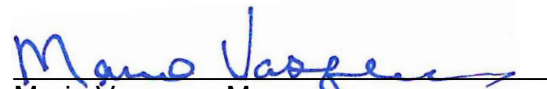
City Secretary Olguin announced the items of community interest.

**H. ADJOURNMENT**

Councilmember Elmore made the motion seconded by Mayor Pro Tem Nichols to adjourn the meeting at 9:25 p.m. All in favor, the motion carried unanimously 5-0.

**PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON 6th DAY OF MARCH 2023.**

APPROVED:

  
Mario Vasquez, Mayor

ATTEST:

  
Cynthia Olguin, City Secretary

