



# City of Coppel, Texas

255 E. Parkway Boulevard  
Coppel, Texas  
75019-9478

## Minutes

### City Council

---

Tuesday, April 28, 2020

7:00 PM

Council Chambers

---

**KAREN HUNT**  
Mayor

**MARK HILL**  
Mayor Pro Tem

**CLIFF LONG**  
Place 1

**GARY RODEN**  
Place 4

**BRIANNA HINOJOSA-SMITH**  
Place 2

**NANCY YINGLING**  
Place 5

**WES MAYS**  
Place 3

**BIJU MATHEW**  
Place 6

**MIKE LAND**  
City Manager

**Present** 8 - Karen Hunt;Cliff Long;Brianna Hinojosa-Smith;Wes Mays;Gary Roden;Nancy Yingling;Biju Mathew and Mark Hill

Also present were City Manager Mike Land, Deputy City Secretary Ashley Owens and City Attorney Robert Hager. Deputy City Managers Vicki Chiavetta and Traci Leach were in attendance virtually.

The City Council of the City of Coppel met in Regular Session on Tuesday, April 28, 2020 at 7:00 p.m. in the City Council Chambers of Town Center, 255 Parkway Boulevard, Coppel, Texas.

#### 1. Call to Order

As a result of recent Declarations of Emergency made by Dallas County and the City of Coppel in regards to the current pandemic, Governor Abbott has permitted for governing bodies to meet remotely and to conduct open meetings virtually.

Mayor Karen Hunt called the meeting to order, determined that a quorum was present and convened into the Work Session at 7:02 p.m.

#### 2. Work Session (Open to the Public) Council Chambers

- A. Discussion regarding agenda items.
- B. Update on City's website.

Mayor Hunt announced that due to a Conflict of Interest Affidavit filed by Councilmember Gary Roden, Consent Agenda Items A through G would be considered separately to allow Mr. Roden to recuse himself from Consent Agenda Item H.

Presentation: Chief Communications Strategist Hannah Cook updated City Council on the city's website.

### Regular Session

Mayor Hunt adjourned the Work Session at 7:22 p.m. and reconvened into the Regular Session at 7:30 p.m.

**3. Invocation 7:30 p.m.**

Councilmember Wes Mays gave the Invocation.

**4. Pledge of Allegiance**

Mayor Hunt and the City Council led those present in the Pledge of Allegiance.

**5. Citizens' Appearance**

Mayor Hunt advised that no one signed up to speak for Citizens' Appearance.

**6. Consent Agenda**

**A.** Consider approval of the minutes: April 14, 2020

Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.

A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Biju Mathew, that Consent Agenda Items A through G be approved. The motion passed by unanimous vote.

**B.** Consider approval of an Ordinance granting Texas-New Mexico Power Company the non-exclusive right, privilege, and franchise for a term not to exceed ten (10) years to erect, maintain, operate, and remove electric lines and pertinent facilities in, over, under, across, upon, and along the present and future public streets, alleys, and other public property within the City; and prescribing compensation for the rights, privileges, and franchise conferred hereunder; and authorizing the Mayor to sign.

Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.

A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Biju Mathew, that Consent Agenda Items A through G be approved. The motion passed by unanimous vote.

Enactment No: OR 2020-1532

- C.** Consider approval of a Resolution denying Texas New-Mexico Power's rate application filed on April 6, 2020; and authorizing the Mayor to sign.

**Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.**

**A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Biju Mathew, that Consent Agenda Items A through G be approved. The motion passed by unanimous vote.**

Enactment No: RE 2020-0428.1

- D.** Consider approval of a Resolution denying a proposed application filed on April 3, 2020 by Oncor Electric Delivery Company to amend its Distribution Cost Recovery Factor ("DCRF") to increase distribution rates within the city; and authorizing the Mayor to sign.

**Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.**

**A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Biju Mathew, that Consent Agenda Items A through G be approved. The motion passed by unanimous vote.**

Enactment No: RE 2020-0428.2

- E.** Consider approval of an agreement for legal services regarding utility franchise agreements with Lloyd Gosselink, Chris L. Brewster, Principal; and authorizing the City Manager to sign the necessary documents.

**Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.**

**A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Biju Mathew, that Consent Agenda Items A through G be approved. The motion passed by unanimous vote.**

- F.** Consider approval of an Ordinance to amend the Land Use Assumptions and the Capital Improvements Plan for Water, Wastewater, and Roadway Facilities; by amending the City of Coppell Code of Ordinances, Chapter 17, Impact fees; Article 17-2 Water Facilities Fees, Article 17-3 Sewer Facilities Fees, Article 17-4 Roadway Facilities Fees; Schedule 1 Maximum Fee Rate and Schedule 2 Assessed Fee Rate; and authorizing the Mayor to sign.

**Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.**

**A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Biju Mathew, that Consent Agenda Items A through G be approved. The motion passed by unanimous vote.**

Enactment No: OR 2020-1533

- G.** Consider approval of an Ordinance amending Chapter 1 “Administration”, Article 1-9 “Records Management Program” of the City of Coppell Code of Ordinances by adopting a new Section 1-9-14 “Electronic Signatures”, authorizing the usage of electronic signatures for city documents; and authorizing the Mayor to sign.

**Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.**

**A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Biju Mathew, that Consent Agenda Items A through G be approved. The motion passed by unanimous vote.**

Enactment No: OR 2020-1534

- H.** Consider approval of awarding a one-year renewal of citywide HVAC Maintenance Services to TD Industries, Inc.; for a period beginning May 1, 2020; in the amount of \$273,981.00; as budgeted; and authorizing the City Manager to sign any necessary documents.

**Mayor Hunt announced that Consent Agenda Items A through G would be considered separately from Item H.**

**At this time, Councilmember Gary Roden recused himself upon filing a Conflict of Interest Affidavit for Consent Agenda Item H.**

**A motion was made by Councilmember Brianna Hinojosa-Smith, seconded by Councilmember Wes Mays, that Consent Agenda Item H be approved. The motion passed by an unanimous vote.**

#### **End of Consent Agenda**

- 7.** Consider a Resolution extending a Mayoral Declaration of a State of Emergency as a result of the COVID-19 virus; and, providing for interim public safety measures; and providing an effective date; and authorizing the Mayor to sign.

**City Attorney Robert Hager presented the Resolution to extend a Mayoral Declaration of a State of Emergency as a result of the COVID-19 virus. The Resolution incorporates Governor Abbott’s new Executive Orders 18, 19 and 20, as well as the Dallas County Order.**

**City Manager Mike Land discussed and answered questions regarding Dallas County’s order and the Governor’s order. City employees will continue to operate on rotating schedules. 255 and 265 Parkway, Service Center and Wagon Wheel Tennis Center have a projected re-opening date of May 4th. City Facilities’ staff members are evaluating the open spaces in those buildings in order to allow for social distancing. Plexiglas will be installed at the Utility Billing window and masks will be distributed to those staff members who have contact with the public. Facility hours will be modified to accommodate senior citizens: from 8 to 9 a.m. seniors can enter facilities to take care of business, 9 a.m. to 4 p.m. will be open for anyone, the buildings will close at 4 p.m. to allow for sanitation of the building.**

Discussion ensued regarding the expiration date of the Resolution with a consensus of May 18th.

A motion was made by Councilmember Wes Mays, seconded by Mayor Pro Tem Mark Hill, that this Agenda Item be approved and that the expiration date of May 18, 2020, be added to the Resolution. The motion passed by an unanimous vote.

Enactment No: RE 2020-0428.3

**8. City Manager Reports - Project Updates and Future Agendas**

City Manager Mike Land reported the following project updates:

- 1) Construction on Freeport Parkway is moving along. Crews have completed setting the beams and prefabricated concrete panels for the bridge. Work on the bridge will continue with concrete hand-pouring in the smaller spaces. The four lanes will be open by the end of May, with final completion at the end of summer.
- 2) Construction on Parkway is also moving along with panel repairs. The sidewalks are complete with grass down. Landscaping work will continue over the next couple of weeks. Crews experienced shipping delays of supplies due to COVID-19.
- 3) The utility work on Oak Grove Lane has been completed. Expected completion is the end of summer or early fall.
- 4) Staff has been working with the Homeowners Association on the Bethel Road water loop near Penfolds Lane. The expected completion for this project is the end of May.

**9. Mayor and Council Reports**

Report by the City Council on recent and upcoming events.

Now more than ever, our local businesses need your help! When you shop at our small businesses, our community benefits, our businesses benefit, and our economy benefits. Coppell has a variety of small retailers that offer one-of-a-kind products that you cannot find anywhere else. Support your community and shop local, whether that is online, over the phone, through an app or via curbside pickup! When you shop local, be vocal! Snap a picture with your purchase, delivery or meal and upload it to social media with the hashtag #BeVocalShopLocal! Then tag the City of Coppell and let us know all about your experience!

**10. Council Committee Reports concerning items of community involvement with no Council action or deliberation permitted.**

- A. Report on C/FBISD/LISD - Mayor Pro Tem Mark Hill and Councilmember Brianna Hinojosa-Smith
- B. Report on CISD - Councilmembers Brianna Hinojosa-Smith and Bijou Mathew
- C. Report on Northlake College - Councilmember Nancy Yingling
- D. Report on Metrocrest Services - Councilmember Wes Mays

A. Mayor Pro Tem Mark Hill reported that Lewisville ISD has launched a technology team to assist with at home learning. The team has installed outdoor Wi-Fi hotspots at several locations throughout the district. With high school graduation on the horizon, tentative dates have been set in June and July for ceremonies. In the Carrollton/Farmers Branch ISD, the district reported serving 56,000 meals in the last week to school children. C/FBISD has also launched many online learning platforms to finish out the remaining school year. Grading procedures have been sent to families to make sure everyone is aware of the process. The Teacher of the Year ceremony will be held on Facebook Live on May 12 at 6:30 p.m. Options are being discussed on how to hold a graduation ceremony for their seniors.

B. Councilmember Brianna Hinojosa-Smith thanked Coppell ISD Superintendent Dr. Brad Hunt, administrators, teachers, and staff at CUSD for a job well done during the COVID-19 crisis. Staff have been extremely supportive and uplifting with updates and assistance on distance learning. Next week is Teacher Appreciation Week, make sure to thank a teacher for their hard work. Coppell ISD is celebrating its 60th anniversary on Friday, May 1st. Parents and students are encouraged to celebrate the anniversary by shopping local and getting your favorite take out and eating at home. Child Nutrition Week is also this week, Thursday, April 30th. The Child Nutrition Department has done an amazing job by handing out over 10,000 lunches, as well as breakfast, since the district has closed. Enrollment emails were sent out last week for returning students. Graduation signs were sent to seniors to place in their home's front yard. It is a special way to honor the seniors who would typically be participating in senior activities this time of year, but because of the virus we are recognizing them through other methods.

C. Councilmember Nancy Yingling reported that Northlake College President Christa Slejko sent over a few updates for the community. The new construction science building project is still progressing, and staff is hoping to move in during the Summer 2021 and be ready for the Fall semester of 2021. Northlake College and other Dallas County Community Colleges are finishing their semesters virtually while also staying in touch with Coppell ISD to ensure that dual credit students are getting support to finish out the year strong. Summer courses will be conducted 100% online, and they are still able to offer their full course load. The hope is that students can be back onsite for their hands-on classes for the Fall. Staff will consider recommendations from the State and other entities before making that decision. Construction Education is an example of the need for hands-on learning, as well as other subjects that like manufacturing and nursing. Northlake is providing support services to students via telehealth to counselors and nurses. DCCCD Foundation has secured \$1,000,000.00 in emergency aid, academic and non-academic, for students. The application is quick and simple. Northlake also has a food pantry for students. The pantry partners with Metrocrest Services and Irving Cares. Last week, the pantry was able to deliver 30 boxes of food and supplies to Metrocrest.

D. Councilmember Wes Mays reported that Metrocrest Services CEO Tracy Eubanks sent out a request for volunteers last week. Councilmember Mays and his wife volunteered to bag food items and was amazed to see the enormous quantities of food going through their warehouse. The need for volunteers is still high, and they would appreciate as much or little time that you can spend. The food pantry was converted to a drive-thru to limit the amount of contact

between staff and visitors. The pantry visits were up over 200% in the month of April, and during the last week of April it was up 375%. They are serving an average of 6,000 meals per day. Statistics show that Coppell families visited the pantry 130 times in the month of April, which equates to a cost of \$13,400.00. For the months of April through July, they are projecting that Coppell families will utilize the pantry 573 times with a cost of over \$59,000.00. Metrocrest has also been providing housing assistance for 13 rent payments for Coppell families. Compared to April 2019, there were only three rent payments made. For April through July, they are projecting to make 73 rent payments with a cost of \$36,500.00. Costs for workforce and other services is \$98,900.00. The total projected cost to support Coppell families during this crisis is \$194,502.00, which is up considerably from the same period in 2019. Councilmember Mays reiterated Mr. Eubanks' call for volunteers. The time spent is worthwhile, and Metrocrest Services appreciates your support.

11. **Public Service Announcements concerning items of community interest with no Council action or deliberation permitted.**

Nothing to report.

12. **Necessary Action from Executive Session**

Nothing to report.

13. **Adjournment**

There being no further business before the City Council, the meeting was adjourned at 8:31 p.m.

---

Karen Selbo Hunt, Mayor

ATTEST:

---

Ashley Owens, Deputy City Secretary