

## MINUTES

## LANCASTER CITY COUNCIL SPECIAL MEETING OF DECEMBER 4, 2017

The City Council of the City of Lancaster, Texas, met in a called Special session in the Council Chambers of City Hall on December 4, 2017 at 8:00 p.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Marcus E. Knight  
Carol Strain-Burk  
Stanley Jaglowski  
Marco Mejia  
Spencer W. Hervey, Jr.  
Mayor Pro Tem Clyde C. Hairston

**Councilmembers Absent:**

Deputy Mayor Pro Tem Nina Morris

**City Staff Present:**

Opal Mauldin-Jones, City Manager  
Rona Stringfellow, Assistant City Manager  
Dori Lee, Human Resources Director  
Shane Shepard, Director of Economic Development  
Sean Johnson, Managing Director of Quality of Life & Cultural Services  
Jermaine Sapp, Director of Equipment and Facility Services  
Sam Urbanski, Police Chief  
Rick Frye, Interim Fire Chief  
Alton Dixon, Purchasing Agent  
Fabrice Kabona, Assistant to the City Manager  
Dale Jackson, Building Official/Interim Development Services Director  
Imelda Speck, ICMA Fellow for Economic Development  
Jasmine Carr, Community Programs Coordinator  
Kellen Benbrook, Airport Manager  
Bester Munyaradzi, Senior Planner  
Sharon Jungman, Assistant Finance Director  
David T. Ritter, City Attorney  
Mayra A. Ortiz, Deputy City Secretary  
Sorangel O. Arenas, City Secretary

**Call to Order:**

Mayor Knight called the meeting to order at 8:33 p.m. on December 4, 2017.

**Consent Agenda:**

City Secretary Arenas read the consent agenda.

1. **Consider a resolution implementing a new Commercial Film policy.**
2. **Consider a resolution approving the terms and conditions of the Grant Agreement for the Routine Airport Maintenance Program by and between the City of Lancaster, as Airport Sponsor, and the Texas Department of Transportation, on behalf of the State of Texas; authorizing matching funds in the amount of fifty thousand dollars (\$50,000.00) at the Lancaster Regional Airport.**
3. **Consider a resolution terminating the terms and conditions of the City owned terminal building commercial lease agreement by and between the City of Lancaster and Skyline Aviation Incorporated from building 730, Suites 201, 202 & 203 at the Lancaster Regional Airport.**
4. **Consider an amendment of the Lancaster Code of Ordinance Chapter 14, "Offenses and Additional Provisions", Article 14.09 "Property Maintenance Code," to provide for a three (3) day notice period for abatement of brush and bulk waste violations.**

- 5. Consider a resolution authorizing the award of Bid# 2017-91 "Meal Services" to The Chocolate Mint Foundation to provide meal services for the senior meal program in an amount not to exceed fifty thousand two hundred dollars (\$50,200.00).**

Mayor Knight shared that on item 1, Exhibit A, Section II, should read "City Control/City Manager Authority." Also, he advised that item 2, section 1 of the resolution, and should remove "in all things." The recommended changes were advised by City Attorney Ritter.

Councilmember Strain-Burk pulled item 4.

Councilmember Hervey pulled items 3 and 5.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hairston to approve consent items excluding 3, 4, and 5. The vote was cast 6 for, 0 against [Morris absent].

- 3. Consider a resolution terminating the terms and conditions of the City owned terminal building commercial lease agreement by and between the City of Lancaster and Skyline Aviation Incorporated from building 730, Suites 201, 202 & 203 at the Lancaster Regional Airport.**

Councilmember Hervey requested additional staff comments on item 3. City Manager Mauldin-Jones shared that Skyline Aviation signed a commercial lease on April, 10, 2017 with the City of Lancaster to lease office spaces for a flight school to be located at Lancaster Regional Airport. Due to hardships including difficulty acquiring flight instructors and financial setbacks, they have requested early termination of the lease effective, December 31, 2017. Terminating the lease early does fail to bring in the projected revenues for the remaining years of the lease; however, Skyline Aviation is currently delinquent on the lease and may force the City of Lancaster to evict them from the premises. This could simplify the eviction process and save the City money on legal costs. It also opens up the space to be leased to another tenant to provide both lease and fuel sales income to Lancaster Regional Airport. The current tenant will bring their delinquency current through the December 31, 2017 early termination date. She shared that City Attorney advised to remove "in all things" from the resolution.

Councilmember Hervey inquired if the city expended funds to the tenant for the set-up, etc. City Manager shared that funds were offered when the flight school was operating along with fuel incentives. No funds were expended on the project.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hairston to approve item 2 with the recommended provisions. The vote was cast 6 for, 0 against [Morris absent].

- 4. Consider an amendment of the Lancaster Code of Ordinance Chapter 14, "Offenses and Additional Provisions", Article 14.09 "Property Maintenance Code," to provide for a three (3) day notice period for abatement of brush and bulk waste violations.**

Councilmember Strain-Burk requested additional staff comments on item 4. City Manager Mauldin-Jones shared item 4 is to amend the day notice period for abatement of brush and bulk waste violations. Residents with bulk and brush violations will be issued a violation notice at the initial inspection providing three (3) days to remove the brush or bulk. After three (3) days, if no compliance is achieved, the City will proceed to abate the violation at the owner's expense. The item is to eliminate the confusion and provide clarity. Also, the City currently provides four alternatives for bulk and brush violations.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Councilmember Hervey to approve item 4. The vote was cast 6 for, 0 against [Morris absent].

- 5. Consider a resolution authorizing the award of Bid# 2017-91 "Meal Services" to The Chocolate Mint Foundation to provide meal services for the senior meal program in an amount not to exceed fifty thousand two hundred dollars (\$50,200.00).**

Councilmember Hervey requested additional staff comments on item 5. City Manager Mauldin-Jones shared that item 5 is to authorize the award of Bid# 2017-91 "Meal Services" for the senior meal program. The City of Lancaster has contracted with the Dallas Area Agency on Aging (DAAA) to provide a well-balanced daily lunch meal for senior adult citizens of Lancaster and the surrounding areas. Currently, DAAA reimburses the City of Lancaster for meals served to include staff time and actual cost per meal. Twelve (12) people have viewed and three (3) vendors responded to the RFP. Of the three (3) bids received, the lowest qualified bidder was The Chocolate Mint Foundation. The contract will be for one year with (4) one-year renewal options. The meals will be delivered daily based on a pre-planned menu.

Councilmember Hervey requested the process of selection. Managing Director of Quality of Life & Cultural Services Johnson shared that The Chocolate Mint Foundation outbid the two vendors received.

Councilmember Jaglowski inquired if the City of Lancaster has previously worked with The Chocolate Mint Foundation. Managing Director of Quality of Life & Cultural Services Johnson confirmed.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hairston to approve item 5. The vote was cast 6 for, 0 against [Morris absent].

- 6. Z17-07 Conduct a Public Hearing and consider an ordinance amending ordinance 2006-04-13 and as amended the Lancaster Development Code and map of the City as amended by granting a change in zoning from Planned Development- Neighborhood Services (PD-NS) to Light Industrial (LI). The property is approximately 6.52 acres of land, located on the northeast corner of Balmorhea Drive and N. Dallas Avenue. The property is addressed as 3700 N. Dallas Avenue and described as Lot 2R, Block A, VanTrust I-20 Logistics Addition in the Smith Elkins Survey, Abstract number 430 City of Lancaster, Dallas County, Texas.**

Mayor Knight shared that item 6 was previously presented at the November 13, 2017 City Council Regular Meeting.

Mayor Knight opened the public hearing.

Dan Gallagher, 13455 Noel Road, spoke in favor of item 6.

Chris McCluskey, 16000 N. Dallas Parkway, spoke in favor of item 6 and thanked staff for all their time and work invested in item 6. He shared that after meeting with staff and counsel it was concluded that Light Industrial (LI) zoning could not be modified since there is an adopted ordinance. Mr. McCluskey composed a presentation elaborating the goals and ideas for the property site and revealed the concept plan, façade plan, and visual images of the building.

Councilmember Strain-Burk requested the square footage of the building for the site plan. Mr. McCluskey responded that the approximate footage is 110,000 in which the previous building was about 126,000 square feet.

Councilmember Mejia shared that when the item was first presented, he was misinformed. However, he supports the zoning request to Light Industrial (LI) zoning.

Councilmember Jaglowski inquired confirmation that the rear of the building is zoned Light Industrial (LI) zoning. Mr. McCluskey confirmed.

**MOTION:** Councilmember Mejia made a motion, seconded by Councilmember Strain-Burk to close the public hearing. The vote was cast 5 for, 1 against [Hervey] [Morris absent].

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hairston to approve item 6 with the site plan attached. The vote was cast 5 for, 1 against [Hervey] [Morris absent].

**7. Conduct a public hearing and consider a resolution approving the 2018 Standards of Care for Youth Programs operated by the Quality of Life and Cultural Services Department.**

Mayor Knight opened the public hearing.

There were no speakers.

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hairston to close the public hearing. The vote was cast 6 for, 0 against [Morris absent].

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hairston to approve item 7. The vote was cast 6 for, 0 against [Morris absent].

**Executive Session:**

**8.** The City Council shall convene into closed executive session pursuant to:

a. Section § 551.074 (a)(1) of the Texas Government Code to deliberate the appointment, employment, evaluation duties or dismissal of a public officer, to wit: the City Attorney.

b. Section § 551.074 (a)(1) of the Texas Government Code to deliberate the appointment, employment, evaluation duties or dismissal of a public officer, to wit: the City Secretary.

**9. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.**

The City Council recessed for Executive Session at 8:59 p.m. and reconvened into open session at 9:47 p.m.

No action taken.

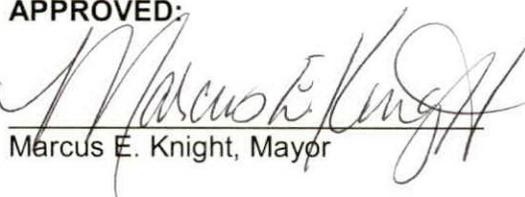
**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Hairston, to adjourn. The vote was cast 6 for, 0 against [Morris absent].

The meeting was adjourned at 9:47 p.m.

**ATTEST:**

  
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Sorangel O. Arenas, City Secretary

**APPROVED:**

  
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Marcus E. Knight, Mayor