

Nick Krueger, Councilmember
Charlotte Moore, Councilmember
Brad Rieger, Councilmember



Lynn Crites, Mayor Pro Tem
John Mounce, Councilmember

Alan Woodall, Mayor

**CITY OF JUSTIN
CITY COUNCIL AGENDA
MONDAY, AUGUST 10, 2020
415 N. COLLEGE AVE.
(Conducted via teleconference)
5:00 P.M.**

One or more members of the City Council may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Justin City Council will conduct the meeting scheduled at 5:00 p.m. on Monday, August 10, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above. A recording of the meeting will be made and will be available to the public.

The public dial in number to participate in the telephonic meeting is: 1 (346) 248-7799 or 1 (253) 215-8782

Webinar ID: 852 5100 1183
Password: 050909

The Zoom meeting may also be joined by clicking the following link:
https://us02web.zoom.us/webinar/register/WN_PQ8tN88LQRWjdi1XkTjUFQ

Webinar ID: 852 5100 1183
Password: 050909

CALL TO ORDER

Convene into session:
Roll Call:

WORKSHOP SESSION

1. Updates regarding upcoming phase of SWIFT water project from the Texas Water Development Board.
2. Discussion regarding drainage deficiencies and possible improvements in the Old Town area of Justin.
3. Discussion regarding the creation of a Building Review Board.

4. Discussion regarding the Food Pantry located at 405 W. 3rd St.
5. Discussion regarding Fiscal Year 2020-2021 Annual Budget.
6. Discussion regarding capital improvement schedule update.

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

CALL TO ORDER

Invocation:

PUBLIC COMMENT

In an effort to allow the public the ability to participate in the public comment portion and not attend the meeting in person, the City will allow the following: The public may email their comment to the City Secretary by 5:00 pm on Monday, August 10 at bandrews@cityofjustin.com. The City Secretary will read the email to Council during the public comment portion of the meeting. Please make sure to include your name and address, along with your comment pertaining to an item on the agenda, in the body of the email.

POSSIBLE ACTION ITEMS

7. Consider and take appropriate action regarding drainage deficiencies and possible improvements in the Old Town area of Justin.
8. Consider and take appropriate action on the creation of a Building Review Board.
9. Consider and take appropriate action regarding the Food Pantry located at 405 W. 3rd St.

CONSENT

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration

10. Consider and take appropriate action to approve City Council Minutes dated July 27, 2020.

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
 - Appellate Docket No. 06-17-00054-CV – City of Justin v. Town of Northlake;
 - State Supreme Court Case No. 18-0651 – Town of Northlake v. City of Justin;
 - Denton County Municipal Utility District No. 10 and/or the Texas Commission on Environmental Quality’s Executive Director’s action in granting approval for the creation of Denton County Municipal Utility District No. 10

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 7th day of August 2020 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Cori Reaume, City Manager

City Council Meeting

August 10, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: # 1(Workshop)

Title: Consider and take appropriate action regarding the approval and execution of a Financing agreement with the Texas Water Development Board for the next phase of funding in connection with the issuance of \$2,400,000 in principal amount of combination tax and revenue certificates of obligation.

Department: Administration

Contact: City Manager Cori Reaume; City Engineer Chris Cha; Public Works Director Josh Little

Recommendation: Discussion only

Background: The City of Justin has been awarded up to \$12M in low-interest loans for water projects within the city. The purpose of this SWIFT program from the Texas Water Development Board is to assist with water upgrades and improvements that will contribute to reduction in water loss and overall water usage.

The first draw the City made on these funds was for \$2.4M which has funded a great deal of water line replacements throughout Old Town Justin. In preparing for our next scheduled draw of \$2.4M late this year, staff have been working with our consultants to consider the highest priority use for those funds. While we do still have some water line replacements to complete, we are recommending that a portion of this draw's funding be used for the replacement of the City's water meters. I recognize fully that it may be frustrating to approve this purchase when the City has already completed a meter replacement within the last 10 years, but staff are recommending a move to an automated meter reading system, which would allow for staff to receive the usage readings at a centralized point. Additionally, the meters would allow for residents to set alerts related to their usage, and to be notified in the event of leaks.

With many older homes and older irrigation systems in the City, we receive calls fairly often where residents (or even businesses) have received a water bill for significantly more usage than normal and that is what notifies them that they likely have a leak. Moving to this new system would allow for residents to get that information sooner and provide better visibility overall.

We could move forward to complete the water line replacement project in this next phase and wait to replace meters until our (anticipated) final draw in 2022, but every new home that goes in now with our current meters would then have to be replaced. Staff are recommending this option in order to reduce the overall cost when this project is completed.

The tentative timeframe for the next round of SWIFT funding is attached for reference. Josh Little will be available to discuss any questions you may have about the recommended meters and functionality.

City Attorney Review: N/A

Attachments:

- SWIFT Phase 2 timeline

City Council Meeting

August 10, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #2 (Workshop) & 7 (Possible Action)

Title: Consider and take action regarding drainage deficiencies and possible improvements in the Old Town area of Justin.

Department: Administration/ Public Works

Contact: City Manager, Cori Reaume/ Public Works Director, Josh Little

Recommendation: Provide direction to staff

Background: Mayor Woodall previously requested this item to facilitate discussion regarding drainage improvements throughout the Old Town Justin residential area. Because the Old Town area does not have built in storm drains & curbs, we are reliant upon the ditches and culverts to get the stormwater over to the new FM 156 storm drain.

In certain areas of Old Town (most especially noticed between 2nd and 5th Streets east of College Ave.) the grading of the existing ditches is not sufficient to support an adequate volume of water during heavy flows.

Pacheco Koch has submitted the attached scope/quote for a drainage study in Old Town which would provide us with the specifications (direction, depth/elevations) that we would need to either complete the work internally or provide to a contractor to complete the work.

While the total amount in the exhibit shown is just over \$30,000, Chris Cha indicated that would be substantially reduced (by over 20%) due to Pacheco Koch already having some of the survey work in the area from other projects.

The purpose of this agenda item is to discuss this more in depth and provide guidance to staff regarding any long-term drainage improvement plans

City Attorney Review: N/A

Attachments:

- Scope of work from Pacheco Koch

EXHIBIT 'A' – SCOPE OF SERVICES

CITY OF JUSTIN – OLD TOWN DRAINAGE STUDY

PROJECT DESCRIPTION:

The project consists of analyzing the open storm drain systems (roadside ditches and culverts) within the Justin Old Town area. The project limits are from east to FM 156, west to Luety Ave., north to 8th St., and south to 1st St. The analysis will include detailed hydrologic and hydraulic calculations to determine existing storm drain system capacities and propose conceptual improvements to convey the 100-year storm event.

BASIC SERVICES:

- A. Project Management & Coordination
- Manage the Team:
 - Lead, manage and direct design team activities
 - Ensure quality control is practiced in performance of the work
 - Communicate internally among team members
 - Allocate team resources
 - Communications and Reporting:
 - Attend a project kickoff meeting with City staff to confirm and clarify scope, understand OWNER objectives, and ensure economical and functional designs that meet OWNER requirements.
 - Conduct review meetings with the OWNER at the end of each tasks.
 - Prepare and submit monthly invoices in the format acceptable to the OWNER.
 - Prepare and submit monthly progress reports.
 - Prepare and submit baseline Project Schedule initially and Project Schedule updates.
 - Coordinate with other agencies and entities as necessary for the design of the proposed infrastructure and provide and obtain information needed to prepare the design.
 - With respect to coordination with permitting authorities, CONSULTANT shall communicate with permitting authorities such that their regulatory requirements are appropriately reflected in the designs. CONSULTANT shall work with regulatory authorities to obtain approval of the designs, and make changes necessary to meet their requirements.

EXHIBIT A to Agreement between the City of Justin, (OWNER) and Pacheco Koch Consulting Engineers, Inc., (CONSULTANT) for Consulting Services

B. Hydrologic & Hydraulic Analysis

- Data Collection
 - Obtain data from OWNER of known drainage concerns.
 - Obtain data for existing conditions that may impact project including; utilities, agencies (TxDOT and railroads), City Master Plans, and property ownership.
 - Obtain LiDAR Point Cloud data
 - Site Visit
- Drainage Computations
 - CONSULTANT will delineate watershed based on contour data and field verification and document existing street, right-of-way and storm system capacities.
 - Calculations regarding street and right-of-capacities and design discharges (5-year and 100-year frequencies) at selected critical locations will be provided. Other frequencies as required by iSWM criteria may be appropriate for outfalls and sensitive locations.
 - All calculations shall conform to the iSWM Technical Manual 2014.
 - All locations in the project area where 100-year runoff exceeds available storm drain and right-of-way capacities shall be clearly identified.
 - CONSULTANT shall provide recommendations for improvements of the existing system as deemed reasonable and consistent with OWNER standards.

C. The Conceptual Design Package shall include the following:

- Drainage area map with supporting drainage computations.
- Horizontal alignment (excluding profiles) of proposed storm water improvements including existing lot layout, streets, street right-of-way, and existing utilities.
- Documentation of key design decisions.
- Estimates of probable construction cost.
- Deliverables
 - Conceptual Design Package

EXHIBIT A to Agreement between the
City of Justin, (OWNER) and Pacheco
Koch Consulting Engineers, Inc.,
(CONSULTANT) for Consulting
Services

D. Direct Expenses

- Included in this item are usual and customary expenses normally incurred during performance of the services described. These expenses could include courier delivery charges, copies of existing engineering plans and/or maps, printing and reproduction (either in-house or by a reproduction company) and mileage.

SPECIAL SERVICES:

Services not included in this contract:

- *Construction documents*
- *TxDOT Permit preparation or submittal*
- *FEMA floodplain mapping or coordination*
- *Construction inspection services*
- *As-built surveys of constructed improvements*
- *Subsurface Utility Engineering*
- *Geotechnical Investigation*
- *Public hearings or OWNER Council/Commission meetings*
- *Utility coordination meeting(s) to start relocation process with affected franchise utilities.*
- *Reset property corner monumentation disturbed or removed during or after construction*
- *Phase II Environmental Site Assessments*
- *Storm Water Pollution Prevention Plans (SWPPP)*

END OF EXHIBIT 'A'

EXHIBIT B to Agreement between the City of Justin, (CITY) and Pacheco Koch Consulting Engineers, Inc., (CONSULTANT) for Consulting Services

EXHIBIT 'B' – COMPENSATION AND METHOD OF PAYMENT

CITY OF JUSTIN – OLD TOWN DRIANAGE STUDY

COMPENSATION:

For all professional services included in EXHIBIT 'A', Scope of Services, the CONSULTANT shall be compensated a lump sum fee of \$30,500.00 as summarized below. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT A, including all labor materials, supplies, and equipment necessary to deliver the services.

Basic & Special Services

A.	Project Management & Coordination	\$ 5,000
B.	Hydrologic & Hydraulic Analysis	15,000
C.	Conceptual Design Package	10,000
D.	Direct Expense (Not to Exceed)	<u>500</u>
TOTAL		\$ 30,500.00

METHOD OF PAYMENT:

The CONSULTANT shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of the CONSULTANT.

Monthly statements for reimbursable services performed by sub consultants will be based upon the actual cost to the CONSULTANT plus ten percent (10%). Direct expenses for services such as printing, express mail, fees, mileage and other direct expenses that are incurred during the progress of the project will be billed at 1.1 times the CONSULTANT'S cost.

END OF EXHIBIT 'B'

City Council Meeting

August 10, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: # 3(Workshop) #8 (Possible Action)

Title: Consider and take appropriate action regarding the establishment of and appointments to the Building Review Board.

Department: Administration/ Planning and Development

Contact: City Manager Cori Reaume; Planning & Development Director Darrell Gentry;
Building Official Chuck Sellers

Recommendation: Discuss and provide direction to staff

Background: The 2018 Property Maintenance Code sets forth a Building Advisory and Appeals Board with the intent of hearing appeals from citizens/property owners that do not agree with the Building Official or Code Compliance Officer regarding violations of building codes. The Property Maintenance Code identifies the following guidelines:

- The Board shall have a minimum of three members, with the building official serving as an ex-officio, non-voting member. The Board will need a Chair and a Secretary.
- All Hearings will require public notice and must be open to the public.
- Hearings must take place within 20 days of an appeal being filed.

Staff recommend that the City Council appoint the current members of the Planning & Zoning Commission to serve as members of this Building Advisory and Appeals Board, due to the background knowledge the commissioners have in matters of planning & zoning. The Commission currently includes one architect and two realtors, which would be great additions to the Appeals Board.

If Council chooses to appoint individuals directly to this new board, rather than utilizing the Planning & Zoning Commissioners in place, please provide direction to staff indicating such at the Council Meeting.

Chuck Sellers, the City's Building Official, will be available for any questions during the meeting.

City Attorney Review: N/A

Attachments:
NONE

City Council Meeting

August 10, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: # 4(Workshop) # 9(Possible Action)

Title: Consider and take appropriate action regarding the Food Pantry located at 405 W. 3rd St.

Department: Administration

Contact: City Manager, Cori Reaume

Recommendation: Discuss and provide direction to staff

Background: This item was discussed at the most recent Council meeting and some Council members subsequently met with various members of the Justin UMC Church and the Justin Food Pantry board. The purpose of this discussion is to attempt to reach a consensus on the path forward following those discussions.

City Attorney Review: N/A

Attachments:

City Council Meeting

August 10, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #5 (Workshop)

Title: Discussion regarding fiscal year 2020-2021 budget

Department: Administration

Contact: City Manager, Cori Reaume

Recommendation: Discussion only

Background: The City Manager's proposed budget will be filed by next weekend and staff would like to discuss some specific items with Council to gauge interest for inclusion into the proposed budget. As a reminder, anything in the proposed budget may be changed before final approval by the Council.

Attachments:
NONE

City Council Meeting

August 10, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #6 (Workshop)

Title: Discussion regarding capital improvement project schedule update.

Department: Public Works / Administration

Contact: City Manager, Cori Reaume; Public Works Director, Josh Little

Recommendation: Discussion only

Background: The updated CIP calendar is attached for your review, as well as uploaded to the website. Also viewed at the direct link:

<http://www.cityofjustin.com/assets/CIP/CIP-Schedule-REV-04-23-2020.pdf>

Staff will be available to answer any questions about particular items in the calendar.

Attachments:

City Council Meeting

August 10, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #(Consent)

Title: Consider and take appropriate action regarding City Council Minutes dated July 27, 2020.

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation: Approve consent Items

Background: July 27, 2020 minutes

City Attorney Review:

Attachments: A. July 27, 2020 draft minutes

John Mounce, Councilmember
Charlotte Moore, Councilmember
Nick Krueger, Councilmember



Lynn Crites, Mayor Pro Tem
Brad Rieger, Councilmember

Alan Woodall, Mayor

MINUTES

State of Texas
County of Denton
City of Justin

Justin City Council Regular Session Meeting- July 27, 2020

One or more members of the City Council may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Justin City Council will conduct the meeting scheduled at 5:00 p.m. on Monday, July 27, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above. A recording of the telephonic meeting will be made, and will be available to the public.

The Zoom meeting may also be viewed by clicking the following link:

CALL TO ORDER

Convene into session: Mayor Woodall called the Workshop Meeting to order at 5:00PM

Roll Call: Mayor Woodall, Mayor Pro Tem, Crites, Councilman Mounce, Councilman Rieger, and Councilman Krueger.

Staff Present: City Manager, Cori Reaume, Public Works Director, Josh Little, Finance Director, Josh Armstrong, Assistant to the City Manager, Abbey Reece, City Secretary, Brittany Andrews, and City Attorney, Matthew Boyle.

WORKSHOP SESSION

1. Discussion regarding appointments to and membership of the Justin Planning and Zoning Commission.
2. Discussion regarding award of contract for water and sewer line extensions, south of John Wiley.
3. Discussion regarding approval of an Interlocal Cooperation Agreement between Denton County, Texas and the City of Justin, Texas, pursuant to Chapter 791 of the Texas Local Government Code, to address the impact of public health emergency with respect to the Coronavirus Pandemic.

4. Discussion regarding Fiscal year 2019-2020 mid-year budget amendments.
5. Discussion regarding Food Pantry located at 405 W. 3rd St.
6. Discussion regarding capital improvement project schedule update.

Mayor, Council and Staff discussed Workshop items 1-6.

STAFF/ BOARD UPDATES

7.
 - Development Update
 - Code Compliance
 - Public Works- special project update

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

CALL TO ORDER

Mayor Woodall called the regular meeting to order at 6:10PM
Invocation: Councilman Krueger gave the invocation.

PUBLIC COMMENT

In an effort to allow the public the ability to participate in the public comment portion and not attend the meeting in person, the City will allow the following: The public may email their comment to the City Secretary by 5:00 pm on Monday, July 27 at bandrews@cityofjustin.com. The City Secretary will read the email to Council during the public comment portion of the meeting. Please make sure to include your name and address, along with your comment pertaining to an item on the agenda, in the body of the email.

POSSIBLE ACTION ITEMS

8. Consider and take appropriate action regarding appointments to and membership of the Justin Planning and Zoning Commission.

Mayor Pro Tem, Crites made the motion to appoint James Hamilton into Place 3 on the Justin Planning and Zoning Commission.

Seconded by: Councilman Rieger

Aye: Councilmembers Crites, Rieger, Mounce, and Krueger

Nay: 0

Motion carries

9. Consider and take appropriate action to award contract for water and sewer line extensions, south of John Wiley.

Mayor Pro Tem, Crites made the motion to award contract for water and sewer line extensions, south of John Wiley to

Seconded by: Councilman Mounce
Aye: Councilmembers Crites, Rieger, Mounce, and Krueger
Nay: 0
Motion carries

10. Consider and take appropriate action approving an Interlocal Cooperation Agreement between Denton County, Texas and the City of Justin, Texas, pursuant to Chapter 791 of the Texas Local Government Code, to address the impact of public health emergency with respect to the Coronavirus Pandemic.

Mayor Pro Tem, Crites made the motion to approve Interlocal cooperation agreement and authorize the City Manager to execute all necessary documents.

Seconded by: Councilman Rieger
Aye: Councilmembers Crites, Rieger, Mounce, and Krueger
Nay:0
Motion carries

11. Consider and take appropriate action regarding Fiscal year 2019-2020 mid-year budget amendments.

Councilman Mounce made the motion to approve the Fiscal Year 2019-2020 mid-year budget amendments.

Seconded by: Mayor Pro Tem, Crites
Aye: Councilmembers Crites, Rieger, Mounce, and Krueger
Nay: 0
Motion carries

12. Consider and take appropriate action regarding the Food Pantry located at 405 W. 3rd St.

No Action

CONSENT

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration

13. Consider and take appropriate action to approve City Council Minutes dated June 29, 2020.

Mayor Pro Tem, Crites made the motion to approve City Council Minutes dated June 29, 2020.

Seconded by: Councilman Rieger
Aye: Councilmembers Crites, Rieger, Mounce, and Krueger
Nay: 0
Motion carries

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
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 - Denton County Municipal Utility District No. 10 and/or the Texas Commission on Environmental Quality’s Executive Director’s action in granting approval for the creation of Denton County Municipal Utility District No. 10

No Executive Session

FUTURE AGENDA ITEMS

- **Downtown Parking Improvement Change Order**
- **Food Pantry discussion**
- **Calling a Public Hearing for Fiscal Year 2020-2021 Budget and Tax rate**
- **SWIFT agreement for next phase of funding**

ADJOURN

With there being no further business the meeting was adjourned at 6:21PM

Brittany Andrews, City Secretary

Seal: