

**MINUTES OF THE CITY COUNCIL OF  
THE CITY OF GLENN HEIGHTS, TEXAS**

**OCTOBER 17, 2023**

**STATE OF TEXAS** \*  
**COUNTIES OF DALLAS AND ELLIS** \*  
**CITY OF GLENN HEIGHTS** \*

On the 17<sup>th</sup> day of October 2023, the City Council of the City of Glenn Heights, Texas, met in a Regular Called City Council Meeting in the City Hall, City Council Chambers, located at 1938-C South Hampton Road, Glenn Heights, Texas, 75154, with the following members present:

**CITY COUNCIL:**

Sonja A. Brown	*	Mayor
Sherron Mosley	*	Council Member, Place 1
Travis Bruton	*	Council Member, Place 3
Stephanne Hale	*	Council Member, Place 4
Cornel Benford II	*	Council Member, Place 6

**STAFF:**

Keith Moore	*	Interim City Manager
Clifford Blackwell	*	Deputy City Manager
Brandi Brown	*	City Secretary
Parviz Pourazizian	*	Director of Planning & Development Services
Nick Williams	*	Interim Fire Chief

**CONSULTANT:**

Victoria Thomas	*	City Attorney's Office
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**CALL TO ORDER**

Mayor Sonja A. Brown called the City Council Meeting to order at 7:02 P.M., with a quorum of the City Council present.

**INVOCATION**

Mayor Sonja A. Brown delivered the Invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Sonja A. Brown led the assembly in the Pledge of Allegiance.

**PUBLIC COMMENT**

There were no Public Comments.

**RECOGNITIONS**

Nick Williams, Interim Fire Chief, recognized the following Glenn Heights Fire Department Staff: Honore Britton, Jason Cates, Chris Romero, John Chapman, and Seth Reece for their outstanding service while delivering a baby while the Mother was en route to the hospital.

He also acknowledged the following Methodist Charlton Medical Center Staff who were in attendance and had recently facilitated a Labor and Delivery training session for the Glenn Heights Fire Department: Fran Laukaitis, President, Mohammad Aslam, Vice President, Jimmy White, Manager of Business Emergency Services, Duck Hawkins, EMS Liaison, Kimberly Burgess, NPG Generalist, Lisa Cawthon, Director of Nursing & Professional Development, and Amerily Barahona, Nursing Manager.

## **EVENTS**

Mayor Sonja A. Brown announced the following events:

- Fall Festival, October 28, 2023, 5:00 P.M. - 8:00 P.M., City Center Courtyard, 1938-C South Hampton Road, Glenn Heights, Texas 75154
- Veterans Day Online Tribute, November 6, 2023, 12:00 P.M. Requests to Honor a Veteran for the Veterans Day Tribute Slide Show will be accepted October 21, 2023 - November 3, 2023.
- Veterans 5k Run/Walk, November 11, 2023, 8:00 A.M. - 11:00 A.M., route to be determined.

## **STAFF INTRODUCTIONS**

Keith Moore, Interim City Manager, requested that this item be moved to the next Council Meeting.

## **CONSENT AGENDA**

1. Discuss and take action to approve the Minutes of September 19, 2023, joint meeting of the City Council of the City of Glenn Heights, Texas and the Board of Directors of the Glenn Heights Housing Finance Corporation. (Brandi Brown, City Secretary)
2. Discuss and take action to approve the City Council Meeting Minutes of the October 3, 2023, City Council Meeting. (Brandi Brown, City Secretary)
3. Discuss and take action to adjust the start time of the November 7, 2023, Regular Called City Council Meeting to 7:30 P.M. as that is also the date of the 2023 General and Constitutional Amendment Election. (Brandi Brown, City Secretary)
4. Plat Case PP-009-23: Discuss and take action to approve a Preliminary Plat Request by Anel Rodriguez, on behalf of Carlos Vargas for Vargas Estate. This Preliminary Plan request is for an addition to the City of Glenn Heights, Texas, being 8.062 acres, that is situated in the Elisha Chamber Survey, Abst. No. 240, Glenn Heights, Dallas County, Texas. (Parviz Pourazizian, Director of Planning and Development Services)

5. Plat Case FP-010-23: Discuss and take action to approve a Final Plat Request by Anel Rodriguez, on behalf of Carlos Vargas for Vargas Estate. This Final Plat request for an addition to the City of Glenn Heights, Texas, being 8.062 acres, situated in the Elisha Chamber Survey, Abst. No. 240, Glenn Heights, Dallas County, Texas. (Parviz Pourazizian, Director of Planning and Development Services)
6. Plat Case FP-011-23: Discuss and take action to approve a Replat Request by Steven Uetrecht (Wildwood Development Co.), on behalf of Oak Leaf Estates, LLC for Holly Wood Estate Phase 4. This Replat, being 45.909 acres, situated in the John S Patton Survey, Abst. No. 841 and William C. Berry Survey, Abst. No. 74, Glenn Heights, Ellis County, Texas. (Parviz Pourazizian, Director of Planning and Development Services)
7. Discuss and take action to approve Ordinance O-14-23, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Zoning Ordinance and Map of the City of Glenn Heights, by changing the Zoning Classification from Single-Family Residential-3 (SF-3) to Single-Family Residential-3 with A Specific Use Permit for freestanding carport (SF-3 SUP) for an approximately 0.234 acre tract of land being commonly known as 303 Mesa Court, Glenn Heights, Dallas County, Texas. (Second Reading) (Parviz Pourazizian, Director of Planning and Development Services)
8. Acknowledge receipt of the September 2023 Financial Reports. (Sherry Roberts, Senior Financial Analyst)

Mayor Sonja A. Brown requested to remove Consent Agenda Item 6 for discussion.

Council Member Travis Bruton requested to remove Consent Agenda Item 8 for discussion.

Council Member Travis Bruton made a motion to approve Consent Agenda Items 1-5 and 7. Council Member Cornel Benford, II made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

Parviz Pourazizian, Director of Planning and Development Services, provided a brief overview of Agenda Item 6.

Council Member Cornel Benford, II made a motion to approve Consent Agenda Item 6. Council Member Stephanie Hale, made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

Deputy City Manager Clifford Blackwell and Sherry Roberts, Senior Financial Analyst, answered Council's questions regarding Consent Agenda Item 8, related to budget amendments.

Council Member Travis Bruton made a motion to approve Consent Agenda Item 6. Council Member Cornel Benford, II made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

## **AGENDA**

Council Member Cornel Benford, II made a motion to move Agenda Item 7 to Agenda Item 1. Council Member Sherron Mosley made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

7. Discuss and take action on Resolution R-31-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Agreement between the City of Red Oak and the City of Glenn Heights regarding the Uhl Road Improvement Project; authorizing the City Manager to execute the same; providing an effective date.

Keith Moore, Interim City Manager, introduced this item and completed a presentation. Mr. Moore answered Council's questions related to project location and amenities.

Council Member Travis Bruton made a motion to approve Resolution R-31-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving an Interlocal Cooperation Agreement between the City of Red Oak and the City of Glenn Heights regarding the Uhl Road Improvement Project; authorizing the City Manager to execute the same; providing an effective date. Council Member Cornel Benford, II made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

1. Discuss resident poll results related to proposed modifications in services provided by Community Waste Disposal (CWD).

Clifford Blackwell, Deputy City Manager, introduced this item and completed a presentation regarding the results. Mr. Blackwell answered Council's questions related to total number of responses from both polls, if Staff could notate if someone voted more than once, and the number of households that utilize certain services. CWD Staff completed a presentation regarding current service issues, and answered Council's questions regarding resident complaints and inquiries.

Mayor Sonja A. Brown requested that this item be added to the City Council Retreat Agenda for discussion.

2. Discussion to receive input from City Council regarding Fiscal Year 2023-2024 first quarter Community Engagement Events.

Keith Moore, Interim City Manager, introduced this item and completed a presentation.

Feedback received from City Council included a request to use the Family Center for some events, move the Small Business Expo to the Spring, extend the length of events, and to use portable lighting for outside events.

3. Discuss and take action on Resolution R-27-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving a Standard Utility Agreement with the State of Texas through the Texas Department of Transportation relative to the expansion of Bear Creek Road Public Works Project; authorizing the City Manager to execute the same; and providing an effective date.

Parviz Pourazizian, Director of Planning and Development Services, introduced this item and answered Council's questions regarding project timelines.

Mayor Sonja A. Brown made a motion to approve Resolution R-27-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving a Standard Utility Agreement with the State of Texas through the Texas Department of Transportation relative to the expansion of Bear Creek Road Public Works Project; authorizing the City Manager to execute the same; and providing an effective date. Council Member Travis Bruton made the second. The motion carried with the following record vote:

**VOTE 5 Ayes – Brown, Mosley, Bruton, Hale, and Benford**

4. Discuss and take action on Resolution R-28-23, a Resolution of the City Council of the City of Glenn Heights, Texas approving and authorizing the City Manager to execute a Professional Services Agreement between the City of Glenn Heights And Geomatic Solutions, Inc. for surveying services in connection with the Bear Creek Road Expansion Project; and providing for an effective date.

Parviz Pourazizian, Director of Planning and Development Services, introduced this item.

Council Member Stephanie Hale made a motion to approve Resolution R-28-23, a Resolution of the City Council of the City of Glenn Heights, Texas approving and authorizing the City Manager to execute a Professional Services Agreement between the City of Glenn Heights And Geomatic Solutions, Inc. for surveying services in connection with the Bear Creek Road Expansion Project; and providing for an effective date. Council Member Travis Bruton made the second. The motion carried with the following record vote:

**VOTE 5 Ayes – Brown, Mosley, Bruton, Hale, and Benford**

5. Discuss and take action to approve Resolution R-29-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving Dikita Engineering Task Order Number 09A for design services for Top of the Hill Subdivision water distribution system and drainage ditch, in an amount not to exceed \$64,650.00 and issued under the City's Master Agreement for Professional Services with Dikita Enterprises, Inc.,

D/B/A Dikita Engineering; authorizing the City Manager to execute said Task Order; providing a repealing clause; providing a severability clause; and providing an effective date.

Parviz Pourazizian, Director of Planning and Development Services, introduced this item and answered Council's questions regarding project timelines and who will be doing project designs.

Council Member Travis Bruton made a motion to approve Resolution R-29-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving Dikita Engineering Task Order Number 09A for design services for Top of the Hill Subdivision water distribution system and drainage ditch, in an amount not to exceed \$64,650.00 and issued under the City's Master Agreement for Professional Services with Dikita Enterprises, Inc., D/B/A Dikita Engineering; authorizing the City Manager to execute said Task Order; providing a repealing clause; providing a severability clause; and providing an effective date. Council Member Cornel Benford, II made the second. The motion carried with the following record vote:

**VOTE 5 Ayes – Brown, Mosley, Bruton, Hale, and Benford**

6. Discuss and take action on Resolution R-30-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving and authorizing the City Manager to execute a Professional Services Agreement between the City of Glenn Heights and Freese and Nichols, Inc. for the development of water, wastewater, and roadway impact fees; and providing for an effective date.

Parviz Pourazizian, Director of Planning and Development Services, introduced this item and completed a presentation. Mr. Pourazizian answered Council's questions related to payment of services, project fees, and deliverables.

Council Member Sherron Mosley made a motion to approve Resolution R-30-23, a Resolution of the City Council of the City of Glenn Heights, Texas, approving and authorizing the City Manager to execute a Professional Services Agreement between the City of Glenn Heights and Freese and Nichols, Inc. for the development of water, wastewater, and roadway impact fees; and providing for an effective date. Council Member Cornel Benford, II made the second. The motion carried with the following record vote:

**VOTE 5 Ayes – Brown, Mosley, Bruton, Hale, and Benford**

## **EXECUTIVE SESSION**

1. The City Council shall convene into closed, Executive Session:
  - A. pursuant to Texas Government Code section 551.074 – Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: City Manager.

Council Member Cornel Benford, II made a motion to convene into Executive Session. Council Member Travis Bruton made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

Mayor Sonja A. Brown announced that City Council convened into Executive Session at 8:45 P.M.

2. The City Council shall reconvene into Open Session and take any action arising from Executive Session:
  - A. pursuant to Texas Government Code section 551.074 – Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: City Manager.

Council Member Travis Bruton made a motion to reconvene into Open Session. Council Member Cornel Benford, II made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

Mayor Sonja A. Brown announced that City Council reconvened into Open Session at 9:45 P.M. and that no action was taken.

Council Member Stephanie Hale made a motion authorizing the Mayor to execute an Employment Agreement with Clifford Blackwell for the position of City Manager, with a base annual compensation of \$200,000.00, and on terms to be included in said Agreement, which will be filed with the City Secretary's Office. Council Member Cornel Benford, II made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

## **ADJOURNMENT**

Council Member Cornel Benford, II made a motion to adjourn. Council Member Travis Bruton made the second. The motion carried with the following record vote:

**VOTE 5 Ayes** – Brown, Mosley, Bruton, Hale, and Benford

Mayor Sonja A. Brown adjourned the meeting at 9:48 P.M.

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Sonja A. Brown, Mayor

Attest:

Brandi Brown

Brandi Brown, City Secretary

Passed and approved on the 7<sup>th</sup> day of November 2023