



**CITY COUNCIL**  
**City of McLendon-Chisholm, Texas**  
**Meeting Minutes**  
**July 31, 2018**

The City Council of the City of McLendon-Chisholm convened in Regular Session on Tuesday, July 31, 2018, at City Hall, 1371 West FM 550, McLendon-Chisholm, Texas, with the following members present:

Keith Short	Mayor
Adrienne Balkum	Council Member
Herman Larkin	Council Member
Scott Turnbull	Mayor Pro Tem
Jim Bloom	Council Member
James Herren	Council Member

Staff Present:	David Butler	City Administrator
	Lisa Palomba	City Secretary
	Jim Simmons	Fire Chief/Fire Marshal

1. Mayor Short called the meeting to order at 6:31 p.m.
2. Council Member Larkin delivered the Invocation and led the Pledge of Allegiance to the U.S. and Texas Flags.
3. Mayor Short announced the Rules of Decorum are in place and are to be observed throughout the meeting.
4. Citizen Comments. The following Citizens spoke:

David Day, 211 Tucker Road, commented that he lives under the new cell monopole tower; he didn't expect to live near a tower; concern regarding his property values; and he is open to remedies from the City.

**5. Approval of Minutes of July 16, 2018. Minutes are postponed to a future meeting.**

**6. Building Official Interview.** Building Official David Ellis, Representing North East Texas Inspections, introduced himself to Council and provided information related to building plan review and inspection services for the City, costs for services and answered questions from Council. Ellis commented on growth in the City, numbers of new homes and inspections; and mentioned that last year's fee schedule revision covers his expenses. Discussion was held between Council and Ellis regarding the following: justification of customer fees; Ellis indicated fees are appropriate; quality of homes; home values; how inspections are requested; inspections requested prior to 4:00 p.m. will be inspected the following day; quick turnaround on plan inspections; Ellis has a good relationship with area builders; and expectations of keeping building sites clean and requires weekly street sweeps in construction areas.

**7. Ordinance Approving Release of Excess Capacity in Wastewater Line to RISD.** Russell Phillips presented a request to Council to approve an Ordinance approving releasing excess capacity, reserved to MC 550 Land Holdings, L.P., in the wastewater line between Sonoma Verde and Buffalo Creek Interceptor to Rockwall Independent School District for a planned school site on FM 550 in the City. Discussion was held between Council and Phillips including: RISD recently purchased land on FM 550 for a future middle school; 400 taps would remain if this release is approved. Phillips recommended a different amount be charged for commercial tap fees in the future. Turnbull questioned Phillips regarding what happens if the taps are not used by RISD. **Larkin moved to approve the ordinance as presented releasing excess capacity in the wastewater line to RISD. The motion was not considered as there was no second.** Turnbull remarked that he has concerns regarding giving up capacity and added that he has questions for the City Attorney regarding the matter and encouraged Phillips to request the item be brought before Council in the near future. Herren remarked the City should have commercial tap fees established prior to releasing the capacity.

**8. First Amendment to Agreement for Fire Protection Services.** Turnbull stated this item should be postponed until Council is further along in developing the budget. **Turnbull moved to postpone the item until September 17. Balkum seconded the motion.** Discussion was held among Council Members regarding why the item should be postponed until September 17. Turnbull indicated it is premature to consider the item. Bloom asked why September 17. Turnbull indicated a need to discuss the budget or resolved fire issues yet and Council may not need or want the agreement and it can be done at a later date. Larkin commented that it is irresponsible to wait until September 17 and that fire service is a big issue. Larkin further remarked that Simmons and MCVFD Chief Murphy worked hard to form an agreement and that postponing will keep tensions high in the community. Turnbull commented that it is not about the merger but is an agreement to extend services and is not fiscally responsible. Bloom requested a friendly amendment to postpone to no later than September 17. Turnbull denied the request to amend the motion. **A vote was cast to postpone consideration of the First Amendment to Agreement for Fire Protection Services to September 17, 2018. The motion carried with 4 in favor, 1 against (Larkin).**

Council moved to Item 9b.

## **9. Fiscal Year 2018 – 2019 Budget Discussion.**

**b. McLendon-Chisholm Fire Rescue (MCFR) budget discussion and direction to staff.** Simmons offered a correction to the proposed budget for MCFR including \$58,000 in fire vehicles. Mayor Short questioned the need for so many sets of bunker gear but only half as many SCBAs. Simmons responded that SCBAs are shared. Bloom commented that it is difficult to have a meaningful discussion without a comparison to the MCFR and MCFD and MCVFD combined proposed budget. The Mayor indicated that item is also the agenda. Bloom questioned Simmons regarding standing up MCFR independently and access to grant applications made by MCVFD. Simmons indicational we would not have access to MCVFD grants. Further discussion was held among Council Members regarding ISO rating. Larkin indicated the total budget should reflect \$604,033. Larkin commented on 3 full-time personnel and call stipends and concern regarding availability of volunteers. Turnbull questioned the staffing process. Simmons commented that one person would be on duty

24/7. Simmons directives to work on MCFR were discussed. Discussion continued including: software; uniforms; badges; staffing; hours staffed; insurance costs including workers comp; benefits; Chief also serving as firefighter; temporary building; Council desires a breakdown of budget numbers; mutual aid; equipment; and research data including call volume. Simmons will have MCFR budget for the next meeting. Mayor Short asked if what Simmons presented is the best option if MCFR is started. Simmons affirmed. Turnbull read portions of ordinance establishing the McLendon-Chisholm Fire Rescue asking if Simmons has performed actions to build the new department as described by ordinance. Turnbull asked why Fire Department employees should receive benefits. Simmons responded benefits would attract quality personnel. Further discussion was held regarding call stipend formulas and SCBA packs and extra bottles needed. Various costs were discussed including discussion on why vehicle payments are financed for three rather than five years. Simmons was instructed to return with a MCFR Budget and assume that it will operate independently and to bring forth detailed individual line items. Larkin cautioned Simmons to ensure insurance is correctly calculated. Bloom questioned part-time firefighter pay. Short asked Simmons to check neighboring fire departments and find out what equipment remains in district to serve citizens when equipment and personnel are requested for mutual aid in neighboring cities. **No further action was taken.**

Mayor Short recessed the meeting at 8:21 p.m.

The meeting reconvened at 8:50 p.m.

**9a. McLendon-Chisholm Fire Rescue and McLendon-Chisholm Volunteer Fire Department combined budget and merger agreement discussion and direction to staff.**

Mayor Short addressed a disruption during the meeting and requested a citizen leave the building. The citizen refused to leave.

Mayor Short recessed the meeting at 8:53 p.m.

The meeting reconvened at 9:06 p.m.

Discussion was held between Council Members and Chief Simmons regarding Simmons' proposed MCFR and MCVFD combined budget. Discussion included the following: current MCVFD staffing; allowing time for future planning; ability to sell unneeded vehicles and equipment; existing grant applications applied by MCVFD would remain viable; call volume in City and County; efforts to offset costs; possibilities of other fundraising efforts; possibility of receiving donation of two acres off League Road and Hwy. 205 and Council request for fire reports to show individual incidents and not just total call numbers. MCVFD Chief Murphy will do some research regarding numbers of houses in Fire District 22 in City and unincorporated area. Further discussion was held regarding the need to accurately compare numbers from both the MCFR independent budget and combined budget. Balkum referred to the July 16 City Council Meeting in which Simmons was instructed to focus on MCFR and the merger only in his spare time. Short indicated that Simmons was told to also work on the merger and the Mayor requested this item be on the agenda. Short indicated he has yet to see numbers that support standing up MCFR so he wants to hear about the merger and combined budget. Balkum questioned the SAFER grant status and the MCVFD grant applications. Simmons indicated he is trying to find the best solution for the City. Simmons

feels the merger is the best solution. Balkum and Simmons discussed past directions provided to Simmons. Balkum indicated that establishing MCFR has encountered continued hindrances. Balkum questioned the combined budget salaries. Simmons explained the justification for his proposed salaries. Simmons further offered to sit down and have one on one conversations with Council Members to get their questions answered and indicated his desire to create a successful department. The merger agreement timeline was briefly discussed to begin a transition process. Further discussion included: transition of assets; issues with MCVFD's non-profit status; concerns regarding the timeline; staffed hours; types of calls; and types of fire vehicles. Chief Murphy indicated he would provide detailed call volumes for June and July. Turnbull asked about the address on the reports and concern of identifying City v. County calls. **No further action was taken.**

Mayor Short recessed the meeting at 10:02 p.m.

The meeting reconvened at 10:19 p.m.

Mayor Short moved to Item 9C.

**9c. Review 2018 Certified Property Values.** Turnbull moved to postpone any discussion of the certified values until the next meeting. Larkin seconded the motion. **A vote was cast and the motion carried with 5 in favor, 0 opposed.**

**9d. Review 2018 Projected Revenue.** Brief discussion was held regarding projected revenues including having CPA send in Excel format; request CPA to attend August 13 City Council Meeting; requested explanation of various funds; and offsetting projected expenses to account for related revenue gained; moving the fire vehicle debt out of Interest and Sinking fund; listing revenue gained from the lawsuit settlement to a separate line item; not including the Chapter 380 sales tax Agreement projected revenue; and projecting the same amount for building permit revenue as previous year.

Mayor Short moved to Item 15.

**15. Audio/Visual Services Proposal.** Council received a presentation from Michael Huggins for audio/visual Services, associated labor costs, equipment for video conferencing, streaming and recommendation of utilization of network. Discussion was held but no action was taken.

**Mayor Short moved to Item 12.**

**12. Resolution No. 2018-25 Adopting Rules and Processes for a City Council Member Remotely Attending a City Council Meeting by Videoconference Call.** Discussion was held among Council Members regarding a Resolution adopting rules and processes for a Council Member remotely attending a City Council Meeting by videoconference call. **Bloom, seconded by Larkin, moved to approve Resolution No. 2018-25 adopting rules and processes for a member of the City Council remotely attending a City Council Meeting by videoconference call as amended to require a member of the City Council wishing to participate in a Council Meeting by videoconference notify the Mayor and City Secretary by 12:00 p.m. the day of the meeting or as soon as practical thereafter and in the event the connection is lost during a videoconference, the presiding officer**

will recess the meeting and make at least one attempt to restore proper communication and thereafter the presiding officer shall have discretion to proceed with the meeting. A vote was cast and the motion carried with 5 in favor, 0 opposed.

Mayor Short moved to Item 10.

**10. McLendon-Chisholm Fire Rescue (MCFR) Employment and Position Advertising.** Council held discussion regarding job descriptions for various Fire Department positions, recruitment efforts and the hiring process. Balkum questioned Simmons regarding the number of applicants. Simmons indicated the Personnel Handbook requires updating prior to posting positions or making any offers of employment. Simmons indicated eh has job descriptions prepared. It was noted the positions should be posted on the website along with job descriptions, salaries and the hiring process. Further discussion was held regarding Simmons would select candidates for employment and that he intends to use an outside review board to assist with the interview process. Simmons will provide a basic model for personnel. **No action was taken.**

**11. Economic Development Advisory Panel.** Council Member Bloom explained that he and Council Member Herren wish to establish a Citizen Advisory Panel for Economic Development to promote economic development efforts in the City. The intent is to have 5 citizens on the panel plus Bloom and Herren. Brief discussion was held. The application deadline is August 31. **Bloom, seconded by Herren, moved to establish the Economic Development Advisory Panel. A vote was cast and the motion carried with 5 in favor, 0 opposed.**

**13. Request for Proposal for Solid Waste and Recycling Services.** Brief discussion was held between Council Members and Staff regarding the proposed Request for Proposal (RFP) for Solid Waste and Recycling Services and the timeline for awarding the contract for services. **Council directed Staff to add pricing options for recycling bin and rolling polycart to the RFP, to include commercial services and roll off construction waste. Staff will amend and publish the RFP on August 10.**

**14. Request for Proposal for Auditing Services.** Brief discussion was held regarding the proposed Request for Proposal (RFP) for Auditing Services. Council directed Staff to move forward with advertising the RFP on August 10.

Mayor Short moved to Item 16.

**16. Updating City Maps.** Discussion was held between Council Members and Staff regarding the need to update various maps including the City Limits Map, Street Map, Zoning Map, creating a GIS Map, and possibly a subdivision map. **Staff will speak with the City Planner and Engineer and obtain quotes for the various maps. Herren suggested looking into Harris Govern for GIS mapping.**

**17. Low Water Pressure.** Brief discussion was held between Council and Staff related to recent complaints of low water pressure experienced by some residents. Butler reported that he spoke with a representative at RCH Water Supply and they indicated there were no line problems but that some residents may have a water restrictor in place. City Administrator Butler recommends anyone experiencing consistent water pressure issues to call a plumber

and have their home plumbing and irrigation systems checked for possible leaks or other issues.

**18. Updates, Discussion and Direction to Staff:**

**a. Employee Policies.** No additional discussion.

**b. Fire Station Platting and Permitting.** City Engineer is obtaining quotes for platting.

**c. Animal Control.** Staff will continue to look for animal control options.

**d. Veterans Memorial Brick Campaign Fundraiser.** Council discussed the deadline for the first brick order; installation of bricks and possibly adding lighting around the monument; and anyone can purchase a brick.

**e. Council Member Photos.** Jack Palmer has not provided a date for photos yet. Council will be advised when dates for photos are set.

**f. Website updates.** Calendar dates were updated.

**g. Code of Ordinance Updates.** City Planner and City Engineer are working on updates.

**h. City Council Member requests for future agenda items.** Short suggested not adding extra items to the extra Council Meetings in order to focus on the budget.

**19. Council Member Reports and Announcements**

**a. Mayor's Report and Announcements.** Mayor Short remarked there is a class on August 31 related to child trafficking and how to recognize it. It is sponsored by DPS. Contact Mayor Short for details.

**b. Council Member Larkin.** Larkin commented that the City name is misspelled on a TxDOT sign near Terrell.

**c. Council Member Turnbull.** No additional comments.


**d. Council Member Herren.** Herren reported regarding let dates for various road projects. Herren advised the City determine retail areas prior to the Hwy. 205 expansion.

**e. Council Member Bloom.** No comments.

**f. Council Member Balkum.** Suggested the Town Hall Meeting should be scheduled for September.

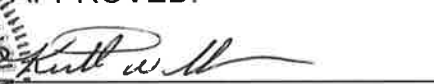
**20. Mayor Short adjourned the meeting Wednesday, August 1, 2018 at 1:04 a.m.**

ATTEST:

  
Lisa Palomba, City Secretary



APPROVED:

  
Keith Short, Mayor