The City Council of the City of McLendon-Chisholm convened in Regular Session on Tuesday, November 13, 2018, at City Hall, 1371 West FM 550, McLendon-Chisholm, Texas, with the following members present:

Keith Short
Adrienne Balkum
Herman Larkin
Scott Turnbull
Jim Bloom
James Herren

Mayor
Council Member
Council Member (Absent)
Mayor Pro Tem
Council Member
Council Member (Via Videoconference)

Staff Present:
David Butler
Lisa Palomba
Jim Simmons

City Administrator
City Secretary
Fire Chief/Fire Marshal

1. Call to Order.

Mayor Short called the meeting to order at 6:53 p.m.

Mayor Short asked for everyone to keep the firefighter who was involved in a serious accident yesterday in their prayers since he is still in the hospital.

2. Mayor Short 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. Proclamation.

Mayor Short asked the Council and David Butler to join him at the front of the room. Mayor Short recited many of Mr. Butler's accomplishments and then recognized and thanked Mr. Butler for his many years of dedicated service to the City.

5. Citizen Comments.

Mark Kipphut, 31 Fireside Drive, commented regarding the City Survey. He would like to see a cost analysis of the last two surveys including the total amount of staff time spent on the survey. He noted that it may not be the best use of staff time.
No one else spoke during the comment period.

6. Approval of Minutes.

a. August 28, 2018

Mayor Short stated this still needs to be reviewed by Ms. Palomba and will be tabled until the next meeting.

Commissioner Balkum motioned to table the August 28th, 2018 approval of Minutes till the next meeting. Mayor Pro Tem Turnbull seconded the motion.

Mayor Short called for a vote on the Motion. A vote was cast and the motion to table carried with 4 in favor, 0 opposed (Larkin, absent).

b. September 5, 2018

Council Member Balkum moved to approve the September 5, 2018 Minutes as a draft only. Mayor Pro Tem Turnbull seconded the Motion.

Mayor Short opened the floor for discussion on the Motion and then called for a vote. A vote was cast and the motion to accept the minutes as a draft only carried with 4 in favor, 0 opposed (Larkin, Absent).

c. September 11, 2018

Council Member Balkum moved to accept the September 11, 2018 Minutes as a draft. Council Member Bloom seconded the Motion. Mayor Short asked for any discussion on the Motion and then called for a vote. A vote was cast and the motion to approve the minutes as a draft only was approved with 4 in favor, 0 opposed (Larkin, absent).

Technical difficulties arose and the Mayor recessed the meeting at 7:06 p.m. to regain the remote connection allowing Council Member Herren’s participation in the meeting.

The meeting reconvened at 7:13 p.m. The Mayor confirmed Council Member Herren, who was participating in the meeting remotely, could hear and see what was taking place.

d. September 26, 2018.

e. October 3, 2018

Mayor Short announced that the September 26, 2018 and October 3 will be tabled until the next meeting.

Council Member Balkum motioned to review the Contract with Community Waste Disposal, LP for Collection of Solid Waste and Recyclable Materials. Mayor Pro Tem Turnbull seconded the Motion.

Jason Roemer representing CWD stated he was there to address any questions Council had about their service that may not have been answered earlier. He added that he had been asked about a possible service date change. He spoke with the company’s operations about a service date change and was informed the City could be serviced on a Thursday or Friday.

Mayor Short commented that as long as the trash is being picked up he does not have a preference on the service date.

Council Member Balkum stated that some people may be concerned about having pick up on Friday with holidays. She clarified that moving the service date to a Monday or Thursday would put a business day the day after for their trash to be picked up on instead of a week-end.

Council Member Bloom stated he believed the options were only for Thursday and Friday.

Mayor Short commented that he feels Thursday would be a better day because there are more Mondays with holidays which will disrupt service more often.

Council Member Balkum asked if they could come back in January to switch the pick-up date if they find through the Citizen Survey that people would prefer service on Friday.

Mr. Roemer responded they certainly can.

Council Member Balkum commented she thought it would be helpful to know how difficult of a process it would be to make a pick-up date change.

Council Member Bloom stated that he is not particularly concerned either way but is fine selecting Thursday based on the fact that it has an extra business day after it for trash pick-up in case of a holiday.

Mayor Pro Tem Turnbull asked if each service day is pushed back a day on weeks with holidays.

Mr. Roemer replied that it would depend.

Mayor Pro Tem Turnbull asked if there was a holiday if service would be a day later.
Mr. Roemer responded that the only two days they do not do trash pick-up are Christmas Day and January 1st.

Mayor Pro Tem Turnbull clarified that the company cannot double up its service on a day to catch up during weeks there is a holiday, so everyone’s service is pushed back on those weeks. For example, if they were serviced on a Thursday, but there was a holiday on Monday their service would still be pushed back that week even if the holiday does not fall on their service day.

Mr. Roemer responded that the service would be pushed back a day for them.

Mayor Pro Tem Turnbull clarified it does not matter which day of the week they choose since if there is a holiday prior to the City’s service day on a particular week service will be pushed back.

Mr. Roemer responded that was correct.

Council Member Balkum stated it sounds like everyone agrees with Thursday and there is no real need to take a vote on the date.

Mayor Pro Tem Turnbull asked if Mr. Roemer is wanting to print brochures before they start service January 1, 2019.

Mr. Roemer replied that is correct.

Mayor Pro Tem Turnbull clarified they will not have an opportunity to get feedback about a preferred service day from the January survey beforehand. Or if they do ask about it on the survey still and get feedback it should be switched the City will have to pay for the information to be reprinted.

Council Member Balkum commented that is why she asked Mr. Roemer how difficult difficulty it would be to change the pick-up day.

Mayor Pro Tem Turnbull asked if they would still like to include a question about the trash service date on the Survey or if they should go with Thursday.

Council Member Bloom stated he feels they should pick a date.

Mayor Short commented that he likes Thursday since the day after is still a work day so if there is a holiday or an issue of some sort they have more business days left in the week after for potential trash pick-up. He added that he feels that is what is best for their citizens.

Council Member Balkum asked if there were any other recommendations as far as the day of service.
Mr. Roemer responded that Thursday is good.

Mayor Short asked Mr. Roemer if the company feels the date is good so they can satisfy what they need.

Mr. Roemer replied yes.

Council Member Bloom asked to confirm that the Recycle Poly Cart with a lid is the same size as the 95-gallon regular trash bins.

Mr. Roemer stated that it is the same size.

Council Member Bloom asked if both are collected weekly.

Mr. Roemer replied that they are both collected weekly.

Council Member Bloom asked for clarification on the definition of overflow and how that would affect them. For example, would they generally pick up something that was leaning against the trashcan.

Mr. Roemer stated that it depends and would be pertaining more to the large bulk items and how many yards of it they are putting outside the bin.

Council Member Bloom clarified that if it is excessive that would be a problem, but if it is one item they would not be concerned about that.

Mayor Pro Tem Turnbull asked what the size was if someone was bundling something.

Council Member Bloom stated it was four feet.

Council Member Balkum commented the size of a washing machine is how she remembers it.

Mayor Pro Tem Turnbull asked if it was that much each week or if it would be a fourth of that each week.

Mr. Roemer responded it would be one washing machine (size) each week.

Mayor Pro Tem Turnbull commented that he likes the idea of bulk pick up each week.

Mayor Pro Tem Turnbull asked if he would be charged extra if he had 40, 50-gallon bags he would be charged extra.

Mr. Roemer replied that would be considered excessive.
Council Member Balkum stated she has put out things like chairs and had those picked up.

Mayor Short commented that it is one thing if the citizens are not managing their garbage properly but another when stuff gets knocked out of the container by those collecting trash and not picked up afterwards.

Mr. Roemer assure Council their employees are very conscience of not allowing trash to scatter on the streets during the collection process.

Council Member Balkum asked if they are all in agreement about having the pick-up date on Thursdays and having both every week.

Mayor Pro Tem Turnbull stated he would like to amend his motion to include Thursday Pick-up with bulk each week.

Council Member Balkum stated she believed she was the one who made the Motion.

Mayor Short asked if everyone would still like recycling every week.

Council Member Balkum stated that there are a lot of people that want recycling. She added that this company would hold a household hazardous waste disposal day event instead of them getting vouchers to drop it off like they have in the past.

Mr. Roemer stated there are two options for household hazardous waste disposal, one being door side where people would call into customer service and schedule to have it picked up. They also have the Extreme Green Event where they would come into the City and hold an event where people could dispose of those types of items.

Council Member Balkum asked if the document shredding they would do at that event would take place here or somewhere else.

Mr. Roemer responded it would be shredded on site.

Council Member Balkum stated that in the past they have had a lot of community response and she feels this could be a good opportunity for a community outreach event at City Hall. She suggested doing it in the spring time.

Council Member Balkum asked if they would be able to dispose of lawnmowers.

Roemer confirmed lawnmower were acceptable.

Council Member Balkum asked what people thought of doing the event.
Council Member Bloom stated that he likes the idea for the same reasons Ms. Balkum had mentioned earlier.

Mayor Pro Tem Turnbull asked if they have a citizen call and ask them to pick an item up on a day other than the event and were willing to pay for it if they would do that.

Mr. Roemer stated that they would.

Mayor Pro Tem Turnbull stated he does believe the event would be effective.

Council Member Balkum clarified that she feels the event only needs to take place once a year and she would suggest in the spring. However, she is open to other people’s preferences for a different time of year.

Mayor Short asked if anyone felt it should happen twice a year.

Mayor Pro Tem Turnbull asked if the one-time event was included in the price.

Mr. Roemer replied that it would be an additional 88 cents per month, per home in addition to the regular trash pickup price.

Mayor Short commented that he feels once a year is good based off what he has seen in other cities.

Mayor Pro Tem Turnbull stated they could keep it at once a year until they get requests to have it more often.

Council Member Balkum stated that if they have any complaints or a problem, they have Mr. Roemer’s cell phone number.

Council Member Balkum asked if anyone else on Council started getting the e-blasts. She added that whoever is doing it is doing a great job.

Mayor Short asked if there was any more discussion on it.

Council Member Balkum asked if Mr. Roemer had been around the City and specifically if he had been down Frontier Trail.

Mr. Roemer stated he has been down Frontier Trail and that Frontier Trail and Meadowpark have been excluded from the contract. Residents on those streets may use a private trash hauler.

Council Member Balkum asked if the company will go down League Road.

Mr. Roemer responded they would.
Council Member Balkum asked if a reason was given such as the weight of the truck.

Council Member Balkum stated this is her first-time hearing about the situation with Meadowpark. However, issues with Frontier Trail are not new since even the Post Office has had problems there.

Council Member Balkum stated that in the past they have had events where they have had to contact a contractor to bring out big bins. She asked if that would be the same type of situation.

Mr. Roemer stated that is correct.

**Mayor Short asked if there was any other discussion on the motion and then called for a vote to approve the contract with Community Waste Disposal for Trash and Recycling services. A vote was cast and the motion passed with 4 in favor, 0 opposed (Larkin, absent)**

Mayor Short comment that he forgot to mention earlier that Mr. Larkin is not present since he had a family issue come up.

8. **Fall Newsletter.**

Council Member Balkum stated that she revised the newsletter with changes she received from the last meeting. She will now add honoring Dave Butler as well as the updates on garbage pickup. She also received the updated image from Fire Chief Simmons which may change as well. On page four she is looking for contributions such as a quick facts about the Council that she can add in the yellow box otherwise she can leave it blank.

Council Member Balkum clarified that she could add another factoid or replace one of the factoids. Her plan was to get them printed tomorrow. She added that she looked up other quotes since it turned out to be more expensive than she originally thought but they are still getting the best deal at $900 for 1500 of them. She has also gone through the database and removed several duplicate addresses which will save them a couple hundred dollars on stamps.

Ms. Palomba asked which company is printing the newsletters.

Council Member Balkum responded UPrinting.com.

Council Member Balkum commented that it should be fine to use a credit card and it would ship here. She added that the shipping cost is about $15.

Turnbull asked about the time period for mailing the newsletter
Council Member Balkum indicated that if she is able to turn it in before three tomorrow it will possibly arrive by Monday or Tuesday.

Council Member Bloom asked if it could be sent out with something like a water bill, so they can save on costs.

Palomba indicated that was not possible as the City does not send the utility bills and services are provided by private water companies.

Council Member Balkum commented that she found ways to reduce the stamps by getting rid of duplicate addresses.

She added the addressing would be done with the printer.

Council Member Balkum stated that the changes will include possibly the Fire Department’s photo, information regarding the contract for trash/recycling services on page one, and, if possible, far-left column on page four.

Mayor Short asked if there was any more discussion on the topic.

Council Member Balkum asked if they needed to vote on it.

Mayor Short responded that they did not since it was only a discussion.

Mayor Short moved to Item 9.

**9. Code of Ordinance Updates.**

Council Member Balkum motioned to review the Code Ordinance Updates with Mr. Ellis.

Mayor Pro Tem Turnbull seconded the motion. A vote was cast to discuss the Code Updates with 4 in favor, 0 opposed (Larkin, absent).

Mayor Short clarified that the motion is to open discussion with Mr. Ellis to speak on the Building Ordinance and the rest of the Ordinances they will table till the next City Council Meeting.

Mayor Short stated that he thinks they can still do their homework on the next chapters. Mayor Short then called for a vote.

A vote was cast and the motion carried with 4 in favor, 0 against (Larkin, absent).

Mayor Short began to ask questions of Mr. Ellis. Mayor Short asked how often the building codes change.
Mr. Ellis responded most of the time it is every four years.

Mayor Short asked if the code is about to change to a 2018 version but they will not see it till 2019.

Mr. Ellis stated there is not really a push to do it yet.

Council Member Balkum asked if these were separate memberships or manuals that you would have to pay licensing fees for.

Mr. Ellis responded that each one he mentioned is a separate publication.

Council Member Balkum stated she remembers going back through the Fire Code and seeing how old some of the codes were and finding out that is relatively normal. She then asked if they needed to do an actual print version of it or if they could utilize an e-service.

Mr. Ellis commented that they could use an e-service.

Mayor Short commented that it would be nice to have but it would be very difficult for someone to put together.

Council Member Balkum stated she was thinking they could make a scan of it. She added that it would be nice if there was a way to search key words to find a code.

Ellis indicated it could be searched.

Council Member Balkum clarified they are not asking to do that. She then asked if there was an in-house PDF version they can have. She commented that would help them save on paper too.

Palomba indicated that since the Building Official duties are outsourced to a contractor, the City does not keep copies of Building Codes.

Mayor Short stated that over the years there are updates and things are taken out or added.

Council Member Balkum asked if that included all of these or if there are set individual prices for things like the Residential and non-residential.

Ellis indicated they were all included.

Mayor Short stated that certain individuals might have to reference a building code a lot more than the Council would have to.

Council Member Bloom commented that Council does not need to search it themselves especially if there are costs involved.
Council Member Balkum asked Mr. Ellis if they have the numbers or if those will be provided to the Board at the next meeting.

Ellis indicated he would research costs and bring back to Council.

Council Member Bloom asked if the numbers Ms. Balkum asked for were to buy it.

Council Member Balkum responded yes for us to have a license.

Council Member Bloom commented that he feels Council does not need it.

Council Member Balkum clarified that it would not be for the Council but for the secretary.

Council Member Bloom stated they do not need it at all.

Council Member Balkum stated the only other thing is Chief Simmons wants a hard copy.

Mayor Short clarified that Chief Simmons only wants the Fire Code.

Mayor Pro Tem Turnbull commented that Chief Simmons recently purchased that, so he will not need to renew it soon.

Palomba indicated she is unsure which version of the Fire Code the Chief purchased.

Council Member Balkum stated that was a discussion that took place about six months ago.

Mayor Short stated that unfortunately these things change so rapidly.

Mayor Pro Tem Turnbull stated that they should ask Ellis to provide them with pricing for access and put it on the next agenda for approval.

Mayor Short stated that if the Fire Chief needs a hard copy, he can give us the information on what that cost is going to be.

Ellis asked which for which codes should he seek pricing.

Mayor Short responded each one you recommend. He then stated they needed to move to the next Item and that the next meeting will be Monday the 26th.

Council Member Balkum thanked Mr. Ellis for his time.

Mayor Pro Tem Turnbull asked if they took the appropriate action to table the rest of this.

Council Member Balkum responded yes.
10. Resolution Appointing a Council Member to the Initial 9-1-1 District Board as recommended by the North Central Texas Council of Governments.

Mayor Short introduced Agenda Item 10. He explained that this would be appointing Council Member Larkin to the 9-1-1 District Board. He added this needs to be done since Friday is the first meeting.

Mayor Short asked if there was a motion to appoint Mr. Larkin to the 9-1-1 District Board.

Council Member Bloom stated that he moved to do so. Council Member Balkum seconded the Motion.

Mayor Short asked if there was any questions or comments.

Council Member Herren stated that he feels Mr. Larkin is the right choice for the position.

Mayor Short called for a vote.

A vote was cast and the motion carried with 4 in favor, 0 opposed (Larkin, absent).

Mayor Short called for a recess at 8:15 p.m.

Mayor Short reconvened the meeting at 8:23 p.m.

11. City Survey.

Mayor Short introduced Item 11.

Council Member Balkum provided information relating to the process that would happen for the Survey to take place. It would start with her putting together all the questions Council would like included. She added that they have only one license for the survey program they will be using, which they pay $899, and that will be given to Ms. Palomba the City Secretary. After Ms. Balkum has put the questions together Ms. Palomba will enter that information into the program and add response options.

Council Member Balkum continued stating that they will be cleaning up the list of who the survey will go out to since there are duplicates. Each person who the survey is sent out to will be associated with a random number which will act as their code to take the survey. After the survey is completed the City Secretary will take over and change the password and upload the information to a new database. She clarified that once the survey is taken and the password changed only the City Secretary will have access. For those that choose not to take the survey online they will come in and get a printout version which Ms. Palomba will later enter into the system herself. She added that she believed not many choose to do it that way.
Council Member Balkum stated that they have had good responses to the surveys in the past. She believes that a 20% response rate is considered good and last time they received a response rate that was closer to 30%. She would like to see them do even better in the future but clarified again that even a 20% response rate is good.

**Ms. Balkum then motioned to have a subscription renewal.** She added that the renewal needs to be done by November 21, 2018.

Mayor Pro Tem Turnbull asked for clarification on what the renewal is for.

Council Member Balkum stated that it is for $899 for a subscription renewal.

**Mayor Pro Tem Turnbull seconded the Motion.**

Mayor Short asked for any discussion on the Motion.

Council Member Bloom stated that he does not feel they need a survey every year and he feels that the information would be academic at best but it will not help drive them forward. He added that he is not in favor of the $900 expense as well.

Council Member Balkum responded that the cost is actually fairly cheap in comparison to having a consultant come out and do it which would have the City looking at a cost closer to $10,000 possibly.

Council Member Bloom stated that he agrees with Mr. Kippit that they should look at previous surveys and see what the cost per response is, what actions came of those responses, and what the benefits are.

Council Member Balkum Stated that she felt they were helpful recently when they asked questions about the trash and fire services. She added that in the past she has thought the citizens felt differently than they did and was able to change her direction based on the survey responses and she feels this is a good way to be sure they are going in the direction the citizens want when making decisions.

Mayor Short stated that the Motion is on if they are going to renew the subscription or not and not what the benefit of a survey is.

Council Member Bloom stated they kind of go hand in hand.

Mayor Short responded that they do.

Council Member Bloom stated that he would have to say no to renewing the subscription.

Council Member Balkum responded that Mr. Bloom has the right to do that.

Mayor Short asked when the subscription ends.
Council Member Balkum stated it is the November 21, 2018. She added that they would be sending out two direct mail pieces which will be a post card and the cost was around $150 not including shipping. The cards would be delivered to City Hall where they would print the addresses on them and then add a stamp.

Mayor Short asked if there were any more questions on the Motion.

Council Member Balkum commented it was about $800 for stamps last time.

Council Member Balkum stated that she was not involved but she thought they had three postcards going out at the time.

Council Member Balkum responded that for printing cost alone for 2,000 is about $150 not including shipping and stamps and last time they sent out 1,968. She added that they should spend more time making sure there are not duplicates on the mailing list.

Mayor Short asked for any more discussion. He then called for a vote.

**A vote was cast and the motion carried with 3 in favor, 1 opposed (Bloom) (Larkin, absent).**

Council Member Balkum stated that once they have the subscription renewed, she would like to have the Council's input on questions and categories. She would like to take time to do this well, so they can get good feedback from citizens to help them with their future deliberations.

**12. Holiday Lighting Contest Sponsorship.**

Council Member Balkum stated this is mainly an update. They have three vendors who are offering wonderful prizes in return for using their logo, mentioning what they donated in the fall newsletter as well as at the Holiday Lighting Event. She added that the prizes have already been added to the newsletter.

Mayor Short asked about the Holiday Lighting Event and when it was happening.

Council Member Balkum responded it will be on December 11th.

Council Member Bloom stated that it is on the 6th.

Council member Balkum suggested that maybe they were thinking of the judging of the lights. She clarified that the Tree lighting is on December 1st and December 11th is when they will give out the awards for the Holiday lighting contest.

Council Member Balkum stated that she is surprised by the response they got.
13. Request for Proposals for City Planner, City Engineer and City Accountant.

Mayor Short introduced Item 13.

Mayor Pro Tem Turnbull stated it is time for Council to start reaching out for request for proposals on these positions. Doing an RFP does not mean we are upset with the people they currently use, but it will allow them to see if they could get a better deal or not. He added that this does not need to be urgent, but he does feel they could have it posted by the first part of December and have the responses back for the first meeting in February.

Mayor Pro Tem Turnbull stated he would like it in time for them to review and discuss them at the first meeting in February. He then motioned to issue RFP for the three positions City Planner, City Engineer and City Accountant with them going up in the first of December and being acted on by the first meeting in February of 2019.

Council Member Bloom seconded the Motion.

Mayor Short asked if there was any discussion on the Motion.

Council Member Balkum asked if they are missing the Assistant position.

Mayor Pro Tem Turnbull replied that is different. He clarified that these are contracted positions.

Mayor Short stated that throwing the feelers out there does not mean they will make a change.

Mayor Pro Tem Turnbull stated this is the same thing they did with the Auditors. It is nothing personal and something that they probably should do more often. He added that if they get it started now, then everything will be in place by the next budget cycle.

Council Member Balkum asked if this is for January 2019.

Mayor Pro Tem Turnbull responded that it is not. It should be ready by the first meeting in February 2019.

Mayor Short asked if there was any more discussion on the Motion. He then called for a vote.

A vote was cast and the motioned carried with 4 in favor, 0 opposed (Larkin, absent).


Palomba indicated staff has experienced some frustrations in dealing with the current PID Administrator and suggested it might be time to issue an RFP for a new provider.
Council Member Bloom motioned to send out an RFP based on Ms. Palomba’s feedback and consider replacing the current vendor.

Mayor Pro Tem Turnbull seconded the Motion.

Mayor Short asked for any discussion on the Motion.

Mayor Pro Tem Turnbull stated that he agrees they should do the RFP and he thinks the RFP should be to start in the new fiscal year rather than starting right away. In the meantime, he thinks a large part of the problem is with the individual they are working with and maybe they should notify Municap that they wish for Josh to be their representative instead.

Palomba requested clarification.

Mayor Pro Tem Turnbull clarified that Municap needs to be notified that the City expects better service and for things to be done sooner. They should also notify Municap that the City would prefer to work with Josh until the end of year. He added that the person they have been working with is smart but can be confusing as well.

Mayor Short asked if Mr. Bloom was alright with the changes Mayor Pro Tem Turnbull wanted to make to the Motion.

Council Member Bloom stated he is. He added that they need to see improvement happen quickly.

Mayor Pro Tem Turnbull stated that Mr. Bloom’s motion to do the RFP stands and if they have to accelerate it than they will.

Council Member Balkum emphasized that Josh should definitely be the representative.

Mayor Short asked if there was any further discussion.

A vote was cast and the motion carried with 4 in favor, 0 opposed.

15. Executive Session.

Mayor Short stated they do not have anything to move into Executive Session for so they will move on to item 18.

16. Executive Session was not convened.

17. Executive Session Action. No action occurred as there was no executive session.

18. Updates, Discussion and Direction to Staff.
Mayor Short asked if there was anything under Item 18 that needed to be discussed at this time.


Mayor Short stated that Chief Simmons is not present, but he is moving along and keeping up with the deadlines that need to be met.

b. City Map Updates.

Palomba indicated she and the City Planner are in the process of reviewing the map updates.

Mayor Short asked if they are going to get a map for City Hall.

Council Member Balkum stated they would have to get a price on what it would cost, but she believes they were all were happy about the idea though.

Palomba indicated they were planning to replace the large maps at City Hall with updated maps but would also have some maps printed on foam board or similar material that could be moved from room to room or used away from City Hall if needed.

Council Member Balkum responded they have done that before.

Mayor Pro Tem Turnbull asked if they are also getting digital versions of them. He then commented that those would be easier to update.

Ms. Palomba stated they will have digital versions. She added that digital versions should be updated each time there is a change and she assumes that has been happening as changes to city limits/ETJ and zoning are approved.

Mayor Pro Tem Turnbull stated that within two weeks of a zoning change they should be able to have that updated on the digital version.

Council Member Bloom asked if surveyors are sent out each time changes are made.

Palomba indicated not necessarily and that a legal description is generally included in any application for change and that changes to the map can be made from that description.

Mayor Short stated more than likely that would be the case but sometimes they may have the survey done at that time.
Mayor Pro Tem Turnbull commented that sometimes they have to have a survey done if it is for something like rezoning.

c. Veterans Memorial Brick Campaign Fundraiser.

Council Member Balkum stated that she though they had sold around 13 or 14 bricks.

Palomba thought the number was closer to 10 but admitted she has not checked recently.

Council Member Balkum stated that they have not hit their goal yet, but each time she has sent something out they have at least had one person make a purchase. She stated that she is not sure if the rest of the council is sharing the page or not.

Mayor Short stated that he has been sharing information on it. He added that he and some other veterans have shared some ideas of how to generate more participation. They also talked about purchasing bricks on behalf of the veterans that are buried in the McLendon-Chisholm Cemetery, but they are still working on that.

Mayor Pro Tem Turnbull asked if he had a list of who all those veterans would be.

Mayor Short responded that he did not have a list. However, he knows he can reach out to The Daughters of the American Revolution and the Girl Scouts had placed flags on those graves and they should have a list.

Council Member Balkum clarified that even with sharing he should be aware and explain to those he is working with the cost will still be $150 since that is the cost for someone to come out and install the brick. She added that she has not investigated the idea much but would like to look into the possibility of putting some stone down and then replacing it with the bricks as they are purchased. She recognized that doing this may add additional fees or complexity to the design process.

Mayor Short commented that if only a few are done at a time they may come out looking different than others.

Council Member Balkum added there could be problems with the shipping fees, time, and cost.

Mayor Pro Tem Turnbull asked if they know what the brick pattern will be around the memorial.

Council Member Balkum stated that she can ask the fundraising group.
Mayor Pro Tem Turnbull stated that his home town made a memorial and they put half bricks down to hold spots and then replaced them a certain number at a time as they were purchased. He realizes this may add some additional costs but feels having some sort of surface put down in the meantime would be best.

Council Member Balkum stated that essentially what she wanted to do was remind everyone to keep putting the word out there to have people purchase the bricks, since she does not have any hard information on the rest of the ideas they have discussed.

d. Christmas Tree Lighting Event.

Council Member Balkum stated that they do not have a Santa for the Tree Lighting and all of them have been booked, so if anyone knows someone that would volunteer to do that let her know.

Mayor Short stated that he might have someone who he could possibly talk into volunteering.

Council Member Balkum stated she knew that Ms. Palomba did a great job at creating a little treat station last time and all the kids had a good time. She then asked Ms. Palomba about her email update on decorating the tree.

Mayor Short asked if they have put anything out on the City website about citizens bringing an ornament to add to the Tree if they would like.

Council Member Balkum stated It will be in the newsletter and on the Facebook page.

Council Member Balkum stated that maybe they could ask someone to play a violin or a trumpet or something like that, since there are so many kids that participate in orchestras and musical groups. She then asked if anyone knows someone who might be willing to play a Christmas song at the event.

Mayor Short stated they could also contact the Church down the street about some music.

Council Member Balkum reminded them all to bring their own ornament as well. She added that she has also thought about sharing with the community instructions for how to make your own ornament. She added that the event is listed in the event pages.

e. Holiday Lighting Contest. No additional comments.

f. iCompass Agenda Software Implementation.
Palomba indicated she has had several training sessions with the company and implementation is moving forward.

g. Future Agenda Items.

Mayor Short congratulated Council on not been loaded down with too many agenda items and feels they are doing a great job getting through their agendas.

19. Council Member Reports and Announcements.

a. Mayor’s Announcements – Events, Area Happenings, and Information.

Mayor Short stated that Saturday there was a Wreath Laying Event at the Veterans Monument at City hall. He stated his hat is off to Mr. Herren and Mr. Larkin, both veterans, who attended the service. It makes him very proud to stand next to his fellow veterans. He added that the Daughters of the American Revolution, the Girl Scouts, and the Sons of the American Revolution all did an excellent job putting it on. They also have the Christmas Tree lighting and the Lighting Contest coming up. He is glad the City is really stepping up and showing through these events that community is still important.

b. Council Member Balkum – Communications and Community Engagement.

Council Member Balkum stated that they had the food drive on Saturday as well that went well, but she will have to check with Chief Simmons to see exactly how many pounds of food they collected. She has also talked with the Firemen about being involved with more events in the future and is hoping they will do that. As for communication she has continued to have good responses to her e-blasts as well.

Mayor Short thanked Ms. Balkum on the good work she did on the food drive and stated it was a nice event.

c. Council Member Larkin –

Council Member Larkin was not present for comments.

d. Mayor Pro Tem Turnbull – Budget and Finance.

Mayor Pro Tem Turnbull stated he does not have anything new since he is still waiting to receive the October finances.

e. Council Member Bloom – Economic Development.

Bloom asked Palomba about the number of applicants. Palomba responded she believes she has five applications at this time.

Council Member Herren stated he went to the Roads Consortium Meeting and talked with Brenda from TxDOT. He has sent her an email now with about seven questions and is waiting to hear back from her. Some of the questions were about the situation with Hwy 205 and other problems they have seen in the City with congestion and adjusting the timing on lights to help with that. He will update everyone when he hears back from her on all that.

20. Adjourn.

Mayor Pro Tem Turnbull stated they have completed all of the items and asked if they could adjourn the meeting. No one objected.

Mayor short adjourned the meeting at 9:19 p.m.

ATTEST:
Lisa Palomba, City Secretary

APPROVED:
Keith Short, Mayor