



CITY COUNCIL
City of McLendon-Chisholm, Texas
Special Meeting Minutes
July 15, 2019

The City Council of the City of McLendon-Chisholm convened in Special Session – Retreat/Work Session on, Monday, July 15, 2019, at City Hall, 1371 West FM 550, McLendon-Chisholm, Texas, with the following members present:

ATTENDING:	Keith Short	Mayor
	Jim Bloom	Mayor Pro Tem
	Herman Larkin	Council Member
	Lorna Kipphut	Council Member
	William Dahl	Council Member
	Trudy Woessner	Council Member
Staff Present:	Lisa Palomba	City Administrator/City Secretary
	Jim Simmons	Fire Chief
	Michael Halla	City Attorney

1. CALL TO ORDER

Mayor Short called the meeting to order at 9:00 a.m.

2. TOPICS FOR DISCUSSION

- 2.1. City Organization, General Law v. Home Rule, Mayoral powers, role of City Administrator/City Secretary, other positions and outsourced services

City Administrator Palomba and City Attorney Michael Halla presented information and answered questions from Council Members regarding key differences between home rule and general law cities; mayoral and city administrator duties; city organization and responsibilities of staff members as well as how staff interacts with outsourced services.

- 2.2. Develop Council Rules of Procedure for approval at a future meeting

Palomba provided a sample Rules of Procedure that would combine several resolutions and policies for Council procedures into one combined document for ease of reference. She emphasized that she is not suggesting any or all of the items in the sample be adopted but suggested Mayor Short consider appointing two members of Council to review the sample as well as current city policies, ordinances and adopted procedures and report back to Council with a future recommendation.

2.3. Discuss options for developing a Strategic Plan, Comprehensive or other Similar Planning Studies or Documents

Palomba suggested Council may want to consider funding a strategic plan in the next budget cycle or sooner if possible, to identify goals, strategies for goal implementation and timelines for goal implementation. Palomba showed an example of a strategic plan created by Ideation Planning that was created for the City of Celina. The cost for such a plan is approximately \$19,000 and would include an online survey created by Ideation Planning, a one day retreat with Council Members to discuss survey results and to gather input and delivery of a Strategic Plan that would be used as a guide moving forward.

2.4. Goal Setting and Prioritizing Goals

Palomba discussed with Council Members that she recognizes that everyone elected to Council ran for office for their own personal reasons. She expressed that in her experience with other cities and McLendon-Chisholm that she believes all Council Members have good intentions when serving in office. These are volunteer positions and require a lot of time and commitment so motivations for serving vary among members. Palomba noted that it is difficult to achieve every individual Council Member goal but suggested she and other Council Members would benefit from having a greater understanding of individual goals and that Council as a body would be better able to move forward with planning, strategizing and implementation of several agreed upon goals. Palomba invited Council Members to write down their individual goals. As goals were formed, Palomba combined all the goals and Council discussed each one. Many goals were found to be similar in nature. The following goals were found to be of interest: 1) Create and maintain a strong and sustainable public safety organization that includes fire protection/prevention and code enforcement; 2) Develop a strong sense of community with more seasonal and special events, social media presence, website enhancements, and encouraging residents in the unincorporated areas of the City's ETJ to feel a sense of belonging to the City; 3) Update the Comprehensive Plan and 4) Define and attract the right kind of economic development for the City.

2.5. The City Planner will provide an overview of the development process

City Planner Maxwell Fisher representing Masterplan presented information to Council including the following: U.S. and Texas Zoning Enabling Acts; Comprehensive Plans; purpose and scope of the Planning and Zoning Commission and Board of Adjustment; development review process; purpose of zoning regulations; how zoning requests are considered by Council; Special Use Permits; Planned Developments and plats. Fisher showed examples of site plans, landscape plans, building elevation plans and plats.

- 2.6. The City's Public Improvement District (PID) Administrator will provide an informational session (PID 101) related to how Public Improvement Districts function

PID Administrator Mary Petty representing P3Works, presented information to Council related to Public Improvement Districts (PIDs). Information presented included the following: legal and regulatory framework that governs the PID process; purpose of a PID; benefits of a PID; PID creation process; governing documents; zoning and plat process as related to a PID; limits on authority to regulate development; possible consequences for procedural errors in the process; balancing developer and city needs and wants; types of PIDs; PID benefits and challenges; financial implications for the City regarding PID debt and PID creation and administration and City obligations for the PID. Petty also reviewed the Sonoma Verde PID Conditions and answered questions from Council Members.

- 2.7. Update on new McLendon-Chisholm Fire Rescue Station

Palomba and Fire Chief Simmons reported staff is still waiting on the land appraisal of the current fire station location. When TxDOT provides they will bring forward to Council. Palomba and Chief Simmons also relayed they have reviewed several site locations for the new station and while they are not yet recommending a location, they currently feel the most practical location is City owned land adjacent to City Hall. As the City develops it will be a more central location. Any concerns regarding the future middle school will be handled if and when the school district begins site planning.

- 2.8. The City Accountant will provide a budget overview including how cities budget, fund accounting, revenue sources, forecasting, financial policies, current financial status, upcoming budget, staffing levels, salaries, benefits, tax rate and related matters.

City Accountant Ray Smith provided an overview of governmental accounting; explained City of McLendon-Chisholm funds including the general fund, sewer/utility fund and interest and sinking fund. Smith reviewed the May 2019 financial statements and walked Council through each section so they could better understand how to read the reports regarding revenue and expenses. He also indicated he was open to addressing any wanted changes in how the statements are presented. Council indicated they would like the salaries and benefits and all operating costs of the fire department to be separate from other portions of the statements so they can have a full and clear understanding of fire department costs. Additionally, Smith indicated there is a real need for a fund balance policy as well as a capital improvement policy for repairs and replacement items. Smith reviewed primary sources of revenue for the city and the steps needed in order to build the budget. Smith brought attention to the fact they sewer rate needs to be increased due to increased treatment costs. The City received information from Rockwall that rates will likely double in the next 2-3 years due to new infrastructure associated with the interceptor line. Council discussed a need for a special budget

workshop to be held on August 6, 2019 at 6:30 p.m. Council expressed thanks so Smith for attending today and for his thorough explanations.

2.9. Legislative Update

Palomba indicated the during this past legislative session that many new bills were approved and several new laws removed some local government controls. A main concern for McLendon-Chisholm as a developing community is removing the ability of cities to regulate building materials for residential and commercial buildings. Cities may no longer enforce any ordinances regarding building materials.

Senate Bill 2 also know as the Texas Property Tax Reform and Transparency Act of 2019 was briefly discussed. This new law lowers the tax rate a taxing unit can adopt without voter approval and requires a mandatory election to go above the new limit; made changes to the procedure by which a city adopts a tax rate and made changes to the property tax appraisal process. This will not affect the 2019-2020 budget adoption process. The law is effective January 1, 2020. The bill does have some provisions for smaller cities so McLendon-Chisholm will not be affected as much as the larger cities in the area.

2.10. Future Agendas, workshop and/or upcoming calendar of events


A special budget workshop was scheduled for August 6, 2019 at 6:30 p.m. It was suggested that budget should be the main focus of the next several agendas and members should avoid placing additional items on the agenda if possible.

Scheduling of future events was discussed including the MC-50 celebration to be held on October 19, the Special Extreme Green Event on October 26 and a special outdoor tree lighting event to be held on December 7. A Christmas Tree will be donated and planted on the MC-50 event day. Staff will work with Council Members Woessner and Kipphut on finding an appropriate location for the tree on City Hall grounds.

3. ADJOURN

There being no further business to discuss, Mayor Short adjourned the meeting at 5:00 p.m.

ATTEST:


Lisa Palomba, City Secretary



APPROVED:


Keith Short, Mayor