

Minutes

February 12th, 2020 @ 9:00 am
Special Council Meeting (Workshop)

Location: 101 W Eubank St, Mabank, TX 75147

1. Call to Order @ 9:04 am.
2. Roll Call: Fladmark, McDonald, Austin, Hamaker, Sestito and Harrison. Quorum was established with Mayor Austin presiding.
3. Citizen Comments: Citizens wishing to speak on an agenda item must sign up to do so (3 Minute Maximum)
4. Provided update on various items currently happening in the City of Tool
 - a. Senior housing development. Breaking ground July. Sign up can happen 90-120 days out.
 - b. Interlocal agreement between Kemp and Seven Points for economic development. Process is out 90-120 days for grant process.
 - c. Code violations and citations. Code Enforcement Officer Jeremy Lyons said will continue the efforts with PD to issue citations mainly on repeat offenders, and that will look into creating a cumulative report for Council.
 - d. Policy specific to Police Department on items outside of regular personnel policy. Working on Standard Operating Procedures and a Field Training Officer Program to ensure continuity and training within the department.
 - e. Census 2020. The City was requested to participate in complete count. Will use social media, digital sign, website, and other avenues to inform the public.
 - f. ISO ratings for citizen insurance premium reduction. Receive rating every 5 years; our last rating was a 9 out of 10 (1 being the best rating). Ours will be better this year due to the full-time code enforcement officer, an onsite permit technician and the training and certification of both. Our survey is in the queue.
 - g. Executive Session. City Secretary Lyons advised that Local government Code sets the legal parameters of executive session and that there was not a need to recreate a policy, but Council could do so if they chose. A recommended was made that we obtain an opinion letter from the City Attorney every time we go into executive session. City Secretary Lyons discussed the cost involved in doing so and reiterated the clarity that the local government code provides on the legal authority to enter executive session. Mayor Austin stated that it would be a reasonable compromise.
5. Held general discussion on various items to consider by Council for the City of Tool
 - a. Conduct a SWOT on the City of Tool (Strengths, Weaknesses, Opportunities, Threats). Many items were listed amongst all present.
 - b. Review city survey results from 2019 and 2020 and get Council feedback.
 - c. Discuss recycle program presented from Republic/Allied Waste. All were in favor of drop off location for recycling at no additional cost and weekly bulk pickup for additional charge.
 - d. Discuss policy for contingency funds. All agreed to look at what an Emergency Fund with three months of reserves looks like. City Secretary Lyons will work on a Contingency Fund Policy.

(Break was taken @ 10:31 am. Reconvened @ 10:44 am.)

- e. Discuss Road Project – Phase 2. General discussion took place. Mayor Austin proposed Phase 2 of the Road Program to start as early as May of this year, funded by the issuance of a \$3.1 million Certificate of Obligation with no tax increase to the Citizens. She stated that paralleling the two CO's would accomplish two things: One, it allows the City to complete road program now versus waiting seven years for the current bond to pay off, it also reduces the overall length of time in debt by several years and provides an added opportunity to do much needed capital improvements to City Hall facilities.
- f. Discuss needs for city building upgrades. General discussion took place. All agreed that the facilities at City Hall were in need of significant improvements.

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- g. Discuss ideas and opportunities for bringing “new” revenue into the city. Mayor Austin and City Secretary Lyons spoke about multiple interlocal agreement opportunities.
- h. Discuss ideas for community development department. City Clerk, Garrett Havens, spoke about a Community Engagement Project, 100% funded by grants with a strong focus on community and a goal to enhance the quality of life and economic viability of rural America through planning, design, and creative placemaking. Council was very receptive to the idea and supported the pursuit of grant opportunities.

(Break was taken @ 12:19 pm. Reconvened @ 12:35 pm.)

- i. Discuss possible uses for city properties. A lot of general discussion and ideas were presented; more workshops in the future were needed once we get closer to development.
- j. Discuss annexation opportunities. City Secretary Lyons informed Council, absent city owned utilities, consent annexation are the only option currently.
- k. Discuss ETJ jurisdiction interlocal agreement with County. City Secretary Lyons will work on an ordinance involving governing ETJs with the County and will provide to the Council.
- l. Discuss development of a Comprehensive City Plan. Mayor Austin presented Council with bids from three different consulting groups who could all provide the same services although it was her thought that each would serve the City better in different ways and potentially could piece the project out to different consultant. City Secretary Lyons added that during this process it was discovered that our P&Z restrictions, although they are 20 years old, are still relevant and closely modeled after other cities today. She believed that the focus of the Comp Plan should be on proving up boundaries, zoning and mapping. Council agreed and gave consent to pursue estimates for doing so.
- m. Discuss City Park (wants/needs, plan, grants, etc.). General discussion took place and it was understood that a rendering will be needed to pursue grant opportunities.

(Break was taken @ 1:52 pm. Reconvened @ 2:03 pm.)

- n. Discuss possible staffing needs for next year’s budget in advance. Mayor Austin spoke about two staffing changes that happened in the past month in the dispatch and maintenance departments. Swing shift opportunities within the police department were discussed. The transition of City Secretary Lyons moving into a City Administrator role while someone else steps into the City Secretary role was discussed as well as the need for a receptionist in the Admin lobby.
- o. Discuss continued abatements and desire for next year’s budget. The top six abatements on Code Enforcer Lyon’s list will be pursued this year and the moneys needed in the amount of \$35,000 will be budgeted for.
- p. Discuss events for 2020 on a broad scale. Multiple ideas for city events was discussed. All agreed that October is the best time for Fall Fest.
- q. Discuss possible committees needed for various city initiatives (now and future). Logistics for forming the Keep Tool Beautiful Committee were discussed, an idea for a Planning and Zoning Committee was discussed, as well as an EDC.
- r. Discuss process for bringing major items to be voted on in front of Council to allow time for review. General Discussion took place and Mayor Austin said that a policy will be drafted.
- s. Discuss unauthorized purchases ordinances. General discussion took place with focus on more disclosure being given to Council on big item purchases in the form of more detailed descriptions in the line items during budget season.
- t. Discuss Maintenance Department equipment needs and possible interlocal agreement. The Maintenance department has been pursuing interlocal opportunities and while some do exist, it is unlikely that

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maintenance specific agreements would offset the need of additional equipment locally but, there is a possibility to defer some cost.

- u. Discuss other items if time permits. Mayor Austin gave an update on the logistics of monthly free legal services being given to the city.

Closing

- 6. Next Meeting: February 20th, 2020
- 7. Adjourned @ 3:30 pm.

Passed and Approved this 20th day of February 2020:

Attest:

SEAL

Tawnya Austin, Mayor

Makenzie Lyons, City Secretary