



CITY COUNCIL MEETING
City of McLendon-Chisholm, Texas
Meeting Minutes
June 9, 2021

The City Council of the City of McLendon-Chisholm convened in Regular Session on Wednesday, June 9, 2021, at City Hall, 1371 West FM 550, McLendon-Chisholm, Texas, with the following members present:

ATTENDING:	Keith Short	Mayor
	Lorna Kipphut	Mayor Pro Tem
	Trudy Woessner	Council Member
	Dan Tucker	Council Member
	Brian Davis	Council Member
Absent:	Norman Willis	Council Member
Staff Present:	Lisa Palomba	City Administrator
	Shelly Green	City Secretary
	Michael Halla	City Attorney

1. CALL TO ORDER

Mayor Short called the meeting to order at 6:30 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND TEXAS FLAGS

Mayor Short delivered the invocation and Council Member Kipphut led the pledge of allegiance to the U.S. and Texas Flags.

3. RULES OF DECORUM

Mayor Short announced the Rules of Decorum are in place and are to be observed throughout the meeting.

4. CITIZEN COMMENTS

Aдриene Balkum, 1518 Firenza Ct., commented on the following items:

- New AV system
- Road construction in Sonoma Verde
- GSI GIS map

5. CONSENT AGENDA

5.1. Action Regarding the Minutes of May 26, 2021 City Council Meeting

MOTION: THE CONSENT AGENDA WHICH INCLUDES THE MINUTES OF MAY 26, 2021 CITY COUNCIL MEETING.

MADE BY: Council Member Kipphut
SECONDED BY: Council Member Davis
APPROVED: Unanimous

6. ITEMS FOR CONSIDERATION

6.1. Presentation by Suzanne and Mark Brooke representing Bayley/Brook Communications regarding City website updates followed by discussion with City Council. (Requested by Palomba)

Mark Brooke gave an update on the redevelopment of the website. He presented the following development goals:

- Improve the way the information is organized on the website
- Improve citizen communication ways that we can get news updates to the citizens
- Create a good impression
- Make the website efficient which will help the city staff and help citizens in the way they interact with citizens and residents
- Make it easy to update
- Security

Mr. Brooke fielded questions from the Council.

6.2. Discussion and Consideration of the creation of a monthly City newsletter.

Council Member Kipphut requested this item be placed on the agenda. She stated that in looking at the survey results, 73% of the people who took the survey would be interested in a newsletter published by the City. They are also using Facebook to gather their information. She stated she is just seeing if we wanted to do a newsletter.

Mayor Short asked if she was talking about on social media or are we talking about a mail out. Council Member Kipphut responded she would like to do email because that seems to be the way most people wanted to get it and now it seems we have an avenue with this constant contact.

Council Member Kipphut stated that once she gets approval, she will come up with some ideas on how we would go about doing this. She feels like there would be a mayor's corner, a city administrator's update, and then if anybody had any specific projects that they were working on.

Mayor Short stated he feels it is feasible with either the social media or the email aspect of it. What he thinks they should do, because it can involve each and every one of you, maybe we should get ideas of what you would each like to see and send them to Lisa and have her compile them because there may be a lot of similarities. Then they will look at that and then see what we can condense it down to and come up with a possible finished project for you all to look at and agree on before we say yes. We don't want something that's going to be too time intensive for anybody to have to enter that information.

Council Member Woessner stated that it would be something that we could put together that's real quick and just a blip here blip here but it directs everybody back to the website and all of the information that they would need will be there.

Mayor Short asked each of them to give their ideas to Lisa and then we'll compile them together because if there are similarities then we can condense it down to the one everybody wants. We'll need to move very quickly in order to get it ready to consider at the next Council meeting.

Mayor Short asked City Administrator Palomba when she would like to have this information. She replied a week before the next meeting.

- 6.3. Discussion and action regarding consideration of a Master Agreement Between the City of McLendon-Chisholm and Kimley-Horn and Associates, Inc. for continuing Professional Services with specifics of each project to be set forth and approved by Council in an Individual Project Order as needed.

City Administrator Palomba explains that the Comp Plan does not call for an update to each map we have. We need a city limits map for now and then maybe we can come back later and look at a zoning map. She explained that she has met with Kimley-Horn and they do offer GIS mapping services. So what that would look like for us is they would develop our original city limits boundary in the GIS format including the ETJ and our ultimate. However, we could not go so far as to bump into another city. This would be what they called the ultimate **municipal boundary** in GIS. It would have partial information, and individual parcel information. There can be as many layers as we want. There be an ongoing fee each time we update. It will not be as costly a fee as the original.

This is a master contract and Mr. Halla has reviewed it.

MOTION: APPROVE A MASTER AGREEMENT BETWEEN THE CITY OF MCLENDON-CHISHOLM AND KIMLEY-HORN AND ASSOCIATES, INC. FOR CONTINUING PROFESSIONAL SERVICES WITH SPECIFICS OF EACH PROJECT TO BE SET FORTH AND APPROVED BY COUNCIL IN AN INDIVIDUAL PROJECT ORDER AS NEEDED.

MADE BY: Council Member Davis
SECONDED BY: Council Member Tucker
APPROVAL: Unanimous

- 6.4. Discussion and action regarding consideration of Project Order No. 1 for Geographic Information Systems (GIS) Support Services to include development of City Limits, extraterritorial jurisdiction (ETJ), and Ultimate Municipal Boundary maps, collecting parcel information from various sources and preparation of an interactive map for online viewing by staff and the public for a price not to exceed \$5,000 in accordance with terms of the Master Services Agreement between the City of McLendon-Chisholm and Kimley-Horn, Inc.

MOTION: APPROVE PROJECT ORDER NO. 1 FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) SUPPORT SERVICES TO INCLUDE DEVELOPMENT OF CITY LIMITS, EXTRATERRITORIAL JURISDICTION (ETJ), AND ULTIMATE MUNICIPAL BOUNDARY MAPS, COLLECTING PARCEL INFORMATION FROM VARIOUS SOURCES AND PREPARATION OF AN INTERACTIVE MAP FOR ONLINE VIEWING BY STAFF AND THE PUBLIC FOR A PRICE NOT TO EXCEED \$5,000 IN ACCORDANCE WITH TERMS OF THE MASTER SERVICES AGREEMENT BETWEEN THE CITY OF MCLENDON-CHISHOLM AND KIMLEY-HORN, INC.

MADE BY: Council Member Kipphut
SECONDED BY: Council Member Davis
APPROVAL: Unanimous

7. EXECUTIVE SESSION

- 7.1. Adjourn into Executive Session (Closed Meeting) in accordance with Texas Government Code: Section 551:071(2) Consultation with City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter regarding the possibility of providing public safety services for new subdivision developments outside the city limits and extraterritorial jurisdiction but within McLendon-Chisholm Fire District 22.

Mayor Short adjourned the regular meeting into Executive Session at 7:21 p.m.

- 7.2. Reconvene Regular Meeting

The Mayor reconvened the regular meeting at 8:04 p.m.

- 7.3. Executive Session Action

No Action

8. UPDATES, DISCUSSION AND DIRECTION TO STAFF

Mayor Short reminded everyone that school is about to end, and they need to remember we will have kids out playing and we need to be conscious of them.

Council Member Davis asked for an update on the new AV system. City Secretary Green reported she had talked to the company today and they are supposed to pick up the equipment this week and will be meeting with staff to plan for installation.

9. COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS

No reports or announcements.

10. ADJOURN REGULAR MEETING

There being no further business to discuss, Mayor Short adjourned the regular meeting at 8:07 p.m.

11. CALL SPECIAL WORK SESSION TO ORDER

The Special Work Session was called to order at 8:07 p.m.

12. ITEMS FOR DISCUSSION

12.1 Discussion regarding FY 2021-2022 Budget and Tax Rate Adoption including adoption an adoption calendar, process, funding priorities, proposed budget and tax rate scenarios and related matters.

City Administrator Palomba provided the Council with information regarding the process for preparing the budget. She also presented a power point with additional information.

13. ADJOURN SPECIAL WORK SESSION.

Mayor Short adjourned the special work session 9:07 p.m.

APPROVED:



Keith Short, Mayor



Rochelle Green, City Secretary