

**MINUTES OF THE
JOINT MAIN STREET AND COUNCIL WORKSHOP AND
WORKSHOP AND REGULAR – CITY COUNCIL MEETING
Monday, April 11, 2022 at 5:00 p.m.**

Joint workshops and regular meeting of the Decatur City Council was called to order by Mayor McQuiston at 5:10 p.m. Mayor McQuiston declared a moment of silence. City Manager Shannon led the pledge. Those present included Main Street Advisory Board members: Kerry Clower, Marie Rieger, Cyndi Fernihough and Peyton Swick. Mayor Mike McQuiston, Council members Ben Bennington (arrived at 5:41 p.m.), Eddie Allen (arrived at 5:34 p.m.), Will Carpenter, Jake Hayes, Darlene Hilton and Melinda Reeves. Staff members present: City Manager Brett Shannon, Fire Chief Nate Mara, Assistant Fire Chief Deroy Bennett, Public Works/Airport Director Greg Hall, Main Street Director Frieda Lasater, Parks Supervisor Heath Taylor, Finance Director Ana Cañada, Library Director Dawn Wilbert, IT Director J.B. McKenzie, Technology Services Technician Sebastian Davis, Planning Coordinator Cheryl Fuss, City Secretary Asucena Garcia, Attorney Patricia Adams and Richard Greene representing the Wise County Messenger. Connected via videoconferencing: City Engineer Earl Smith and Planning Director Dedra Ragland.

JOINT BOARD AND COUNCIL WORKSHOP 5:00 p.m.

1. CITY COUNCIL WORKSHOP WITH MAIN STREET ADVISORY BOARD TO DISCUSS PROPOSED AMENDMENTS TO THE HISTORIC OVERLAY DISTRICT AS WELL AS CHANGES TO THE BOUNDARIES OF THE MAIN STREET, HISTORIC OVERLAY, AND DOWNTOWN DISTRICTS, AND OTHER RELATED MATTERS.

Main Street Director Frieda Lasater informed Council the Main Street Advisory Board discussed expanding the Main street district area. The Main street expansion does not require Planning and Zoning only Council approval.

CITY COUNCIL WORKSHOP 5:30 p.m.

1. RECEIVE REPORT FROM CONSULTANT CRAIG FARMER ON PLANNING AND DEVELOPMENT SERVICES PROCESS REVIEW AND DISCUSSION OF CONSULTANT FINDINGS AND RECOMMENDATIONS FOR IMPROVED EFFICIENCIES AND CUSTOMER SERVICE, ORGANIZATIONAL STRUCTURE, AND RELATED MATTERS.
 - Mr. Farmer addressed Council and made the following recommendations. Implement customer service recommendations immediately with customer service training opportunities and the creation of staff focus groups to identify/implement changes. Arrange coverage so Planning Department doors are unlocked during staff meetings.
 - Work on “teambuilding” between all development departments, the City Manager’s office and City Attorney with “Crucial Conversations” about interdepartmental review concerns
 - Hire a Chief Building Official as soon as possible as recommended and make the position a Department Head with added Code Enforcement duties.
 - Reorganize the duties of the Planning Director position, with a more reasonable span of control and responsibility, allowing the position to focus on Planning and Zoning identified issues such as long-range planning, ordinance and processing amendments and applications
 - Make the City Engineer a Department Head and assign some additional platting review and approval duties.

- As the budget allows and the city grows, hire a staff planner, an assistant engineer, and a plans examiner. This spreads workloads, allows for key staff succession and can improve customer service.
 - Continue to develop and implement a City policy on virtual vs. onsite availability of key staff as recommended.
 - Use the “MyGov” software and individual reports to address development application processing issues as they arise. Continue to refine application submission dates and to “Approve with Comments” whenever possible. Continue to update checklists to try to limit required resubmissions.
 - Continue budgeting for the updating of development ordinances and regulations to modify or eliminate overly restrictive regulations or processes. Provide for more flexibility, discretion and administrative approvals like Minor Plats. Continue to review/update the subdivision and design standards ordinances to better organize the requirements, with the consideration of placing some of the technical requirements in a “design manual” rather than codified. Update the ordinances continuously as issues come up, rather than waiting for the third-party consultants to finish a large-scale update. Finally, use other city comparison surveys to evaluate an individual requirement or solution.
 - Consider funding a new position of “Assistant City Manager” /Business Liaison” in charge of all the development functions, thereby improving communication and resolving issues with the development customers of the City and between the development related departments.
2. DISCUSS CITY ORGANIZATIONAL CHARTS AND ALTERNATIVES TO CURRENT ORGANIZATIONAL STRUCTURE, POTENTIAL REVISIONS, FUNDING, REPORTING AND RELATED RECOMMENDATIONS FROM CONSULTANT RESULTING FROM DEVELOPMENT SERVICES PROCESS REVIEW.

Mr. Farmer presented the preferred recommendation which includes hiring an Assistant City Manager. Hiring a Building Official and making them a Department Head. Make the City Engineer a Department Head. He also presented a timeline for implementation.

REGULAR MEETING 6:00 p.m.

1. HEAR PRESENTATION BY JOHN SPENCER FROM CHILD’S PLAY, INC ON HARMON PARK PLAYGROUND PROJECT.

Mr. Spencer presented to Council the plan for the new playground. Which will include a zip line, handicap accessible equipment and a parent and child swing. The park equipment includes a fifteen year warranty on all plastics and a seven year warranty on the turf.

2. CONSIDER AND TAKE APPROPRIATE ACTION ON APPROVAL OF HARMON PARK PLAYGROUND PROPOSAL WITH CHILD’S PLAY, INC AND AUTHORIZE THE USE OF 2022 BOND FUNDS IN THE AMOUNT OF \$817,701.00.

Council member Allen moved to approve the proposal as presented. Council member Bennington seconded the motion. The motion passed unanimously.

Public Hearing Items:

3. HEAR STAFF REPORT AND PUBLIC COMMENTS AND CONSIDER TAKING ACTION REGARDING A REQUEST TO FINAL PLAT LOTS 2R-1 AND 2R-2, BLOCK 78, SOUTH DECATUR ADDITION, BEING APPROXIMATELY A 0.363 ACRE TRACT OF LAND IN THE CITY OF DECATUR, WISE COUNTY, TEXAS AND BEING A REPLAT OF LOT 2,

AND PART OF THE ALLEY, BLOCK 78, SOUTH DECATUR ADDITION AND MORE COMMONLY REFERRED TO AS 1303 S. TRINITY ST., DECATUR, TEXAS. A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY IS FOUND ON THE PLAT EXHIBIT LOCATED IN THE STAFF REPORT. **(APPLICATION RP2022-01—MR. KEITH BRYAN) (THE PLANNING AND ZONING COMMISSION RECOMMEND APPROVAL, 6-0.)**

Council member Carpenter moved to approve application RP2022-01 as presented. Council member Hayes seconded the motion. The motion passed unanimously.

Item 7 was then discussed and approved due to being a public hearing item. Public hearing was closed.

4. CONSIDER AND TAKE APPROPRIATE ACTION ON PLANNING AND DEVELOPMENT SERVICES REVIEW FROM THIRD PARTY CONSULTANT AND CONSULTANT RECOMMENDATIONS RELATIVE TO THE PLANNING AND DEVELOPMENT SERVICES PROCESS REVIEW, ORGANIZATIONAL STRUCTURE, CUSTOMER SERVICE AND ORGANIZATIONAL EFFICIENCIES, WORKLOAD DISTRIBUTION AND MATTERS RELATED TO THE DECATUR DEVELOPMENT PROCESS.

Mayor McQuiston moved to accept the proposal including the recommended organizational chart number one and implementation schedule. Council member Reeves seconded the motion. The motion passed unanimously.

5. CONSIDER FIRST READING OF AN ORDINANCE OF THE CITY OF DECATUR, TEXAS ADOPTING AN ORGANIZATIONAL CHART FOR THE CITY; PROVIDING FOR THE CREATION OF A NEW DEPARTMENT, AND IDENTIFYING A NEW POSITION TO ASSIST AND DIRECTLY SUPERVISE THE PLANNING, DEVELOPMENT SERVICES AND INFRASTRUCTURE FUNCTIONS AND DEPARTMENTS OF THE CITY.

First reading held.

6. CONSIDER FIRST READING OF AN ORDINANCE OF THE CITY OF DECATUR, TEXAS AMENDING ORDINANCE NO. 2021-09-12 ADOPTING THE 21-22 FISCAL YEAR BUDGET TO APPROPRIATE FUNDS FOR A 5% INCREASE IN EMPLOYEE SALARIES, TO BE EFFECTIVE MAY 2, 2022, AND TO FUND A NEWLY CREATED CITY ADMINISTRATIVE DEPARTMENT AND A NEW CITY POSITION TO SUPERVISE THE PLANNING, DEVELOPMENT SERVICES AND INFRASTRUCTURE FUNCTIONS AND DEPARTMENTS OF THE CITY WITH FUNDING PREVIOUSLY APPROPRIATED AND BUDGETED IN THE FY-21-22 BUDGET FOR THE BUILDING OFFICIAL, STAFF IDENTIFIED IN THE CITY'S ORGANIZATIONAL CHART AS PART OF THE BUILDING DEPARTMENT, AND RELATED EXPENSES BEING TRANSFERRED TO THE NEW BUDGET FOR THE BUILDING DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE.

First reading held.

7. CONDUCT A PUBLIC HEARING, CONSIDER COMMENTS, CONSIDER SECOND READING AND TAKE APPROPRIATE ACTION ON AN ORDINANCE AMENDING THE CITY'S SUBDIVISION REGULATIONS TO PROVIDE FOR A THREE (3) YEAR PERIOD OF EFFECTIVENESS FOR CURB, GUTTER, AND SIDEWALK VARIANCES WHEN USE REMAINS THE SAME; AND PROVIDING AN EFFECTIVE DATE.

Council member Allen moved to approve and adopt the ordinance as presented. Council member Carpenter seconded the motion. The motion passed unanimously.

8. CONSIDER AND TAKE APPROPRIATE ACTION ON A RESOLUTION ADOPTING A PROCUREMENT POLICY AND PROCEDURES GOVERNING THE EXPENDITURE OF PUBLIC FUNDS FOR GOODS AND SERVICES.

Council member Hilton moved to approve the resolution as presented. Council member Carpenter seconded the motion. The motion passed unanimously.

9. CONSIDER AND TAKE APPROPRIATE ACTION ON A RESOLUTION ADOPTING UPDATED PERSONNEL POLICIES FOR THE CITY OF DECATUR; AND PROVIDING AN EFFECTIVE DATE.

Council member Allen moved to approve the personnel policy excluding items relating to the disciplinary process and paid time off. Council member Reeves seconded the motion. The motion passed unanimously.

10. CONSIDER AND TAKE ACTION ON APPROVAL OF BILLS AND INVOICES FOR MARCH 2022.

Council member Carpenter moved to approve the bills and invoices as presented. Council member Hilton seconded the motion. The motion passed unanimously.

Convened into Executive Session at 7:48 p.m.

11. **EXECUTIVE SESSION:** IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ., THE CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING:

CONSULTATION WITH ATTORNEY. § 551.071(2): CONSULTATION WITH 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 RE: 1) REVIEW OF PLANNING AND DEVELOPMENT SERVICES PROCESSES; 2) CITY PERSONNEL POLICIES

CONSULTATION WITH ATTORNEY. § 551.071(1)(B): CONSULTATION WITH ATTORNEY REGARDING PENDING OR CONTEMPLATED LITIGATION OR A SETTLEMENT OFFER: OPENGOV SETTLEMENT

PERSONNEL MATTERS. §551.074: TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE: INTERIM CITY MANAGER CANDIDATES.

Reconvened into Regular Session at 9:23 p.m.

12. **RECONVENE INTO OPEN SESSION** – IN ACCORDANCE WITH TEXAS GOVERNMENT CODE CHAPTER 551, THE CITY COUNCIL WILL RECONVENE INTO REGULAR SESSION TO CONSIDER ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION.

13. DISCUSS AND TAKE APPROPRIATE ACTION ON A SETTLEMENT AGREEMENT WITH OPENGOV.

Council member Hilton moved to approve the settlement as presented. Council member Carpenter seconded the motion. The motion passed unanimously.

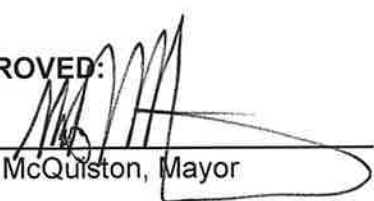
14. COUNCIL TO HEAR PUBLIC INPUT
No public input.

15. COUNCIL MEMBER REQUESTS FOR FUTURE AGENDA ITEMS.

ADJOURNMENT

Mayor McQuiston declared the meeting adjourned at 9:25 p.m.

APPROVED:


Mike McQuiston, Mayor

ATTEST:


Asucena Garcia, TRMC, City Secretary

