

**CITY COUNCIL OF THE CITY OF SACHSE
MEETING MINUTES
DECEMBER 6, 2021**

The City Council of the City of Sachse held a regular meeting on Monday, December 6, 2021, at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road. Those present were Mayor Mike Felix; Mayor Pro Tem Jeff Bickerstaff; Councilmembers Brett Franks, Michelle Howarth, Frank Millsap, Chance Lindsey, and Cullen King; City Manager, Gina Nash; Interim City Secretary, Leah Granger; Help Desk Technician, James Burnes; CIP and Public Works Director, Corey Nesbit; Development Services Director, Matt Robinson; Strategic Services Director, Lauren Rose; Human Resources Director, Kristi Wong; Finance Assistant Director, David Baldwin; Leisure Services Director, Lance Whitworth; Police Chief, Bryan Sylvester; Fire Chief, Marty Wade; Deputy Fire Chief, Lee Richardson; Assistant to the City Manager, Amanda Chi; and Assistant to the City Manager – EDC, Jerod Potts.

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

WORKSHOP:

Conduct and discuss Boards and Commissions Interviews.

The Council interviewed applicants for Boards and Commissions.

The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation Regarding Economic Development Negotiations: Deliberate the offer of a financial or other incentive relating to Evolve Biologics (USA) Inc.

This item was moved to Section G: Executive Session.

The Mayor adjourned the workshop and opened the regular meeting at 7:25 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE US AND TEXAS FLAGS:

Councilmember Franks lead the invocation and Councilmember Howarth led the pledges.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Councilmember King reminded the public to consider those that may be struggling during the holidays. He encouraged everyone to seek out those agencies that provide support services and help where they are able.

Mayor Felix reported that the Sachse Christmas Extravaganza will be held on Wednesday, December 8. The Christmas Parade up Miles Road will begin at 6 p.m., and the winners of the tree

decorating and parade floats will be announced right before the Christmas Tree Lighting at City Hall starting at 7 p.m. It's going to be a great event with story time, a petting zoo, visits with Santa, and a winter wonderland surprise you won't want to miss! The event is from 6 p.m. to 8:30 p.m.

The long-awaited Holiday Lighting Contest has arrived! Decorate your house or front yard for the holidays and sign up to join the fun on the City website. Registration ends December 15, and judging will take place on December 19. Be sure to have your lights on by dusk to be judged. Winners get bragging rights for the year!

Sparky, the fire dog, stopped by to share holiday safety tips:

- So many people love turkey for holiday gatherings, be sure to stay at home while it cooks and check it regularly.
- If you like a deep-fried turkey, make sure it is COMPLETELY thawed before lowering it into hot oil and be careful with marinades. Oil and water don't mix! Water causes oil to spill over which can cause a fire or even an explosion.
- Never use water to extinguish an oil fire. Use a Class K fire extinguisher and call 9-1-1.

All City offices will be closed on Friday, December 24, and Monday, December 27, to observe the Christmas holiday. Offices will also be closed on Friday, December 31 for the New Year's holiday.

CITIZEN INPUT:

Matthew Holboke, 5511 Oakridge Circle, raised concern regarding a fallen tree between City Hall and the service center that has remained there for a month. He reminded the Council that they passed an ordinance recently adjusting trash collection times. The tree had been reported on SeeClickFix, the City's reporting platform, but he recounted that the City said it was the homeowner's responsibility. He insisted that the City take care of the issue. He also expressed dissatisfaction regarding the Council and staff requiring homeowners to mow the right-of-way on Sachse Road.

CONSENT AGENDA: All items listed on the consent agenda will be considered by the City Council and will be enacted on by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests.

1. **Approve the minutes of the November 15, 2021, combined meeting.**
2. **Cancel the City Council meetings on December 20, 2021, and January 3, 2022, and move the January 17 meeting to Tuesday, January 18, 2022, in observance of Martin Luther King, Jr. Day.**
3. **Accept the monthly revenue and expenditure report for the period ending October 31, 2021.**
4. **Accept the Quarterly Investment Report for the quarter ended September 30, 2021.**
5. **Declare as surplus property and authorize the disposal of a 2003 Ford F350, Asset Number 322, and a 2009 Freightliner Vac-Con Unit, Asset 725.**
6. **Approve a resolution authorizing the City Manager to enter into an Interlocal Agreement with Collin County for participation in Tax Increment Reinvestment Zone No. 3.**
7. **Approve the Consent Agenda Items as presented.**

Mayor Pro Tem Bickerstaff made a motion to approve the consent agenda as presented. Councilmember King seconded the motion, and it carried unanimously.

REGULAR AGENDA ITEMS:

Consider appointments to various City Boards and Commissions.

Councilmember Howarth made a motion to appoint the following:

- Ms. Patricia Porter to the Parks and Recreation Board.
- Mr. Kent Manton to the Parks and Recreation Board.
- Ms. Dashe Williams to the Library Board.
- Ms. CarolLynn Egler to the Library Board.
- Mr. Mark Potter to the Economic Development Corporation.
- Mr. Kent Manton to the TIF #1 (PGBT) Board.
- Mr. Joshua Frick to the Board of Adjustments.

Mayor Pro Tem Bickerstaff seconded the motion, and it carried unanimously.

The Mayor thanked all those that came forward and are willing to serve the city.

Consider naming a chairperson and appointing individuals to serve on the TIRZ No. 3 Board of Directors.

Ms. Nash reminded Council that the Board of Directors for the TIRZ must be appointed before the end of the year. Since the next meeting has been cancelled, Ms. Nash recommended appointing the Sachse City Council and Collin County Commissioner, Cheryl Williams, as the Board of Directors for the time being to meet the statutory requirement. The Board could then appoint residents at a later date. Appointing Commissioner Williams to the Board is a requirement in the participation agreement with Collin County.

Councilmember Howarth made a motion to appoint the Sachse City Council and Collin County Precinct 2 Commissioner Cheryl Williams to serve on the TIRZ #3 Board of Directors, and to name Councilmember Howarth as the Chairperson. Councilman King seconded the motion.

Mayor Pro Tem Bickerstaff asked Ms. Nash if it was the goal to involve residents on this Board in the future. Ms. Nash reiterated that the goal is to have residents serve on the Board but there have been so few applicants for the boards and commissions that currently have open seats, that there was concern there would not be sufficient interest to fill the board and meet the requirements. Naming the City Council as the TIRZ #3 Board would fulfill the statutory requirement of making the appointment before the end of the calendar year. There will not be any action taken by this Board for several months, giving time for new volunteers to come forward. Mayor Pro Tem Bickerstaff encouraged the public to consider applying for a seat on the TIRZ #3 Board or any of the other boards and commissions for the City.

The motion carried unanimously.

Receive a briefing on Bond 2021 projects.

Strategic Services Director, Lauren Rose, presented an update on the bond package that recently passed. Ms. Rose noted that the funding for the approved bond package will be delivered in three tranches to stabilize the tax rate over time. Factors staff considered while forming the project funding schedule are as follows: addressing those projects that need immediate attention using the “worst first” methodology, rising costs for construction materials and labor, and remaining conscientious of construction fatigue for Sachse residents. Bailey Road and the Animal Shelter are proposed to be the first projects on the schedule and will take up the majority of the first tranche of funding due to the size of the projects. The remaining projects will be spread out over the life of the bond program. Ms. Rose reiterated that it is not fiscally prudent to issue all of the debt at once, and staff is mindful of economic conditions as well as the previously noted factors.

A team is preparing a Request for Qualifications (RFQ) for the Sachse Animal Shelter, and it is planned for publication in early 2022. Preliminary work on Bailey Road is already underway and staff intends to have a contract for Council to consider at the January 18 Council meeting. The design is estimated to be complete within 18-24 months and construction completion is anticipated 18-24 months subsequently. In relation to communications, the dedicated Bond 2021 webpage will remain in place and social media and the Sachse Scene will be utilized to update residents continuously throughout the life of the projects. Signage will also be employed to identify projects for the public. Finally, staff will continue to update Council periodically on the progress of the bond projects.

Councilmember Millsap indicated he understood that the Animal Shelter project would not go out to bid. Ms. Rose assured Councilmember Millsap that is not the case and that the RFQ being prepared is specifically intended to satisfy the statutory requirements for competitive bidding. The project will go out for bid and no builders have been selected.

Councilmember Lindsey asked Mr. Nesbit for clarification on what is considered in the planning of Bailey Road. Fixing the road seems simple but the length of time for design is comparatively long. Mr. Nesbit said things like traffic calming, drainage, and the conceptual plan all need to be considered and approved. If there is an opportunity to speed up the process, staff will communicate that to Council and residents. Councilmember Lindsey also asked if there are fiscally responsible options to temporarily improve the surface of Bailey Road in the time before construction is

scheduled to start. Mr. Nesbit responded that staff could approach Dallas County to co-fund an overlay as was similarly done for Merritt and Sachse Roads.

Council continued to discuss and ask questions clarifying the plan for the bond projects. Councilmember Howarth asked for clarification on why tranches are used for funding. Ms. Rose explained that tranches are used to stabilize the Interest & Sinking (I&S) portion of the tax rate which is dedicated for debt service. This funding is not issued all at once because the economic climate fluctuates. It is more prudent to issue the funding in smaller portions, or tranches, to have more control over the debt that is issued at the time and maintain the ability to adjust the projects as needed. The Bond Committee recommended that the projects be grouped by type so there is more flexibility to adjust schedules or project priority based on project underruns and overruns. As it is presented, funds may be shifted between projects within the same category. This allows staff to be more judicious with taxpayer dollars.

Councilmember Franks noted that he expects frustration from Williford Road residents on having to wait six or seven years for that project to begin given the current disrepair. He asked if bond money may be used to help maintain Williford Road prior to the project starting later in the bond plan. Mr. Nesbit replied bond money may not be used for that purpose, but the road may be eligible for Dallas County Type B Road assistance. The remaining funds for temporary maintenance will have to come from the general fund. Staff will utilize all options available to upgrade the condition of the roads as has been done for Merritt and Sachse Roads.

Ms. Nash emphasized that the dollar amount noted by category in the bond is the maximum amount available for the projects within that category. There has been concern from some councilmembers and residents about the \$5 million set aside for the Animal Shelter. This is a ceiling amount and is the maximum amount authorized for the project. The team is exploring options for what should be built, and those selections will be brought to Council for consideration. Staff wishes to build a facility that Council will be comfortable with and residents will be proud of.

Matthew Holboke, 5511 Oakridge Circle, asked about the Animal Shelter location. Ms. Nash noted that it will remain at its current location. He asked for more information on why the Animal Shelter was placed ahead of West Creek Road in the proposed schedule. He would like to know why the road was pushed four years out in favor of the Animal Shelter. Mr. Holboke would also like information regarding the vision for Sachse Road Phase 3. The amount dropped by \$10 million and he would like to understand what that includes. Mr. Holboke expressed frustration about the design time presented for Bailey Road. He said it should not take more than 14 months to design. If a half million dollars are spent to overlay the roads until construction can begin there should be justification. Ms. Nash responded that Sachse Road will require more planning to determine what needs to be included. The project order is affected by the timing and amount of the tranches. Staff presented an option on how to order the projects while being good stewards of the taxpayers' dollars. The bonds should not be sold all at once which presents the challenge of spending them in the right amount of time and not selling the bonds before the funds are needed. Selling all the bonds at once would mean paying interest on money that is not being used. The project funding schedule presented was arranged keeping all these factors in mind. She commented that if Council has any changes or would like to see a different order, staff would do their best to accommodate that request. Ms. Nash also commented that with inflation of building materials and the public's concern about the cost of the Animal Shelter, it was selected as one of the first projects to minimize

the cost. Due to rising prices, the facility could cost \$5 million or more if it is put toward the end of the funding schedule. Ms. Nash offered to visit with Mr. Holboke if he had any other questions.

Consider authorizing the City Manager to execute a professional services contract for design of the 5th Street District Phase 1 Improvements between the City of Sachse and Kimley-Horn and Associates, Inc. in the amount of Three Hundred Fifty-One Thousand, Nine Hundred and No/100 Dollars (\$351,900).

Mr. Nesbit reviewed the 5th Street District project that has been in process. The first phase is in anticipation of getting the pad sites ready for two restaurants. Previous concepts did not take drainage into account so this plan considers a regional concept for drainage. Councilmember Howarth asked that staff be careful not to create too many parking spots for the area. It is important to provide what is needed but not to detract from the resident's experience with too much parking. Mr. Nesbit noted that parking is an aspect the consultant is carefully considering with input from both restaurants. Ms. Nash explained that the number of parking spaces requested by the tenants are well within the ordinance parameters.

Councilmember Franks made a motion to approve the item as presented. Mayor Pro Tem Bickerstaff seconded the motion. The motion carried 6-1, with Councilmember Millsap voting against the motion.

Conduct a public hearing to consider and act on a variance and plat for Original Town of Sachse Lots 6A-R, 6B-R, 6C-R and 6D-R, Block 11, being a replat of Lot 6, part of Lot 7, Block 11, and part of an abandoned right-of-way of the Original Town of Sachse, generally located west of the intersection of Fourth Street and Sachse Street, within Sachse city limits.

Development Services Director, Matt Robinson, stated that the public hearing is to consider a replat and a variance/waiver to the subdivision standards in the Old Town District. The proposed replat is for four lots, noting that the project includes a 20-foot alley on the north and west side of the property as well as garage access. Currently, this property does not meet the zoning requirements for depth, however, the same depth requirements for townhomes are allowed in the PGBT Zoning District.

The public hearing was opened at 8:32 p.m.

Mr. Donald Harp and Ms. Donna Harp, 2808 4th Street, asked for clarification regarding the entrance to and height of the town homes. Mr. Robinson stated that the town homes would have rear entrances from the alley and the height is limited to two stories by the ordinance. Mr. Harp said, "we moved to Sachse in 1968 and we've been waiting for this. Thank you!"

The public hearing was closed at 8:34 p.m.

Mayor Pro Tem Bickerstaff made a motion to approve the motion as presented. Councilman Lindsey seconded the motion.

Councilmember Howarth asked if there is a limit to the number of dwellings that can be built in a mixed-use district. Mr. Robinson responded that there is not a cap and, potentially, a developer

could build all residential units. If a multi-family project is proposed there must be a commercial component after a certain number of residential units are planned.

Councilmember Millsap asked for clarification about ownership of land after abandoning the right-of-way. Mr. Robinson explained that there was no abandonment at this time. The previously abandoned portion of Sachse Street is currently owned by the property owner as is part of lot 7 and all of lot 6. Once 4th Street is reconstructed, if the City has an abundance of right-of-way, staff would bring forward an abandonment. If the owner wanted to acquire that piece of property, they would place a quick claim deed to claim the property and replat it into theirs.

The motion carried unanimously.

Mayor Felix adjourned the meeting to Executive Session at 8:46 p.m.

EXECUTIVE SESSION:

- 1. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation Regarding Economic Development Negotiations: Discussion of an economic development incentive for Balleza Insurance Agency, LLC.**
- 2. The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation Regarding Economic Development Negotiations: Deliberate the offer of a financial or other incentive relating to Evolve Biologics (USA) Inc.**
- 3. The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: Personnel Matters: Regarding the annual review of the City Manager.**

Mayor Felix reconvened the regular session at 9:50 p.m.

REGULAR AGENDA ITEMS:

Take action as a result of executive session: Consider authorizing the City Manager, as Executive Director of the EDC, to negotiate and execute an economic development agreement on behalf of the EDC with Balleza Insurance Agency, LLC, and any amendments and instruments related thereto.

Councilmember Howarth made a motion to authorize the City Manager, as Executive Director of the EDC, to negotiate and execute an economic development agreement in the amount of \$20,000 on behalf of the EDC with Balleza Insurance Agency, LLC, and any amendments and instruments related thereto. Councilmember King seconded the motion, and it carried unanimously.

Take action as a result of executive session: Consider authorizing the City Manager, as Executive Director of the EDC, to negotiate and execute an economic development incentive on behalf of the EDC with Evolve Biologics (USA) Inc., and any amendments and instruments related thereto.

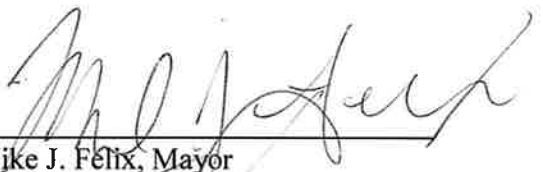
No action taken at this time.

Take any action as a result of Executive Session.

Mayor Pro Tem Bickerstaff made a motion to increase the City Manager's salary by 4% annually effective immediately. Councilmember Howarth seconded the motion, and it carried unanimously.

ADJOURNMENT:

Mayor Felix adjourned the meeting at 9:55 p.m.


Mike J. Felix, Mayor

ATTEST:


Leah K Granger, Interim City Secretary

