CITY COUNCIL OF THE CITY OF SACHSE
MEETING MINUTES
NOVEMBER 6, 2023

The City Council of the City of Sachse held a regular meeting on Monday, November 6, 2023, at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road. Councilmembers present were Mayor Jeff Bickerstaff; Mayor Pro Tem Brett Franks; Councilmembers Michelle Howarth, Chance Lindsey, Lindsay Buhler, and Matt Prestenberg.

Members absent: Councilmember Frank Millsap

MEETING OPENING

1. Call to Order

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

2. Invocation and Pledges of Allegiance.

Mayor Pro Tem Franks offered the invocation and Councilmember Lindsey led the pledges.

COUNCIL/STAFF REPORTS AND UPDATES:

1. Present a proclamation declaring November 15, 2023, as America Recycles Day.

Mayor Bickerstaff presented a proclamation to Leisure Services Coordinator Jordan Beaulieu and Recreation Manager Cynthia to celebrate America Recycles Day.

2. Recognize the 2023 Recycled Art Contest Winners.

Mayor Bickerstaff recognized the recycled art contest winners from Cherry Cox Elementary School for their creativity and dedication to recycling. The winners were Jackson Henry, Stella Christie, Hatice Kirimli, Riley Michael, and Hugo Allen.

3. Recognize the Development Services Department for receiving the 2023 Richard R. Lillie, FAICP Planning Excellence Achievement Award.

Mayor Bickerstaff recognized the City's Development Services Department for receiving the 2023 Richard R. Lillie, FAICP Planning Excellence Achievement Award.

4. Report on Public Comment from the October 16, 2023, City Council meeting.

Ms. Rose clarified statements made at the October 16, 2023, Council meeting.

5. **Mayor and City Council announcements regarding special events, current activities, and local achievements.**

Mayor Pro Tem Franks commented that the Community Center recently hosted a fun Glow in the Dark Pickleball event and invited the public to watch for the next one.

Ms. Nash's announcements:

- The City gives a warm welcome to the following new employees:
  - Human Resources Director Jana Ventura
  - Assistant to the City Manager Logan Thatcher
  - Part-time Library Assistants Marie Norris and Marisol Macias
  - Crossing Guard Anita Jackson
- Congratulations to Assistant Finance Director Ryan Bredehoeft who earned his Certified Government Finance Officer designation.

Mayor Bickerstaff's announcements:

- Congratulations to Wylie and Wylie East High School Bands for earning a spot at the State Marching Band Competition.

PUBLIC COMMENT:

Sachse resident, Matthew Holboke, addressed Council regarding 5th Street District, the EDC Consent Agenda, and taxes.

CONSENT AGENDA:

1. **Approve the October 16, 2023, regular meeting minutes.**
2. **Accept the monthly revenue and expenditure report for the period ending September 30, 2023.**
3. **Move the January 15, 2024, meeting to January 16, 2024, in observance of Martin Luther King, Jr. Day.**
4. **Approve the repeal of Resolution 3016, approved on November 19, 2007, which adopted the City's revised Purchase Card Policy, in its entirety.**
5. **Adopt a resolution accepting and approving the Collin County 2023 Tax Roll.**
6. **Authorize the purchase Opticom Traffic Signal Upgrades (F-24-10) from Consolidated Traffic Controls, Inc. through the Houston Galveston Area Cooperative purchasing program (PE-05-21) not to exceed the budgeted funds of One Hundred Seventy-Nine Thousand, Four Hundred Twenty-Eight Dollars ($179,428.00) for the City of Sachse Public Works Department and the Sachse Fire-Rescue Department.**

Councilmember Buhler made a motion to approve the Consent Agenda as presented. Councilmember Howarth seconded the motion, and it carried unanimously.

REGULAR AGENDA ITEMS:

1. **Consider a resolution casting the City of Sachse's 13 vote(s) for the Collin Central Appraisal District Board of Directors (CCAD).**

Ms. Nash explained that every two years, the Council casts votes for members of the Board of Directors for the Collin Central Appraisal District. Councilmember Howarth requested consideration for all 13 votes. Mayor Pro Tem Franks made a motion to apply all 13 votes for the Collin Central Appraisal District Board of Directors to Michelle Howarth. Councilmember Prestenberg seconded the motion, and it carried unanimously.

2. **Receive a briefing regarding City Ordinance Chapter 9, Section 6, governing on-street parking.**

Police Chief Bryan Sylvester reviewed the current ordinance governing on-street parking. Essentially, it prohibits vehicles with a maximum carry weight of one ton from being parked on any public street within the city. The only exception is for expeditious loading/unloading of those vehicles. He noted that the City's policy has been to gain voluntary compliance through education rather than issue citations. Chief Sylvester recommended clarifying language in the ordinance to reduce confusion. He also asked Council to consider including a temporary variance permit process, a more clearly defined recreational vehicle clause, and information about smaller trailers.

Councilmember Lindsey asked about on-street parking in the new 5th Street District, The Commons, and The Station Boulevard. Chief suggested that clarifying language would be beneficial. Councilmember Lindsey did not want trailers to be parked on the roads but did support an easy permit process for temporary recreational vehicles. Councilmember Prestenberg asked about specific roadways and Chief responded that it would be clearer to either allow or disallow in general rather by roadway. He liked the variance permit process. Mayor Pro Tem Franks did not want to allow trailers/RVs/etc. on the roads for longer than 24 hours. Councilmember Howarth agreed with Mayor Pro Tem Franks but preferred to have a variance process for families preparing to travel with RVs. Councilmember Buhler agreed that there should be a variance process for longer situations but wanted to add language permitting use for every day type use.

Resident Mike Hall spoke to the Council regarding the ordinance and in support of a variance.

3. **Consider authorizing a construction contract with Hellas Construction for two pickleball courts at J.K. Sachse Park in an amount not to exceed Three Hundred Eighty-Two Thousand and Eighty-Five Dollars and Zero Cents ($382,085.00).**

Leisure Services Director Lance Whitworth addressed the Council regarding prioritizing the pickleball court construction up in schedule. If approved, construction would begin in December and be complete around April. Funding for the project will come from the Municipal Development District Fund, which receives revenue from sales tax only. Mr. Whitworth answered questions regarding lighting at the court indicating that directional LED lighting would be utilized to keep illumination on the court itself.

Matthew Holboke addressed the Council regarding design features of the pickleball court.

Councilmember Prestenberg made a motion to approve the item as presented. Councilmember Buhler seconded the motion and it carried unanimously.

4. **Discuss and consider authorizing the addition of a new dedicated communications full time equivalent position at the City of Sachse.**

Assistant City Manager Lauren Rose made a presentation to the Council requesting authorization of a new dedicated communications position. She noted that communications responsibilities currently exist with the Assistant to the City Manager position, however, a recent vacancy in that role created an opportunity to re-evaluate the position and its responsibilities. The vacancy was unknown at the time of the normal budget process, when position requests are typically brought before the Council for consideration. As a result of the timing, this request is out-of-cycle. Ms. Rose explained the shift in importance of communications over time as a formal city function. Previously in Sachse, the Assistant to the City Manager (A2) was tasked with covering communication on top of their regular duties, which require very different skill sets. Currently, staff is reactant and does not have the capacity to perform strategic and targeted campaigns. She suggested that opening this communications position will be better for making the City available, accessible, and transparent to the public. Ms. Rose indicated that if interested in creating the position, Council would need to first authorize the addition of a full-time equivalent (FTE) with this item and then approve the associated budget request with the subsequent budget amendment item.

Councilmember Prestenberg noted he would have preferred to have been notified about the potential new request during the budget process and acknowledged that the new position may be needed. He asked for clarification about the funding. Ms. Rose responded that there is existing capacity within the recently adopted budget to absorb this expense and it would not require the City to dip into reserves to fund the role.

Resident Matthew Holboke addressed the Council regarding funding for the communications position.

Ms. Rose clarified that when the A2 position opened, it gave staff an opportunity to rethink how it was being utilized. The A2 and communications duties had been rolled into one when it needs to be two distinctly separate roles. She also explained that the funds were not from the fund balance drawdown but from existing capacity within the budget that was recently approved. Staff will not need to come back every year to request these funds and it will not impact the tax rate for residents.

Mayor Bickerstaff expressed his support for the new position since it is best for the City to tell its story rather than someone else telling it. Councilmember Buhler supported the position. Councilmember Howarth made a motion to authorize the position for a communications FTE. Councilmember Prestenberg seconded the motion and it carried unanimously.

5. **Approve an ordinance authorizing certain budget amendments pertaining to the Fiscal Year 2023-2024 Budget.**

Ms. Nash noted that this is the budget amendment that goes along with the new communications position as well as a second budget amendment in relation to public safety radios. Finance Director David Baldwin reviewed the amendments presented. He explained that, within the approved budget and when the budget drawdown items are removed from the equation, effectively, there is $115,000 budget surplus. Part of the surplus amount comes from a lower health insurance fees than anticipated. The approved budget included a 13 percent premium increase, but the actual increase that came in after the budget due to the timing of proposals was 9.91 percent. The $157,000 radio replacement amount was included in the approved FY 2022-2023 budget but was not able to be expended due to purchase timing. Staff is requesting that the amount plus the cost increase be rolled over to the current fiscal year. Mr. Baldwin noted that Capital Improvement Projects (CIP) are not impacted by these requests.

Councilmember Lindsey processed how the position, if kept moving forward, affects the tax rate. Mayor Pro Tem Franks asked about the VERF. Mr. Baldwin explained that this is the first year that Sachse Fire-Rescue requested the radios due to the replacement cycle of this particular program. In the first year of a program like this, the funds come from the General Fund and future dollars will be committed to the VERF to offset replacements. Councilmember Lindsey made a motion to approve the item as presented. Mayor Pro Tem Franks seconded the motion and it carried unanimously.

6. **Discuss updating the 2017 Comprehensive Plan.**

Ms. Nash updated the Council on the Comprehensive Plan update. She summarized that this is Council's opportunity to determine the shared vision and the long-range blueprint for the growth of Sachse. It also provides policy guidance to direct future decision making. Important elements include the CIP, budget programing, and land use decisions. The Comprehensive Plan should be unique to Sachse but also contemplate the city's relation in a regional context. Ms. Nash reviewed the positive outcomes of the plan approved in 2017 and noted that what set it apart from other comprehensive plans is that it included a market analysis. This helped ensure that the plans were doable and relevant.

The first step of the update process is to retain a consultant to perform the research, analysis, public engagement, and advisement. They would prepare the documentation with staff and the Planning and Zoning Commission being part of the process. The goal is to review and refine the 2017 plan and get ample feedback from residents. Paying attention to implementation helped make the 2017 plan successful so project cost, priority, and funding will play an important role for the update.

Resident Matthew Holboke addressed the Council regarding elements of the update.

The overall consensus of the councilmembers was a positive reflection on the progress made from the previous plan and agreed with the elements noted to be part of the update.

EXECUTIVE SESSION:

Mayor Bickerstaff adjourned the Council to Executive Session at 8:39 p.m.

1. **The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Mockingbird.**

2. **The City Council shall convene into Executive Session pursuant to Texas Government Code Section §551.087 Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Red Fox.**

REGULAR AGENDA ITEMS / MEETING CLOSING:

The Council returned to Regular Session at 9:25 p.m.

1. **Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Mockingbird.**

Matthew Holboke, Sachse resident, addressed the Council regarding the benefit of an incentive.

No action was taken on this item.

2. **Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Red Fox.**

Matthew Holboke, Sachse resident, addressed the Council regarding the benefit of an incentive.

No action was taken on this item.

3. **Adjournment.**

Mayor Bickerstaff adjourned the meeting at 9:28 p.m.

Jeff Bickerstaff, Mayor

ATTEST:

Leah K Granger, City Secretary

CITY OF SACHSE TEXAS