

# City of Pilot Point, Texas

Minutes of the March 16, 2020

## City Council Meeting

The City Council of the City of Pilot Point, Texas met on this date at 6:30 p.m. for a regular City Council meeting. City Council members present were Mayor Shea Dane-Patterson, Whitney Delcourt, Jim Porter, Dean Cordell and Matt McIlravy. City Staff members present were Interim City Manager Terry Roberts, Police Chief Tim Conner, Financial Manager Lana Ensminger, Development Services Director John Taylor, Fire Chief Heath Hudson, Asst. Fire Chief Bryan Cox, Main Street Director Lenette Cox, Economic Development Corporation Director Denise Morris, Human Resource Consultant Kathryn Usrey, City Attorney Marie Johnson and Acting City Secretary JoAnn Wright.

### AGENDA

#### **A. ROLL CALL/CALL TO ORDER**

Mayor Dane-Patterson announced a quorum and called the meeting to order at 6:30 p.m.

#### **B. PLEDGE TO FLAGS**

1. United States of America
2. Texas Flag

*Honor the Texas Flag, I pledge allegiance to thee,  
Texas, one state under God, one and indivisible*

Mayor Dane-Patterson led the pledges to the flags.

#### **C. INVOCATION**

Member of Pilot Point United Methodist Church and Mayor Pro-Tem Dr. Porter led the invocation.

#### **D. ITEMS OF COMMUNITY INTEREST**

Mayor Dane-Patterson made the following announcements:

1. Easter Egg Hunt will be on April 4th.
2. Fifteenth Annual Trash Off will be April 18th.

#### **E. PUBLIC FORUM, PRESENTATIONS AND RECOGNITION:**

**Public Forum:***(Citizens are allowed 3 minutes to speak. If the issue is on the agenda, the City Council may choose to discuss and consider the item. If the issue is not on the agenda, the Council is not permitted by state law to respond to or discuss the item other than to make statements of specific factual information in response to a citizen's inquiry or to recite existing policy in response to the inquiry. The Council may request the issue to be placed on a future agenda for action in accordance with state law. This forum is not the appropriate place to address complaints against Public Officials and/or Staff. Complaints of this nature should be made in writing and filed with the City Manager.)*

There were no public comments.

#### **F. CONSENT AGENDA**

1. Discuss, consider and possible action on approving City Council Minutes for January 27th, January 31th.

Councilmember Porter moved to accept the minutes as presented. seconded the motion. The motion passed unanimously.

#### **G. REGULAR AGENDA**

1. **Discuss, consider and possible action on the Unsafe Building/Substandard Structure Order on 522 Burks Street adopted by Council on October 28, 2019.**

Councilmember Porter moved to table this item until the April 13th City Council Meeting. Councilmember McIlravy seconded the motion. The motion tabled.

**2. Discuss, consider, and possible action on the appeal of Historic Review Board denial of a Certificate of Appropriateness on alterations made to 108 N. Washington.**

Development Services Director Taylor explained timeline of events. Mr. Taylor stated that the City's Plans Examiner came out and reviewed the barge for compliance with the IBC commercial deck standards and his report shows that there are three things that need to be checked.

1. The weight load
2. The railing height
3. The angle of the ramp

Items one and two are good, but the ramps are too steep and need to be rebuilt.

Mr. Halsey spoke about contributing and non-contributing. Mr. Halsey wants to see some changes in the guidelines and know where decorating falls in the guidelines.

Councilmember Cordell moved to deny the appeal on the building. Mayor Dane-Patterson seconded the motion. The motion passed unanimously.

Mayor Dane-Patterson stated that she still has a problem with Mr. Halsey not bringing in plans after being asked to do so.

Councilmember McIlravy stated that he wants to see drawings of what Mr. Halsey plans to do with the building.

Councilmember McIlravy moved to table the denial. Councilmember Delcourt seconded the motion. The motion tabled.

Mayor Dane-Patterson moved for Steven to come back with plans and pictures. Councilmember McIlravy seconded the motion. The motion passed unanimously.

**3. Discuss, consider and possible action on the purchase of heart monitors / chest compression equipment.**

Fire Chief Hudson stated the need for this equipment is to keep the Fire Department in compliance.

**4. Discuss, consider and possible action on the City of Pilot Point Community Center rental agreement.**

The following changes were proposed for the Community Center rental agreement:

1. Any use of alcohol on the premises will result in immediate termination of event and loss of deposit.
2. Residential Fee - \$200.00 per day.
3. Non-Residential Fee - \$300.00 per day.
4. All fees are to be paid at least 7 days in advance.
5. Renter must provide their own cleaning products for clean-up and replace any garbage bag liners used during event.
6. Pilot Point Dispatch On-Call at 940-349-1600, option 9.

Councilmember McIlravy moved to approve updating the Senior Community Center rental agreement. Councilmember Porter seconded the motion. The motion passed unanimously.

**5. Discuss, consider and possible action on appointments to boards and commissions.**

Applications for appointment to boards were as follows:

Historic Review Board - Larry Bailey  
Library Advisory Board - Mary Ellen Richards  
Museum Advisory Board - Shaler Lane Pierce  
Economic Development Corporation - Teri Slay

Councilmember McIlravy moved to accept the appointments to the boards as

presented. Councilmember Delcourt seconded the motion. The motion passed unanimously.

**6. Discuss, consider and possible action concerning Household Hazardous Waste Collection Program.**

Acting City Secretary Wright stated that this Household Hazardous Waste Collection is being funded by TECQ with the coordination of Upper Trinity Water District and Waste Connections. It has to be on a solid surface. The reason for bringing this to council is to get written permission from the property owner, which is the City, to use City property for this function. The City Hall parking lot would provide the space for cars and trucks to drop off items and then pull through without back-ups.

Councilmember McIlravy moved to allow Keep Pilot Point Beautiful to use the City Hall parking lot for a Household Hazardous Waste Collection to be held on May 2, 2020. Councilmember Delcourt seconded the motion. The motion passed unanimously.

**7. Discuss, consider and possible action on a contract with Denton County Election for the May 2, 2020 election.**

Acting City Secretary Wright stated that Denton County Election Administration owns the electric election booths and the city and school district contract elections through them instead of buying our own equipment. This year the ISD and City both have elections so, the cost will be split between the two entities. Councilmember Porter moved to sign a contract between the Denton County Election Administration and the City for the May 2nd election. Councilmember Cordell seconded the motion. The motion passed unanimously.

**8. Hold a public hearing to review the performance of and obtain comments of its Community Development Block Grant Program Planning and Capacity Building Fund Contract No. 7218114.**

Mayor Dane-Patterson opened the public hearing at 7:15 pm.

Planning Development Director Taylor stated that this is a study that the City had Grant Works complete. GrantWorks has recently completed the study and it is being financed through a matching grant through the Department of Agriculture. The City's portion is \$9,957.

Mayor Dane-Patterson closed the public hearing at 7:20 pm.

**9. Discuss, consider and take possible action on a resolution accepting the Planning and Capacity Studies 2020-2030.**

Finance Supervisor Ensminger stated she asked department heads which departments would benefit from this the most.

Mayor Dane-Patterson stated it should be split between all departments and ask if the Economic Development Corporation if they will pay \$4,500 of the amount.

Councilmember McIlravy moved to table giving staff directions to find which departments should pay the \$9,957. Councilmember Delcourt seconded the motion. The motion was tabled.

**10. Discuss, consider and possible action on authorizing the City Manager to enter into a right of way use agreement with the owners of Lowbrows for a portion of the Liberty Street right of way for the construction of a commercial patio.**

Councilmember McIlravy moved to table this item. Councilmember Delcourt seconded the motion. The motion tabled.

**11. Discuss, consider and take possible action on renewing the city's application for Scenic City designation.**

Planning Development Director Taylor explained the process for this designation. It is the City Staff recommendation to reapply and pay a new fee.

Councilmember Porter moved to go forward with the application. Councilmember McIlravy seconded the motion. The motion passed unanimously.

## **12. Discuss and consider the creation of the Bryson Ranch Municipal Utility District**

Engineer Nathan Thomson with Peloton Land Solutions presented plans to consider the creation of the Bryson Ranch Municipal Utility District. Mr. Thomson showed:

1. An introduction to the property located in Pilot Point ETJ
2. Proposed development plan
3. District formation
4. Benefits to the city

Mr. Thomson made the following points to consider:

1. The property is located 5.75 miles from city center.
2. The proposal is to contract with the Fire Department for fire and EMS services.
3. The owner wants to partner with the city.
4. The proposal is to fund and will maintain roads.
5. Mustang SUD district will supply the water and sewer.

## **H. STAFF REPORT**

1. February Main Street Report
2. February FY20 Municipal Court Report
3. February 2020 Library Report
4. February FY20 Finance Report
5. February 2020 Code Enforcement Report.
6. February 2020 All American Dogs Report

## **I. EXECUTIVE SESSION**

The City Council of the City of Pilot Point will recess into Executive Session (Closed Meeting) pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, to discuss the following:

1. § 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: Bryson Ranch MUD, HR matters involving Fire Department, Police Department and Administration.

Mayor Dane-Patterson read the purpose of the Executive Session and council convened into Executive Session at 7:37 pm

## **J. RECONVENE INTO REGULAR SESSION**

The City Council of the City of Pilot Point will reconvene into Regular Session (Open Meeting) pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, to take any action necessary regarding the following items discussed in Executive Session.:

Mayor Dane-Patterson reconvened in regular session at 9:22 pm

## **K. FUTURE AGENDA ITEMS/REQUESTS BY COUNCILMEMBERS TO BE ON NEXT AGENDA**

*Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that is not posted. Any Councilmember may, however, state an issue and a request that this issue be placed on a future agenda.*


The following items were listed for future agendas:

1. PPYSA soccer.
2. Apply for grants for parks funds.

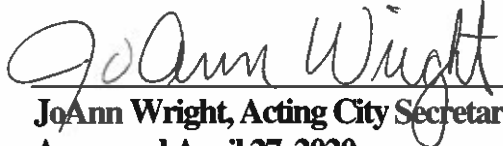
**L. ADJOURN**

Councilmember McIlravy thanked Terry Roberts for his time as Interim City Manager and welcome to the new City Manager Britt Lusk.

Councilmember Cordell moved to adjourn at 9:25 pm. Councilmember McIlravy seconded the motion. The motion passed unanimously.

  
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Shea Dane-Patterson, Mayor

**ATTEST:**

  
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JoAnn Wright, Acting City Secretary  
Approved April 27, 2020