



**MINUTES OF THE
KAUFMAN CITY COUNCIL PLANNING RETREAT
COMMENCE ON THURSDAY, APRIL 14, 2022 – AT 12:00 P.M.
CONTINUED ON FRIDAY, APRIL 15, 2022 – 8:00 A.M.
KAUFMAN CIVIC CENTER
607 E. FAIR STREET
KAUFMAN, TEXAS 75142**

COUNCIL/MANAGEMENT RETREAT

CALL MEETING TO ORDER: Mayor calls the Meeting to order, states the date and time. states Councilmembers present and declares a quorum present**.

Mayor Jordan called the meeting to order at 12:32 pm. Councilmembers Carole Aga, Patty Patterson, Jeff Jordan, Lisa Parker, Barry Ratcliffe, and Matt Phillips were present. Councilmember Jeff Council was absent. Mayor Jordan declared a quorum present.

Also present were City Manager Mike Slye, Assistant City Manager Mike Holder, City Secretary Jessie Hanks, Human Resources Coordinator Audrey Lewis, Finance Director Mary Wennerstrom, Finance Accountant Lajohnna Wells, KEDC Executive Director Stewart McGregor, Planning Manager Andrew Bogda, Public Works Director Tim Hopwood, Water and Wastewater Superintendent Jordan Elder, Parks Superintendent Martin Sipriano, Fire Chief Ronnie Davis, Fire Captain Jeremy Hatcher, Police Chief Les Edwards, and Police Assistant Sharna Ellis.

The following election candidates were also present: Marshall Park, Bobbie Willoughby, Charles Gillenwater, Thomas "Quattro" Borders, and Ashlea Longenecker.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first complete a Request to Speak Form so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please step forward to the speaker's podium, state your name and address, and direct your comments to the Mayor and City Council.**

No comments were given.

THURSDAY, APRIL 14, 2022, 12:00 P.M

12:00 p.m. – Lunch

CONVENE TO COMMENCE COUNCIL RETREAT SESSION. Council will discuss items posted on this agenda and provide direction to staff, but no action will be taken by the Council, unless the item is expressly posted for Council action. Any item for which a vote of the Council is required will be posted on a future Council agenda to allow for public input.

1. 12:30 p.m. – Opening Comments/Council Expectations – *Mike Slye*

Mr. Slye gave the opening comments and welcomed the council and candidates to the council retreat. Each Candidate introduced themselves to the council and staff.

2. 12:45 p.m. – Strategy Map, Performance Measures, Hits & Misses, DIR Review – *Mike Holder*

Mr. Holder outlined the strategy map, performance measures, hits & misses, and discussion item report with the Council.

3. 1:15 p.m. – Financial Review

- a. Current FY Operations & Fund Balance Review – *Mary Wennerstrom*

Ms. Wennerstrom gave the Council an update on the current Fiscal Year operations and Fund balances. There were discussions regarding Hotel Occupancy Tax, Sales Tax sourcing, and the difference in the various funds. Mr. Slye reviewed the water and wastewater rates in comparison to surrounding areas.

- b. KCAD Preliminary Projections – FY23 – *Sarah Curtis*

Sarah Curtis presented the preliminary property values for the upcoming fiscal year. There were discussions regarding the median increases countywide, and the increase in market value for properties.

- c. American Rescue Plan Act (ARPA) Strategy – *Mike Slye*

Mr. Slye discussed the staff recommendations for the second distribution of ARPA funds. There was a discussion regarding potential other uses for the ARPA funds for the second distribution.

2:45 p.m. – Break

Council took a break at 2:15 pm and reconvened at 2:45 pm.

4. 3:00 p.m. – Capital Improvement Projects

- a. WWTP Improvements – GTUA – *Mike Slye*

Mr. Slye updated the Council on the improvements to the Wastewater Treatment Plant.

b. Advanced Metering Infrastructure (AMI) – *Mike Holder*

Mr. Holder reviewed the current status of the AMI system. Mr. Slye reviewed the water/wastewater fee comparison.

c. Storm Drainage Projects- *Mike Slye*

Mr. Slye discussed current Storm Drainage Projects, timelines for each, and potential future projects for the Council to consider.

5. 3:30 p.m. – Organizational Initiatives

a. Human Resources – *Mike Holder*

i. Retirement Eligibility/Succession Planning – *Audrey Lewis*

Ms. Lewis gave Council an update on the employees who are currently eligible to retire and potential succession plans for those positions.

ii. City-wide Staffing – *Mike Holder*

1. Public Safety
2. Public Works
3. Administration

Mr. Holder discussed the current city-wide staffing issues and potential additional positions needed.

6. 4:00 p.m. – KEDC Mid-year Update – *Stewart McGregor*

Mr. McGregor gave the Council a mid-year update for the Kaufman Economic Development Corporation.

RECESS MEETING – APPROXIMATELY 5:00 P.M. - 5:30 P.M.

Mayor Jordan recessed the Council Retreat at 4:33 pm.

FRIDAY, APRIL 15, 2022, 8:00 A.M.

8:00 a.m. – Breakfast

RECONVENE TO CONTINUE COUNCIL RETREAT SESSION AND ANNOUNCE A QUORUM PRESENT. Council will discuss items posted on this agenda as well as continue discussion of those items posted on Thursday, April 14, 2022, meeting for which Council did not commence or conclude discussion prior to declaring the Thursday, April

14, 2022, meeting in recess. No action will be taken by the Council on any agenda items unless the item is expressly posted for Council action.

Mayor Jordan reconvened the meeting to order at 8:30 am. Councilmembers Carole Aga, Patty Patterson, Jeff Jordan, Lisa Parker, Barry Ratcliffe, and Matt Phillips were present. Councilmember Jeff Council was absent. Mayor Jordan declared a quorum present.

Also present were City Manager Mike Slye, Assistant City Manager Mike Holder, City Secretary Jessie Hanks, Human Resources Coordinator Audrey Lewis, Finance Director Mary Wennerstrom, Finance Accountant Lajohnna Wells, KEDC Executive Director Stewart McGregor, Planning Manager Andrew Bogda, Public Works Director Tim Hopwood, Fire Chief Ronnie Davis, Fire Captain Jeremy Hatcher, Police Chief Les Edwards, and Police Assistant Sharna Ellis.

The following election candidates were also present: Marshall Park, Bobbie Willoughby, Charles Gillenwater, Thomas "Quattro" Borders, and Ashlea Longenecker.

DISCUSSION/ACTION ITEM

7. Consider and take appropriate action on the minutes from the April 14, 2022, Special City Council Meeting.

Mayor Pro-Tem Paterson made a motion to approve the minutes from the April 14, 2022, Special City Council Meeting. The motion was seconded by Councilmember Ratcliffe and passed 6/0.

COUNCIL RETREAT SESSION

8. 8:30 a.m. – Park Improvements – *Mike Slye*
 - a. TPWD Grant – City Lake Park Design – *Dennis Sims*

Dennis Sims updated the Council on the plans for the improvements at City Lakes Park, the grant that was awarded to the city, and the next steps in the process. He also gave an update regarding the proposed park improvements for Shannon Park. There was a discussion regarding the costs associated with the improvements to Shannon Park.

- b. Master Hike and Bike Trail Plan – *Pacheco Koch*

Ellen Orchard presented the proposed Master Hike and Bike Trail Plan for the City of Kaufman. She reviewed the design and the methodology for the proposed trail route.

- c. Kings Fort Park Design – *Quincey Crow*

Mr. Slye reviewed the ideas for the future Kings Fort Park Design.

The Council took a break at 9:45 a.m. and reconvened at 9:55 a.m.

9. 9:30 a.m. – Debt Services Review – *Mike Slye & Nick Bulaich (Hilltop Security)*
- a. 10th & Clay Storm Drainage Improvements
 - i. FEMA Support
 - b. North East Utilities
 - c. Existing Utility Improvements
 - d. Park Improvements
 - e. Refunding Pass-Thru

Nick Bulaich gave the Council a debt services overview of the current debt and the tax-supported debt. He reviewed potential refunding or refinancing of our current debt. Mr. Slye discussed capital improvement projects for the Council to consider issuing debt to pay for. Mr. Slye reviewed the details of each potential project would entail.

10:30 a.m. – Break (The Council took this break at 9:45 a.m.)

10. 10:45 a.m. – Development Projects– *Mike Slye & Andrew Bogda*
- a. Kings Fort
 - i. Georgetown Development
 - ii. Multi-family Development
 - iii. Kaufman 45
 - b. South Pointe
 - i. Borders & Long
 - c. Future Development Projects
 - i. Marlows Truck Stop
 - ii. Kaufman County Campus
 - iii. Prairie Creek Phase 3 (PID #2)
 - iv. Freeman Farm (PID #3)
 - v. KISD
 - vi. Highland Meadow
 - vii. City Lake Development
 - viii. Thorntree
 - ix. Five Points
 - x. Windsor Park II
 - xi. Development at Washington & Houston Intersection
 - xii. 2727 Development
 - xiii. Wait 34 Development
 - xiv. Galleher Lumber and Steel
 - xv. Light Manufacturing / Industrial

Mr. Bogda gave Council an update on the above-stated development projects.

11. 11:45 a.m. – Transportation Projects Review – *Mike Slye*
- a. Street Maintenance Plan – *Tim Hopwood*
 - b. RTC Road Connection (34 Bypass & 175)
 - c. Washington St. Turnback
 - d. TxDOT Safety Projects
 - i. By Pass Lighting
 - ii. US 175 'S' Curve Redesign

Mr. Slye presented the various transportation projects from city, county, and TxDOT.

12:15 p.m. – Lunch

The Council took a break for lunch at 12:22 p.m. and reconvened at 12:50 p.m.

12. 12:45 p.m. – PID & TIRZ Update – *Municap – Abdi Yassin*
- a. Georgetown (PID #1)
 - b. Prairie Creek Phase III (PID #2)
 - c. Freeman Farms (PID #3)
 - d. TIRZ #1

Abdi Yassin informed Council about what a Public Improvement District is, how it works, and the benefits of PID financing. He also outlined what a Tax Increment Reinvestment Zone is and how it functions. He updated the council on the city's various PIDs and TIRZ.

13. 1:15 p.m. – FY23 Tax Rate Strategies – *Mike Slye*

There were discussions about the Tax Rate Strategy for FY23, the projects Council would like to see come forward during the budget process, and potential means of paying for those projects.

14. 1:45 p.m. – Hits & Misses, Review of Retreat Topics, and City Council Comments

Mr. Slye reviewed the 2021 and 2022 Hits and misses.

ADJOURNMENT

There being no further business, Mayor Jordan adjourned the meeting at 2:32 p.m.



JEFF JORDAN
MAYOR

ATTEST:



JESSIE HANKS
CITY SECRETARY

