



**MINUTES OF THE
CITY COUNCIL MEETING
MONDAY, MARCH 27, 2023 – 6:00 PM
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

CALL WORK SESSION TO ORDER Mayor calls the Work Session to order, states the date and time, states Councilmembers present, and declares a quorum present.**

Mayor Jordan called the Work Session to order at 6:00 PM. Councilmembers present were Jeff Jordan, Patty Patterson, Carole Aga, Quattro Borders, Charles Gillenwater, and Matt Phillips. Councilmember Lisa Parker joined the meeting at 6:04 PM. Mayor Jordan declared a quorum present. Also present were City Manager Mike Holder, City Attorney Patricia Adams, City Secretary Jessie Hanks, Finance Director Mary Wennerstrom, Public Works Director Tim Hopwood, Economic Development Director Stewart McGregor, Development Services Director Andrew Bogda, Fire Chief Ronnie Davis, Fire Captain Jeremy Hatcher, Police Sergeant Jason Stastny, and Police Sergeant Colter Leftwich.

WORK SESSION A Work Session is used to explore matters of interest to one or more City Council Members or the City Manager for the purpose of giving staff direction on whether or not such matters should be placed on a future regular or special meeting of the Council for citizen's input, City Council deliberation and formal City action. Although Work Sessions are public meetings, and citizens have a legal right to attend, they are not public hearings, so citizens are not allowed to participate in the session.

1. Presentation and discussion regarding the Special Election pertaining to the Street Maintenance Sales Tax Reallocation.

Mr. Holder briefed the council on the new meeting process with the work session. He outlined the purpose of this topic in relation to the upcoming election. Mr. Hopwood gave a presentation reviewing the Special Election for the Street Maintenance Sales Tax, the streets that have been completed under this program, and the proposed projects if the voters reallocate the sales tax to this use. Mr. Holder reviewed the proposed reconstruction of Crestview and Royal and the funding sources for that project.

2. Discussion regarding items on the Regular Session Agenda, including the consideration of Executive Session items

There were discussions regarding items 12 and 21 from the Regular Session Agenda.

WORK SESSION ADJOURNMENT

There being no further business, Mayor Jordan adjourned the work session at 6:22 PM.

PLEDGE OF ALLEGIANCE

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 City Council meeting to order at 6:23 PM. Councilmembers present were Jeff Jordan, Patty Patterson, Carole Aga, Quattro Borders, Charles Gillenwater, Lisa Parker, and Matt

Phillips. Mayor Jordan declared a quorum present. Also present were City Manager Mike Holder, City Attorney Patricia Adams, City Secretary Jessie Hanks, Finance Director Mary Wennerstrom, Economic Development Director Stewart McGregor, Development Services Director Andrew Bogda, Fire Chief Ronnie Davis, Fire Captain Jeremy Hatcher, Police Sergeant Jason Stastny, and Police Sergeant Colter Leftwich.

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.

RECOGNITION

3. Business of the Month- Paul Murrey Ford

Mayor Jordan, Mr. McGregor, and Anne Glasscock, CEO of the Kaufman Chamber of Commerce, presented and recognized Paul Murrey Ford as the March Business of the Month Recognition.

PRESENTATION/ACTION ITEM

4. Presentation by YWRD, P.C. regarding the City of Kaufman Fiscal Year 2021-2022 Financial Audit Report and discussion of the same.

Danny Strunc, Certified Public Accountant with YWRD, presented the City of Kaufman Fiscal 2021-2022 Financial Audit to the Council.

a. Consider and take appropriate action on the acceptance of the Fiscal Year 2021-2022 Financial Audit Report.

Councilmember Gillenwater made a motion to accept the Fiscal Year 2021-2022 Financial Audit Report as presented. The motion was seconded by Councilmember Patterson and passed 7/0.

REPORTS

5. Receive an update and discussion regarding the following:

a. The Annual Report for CareFlite for the Calendar Year 2022.

James Wagner, EMT-P, Operations Manager of CareFlite, presented the annual report for CareFlite for 2022. He reviewed responses, transfers, and staffing. He outlined the new technologies CareFlite has implemented and the continuing education opportunities they have provided.

Mr. Holder thanked CareFlite for their donation of an ambulance to the Kaufman Fire Department.

- b. The Annual Report for the Kaufman Fire Department for the Calendar Year 2022.

Captain Hatcher presented the Kaufman Fire Department's 2022 annual report. He reviewed the various calls for service, and daily activities for the Fire Department in 2022. He compared the call numbers from 2021 to 2022, the calls for service from inside the city and out in the county, and reviewed the department highlights.

- c. The Annual Crime Report for the Kaufman Police Department for the Calendar Year 2022.

Sergeant Leftwich presented the Kaufman Police Departments annual report for 2022. He outlined the Part 1 crime numbers, service activities and enforcement activities for 2022. He reviewed the 10 year comparison for part 1 crimes, CID cases filed with the District Attorney's office, and the 20 year crime trend.

CONSENT AGENDA

- 6. Consider and take appropriate action on the minutes from the February 27, 2023, TIRZ #1, TIRZ #2, and Regular City Council meeting.
- 7. Consider and take appropriate action on Resolution R-04-23, a resolution of the City Council of the City of Kaufman, Texas, adopting a policy implementing the Public Information Act; appointing and publicly identifying a Public Information Officer to serve as the point of contact for members of the public in requesting disclosure of public records and to oversee the City's compliance with the Public Information Act; providing for the incorporation of premises; and providing an effective date.
- 8. Consider and take appropriate action on Resolution R-08-23, a resolution of the City Council of the City of Kaufman, Texas, approving an agreement with the Texas Department of Transportation to temporarily close State Highway 34 and E Fair Street on Saturday, July 1, 2023, from 7:00 a.m. until 11:00 a.m. for the purpose of the 2023 Red White & BOOM Parade; authorizing the City Manager to execute necessary documents; and providing for an effective date.
- 9. Consider and take appropriate action on Resolution R-09-23, a resolution of the City Council of the City of Kaufman, Texas, approving an agreement with the Texas Department of Transportation to temporarily close State Highway 243 from Jefferson Street to Washington Street on Saturday, July 1, 2023, from 7:00 a.m. until 1:00 p.m. for the 2023 Red White & BOOM Event; authorizing the City Manager to execute necessary documents; and providing an effective date.
- 10. Consider and take appropriate action on Resolution R-11-23, a resolution of the City Council of the City of Kaufman, Texas, approving an amendment to the City of Kaufman Purchasing Policy Guidelines ("Purchasing Policy"); and providing an effective date.
- 11. Consider and take appropriate action to update the designation of authorized signatories on City depository accounts to remove the previous City Manager as an authorized signer and to designate the City Secretary as an authorized signer for the City of Kaufman depository accounts.

12. Consider and take appropriate action on Resolution R-12-23, a resolution of the City Council of the City of Kaufman, Texas opposing developer's special districts in Kaufman County.

Councilmember Aga made a motion to approve consent agenda items 6 to 12 as presented. The motion was seconded by Councilmember Phillips and passed 7/0.

END OF CONSENT AGENDA

PUBLIC HEARING

13. Conduct a public hearing, consider, and take appropriate action on Ordinance No. O-05-23, an ordinance of the City Council of the City of Kaufman, Texas, **annexing** the hereinafter described property of approximately **105.923 acres**, generally located on the south side of SH 243 at Ola Road (Property IDs 2252, 2267, 2269, and 2270), situated in the Thomas Beedy Survey, Abstract No. 21, into the City of Kaufman, Kaufman County, Texas and extending the boundary limits of said City so as to include the described property within the City limits; granting to all the inhabitants of the Property all the rights and privileges of other citizens and binding the inhabitants by all of the ordinances, resolutions, acts and regulations of the City, adopting a written services agreement; providing instructions for correcting the official map and boundaries of said City; and providing an effective date. (Case No. A-01-23)

- a. Presentation

Mr. Bogda presented the proposed annexation of the Highland Meadows Development. He informed Council that the owner and developer of the subject property have been actively working with the City and Kaufman ISD on infrastructure planning related to the subject property and the 85-acre ISD property for the past two years. He added that a development agreement was approved for the subject property in July 2022 and amended in January 2023. He stated the most recent amendment to the agreement allowed the applicant to proceed with their annexation and zoning in a more timely manner. He explained the applicant had submitted a voluntary annexation petition and application to annex the property into the City of Kaufman, together with a Planned Development zoning application to accommodate a single-family residential neighborhood with parks, trails, open space, and associated amenities, as well as a 1.1-acre future fire station site.

- b. Public Hearing

Mayor Jordan opened the public hearing at 7:15 PM. There being no speakers present, Mayor Jordan closed the public hearing at 7:15 PM.

- c. Consider and take appropriate action on Ordinance No. O-05-23

Councilmember Parker made a motion to approve Ordinance No. O-05-23 as presented. The motion was seconded by Councilmember Patterson and passed 7/0.

14. Conduct a public hearing, consider, and take appropriate action on Ordinance No. O-06-23, an ordinance of the City Council of the City of Kaufman, Texas, amending the City of Kaufman Comprehensive Zoning Ordinance O-02-07, as amended, Chapter 118, "Zoning" of the City of Kaufman's Code of Ordinances, and the official Zoning Map to **approve the zoning of a newly annexed property to Planned Development-23 (PD-23) for single-family**

residential uses. The property is known as **Highland Meadows** and consists of approximately 105.923 acres generally located on the south side of SH 243 at Ola Road (Property IDs 2252, 2267, 2269, and 2270), said property being situated in Thomas Beedy Survey, Abstract No. 21, City of Kaufman, Kaufman County, Texas (Case No: Z-02-23)

a. Presentation

Mr. Bogda informed Council about the zoning request for the property previously discussed in item 13. He briefly reviewed the zoning information and the proposed development. He outlined the development standards, the concept plans, and other various aspects of the development.

b. Public Hearing

Mayor Jordan opened the public hearing at 7:25 PM.

Mayor Pro-Tem Phillips inquired about the intersections from the development onto 34 and 243. Mayor Jordan had questions about the addition of more trees along the trail system.

There being no other speakers present, Mayor Jordan closed the public hearing at 7:28 PM.

c. Consider and take appropriate action on Ordinance No. O-06-23

Councilmember Borders made a motion to approve Ordinance O-06-23 as presented. The motion was seconded by Councilmember Aga and passed 7/0.

DISCUSSION/ACTION ITEMS

15. Consider and take appropriate action on Ordinance No. O-07-23, an ordinance of the City Council of the City of Kaufman, Texas, providing for the **release of a portion of the City's Extra-Territorial Jurisdiction ("ETJ")** and reduction thereof to exclude parcels identified in Exhibits "A-1", "A-2", "A-3", "A-4", and "A-5" of the Ordinance, consisting of **49.181 acres generally located at 7325 S. SH 34, Scurry, TX**, situated in the J.C. Cortez Survey, Abstract No. 80, the A. Chivino Survey, Abstract No. 80, the A. Cherino Survey, Abstract No. 81, and the J. Trevino Survey, Abstract No. 533 (Property IDs 59602, 73049, 194580, and a portion of Property ID 191163), updating the official City Boundary Map to reflect the reduction in ETJ.

Mr. Bogda presented the proposed release of a portion of property inside the City's Extra-Territorial Jurisdiction.

Councilmember Phillips made a motion to approve Ordinance No. O-07-23 as presented. The motion was seconded by Councilmember Patterson and passed 7/0.

16. Consider and take appropriate action on the **Preliminary Plat of the Kaufman ISD Addition**, being 85.234 acres situated in the William Peters Survey, Abstract No. 407, and the Thomas Beedy Survey, Abstract No. 21, City of Kaufman, Kaufman County, Texas (Property ID 187223 & 51233), zoned A-O Agriculture-Open District and located on the north side of SH 243 and the west side of FM 2727. The preliminary plat is for 2 non-residential lots and 2 open space lots. (Case No. PP-02-23)

Mr. Bogda presented the preliminary plat for the Kaufman ISD addition.

Councilmember Parker made a motion to approve the **Preliminary Plat of the Kaufman ISD Addition** as presented. The motion was seconded by Councilmember Phillips and passed 7/0.

17. Consider and take appropriate action on the **Final Plat of the Kaufman ISD Addition**, being 85.234 acres situated in the William Peters Survey, Abstract No. 407, and the Thomas Beedy Survey, Abstract No. 21, City of Kaufman, Kaufman County, Texas (Property ID 187223 & 51233), zoned A-O Agriculture-Open District and located on the north side of SH 243 and the west side of FM 2727. The final plat is for 2 non-residential lots, 2 open space lots, and right-of-way. (Case No. FP-03-23)

Mr. Bogda presented the final plat for the Kaufman ISD Addition.

Councilmember Aga made a motion to approve the Final Plat of the Kaufman ISD Addition with the 3 conditions outlined in the staff report. The motion was seconded by Councilmember Parker and passed 7/0.

18. Consider and take appropriate action on the **Preliminary Plat of Steve's Diesel Addition**, being a partial tract of land containing 15.0 acres (Property ID 190785), situated in the Charles Askins Survey, Abstract No. 2, City of Kaufman, Kaufman County, Texas, zoned Light Industrial ("LI") and generally located 3736 East Highway 175. The preliminary plat is for 2 non-residential lots. (Case No. PP-03-23)

Mr. Bogda presented the preliminary plat for the Steve's Diesel Addition. He outlined the purpose of the proposed preliminary plat and the zoning for the property.

Councilmember Borders made a motion to approve the **Preliminary Plat of Steve's Diesel Addition** as presented. The motion was seconded by Councilmember Parker and passed 7/0.

19. Consider and take appropriate action on the **Site Plan of Eleanor's Coffee Shop**, situated on 0.1920 acres out of the Kaufman Original, Block 19, City of Kaufman, Kaufman County, Texas, located at 303 W. Mulberry St. (Property ID 28506). The property is zoned Commercial (C) for retail uses. (Case No. SP-02-23)

Mr. Bogda presented the proposed site plan for Eleanor's Coffee Shop, which is located at 303 W. Mulberry St. He reviewed the renovation and business plan for the request. He outlined the various variances needed for this property.

Scott Roberts stated he was the architect for the project and the desire was to bring this 100-year-old building back to life.

Councilmember Aga made a motion to approve the **Site Plan of Eleanor's Coffee Shop** with the following variances:

1. Section 26.4.A.2 Minimum Lot Area - 10,000 sq. ft. required; providing 8,374 sq. ft.
2. Section 26.4.A.3 Minimum Lot Depth - 100 ft. required; providing 80.17 ft.
3. Section 26.4.B.2 Minimum Side Yard Adjacent to Street - 25 ft. required; providing 12.6 ft.
4. Section 26.4.B.3 Minimum Rear Yard - 20 ft. required; providing 9.8 ft.
5. Section 35.6.A.46 Parking - 10 spaces required; providing 6, with 2 of them at the rear of the property for employees only
6. Section 35.3.K.1 Escape Lane - 9'-wide escape lane required; providing none

7. Section 35.3.K.3 Off-Street Stacking - 6 stacking spaces required; providing 4 stacking spaces
8. Section 36 Landscape - requesting existing non-conforming landscaping to be modified by adding planters, nandinas, and hollies.

The motion was seconded by Councilmember Patterson and passed 7/0.

20. Consider and take appropriate action on Resolution R-10-23, a resolution of the City Council of the City of Kaufman, Texas, in support of the 2023 Blue Cross Blue Shield Texas Campaign Grant for a National Fitness Campaign Grant; and authorizing the Mayor or his designee to execute necessary documents.

Mr. Holder presented the proposed resolution for a grant for the installation of a fitness court. He reviewed the grant program, the grant and installation process, and the financial obligation.

Councilmember Gillenwater made a motion to approve Resolution R-10-23, in support of the 2023 Blue Cross Blue Shield Texas Campaign Grant for a National Fitness Campaign Grant; and authorizing the Mayor or his designee to execute the necessary documents. The motion was seconded by Councilmember Borders and passed 7/0.

21. Consider and take appropriate action on a letter of support for the replacement of Terrell State Hospital.

Councilmember Aga made a motion to approve the letter of support for the replacement of Terrell State Hospital. The motion was seconded by Councilmember Patterson and passed 7/0.

22. Consider and take appropriate action on a Memorandum of Understanding between the City of Kaufman and the Kaufman County Sheriff's Department for the use and payment of the Flock cameras located in the downtown City of Kaufman Square and the old Kaufman County Courthouse; and authorizing the Mayor or his designee to execute necessary documents.

Sergeant Leftwich outlined the purpose of the Memorandum of Understanding for the Flock Camera System. He explained to the Council the impact that the system has had on the community.

Councilmember Gillenwater made a motion to approve the Memorandum of Understanding with the Kaufman County Sheriff's Department. The motion was seconded by Councilmember Patterson and passed 7/0.

APPOINTMENT

23. Consider and take appropriate action on the appointment of three (3) members to the Parks and Recreation Board for a two (2) year term to expire March 2025 and four (4) members to the Parks and Recreation Board for a one (1) year term to expire March 2024.

Ms. Hanks reviewed the appointments for the Parks and Recreation Board. She informed the Council about the oversight of the term expirations and explained why the recommendation to stagger the appointments is necessary.

Mayor Jordan made a motion to appoint Robert Williams, Tori Hitzfeld, and Lori Gutierrez to the Parks and Recreation Board for a two (2) year term to expire in March 2025 and appoint Lester Camp, Jessica Bethurum, Shannon Prox, and Sergio Castaneda for a one (1) year term to expire

March 2024. The motion was seconded by Councilmember Phillips and passed 7/0.

24. Consider and take appropriate action on the appointment of three (3) members to the Keep Kaufman Beautiful Board for a two (2) year term to expire March 2025 and three (3) members to the Keep Kaufman Beautiful Board for a one (1) year term to expire March 2024.

Ms. Hanks reviewed the appointments for the Keep Kaufman Beautiful Board. She informed the Council about the oversight of term expirations and explained why the recommendation to stagger the appointments is necessary.

Mayor Jordan made a motion to appoint Fallon Way, Stacia Duggan, and Vanessa Hurst to the Keep Kaufman Beautiful Board for a two (2) year term to expire March 2025 and appoint Beth Ray, Emilee Martin, and ShannAn Jaisen to the Keep Kaufman Beautiful Board for a one (1) year term to expire March 2024. The motion was seconded by Councilmember Phillips and passed 7/0.

ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER

25. Receive an update and discussion regarding the following:
- a. Council Retreat- April 10 & 11 at 6 PM
 - b. Easter Event- April 1
 - c. Discussion Items Report (DIR)
 - d. STAR Transit Ridership Report- February 2023
 - e. Careflite Compliance Report- February 2023
 - f. Fire Department Monthly Report- February 2023
 - g. Police Department Monthly Report- February 2023
 - h. Development Services Monthly Report- February 2023
 - i. Monthly Calendars Attached

Mr. Holder gave the Council an update on the above-stated items.

ADJOURNMENT

There being no further business, Mayor Jordan adjourned the meeting at 7:58 PM.

ATTEST:

JEFF JORDAN
MAYOR

JESSIE HANKS
CITY SECRETARY

