

JULY 5, 2022

REGULAR TOWN COUNCIL MEETING OF THE TOWN OF ARGYLE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

MAYOR	BRYAN LIVINGSTON
MAYOR PRO TEM PLACE 5	RICK BRADFORD
COUNCIL MEMBER PLACE 1	GORDON BAETHGE
COUNCIL MEMBER PLACE 2	RONALD SCHMIDT
COUNCIL MEMBER PLACE 3	SHERRI MYERS
COUNCIL MEMBER PLACE 4	CYNTHIA HERMANN

TOWN ATTORNEY	BRENDA MCDONALD
TOWN ATTORNEY	MELISSA CRANFORD

INTERIM TOWN ADMIN./TOWN SECRETARY	ERIKA MCCOMIS
COMM. DEVELOPMENT DIRECTOR	NABILA NUR

CALL MEETING TO ORDER

Mayor Livingston called the regular meeting to order at 6:02 p.m.

OPEN FORUM

This is an opportunity for the public to address the Town Council on any matter, except public hearings.

Dr. Telena Wright addressed the Council regarding her council on behalf of AISD and the Stonecrest Construction project.

ITEMS OF COMMUNITY INTEREST

1. Planning and Zoning Commission Meeting, Town Hall, July 6 - 6 PM
Municipal Development District Regular Meeting, Town Hall, July 12 - 6 PM
Town Council Regular Meeting, Town Hall, July 18 - 6 PM

STAFF REPORT

(Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items of a future agenda for action.)

2. Stonecrest Construction Project *(Robert White, Public Works Director)*

3. Critical Incident Response Overview (*Emmitt Jackson, Police Chief*)
4. Active Development Review Committee Project List (*Nabila Nur, Director of Community Development*)
5. Sign Ordinance Review and Update Status (*Nabila Nur, Director of Community Development*)
6. Maintenance of Right-of-Way (*Nabila Nur, Director of Community Development*)
7. Staffing in Community Development Update (*Nabila Nur, Director of Community Development*)

WORKSHOP ITEMS

(Workshop items are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items on a future agenda for action.)

8. Code Enforcement Discussion

Ms. Nur briefed Council on the current staffing level within the code enforcement division.

9. Discuss Town Board and Commission vacancies and availability of council to conduct interviews.

Council discussed the current openings and how to proceed moving forward. Council decided that Councilmember Schmidt will review the Financial Oversight Committee applicants and Councilmember Hermann will review the Municipal Development District applicants with both bringing back their recommendations to the Council at the July 18 council meeting. Councilmember Myers stated she would like to see those that are interested in multiple boards brought before the council as a whole.

CONSENT AGENDA

Any Council member may request an item on the Consent Agenda to be taken up for individual consideration.

10. Consider approval of the May 31, 2022 Special Town Council meeting minutes as recorded.
11. Consider approval of the June 6, 2022 Regular Town Council meeting minutes as recorded.
12. Consider approval of the June 20, 2022 Regular Town Council meeting minutes as recorded.

13. Consider approval of Resolution 2022-21 authorizing the Mayor to enter into an Interlocal Cooperation Agreement for Shared Governance Communications and Dispatch Services System with Denton County.
14. Consider approval of a Professional Services Agreement with Troy Norton for acting as the On-Site Sewage Facility (OSSF) Designated Representative for the Town of Argyle and authorizing the Mayor to execute the same on behalf of the Town.
15. Consider approval of a Professional Services Agreement with Go Virtual CFO, a division of Eight 20 Consulting, relating to financial management support and authorizing the Interim Town Administrator to execute the same on behalf of the Town.

ACTION: Items 10 – 15**APPROVED**

Councilmember Myers moved to approve the consent agenda as presented. Councilmember Hermann seconded the motion. The motion passed 5-0.

ACTION ITEMS

16. Consider and take appropriate action to amend Chapter 3, Building Regulations, Article 3.02, Registration License and Permit Requirements, and to add Article 3.17, Construction Site Maintenance to the Town of Argyle Code of Ordinances.

Mayor Livingston requested amendments to 3.17.001 to “container with a cover that closes with a latch or other device that keeps the cover closed” along with a stipulation that “containers may be shared between not more than two lots for the same contractor.”

ACTION: Item 16**APPROVED**

Councilmember Hermann moved to approve the amendment of Chapter 3, Building Regulations to add Article 3.17, Construction Site Maintenance with the discussed changes. Mayor Pro Tem Bradford seconded the motion. The motion passed 5-0.

17. Discuss and consider authorizing the funding for police overtime to fund extra patrol of Stonecrest Road during the construction project for safety purposes.

Chief Jackson informed Council the proposed overtime is at the direction and request of the council and is set in four-hour blocks from 11:00 a.m. to 3:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. and 5:00 p.m. to 9:00 p.m. on Saturday and Sunday.

ACTION: Item 17**APPROVED**

Councilmember Schmidt moved to approve the allowance of funds to provide for overtime to fund extra patrol of Stonecrest Road Construction to be brought back to council and reconsidered on August 1st. Councilmember Myers seconded the

motion. The motion passed 5-0.

18. Discuss and consider Ordinance 2022-12 approving the closure of Stonecrest Road from FM 407 South to Winchester Pass during the road construction project.

Mayor Livingston advised the ordinance is being considered as a suggestion to assist with less traffic and hazards on Stonecrest during the construction. The closure would include signage that states "road closed to through traffic." Councilmember Hermann suggested that the item be tabled and reconsidered during the August 1st council meeting after Chief Jackson provides an update on the officer's continued presence to see if it helped with the traffic issues in the area.

ACTION: Item 18

TABLED

Councilmember Hermann moved to table the item until the August 1st council meeting. Councilmember Schmidt seconded the motion. The motion passed 5-0.

19. Consider and take necessary action to request proposals for a Human Resources consultant to perform a strategic assessment of human resource needs for the Town and provide ongoing consultation to the Town.

Interim Town Administrator McComis advised Council she was asked by the Town Attorney to look into an HR consultant to assist with issues related to employee evaluations and any other that we felt it necessary to address at the moment. Upon meeting with CPS HR staff determined there were three areas of focus to work on at this time reviewing and updating our current employee manual, establishing an effective employee performance evaluation process, and looking at employee morale, inclusion, and awareness. The work with CPS HR will be an ongoing process as they meet with staff and provide feedback to the council and staff.

ACTION: Item 19

APPROVED

Councilmember Hermann moved to retain CPS HR in an initial amount not to exceed \$10,000. Councilmember Myers seconded the motion. The motion passed 5-0.

20. Discussion and possible action on the repair and maintenance of town hall including contracts, supervision, management, and oversight of the project.

Council and staff discussed issues and the steps that have been taken over the past few years of studies, repairs, and maintenance conducted at the parsonage and town hall. Council advised the facilities will need an overall inspection to be done before decisions can be made on how to move forward. Council also recognized that a decision would need to be made on how to proceed with the police department and that would be contingent on how the Town should proceed with the parsonage and town hall.

ACTION: Item 20

NO ACTION TAKEN

21. Discuss and take necessary action regarding the job description for Town Administrator.

Councilmember Hermann informed the council that she worked with Town Attorney Cranford on the job description to ensure that it matched the current town ordinance. Councilmember Schmidt asked that item 11 be changed to state “responsibility and authority”; qualifications be changed from required to preferred. Mayor Pro Tem Bradford asked that item 12 state that the evaluations be done “at least” on an annual basis. Council would like an item added to state the Town Administrator is responsible for ensuring Town Facilities and Assets are adequately maintained.

ACTION: Item 21

APPROVED

Mayor Pro Tem Bradford moved to approve the Town Administrator job description with the changes discussed. Councilmember Schmidt seconded the motion. The motion passed 5-0.

22. Discuss and consider possible action on:

- a. Job description of Interim Town Administrator/Town Secretary
- b. Future duties and responsibilities of Richard Olson
- c. Duties and responsibilities of the Town Mayor

At 9:24 p.m., the Town Council adjourned into executive session pursuant to Texas Government Code, Annotated, Chapter 551.071: Consultation with Town Attorney to discuss agenda item 22b.

In accordance with Texas Government Code, Section 551, the Town Council reconvened into open session at 10:07 p.m. and took no action on matters discussed in Executive Session.

ACTION: Item 22

NO ACTION TAKEN

EXECUTIVE SESSION

At 10:17 p.m., the Town Council adjourned into executive session pursuant to Texas Government Code, Annotated, Chapter 551, Subchapter D to discuss the following:

Consultation with Attorney

§551.071(1),(2): Consultation with attorney regarding pending or anticipated litigation, or a settlement offer; or 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:

23. Reimbursement Request and Claim from former Town Secretary Laura Calcote

RECONVENE INTO OPEN SESSION

In accordance with Texas Government Code, Section 551, the Town Council will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session.

At 11:27 p.m., the Town Council reconvened into open session.

No action taken.

RECEIVE REQUESTS FROM COUNCIL MEMBERS/STAFF FOR ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA

Councilmember Schmidt would like staff to explore the possibility of leasing out the parsonage as is.

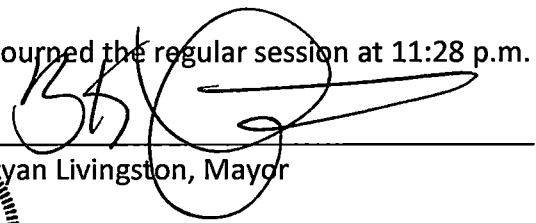
Councilmember Schmidt would like to see an impact study on an increase to the over 65/disabled property tax exemption for the upcoming fiscal year.

ADJOURN

There being no further business, Mayor Livingston adjourned the regular session at 11:28 p.m.


Erika McComis, Town Secretary




Bryan Livingston, Mayor