

MINUTES
CITY OF MELISSA CITY COUNCIL
WORK SESSION
August 23, 2022
5:15 p.m.

A. Call to order

Mayor Northcut called the meeting to order at 5:15 p.m.

B. Roll Call

Mayor Jay Northcut, Mayor Pro Tem Craig Ackerman, Joseph Armstrong, Jennifer Clark, Dana Conklin, Sean Lehr, and Chad Taylor were present.

C. Public Comments

There were no public comments.

D. Discussion regarding Agenda Logistics

City Manager, Jason Little, discussed with Council Consent Agenda items versus Regular Agenda items.

E. Update on upcoming development proposals

City Manager, Jason Little, updated Council on development items to be on future agendas.

F. Discussion regarding any items on the Regular Agenda

Director of Development and Neighborhood Services, Tyler Brewer, updated Council on upcoming development items on the Regular Agenda.

Finance Director, Gail Dansby, presented Council with upcoming budget items including setting the dates for public hearings and selecting an auditor.

G. Discussion regarding any future agenda items

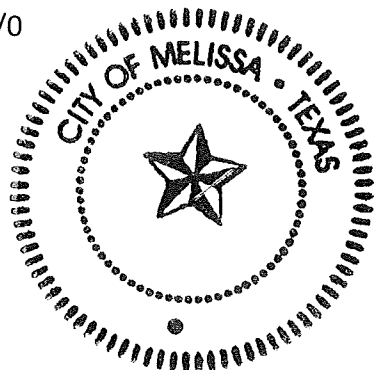
Council members selected September 6, 2022 as a potential meeting date to discuss Downtown Overlay District Public Infrastructure.


H. Adjourn

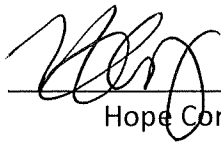
Motion was made by Chad Taylor and seconded by Jennifer Clark to adjourn at 5:57 p.m.

Vote: 7/0/0

ATTEST:




Jay Northcut, Mayor



Hope Cory, City Secretary

MINUTES
CITY OF MELISSA CITY COUNCIL
REGULAR MEETING
August 23, 2022
6:00 p.m.

1. CALL TO ORDER AND ROLL CALL

Mayor Northcut called the meeting to order at 6:01 p.m.

Mayor Jay Northcut, Mayor Pro Tem Craig Ackerman, Joseph Armstrong, Jennifer Clark, Dana Conklin, Sean Lehr, and Chad Taylor were present.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Craig Ackerman gave the invocation.

3. PUBLIC COMMENTS – AGENDA ITEMS

There were no public comments.

4. CONSENT AGENDA

A. Consider and act upon the minutes from the August 9, 2022 Work Session and Regular Meeting.

Council Action

Motion was made by Craig Ackerman and seconded by Dana Conklin to approve Item 4A as noted on the Consent Agenda.

Vote: 7/0/0

5. REGULAR AGENDA

**A. Conduct a public hearing to hear concerns for or against a proposed voluntary annexation by the City of Melissa of the area of land consisting of 17.251± acres, situated in the S.M. Pulliam Survey, Abstract No. 706, Collin County, Texas.
Applicant: Sharon Kay Prince**

Motion was made by Chad Taylor and seconded by Joseph Armstrong to open the public hearing at 6:04 p.m.

Vote: 7/0/0

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that approximately 17.251± would be annexed into the City. Staff recommends approval of the Ordinance.

Motion was made by Joseph Armstrong and seconded by Jennifer Clark to close the public hearing at 6:05 p.m.

Vote: 7/0/0

- B. Consider and act upon an Ordinance annexing, on application of the landowner, an area of land consisting of 17.251± acres, situated in the S.M. Pulliam Survey, Abstract No. 706, Collin County, Texas.
Applicant: Sharon Kay Prince**

Council Action

Motion was made by Chad Taylor and seconded by Jennifer Clark to approve an Ordinance annexing, on application of the landowner, an area of land consisting of 17.251± acres, situated in the S.M. Pulliam Survey, Abstract No. 706, Collin County, Texas as noted.

Vote: 7/0/0

- C. Conduct a public hearing to hear concerns for or against a proposed voluntary annexation by the City of Melissa of the area of land consisting of 20.151± acres, situated in the J. Emberson Survey, Abstract No. 294, Collin County, Texas.
Applicant: Grand Royal Melissa, LLC**

Motion was made by Jennifer Clark and seconded by Dana Conklin to open the public hearing at 6:06 p.m.

Vote: 7/0/0

Skye Thibodeaux, representing the property owner, requested a postponement of annexation. Mr. Thibodeaux stated that he reached out to management of The Quarry at Stoneridge and did not get much feedback. Letters were sent to ~120 homeowners of The Quarry inviting them to a virtual meeting to show them project details and receive feedback.

Motion was made by Jennifer Clark and seconded by Dana Conklin to close the public hearing at 6:08 p.m.

Vote: 7/0/0

- D. Consider and act upon an Ordinance annexing, on application of the landowner, an area of land consisting of 20.151± acres, situated in the J. Emberson Survey, Abstract No. 294, Collin County, Texas.**

Applicant: Grand Royal Melissa, LLC

Chad Taylor stated that there is much work that goes into annexation and being a good neighbor is appreciated.

Motion was made by Chad Taylor and seconded by Jennifer Clark to approve an Ordinance annexing, on application of the landowner, an area of land consisting of 20.151± acres, situated in the J. Emberson Survey, Abstract No. 294, Collin County, Texas as noted.

Vote: 7/0/0

- E. Conduct a public hearing to hear concerns for or against a proposed voluntary annexation by the City of Melissa of the area of land consisting of 11.149± acres, situated in the David E.W. Babb Survey, Abstract No. 33, Collin County, Texas.**

Applicant: Tynas Texas, LP

Motion was made by Jennifer Clark and seconded by Dana Conklin to open the public hearing at 6:10 p.m.

Vote: 7/0/0

Director of Development and Neighborhood Services, Tyler Brewer, addressed items 5E-5H stating that at the August 9, 2022 meeting Council voted to enter into an annexation agreement wherein the current landowner agreed to annex into the City. Items 5E and 5F are the annexation items and Items 5G and 5H are the zoning items regarding this property.

Motion was made by Joseph Armstrong and seconded by Chad Taylor to close the public hearing at 6:12 p.m.

Vote: 7/0/0

- F. Consider and act upon an Ordinance annexing, on application of the landowner, an area of land consisting of 11.149± acres, situated in the David E.W. Babb Survey, Abstract No. 33, Collin County, Texas.**

Applicant: Tynas Texas, LP

Council Action

Motion was made by Jennifer Clark and seconded by Dana Conklin to approve an Ordinance annexing, on application of the landowner, an area of land consisting of 11.149± acres, situated in the David E.W. Babb Survey, Abstract No. 33, Collin County, Texas as noted.

Vote: 7/0/0

- G. Conduct a public hearing to hear concerns for or against a request for a rezone from Agricultural District (“A”) to Planned Development District (“PD”) on 11.149± acres situated in the David E.W. Babb Survey, Abstract No. 33, City of Melissa, Collin County, Texas and generally located on the west side of McKinney Street approximately 845 feet to the northeast of the intersection of McKinney Street and Pennsylvania Ave, City of Melissa, Collin County, Texas.**

Applicant: Legacy/Collier Residential, LLC

Motion was made by Jennifer Clark and seconded by Chad Taylor to open the public hearing at 6:13 p.m.

Vote: 7/0/0

Matt Brendel, representing Legacy Partners, stated that no changes in the development standard have been made.

Motion was made by Craig Ackerman and seconded by Chad Taylor to close the public hearing at 6:14 p.m.

Vote: 7/0/0

- H. Consider and act upon an Ordinance amending Melissa’s Zoning Ordinance, Ordinance No. 92-08, as amended, to rezone a tract of land, consisting of 11.149± acres, situated in the David E.W. Babb Survey, Abstract No. 33, in the City of Melissa, Collin County, Texas, heretofore zoned Agricultural District (A); providing that the tract is rezoned and placed in the Planned Development District/Multi-family Residential (PD/MF) Zoning Classification, as recommended by the Planning and Zoning Commission.**

Applicant: Legacy/Collier Residential, LLC

Council Action

A recommendation was made by Joseph Armstrong to approve an Ordinance amending Melissa’s Zoning Ordinance as noted.

Mr. Armstrong amended his recommendation to read as a motion.
The motion was seconded by Sean Lehr.

Vote: 7/0/0

- I. **Consider and act upon the Melissa 57 Final Engineering Site Plan, consisting of 20.26± acres of land situated in the J. Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the southwest corner of US75 and Melissa Rd, City of Melissa, Collin County, Texas, as recommended by the Planning and Zoning Commission.**

Applicant: KFM Engineering

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that the Final Engineering Site Plan fully complies with the Code of Ordinances and Zoning. The Planning and Zoning Commission and Staff both recommended approval.

Council Action

Motion was made by Craig Ackerman and seconded by Jennifer Clark to approve the Melissa 57 Final Engineering Site Plan as noted.

7/0/0

- J. **Consider and act upon the Christopher Todd Communities at Stoneridge Final Engineering Site Plan, consisting of 20.04± acres of land situated in the J. Emberson Survey, Abstract No. 294, City of Melissa, Collin County, Texas and generally located at the northeast corner of Melissa Rd and Telephone Rd, City of Melissa, Collin County, Texas, as recommended by the Planning and Zoning Commission.**

Applicant: Taylor Morrison

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that this single-family for-rent community Final Engineering Site Plan complies with Zoning and Subdivision regulations. The Planning and Zoning Commission and Staff both recommended approval.

Council Action

Motion was made by Chad Taylor and seconded by Joseph Armstrong to approve the Christopher Todd Communities at Stoneridge Final Engineering Site Plan as noted.

7/0/0

- K. Consider and act upon the Raymundo Addition Final Plat, consisting of 2.469± acres of land situated in the William Sanders Survey, Abstract No. 867, City of Melissa, Collin County, Texas and generally located at 3110 E. Melissa Rd, City of Melissa, Collin County, Texas, as recommended by the Planning and Zoning Commission.
Applicant: Bruce Geer**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that this landowner is seeking to subdivide the tract of land to build two houses: one for himself and one for his father. The Planning and Zoning Commission and Staff both recommended approval.

Council Action

Motion was made by Craig Ackerman and seconded by Sean Lehr to approve the Raymundo Addition Final Plat as noted.

7/0/0

- L. Consider and act upon a Resolution calling a public hearing on September 13, 2022 at 6 p.m., for the discussion of the proposed 2022 Tax Rate for the City of Melissa, Texas.**

Finance Director, Gail Dansby, addressed items 5L-P. All items are budget and tax related for the Fiscal Year 2022-2023.

Council Action

Motion was made by Craig Ackerman and seconded by Joseph Armstrong to approve a Resolution calling a public hearing on September 13, 2022 at 6 p.m., for the discussion of the proposed 2022 Tax Rate for the City of Melissa, Texas as noted.

7/0/0

- M. Consider and act upon a Resolution calling a public hearing on September 13, 2022 at 6 p.m., for the discussion of the proposed FY 2022-2023 Budget for the City of Melissa, Texas.**

Council Action

Motion was made by Craig Ackerman and seconded by Dana Conklin to approve a Resolution calling a public hearing on September 13, 2022 at 6 p.m., for the discussion of the proposed FY 2022-2023 Budget for the City of Melissa, Texas as noted.

7/0/0

- N. Consider and act upon a Resolution accepting the 2022 appraisal roll as certified by the Collin County Appraisal Review Board and accepting the certification of anticipated collection rate and excess collection.**

Council Action

Motion was made by Craig Ackerman and seconded by Jennifer Clark to approve a Resolution accepting the 2022 appraisal roll as certified by the Collin County Appraisal Review Board and accepting the certification of anticipated collection rate and excess collection as noted.

7/0/0

- O. Consider and act upon a Resolution accepting the 2022 No-New-Revenue Tax Rate and Voter-Approval Tax Rate.**

Council Action

Motion was made by Jennifer Clark and seconded by Dana Conklin to approve a Resolution accepting the 2022 No-New-Revenue Tax Rate and Voter-Approval Tax Rate as noted.

7/0/0

- P. Discuss Proposed 2022 Tax Rate and take a Record Vote.**

Dana Conklin asked Gail Dansby to restate the voter approval rate.

Mrs. Dansby stated that it is \$0.456168.

Council Action

JENNIFER CLARK	<u> X </u>	FOR	_____	AGAINST	_____	PRESENT and not voting
CHAD TAYLOR	<u> X </u>	FOR	_____	AGAINST	_____	PRESENT and not voting
DANA CONKLIN	<u> X </u>	FOR	_____	AGAINST	_____	PRESENT and not voting
CRAIG ACKERMAN	<u> X </u>	FOR	_____	AGAINST	_____	PRESENT and not voting
JOSEPH ARMSTRONG	<u> X </u>	FOR	_____	AGAINST	_____	PRESENT and not voting
SEAN LEHR	<u> X </u>	FOR	_____	AGAINST	_____	PRESENT and not voting
JAY NORTHCUT	<u> X </u>	FOR	_____	AGAINST	_____	PRESENT and not voting

- Q. Consider and act upon adopting a Resolution authorizing the City Manager to execute the Letter of Engagement for Auditing Services Between the City of Melissa and Pattillo, Brown & Hill, LLC.**

Finance Director, Gail Dansby, addressed Council stating that per the City Charter Section 7.17 the City can have no more than five consecutive years of an annual audit

with the same firm. City Staff began the process of Request for Qualifications (RFQ) for auditing services on July 1, 2022. Staff received two submissions and each one of those were reviewed by the selection committee. The selection committee recommends Pattillo, Brown & Hill, LLC out of Waco, Texas.

Dana Conklin asked if this agreement would be for a five-year period or one-year.

Mrs. Dansby stated that it would be for a one-year period with renewal opportunities for up to four additional years.

Council Action

Motion was made by Joseph Armstrong and seconded by Sean Lehr to adopt a Resolution authorizing the City Manager to execute the Letter of Engagement for Auditing Services Between the City of Melissa and Pattillo, Brown & Hill, LLC.as noted.

7/0/0

- R. Consider and act upon a Resolution authorizing the City Manager to execute and record all documents necessary to abandon the City's interests in a dedicated alley easement shown in a plat of the McClain Addition, an addition to the City of Melissa, Collin County, Texas.**

Director of Development and Neighborhood Services, Tyler Brewer, addressed Council stating that at the intersection of Highland Rd. and SH 5 is a group of properties that have an alley easement that runs between the two lines of properties. Staff recommends approval of this Resolution.

Council Action

Motion was made by Chad Taylor and seconded by Sean Lehr to adopt a Resolution authorizing the City Manager to execute and record all documents necessary to abandon the City's interests in a dedicated alley easement as noted.

7/0/0

- S. Consider all matters incident and related to the Greater Texoma Utility Authority Contract Revenue Bonds, Series 2022 (Collin/Grayson Water Transmission Project), including the adoption of an ordinance approving the execution of a Contract of Indemnification in connection therewith**

City Manager, Jason Little, addressed Council stating that this item deals with the expansion of the City's potable water supply at the Bloomdale Pump Station on SH 5. This pump station services Melissa, Anna, Van Alstyne, and Howe and was built in the

early 2000s and is in need of repairs and replacements. The Contract of Indemnification states that if the funds are not closed on by December 8, 2022, the penalty will be for each of the four cities will equally share the penalty provision. Staff recommends approval of the Indemnification to allow the process to take place.

Council Action

A recommendation was made by Dana Conklin to approve an ordinance approving and authorizing the execution and delivery of a Contract of Indemnification with the Greater Texoma Utility Authority in connection with the issuance of Contract Revenue Bonds on behalf of the City and resolving other matters incident and related to the execution and delivery of such contract.

Mrs. Conklin amended her recommendation to read as a motion.
The motion seconded by Jennifer Clark.

Vote: 7/0/0

6. PUBLIC COMMENTS – NON-AGENDA ITEMS

There were no additional public comments.

7. COUNCIL DISCUSSION


There was no Council discussion.

6. ADJOURN

A motion was made by Chad Taylor and seconded by Jennifer Clark to adjourn the meeting.

Vote: 7/0/0

Mayor Northcut adjourned the meeting at 6:34 p.m.



JAY NORTHCUT, Mayor

ATTEST:



HOPE CORY, City Secretary

