

January 23, 2016

The Bastrop City Council met in a Special Workshop/Retreat Session on Saturday, January 23, 2011 at 9:00 a.m., at the Baron Ballroom Rooms E & F, Hyatt Regency Lost Pines Resort and Spa, 575 Hyatt Lost Pines Road, Lost Pines, Texas 78612. Members present were Mayor Ken Kesselus, Mayor Pro Tem DeLaRosa and Council Members Kay Garcia McAnally, Dock Jackson Kelly Gilleland and Gary Schiff.

1. CALL TO ORDER

At 9:01 a.m., Mayor Kesselus called the meeting to order with all members present.

2. WORKSHOP SESSION – The Bastrop City Council convened into a special workshop/retreat session to discuss the following:

B. Ground Rules for Meetings – Katherine Ray

Ms. Ray laid out the ground rules for discussions. Ms. Ray asked the Council to be mindful of their emotions and breathing, she stated that the goal is to be a team not just a group. The Mayor opened the floor to the Council Members for their comments. The Council Members shared their views on how they would like to see the meetings conducted. The following points were made:

- Mayor take control over the decorum. If things get out of control the Mayor should use his gavel more.
- Remarks come through the Mayor, if a Council Member would like to speak to another Council Member permission to do so should come from the Mayor.
- Mayor take leadership and decorum, control citizen comments being used to slander individuals.
- Council Members are allowed to request a point of contact.
- Motions should be stated prior to a vote for clarification. (The City Manager agreed to keep track of the discussion and motion and before the vote is taken he will repeat the motion and have it on an overhead for viewing.)
- Sample motions written out prior to the meeting. The choices for the motion should be written out. (The City Manager informed Council that the agenda cover sheet has been amended to have staff list the proposed motion.)
- More information in the agenda packet.
- Council study the agenda packet prior to the meeting.
- Meetings should be more focused, stay on task rather than steering away from the subject matter.
- A white board was suggested in order to list the pros and cons and mark them off the list. List the decisions allowed and what will happen if the item is approved or what will happen if the item is not approved and what the choices are.
- Having item being discussed and the language of the item showing on the screen. (The IT director stated this is not possible at this time.)

A new process was introduced at the retreat by the Mayor, the Mayor Pro Tem will be seated next to the Mayor at each meeting and they will each keep track of the speaking order for the Council.

The City Manager agreed to keep track of the motions and to repeat the motion prior to the vote being taken. Mike informed the Council that he had amended the agenda cover sheet

by adding a place for the requestor of an item to be placed on the agenda to state the proposed motion. Council requested more backup information in the agenda packet.

The Mayor suggested having the Mayor, City Manager, Council Member Jackson and the City Secretary to get together and go over the suggestions that were made and bring them back to Council in February.

A. Baron de Bastrop Video – Stan Ginsel and BEDC

A video explaining the history of the Baron de Bastrop was shown.

C. Council Meetings

D. City Manager Reports and Questions:

- **Water**

Based upon the aggressive O&M of the wells gallons have been increased.

- **Wastewater**

The Administrative Judge O'Malley ruled that the City permit be heard on March 23rd through 25th. A recap of a discussion from December regarding infrastructure improvements to the water system composed of two major components: 1) putting an elevated tank on the west side of Bastrop on the small tract of land obtained from TXDOT 2) sewer study, it should be delivered to Council within a month.

- **Traffic**The 71 and 95 overpass is will be starting in March. The contractor for Tahitian was also awarded this contract. TXDOT representative will be at January 26th Council mtg.

- **Comprehensive plan**

The consultant's team is completing Chapter 4 Housing and Neighborhoods, work has been initiated on Chapter 5 Land Use and Urban Design. Second round of public engagement of the comprehensive plan is beginning and the sidewalk is the public engagement tool. (Mayor stated a couple of meetings on Comprehensive schedule has been missed does that put the committee behind. The Mayor suggested creating a revised schedule at the next meeting.)

- **Priorities for City Manager and staff**

2016 will be a challenging year, there are limited resources.

- **Issues related to the North Area of Town**

Farm Based Task Force met on January 7, 2016 and had an in-depth discussion on what appears to be a lack of planning in this area. It was agreed that inventory of the infrastructure would be done.

- **City Manager's contract**

Draft amended employment contract will be presented to Council at the January 26, 2016 meeting.

- **Staff restructuring**

First phase has been completed by creating the position of the Director of Public Safety and hiring a Fire Chief and placing the Fire Chief under the Director of Public Safety. Phase II will be implemented in March. The number of departments that will be reorganized will depend on the decision made by Council regarding the creation of the DMO. (The Mayor instructed the City Manager to move ahead with his plans in developing something for Council to look at if it takes Council too long. The Mayor stated that this is to move towards alleviating the City Manager of some of his workload.)

- **Volume of Open Meeting and Open Records Requests**

In FY2015 there was an increase in the number of open records requests. This takes a lot of resources from the City to work on the requests.

- **Police Department**

The Police Department is fully staffed at this time. The TXDOT over pass has put an added burden on the department by having to respond to traffic issues along Highway 71. (Council Member Schiff asked if the Police Department structure has been looked at relative to what other cities comparable in size to our City has regarding patrolman, investigators, supervisors, etc. the organizational structure. The City Manager stated that when Chief Adcock came on board that was one of the first things he did. The Chief stated that the department is in line with other cities its size. Chief Adcock stated they are in line where it needs to be regarding staffing. Council Member Schiff asked about the ratio of police officers to investigators. Chief stated there are three investigators and 22 officers and they are working on a recognition program which if awarded means the department is adhering to every part of the law. The Mayor Pro Tem asked the Chief to address the traffic congestion on S.H. 71 causes the City patrol units to spend more time than usual on vehicular traffic issues. The Chief stated that the accidents have increased since the start of the overpass construction. The Mayor Pro Tem asked the Chief if the City of Bastrop PD is the lead to work an accident from Tahitian village to 969. The Chief stated yes and the State Troopers are on the border and the Troopers would not work an accident inside the City limits even if it is on the highway. Council Member Schiff asked if there were any measures that TXDOT should be taking to make it safer and what is the Chief's opinion of what is causing most of the accidents. The Chief stated that most of it is due to the drivers and most of the accidents are outside the construction zone.)

- **The Y contract**

- The City Manager has a meeting scheduled with the Y for January 27, 2016. The BEDC board voting to move ahead with the consideration of funding for the Y of 700,000 over a twenty year term. The agreement between the BEDC and the Y will be solely a funding mechanism. The City Manager stated that designing must start in March to have ready by September 30, 2017. The City Manager stated that the way this project will be funded for the City is called a Capitol Lease and what that means is that Council will need to make an annual appropriation towards this project for the next twenty years.

- **Ally D and Main Street project**

There will be further discussion with Council as to what should be done with Ally D and Main Street.

- **Other outstanding issues and projects**

This was something that was discussed in July. There was a lot of time looking at the debt schedule and the debt started to decline. Various options of programs were discussed that Council asked to be addressed and option 4 seems to be the direction that was being leaned toward.

Mayor Kesselus recessed the workshop at 10:39 a.m.

Mayor Kesselus called the Meeting back to order at 10:51 a.m.

Katherine Ray conducted a team building exercise.

E. Prioritized Items

Council discussed their thoughts and concerns regarding the following items. Council took action on items E.iii and E.v below.

i. Bond:

- **Fire station;**
- **Street improvements;**
- **Infrastructure improvement need for infill development;**
- **Indebtedness; and**
- **Other**

Discussion was held.

ii. Possible extension/revision of the Bastrop Marketing Corporation

Discussion was held and action was taken below.

- The Hyatt would like to not have a hard date as to when the agreement ends, they would like at least a 90 day notice. However the agreement will not go past September.

Mayor Kesselus recessed the workshop at 12:12 p.m.

Mayor Kesselus convened the special called meeting at 12:13 p.m.

ACTION

ii. Possible extension/revision of the Bastrop Marketing Corporation

Council Member Jackson made the motion to authorize the City Manager to take deal points of modification to the current contract and work on a new contract which include items 1 through 9 to the Hyatt and work out the details with a 90 day notice of agreement termination, seconded by Council Member Schiff. The motion passed on a vote of 5-0.

Mayor Kesselus recessed the special called meeting at 12:17 p.m.

Mayor Kesselus reconvened the workshop at 12:18 p.m.

iii. Consideration of creating a Destination Marketing Organization

Discussion was held and action was taken below.

Mayor Kesselus recessed the workshop for lunch at 12:44 p.m.

Mayor Kesselus convened the special called meeting at 12:45 p.m.

ACTION

iii. Consideration of creating a Destination Marketing Organization

Council Member McAnally made the motion for the concept of creating a DMO formulating the process and structure for the DMO to become active as soon as possible, seconded by Council Member Gilleland. The motion passed on a vote of 5-0.

Mayor Kesselus recessed the special called meeting at 12:53 p.m.

Mayor Kesselus reconvened the workshop at 12:54 p.m.

iv. Annexation issues

Discussion was held.

v. City legal fees and consideration of hiring an in-house attorney

Discussion was held.

- Direction was given to the City Manager to observe all legal expenses.
- Suggestion was given to settle lawsuits without a legal process as much as possible.

- Direction was given to the City Manager to provide Council with a breakdown of the type of billings.
 - Direction was given to the City Secretary to place this item on the February 9, 2016 Council agenda.
- vi. Quality of Life issues**
Discussion was held.
- vii. Consideration of issues regarding boards and commissions (other than diversity)**
Discussion was held.
- viii. Open Meetings Act and who gets to say what at Council meetings; roles & Responsibilities of City Council and Mayor (review charter?)**
Discussion was held.
- Suggestion was given to have time limits on agenda items.
 - City Manager was instructed to look into a clock/buzzer timer for timing speakers.
 - Suggestion was given to Council Member Gilleland to write up an agenda item to change rules for the citizen comment section of the agenda.
 - The City Secretary was instructed to place the citizen comment agenda item on the February 9, 2016 agenda.
- ix. Applications of rules for new projects and questions of whether we need to change any rules**
Discussion was held.
- x. Diversity on Boards, Commissions, Committees, and Task Forces**
Discussion was held.
- xi. Team work between city council and staff**
Discussion was held.
- Direction was given to the City Manager to poll the staff anonymously to find out what their thoughts are on how Council could be more supportive in helping them get their job done and what things Council does that lack support.

The City Manager will have Ms. Ray send out the spreadsheet from last year to Council and have Council rank the items and the City Manager will bring to Council.

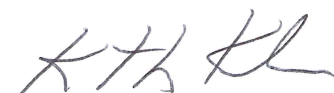
The Mayor and the City Manager will write a joint letter from the Council to the board chairs and staff liaison for the boards to inform them that the Council is eager for them to be not reactive but proactive.

The Bastrop City Council reconvened into open session to discuss, consider and/or take any actions necessary related to the executive session noted herein or other related workshop items.

NO ACTION TAKEN.

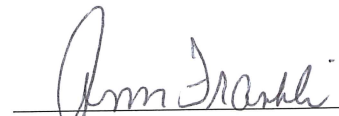
At 2:55 p.m., Council Member Schiff moved to adjourn, seconded by Mayor Pro Tem DeLaRosa. The motion carried unanimously.

APPROVED:



Ken Kesselus, Mayor

ATTEST:



Ann Franklin, City Secretary