

Minutes
Board of Mayor and Commissioners
Regular Meeting
March 6th, 2023

The Cedar Hill Board of Mayor and Commissioners met in regular session at the Clubhouse building at 6:00pm

Mayor Edwards, Vice Mayor Pettus, Commissioner Traugher, City Manager Breeding and City Recorder Betty Richards were all in attendance.

We held our March 2023 meeting of Cedar Hill City Commission Meeting of Mayor and Commissioners tonight at 6pm at the Club House. We had several folks from the community in attendance.

Mayor Edwards called the meeting to order.

Roll call (City Manager, Mayor, Vice Mayor and Commissioner were all present)

Mayor Edwards opened the meeting up in prayer.

Mayor Edwards asked if the board had reviewed the previous Minutes from the February 06th 2023. And then made a motion that minutes be approved, seconded by Commissioner Traugher. Minutes were approved 3-0.

Mayor Edwards discussed a number of topics in his communications. He discussed the current operations of the city, progress being made by City Manager Breeding and introduced Betty Richards as the City Recorder. Mayor Edwards pointed out that the city was now fully staffed.

He also mentioned the recent meeting he had with the Economic Development Staff in which they discussed the community and also discussed potentially doing a Cedar Hill stop for the 2023 Experience Robertson County in which visitors could explore the museum and also shop a special Saturday Market of local vendors. He added that there was no charge to the City for participation and a potential date of September 9th was discussed.

Next, Mayor Edwards advised that all staff and elected officials now have city email addresses and that a website was being finalized which will feature rental information, minutes, charter and MTAs links, bios on activities in the city and more. He also mentioned that the Farmers Market would be kicking off in April.

Mayor Edwards then turned the floor over to City Manager Breeding, who communicated that the city was doing well with its Budget and explained the Budget and the actual status. He explained and provided insight on the budget and where we're heading.

City Manager Breeding gave the board an update on the Tornado Siren Grant Status and explained that

there is still a number of things that we have got to have completed such as environmental study on where the siren pole will be, quotes on install, etc. He pointed out that it was hopeful that the siren could be completed by tornado season, but given the hoops left to hop through, that timeframe is unfortunately not realistic at this time but that he's working through the process.

He also updated the board on the progress of having the lien removed from a house that had reached five years after completion of the Home Grant work done to their house and that the lien will be taken care of and hopefully released in a few weeks.

He then detailed about his and the City Recorders' meeting with the auditor, in which they learned more about the financial operations of the city, protocols and processes that needed to be followed. They also worked on how to better lay out the budget and ensure that we're setting ourselves up for success and with yearly audits.

City Manager Breeding also discussed our recent meeting with our insurance company to review the policy and make updates and changes. He explained that one example was increasing the coverage of items that may be lost inside of facilities and that it's important to ensure that not only would our insurance help replace a structure but also help replace the equally important items inside of them.

City Manager Breeding concluded his communications by updating us on potential partnerships that may be available as we work through issuing building permits in the short term while going through the required steps of forming a Planning Commission, etc. He explained that we don't want to have to tell a builder that it will have to be several months before they can start building a house.

No comments from Commissioners were provided when asked.

Under Old Business Mayor Edwards gave updates on adding new staff to the bank account.

Under New Business Mayor Edwards presented the first reading of Ordinance 2023-03 Establishing Planning Commission for the City of Cedar Hill and providing that commission would also serve as the Zoning Appeals Board as well. The first reading was passed unanimously (3-0) and next month will be the second and final reading of Ordinance 2023-03.

Mayor Edwards presented Resolution 2023-04 which authorizes staff to be able to make small purchases toward specified items such as office supplies, software, training, repairs, etc., without required approval beforehand. Mayor Edwards mentioned that purchases would still be reviewed and signed off on afterwards and that transactions would also be on the expense report given to the commission each month. He mentioned that previously it was just authorized by the Mayor (i.e. board) but this would allow things to be purchased as needed rather than having to wait to get approval on everything. The City Recorder would have a \$150 limit on purchases and the City Manager would have a \$250 limit on purchases. Resolution 2023-01 was passed unanimously (3-0) and is now in effect.

Mayor Edwards opened up the floor for citizen comments. One attendee inquired about when things would be done and how things would be completed for the Planning and Zoning. Mayor Edwards

mentioned that we had already adopted Zoning Regulations previously by the county and that the city would be updating those through amendments once the planning commission is up and running.

No further discussion, Mayor Edwards made a motion to adjourn the meeting and seconded by Vice Mayor Pettus and Commissioner Traughber.



Mayor

4/3/23
Date



Vice Mayor

4/3/23
Date



Commissioner

4/3/23
Date



City Recorder

04/03/23
Date