

Planning & Zoning Minutes  
Special Meeting  
P/Z Room South City Hall  
360 Rio Communities Blvd  
May 11, 2017

**Call to Order**

- Robert Teague called the special meeting to order at 6:30 pm.

**Roll Call**

- Present: L.E. Rubin, Dennis Kintzler, John Thompson and Robert Teague
- Also present: City Manager Bob Skerry

**1. General Discussion-**

- Robert Teague explained that there are three things on tonight's agenda and one was getting the city newsletter ready to mail. He said we've run into some issues so the newsletter is not going to be mailed. He said we discussed using the fire department bulk mailing permit but we didn't have the permit stamped on the mailer. He also said we don't have funds available to buy a permit for the city to use and we neglected to talk to the procurement officer so she had no idea about the time frame and how much money we need.
- L.E Rubin asked about taking them to the post office and paying postage.
- Bob Skerry explained that Celina wouldn't allow us to do that because if we pay first class postage the rate is 49 cents and the bulk mail rate is 28.4 cents. He said the mailer was sent to a printer but we stopped the printing after 100 copies had been printed.
- L.E. Rubin said if we have the original, he'll print them for free. He said all we have to do is print the bulk mail permit on the front and Jason Gonzales said we can use the fire department permit.
- Bob Skerry said he took one of the surveys to the post office to get it weighed and get clarification on the process of mailing them. He said one thing is that the side that is open after it's folded, needs to be at the top so the folded edge goes through the machine at the post office. He then explained where the stickers should be placed.
- Robert Teague said if we fix everything on this document that is a problem, we'll have to call another special meeting to get them folded and that meeting has to be posted six days in advance.
- Bob Skerry said even if we have them folded, we still couldn't mail them. He said Jim Winters has the labels but the document has to be taken to the post office and they weigh it and tell exactly what the charge will be. He said originally the idea was for the surveys to be printed at City Hall but it costs more to do that on our copier than taking it to a printer because we get charged a penny a page and we have to buy the paper. He also said our machine is not a production printing machine so when it does two sided copies it overheats after 40 or 50 copies. He also said there is no staff at City Hall that can do this.
- Robert Teague said we still haven't gotten any ok from the procurement officer and she wasn't even aware of any of this.
- Bob Skerry explained that Celina Benavidez is our official procurement officer and she has the final say on money spent. He said she has to ok it but another problem is that the post office won't accept a credit card.

- Robert Teague said there have been other forums and not very many people show up so if we spend money and don't have very many people show up we won't get much input for the money we have to spend.
- Bob Skerry said Celina is willing to spend \$639 which is 28.4 cents per copy to mail it.
- L.E. Rubin said there would also be the cost of the newsletter that was going to be included.
- Bob Skerry said the newsletter won't be included. He said the city newsletter can't be something someone prints that they'd like to say about the city.
- Robert Teague said he thought the newsletter was worked out because it has been talked about for two months.
- Bob Skerry said we wrote the specification and put it out for bid but had no response.
- L.E. Rubin said he thought the city had a two-sided sheet with information that was going to be included with our two-sided sheet and go out at the same time.
- Robert Teague said the whole problem is communication and everyone is learning that now.
- John Thompson said we should put this off because it is better to do it later and do it right. He said if we don't do a good job the people that attend will say it was worthless.
- Robert Teague said the last thing we want is to get little response and base our plan on that. He said later when we go for funding, it will look like we didn't do our homework.
- L.E. Rubin asked if there will be a problem with getting council to change the date.
- Bob Skerry said there won't be if it hasn't been posted or advertised. He said we don't have to have the forum because council approved the date but the earliest we can get on their agenda is the 23<sup>rd</sup> of this month.
- John Thompson moved to postpone the open forum scheduled for the 20<sup>th</sup> to a later date. L.E. Rubin seconded and the motion passed on 4-0 vote.
- Bob Skerry said the plan should never have been date sensitive. He said the work gets done and then the date is set.
- Robert Teague said we'll get the work done and have them printed before we come up with a date.
- L.E. Rubin said he has an electronic copy of the indicia and will send it to us. He also Chief Gonzales said the auxiliary will be doing a mailing on June 1<sup>st</sup> and we can incorporate our survey with his mail-out. He said if we want to do our own, we put the mail indicia on the front before it is printed. He said as soon as we have a copy we want to mail, and we give it to him with five reams of paper, they will be printed and handed back within two days.
- Bob Skerry said this particular document needs to be mailed separate from the fire department. He said he and Jim Winters have attended census workshops and what they need to find out is every address where people live. He said part of the justification for the city mailer is we'll get back the ones that were undeliverable so we'll know which houses have people living in them. He said we need that information for census purposes.
- John Thompson said it's too early to set a date. He said there may be more problems we don't know about yet. He also said we have a power point presentation ready but he's not sure that we have a computer that will run it.
- John Thompson said since we're a new city, we should be putting together a booklet that contains information about how to be on the Planning and Zoning Commission – duties and responsibilities, how to do a mailing, how to get community development block grants, etc.
- Bob Skerry said before that can be done, we need to educate ourselves. He said in addition to planning and zoning, P & Z is also a Board of Adjustment in that variances and conditional uses are decided. He said every member of P & Z needs to read all ordinances, the zoning code and the comprehensive plan

because it doesn't do any good to have procedures if we don't know the rules. He said all the information is on-line.

- John Thompson asked if the information can be copied and put in a binder.

**2. Prepare City Newsletter/Parks & Trails mail documents** – not discussed at this meeting

**3. Discuss: Parks/Trails – Public Forum** – not discussed at this meeting.

## ADJOURN

- L.E. Rubin moved to adjourn the meeting. The motion was seconded by John Thompson and the meeting was adjourned at 7:05 pm.

Respectfully submitted,

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Pam Johnson, Deputy Clerk

Approved

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Robert Teague, Chair

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John Thompson, Vice Chair

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L.E. Rubin, Secretary

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Dennis Kintzler