

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

JANUARY 9, 2020

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on Thursday, January 9, 2020 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Scott Windrow, Chair
Hal "Rusty" Pendleton
Kathleen Foster
John Chollampel
Jane Harmon
John Zaccardo
Daniel Anderson Jr.
Bethany Wixom

Commission Members Absent:

Darby Merriman

Staff Members Present:

Brian Passwaters, Community Services Division Manager
Meagan Tucker, Sr. Community Development Program Specialist
Kendra Heard, Community Development Program Specialist

Guests Present:

Liz Messnar, Alternate
Pat Cochran, Council Liaison

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- I. **Call to Order:** Chair Windrow called the meeting to order at 6:30 p.m.
- II. **Swearing in of Commissioners:** Item to seat new commissioners or reappointed commissioners of the Neighborhood Advisory Commission.

Meagan Tucker administered the Oath of Office to new member; Bethany Wixom. Chair Windrow welcomed her to the Commission and Commissioner Wixom provided her brief personal background.

- III. **Introductions:** Item to introduce any visitors present.

Chair Windrow introduced visitor and Alternate Liz Messnar, Woodcreek Association.

- IV. **Review the Minutes of the November 14, 2019 Meeting:** Item to review and adopt the minutes from the November 14, 2019 meeting of the Neighborhood Advisory Commission.

Commissioner Anderson moved to approve of the minutes as provided; second by Commissioner Pendleton and the motion was approved with a unanimous 8-0 vote, Commissioner Merriman absent.

- V. **Neighborhood Mentoring Program:** Item to share information on NAC mentoring activity

- NAC Commissioner Report – Darby Merriman – absent
- NAC Commissioner Report – John Zaccardo – unable to provide report due to lack of access to City's information technology service.

- NAC Commissioner Report – Scott Windrow – reported that Oscar Mary of Rolling Woods Estate is working to get the neighborhood association going again. He stated that the Woodcreek Association is fantastic with 130 members; he reported that they do a good job with their website and are constantly looking for ways to cause excitement and involvement in the neighborhood. He provided photos of the Christmas event hosted by Woodcreek every year and noted they collect food for Metrocrest during the event. He encouraged the Commission members to share information about the event with the neighborhoods in their district. Liz Messnar advised that the event started as a food drive for Metrocrest and has grown over the years. In answer to Commissioner Chollampel, she stated they would consider going to other neighborhoods. Chair Windrow reported that Morningside is still active with Carrollton’s Night Out and doing other things.

VI. Citizen’s Evening Event: Review and discuss for the Citizen’s Evening event in the spring

Meagan Tucker reported that the event will be held on Wednesday, March 4, 2020 and reported that the City has booked two buses to address the parking concerns from the 2020 event. Brian Passwaters reported that City staff will park at City Hall to allow for more parking at the event site.

VII. Citizen’s Evening Sign-Up Sheet: Sign up for task at Citizen’s Evening

Tucker distributed the sign-up sheet and asked the Commission members to arrive between 5:30 and 5:45 pm and stated two people are needed at the sign-in table, two at the NAC table, three people to distribute and collect evaluation forms, and she stated everyone would be available to mingle during the presentation. Passwaters strongly encouraged the Commission members to call staff as soon as possible if they can’t be there or will be late arriving.

VIII. 2019 Carrollton Volunteer Awards: Item to discuss The Carrollton Volunteer Awards application and review process

Tucker reported that the deadline has passed with several applications being submitted and reported that the committee will meet the following Wednesday.

IX. 2020 Neighborhood Workshop Updates: Item to discuss 2020 Neighborhood Workshops

Tucker reported that the Committee decided the plan for the year; reported that the first workshop would be Thursday, January 30 at the JRL Library and the topic will be the NEMGP. She stated that the workshop would be advertised on the Next Door app and staff would send out Constant Contact emails. She stated they would send the workshop schedule to the Commission and noted that all of the workshops would be at one of the libraries. Commissioner Harmon strongly encouraged everyone to attend the workshops.

X. NAC 2019-2020 Planning Calendar: Item to review and adopt NAC 2019-2020 Planning Calendar

Tucker reported that staff added the tour to the calendar in April and corrected the date for Carrollton Night Out.

Commissioner Foster moved approval of revised calendar; second by Commissioner Zaccardo; and the motion was approved with a unanimous 8-0 vote, Commissioner Merriman absent.

XI. Photo of Commissioners: Item to take group photograph of members of the Neighborhood Advisory Commission

Due to the absence of one of the members, the photo was not taken.

XII. Comments & Other Business: Request for subcommittee members to create Neighborhood Workshop schedule for 2020.

- Project Updates: Item to review MHRP, ERP, PHP, and Single-Family Rehab projects by Kendra Heard, Community Development Program Specialist & Meagan Tucker, and Sr. Community Development Program Specialist – Heard reported that an emergency repair for a water heater was completed, one minor home repair was completed and there are two in progress; and she approved five applications this week. Staff will work to get photos to the Commission. Tucker reported that in the last month, staff has taken 18 applications for driveways in the Belair Heights NOTICE area and received more today. Chair Windrow highlighted the PHP scheduled for March 28 and he encouraged participation, weather permitting.
- Project Updates: Item to review NEMGP Projects by Alka Agnihotri, Community Development Program Specialist – Tucker reported that January 1 was the beginning date for receiving applications with one having been received so far from Savoy. The deadline for submittal is June 1 and staff is hoping to have two or three applications to consider.

Chair Windrow asked if it was time to receive the quarterly reports from the recipients of the Community Services Funding and Passwaters reported that the reports are submitted to the Finance Department. He stated the requirement only applies to the social service agencies.

Passwaters talked about the importance of the Census and reported that the City would be providing the counters with contact information of HOAs in the low count areas and for social service agencies in the effort to get as accurate a count as possible. He added that the Census will have a table at the Citizens' Evening Event. Chair Windrow encouraged the Commissioners to forward the information from Planner Molly Coryell to all of their HOA contacts. Passwaters reported that the City would be working with Metrocrest on January 23 for the annual point-in-time count for the homeless and offered the Commissioners the opportunity to volunteer. He stated there would be a short training for everyone prior to conducting the count.

Chair Windrow recognized Council Liaison Cochran and offered her an opportunity to share. Councilmember Cochran reported the Council would meet next week and stated that the conducting the homeless count is very informative and dispels a lot of myths. She stated that Carrollton does not have a homeless problem; it has a homeless presence. She stressed the importance of the Census count.

Tucker reminded the Commission that they would not meet in February.

(Items not listed elsewhere on the agenda may be addressed at this time. No official action can be taken on any item discussed during this portion of the meeting.)

XIII. Adjournment

Chair Windrow adjourned the meeting at 7:10 pm.


Cory Heiple, Environmental Services Dir.


Scott Windrow, Chair