

MINUTES
NEIGHBORHOOD ADVISORY COMMISSION
City of Carrollton

JANUARY 13, 2022

A meeting of the City of Carrollton Neighborhood Advisory Commission was held on January 13, 2022 at 6:30 p.m. at City Hall with the following members present:

Commission Members Present:

Natasha Singh, Chair
Darby Merriman, Vice Chair
Sunil Sundaren
Karyne Nguyen
Henry Rivas
Nikki Ellis
Dennis Raso

Commission Members Absent:

Anna Hammonds
Jane Harmon

Staff Members Present:

Cory Heiple, Environmental Services Director
Brian Passwaters, Community Services Division Manager
Meagan Tucker, Sr. Community Development Program Specialist
Alka Agnihotri, Community Development Program Specialist
Teresa Iglesias, Community Development Program Specialist

Guests Present:

Nancy Cline, Council Liaison
Kristy Sheffy

- I. **Call To Order** – Chair Singh called the meeting to order at 6:29 pm
- II. **Review the Minutes of the September 9, 2021 and November 11, 2021 Meeting**: Item to review and adopt the minutes from the September 9, 2021 and November 11, 2021 meeting of the Neighborhood Advisory Commission.

Vice Chair Merriman moved approval of the September 9, 2021 minutes; second by Commissioner Ellis, and the motion was approved with a unanimous 7-0 vote, Hammonds and Harmon absent.

Commissioner Nguyen moved approval of the November 11, 2021 minutes; second by Commissioner Rivas, and the motion was approved with a unanimous 7-0 vote, Hammonds and Harmon absent.

- III. **Animal Services Sub-Committee**: Item to discuss animal services volunteer sub-committee. Need one new commissioner to volunteer for committee.

Environmental Services Director Cory Heiple advised there was a vacancy on the committee and provided a quick overview of the duties. Commissioner Raso volunteered to serve on the Committee.

- IV. **Sign Topper Program Presentation**: Item to modify the Sign Topper Program to expand the program to allow ornamental street poles for street signage as part of the program.

Community Services Manager Brian Passwaters stated he was advised by the Sign Shop that installation of anything other than the coated steel posts would be required to be installed by the neighborhood and the neighborhood would be responsible for maintenance as well. He underscored that the neighborhood would also have to work closely with the Transportation Department to ensure that the poles are installed correctly. He stated the neighborhood would have to include those costs as part of their application.

Commissioner Rivas asked if the pole would be replaced with the normal City pole if over time, the neighborhood does not have the funds to make repairs and Passwaters replied that if the neighborhood puts a pole where there wasn't one before, then it is possible the City would just remove it, but if it were a pole that includes a City sign, the City would replace it with the regular sign post.

Commissioner Raso moved to accept the proposal as presented; second by Commissioner Ellis, and the motion was approved with a unanimous 7-0 vote; Hammonds and Harmon absent.

V. **Project Updates:** Item to review grant and incentive project updates.

Alka Agnihotri, Community Development Program Specialist, reviewed a monument sign project that was completed noting the project was approved in 2020. She detailed the work that was included with the project.

Meagan Tucker, Sr. Community Development Program Specialist, provided pictures of the single-family rehabilitation incentive driveway project and described the project and project costs. She also reviewed the fence project and project costs. She stated there are some Minor Home Repair projects that are currently in process and she hoped to provide pictures of those at the next meeting.

VI. **Citizens' Evening Update:** Item to discuss Citizens' Evening event and job duties of the NAC at the event.

Agnihotri advised that the Citizens' Evening was scheduled for Wednesday, February 23 at the Senior Center. She provided flyers about the event for the commissioners to distribute to their neighborhoods to promote the event. She stated they have received a lot of nominations for the Volunteer awards. She advised that there would be one more meeting with the Sub-Committee and she explained the duties needed to be covered by the Commissioners. General discussion.

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

- Commissioner Jane Harmon

Chair Singh stated this item would be pushed to the next meeting due to the absence of Commissioner Harmon. Tucker stated she would pick 3 Commissioners to present reports and would email the information to them. Chair Singh provided information about the reports and asked Tucker to send out previous reports so that the new commissioners would know what is expected.

VIII. **HOA Lunch Workshop Update:** Item to discuss updates on HOA lunch workshop.

Agnihotri stated she would be looking for volunteers to assist staff and also would need a final count of attendees. Passwaters underscored that the HOA Lunch Workshop is sponsored by the Commission and would be held the same evening as the Citizens' Evening event. Chair Singh stated

that the goal of the event is to re-energize the HOA leadership to be participants in the City and their own HOA, and to find out what other HOAs are doing. Passwaters stated that is also an opportunity for the HOA leadership to meet the NAC members who represent them and get to know what the NAC is about. General discussion.

IX. Visitors Comments & Other Business:

- February 10th Meeting – Tucker stated the February 10 meeting was added to make sure everything is ready for the February 23 Citizens’ Evening event.


(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.)

Heiple stated that due to the uptick in COVID cases, staff was considering moving meetings back to the Council Chamber in an effort to keep everyone safe while continuing to conduct business. Passwaters advised that staff would be returning to split shifts for the next four weeks due to the pandemic where half of the employees would be working from home and the other half on site but all would be accessible as before.

No visitor comments.

X. Adjournment

Chair Singh adjourned the meeting at 7:03 pm.



Cory Heiple, Environmental Services Dir.



Natasha Singh, Chair