



## NOTICE AND AGENDA OF REGULAR CALLED MEETING MOUNT PLEASANT CITY COUNCIL

Tuesday, March 3, 2026 at 6:00 P.M.  
501 North Madison, Mount Pleasant, Texas



**PURSUANT TO CHAPTER 551.127, TEXAS GOVERNMENT CODE, ONE OR MORE COUNCIL MEMBERS MAY ATTEND THIS MEETING REMOTELY USING VIDEOCONFERENCING TECHNOLOGY. THE VIDEO AND AUDIO FEED OF THE VIDEOCONFERENCING EQUIPMENT CAN BE VIEWED AND HEARD BY THE PUBLIC AT THE ADDRESS POSTED ABOVE AS THE LOCATION OF THE MEETING.**

Under the Americans with Disabilities Act, an individual with a disability must have equal opportunity for effective communication and participation in public meetings. Upon request, agencies must provide auxiliary aids and services, such as interpreters for the deaf and hearing impaired, readers, large print or Braille documents. In determining the type of auxiliary aid or services, agencies must give primary consideration to the individual's request. Those requesting auxiliary aids or services should notify the contact person listed on the meeting several days before the meeting by mail, telephone, or RELAY Texas. TTY: 7-1-1.

The public may participate by joining YouTube: <https://www.youtube.com/@thecityofmountpleasanttexas1157/streams>

### **CALL TO ORDER**

Roll Call and Certification of a Quorum

Invocation

Pledge of Allegiance

### **OPEN SESSION**

1. Promotion of Personnel within the Mount Pleasant Fire Department

### **PUBLIC COMMENTS**

*The City Council welcomes citizen participation and comments at all Council meetings. Citizen comments are limited to three minutes out of respect for everyone's time. The Council is not permitted to respond to your comments. The Texas Open Meetings Act requires that topics of discussion/deliberation be posted on an agenda not less than 3 business days in advance of the Council meetings. If your comments relate to a topic that is on the agenda, the Council will discuss the topic on the agenda at the time that the topic is discussed and deliberated.*

### **REGULAR AGENDA**

2. Consider Approval of the February 17, 2026 Meeting Minutes

3. Discuss and consider Resolution 2026-3 adopting a Texas Information Act (TPIA) policy for the City of Mount Pleasant.

4. Discuss and consider Resolution 2026-4 adopting a Council Initiative and Transparency Protocol.

5. Discuss and consider Resolution 2026-5 A Generative Artificial Intelligence (AI) Policy for the City of Mount Pleasant

6. Consider Approval of Ordinance 2026-6 Establishing an Outdoor Burning Ban.

7. City Manager's Report

### **COUNCIL COMMENTS**

**Council Comments limited to announcements of upcoming events, recent Council Member activities or requests to add agenda items for an upcoming meeting (2 minutes per Council Member).**

### **EXECUTIVE SESSION**

Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, The City Council will recess into executive session (closed meeting) to discuss the following:

**Deliberations regarding Economic Development Negotiations (Tex Gov't Code 551.087) Dorchester Refinery Site**

**Consultation with Attorney (Tex. Gov' t Code §551.071) regarding proposed termination agreement and mutual release with Tyler Technologies, Inc**

**Consultation with Attorney (Tex. Gov' t Code §551.071) and Personnel Matters (Tex. Gov' t Code §551.074) related to the evaluation and goals of City Manager**

### **RECONVENE INTO THE REGULAR SESSION**

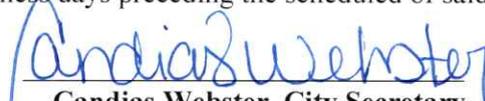
**In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into regular session to consider action, if any, on matters discussed in executive session.**

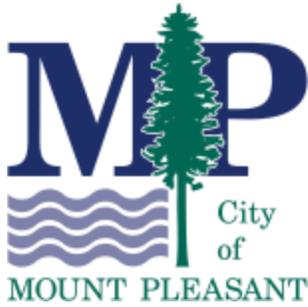
*The City Council reserves the right to adjourn into executive session at any time to discuss any of the matters listed on the agenda as authorized by the Texas Government Code §551.071, (Consultation with Attorney), §551.072, (Deliberations about*

*Real Property), §551.074, (Personnel Matters), §551.076, (Deliberations about Security Devices), §551.087, (economic development negotiations), or any other exception authorized by Chapter 551 of the Texas Government Code.*

**ADJOURN**

I certify the above notice of meeting is a true and correct copy of said notice and that same was posted on the bulletin board of City Hall of the City of Mount Pleasant, Texas, a place readily accessible to the general public at times, by 5:00 pm on the 25<sup>th</sup> of February 2026 and remained so posted for at least 3 business days preceding the scheduled of said meeting.

  
Candias Webster, City Secretary



# AGENDA ITEM REPORT

**Meeting:** City Council - Mar 03 2026

**Staff Contact:** Larry McRae, Fire Chief

**Department:** Fire Dept

---

---

**Subject: Promotion of Personnel within the Mount Pleasant Fire Department**

---

---

**Item Summary:**

The Mount Pleasant Fire Department has completed its internal promotional process in accordance with department policy and civil service guidelines. Based on qualifications, testing, experience, and leadership evaluation, the Fire Chief has approved the following promotions to ensure continued operational readiness and effective leadership within the department.

Announcement the promotion of:

- Jace Collins to the rank of **Fire Captain**
- Trevor Jessee to the position of **Driver/Operator**

**Financial Impact:**

None

**Recommendation(s):**

None



# AGENDA ITEM REPORT

**Meeting:** City Council - Mar 03 2026

**Staff Contact:** Candias Webster, City Secretary

**Department:** Administration

---

---

**Subject: Consider Approval of the February 17, 2026 Meeting Minutes**

---

---

**Item Summary:**

This is a typed copy of the minutes from the February 17, 2026 Meeting Minutes

**Financial Impact:**

N/A.

**Recommendation(s):**

Motion to minutes from February 17, 2026 meeting

**Attachments:**

[2026.02.17 Regular](#)

**STATE OF TEXAS**

**COUNTY OF TITUS**

**CITY OF MOUNT PLEASANT**

The City Council of the City of Mount Pleasant, Texas, after notice posted in the manner, form, and contents as required by law, met in Regular Session on February 17, 2026, at 6:00 PM at the Council Chambers located at 501 North Madison with the following members present:

Wesley Lyon	-	Mayor
Jonathan Hageman	-	Council Member
Kelly Redfearn Faulkner	-	Council Member
Debbie Corbell	-	Council Member
Melanie Tafoya	-	Council Member
Rob Vine	-	City Manager
Candias Webster	-	Assistant City Manager/City Secretary
Lea Ream	-	City Attorney
Absent Carl Hinton	-	Mayor Pro-Tem

**RECOGNITION TO EMPLOYEES WHO HELPED DURING THE WINTER STORM**

No action was taken by the Council

**MEMBERS OF THE PUBLIC WERE PROVIDED THE OPPORTUNITY TO COMMENT**

No action was taken by the Council

**CONSENT AGENDA:**

**ITEMS ON THE CONSENT AGENDA ARE APPROVED THROUGH A SINGLE COUNCIL MOTION, WHICH APPLIES TO ALL ITEMS LISTED. CONSENT AGENDA ITEMS ARE CONSIDERED ROUTINE, NOT LIKELY TO REQUIRE DISCUSSION OR DELIBERATION, AND MAY BE DISCUSSED PRIOR TO MAKING A MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCIL MEMBER REQUESTS AN ITEM BE REMOVED AND CONSIDERED SEPARATELY.**

Consider Approval of the February 3, 2026, Meeting Minutes.

Consider pay request #33 from Drake Construction for work performed at the Southside WWTP.

Consider pay request #16 to Wicker Construction for work performed on the West Loop Waste Water Collection.

Consider pay request #9 to J2 Construction for work performed at the Industrial Park Lift Station.

Motion was made by Council Member Faulkner and seconded by Council Member Corbell to approve all consent agenda items as presented. Upon a vote, the motion carried unanimously.

**MONTHLY FINANCIAL REPORT FOR MONTH ENDED JANUARY 31, 2026**

Gillian Gatewood presented

**DISCUSSION AND CONSIDER TAKING APPROPRIATE ACTION ON FIRST AMENDMENT TO LEASE AGREEMENT FOR REVIVE ALUMINUM, INC (DBA ALUMINZ)**

Motion was made by Council Member Tafoya and seconded by Council Member Corbell to accept action on First Amendment to Lease Agreement for Revive Aluminum, Inc (dba Aluminz). Upon a vote, the motion carried unanimously. Council Member Hageman recused himself.

**DISCUSSION AND CONSIDER TAKING APPROPRIATE ACTION ON FIRST AMENDMENT TO PERFORMANCE AGREEMENT FOR REVIVE ALUMINUM, INC (DBA ALUMINZ)**

Motion was made by Council Member Faulkner and seconded by Council Member Corbell to approve action on First Amendment to Performance Agreement for Revive Aluminum, Inc (dba Aluminz). Upon a vote, the motion carried unanimously. Council Member Hageman recused himself.

**DISCUSSION AND CONSIDER TAKING APPROPRIATE ACTION ON SECOND AMENDMENT TO PERFORMANCE AGREEMENT FOR REVIVE ALUMINUM, INC (DBA ALUMINZ)**

Motion was made by Council Member Tafoya and seconded by Council Member Corbell to approve action on Second Amendment to Performance Agreement for Revive Aluminum, Inc (dba Aluminz). Upon a vote, the motion carried unanimously. Council Member Hageman recused himself.

**MOUNT PLEASANT EDC QUARTERLY REPORT UPDATE**

Kevin Carter presented

**PRESENTATION OF THE MT. PLEASANT FIRE DEPARTMENT 2025 ANNUAL REPORT**

Fire Chief McRae presented

**DISCUSS AND CONSIDER ADOPTION OF ORDINANCE 2026-1 AMENDING CHAPTER 95 HEALTH AND SANITATION OF THE CITY'S CODE OF ORDINANCES TO REQUIRE THE USE OF THE COMPANY CONTRACTED BY THE CITY FOR ALL COMMERCIAL TRASH, GARAGE AND REFUSE COLLECTION AND REMOVAL, INCLUDING PROVIDING ROLL-OFF DUMPSTERS, AND PROVIDING FOR PENALTIES FOR VIOLATIONS, INCLUDING DENIAL OF BUILDING AND OTHER PERMITS.**

Motion was made by Council Member Hagaman and seconded by Council Member Tafoya to table until 2<sup>nd</sup> meeting in March. Upon a vote, the motion carried unanimously.

**DISCUSSION AND CONSIDER ORDINANCE 2026-4 A BUDGET AMENDMENT FOR \$129,900.00 FROM PRIOR FISCAL YEAR AUCTION PROCEEDS TO GO TOWARDS THE PURCHASE OF A NEW BACKHOE**

Motion was made by Council Member Hagaman and seconded by Council Member Faulkner to approve amendment for \$129,900.00 from Prior Fiscal Year Auction proceeds to go towards the Purchase of a new Backhoe. Upon a vote, the motion carried unanimously.

**DISCUSSION ON POTENTIAL AND DESIRED CHANGES TO THE CITY OF MOUNT PLEASANT ZONING CODES AND RELATED CONSIDERATIONS**

Lynn Barrett presented

**DISCUSSION AND CONSIDER ACTION TO APPROVE A REQUEST BY APPLICANT VINCENT HUEBNER ON BEHALF OF CTG TO RECOMMEND AN EXTENSION OF THE JULY 15, 2025, CITY COUNCIL APPROVAL OF A SPECIFIC USE PERMIT (SUP-2025-03) TO BUILD COMMUNICATIONS/ CELL TOWER AT 1706 W FERGUSON FOR AN ADDITIONAL SIX-MONTH PERIOD PER CITY CODE CHAPTER 155.45 A(J)**

Motion was made by Council Member Hagaman and seconded by Council Member Faulkner to approve request by applicant Vincent Huebner on behalf of CTG to recommend an extension of the July 15, 2025 City Council approval of a Specific Use Permit (SUP-2025-03) to build a communications/ cell tower at 1706 W Ferguson for an additional six month period per City Code Chapter 155.45 A(j). Upon a vote, the motion carried unanimously.

**DISCUSSION AND CONSIDER ACTION TO APPROVE THE PRELIMINARY PLAT (PP) FOR A ONE LOT, ONE BLOCK MOUNT PLEASANT TRAILS ADDITION SUBDIVISION, BEING A 4.368-ACRE PROPERTY IN THE MULTI FAMILY (MF) ZONING DISTRICT, PROPERTY ID 15338, DESCRIBED IN INSTRUMENT 20253555 IN THE REAL PROPERTY RECORDS OF TITUS COUNTY, TEXAS, AND ADDRESSED AS 399 TENNISON ROAD**

Motion was made by Council Member Faulkner and seconded by Council Member Corbell to approve the Preliminary Plat (PP) for a one lot, one block Mount Pleasant Trails Addition Subdivision, being a 4.368-acre property in the Multi Family (MF) Zoning District, Property ID 15338, described in instrument 20253555 in the Real Property Records of Titus County, Texas, and addressed as 399 Tennison Road. Upon a vote, the motion carried unanimously.

**DISCUSSION AND CONSIDER ACTION TO APPROVE A REQUEST BY APPLICANT MOUNT PLEASANT TRAILS LP FOR SITE PLAN APPROVAL OF MOUNT PLEASANT TRAILS APARTMENTS, A SENIOR TAX CREDIT PROJECT CONSISTING OF 52 UNITS ON A 4.368-ACRE PROPERTY ADDRESSED AS 399 TENNISON ROAD**

Motion was made by Council Member Tafoya and seconded by Council Member Hageman to approve a request by applicant Mount Pleasant Trails LP for site plan approval of Mount Pleasant Trails Apartments, a Senior Tax Credit Project consisting of 52 units on a 4.368-acre property addressed as 399 Tennison Road. Upon a vote, the motion carried unanimously.

**DISCUSS AND CONSIDER ORDINANCE 2026-5 FOR FIRE RECOVERY USA, ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED IN THE CITY OF MOUNT PLEASANT.**

Motion was made by Council Member Hagaman and seconded by Council Member Faulkner to approve Ordinance 2026-5 for

Fire Recovery USA, Establishing and Implementing a Program to Charge Mitigation Rates for the Deployment of Emergency and Non-Emergency Services by the Fire Department for Services Provided/Rendered in the City of Mount Pleasant. Upon a vote, the motion carried unanimously.

## **CITY MANAGER'S REPORT**

### **COUNCIL COMMENTS**

*Council Comments limited to announcements of upcoming events, recent Council Member activities or requests to add agenda items for an upcoming meeting (2 minutes per Council Member).*

### **EXECUTIVE SESSION 8:19 PM**

**Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, The City Council will recess into executive session (closed meeting) to discuss the following:**

**Consultation with Attorney (Tex. Gov' t Code §551.071) and Personnel Matters (Tex. Gov' t Code §551.074)**

- A. Related to the appointment, employment, and duties of City Attorney, Discuss City Attorney Candidates
- B. Related to the appointment, contract and duties of the Municipal Court Judge
- C. Related to the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. City Manager

### **RECONVENE INTO THE REGULAR SESSION 10:18 PM**

**In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into regular session to consider action, if any, on matters discussed in executive session.**

### **DISCUSS AND CONSIDER AN AGREEMENT FOR MUNICIPAL COURT JUDGE SERVICES**

Motion was made tabled for 30 days.

Motion was made by Council Member Corbell and seconded by Council Member Hageman to approve \$5,000.00 compensation pay after 6 month review. Upon a vote, the motion carried unanimously.

### **ADJOURN 10:32 PM**

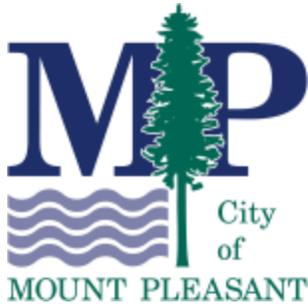
---

**WESLEY LYON, MAYOR**

**ATTEST:**

---

**CANDIAS WEBSTER, ASSISTANT CITY MANAGER/CITY SECRETARY**



# AGENDA ITEM REPORT

**Meeting:** City Council - Mar 03 2026

**Staff Contact:** Candias Webster, City Secretary

**Department:** Administration

---

---

**Subject: Discuss and consider Resolution 2026-3 adopting a Texas Information Act (TPIA) policy for the City of Mount Pleasant.**

---

---

**Item Summary:**

The City established a Texas Information Act (TPIA) ordinance in 2025. After establishing the ordinance in 2025, we created a policy to establish a clear, uniform framework for compliance with Chapter 552 of the Texas Government Code, also known as the “Texas Public Information Act” (“TPIA”), that shall govern the receipt, processing, review, response, and retention of public information requests. This policy consolidates and supersedes prior Texas Public Information Act policy statements and procedural guidance.

**Financial Impact:**

NA

**Recommendation(s):**

Motion to approve Resolution 2026-3 adopting a Texas Information Act (TPIA) policy for the City of Mount Pleasant.

**Attachments:**

[Resolution 2026-3 Texas Public Information Act \(TPIA\) Policy](#)

**RESOLUTION 2026-3**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT PLEASANT, TEXAS ESTABLISHING A TEXAS PUBLIC INFORMATION ACT (TPIA) POLICY WITH TERMS AND DEFINITIONS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Mount Pleasant seeks to provide standards for requesting, processing, disclosing, and withholding records of the City of Mount Pleasant, Texas("City"); and

**WHEREAS**, the City of Mount Pleasant desires to adopt a public information policy as a guide for conducting city business in a professional and uniform manner; and

**WHEREAS**, the City of Mount Pleasant continues to ensure the public, our commitment to transparency of city records.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT PLEASANT, TEXAS, THAT:**

**Section 1. Finding of Fact.** The above and foregoing recitals are hereby found to be true and correct and are incorporated as findings of fact.

**Section 2. Policy.** The Texas Public Information Act policy, as attached hereto, is hereby adopted and approved.

**Section 3. Effective Date.** This resolution shall be effective March 3, 2026, and passage in accordance with the city charter.

**Section 4. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Loc. Gov't. Code.

**FINALLY PASSED AND ADOPTED on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

BY: \_\_\_\_\_

**Wesley Lyon II, Mayor**

ATTEST:

\_\_\_\_\_

**Candias Webster, City Secretary**

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_

**Lea A. Ream, City Attorney**

# City of Mount Pleasant, Texas

## Texas Public Information Act (TPIA) Policy

### 1. Purpose

The purpose of this policy is to establish a clear, uniform framework for compliance with Chapter 552 of the Texas Government Code, also known as the “Texas Public Information Act” (“TPIA”), that shall govern the receipt, processing, review, response, and retention of public information requests. This policy consolidates and supersedes prior Texas Public Information Act policy statements and procedural guidance.

### 2. Scope

This policy applies to all employees, officials, contractors, and representatives of the City who create, receive, maintain, or have access to information related to official City business.

### 3. Legal Authority

This policy is adopted pursuant to the applicable Texas Public Information Act, related administrative rules, opinions and rulings of the Office of the Attorney General (OAG), and all other applicable federal and state laws governing confidentiality, disclosure, and records retention.

### 4. Definitions

- **Public Information:** Information that is written, produced, collected, assembled, or maintained in connection with official business or the transaction of public affairs.
- **Requestor:** Any individual or entity submitting a written request for public information under the TPIA.
- **Business Day:** A day the City’s administrative offices are open for official business, excluding weekends and recognized holidays.
- **Confidential Information:** Information that is expressly confidential by law and not subject to public disclosure.
- **Public Information Officer:** The City Secretary or his/her designee designated by the organization to administer compliance with the TPIA.
- **Responsive Information:** All of the City's public information falling within the scope of a Request, including all forms of media (paper documents, electronic data files and emails, photos, audio/video recordings, etc.).

### 5. Policy Statement

The City is committed to transparency and accountability and shall provide access to public information according to State law while protecting information made confidential by law.

### 6. Roles and Responsibilities

#### 6.1 Governing Body / Executive Management

- Adopt and oversee this policy.
- Ensure sufficient resources and authority are provided for TPIA compliance.
- Determine whether fees charged under this policy should be waived based upon a determination that release of certain public information will primarily benefit the public.

## 6.2 Public Information Officer

- Serve as the official point of contact for all TPIA requests.
- Manage all requests from receipt through completion.
- Coordinate searches for responsive information with all departments.
- Determine the applicability of exceptions and whether an OAG ruling is required.
- Ensure statutory deadlines are met.
- Maintain complete request files in accordance with retention schedules.
- Provide training and guidance to employees.
- Provide notice to the public of the statutory rights of requestors under the TPIA.

## 6.3 Department Heads

- Ensure prompt and thorough searches for responsive records within their areas.
- Designate staff liaisons as needed.
- Enforce preservation of records subject to a TPIA request.

## 6.4 Employees

- Immediately forward any written TPIA request to the Public Information Officer.
- Preserve all records that may be responsive to a request.
- Cooperate fully and timely with request searches and reviews.

# 7. Receipt of Public Information Requests

## 7.1 Acceptable Requests

Only written requests qualify as TPIA requests. Requests may be submitted by mail, email, hand delivery, or other approved written format.

## 7.2 Non-TPIA Requests

Verbal or informal requests are not considered TPIA requests but may be addressed as a courtesy when appropriate at the discretion of duly authorized City officials. Requests for information by a state or local governmental entity shall be processed according to the intergovernmental transfer doctrine, unless otherwise specified by the requestor.

## 7.3 Date of Receipt

The official date of receipt is the date the written request is received by the organization, which triggers statutory deadlines. Requests received on business day after normal business hours or on a day other than a business day shall be deemed to have been received on the next business day.

# 8. Logging and Acknowledgment

The Public Information Officer may acknowledge receipt and request clarification and/or narrowing when permitted by law.

# 9. Preservation of Records

Upon receipt of a TPIA request, a disclosure hold is imposed on all potentially responsive records. Records may not be destroyed, altered, or deleted until the request and all related proceedings are fully resolved.

## 10. Search for Responsive Information

- Departments shall conduct good-faith searches of all locations reasonably likely to contain responsive information, including electronic systems, emails, shared drives, text messages related to official business, and physical files.
- Responsive information must be provided to the Public Information Officer within internal deadlines.
- All employees shall maintain a written record of the personnel time required to identify and/or gather responsive information. Once all responsive records have been gathered, the employee shall provide the Public Information Officer with a written statement of actual personnel time spent by the employee.

## 11. Review and Application of Exceptions

- Responsive information shall be reviewed for confidentiality and applicable exceptions.
- Redactions shall be limited to information protected by law.
- Legal counsel may be consulted as needed.

## 12. Office of the Attorney General (OAG) Rulings

- When required, the Public Information Officer or his/her designee shall timely request an OAG ruling and/or submit other correspondence required under the TPIA, as applicable.
- Required notices, copies of records, and legal arguments shall be submitted in accordance with statutory requirements.

## 13. Responses to Requestors

### 13.1 Timeliness

Responses shall be issued within all statutory deadlines.

### 13.2 Types of Responses

Responses may include:

- Release of public information
- Notice that responsive information is publicly available online (must provide exact URL)
- Notice of information being withheld pending an OAG ruling
- Notice/Certification that no responsive records exist
- Notice/Certification that responsive records were previously made available to the requestor
- Cost estimate and request for deposit or bond, if applicable
- Request for clarification and/or narrowing

### 13.3 Format of Production

Information shall be provided in the format requested if readily available or in a reasonably accessible alternative format.

## 14. Charges and Cost Recovery

- Charges shall be calculated in accordance with OAG cost rules.
- Required cost estimates shall be provided before production.

- Deposits or bonds may be required as permitted by law.

## 15. Redactions

- Redactions must be clearly marked and narrowly tailored.
- Explanations of redactions shall be provided when required by law.

## 16. Large, Voluminous, or Repetitive Requests

The organization may establish production schedules or apply statutory provisions applicable to burdensome or repetitive requests.

## 17. Confidential and Sensitive Information

Special care shall be taken with information involving personal privacy, personnel records, medical information, law enforcement records, and attorney-client privileged materials.

## 18. Records Retention

- All TPIA-related documentation shall be retained in accordance with the City's adopted records retention schedule.
- Request files include the original request, correspondence, notes, produced records, redactions, and OAG rulings.

## 19. Compliance and Enforcement

Failure to comply with this policy may result in disciplinary action and may subject the City or individuals to legal penalties.

## 20. Policy Review

This policy shall be reviewed periodically and updated as necessary to reflect changes in law, Attorney General guidance, or organizational practices. State law shall control over any provision of this policy in conflict therewith.

## 21. Effective Date

This policy becomes effective upon adoption and supersedes all prior Public Information Act policies and procedures.



# AGENDA ITEM REPORT

**Meeting:** City Council - Mar 03 2026

**Staff Contact:** Rob Vine, City Manager

**Department:** Administration

---

---

**Subject: Discuss and consider Resolution 2026-4 adopting a Council Initiative and Transparency Protocol.**

---

---

## **Item Summary:**

The current members of Council are intently focused on creating and improving the levels of transparency and accountability within the City Council itself and organization of the City to build trust with the Citizens of Mt. Pleasant. The Council Initiative and Transparency Protocol is designed to further this objective by providing a structure by which all Council initiate tasks, projects and programs are brought before the entire Council in an open session portion of a City Council meeting for consideration.

City Council members are often presented with ideas, concerns, programs or projects by citizens which a member may believe merit appropriate follow-up, some of which may not be budgeted for or recognized by staff as an immediate need but may need to be included in the current or future budget and operational considerations.

This protocol isn't about adding 'red tape.' It's about adding clarity. It ensures that every voice on this Council has a formal, transparent way to represent their constituents. Most importantly, it ensures that the entire governing body are intentional and unified before staff is asked or directed to move forward with any task, project or program.

This protocol will help ensure that direction given to staff is based upon the approval of the entire Governing Body. This protocol directs Council members to bring a suggested task, project or program to the entire Council for discussion and consideration before providing direction to staff. This proposed protocol is designed with the following three objectives at its foundation:

- No Hidden Agendas: Citizens can track exactly where an idea started and who is sponsoring it.
- Smarter Spending: This protocol ensures the full Council approves a project before spending tax dollars on staff research.
- A Seat at the Table: This creates a formal "paper trail" for citizen concerns, ensuring they aren't lost in an email chain.

## **Financial Impact:**

While this protocol itself will not have an impact on the budget as an expense, it is designed to ensure responsible use funds for projects and programs after being approved by the Governing Body.

## **Recommendation(s):**

Motion to approve Resolution 2026-4 adopting a Council Initiative and Transparency Protocol for the City of Mount Pleasant

# **Memorandum**

---

**TO:** Mayor  
**FROM:** Rob Vine  
**DATE:** City Council - Mar 03 2026

**SUBJECT:**

Council Initiative and Transparency Protocol

**STATUS OF ISSUE:**

The current members of Council are intently focused on creating and improving the levels of transparency and accountability within the City Council itself and organization of the City to build trust with the Citizens of Mt. Pleasant. The Council Initiative and Transparency Protocol is designed to further this objective by providing a structure by which all Council initiate tasks, projects and programs are brought before the entire Council in an open session portion of a City Council meeting for consideration.

City Council members are often presented with ideas, concerns, programs or projects by citizens which a member may believe merit appropriate follow-up, some of which may not be budgeted for or recognized by staff as an immediate need but may need to be included in the current or future budget and operational considerations.

This protocol isn't about adding 'red tape.' It's about adding clarity. It ensures that every voice on this Council has a formal, transparent way to represent their constituents. Most importantly, it ensures that the entire governing body are intentional and unified before staff is asked or directed to move forward with any task, project or program.

This protocol will help ensure that direction given to staff is based upon the approval of the entire Governing Body. This protocol directs Council members to bring a suggested task, project or program to the entire Council for discussion and consideration before providing direction to staff. This proposed protocol is designed with the following three objectives at its foundation:

- No Hidden Agendas: Citizens can track exactly where an idea started and who is sponsoring it.
- Smarter Spending: This protocol ensures the full Council approves a project before spending tax dollars on staff research.
- A Seat at the Table: This creates a formal "paper trail" for citizen concerns, ensuring they aren't lost in an email chain.

**BUDGET:**

While this protocol itself will not have an impact on the budget as an expense, it is designed to ensure responsible use funds for projects and programs after being approved by the Governing Body

**RECOMMENDATION:**

Staff recommend adoption of this protocol as presented

**Attachments:**

[Resolution 2026-4 Council Initiative and Transparency Protocol](#)

## **RESOLUTION NO. 2026-4**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT PLEASANT, TEXAS, ADOPTING THE "COUNCIL INITIATIVE & TRANSPARENCY PROTOCOL" (CITP) TO ESTABLISH FORMAL PROCEDURES FOR THE SUBMISSION AND VETTING OF NEW PROJECTS, ISSUES, AND PROGRAMS; PROVIDING FOR TRANSPARENCY AND ACCOUNTABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Mount Pleasant, Texas, is committed to maintaining the highest standards of transparency and fiscal accountability to its citizens; and

**WHEREAS**, the City Council recognizes the need for a standardized process by which individual Council members may bring forth ideas, citizen concerns, or proposed programs for deliberation by the full governing body; and

**WHEREAS**, the establishment of a formal protocol ensures that City staff resources and taxpayer funds are utilized only upon the collective consensus or majority direction of the City Council; and

**WHEREAS**, the City Council finds that the adoption of a formal Council Initiative & Transparency Protocol (CITP) is in the best interest of the City and its inhabitants;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT PLEASANT, TEXAS:**

**SECTION 1.** The recitals set forth above are found to be true and correct and are incorporated into the body of this Resolution as if fully set forth herein.

**SECTION 2.** The City Council hereby adopts the **Council Initiative & Transparency Protocol (CITP)** and the associated **Initiative Memo Template**, as described in the attached "Exhibit A," as the official procedure for Council-led initiatives.

**SECTION 3.** The City Manager and City Secretary are hereby authorized and directed to implement the administrative procedures necessary to facilitate this protocol, including the inclusion of submitted Initiative Memos in future City Council agendas under "New Business" or "Council Discussion Items."

**SECTION 4.** All resolutions, orders, or parts thereof in conflict with this Resolution are hereby repealed to the extent of such conflict.

**SECTION 5.** If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

**SECTION 6.** This Resolution shall take effect and be in full force immediately upon its passage and approval.

**PASSED, APPROVED, AND ADOPTED** this the \_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF MOUNT PLEASANT, TEXAS**

\_\_\_\_\_  
**Wesley Lyon, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Candias Webster, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Lea Ream, City Attorney**

## Council Initiative & Transparency Protocol (CITP)

The Council Initiative & Transparency Protocol (CITP) establishes a formal, predictable pathway for City Council members to introduce new projects, issues, or programs. By standardizing this process, the City ensures that all initiatives are vetted by the full governing body before staff resources are committed, maintaining high standards of accountability and fiscal responsibility.

---

### Purpose

The primary objective of the CITP is to foster a culture of transparency. It provides a clear mechanism for Council members to bring forward concerns from citizens or personal policy goals to the entire Council. This prevents "siloed" decision-making and ensures that city staff receive direction only after a collective consensus or majority formalization has occurred.

### The Process: From Concept to Direction

1. **Submission of Initiative:** A Council member submits a brief "Initiative Memo" to the City Manager and City Secretary. This memo outlines the project scope, the perceived community need, and any citizen feedback that prompted the request.
  2. **Agenda Placement:** The item is placed on a future Council agenda under "New Business" or "Council Discussion Items." This allows for public notification and full body awareness.
  3. **Preliminary Presentation:** During the meeting, the sponsoring member presents the idea. This is a high-level discussion focused on the *merit* of the idea, not the technical execution.
  4. **Council Deliberation:** The full Council discusses the proposal. Key considerations include:
    - Alignment with the City's Strategic and Comprehensive Plan.
    - Potential impact on the current budget.
    - Priority relative to existing staff projects.
  5. **Formal Direction:** Only after a majority consensus (or formal vote) is reached does the Council provide "Direction to Staff." This direction authorizes the City Manager to assign personnel to conduct feasibility studies, cost estimates, or draft ordinances.
- 

### Benefits of the Protocol

Feature	Impact on Governance
Public Record	Every request is documented, ensuring citizens know how and why projects start.
Resource Protection	Prevents staff from being diverted by individual requests before the full Council agrees on priority.

Feature	Impact on Governance
Equitable Voice	Provides a structured platform for every Council member to voice constituent concerns.
Fiscal Oversight	Ensures that any project with a potential budget impact is scrutinized early in the process.

Note: This protocol does not bypass the City Manager’s role in daily operations but serves as the bridge between legislative ideas and executive action.

**City of Mount Pleasant Council Initiative Memo**

**Submission Date:** \_\_\_\_\_

**Sponsoring Council Member:** \_\_\_\_\_

**Subject / Title of Initiative:** \_\_\_\_\_

**1. Source of Initiative**

*Check all that apply:*

- Citizen Request / Constituent Concern
- Council Member Research / Policy Goal
- Emerging Community Need
- Follow-up to Previous Council Discussion

**2. Executive Summary**

Provide a brief description of the project, issue, or program you wish to bring before the Council. What is the core problem we are trying to solve or the opportunity we are looking to seize? (attach separate pages if necessary)

*Example: "To investigate the feasibility of a municipal sidewalk expansion program along the [Street Name] corridor to improve pedestrian safety for local students."*

---



---



---



---

**3. Alignment with City Goals**

How does this initiative align with the City’s current **Strategic Plan** or **Comprehensive Plan**? (e.g., Public Safety, Economic Development, Infrastructure Improvement).

---

---

---

---

**4. Anticipated Outcomes & Benefits**

What does "success" look like for this project? List the primary benefits to the citizens of Mount Pleasant.

---

---

---

---

**5. Preliminary Resource Inquiry**

*Please note: This does not authorize staff action, but helps the City Manager prepare for the Council discussion.*

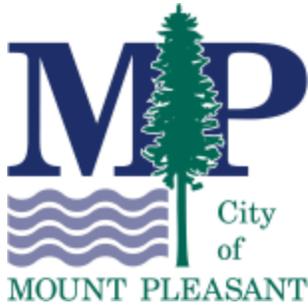
- **Estimated Urgency:**  Low |  Medium |  High
- **Known Funding Sources:** (e.g., General Fund, Grants, Bonds, Unknown)

---

**Internal Tracking (For City Secretary Use Only)**

- **Date Received:** \_\_\_\_\_
- **Scheduled for Agenda:** \_\_\_\_\_

**Council Action Taken:**  Approved for Staff Direction |  Tabled |  Declined



# AGENDA ITEM REPORT

**Meeting:** City Council - Mar 03 2026

**Staff Contact:** Candias Webster, City Secretary

**Department:** Administration

---

---

**Subject: Discuss and consider Resolution 2026-5 A Generative Artificial Intelligence (AI) Policy for the City of Mount Pleasant**

---

---

**Item Summary:**

This policy establishes the appropriate and responsible utilization of Generative AI software within the City of Mount Pleasant. This applies to all employees, contractors, and any other individuals using the City Network or electronic communication resources provided by the City. For employees, this policy should be applied consistently with the City's Communication policy.

**Financial Impact:**

N/A

**Recommendation(s):**

Motion to approve Resolution 2026- adopting a Texas Information Act (TPIA) policy for the City of Mount Pleasant.

**Attachments:**

[Resolution 2026-5 Generative Artificial Intelligence \(AI\) Policy](#)

**RESOLUTION 2026-5**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT PLEASANT, TEXAS ESTABLISHING A GENERATIVE ARTIFICIAL INTELLIGENCE (AI) POLICY WITH TERMS AND DEFINITIONS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Mount Pleasant seeks to establish the appropriate and responsible utilization of Generative AI software within the City of Mount Pleasant, Texas("City"); and

**WHEREAS**, the City of Mount Pleasant desires to adopt a Generative Artificial Intelligence (AI) Policy as a guide for all employees conducting city business with Microsoft Copilot in a professional and uniform manner; and

**WHEREAS**, the City of Mount Pleasant continues to follow the City’s Communication policy set forth by Council

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT PLEASANT, TEXAS, THAT:**

**Section 1. Finding of Fact.** The above and foregoing recitals are hereby found to be true and correct and are incorporated as findings of fact.

**Section 2. Policy.** The Generative Artificial Intelligence (AI) Policy, as attached hereto, is hereby adopted and approved.

**Section 3. Effective Date.** This resolution shall be effective March 3, 2026, and passage in accordance with the city charter.

**Section 4. Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Loc. Gov’t. Code.

**FINALLY PASSED AND ADOPTED on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

BY: \_\_\_\_\_

**Wesley Lyon II, Mayor**

ATTEST:

\_\_\_\_\_

**Candias Webster, City Secretary**

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_

**Lea A. Ream, City Attorney**

# City of Mount Pleasant

**SUBJECT:** Generative Artificial Intelligence (AI) Policy

## Generative Artificial Intelligence (AI) Policy

---

### Purpose

This policy establishes the appropriate and responsible utilization of Generative AI software within the City of Mount Pleasant. This applies to all employees, contractors, and any other individuals using the City network or electronic communication resources provided by the City. For employees, this policy should be applied consistently with the [City's Communication policy](#).

### Background

Generative AI is a electronic or web-based tool that uses Large Language Models (LLMs) to generate content based on user inputs, known as prompts. These tools can generate vast amounts of textual data scraped broadly from the internet as well as information from specific, focused data sets.

These tools are not actual “artificial intelligence” per se; rather, they are very sophisticated algorithmic models that predict what the likely language, text, or video that satisfies the prompt should be. Well-known examples include OpenAI’s ChatGPT, Google BARD, Microsoft 365 Copilot, and Dall-E. The City acknowledges the opportunity for a controlled and responsible approach to Generative AI that recognizes the benefits to efficiency while minimizing the risks around AI bias, privacy, and cybersecurity. Microsoft Copilot is the City licensed AI tool integrated with Microsoft 365 applications, designed to assist with productivity tasks while adhering to enterprise-level security and compliance features.

### Guidelines to follow while using Generative AI for City work:

- **Public Information and Prompts:**
  - All information and any product created by the Generative AI program and included in a City document should be considered to be a public document and may be subject to a Public Information Act (PIA) request
  - The information entered into Generative AI systems can be made publicly available and revealed to other users later, which may result in waiving any exemption later to withholding the information under a PIA request.
  - Users shall never input confidential or proprietary information into Generative AI systems.
    - Confidential and proprietary information includes, but is not limited to, third-party intellectual property, copyrights, trademarks, business strategies, financial information, and personal data of employees, officials and/or constituents.
- **Work Output and Accountability:**
  - While Generative AI can assist with generating work output, employees are responsible for the input of information, reviewing and verifying the accuracy, quality, completeness, and appropriateness of the final output.
  - Generative AI should be used as a tool to enhance productivity and efficiency, but employees must exercise their professional judgment and expertise in validating and refining the work output.
  - Employees must ensure that the work output aligns with City of Mount Pleasant Personnel Rules and Regulations, Administrative Regulations, and legal requirements.
  - Generative AI cannot be relied upon to make critical decisions or provide professional advice.
  - Except in cooperation with the City’s Records and Information Management (RIM) Office, Generative AI should not become a vehicle for maintaining information or data. The information and data is to be retained in accordance with any requirements established under the City’s Records Retention Schedule.

- **Privacy and Security:**

- Employees must maintain the confidentiality and security of City information, adhering to all relevant policies, administrative regulations, contracts, and legal obligations. This includes any text, photos, videos, voice recordings, contracts, agreements, personnel records, or other sensitive documents.
- Generative AI usage should comply with all City policies and standards regarding information security, including password protection, data encryption, and secure communication channels.
- Responses provided by Generative AI are based on patterns learned from accumulated data, which may reflect biases or factual errors and should be reviewed for accuracy and completeness before being used by the employee for any purpose related to City operations.

- **Disclosure and Citation of Generative AI Use**

- **Employees shall disclose to the Director of their Department before Generative AI may be used by an employee for any purpose related to City business, or using the City network, including as a part of a creative, data analysis, or decision-making process, and if the Director approves the employee's use, the employee must use the Microsoft Copilot, within the City's network system AI tool.**
- The Director shall review all input and output created by AI technology for inaccuracies and misinformation.
- When Generative AI is used to provide language for use in a document created by an employee, the use of Generative AI will be disclosed and cited as a footnote, endnote, header, or footer to the document. Citations for text-generated content must include the following:
  - Name of Generative AI system used (i.e., Microsoft Copilot)
  - Example: "This text was summarized using Microsoft Copilot."
  - Example: "This description was generated by Microsoft Copilot and edited by John Smith."
- Employees are ultimately responsible for their work product, and proper research and fact-check is key to generating responsible, accurate output. Failure to disclose or properly research work output may result in disciplinary action up to and including termination.

By adhering to this policy, employees contribute to the responsible and effective utilization of Generative AI, protecting the City's interests, privacy, security, and quality of work produced by City employees.

Individual City departments may implement additional restrictions, limitations, and other requirements for employees in that department to follow when using any type of Generative AI. The requirements of a department's policy cannot be less restrictive than what is contained in this policy.

Violations of this policy, or a Generative AI policy implemented by the City department, may lead to disciplinary action, up to and including termination.



# AGENDA ITEM REPORT

**Meeting:** City Council - Mar 03 2026

**Staff Contact:** Larry McRae, Fire Chief

**Department:** Fire Dept

---

---

**Subject: Consider Approval of Ordinance 2026-6 Establishing an Outdoor Burning Ban.**

---

---

**Item Summary:**

The severe drought conditions we are experiencing along with the low relative humidity and winds can lead to severe damage, injury, or loss of life or property. The conditions are not predicted to improve in the near future. The proposed ordinance will prohibit any outdoor burning which will help reduce the risk of a wildfire inside the city limits.

**Recommendation(s):**

Approval of Ordinance 2026-6 Prohibiting Outdoor Burning.

**Attachments:**

[Ordinance 2026-6 Outdoor Burning Ban  
20260225164227198](#)

**ORDINANCE NO. 2026-6**

**AN ORDINANCE OF THE CITY OF MOUNT PLEASANT DECLARING AND HEREBY ESTABLISHING A PROHIBITION AGAINST OUTDOOR BURNING WITHIN THE CITY OF MOUNT PLEASANT, TEXAS.**

**WHEREAS**, the Texas Disaster Act of 1975 and Chapter 35 of the City of Mount Pleasant Code of Ordinances established the Mayor as the Emergency Management Director; and

**WHEREAS**, the purpose of the Texas Disaster Act of 1975 is to reduce the vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural or man-made catastrophes; and

**WHEREAS**, the Act defines a disaster as the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause including fire, drought, other public calamity requiring emergency action; and

**WHEREAS**, current conditions continue to place Mount Pleasant in a severe drought and wildfire condition as determined by the Texas A&M Forest Service.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY OF MOUNT PLEASANT, TEXAS:**

**SECTION 1**

**Unlawful Activity**

That the City Council under the authority of the Texas Disaster Act of 1975 and Chapter 35 entitled “Emergency Management” of the Mount Pleasant Code of Ordinances hereby declares from the date of this ordinance and extending 90 days; that it shall be unlawful for any person to cause, suffer, allow or permit any outdoor burning within the corporate limits of the City of Mount Pleasant, Texas.

**Ordinances Superseded**

This ordinance shall supersede Chapter 94, 94.01 of the Code of Ordinances of the City of Mount Pleasant, Texas as long as this ordinance shall be in effect.

**Penalty**

Any person who violates or fails to comply with any provision of this ordinance shall be deemed guilty of a Misdemeanor and upon conviction thereof shall be punished by fine as provided in 10.99 of the Code of Ordinances.

**SECTION 2**

That all ordinances, orders, resolutions heretofore passed and adopted by the City Council of the City of Mount Pleasant, Texas, are hereby repealed to the extent that said ordinances, orders or resolutions, or parts thereof, are in conflict therewith.

**SECTION 3**

If any section, subsection, clause, phrase or provision of the ordinance is for any reason held to be unconstitutional or void by a court of competent jurisdiction, such holding shall not affect any valid provision of this or nay ordinance of the City of Mount Pleasant, Texas.

**SECTION 4**

This ordinance shall take effect and be in full force from and after the passage, approval and publication.

**SECTION 5**

Only the descriptive caption of this ordinance shall be published once as provided by the Revised Civic Statutes of the State of Texas.

**PASSED, APPROVED AND ADOPTED THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2026.**

\_\_\_\_\_  
**Wesley Lyon, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Candias Webster, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Lea Ream, City Attorney**

**DISASTER DECLARATION FOR THREAT OF WILDFIRES**

PROCLAMATION

WHEREAS, the City of Mt. Pleasant has not had rainfall for an extended period and Weather forecasters offer little promise of a change in the dry conditions in the near future; and

WHEREAS, these hot, dry conditions pose the threat of large, dangerous and fast-moving wildfires: and,

WHEREAS, such fires have the potential of endangering lives and damaging property on a large scale; and

WHEREAS, the Texas Disaster Act of 1975 authorized declaration of a state of disaster "if the threat of disaster is imminent" and

WHEREAS, the magnitude of the potential damage and the rapidity at which such a fire could escalate to major proportions constitute an imminent threat of disaster; and

WHEREAS, declaration of such disaster authorized the imposition of controls on activities which tend to increase the likelihood of fires; and

WHEREAS, such controls, once implemented, have the potential of protecting lives and property by mitigating the threat of dangerous fires;

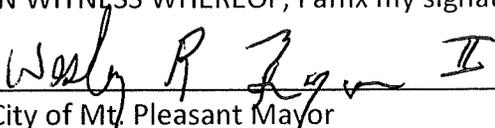
BE IT THEREFORE PROCLAIMED, that I Wesley Lyon, Mayor of the City of Mt. Pleasant, do hereby declare a state of disaster based on the threat of wildfires in the City of Mt. Pleasant, Texas; and

BE IT ALSO PROCLAIMED that this state of disaster will continue until rescinded in accordance with the above statute and order, but in no instance will this declaration continue for more than seven days without authorization by the Mt. Pleasant City Council;

BE IT ALSO PROCLAIMED that this state of disaster is being declared solely for the purpose of implementing controls aimed at mitigating the hazard posed by wildfires during the current dry weather.

BE IT ALSO ORDERED THAT the purpose of this order is the mitigation of the hazard posed by wildfires by curtailing the practice of outdoor burning, which purpose is to be taken into account in any enforcement action based upon this order.

IN WITNESS WHEREOF, I affix my signature this 25<sup>th</sup> day of February 2026.

  
\_\_\_\_\_  
City of Mt. Pleasant Mayor



# AGENDA ITEM REPORT

**Meeting:** City Council - Mar 03 2026

**Staff Contact:** Rob Vine, City Manager

**Department:** Administration

---

---

**Subject: City Manager's Report**

---

---