



ELGIN CITY COUNCIL MINUTES
September 16, 2025
6:30 PM

CALL TO ORDER

Mayor McShan called the meeting to order at 6:30 PM.

ROLL CALL

Mayor McShan called roll. Mayor McShan stated the Mayor Pro Tem Brashar was out of town. Council Member Casnovsky made a motion to excuse her absence. Deputy Mayor Pro Tem Love seconded the motion. All voted in favor. The motion carried.

Present:

Theresa Y. McShan, Mayor
Arthur Gibson III, Council Member, Ward 1
Joy Casnovsky, Council Member, Ward 1
Chuck Swain, Council Member, Ward 2
YaLecia Love, Deputy Mayor Pro Tem, Ward 2
Tiffany St. Pierre, Council Member, Ward 3
Al Rodriguez, Council Member, Ward 3
Liston Crim, Council Member, Ward 4

Absent:

Sue Brashar, Mayor Pro Tem, Ward 4

Staff:

Beau Perry, Acting City Manager
Peyton Standifer, City Secretary
Kaley Frye, Interim Economic Development Director
Michael Gonzales, Public Works Director
Pamela Sanders, Human Resources Director
Sonia Browder, Media Specialist
Kristina Alvarez, Main Street Manager
Elizabeth Marzec, Recreation & Leisure Services Manager
Esmeralda Rangel, Assistant City Secretary
Melissa Lipiec, Planning Technician
Todd Johnson, Police Commander
Bryan Heinrich, Police Officer

INVOCATION

Council Member Rodriguez provided the invocation.

PLEDGE OF ALLEGIANCE

Mayor McShan led those in attendance in reciting the Pledge of Allegiance to the Flag of the United States and the Pledge of Allegiance to the Texas Flag.

PUBLIC HEARING

1. **PUBLIC HEARING ON AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL LOCATED AT 907 NORTH AVENUE C ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 13622, W & O, BLOCK 6, LOT 3 (E 1/2), CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**

Mayor McShan read the caption of the Public Hearing. No one in attendance wished to speak. Mayor McShan closed the Public Hearing.

PUBLIC HEARING ON BUDGET AND TAX RATE

1. **(Second Reading) AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ELGIN, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor McShan read the caption of the Public Hearing. No one in attendance wished to speak. Mayor McShan closed the Public Hearing.

2. **(Second Hearing) AN ORDINANCE LEVYING AD VALOREM TAXES FOR MAINTENANCE AND OPERATION SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ELGIN, TEXAS, AND PROVIDING FOR APPORTIONMENT OF SAID LEVY; PROVIDING FOR PENALTIES AND INTEREST; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor McShan read the caption of the Public Hearing. No one in attendance wished to speak. Mayor McShan closed the Public Hearing.

PUBLIC COMMENT

There were no public comments.

ANNOUNCEMENTS

Kristina Alvarez, Main Street Manager, announced several upcoming events, including Viva Elgin, gardening and recreation programs, the Hogeys Committee meeting, Haunted Falloween, and ongoing wellness and library activities.

PRESENTATION

1. **A PROCLAMATION HONORING THE LATE EDDIE COCKRELL SHAW**
Mayor McShan read the proclamation. Eddie Cockrell Shaw's family received the proclamation from Mayor McShan.
2. **A PROCLAMATION DESIGNATING OCTOBER AS DOMESTIC VIOLENCE AND BULLYING PREVENTION MONTH IN THE CITY OF ELGIN**

Mayor McShan read the proclamation. Nell Selenus, President of Bastrop County Youth

Advisory Board, received the proclamation from Mayor McShan and provided a speech about Domestic Violence and Bullying.

3. A PROCLAMATION DECLARING SEPTEMBER AS CAPCOG PREPAREDNESS MONTH IN THE CITY OF ELGIN

Mayor McShan read the proclamation. Rhonda Thompson, CAPCOG Health & Wellness Coordinator, received the proclamation from Mayor McShan.

4. A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER 22-26, 2025 AS FALLS PREVENTION AWARENESS WEEK IN THE CITY OF ELGIN

Mayor McShan read the proclamation. Rhonda Thompson, CAPCOG Health & Wellness Coordinator, received the proclamation from Mayor McShan.

5. A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER 2025 AS SENIOR CENTER AWARENESS MONTH IN THE CITY OF ELGIN

Mayor McShan read the proclamation. Rhonda Thompson, CAPCOG Health & Wellness Coordinator, received the proclamation from Mayor McShan. Ms. Thompson briefly addressed the Council about the three proclamations she received.

6. A PROCLAMATION RECOGNIZING SEPTEMBER 2025 AS HUNGER ACTION MONTH IN THE CITY OF ELGIN

Mayor McShan read the proclamation. A representative would receive the proclamation from Mayor McShan at a later time.

CITY MANAGERS REPORT

1. Library Advisory Board Quarterly Report

Beau Perry, Acting City Manager, explained to the council that the Library Advisory Board Quarterly Report is available for their review. There were no questions from the Council.

2. Building Standards Commission Quarterly Report

Beau Perry, Acting City Manager, explained to the council that the Building Standards Commission Quarterly Report is available for their review. There were no questions from the Council.

3. Board of Adjustments Quarterly Report

Beau Perry, Acting City Manager, explained to the council that the Board of Adjustments Quarterly Report is available for their review. There were no questions from the Council.

4. Parks and Recreation Advisory Board Quarterly Report

Beau Perry, Acting City Manager, explained to the council that the Parks and Recreation Advisory Board Quarterly Report is available for their review. There were no questions from the Council.

5. Update to Council on Short Term Rental Properties (Perry)

Beau Perry, Acting City Manager, informed the Council that 12 properties are currently operating as short-term rentals without the required specific use permit. He explained that this item was to make Council aware that staff is drafting a letter to these property owners notifying them of the need to come into compliance and to file any Hotel Occupancy Taxes (HOT) taxes with the City for 2025, as required by the State for taxation purposes.

6. Review and Discuss the Remaining Meeting Dates in 2025

Beau Perry, Acting City Manager, explained to Council that this item would appear on the consent agenda. The proposed changes on the Consent Agenda will cancel the October 28th meeting, and reschedule the November 11th meeting. The October 28th meeting is proposed to be canceled for the Annual TML Conference. The November meeting would be rescheduled to Monday, November 17th, to allow the City Council to CANVASS following the November election. The December meeting would remain as scheduled. Mr. Perry also reminded Council that they may call for a special meeting, if necessary.

CONSENT AGENDA

1. City Council Special Meeting Minutes - August 26, 2025

This item was approved on the consent agenda.

2. City Council Regular Meeting Minutes - September 2, 2025

This item was approved on the consent agenda.

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS CANCELING THE OCTOBER 28, 2025, MEETING AND RESCHEDULING THE TUESDAY, NOVEMBER 11, 2025, MEETING TO MONDAY, NOVEMBER 17, 2025, AND PROVIDING FOR A SAVINGS CLAUSE.

This item was approved on the consent agenda.

4. Authorize the Mayor to Execute a Letter of Intent with Emergency Services District No. 1 for Trinity Ranch Property

This item was approved on the consent agenda.

5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY COUNCIL TO DISCUSS, CONSIDER, AND SELECT ENGINEERING AND ARCHITECTURAL SERVICE PROVIDER TO COMPLETE APPLICATION AND PROJECT IMPLEMENTATION FOR THE HAZARD MITIGATION ASSISTANCE (HMA) FUNDING ADMINISTERED BY THE TEXAS DIVISION OF EMERGENCY MANAGEMENT AND/OR THE TEXAS WATER DEVELOPMENT BOARD. (GONZALEZ)

This item was approved on the consent agenda.

6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, RATIFYING PAYMENT AND AUTHORIZATION PAY APPLICATION TO GRANT WORKS FOR MILESTONE 6 OF THE PISTOL HILL BOOSTER STATION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

This item was approved on the consent agenda.

Council Member Rodriguez made a motion to approve the consent agenda as presented. Council Member Crim seconded the motion. All voted in favor. The motion carried..

NEW BUSINESS

1. AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ELGIN, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026, IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH AND PROVIDING FOR AN EFFECTIVE DATE. (PERRY/SANDERS)

Beau Perry, Acting City Manager, stated that there would be a brief presentation to highlight some budget questions that the council had previously asked. Pamela Sander, Human Resources Director, provided a presentation stating that it was a moderate and responsible outlook on revenue growth with a 7% sales tax projection and 4% property tax projection. The proposed budget includes funding for the existing 180 positions with no new positions added, a comprehensive compensation and benefits study, the upgrade of 2 current finance department positions for accountants, and a 4% COLA increase to all positions effective January 2026, excluding staff assigned to the police pay scale. She displayed a chart with the total appropriation for all funds. Mrs. Sanders went on to explain the Law Enforcement Pay Scale step program and answered questions from the Council. Discussion continued.

Council Member Casnovsky motioned to ratify the property tax increase reflected in the proposed budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026, which raises more revenue from property taxes than the previous year. Council Member Crim seconded the motion.

The vote is as follows:

Council Member Casnovsky - Yes

Council Member Gibson - No

Council Member Swain - Yes

Deputy Mayor Pro Tem Love - Yes

Council Member St. Pierre - No

Council Member Rodriguez - No

Council Member Crim - Yes

Mayor McShan - Yes

The motion carried with five votes in favor, and three votes not in favor.

Council Member Swain made a motion to amend the budget to include the STEP PD individuals to also receive the 4% COLA. Council Member St. Pierre seconded the motion. All voted in favor. The motion carried.

Deputy Mayor Pro Tem Love made a motion to approve the Ordinance on its second reading adopting the proposed budget for fiscal year beginning October 1, 2025 and ending September 30, 2026. Council Member Crim seconded the motion.

The vote is as follows:

Deputy Mayor Pro Tem Love - Yes

Council Member St. Pierre - Yes

Council Member Rodriguez - No

Council Member Crim - Yes

Mayor McShan - Yes

Council Member Casnovsky - Yes

Council Member Gibson - No

Council Member Swain - Yes

The motion carried with six votes in favor, and two votes not in favor.

2. AN ORDINANCE LEVYING TAXES FOR MAINTENANCE AND OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ELGIN, TEXAS, AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE 2025 TAX YEAR. (PERRY/SANDERS)

Pam Sanders stated that the FY25–26 budget is based on the voter-approval tax rate, which is the maximum rate allowed without requiring an election. She noted that setting the tax rate is the only control the City has, as all other numbers are determined by the County for other entities. She further explained that each cent on the tax rate generates an

estimated \$116,996 in revenue for the City. Discussion followed.

The Mayor stated that this tax rate will raise more taxes for the maintenance and operation than last year's tax rate. The tax rate will increase by 8.64% and will increase taxes for maintenance and operation on a \$100,000 home by approximately \$135.00 for the 2026 tax year (and is equivalent to \$11.25 per month on average).

Council Member Casnovsky made a motion to approve the Ordinance on its second reading levying property taxes for the Tax Year 2025 that the property tax rate be increased by the adoption of a tax rate of \$0.619296 per \$100.00 valuation, and is comprised of the M&O rate being \$0.501934, and the interest & sinking rate being \$0.117362, which is effectively in total of 8.64% increase in the tax rate. Council Member Crim seconded the motion.

The vote is as follows:

Council Member Casnovsky - Yes

Council Member Gibson - No

Council Member Swain - Yes

Deputy Mayor Pro Tem Love - No

Council Member St. Pierre - No

Council Member Rodriguez - Yes

Council Member Crim - Yes

Mayor McShan - Yes

The motion carried with five votes in favor, and three votes not in favor.

3. AN ORDINANCE TO UPDATE THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO GENERATE FUNDING FOR GENERAL AND SPECIFIC OPERATIONS REQUIRED TO SATISFY SERVICE NEEDS OF THE CITY; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN. (Sanders)

New Business Item No. 9 was addressed before this item. The rest of the meeting took place in order.

Mayor McShan read the title title, and invited Pamela Sanders, Human Resources Director, to address the Council. Mrs. Sanders briefly reviewed the fees with the Council, and noted that the credit card fees had been changed at the Council's previous direction. Discussion followed.

Council Member Casnovsky motioned to approve the ordinance as it was presented. Deputy Mayor Pro Tem Love seconded the motion. All voted in favor. The motion carried.

4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, ESTABLISHING OFFICIAL HOLIDAYS TO BE OBSERVED BY THE CITY OF ELGIN AS A PART OF THE BENEFITS PROVIDED TO FULL-TIME STAFF; PROVIDING THAT CITY OFFICES AND BUILDINGS SHALL BE CLOSED IN OBSERVANCE OF SUCH HOLIDAYS; ESTABLISHING RULES FOR HOLIDAYS FALLING ON WEEKENDS; PROVIDING FOR RELATED MATTERS; AND ESTABLISHING AN EFFECTIVE DATE. (SANDERS)

Mayor McShan read the title of the item, and invited Pamela Sanders, Human Resources Director, to address the Council. Mrs. Sanders explained that this would set the holidays for the City of Elgin, and a resolution each year to set the dates would no longer be necessary. There were no questions from the Council.

Council Member Crim motioned to approve the resolution as it was presented. Council Member Gibson seconded the motion. All voted in favor. The motion carried.

5. **AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL LOCATED AT 907 NORTH AVENUE C ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 13622, W & O, BLOCK 6, LOT 3 (E 1/2), CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**

Mayor McShan read the title of the item, and Beau Perry, Acting City Manager addressed the Council. Mr. Perry explained the process for obtaining a special use permit. The Planning and Zoning Commission has held one public hearing, and has recommended this permit to the Council. Discussion followed.

Deputy Mayor Pro Tem Love motioned to approve the ordinance granting the specific use permit. Council Member St. Pierre seconded the motion. All voted in favor. The motion carried.

6. **AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, GRANTING TO SIENERGY GAS, LLC A FRANCHISE TO FURNISH AND SUPPLY GAS TO THE GENERAL PUBLIC IN THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTIES, TEXAS, AND TO TRANSPORT, DELIVER, SELL, AND DISTRIBUTE GAS IN AND OUT OF AND THROUGH SAID MUNICIPALITY FOR ALL PURPOSES; PROVIDING FOR THE PAYMENT OF A FEE OR CHARGE FOR THE USE OF THE STREETS, ALLEYS, AND PUBLIC WAYS; AND PROVIDING A SEVERABILITY CLAUSE, A PENALTY CLAUSE, AND AN EFFECTIVE DATE. (GONZALEZ)**

Mayor McShan read the title of the ordinance and invited Michael Gonzalez, Public Works Director, to address the Council. Mr. Gonzalez stated that this was the third and final reading of the ordinance before Council for a vote. He explained that, like any other franchise operating within the City's rights-of-way, the company will be required to obtain permits and have plans reviewed by City staff to ensure compliance with policies, with additional review provided by the City's engineering staff. The council had no further questions.

Council Member Rodriguez made a motion to approve the ordinance as presented. Council Member St. Pierre seconded the motion. All voted in favor. The motion carried.

7. **Appointment/Re-Appointment of Members to Various City Commissions, Boards, and/or Committees Including the Planning & Zoning Commission, Board of Adjustments, Library Advisory Boards, Park & Recreation Advisory Board, Economic Development Corporation Board of Directors, Historic Review Board, Main Street Board of Directors, and Building Standard Commission**

Mayor McShan read the title of the item and explained the annual process for members whose terms are expiring. She noted that each year, when terms are set to expire, the board chair reviews the applications received and provides suggestions or recommendations regarding candidates they believe would be a good fit for the board. Discussion followed.

Council Member Rodriguez made a motion to approve the appointment/re-appointment as stated. Council Member Swain seconded the motion.

The vote is as follows:

Council Member Rodriguez - Yes

Council Member Crim - Yes

Mayor McShan - Yes

Council Member Casnovsky - Yes

Council Member Gibson - Yes

Council Member Swain - Yes

Deputy Mayor Pro Tem Love - Yes

Council Member St. Pierre - No

The motion carried with seven votes in favor, and one votes not in favor.

8. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, NOMINATING PERSONS FOR THE BASTROP CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS

Council Member Swain made a motion to approve the nominations of David Redd and Justin Bezner.

Council Member Crim seconded the motion. All voted in favor. The motion carried.

9. Consider and Take Possible Action to Approve Waiver of Performance Requirements Under the Funding Agreement Between The City of Elgin and the Elgin Chamber of Commerce for Expenditure of Hotel Occupancy Tax Funds for the First Quarter of 2025 and Second Quarter of 2025 Quarterly Payments, and Authorize Payment of the Quarterly Funding, with Findings that Such Payment Serves a Valid Public Purpose.

Mayor McShan the title of this item and invited Veronica Seever, Elgin Chamber of Commerce President, to address the Council. Ms. Seever explained to Council the lapse in leadership left the Chamber without someone to fulfill these requirements, and their plan for moving forward. Ms. Seever answered questions from the Council. Discussion followed.

Council Member Swain motioned to pay the Elgin Chamber of Commerce for quarters one and two. Council Member Rodriguez seconded the motion.

The vote was as follows:

Council Member Swain - Yes

Deputy Mayor Pro Tem Love - No

Council Member St. Pierre - No

Council Member Rodriguez - Yes

Council Member Crim - Yes

Mayor McShan - Yes

Council Member Casnovsky - No

Council Member Gibson - Yes

The motion carried with a vote of 5 in favor and 3 not in favor.

EXECUTIVE SESSION

Mayor McShan read the two item titles for Executive Session, and adjourned the meeting into executive session at 8:41 PM.

1. Section 551.074 – Personnel Matters. Deliberation regarding the process for hiring a new City Manager, including discussion of candidate qualifications, recruitment and selection methods, and consideration of interim management arrangements pending the appointment of a new City Manager.

2. **Section 551.071 – Consultation with Attorney. Consultation with the City Attorney regarding legal issues related to the City Manager recruitment process and the use of interim appointments.**

RECONVENE

Mayor McShan reconvened the meeting at 9:05 PM.

Deputy Mayor Pro Tem Love made a motion to authorize the Mayor to execute an employment contract for interim services with SGR. Council Member Gibson seconded the motion. All voted in favor. The motion carried.

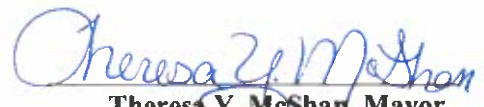
Council Member St.Pierre made a motion to appoint Robert Eads as Interim City Manager for the City of Elgin per contractual agreement. Deputy Mayor Pro Tem Love seconded the motion. All voted in favor. The motion carried.

ADJOURNMENT

Mayor McShan adjourned the meeting at 9:06 PM

ATTEST:


Peyton Standifer, City Secretary


Theresa Y. McShan, Mayor