



**ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
June 2, 2026
6:30 PM**

Members of the public may watch the meeting at:

https://www.youtube.com/channel/UC3OGBV_IoV0Nr3AqM1jTzA

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT

The "PUBLIC COMMENT" item posted on the agenda is reserved for members of the public who would like to address the City Council regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the City Council during the meeting shall do so under the "PUBLIC COMMENT" agenda item. Speakers shall be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts, or information for Council, to the City Secretary prior to commencement of the Council meeting. **As of May 1, 2022, all such public comments will be done IN PERSON. You may email public comments and they will be distributed to each of the Council Members but not read out loud.**

Speaker comments are limited to three (3) minutes. No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a PUBLIC HEARING will allow a member of the public an opportunity to speak during the Public Hearing and does not require a "PUBLIC COMMENT FORM".

Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or Staff Member. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from any personal attacks or derogatory comments directed at any Council Member, Staff Member, other individual, or group.

VI. ANNOUNCEMENTS

- 1. Morris Memorial Pool Opens for the Summer, June 2nd.**

2. **Fit & Strong Summer Aerobics begins June 5th and runs every Friday through August 28th at the Elgin Parks and Recreation Center from 10:15 AM - 11:15 AM**
3. **Elgin Juneteenth Organization's 27th Year Celebration: Children's Pageant, Midnight Street Dance, and Parade Thursday—Saturday, June 11th-13th at Veteran's Memorial Park**
4. **Summer Reading Kick-off: Austin Reptile Show June 2nd at the Elgin Public Library at 10:30am**
5. **Sundaes on Saturday, June 6th, at the Elgin Public Library from 1:30 - 3:30pm.**
6. **Teen Takeover: Succulent Planters ages 13 - 18 June 12th from 7 - 8:30pm**
7. **Elgin Oral History Project June 13th starts at 2pm at the Elgin Public Library**
8. **Backyard Chickens for Beginners ages 18+ June 20th from 12-1pm at the Elgin Public Library**
9. **BK Bones Fossils Rock! June 23rd at 10:30am at the Elgin Public Library**
10. **Chair Yoga with Body+Shine ages 18+ June 27th, starts at 11am at the Elgin Public Library**
11. **Wear Your Wellness with Pink Love Houston, ages 18+ June 30th from 2-4pm & 6-8pm at the Elgin Public Library**

VII. PRESENTATION

1. **Introduction of New Lifeguards for the 2026 Summer Pool Season**
2. **Recognition of Kinsey Anderson for Completion of the TML Leadership Fellow Academy.**
3. **Recognition of Commander Todd Johnson for Graduating from the Prestigious Bill Blackwood Law Enforcement Management Institute of Texas Leadership Command College Class 104.**

VIII. CITY MANAGERS REPORT

1. **Board of Adjustments Quarterly Report**
2. **Historic Review Board Quarterly Report**
3. **Building Standards Commission Quarterly Report**

IX. CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that are considered to be self-explanatory by the City Council and will be enacted with one motion, one second, and one vote. Any member of the City Council may pull any item from the Consent Agenda in order that the City Council discuss and act upon it individually as a part of the Regular Agenda.

1. **City Council Regular Meeting Minutes - March 3, 2026**

2. **Appointment of Molly Alexander to the Historic Review Board to Fill a Vacancy**
3. **Appointment of Faith Poirier to the Library Advisory Board to Fill a Vacancy**
4. **ACC Elgin Campus Noturn Market Saturday, September 12th and then Every 2nd Saturday of the Month Following; Special Event Application: Ordinance Waiver Sec. 8-157.103 Restriction of Hours of Operation, Sec. 8-157.132 Exemption for Itinerate Vendors Permits with Property Owner Invitation. (Kristina Alvarez - Main Street Manager)**

X. NEW BUSINESS

1. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE WORK AUTHORIZATION NO. 4 WITH GRADIENT LEADERSHIP SOLUTIONS CORPORATION OF MANSFIELD, TEXAS FOR FINANCE-RELATED SERVICES; AND MAKING CERTAIN FINDINGS RELATED THERETO. (PAMELA SANDERS - HUMAN RESOURCES)**
2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND FINALIZE AN AGREEMENT BETWEEN THE CITY OF ELGIN, TEXAS, AND THE ELGIN HISTORICAL ASSOCIATION, INC. FOR THE OPERATION AND PARTNERSHIP OF THE ELGIN UNION DEPOT, AND MAKING CERTAIN FINDING RELATED THERETO.**
3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE POSITION OF BUILDING OFFICIAL WITHIN THE DEVELOPMENT SERVICES DEPARTMENT.**

XI. EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as permitted by Chapter 551 of the Texas Government Code.

XII. RECONVENE

The City Council will return to open session for possible discussion and action as a result of the Executive Session

XIII. ADJOURNMENT

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. Action, if any, will be taken in open session.

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a

quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512)229-3223. Please provide forty-eight hours notice when feasible.

I, Peyton Standifer, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Wednesday, May 27, 2026, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in black ink, appearing to read "Peyton Standifer". The signature is written in a cursive style with a large initial "P".

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Board of Adjustments Quarterly Report

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is requested or required on this item.

BACKGROUND:

This report covers the period of February 2026 to April 2026.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

None.

ATTACHMENTS:

1. BOA Quarterly Report Feb 2026 - April 2026

Staff will be making a detailed presentation on this agenda item at the meeting.

Staff will provide brief comments and answer questions on this item at the meeting.

This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



BOARD OF ADJUSTMENT QUARTERLY REPORT

DATE: APRIL 23, 2026

SUMMARY OF ACTIVITIES FROM FEBRUARY 2026 – APRIL 2026

Board Members:

Regan Dumbeck – Chairman, Darren Mogonye – Vice Chairman, Stephen Kylberg, Stephen Finley, Suzannah Desroches, Christina Cotton – Sr. Alternate, Jessica Bega – Jr. Alternate

February 2026

- Activity: No meeting held this month due to no applications being received.
- Attendance: N/A

March 2026

- Activity: No meeting held this month due to no applications being received.
- Attendance: N/A

April 2026

- Activity Report:
 - 1. Induction of Jessica Bega as Junior Alternate.
 - 2. Project #202600019 – a Zoning Variance from Sec. 46-233(3) to reduce rear setbacks to zero feet at 807 N Ave C. Board approved 5-0.
 - 3. Project 202600020 – a Zoning Variance from Sec. 46-265(4) to reduce the minimum lot width to 55' at 409 E 8th St. Board approved 5-0.
- Attendance: Stephen Kylberg and Suzannah DesRoches were absent.

PROPOSED ACTIVITIES FROM MAY 2026 – JULY 2026 MEETINGS

Continue to perform their function as allowed by State law and City Code including items such as appeals, special exceptions, & zoning variances per Chapter 46 of our Code of Ordinances.

RECOMMENDED COUNCIL ACTION

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Historic Review Board Quarterly Report

DEPARTMENT: Community Services

PROPOSED ACTION: No Council action is requested or required on this item.

BACKGROUND:

This report covers the period of January 2026 to March 2026.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

None.

ATTACHMENTS:

1. HRB Quarterly Reports Jan-Mar

Staff will be making a detailed presentation on this agenda item at the meeting.

Staff will provide brief comments and answer questions on this item at the meeting.

This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



HISTORIC REVIEW BOARD QUARTERLY REPORT

DATE: May 21, 2026

SUMMARY OF ACTIVITIES FROM January - March 2026

Board Members:

Jake Carter, Sheldon Johnson, Bernette Smith, Christa Cotton, Abraham Shaheen, Jessica Jaimes, Caleb Dawon and Regina McIlvain

January 2026

- No meeting due to no submitted applications

February 2026

One application reviewed:

- **207 N. Main Street – Huntington Bank (formerly Cadence Bank)**
 - Proposed exterior signage updates associated with rebranding
 - Included replacement, removal, and retention of various signs
 - Changes were primarily like-for-like in placement and function
 - Staff determined the updates did not significantly alter the architectural character and were consistent with typical corporate rebranding

March 2026

- No meeting due to no submitted applications

ANTICIPATED ACTIVITIES (April – June 2026)

- Continued review of Certificates of Appropriateness applications as submitted
- Ongoing staff coordination with property and business owners preparing future applications
- Upcoming board member term expirations and anticipated appointments
- Potential officer elections for the Historic Review Board

RECOMMENDED COUNCIL ACTION

No current recommended action from Council needed at this time.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Building Standards Commission Quarterly Report

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is requested at this time.

BACKGROUND:

This report covers the period of March 2026 to May 2026.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

None.

ATTACHMENTS:

1. BSC Quarterly Report (Mar '26 to May '26)

Staff will be making a detailed presentation on this agenda item at the meeting.

Staff will provide brief comments and answer questions on this item at the meeting.

This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



BUILDING STANDARDS COMMISSION QUARTERLY REPORT

DATE: MAY 21, 2026

SUMMARY OF ACTIVITIES FROM MARCH 2026 – MAY, 2026

Board Members:

Brian Lundgren – Chairman, Nicholas Martinez, Jerry Garcia, Michael Hinds, Brad Burnhard

March 2026

- Activity: No meeting held this month due to no applications being received.
- Attendance: N/A

April 2026

- Activity: No meeting held this month due to no applications being received.
- Attendance: N/A

May 2026

- Activity: No meeting held this month due to no applications being received.
- Attendance: N/A

PROPOSED ACTIVITIES FROM MARCH 2026 – MAY 2026 MEETINGS

Continue to be available to hear and determine cases concerning alleged violations of ordinances per Chapter 54, subchapter C of the Texas Local Government Code and to consider variances from or appeals of interpretation regarding buildings and building regulations and adopted International Fire Code.

RECOMMENDED COUNCIL ACTION

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - March 3, 2026

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the meeting minutes.

BACKGROUND:

The City Council held a regular meeting on March 3, 2026.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. City Council Regular Meeting Minutes - March 3, 2026

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



perfectly situated...

ELGIN CITY COUNCIL MINUTES
March 3, 2026
6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan called roll.

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
Sue Brashar, Mayor Pro Tem, Ward 4

Staff:

Robert Eads, City Manager
Mark Schroeder, City Attorney
Kaley Frye, Economic Development Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Stacey Osbourne, Acting Community Services Director
Beau Perry, Development Services Director/City Engineer
Sonia Browder, Media Specialist
Kristina Alvarez, Main Street Manager
Esmeralda Rangel, Assistant City Secretary
Uriel Campos, Administrative Assistant
Grace Perez, Interim Parks and Recreation Manager
Mathew Decker, Police Sergeant
Starr LaSalde, Police Officer

INVOCATION

Council Member Swain 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 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE 30.785 ACRES OF LAND FROM "R-1" SINGLE FAMILY RESIDENTIAL DWELLING DISTRICT TO "C-3" HIGHWAY COMMERCIAL DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15519 AND 73869, LOCATED AT 800 NORTH STATE HIGHWAY 95, BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**

No one in attendance wished to speak for the Public Hearing.

PUBLIC COMMENT

Marlgn Kelislt, Littig, stated that she believed there could be a better place for this treatment facility as Littig has a lot of history connected to it. She stated that with most of the development occurring North of 290, she would encourage reexamining the location of this facility to a place better suited for the community and water there.

Joel Mason, Morrow Lane, owns property in Littig and stated that it is a historical place. He expressed his concern about putting a treatment plant in an area where ten years from now there will be a new generation of people dealing with this same problem. He urged the Council to preserve what Littig is now for the newer generation.

Juanita Valerie Neidig, Littig Road, has resided in the community of Littig for thirty years. She expressed her concern about the proposed Waste Water Treatment Plant and found it concerning that a Comprehensive Odor Control System was not included in the initial scope of work. She believed that not having this be in the initial plan showed that the City did the bare minimum for it's community members and that the residents' quality of life was an afterthought and not a priority. She was concerned about the area chosen and asked the Council to explore alternative locations that do not impact historical communities of color, and to stop catering to developers.

Abron Mack, Morrow Street, expressed concerns about the proposed facility being located in Littig rather than on the outskirts of the community. He agreed with previous comments regarding potential environmental impacts and stated that discharge from the plant could contaminate nearby creeks and rivers, affecting the land, livestock, and animals in the area. He also noted that if the facility is constructed, he hoped the pipes would be installed underground to help prevent contamination of the surrounding ground. Additionally, he mentioned that the area experiences frequent flooding and expressed concern that above-ground discharge during flood events could allow contamination to reach nearby homes. He stated his opposition to the facility due to its proximity to Littig, adding that he previously worked at a wastewater treatment plant in District 17 for several years and understands that discharge from such facilities must ultimately go somewhere.

Zach Brebaugh, Jones Road, shared his support with the Littig community in regard to the proposed Waste Water Treatment Plant. He believed that this was not a good place for the installation and should be moved to an area with similar infrastructure such as a landfill. He expressed concern

about the detriment to the environment, wildlife, livestock and everybody that surrounded the area. He asked Council to please find somewhere else to put this facility.

Shelby Koebuy, Blanco Street, expressed her support for the Littig community and showed her opposition to the proposed Waste Water Treatment Plant location in the historic town of Littig. She stated that she has been a program manager for Wilberger Creek Conservation Alliance since 2008 and has worked with nearby farmers and ranchers to help preserve their land. She stated that there are alternative locations for this plant that are closer to the development it will service, that would not disrupt the Littig community and the natural area surrounding it. She invited the Mayor and City Council to visit the land that had been preserved around Littig and see that the land is worth preserving.

Anne Brockengrough, Jones Road, expressed her support for the community of Littig and asked the Council to find a better place for the proposed Waste Water Treatment Plant that is not next to the historic town of Littig. She has lived in the community for over twenty-five years and, as a community, they have worked hard to preserve Littig with community clean-ups in Spring and the Historic Cemetery clean up in the Fall. She shared how Jackson Marrow donated two thousand acres of land to the town of Littig after the Civil War and how it had been swindled and stolen away from its descendants. She asked the City not to add to this injustice by putting a Waste Water Treatment Plant on the land he once owned, and instead to look at another location closer to 290 where this facility could be built.

Harlan H. Neidig, Littig Road, has been a landowner in Littig for over fifty years and has lived in Littig for over forty years. He stated that there are seventy-five residents within three-tenths of a mile from the proposed plant in addition to two churches with everything around it being agriculture or ranch land. He shared his confusion about how the site was chosen and that when the area was annexed there should have been a notice to those within two hundred to two hundred and fifty feet, which he believes was not done. He questioned whether the Littig community or its history had been considered, which was answered at the town hall that it was not.

Gena Gonzalez, stated that by placing this wastewater treatment plant, it was the definition of environmental racism and environmental injustice. Littig has never been served wastewater treatment. She expressed that if the City is working to ensure quality of life for future residences that haven't thought about moving here, they extend the same level of care and protection to the residences that are already here in the historic Littig community. They heard that they were not considered in the planning of this plant, but hope that they will now be considered. She expressed that the community is only asking for equal rights and hoped to have a discussion as they have not been given any alternatives.

Pamela Fowler, Ballersteelt Road, shared that Littig is a part of Texas history as one of the oldest African-American Freedom Colonies in Texas. There were concerns about how there was no proper notification to the residents that would be affected by the facility. She shared how Littig has provided a lot to the City of Elgin with not just their business, but students, athletes, teachers and much more throughout the years. Even then, the City does not provide any support to the Littig community no water, electricity, or even wastewater service, but no matter the outcome, Littig will always be historic.

Alaona Gonzalez, Weeping Willow, stated that she lives directly next to the property where the proposed wastewater treatment facility is planned. This project will have a direct impact on the quality of life for residents that live around this facility. Impacts such as mechanical equipment that cause noise, truck traffic for maintenance, sludge hauling, industrial lighting at night, and could carry

the potential for odor complaints. Another concern not fully addressed is the risk of future expansion as, once established, expansion becomes easier than relocation, and she asked the council to clarify if this facility is expected to stay at its capacity or if its the first phase of a larger expansion. She hoped that the council give equal weight to the residence already here while planning for the future of growth.

Hillary MacDonald, Bissel Lane, stated that there was no consideration of the residents when putting a facility in their front yards while this would not serve them at all. She also shares her concerns about the city using old flood plains data from FEMA on a location that is known for flooding and putting a facility that would dump water into creeks and would also cause flooding. She expressed that the lack of forethought in protection of the people that already live their is blatant and the environmental impact that floods will already cause has not been fully thought out. There is land in other areas that is for sale, and she expected changes be made to this proposed.

Jon Beall, Flora Cove, stated that Wahlberg Creek has eleven existing sewage treatment plants and eight permits for new discharge. Traditional technology does not remove chemicals, plastics, pharmaceuticals, sulfates, chlorides, or enough phosphorus. This creek has become the most burdened with wastewater in Travis County. There has been chronic problems like poor water quality, algae, and dead fish floating in the creek, which is downstream from the proposed facility. This does not have to be done. He showed twenty-eight permits in Travis County for non-discharge that used irrigation and subsurface irrigation to dispose of wastewater, suggesting the city do the same. It is time to stand up and ask developers to reuse their wastewater. As regionalization has become a big thing, he suggested finding a place that is not next to a historical place and build one regional treatment plant instead of irritating the community with many small plants.

Christopher Scott, Marrow Lane, stated that this facility would be in his back yard. When stepping onto his porch he would see it and smell it. He reminded council that when they stepped into this role they make an oath to the community and clearly the community that it was affecting does not want this facility. The Council's decisions affects the community, their children, livelihood, livestock and this community is supposed to have trust in the council.

Gloria Saqunas, shared her disappointment with the council for thinking of putting a waste management facility near the historic land of Littig. She expressed her concern of how the council should do something honorable to honor those that lived there instead.

ANNOUNCEMENTS

1. Celebrating Dr. Suess for Read Across America Saturday, March 7th at the Elgin Public Library

Kristina Alvarez, Main Street Manager, provided this announcement to the Council and clarified that Books and Bloom is actually the event happening March 7th and to keep a look-out for any weather updates on the Facebook page or website.

2. Sip, Shop, & Stroll Thursday, March 12th, Downtown Elgin

Kristina Alvarez, Main Street Manager, provided this announcement to the Council.

3. St. Patrick's Day Festival Saturday, March 14th at Things Celtic 2 pm – 10 pm

Kristina Alvarez, Main Street Manager, provided this announcement to the Council.

4. Touch-A-Truck Monday, March 16th at Elgin Parks and Recreation Center, 5 pm-7 pm

Kristina Alvarez, Main Street Manager, provided this announcement to the Council.

CITY MANAGERS REPORT

1. **Board of Adjustments Quarterly Report**

Robert Eads, City Manager, stated that the Board of Adjustments Quarterly Report is available for their review. There were no questions from the Council.

2. **Historic Review Board Quarterly Report**

Robert Eads, City Manager, stated that the Historic Review Board Quarterly Report is available for their review. There were no questions from the Council.

3. **Building Standards Commission Quarterly Report**

Robert Eads, City Manager, stated that the Building Standards Commission Quarterly Report is available for their review. There were no questions from the Council.

CONSENT AGENDA

1. **City Council Regular Meeting Minutes - February 17, 2026**

This item was approved on the consent agenda.

2. **Community Easter Egg Hunt and Fun Day hosted by Elgin Sub-District, Community of Churches, Rev. D.W. Townsend - Elgin Sub-District Community of Churches President: Special Event Fee Waiver Application, Elgin Memorial Park Rental Waiver, Public Works and Police Department Support, for April 28, 2026, from 10am - 1pm (\$250.00) (Kristina)**

Mayor McShan noted a correction on the date that this event is March 28th, not April.

Council Member St. Pierre made a motion to approve the consent agenda. Council Member Rodriguez seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. **AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE 30.785 ACRES OF LAND FROM "R-1" SINGLE FAMILY RESIDENTIAL DWELLING DISTRICT TO "C-3" HIGHWAY COMMERCIAL DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15519 AND 73869, LOCATED AT 800 NORTH STATE HIGHWAY 95, BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**

Mayor McShan read the title of the item and invited Beau Perry, City Engineer/Development Service Director, to address the Council. Mr. Perry stated that this zoning change recently went through the Planning and Zoning Commission, and the Commission has recommended for this item approval with no opposition. This piece of property was defaulted to R-1 as all properties that are annexed into the City limits are, and the developer has put forth a C-3 highway commercial. Discussion followed.

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

2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL FOR ENGINEERING SERVICES FOR AN**

ODOR CONTROL SYSTEM AT THE WASTEWATER PLANT II PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

Mayor McShan read the title of the item and invited Michael Gonzalez, Public Works Director, to address the Council. Mr. Gonzalez stated that he was there to help answer any questions of the Council's regarding the item. Deputy Mayor Pro Tem Love commented that most of the City Council attended the town hall meeting in Littig, and heard the feedback that was given regarding the proposed Wastewater Treatment Plant No. 2. Although there was opposition, Deputy Mayor Pro Tem Love stated that the proposed systems, that are currently not implemented in the Wastewater Treatment Plant located in Elgin, is proactive to the residents' described concerns. Mr. Gonzalez clarifies that this is only for the design services of the control system. Discussion followed.

Deputy Mayor Pro Tem Love motioned to approve the resolution. Mayor Pro Tem Brashar seconded the motion. All voted in favor. The motion carried.

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL FOR ENGINEERING SERVICES FOR THE WEST WIND AND COUNTY LINE ROAD LIFT STATION OFF-SITE WASTEWATER PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

Mayor McShan read the title of the item and invited Michael Gonzalez, Public Works Director, to address the Council. Mr. Gonzalez stated that these services are for the design of two new wastewater lines from the Westwind Lift Station and the Elm Creek Lift Station to extend services to Wastewater Treatment Plant No. 2. Discussion followed.

Mayor Pro Tem Brashar made a motion to approve the resolution. Deputy Mayor Pro Tem Love seconded the motion.

The vote is as follows:

Mayor Pro Tem Brasher - 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

Council Member Rodriguez - Yes

Council Member Crim - Yes

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

4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH STACEY FORD OSBORNE FOR CONTINUED PUBLIC INFORMATION AND COMMUNICATION SERVICES FOR THE CITY OF ELGIN, AND MAKING CERTAIN FINDINGS RELATED THERETO.

Mayor McShan read the title of the item and invited Robert Eads, City Manager, to address the Council. Mr. Eads stated that Ms. Osborne has been functioning as the Public Information Officer, and has assisted the City by acting in other roles, such as Community Services Director. Discussion followed.

Council Member Crim made a motion to approve the resolution. Council Member Swain seconded the motion.

The vote is as follows:

Council Member Crim - Yes
Mayor Pro Tem Brashar - 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
Council Member Rodriguez - Yes
The motion carried with eight votes in favor, and one vote not in favor.

5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE DISANNEXING APPROXIMATELY 283.115 ACRES OF REAL PROPERTY PREVIOUSLY ANNEXED FOR LIMITED PURPOSES BY ORDINANCE NO. 2021-05-18-13, REMOVING THE PROPERTY FROM THE CORPORATE LIMITS OF THE CITY OF ELGIN AND RETURNING THE PROPERTY TO THE CITY'S EXTRATERRITORIAL JURISDICTION.

Mayor McShan read the title of the item and invited Beau Perry, City Engineer/Development Service Director, to address the Council. Mr. Perry stated that the use of the limited purpose annexation was to collect sales tax if there was any commercial building on the property. Currently, only a school and residential homes are on the property, so there is no form of sales tax that the City can collect. Therefore, City Staff believe that it is in the best interest of the City to disannex the property to alleviate any confusion between residents about being or not being within City limits.

Council Member Swain motioned to approve the ordinance. Council Member St. Pierre seconded the motion. All voted in favor. The motion carried.

EXECUTIVE SESSION

The City Council did not convene into Executive Session.

RECONVENE

The City Council did not convene into Executive Session.

ADJOURNMENT

Mayor McShan adjourned the meeting at 7:40 PM.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Appointment of Molly Alexander to the Historic Review Board to Fill a Vacancy

DEPARTMENT: Community Services

PROPOSED ACTION: Approval of the appointment of Molly Alexander to the Historic Review Board.

BACKGROUND:

The Historic Review Board currently has a vacancy. Molly Alexander has applied to file the vacancy on the Historic Review Board. The Mayor has recommended this appointment.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

Staff does not have a recommendation.

ATTACHMENTS:

None

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Appointment of Faith Poirier to the Library Advisory Board to Fill a Vacancy

DEPARTMENT: Library

PROPOSED ACTION: Approval of the appointment of Faith Poirier to the Library Advisory Board.

BACKGROUND:

Recently, a member of the Library Advisory Board had to resign because their job conflicted with the meeting times. Faith Poirier has applied to fill the vacant position. The Mayor has recommended the appointment of Faith Poirier.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

Staff does not have a recommendation.

ATTACHMENTS:

None

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: ACC Elgin Campus Nocturn Market Saturday, September 12th and then Every 2nd Saturday of the Month Following; Special Event Application: Ordinance Waiver Sec. 8-157.103 Restriction of Hours of Operation, Sec. 8-157.132 Exemption for Itinerate Vendors Permits with Property Owner Invitation. (Kristina Alvarez - Main Street Manager)

DEPARTMENT: Community Services

PROPOSED ACTION: Approval of the request for Ordinance waivers regarding Sec. 8-157.103 Restriction of Hours of Operation, and Sec. 8-157.132 Exemption for Itinerate Vendors Permits with Property Owner Invitation

BACKGROUND:

Nocturn Market is a curated, monthly outdoor night market designed to bring together local small businesses, artisans, and the surrounding community in a safe, welcoming, and engaging environment. Nocturn Market aims to become a consistent, well-organized, and community-driven event that reflects positively on both the vendors involved and the host location.

Frequency: Once per month

Proposed Day: 2nd Saturday each month

Time: 5:00 PM – 10:00 PM.

Chapter 8. Businesses of the Elgin Code of Ordinances; Article VI. - Peddlers, Solicitors and Vendors; Division II. Itinerant Vendors and Mobile Street Vendors; Subdivision II. Permits

Sec. 8-157.132. - Exemptions.

The provisions of this article concerning permit requirements shall not apply to persons who come within any of the following classifications:

(3)

Property owner invitation. Persons engaged in business activity at the express invitation of the occupant or owner of such house or business.

BUDGET/FINANCIAL IMPACT:

Funding for this item was {} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. ACC Approval
2. Nocturn Market Proposal
3. Nocturn Market Special Event Summary

- { Staff will be making a detailed presentation on this agenda item at the meeting.
- { Staff will provide brief comments and answer questions on this item at the meeting.
- {X} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Approval of Monthly Community Market at Amphitheater

1 message

Sonya Rendon-Rangel <sonya.rendon-rangel@austincc.edu>

Mon, May 4, 2026 at 1:17 PM

To: Jessica McCullough <jessica.mccullough@austincc.edu>

Cc: Michael Garcia <michael.garcia@austincc.edu>

Dear Jessica,

I'm pleased to inform you that your proposal to host a monthly community weekend/evening market at the Austin Community College-Elgin Campus amphitheater has been approved.

The market may take place once per month on Saturdays from 5:00 p.m. to 10:00 p.m., as outlined in your proposal. We understand the event will include approximately 10–15 vendors and will operate as a self-sustaining market. As discussed, food trucks will not be included at this time due to City of Elgin restrictions.

Vendors will be responsible for obtaining all required permits and managing their own setup and breakdown in accordance with event guidelines. Trash stations must be provided, and all waste should be removed following each event. Lighting may be supported through portable generators as needed, along with existing amphitheater outlets for small equipment and LED lighting. We also understand that on-site security personnel will be provided.

We are happy to offer use of the amphitheater at no cost initially to support the establishment of the market. Should the event grow and require use of additional space, such as the parking lot, we can revisit and implement a fee structure at that time.

Please coordinate with us on scheduling details and any logistical needs as you move forward. We look forward to seeing this event bring added energy and engagement to the community.

Thank you, and congratulations.

Sonya

Sonya Rendon-Rangel
Campus Coordinator
Facilities Management
Austin Community College
Elgin Campus
1501 Hwy. 290 W
Elgin, TX 78621
Phone: 512-223-9402
sonya.rendon-rangel@austincc.edu

"Work hard in silence, let success be your noise"





**Proposal for Use of Austin Community College –
Elgin Campus**

Organizer Information

Name: Jessica McCullough

Business: Nocturn Market

Contact Information: nocturnmarket@gmail.com 737-206-1421

1. Executive Summary

Nocturn Market is a curated, monthly outdoor night market designed to bring together local small businesses, artisans, and the surrounding community in a safe, welcoming, and engaging environment.

The goal is to:

- Support local entrepreneurs
- Create a recurring community event
- Offer a unique, family-friendly evening experience

We are seeking approval to host this event in the **Austin Community College Elgin Campus amphitheatre** on a monthly basis during weekend evenings when campus activity is minimal.

2. Event Overview

Event Name: Nocturn Market

Frequency: Once per month

Proposed Day: 2nd Saturday each month

Time: 5:00 PM – 10:00 PM

Estimated Attendance (initial):

- 150–250 attendees (growing over time)

Vendor Count:

- 10–15 vendors to start
- Potential to expand to 30+ vendors

3. Purpose & Community Impact

Nocturn Market is designed to:

Support Local Business

- Provide a platform for small businesses, makers, and food vendors
- Encourage entrepreneurship within the community

Build Community Engagement

- Offer a safe, local gathering space
- Create a recurring event that brings people together

Align with ACC Values

- Supports workforce development and small business growth
- Provides visibility and engagement for the campus within the community

4. Proposed Location Use

Area Requested:

Amphitheatre at ACC Elgin Campus

Setup Includes:

- Vendor tents (10x10 standard)
- Walkways for safe foot traffic
- Small seating area
- Portable restrooms with hand washing station

Site Considerations:

- No interference with campus buildings or operations
- Clear access for emergency vehicles
- Parking zones maintained for attendees

5. Operations Plan

Setup & Breakdown

- Setup: Begins ~2–3 hours before event
- Event: 5 PM – 10 PM

- Breakdown: Completed within 1–2 hours after

Staffing

- Event organizer (myself)
- 2-3 assistants for vendor coordination and oversight
- Off-duty police officer for security

6. Safety & Compliance

Vendor Requirements

- All vendors must comply with local regulations
- Vendors responsible for their own setup and safety

Insurance

- Event liability insurance will be obtained

Crowd & Traffic Flow

- Clearly defined walkways
- Organized vendor layout to prevent congestion

Lighting

- Adequate lighting provided for:
 - Vendor booths
 - Walkways
 - Common areas

Cleanliness

- Trash stations provided
- Full cleanup after each event

7. Power & Utilities

Power Plan:

- Use of portable generators

Vendor Expectations:

- Low-power usage only (LED lighting, small equipment)

8. Noise & Environment

- No loud music or disruptive activity
- Low-volume background music
- Event concludes by 10 PM to respect surrounding area

9. Marketing & Promotion

Marketing will be handled through:

- Social media platforms (Instagram, Facebook)
- Local community groups
- Flyers and digital promotion

Branding:

Nocturn Market will be presented as a curated, high-quality community event.

10. Benefits to ACC Elgin Campus

- Increased positive visibility within the community
- Opportunity to support local economic development
- Potential for future collaboration (student vendors, programs, etc.)
- Safe and structured use of campus space during off-hours

Closing Statement

Nocturn Market aims to become a consistent, well-organized, and community-driven event that reflects positively on both the vendors involved and the host location.

We are committed to:

- Maintaining professionalism
- Respecting campus property
- Creating a safe and enjoyable experience for all attendees

We appreciate your consideration and look forward to the opportunity to bring this event to the ACC Elgin Campus.

SPECIAL EVENT APPLICATION SUMMARY

**Applying Organization / Individual: Nocturn Market Hosted by ACC-Elgin Campus
Jessica McCullough**

Event Name: Nocturn Market-Gather, Shop, Experience

Event Dates / Times:

Saturday, September 12th 2026, then every 2nd Saturday each Month

2pm.....Setup
 5-10pm.....Event Time
 10-11:30pm.....Event breakdown

Event Location: Amphitheater at ACC Elgin Campus

NOCTURN MARKET

SHOP LOCAL. SUPPORT COMMUNITY. ENJOY THE NIGHT.

LEGEND

- PREMIUM SPOTLIGHT BOOTH - \$60 (Highest Visibility / Best Traffic)
- STRONG STANDARD BOOTH - \$45 (Good Traffic / High Exposure)
- STANDARD BOOTH - \$45 (Steady Traffic / Great Value)
- 🚚 FOOD TRUCKS (FT1-FT3) Local Eats & Treats
- R RESTROOMS Portable Restrooms
- 🎵 LIVE MUSIC Acoustic Performances
- 🛋️ SEATING & LOUNGE Relax, Eat, Enjoy
- ★ MAIN ENTRANCE Guest Entry Point
- ➔ GUEST FLOW Recommended Path
- FIRE LANE Keep Clear At All Times

VENDOR BOOTH LIST (24 TOTAL)

1-4	PREMIUM SPOTLIGHT	\$60
8-12	PREMIUM SPOTLIGHT	\$60
13-17	STRONG STANDARD	\$45
5-7	STRONG STANDARD	\$45
20-23	STRONG STANDARD	\$45
18-19	STANDARD	\$45
24	STANDARD	\$45

MONTHLY MARKET
SECOND SATURDAYS
5PM - 10PM

EVENT INFORMATION

- ★ MAIN ENTRANCE Guest Entry Point
- ➔ GUEST FLOW Recommended Path
- FIRE LANE Keep Clear At All Times

No building access during market.

NOTES

- Fire lane & walkways must remain clear
- No vendor setup on circular drive
- Map subject to change
- Final layout provided one week before event

PRICING BY TRAFFIC VALUE

PREMIUM SPOTLIGHT BOOTH \$60	STRONG STANDARD BOOTH \$45	STANDARD BOOTH \$45
Highest Visibility Best Traffic Flow	Good Traffic High Exposure	Steady Traffic Great Value

Nocturn Market is a curated, monthly outdoor night market designed to bring together local small businesses, artisans, and the surrounding community in a safe, welcoming, and engaging environment.

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Build Community Engagement

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- Create a recurring event that brings people together

Align with ACC Values

- Supports workforce development and small business growth
- Provides visibility and engagement for the campus within the community

Closing Statement

Nocturn Market aims to become a consistent, well-organized, and community-driven event that reflects positively on both the vendors involved and the host location.

We are committed to:

- Maintaining professionalism
- Respecting campus property
- Creating a safe and enjoyable experience for all attendees

We appreciate your consideration and look forward to the opportunity to bring this event to the ACC Elgin Campus

Nocturn Market

Hosted By: ACC Elgin Campus

Description of City Staff Support	Number of Employees	Number of Hours	Cost Per Hour Per Employee	Total Cost

Description of Fees and Waivers		Cost by Unit	Total Cost
Sec. 8-157.103.b - Time restrictions Ordinance Wavier - extend hours off operation for businesses until 10pm			
Sec. 8-157.132. - Exemptions for Itinerant Vendor Fees-subsection 3.)Property owner invitation.		Itinerant Vendor fees range from \$25-\$200.	

Total Event Fees	Total Cost	
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Elgin City Council Meeting Agenda Item Executive Summary

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE WORK AUTHORIZATION NO. 4 WITH GRADIENT LEADERSHIP SOLUTIONS CORPORATION OF MANSFIELD, TEXAS FOR FINANCE-RELATED SERVICES; AND MAKING CERTAIN FINDINGS RELATED THERETO. (PAMELA SANDERS - HUMAN RESOURCES)

DEPARTMENT: Finance

PROPOSED ACTION: For City Council to approve Work Authorization #4 with Gradient Leadership Solutions, LLC to continue current level of services, and authorization for the City Manager to execute all associated documents

BACKGROUND:

The City of Elgin has contracted with Gradient Leadership Solutions to act in an advisement capacity in a similar manner as a Chief Financial Officer or Director of Finance during a focused period of time to assist the Client's leadership in meeting certain finance related objectives. Work Authorization #4 is issued under the existing Master Services Agreement with Gradient Leadership Solutions, LLC at the contracted hourly rate to continue assisting in the internal management of all city financial operations, and includes the following key goals:

- Provide focused finance-related advice and support for the Client's management team.
- Work with the finance team to advise and support the execution of policies, procedures, and processes while allowing the Client's management teams to make all decisions.
- Where applicable, communicate any process or internal control improvements to the team as identified.

The continued use of Gradient Leadership Solutions' services is imperative to the restoration of the Finance Department, the continued stability, accuracy, and efficiency of the City's financial operations during a critical period of transition and strategic development.

BUDGET/FINANCIAL IMPACT:

Funding for this item was {X} included {} not included in the current-year budget {} N/A

RECOMMENDATION:

Staff recommends that City Council approve a Resolution authorizing a professional services agreement with Gradient Leadership Solutions, LLC to assist in the internal management of all City financial operations.

ATTACHMENTS:

1. Resolution Gradient 06-2026
2. Elgin WA No. 4- Fractional Executive Advisement Services- 20241218-1047

- { } Staff will be making a detailed presentation on this agenda item at the meeting.
- {X} Staff will provide brief comments and answer questions on this item at the meeting.
- { } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2026-06-02-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE WORK AUTHORIZATION NO. 4 WITH GRADIENT LEADERSHIP SOLUTIONS CORPORATION OF MANSFIELD, TEXAS FOR FINANCE-RELATED SERVICES; AND MAKING CERTAIN FINDINGS RELATED THERETO

WHEREAS, the Elgin City Manager is obligated under the City Charter to effectively manage all city financial operations; and,

WHEREAS, the City Manager has negotiated the terms of a fourth work authorization with Gradient Leadership Solutions Corporation of Mansfield, Texas to continue their assistance in the internal management of the city's financial operations; and,

WHEREAS, the City Manager is now recommending approval of a fourth Work Authorization with Gradient Leadership Solutions Corporation to continue providing accounting and other support to City staff on a variety of Finance-related issues.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The City Manager is hereby authorized to execute an agreement with Gradient Leadership Solutions Corporation of Mansfield, Texas for professional accounting and finance services in the not-to-exceed amount of \$120,000.00 as described in the "*Work Authorization No. 4*", a copy of which being attached hereto and marked Exhibit A; and made part of this resolution as if copied verbatim herein.

Section 3. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. This Resolution shall take effect immediately upon passage.

APPROVED AND ADOPTED this 2nd day of June 2026.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

Work Authorization No. 4 Fractional Executive Advisement Services

This Work Authorization is effective June 2, 2026 (the “Work Authorization Effective Date”), issued under and subject to the terms and conditions of the Master Professional Services Agreement identified by Agreement Number 20241218-1047 by and between Gradient Leadership Solutions, LLC (Company or Gradient) and the City of Elgin, TX (Client).

Section A – Scope of Services

Description of Services

Gradient is engaged by the Client to act in an advisement capacity in a similar manner as a Chief Financial Officer or Director of Finance during a focused period of time to assist the Client’s leadership in meeting certain finance related objectives.

Key Goals

The following key goals are a part of this Work Authorization:

- Provide focused finance-related advice and support for the Client’s management team.
- Work with the finance team to advise and support the execution of policies, procedures, and processes while allowing the Client’s management teams to make all decisions.
- Where applicable, communicate any process or internal control improvements to the team as identified.

Key Tasks

Gradient’s team will be available to assist the Client in a variety of ways. The following items are examples of the support available during this Work Authorization. The list is not intended to be complete.

- Participate in calls, meetings, or discussions with management on a variety of topics whether in-person or remote.
- Support Client-led teams in process assessment or process improvement initiatives.
- Provide feedback on policies, procedures, or other documents.
- Perform limited, targeted internal control assessments.
- Send surveys or questionnaires on behalf of management relating to processes or internal controls.
- Assist the Finance Director or Finance staff in requests relating to the annual audit preparation, specifically readiness and workplans focused on year-end.
- Assist the Finance Director or Finance staff in evaluation of accounting or financial processes or the coaching of staff within those processes including making any process recommendations to the Finance team and/or City Management.
- Create or review documents provided by the Finance Director or other staff.
- Check-in on a regular basis with Finance staff including a weekly onsite visit.
- Assist the Finance staff in training and/or meetings covering major accounting topics and their role in the “big picture” of municipal finance.
- Other similar requests from management and agreed upon by Gradient.

Work Authorization No. 4 Fractional Executive Advisement Services

Staffing

Resources proposed for this project will include Lorie Lankford, Calvin E. Webb III, and other Gradient resources on an as needed basis.

Schedule

Gradient will be available beginning on immediately upon execution of this Work Authorization.

Frequency

This Work Authorization anticipates approximately 2-3 days per week of activity (remote or onsite) from Gradient's team in some capacity. Gradient's participation may vary some on a weekly basis.

Changes in Expectations

Any changes in expectations or significant frequency differences during this Work Authorization or items requested beyond the scope of this document will be subject to a Work Authorization Change Order, which would be drafted and agreed upon by both parties as required.

Expiration

This Work Authorization will expire when the billing cap amount of \$120,000 has been reached unless terminated for convenience by either party with 30 days written notice using E-Mail or USPS.

Section B – Deliverables

No specific deliverables are contemplated within this work authorization. Based on the Client's specific requests, Gradient could agree to provide certain deliverables during this Work Authorization.

Section C – Compensation and Billing

Compensation Method

- Gradient will invoice the Client on a monthly basis, based on hours worked, using the following rate structure.
 - 20 hours or less in a calendar month - \$295 per hour
 - 21-40 hours per calendar month - \$275 per hour
 - 40-74 hours a per calendar month - \$255 per hour
 - 75+ hours per calendar month - \$235 per hour
- Gradient will work with the Client's team to determine a reasonable on-site schedule.
- Gradient will be available to support the Client between the dates noted in the schedule above for approximately 20 hours per week (on-site or remote) or estimated 80 hours per month. The total requested hours per week will be agreed upon by the Client and Gradient.

Billing Method

Gradient will invoice the Client at the beginning of each month services are provided and at the conclusion of the project (if applicable). Expenses incurred during the month will be invoiced during

Work Authorization No. 4 Fractional Executive Advisement Services

the following month or at the conclusion of the project (if applicable). At termination, a final invoice will be provided to the Client for time and expenses incurred through the termination date.

Expenses

Gradient will not bill the Client for out-of-pocket expenses such as lodging, tolls, per diem, and mileage.

Section D – Client Responsibilities

General

- The Client’s management team will provide direction on the tasks or scope for Gradient’s hours.
- The Client will provide a copy of relevant documents requested by Gradient.
- The Client employees will complete applicable questionnaires or surveys requested by Gradient.
- The Client will participate in meetings, discussions, calls, or web meetings applicable to projects requested by the Client under this Work Authorization.
- The Client will provide office, conference room, or other space along with an Internet connection for Gradient when meeting at the Client’s facilities.
- The Client will make all management and implementation decisions stemming from any work performed by Gradient.
- The Client will review any information submitted by Email and remove any personally identifiable information (PII) before sending. The use of a shared portal is advisable.

Management & Oversight

- The Client is responsible for the proper execution, management, oversight, and decision making of all financial operations, including those overseen or advised upon by Gradient. The Client agrees to provide the necessary resources, personnel, and support to effectively carry out the strategies and recommendations proposed by Gradient.
- Gradient may recommend actions, policies, or strategies as part of its Fractional Director of Finance services. The Client is solely responsible for the decision to implement, modify, or reject any recommendations provided by Gradient. Gradient is not liable for the outcomes of decisions made by the Client, even if such decisions were based on Gradient's advice or recommendations. Gradient does not have the authority to unilaterally implement or execute any financial decision or strategy on behalf of the Client.

Communication

- The Client shall accurately describe the Gradient’s role as a Fractional Director of Finance or any other capacity in which the Gradient is engaged under this Agreement. The Client shall not imply that the Gradient holds a full-time or permanent position within the Client or has authority beyond that explicitly granted in this Work Authorization.

Work Authorization No. 4

Fractional Executive Advisement Services

Section E – Other Matters

- Gradient does not contemplate connecting to the Client's internal information technology systems using our devices as part of this Work Authorization other than guest access to the internet while Gradient staff are working on-site at a Client facility.
 - If access to an internal financial system is required, the Client will provide appropriate devices, under their control, for use in the internal IT environment as well as any security training (if required).
 - Gradient will not directly access any banking or treasury related accounts nor act as a signer on any accounts.
 - Gradient will not be able to sign any documents, electronic or physical, on behalf of the Client or enter into any contracts on behalf of the Client.
 - Gradient will not make any personnel decisions on behalf of the Client.
 - These Services will not entail Gradient's assessment of the employees' capabilities in performing their identified tasks or supervision of any employees.
 - No subcontractors except for those provided by Gradient Solutions Corporation will be utilized by Gradient without written approval of the Client.
 - Tasks to be performed may be conducted onsite and remotely.
 - It is understood and agreed that Gradient's relationship and use of Azure or any similar server hosting company, Diligent, InterWorks Inc. or Brindle Solutions in Gradient's delivery of the services is not a subcontractor relationship and is a relationship between Gradient and Vendors.
 - For the purposes of Section 9.2 of the MPSA, sum of fees paid and fees due by Client will be limited to the average of the last three months of professional fees.
 - The Client makes all procurement decisions relating to this Work Authorization. Gradient has no part or recommendation in the process.
 - The Services do not constitute work, examinations, or any other similar steps in accordance with Generally Accepted Auditing Standards, the Institute of Internal Audit Standards, Government Accountability Office Standards, or any other authoritative body. Gradient's engagement does not constitute an audit, compilation, review, attestation service, investigation, or fraud examination.

Continued on following page

**Work Authorization No. 4
Fractional Executive Advisement Services**

- Gradient will not make any management decisions including setting policy or strategic direction; accepting responsibility for or directing Client employees; authorizing, executing, consummating, or otherwise exercising authority on behalf of the Client; preparing source documents for the Client; deciding which recommendations from Gradient or a third-party to implement or prioritize; reporting to a governing body on behalf of management; accepting project management responsibility for the Client; accepting responsibility for designing, implementing, or maintaining internal controls; or other similar activities.
- Gradient is not a public accounting firm.

	City of Elgin, TX	Gradient Leadership Solutions, LLC
By:		
Name:		Lorie Lankford
Title:		Partner
Email:		llankford@gogradient.com



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND FINALIZE AN AGREEMENT BETWEEN THE CITY OF ELGIN, TEXAS, AND THE ELGIN HISTORICAL ASSOCIATION, INC. FOR THE OPERATION AND PARTNERSHIP OF THE ELGIN UNION DEPOT, AND MAKING CERTAIN FINDING RELATED THERETO.

DEPARTMENT: Executive

PROPOSED ACTION: Authorize the City Manager to negotiate and finalize an agreement with the Elgin Historical Association.

BACKGROUND:

The City of Elgin and the Elgin Historical Association desire to enter into an agreement for the operation of the Elgin Union Depot Museum. The Elgin Historical Association serves the community by preserving and promoting the history of Elgin. The City desires to own, control and operate the museum for the benefit of the public with the programming and advice of the Association.

BUDGET/FINANCIAL IMPACT:

Funding for this item was included not included in the current-year budget N/A

RECOMMENDATION:

Staff recommends approval of the resolution and authorization of the City Manager to negotiate and finalize an agreement with the Elgin Historical Association.

ATTACHMENTS:

1. RES Depot Museum Agreement
2. DRAFT Elgin Union Depot Partnership Agreement 5-2026

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2026-06-02-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND FINALIZE AN AGREEMENT BETWEEN THE CITY OF ELGIN, TEXAS, AND THE ELGIN HISTORICAL ASSOCIATION, INC. FOR THE OPERATION AND PARTNERSHIP OF THE ELGIN UNION DEPOT, AND MAKING CERTAIN FINDING RELATED THERETO.

WHEREAS, the City of Elgin owns the real property commonly known as the Elgin Union Depot; and,

WHEREAS, the Elgin Historical Association currently operates the Elgin Depot Museum located at the Elgin Union Depot; and,

WHEREAS, the Elgin Historical Association and the City of Elgin desire to enter into an agreement that will establish a cooperative partnership whereby the City retains operational control and the Association provides programmatic and advisory support.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The City Manager is hereby authorized to negotiate and finalize an “Agreement Between the City of Elgin, Texas and the Elgin Historical Association, Inc. for the Operation and Partnership of the Elgin Union Depot”.

Section 3. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 6th day of June 2026.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary

**AGREEMENT BETWEEN THE CITY OF ELGIN, TEXAS AND THE ELGIN
HISTORICAL ASSOCIATION, INC. FOR THE OPERATION AND PARTNERSHIP OF
THE ELGIN UNION DEPOT**

This Agreement (“Agreement”) is entered into by and between the City of Elgin, Texas, a home-rule municipality and political subdivision of the State of Texas (“City”), and the Elgin Historical Association, Inc., a Texas nonprofit corporation (“Association”).

RECITALS

WHEREAS, the City owns the real property and improvements commonly known as the Elgin Union Depot (the “Facility”); and

WHEREAS, the Association is organized for the purpose of preserving and promoting the history of the Elgin community; and

WHEREAS, the City and the Association previously entered into an agreement for the operation of a museum and archive within the Facility; and

WHEREAS, the City desires to operate the Facility as a public museum, archive, and visitor asset; and

WHEREAS, the parties desire to establish a cooperative partnership whereby the City retains operational control and the Association provides programmatic and advisory support;

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties agree as follows:

1. PURPOSE AND USE

The City shall own, control, and operate the Facility as a public museum, archive, and visitor asset for the benefit of the public. The Association shall serve as a programmatic and advisory partner as set forth herein.

2. TERM

This Agreement shall commence upon execution by both parties and shall continue for an initial term of five (5) years, unless earlier terminated as provided herein. This Agreement may be renewed by mutual written agreement of the parties.

3. CITY RESPONSIBILITIES

The City shall be responsible for the operation and management of the Facility, including but not limited to:

- a. Staffing, daily operations, and establishment of public hours;
- b. Visitor services, programming, and general administration;
- c. Maintenance, repair, and security of the Facility;
- d. Provision of utilities, including electricity, water, and waste services;
- e. Provision of insurance coverage for the Facility;
- f. Establishment and enforcement of policies related to collections, archives, exhibits, and use of space.

The City shall retain final authority over all exhibits and materials displayed within the Facility, including the acceptance, placement, rotation, or removal of any items.

4. ASSOCIATION RESPONSIBILITIES

The Association shall serve as a programmatic and advisory partner to the City and may:

- a. Assist with historical research, interpretation, and educational programming;
- b. Support exhibit development and content creation;
- c. Assist with archives and collection-related efforts;
- d. Coordinate and provide volunteers to support museum activities;
- e. Conduct fundraising activities in support of the Facility and related programs;
- f. Seek grants and donations consistent with the purposes of this Agreement.

Any agreements entered by the Association related to the Facility require prior written approval of the City.

5. INDEPENDENT CONTRACTOR

The Association is an independent contractor and not an agent, servant, or employee of the City. The Association shall have no authority to bind the City.

6. EXHIBITS, COLLECTIONS, AND LOANS

The Facility may house items that are owned by the City, donated to the City, or loaned by the Association or other third parties (collectively, "Collections"). The City shall retain sole and exclusive discretion over all matters relating to the Collections, including, without limitation, the acceptance or rejection of any donated items, the display, placement, interpretation, storage, rotation, or removal of exhibits, and the use and allocation of museum space within the Facility.

The City and the Association may, but are not obligated to, enter into one or more written Memoranda of Understanding (each, an "MOU") governing specific exhibits, collections, or loaned items. Any such MOU may address, as applicable, the duration of any loan (whether long-term or short-term), conditions of display, standards of care, maintenance obligations, conservation practices, insurance requirements, risk of loss, transportation, and procedures for return of items.

Unless otherwise expressly provided in a written agreement approved by the City:

- a. Loaned items shall remain the sole property of the lending party, and no ownership interest shall transfer to the City by virtue of possession or display;
- b. Donated items accepted by the City shall become the sole property of the City, and the City shall have full authority over their use, disposition, or deaccessioning in accordance with applicable policies;
- c. The City shall exercise reasonable care consistent with generally accepted museum practices in the handling and custody of Collections but shall not be deemed an insurer of any item;
- d. The City may require documentation establishing ownership, provenance, and condition of any item prior to acceptance or display; and
- e. Any loaned item may be removed or returned by the City at any time if necessary to protect the Facility, the public, or the integrity of the Collections, subject to any applicable written agreement.

7. FUNDING AND FINANCIAL MATTERS

The City shall provide funding for baseline operations subject to annual budget appropriation. The Association may independently raise funds to support the Facility; however, any funds raised specifically for the Facility shall be used solely for Facility-related purposes. The City shall have the right to request reasonable documentation regarding the use of such funds.

8. VOLUNTEERS AND PROGRAMMING

All volunteers providing services at the Facility shall comply with City policies and shall be subject to supervision by the City while on site. The City may require background checks or other screening measures as permitted by law. Volunteers shall not be considered employees of the City for any purpose.

9. INSURANCE

The Association shall maintain, at its sole cost, commercial general liability insurance with limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The City shall be named as an additional insured. Certificates of insurance shall be provided to the City upon request.

10. INDEMNIFICATION

TO THE EXTENT PERMITTED BY LAW, THE ASSOCIATION SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES, INCLUDING ATTORNEYS' FEES, ARISING OUT OF OR RESULTING FROM THE ACTS OR OMISSIONS OF THE ASSOCIATION, ITS OFFICERS, VOLUNTEERS, OR CONTRACTORS.

11. TERMINATION

This Agreement may be terminated: (a) By either party for convenience upon sixty (60) days written notice; (b) By either party for material breach upon thirty (30) days written notice and failure to cure; (c) Immediately by the City if necessary to protect public health, safety, or welfare.

Upon termination, the parties shall cooperate in the orderly transition of operations and the return of any loaned items.

12. NON-APPROPRIATION

The City's financial obligations are subject to annual appropriation by the City Council. In the event funds are not appropriated, this Agreement may be terminated without penalty.

13. FORCE MAJEURE

Neither party shall be liable for failure to perform due to events beyond its reasonable control, including acts of God, natural disasters, or governmental actions.

14. COMPLIANCE WITH LAW

The Association shall comply with all applicable federal, state, and local laws and City policies.

15. PUBLIC INFORMATION

The Association acknowledges that the City is subject to the Texas Public Information Act and agrees to cooperate with the City in responding to requests.

16. SOVEREIGN IMMUNITY

Nothing in this Agreement shall be construed as a waiver of the City’s governmental immunity.

17. VENUE AND GOVERNING LAW

This Agreement shall be governed by the laws of the State of Texas, and venue shall lie in Bastrop County, Texas.

18. AMENDMENTS

This Agreement may be amended only by written agreement approved by both parties.

19. NO THIRD-PARTY BENEFICIARIES

This Agreement is for the benefit of the parties only and does not create rights in any third party.

20. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements regarding the subject matter.

EXECUTED this ___ day of _____, 2026.

CITY OF ELGIN, TEXAS

By: Robert Eads
Title: City Manager

ATTEST:

City Secretary

ELGIN HISTORICAL ASSOCIATION, INC.

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE POSITION OF BUILDING OFFICIAL WITHIN THE DEVELOPMENT SERVICES DEPARTMENT.

DEPARTMENT: Human Resources

PROPOSED ACTION:

Approval of a Resolution reauthorizing the position of Building Official within the Development Services Department.

BACKGROUND:

The Building Official position will play a critical role in ensuring the safety, compliance, and orderly development of the community through the administration and enforcement of adopted building codes, permitting requirements, inspections, and related regulatory functions. Reauthorization of this full-time position is essential to maintain continuity of operations, support increasing development activity, and uphold the City's commitment to public safety and customer service.

Over the past several years, the volume and complexity of construction projects, permit reviews, inspections, and code compliance activities have continued to grow. The Building Official serves as the primary authority responsible for interpreting and enforcing applicable building, residential, mechanical, plumbing, electrical, and energy codes while coordinating with contractors, developers, homeowners, engineers, and other departments.

Reauthorizing this position as a full-time role provides the organization with:

- Consistent and timely permit review and inspection services;
- Improved responsiveness to residents, contractors, and developers;
- Oversight necessary to ensure compliance with state and local regulations;
- Reduced liability exposure through professional code administration;

- Continued support for economic development and construction activity; and
- Preservation of institutional knowledge and operational continuity.

BUDGET/FINANCIAL IMPACT:

Funding for this item was {} included {} not included in the current-year budget {X} N/A

RECOMMENDATION:

Staff recommends approval of the resolution and the reauthorization of the full-time Building Official position.

ATTACHMENTS:

1. Resolution Reauthorization of FTE.Building Official 2026

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2026-06-02-XX

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS
AUTHORIZING THE POSITION OF BUILDING OFFICIAL
WITHIN THE DEVELOPMENT SERVICES DEPARTMENT.**

WHEREAS, the City of Elgin is committed to protecting the public health, safety, and welfare through the effective administration and enforcement of building codes, permitting requirements, inspections, and related development regulations; and

WHEREAS, the City Council recognizes the continuing need for qualified oversight of construction activity, code compliance, inspections, and development review within the City; and

WHEREAS, the Building Official position will serve a critical role in ensuring compliance with adopted building codes and standards and in supporting orderly growth and development within the City of Elgin; and

WHEREAS, the additional cost associated with the full-time position, including salary and benefits, can be absorbed within the current fiscal year budget through existing appropriations or vacancy savings; and

WHEREAS, the City Council previously authorized a full time equivalent (FTE) Building Official Position and finding the reauthorization of the position is necessary and beneficial to the efficient operation of City services and regulatory functions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The City Council hereby reauthorizes the Full-Time Equivalent (FTE) position of Building Official within the City's organizational structure. The City Manager or designee is hereby authorized to take all necessary administrative steps to implement this Resolution, including the hiring and continued employment of the Building Official position as presented and such changes shall be reflected in the authorized position listing for the current fiscal year with available funding allocated as necessary from the General Fund.

Section 3. Open Meetings. The City Council hereby finds and declares that written notice of the

date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. This Resolution shall take effect immediately upon passage.

APPROVED AND ADOPTED this 2nd day of June 2026.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary