AGENDA
ELGIN CITY COUNCIL
WORKSESSION
TUESDAY, JANUARY 25, 2022
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
6:00 PM

Members of the public may watch the meeting at:

https://www.youtube.com/channel/UC3OGBV_IoV0Nr3AqM1jJTzA

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PUBLIC COMMENT**

Individuals may request to speak on items on the agenda, and items not on the agenda, by requesting to speak during the meeting and under "PUBLIC COMMENT" and will 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. 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 submission of a "PUBLIC COMMENT FORM." Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or member of Staff. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Council Member, member of Staff, other individual or group.

IV. **NEW BUSINESS**

1. **Discuss And Consider Any And All Action Regarding The Appointment/Re-Appointment Of Members To Various City Commissions, Boards, And/Or Committees Including The Planning & Zoning Commission, Board Of Adjustments, Library Advisory Board, Parks & Recreation Advisory Board, Economic Development Corporation Board Of Directors, Tax Increment Reinvestment Zone Board Of Directors, Historic Review Board, Main Street Board Of Directors, And Building Standards Commission**

Documents:

EXSUMMARY- BOARDS AND COMMISSON APPOINTMENTS2.PDF
BOARDS AND COMMISSIONS APPOINTMENTS AND REAPPOINTMENTS MEMO.PDF
ORD2017-10-10-19 RULES AND PROCEDURES FOR BOARDS AND COMMISSIONS.PDF

V. ADJOURMENT

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)229-3222. Please provide forty-eight hours notice when feasible.

I, Jennifer Stubbs, 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 Thursday, January 20, 2022, in accordance with Chapter 551 of the Texas Government Code.

Jennifer Stubbs, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Appointment/re-appointment of members to various City Commissions, Boards, and/or Committees including the Planning & Zoning Commission, Board of Adjustments, Library Advisory Board, Parks & Recreation Advisory Board, Economic Development Corporation Board of Directors, Tax Increment Reinvestment Zone Board of Directors, Historic Review Board, Main Street Board of Directors, and Building Standards Commission

DEPARTMENT: Administration

PROPOSED ACTION: Appointment/re-appointment of members to the Planning & Zoning Commission, Board of Adjustments, Library Advisory Board, Parks & Recreation Advisory Board, Economic Development Corporation Board of Directors, Tax Increment Reinvestment Zone Board of Directors, Historic Review Board, Main Street Board of Directors, and Building Standards Commission as applicable.

BACKGROUND:

Ordinance 2017-10-10-19 provides for policies and procedures regarding annual appointments to various City Commissions, Boards, and/or Committees. The City Secretary has previously provided a report to Council in compliance with the requirements of city code; and now such appointments and/or re-appointments are ready for Council's consideration.

Included with the packet are copies of all applications for consideration to such commission, boards, and committees received by the City Secretary to date.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Appointment/re-appointment of members to the Planning & Zoning Commission, Board of Adjustments, Library Advisory Board, Parks & Recreation Advisory Board, Economic Development Corporation Board of Directors, Tax Increment Reinvestment Zone Board of Directors, Historic Review Board, Main Street Board of Directors, and Building Standards Commission as determined by the Mayor and City Council; and direction to staff as may be deemed appropriate.

ATTACHMENTS: (1) City Secretary Report, (2) Ordinance, and (3) Applications

{ } 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.

Memorandum

Date: December 21, 2022

To: Mayor and City Council
Department Heads

Subject: Appointments/Re-Appointments to Boards and Commissions

Following is a list of Board and Commissions upcoming vacancies, expiration dates, and applications received to date. Included are names of current members who wish to be reappointed.

Terms expiring December 31, 2021:

Board of Adjustment

- Darren Mogonye, Stephen Kylberg, and Regan Dumbeck are members who would like to be reappointed
- Applications- Chelsea Raymie (1st preference) and Stephen Finley (3rd preference).
- Vacancies- 1

Building Standards Commission

- Applications- Berney Williams (2nd preference)
- Vacancy- 1

Economic Development Board

- Vicki Dumbeck, Cody Mauck, SH McShan are members who would like to be reappointed
- Applications- Anna Rau (1st preference), Corbett Jones (1st preference), Joshua Carnes (2nd preference), Charisse Hobson (2nd preference), Stephen Finley (2nd preference), Bradford Holman (2nd preference), and Joy Casnovsky (3rd preference).
- Vacancies- 0

Historic Review Board

- Molly Alexander, Micah Erwin, and Ed Rivers are members who would like to be reappointed.
- Applications- Anna Rau (4th preference) and Adrian Moss (2nd preference).
- Vacancies- 0

Library Advisory Board

- Denise Halter is a member who would like to be reappointed
- Applications- Kerry Fritz (1st preference), Nicole Rooch (1st preference), Joy Casnovsky (2nd preference) and Barbara Leeper (1st preference).

- Vacancies- 0

Main Street Board

- Krista Marx is a member who would like to be reappointed
- Applications- Anna Rau (2nd preference), Joshua Carnes (1st preference), Linda Hickman (1st preference), Nicole Rooch (1st preference) and Erin Riley (2nd preference).
- Vacancies- 0

Parks & Recreation Advisory Board

- Brad Kilgore and Tiffancy Finley are members who would like to be reappointed
- Applications- Linda Hickman (2nd preference), Nicole Rooch (3rd preference), Charisse Hobson (2nd preference), Alvis Prince (1st preference), Adrian Moss (1st preference), Erin Riley (1st preference), Charlene Thomas (1st preference), Jennifer Johnson (1st preference), Jack Reid (1st preference), Taylor Christian (1st preference), Caleb Dawson (1st preference), Corinne Shigemoto (1st preference), Jessica McCullough (1st preference), Corbett Jones (2nd preference), and Valerie Tamburri (1st preference).
- Vacancies- 0

Public Safety Advisory Committee

- Randy Staff, Bettye Lofton, Vince Dungan, Mike Walterscheidt, Barbara Tate, Byron Green, and Brooks Timothy are members who would like to be reappointed.
- Applications- Alvis Prince (2nd preference), Bradford Holman (2nd preference), Cynthia Burchfield (1st preference), Levi Bannigan (1st preference), and Liston Crim (1st preference).
- Vacancies- 0

Planning & Zoning Commission

- Brian Lundgren and Ronnie Creppon are members of the board who would like to be reappointed
- Applications- Joy Casnovsky (1st preference), Anna Rau (3rd preference), Corbett Jones (3rd preference), Berney Williams (1st preference), and Stephen Finley (1st preference).
- Vacancies- 0

Please let me know at your earliest convenience if you have any comments or questions.

Kind regards,

Jennifer Stubbs
City Secretary

ORDINANCE NO. 2017-10-10-19

AN ORDINANCE ESTABLISHING GENERAL RULES AND PROCEDURES, INCLUDING APPOINTMENTS, TERM LIMITS, AND RELATED MATTERS FOR ALL BOARDS AND COMMISSIONS OF THE CITY OF ELGIN, TEXAS; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

WHEREAS, Article XI of the Home Rule Charter of the City of Elgin provide the City Council with exclusive authority to establish "boards and commissions as it may deem necessary conduct of city business and management of municipal affairs"; and,

WHEREAS, Article XI of the Home Rule Charter of the City of Elgin further provides the City Council with authority to establish "authority, functions, and responsibilities of such boards and commissions"; and,

WHEREAS, the City Council is now desirous of establishing, among other items, procedural consistency regarding the appointment schedules for all such boards and commissions as well as term limits regarding same.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS:

I.

Sec. 1 - Purpose.

The purpose of this Ordinance is to establish clarity as to general rules and procedures for all City of Elgin Boards and Commissions.

Sec. 2 – City Charter Authority

Article XI of the Home Rule Charter of the City of Elgin, states "The city council shall have the authority to establish by ordinance for the such boards and commissions as it may deem necessary conduct of city business and management of municipal affairs. The authority, functions, and responsibilities of such boards and commissions shall be such as is spelled out in the ordinance establishing them. All existing boards and commissions

heretofore established shall be continued in accordance with the ordinance or other acts under which they have been created, or until the city council shall by ordinance abolish, modify, or alter the ordinances or acts under which they exist. Notwithstanding, any other provision of this Charter the elected city council shall have paramount authority over all matters affecting the budgets, appropriation of funds expenditures, purchases, and sale of properties and procedures for accounting therefore consistent with the express provisions of this Charter and applicable provisions of the State Constitution and law of this State."

Sec. 3 – Boards and Commissions

(1) As of the date of this Ordinance, the following Boards and/or Commissions have been authorized and or duly recognized by the City Council:

- Planning & Zoning Commission
- Board of Adjustment
- Library Advisory Board
- Parks & Recreation Advisory Board
- Economic Development Corporation Board of Directors
- Tax Increment Reinvestment Zone Board of Directors
- Public Safety Advisory Committee
- Historic Review Board
- Main Street Board of Directors
- Building Standards Commission

(2) Ad hoc boards may be temporarily appointed and terminate upon completion of a specific task or special purpose for which it was created, or when abolished by a majority vote of the City Council. No ad hoc board shall have powers other than advisory to the City Council.

Sec. 4 – Meeting Times and Agenda

Boards, commissions, and committees shall set their own meeting times. All boards, commissions, and committees shall be subject to these rules. Each board, commission, and committee shall set their own agenda, so long as it is in accordance with the Texas Open Meetings Act.

Sec. 5 – Regulatory Authority

The Board of Adjustments, Economic Development Corporation, and Planning and Zoning Commission, are the only boards and commissions that have regulatory authority.

Sec. 6 – Appointments

The City Council will review applications and may, at their discretion, interview eligible applicants for open positions on boards and commissions. Applications are accepted year-round and will be kept on file in the City Secretary's Office until the next appointment process.

Sec. 7 – Board and/or Commission Members

Members appointed to boards or commissions serve at the will of the Council and may be removed, replaced, or not reappointed at the discretion of the Council, by majority vote, with or without cause. When conducting the business of the City, appointed members of all boards or commissions shall follow the rules of procedure set forth by the City Council.

Sec. 8 – Qualifications of Board and/or Commission Appointees

(1) Members appointed to boards and commissions, for at least twelve (12) months preceding their appointment, must be

   a. registered voters of the city who have resided within the corporate limits of the City of Elgin, or within territory annexed prior to the appointment; or

   b. an owner of real property within the corporate limits of the City; or,

   c. an owner of a business located within the corporate limits of the City.

(2) Members appointed to boards and commissions should not have any delinquent City taxes, City utilities, or other City assessments; and must not have any pending claim against the City.

(3) Members appointed to boards and commissions serve without compensation and must not be employed by or hold any other position in city government.

(4) No member of a board or commission may remain in his/her position after being elected or appointed to City Council.

(5) In addition to any other requirements prescribed by the City Council, members must maintain the qualifications established while in office.

Sec. 9 – Uniform Appointment Schedule for Board and/or Commission Members

All board and/or commission appointments shall be made at the Regular Meeting of the City Council in January of each year. The City Secretary shall establish deadlines and procedures for providing all applications to the City Council relating to upcoming board and commission appointments at least thirty (30) days prior to the January Regular City Council Meeting each year.

Sec. 10 – Open Government Training

Upon initial appointment, within 90 days of taking the oath of office or assuming duties, all board, commission, and or committee members shall be required to watch the Texas Public Information Act and the Texas Open Meetings Act training videos as provided by the City Secretary.

Sec. 11 –Waiver of Qualifications Requirements

Solely at its discretion, the City Council may consider on a case-by-case basis the waiver of any and all such qualification requirements and/or rules for individual appointments to any board or commission as they may be deemed warranted in serving the best interest of the City.

II.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

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

READ, **PASSED**, and **ADOPTED** on first reading this 10th day of October 2017.

CHRIS CANNON, Mayor
City of Elgin, Texas

ATTEST:

Amelia Sanchez, City Secretary