

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE

April 16, 2025
DRAFT MINUTES

Council present:

Dan McClendon, Chair
Larry Scott
Adam Russell

Council Absent:

Staff present

Tommy Ludwig, City Manager
Harlan Jefferson, Deputy City Manager
Eric Oscarson, Deputy City Manager
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary

1. CALL TO ORDER – Time: 9:00 a.m.

Chair Dan McClendon called the meeting to order. **Time: 9:01 a.m.**

2. CITIZEN APPEARANCES

- None.

3. GENERAL

- A. Consider approval of the minutes from the January 22, 2025 Council Policy and Valuation Committee meeting. (Staff Contact: Monica Solko, Deputy City Secretary)**

Motion made by Adam Russell and seconded by Larry Scott to approve.

Motion passed 3-0.

4. REPORTS AND PRESENTATIONS

- A. Review, discuss and make possible recommendation to the city council on amendments to City Council Policy #17. Establishing City Council Rules of Procedure for City Council meetings. (Staff Contact: Amanda Campos, City Secretary)**

Amanda Campos, City Secretary, reported on Council Policy #17 to the committee.

Dan McClendon stepped out of the room at 9:12 a.m. and returned at 9:15 a.m.

Changes included:

I. AUTHORITY – no changes

II. MEETING AGENDAS

- a. Preparation and posting of: The City Manager is responsible for creating the agenda and agenda packet materials for City Council meetings. The City Secretary is responsible for posting the agenda ~~and distributing agenda packets to the City Council.~~
- b. Placing items on the agenda:
 - i. No changes
 - ii. Notify the City Manager, in writing, of the request ~~at least ten (10)~~ **3 business days prior** to ~~any regularly scheduled~~ City Council meeting **posting date.**
- c. Agenda Packet
 - i. Contents – no changes
 - ii. Distribution – In most cases, the agenda packet should be made available to the City Council at least 5 (five) calendar days prior to the regularly scheduled City Council meeting. **If changes to the agenda packet are made after distribution to City Council, email packet directly to City Council and update packet online.**
- d. Agenda item Pages – no changes
- e. Consent Agenda Items – No changes. Reminder: that the City Council should verbally state items to be added or removed to the consent agenda during meeting.
- f. Councilmember's Obligations to be Prepared in Advance – no changes

III. COUNCIL MEETINGS: RULES, PROCEDURES AND CONDUCT

- a. Presiding Officer – no changes
- b. Burleson Rules of Order – will bring back to discuss
- c. Executive Session (Closed Session) – no changes
- d. Annual Meeting Calendar – no changes
- e. Citizen Appearances – no changes
 - Speaker Rules – no changes
- f. Speakers at council meetings – no changes

IV. COUNCIL MEETINGS: ORDER OF BUSINESS

- a. Regular Session – no changes
 - i. Call to Order – no changes
 - 1. Roll call or state quorum is present – no change, reminder to state
 - 2. State date and time – no change, reminder to state
 - 3. Invocation – no change
 - 4. Pledge of Allegiance – United States ~~and Texas~~
 - ii. Public Presentations - combine under one line item proclamations and presentations
 - iii. Community interest items – no changes
 - iv. Items to be continued or withdrawn – no changes

- v. Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the consent agenda – no changes
- vi. Citizen Appearance – no changes
- vii. Consent Action Agenda – no changes
- viii. General Action Items – no changes
- ix. Reports – no changes
- x. City council request for future items or reports – no changes
- xi. Executive Session (if needed) – no changes
- xii. Adjourn – no changes

V. BURLESON RULES OF ORDER

- a. Presiding Officer – No changes
- b. Motion – no changes
- c. Point of Order – no changes
- d. Point of Information – no changes
- e. Call to Question – no changes
- f. Public Hearing – no changes
- g. Table – no changes
- h. Adjourn – no changes
- i. Executive Session
 - i. No changes
 - ii. Any member of the Council present may request to convert into executive
 - iii. City Manager, Deputy City Manager, City Secretary, Deputy City Secretary **or their designee** may request Council convene into executive session.
 - iv. No changes
 - v. No changes

VI. MAYOR/MAYOR PRO TEM – No changes

VII. AUDIO/VIDEO USE – No changes

After a brief discussion and questions, the committee would like the minor changes to be brought to the full council for consideration.

B. Receive a report, and make possible recommendations to the full city council regarding all the boards, commissions, and committees of the city. (*Staff Contact: Amanda Campos, City Secretary*)

Amanda Campos, City Secretary reported on the boards, commissions and committees of the city to the committee.

Discussion included what boards, commissions or committees should follow the Texas Open Meetings Act (TOMA), what would constitute as a quorum if not required by TOMA, has the board fulfilled their purpose, could some be combined and what types of items should be brought to each for recommendations.

Advisory Committee on People with Disabilities:

- Not subject to TOMA requirements
- At least 4 members make up a quorum
- Would allow for virtual meetings

Animal Shelter Advisory Committee:

- Not subject to TOMA requirements
- At least 4 members make up a quorum
- Would allow for virtual meetings

Boren Property Advisory Council:

- Not subject to TOMA requirements
- Would allow for virtual meetings

Building Codes and Standards Board:

- Look into NCTCOG board or interlocal joint board with nearby city
- Will bring back more information on state requirements for further discussion

Cemetery Advisory Board:

- Combine into a new board.

Citizens Public Art Committee:

- Board has met its purpose and will end on December 12, 2025 per Resolution CSO#4058-12-2022.
 - Goal was to create Art Master Plan, which will brought for council consideration in June. The plan also states that a review committee will review the public art.
- Combine into a new board.

Park Board:

- Subject to TOMA requirements
- Also serves as Tree Board
- Rename to Parks and Recreation Board

RECESS AND BACK TO ORDER

Chair Dan McClendon recessed for a short break at 10:28 a.m. and called the meeting back to order at 10:36 a.m.

Ms. Campos continued discussion in Park Board and Citizens Public Art Committee

Create a New Board:

- Name: Public Spaces & Cultural Heritage Committee
 - Not subject to TOMA requirements
 - Cemetery Board members to serve on new board
 - Consists of 9 members (4 for a quorum)
 - Encompass: Cemetery Board, Citizens Public Art Committee, and Senior Citizens Advisory

Old Town Development Standards Committee:

- Subject to TOMA requirements
- Currently review right-of-way use agreement in Old Town
- Expand their role to review more items in Old Town (will ask legal to review)

Library Board:

- Subject to TOMA requirements
- No changes

Planning and Zoning Commission:

- Subject to TOMA requirements
- Add another item under Purpose to address the zoning responsibilities

Board of Adjustment:

- Subject to TOMA requirements
- No changes

Capital Improvements Advisory Committee:

- Subject to TOMA requirements
- No changes

Library Board:

- Subject to TOMA requirements
- No changes

The committee discussed example of items to be brought forward to each for discussion and recommendation should consists of capital improvement projects, design ranking, no budgetary items or no fees.

Absence Rule (Code of Ordinance, Chapter 2, Section 2-34):

a). Changes:

When a member of any city board or commission is absent for three consecutive meetings, that member may not be qualified for re-appointment or eligible to serve the remainder of their term. Each member is excused if the absence is because of illness or if the member has requested an excused absence from the city council. Excused absences from the city council through the City Secretary's Office, who should first be notified.

b). Changes:

Any board or commission member shall attend at least 75 percent of the called meetings during the 12 month period between October 1 through September 30. That member may not be qualified for re-appointment or eligible to serve the remainder of their term if the member does not attend at least 75 percent of the called meetings.

c). No changes

Adam Russell left the meeting at 11:28 a.m.

2-31 Appointments, terms; removal; expectations:

Discussion began on the terms. Currently, terms are two full consecutive term (6 years) expect for Planning & Zoning Commission is three full terms (9 years). The committee requested to bring back the item for further discussion.

The committee requested staff to bring back the minor changes and the committee would continue to review and discuss the item further.

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. ADJOURN

There being no further business Chair Dan McClendon adjourned the meeting.

Time: 11:40 a.m.

Monica Solko
Deputy City Secretary