

**CITY OF VAN ALSTYNE**  
**MINUTES**  
**Charter Commission Meeting**  
 Van Alstyne Community Center  
 262 N Preston Ave

**November 18, 2021**  
**6:00 P.M.**

Members present: Jim Atchison, Marla Butler, Bruce Dawsey, Lee Thomas, Katrina Arsenault, Robert Jaska, Dusty Wells, Griff Servati, Jim DuBois, Mike Drynan, Christy Allen Wilson, Larry Cooper, Bob Hendricks and Alternate Ryan Laing.

Members absent: Steve Deluna and Ryan Neal.

Staff present: Lane Jones, Jennifer Gould and David Ritter.

AGENDA

1. Call to Order. *Chairman Atchison called the meeting to order at 6:02pm.*
2. Progress update.
3. Boards and Commissions.

Topic	Polling Result	Commission Decision
<b>City Boards &amp; Commissions</b>		
Which of the following City Boards/Commissions should be required by the City Charter?	<ul style="list-style-type: none"> <li>• <b>Planning &amp; Zoning (11)</b></li> <li>• EDC Board (0)</li> <li>• CDC Board (0)</li> <li>• Library Board (1)</li> <li>• Architectural Review Panel (2)</li> <li>• None of the Above (2)</li> </ul>	The Planning & Zoning Commission will be included in the Charter
How should members of City Boards & Commissions be appointed?	<ul style="list-style-type: none"> <li>• By the Mayor, subject to confirmation by the City Council (0)</li> <li>• <b>By a majority vote of the City Council (12)</b></li> </ul>	City Board and Commissions members should be appointed by a majority vote of the City Council.
Who should have the authority to appoint the Chairpersons of Council-appointed Boards and Commissions?	<ul style="list-style-type: none"> <li>• The City Council as a body (0)</li> <li>• The Mayor (0)</li> <li>• <b>The members of the Board/Commission (12)</b></li> </ul>	The members of Council-appointed Boards & Commissions will select their own Chairperson <i>(with a "relief valve")</i>
Should the City Charter require the adoption of a Code	<ul style="list-style-type: none"> <li>• <b>Yes (12)</b></li> <li>• No (0)</li> </ul>	A Code of Ethics and Conduct for Council-appointed Board and

Topic	Polling Result	Commission Decision
of Ethics and Conduct for members of Council-appointed Board and Commission members?		Commission members should be required by the Charter.

4. City Manager qualifications, duties and compensation.

Topic	Polling Result	Commission Decision
<b>Qualifications, Duties, Term and Compensation of the City Manager</b>		
Should the City Manager be required to have suitable executive management experience (as defined by the City Council)?	<ul style="list-style-type: none"> <li>• <b>Required (11)</b></li> <li>• Not Required (1)</li> </ul>	The City Manager should be required to have suitable executive experience to be appointed.
Should the City Manager be required to reside within the City limits (within an agreed time from assuming office)?	<ul style="list-style-type: none"> <li>• Required (0)</li> <li>• <b>Not required (12)</b></li> </ul>	The City Charter should not require Van Alstyne residency as a condition of employment for the City Manger <b>(Charter to be silent on residency)</b>
Which of the following duties and responsibilities should the Charter assign to the City Manager?	<ul style="list-style-type: none"> <li>• <b>Advise the City Council on the City’s financial condition and future needs (12)</b></li> <li>• <b>Develop and present a recommended annual operating budget to the City Council (12)</b></li> <li>• <b>Develop and present a recommended annual capital improvement program to the City Council (12)</b></li> <li>• <b>Exercise management oversight and administration of the City’s operating and capital budgets (12)</b></li> <li>• <b>Directly manage and supervise the operations and performance of city departments (12)</b></li> <li>• <b>Assume responsibility for the appointment and dismissal of all city employees other than Council-appointed officials (12)</b></li> <li>• <b>Prepare and administer city policies and procedures (12)</b></li> <li>• <b>Attend all meetings of the City Council (subject to reasonable exceptions) (12)</b></li> </ul>	The Charter should assign all of the listed duties and responsibilities to the City Manager <b>(No other required duties suggested)</b>

The Chief of Police should be appointed by whom?	<ul style="list-style-type: none"> <li>• <b>The City Manager (7)</b></li> <li>• The City Manager with confirmation by the City Council (2)</li> </ul>	The Chief of Police should be appointed by the City Manager <b>(Note low vote tally. Consider a re-vote?)</b>
The Director of Finance/Chief Financial Officer should be appointed by whom?	<ul style="list-style-type: none"> <li>• The City Manager (10)</li> <li>• The City Manager with confirmation by the City Council (1)</li> </ul>	The Director of Finance/Chief Financial Officer should be appointed by the City Manager
What should the term of office for the City Manager be?	<ul style="list-style-type: none"> <li>• <b>Serves at the pleasure of the City Council (11)</b></li> <li>• Serves a fixed term of office established by ordinance or an employment agreement (0)</li> <li>• Other (0)</li> </ul>	The City Manager should serve at the pleasure of the City Council
How should the compensation of the City Manager be set?	<ul style="list-style-type: none"> <li>• <b>Established by the City Council and periodically adjusted as warranted (11)</b></li> <li>• Other (0)</li> </ul>	The compensation of the City Manager should be set by the City Council and periodically adjusted as warranted.
Should the removal of the City Manager from office require a simple majority or super majority of the City Council?	<ul style="list-style-type: none"> <li>• <b>A simple majority of the City Council (6)</b></li> <li>• A super majority vote of the City Council (2/3 or 3/4 vote) (1)</li> </ul>	Appointment of the City Manager should require a simple majority vote of the City Council. <b>(Note low vote tally. Consider a re-vote?)</b>
Should the removal of the City Manager from office require a simple majority or super majority of the City Council?	<ul style="list-style-type: none"> <li>• A simple majority of the City Council (1)</li> <li>• <b>A super majority vote of the City Council (2/3 or 3/4 vote) (10)</b></li> </ul>	Removal of the City Manager from office should require a supermajority vote of the City Council. <b>(2/3 or 3/4 vote undecided)</b>
Should the City Charter include a provision barring City Council interference	<ul style="list-style-type: none"> <li>• <b>Yes (11)</b></li> <li>• No (0)</li> </ul>	The Charter should include a provision barring City Council interference with employees under the supervision of the City Manager

with employees under the supervision of the City Manager?		
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5. City budget and other financial matters. *No discussion held.*
6. Adjournment. *Bruce Dawsey made a motion to adjourn the meeting at 7:57pm. Christy Allen Wilson seconded the motion and the motion passed unanimously.*

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Jim Atchison, Chairman

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Jennifer Gould, Secretary