

**CITY OF VAN ALSTYNE**

**MINUTES**

**Charter Commission Meeting**  
Van Alstyne Community Center  
262 N Preston Ave

**December 9, 2021**  
**6:00 P.M.**

Members present: Jim Atchison, Bruce Dawsey, Katrina Arsenault, Robert Jaska, Dusty Wells, Christy Allen Wilson, Larry Cooper and Ryan Neal.

Members absent: Steve Deluna, Marla Butler, Lee Thomas, Griff Servati, Jim DuBois, Mike Drynan, Bob Hendricks and Alternate Ryan Laing.

Staff present: Lane Jones and David Ritter.

**AGENDA**

1. Call to Order. *Chairman Atchison called the meeting to order at 6:00pm*
2. Approval of minutes from the October 14, 2021, October 21, 2021, and November 11, 2021 meetings. *No action taken.*
3. Progress update. *It was determined that the second meeting in December of 2021 will be canceled as the Commission is ahead of schedule.*
4. City Secretary appointment. *It was the consensus of the Commission Members present that the City Secretary should be appointed and supervised by the City Manager.*
5. City budget and other financial matters.

<b>Topic</b>	<b>Polling Result</b>	<b>Commission Decision</b>
<b>City Budget &amp; Financial Matters</b>		
Should the City Charter include a provision requiring a balanced budget?	<ul style="list-style-type: none"><li>• Yes (0)</li><li>• <b>No (8)</b></li></ul>	The Charter will not include a provision requiring a balanced budget.
When should the City Manager's proposed budget be presented to the City Council	<ul style="list-style-type: none"><li>• <b>30-45 days before voting on the tax rate – mirror state law (8)</b></li><li>• Not later than 60 days prior to the close of the fiscal year (0)</li><li>• Not later than 90 days prior to the close of the fiscal year (0)</li><li>• Other option (0)</li></ul>	The City Charter should mirror state law with regard to the timeline for delivery of the City Manager's proposed budget to the City Council.

Should the City Charter include a provision to allow the City to incur indebtedness?	<ul style="list-style-type: none"> <li>• <b>Yes (8)</b></li> <li>• No (0)</li> </ul>	The City Charter should include a provision allowing the City to incur debt.
Should unexpended appropriations lapse at the end of each fiscal year unless carried over by ordinance?	<ul style="list-style-type: none"> <li>• <b>Yes (8)</b></li> <li>• No</li> </ul>	The City Charter should include a provision requiring that unexpended appropriations lapse at the end of each fiscal year unless carried over by ordinance.
Intra-departmental transfers of appropriated funds should require the final approval of:	<ul style="list-style-type: none"> <li>• The City Council (0)</li> <li>• <b>The City Manager (8)</b></li> </ul>	The City Charter should assign the authority for making intra-departmental transfers of appropriated funds to the City Manager.
Inter-departmental transfers of appropriated funds should require the final approval of	<ul style="list-style-type: none"> <li>• <b>The City Council (7)</b></li> <li>• The City Manager (18)</li> </ul>	The City Charter should assign the authority for making inter-departmental transfers of appropriated funds to the City Council.
Budget amendments should require:	<ul style="list-style-type: none"> <li>• <b>A simple majority vote of the City Council (8)</b></li> <li>• A supermajority (5 or more) vote of the City Council (0)</li> </ul>	The Charter should require a simple majority vote of the City Council to approve a budget amendment.
Limits on the City Manager's purchasing authority should be addressed:	<ul style="list-style-type: none"> <li>• <b>By ordinance (8)</b></li> <li>• In the Charter (0)</li> </ul>	The Charter will be silent on the limits of the City Manager's purchasing authority and instead rely on state law.

6. Planning and Zoning.

Topic	Polling Result	Commission Decision
<b>Planning &amp; Zoning</b>		
How many members should the Planning & Zoning Commission have?	<ul style="list-style-type: none"> <li>• Fewer than five (5) members (0)</li> <li>• <b>Five (5) members (7)</b></li> <li>• Seven (7) members (0)</li> <li>• More than seven (7) members (0)</li> </ul>	The Planning & Zoning Commission will consist of five (5) members.
What should be the required qualifications of a Van Alstyne Planning & Zoning Commissioner?	<ul style="list-style-type: none"> <li>• <b>Follow the current ordinance (6)</b></li> <li>• <b>Registered voter (6)</b></li> </ul>	Qualifications to serve on the City of Van Alstyne Planning & Zoning Commission should include voter registration and the qualifications defined by ordinance.
What should the term of office for a Planning & Zoning Commissioner be?	<ul style="list-style-type: none"> <li>• One (1) year (0)</li> <li>• Two (2) years (0)</li> <li>• Three (3) years (0)</li> <li>• <b>Established by ordinance (not in the City Charter) (8)</b></li> </ul>	The City Charter will not specify a term of office for a Planning & Zoning Commissioner.
What should be the minimum Planning & Zoning Commission meeting frequency?	<ul style="list-style-type: none"> <li>• Weekly (0)</li> <li>• Bi-weekly (twice a month) (0)</li> <li>• Monthly (0)</li> <li>• <b>Established by ordinance (not in the City Charter) (8)</b></li> </ul>	The City Charter will not specify a minimum meeting frequency for the Planning & Zoning Commission.
What should the powers and duties of the Planning & Zoning Commission include?	<ul style="list-style-type: none"> <li>• <b>Exercise the authority of the Commission as provided by state law, the Charter and City Ordinances (8)</b></li> <li>• <b>Make recommendations to the City Council on current and proposed ordinances pertaining to planning and zoning matters (8)</b></li> <li>• <b>Make recommendations to the City Council on the development, amendment and extension of the City's Comprehensive Plan (8)</b></li> <li>• <b>Review zoning requests and subdivision plats and make recommendations to the City Council for their final approval or denial (8)</b></li> <li>• <b>Approve plats, site plans, and landscape plans as delegated to the Planning &amp; Zoning Commission by the City Council (8)</b></li> <li>• <b>Make reports and recommendations to the City Council regarding the Comprehensive Plan and the development of the City (8)</b></li> </ul>	The Charter should assign all of the listed duties and responsibilities to the Planning & Zoning Commission. (No other required duties suggested)

Annexation powers	<ul style="list-style-type: none"> <li>• The Charter should be silent on this topic (0)</li> <li>• <b>The Charter should allow the City Council to adjust the boundaries of the City through annexation or dis-annexation of territory (subject to the provisions of the Constitution and laws of the State of Texas. (8)</b></li> </ul>	The Charter should allow the City Council to exercise annexation powers subject to the Constitution and laws of the State of Texas.
Power of eminent domain	<ul style="list-style-type: none"> <li>• The Charter should be silent on this topic (0)</li> <li>• <b>The Charter should allow the City Council to exercise eminent domain (condemnation of property) when necessary (subject to the provisions of the Constitution and laws of the State of Texas. (8)</b></li> </ul>	The Charter should allow the City Council to exercise the power of eminent domain when necessary, subject to the Constitution and laws of the State of Texas

7. Direct democracy measures.

<p><b>Direct Democracy Measures</b> (No polling taken on these provisions. Decisions reflect the consensus of the Charter Commission, following the guidance and advice of the City Attorney.)</p>	
Initiative	An initiative petition signed by 20% of the highest number of voters who participated in the last six (6) municipal elections should be required to place an initiative on the ballot for voter approval/disapproval. If the initiative petition threshold is met, the City Council should have a “safety valve” option to consider and act upon the proposed initiative. If adopted by City Council, no election needs to be called. If not, the initiative will be placed on the ballot next following the regular election cycle. No special election will be required.
Referendum	A referendum petition signed by 20% of the highest number of voters who participated in the last six (6) municipal elections should be required to place a referendum on the ballot for voter approval/or repeal an action of the City Council. If the referendum petition threshold is met, the City Council shall place the referendum on the next ballot following the regular election cycle. No special election will be required.
Recall	A petition to recall a member of the City Council may not be filed within the first six months of the most recent election of the Council member or members subject to the recall. A recall petition signed by 20% of the highest number of voters who participated in the last six (6) municipal elections should be required to place a recall proposition on the ballot for voter approval/or denial. If the recall petition threshold is met, the City Council shall place the recall proposition on the next ballot following the regular election cycle. No special recall election will be required.

8. Adjournment. *Meeting adjourned at 8:00pm.*

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Jim Atchison, Chairman

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Jennifer Gould, Secretary