

MINUTES  
ELGIN CITY COUNCIL REGULAR MEETING  
ELGIN PUBLIC LIBRARY ANNEX CITY COUNCIL CHAMBERS  
404 NORTH MAIN STREET  
JANUARY 17, 2023

**CALL TO ORDER**

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

**Roll Call**

**Present:**

Theresa McShan, Mayor  
Sue Brashar, Mayor Pro Tem  
Joy Casnovsky, Council Member  
Arthur Gibson III, Council Member  
Chuck Swain, Council Member  
Matthew Callahan, Council Member  
Forest Dennis, Council Member  
Al Rodriguez, Council Member.

**Absent:**

Skyler Maldonado, Council Member

Mayor McShan called roll call and stated that Ms. Casnovsky would be late. Mayor Pro Tem Brashar made a motion to excuse Mr. Maldonado. Mr. Gibson seconded the motion. All voted in favor. The motion carried.

**Staff:**

Thomas L. Mattis, City Manager  
Jennifer Stubbs, City Secretary  
Amy Miller, Community Services Director  
Michael Gonzalez, Public Works Director  
Belen Pena, Finance Director  
Kaley Frye, Assistant Director EDC  
Pam Sanders, HR Director  
Sonia Browder, Media Specialist

**INVOCATION**

Mayor McShan 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 of America and Pledge of Allegiance to the Texas Flag.

## **PUBLIC COMMENT**

Courtney Paris, 506 Lexington Road, stated that she read an article about the new bar opening. She stated the article addressed some permitting delays. She asked for improvements and an assessment of ATS. Ms. Paris asked the Council Members to keep citizens updated and informed.

Krista Marx, 208 E. 8<sup>th</sup> Street, stated that she is the President of the Elgin Arts Association and thanked the city for supporting the nonprofits in this community. She stated that Elgin Arts is about nurturing the arts in Elgin, the artists, and those who love art. She stated this organization adds another dimension to the activities that are in town.

## **PRESENTATION**

1. A PROCLAMATION DECLARING MARCH 1, 2023, AS MARY CHRISTIAN BURLESON DAY IN THE CITY OF ELGIN

Mayor McShan read the proclamation and presented it to members of the Mary Christian Burleson Foundation Committee.

## **CITY MANAGER'S REPORT**

1. Discussion And Possible Direction To Staff Regarding The Distribution Of Community Non-Profit Support Funding As Included In The FY2022-23 Annual Operating Budget

Mr. Mattis stated that applications were accepted, and an ad hoc committee was formed to make a recommendation to Council at large. He stated that \$50k was the amount allocated. In years past, the city has invested 273 thousand dollars to nonprofits in Elgin. Mr. Mattis stated that the money is already budgeted. Discussion followed. Mr. Rodriguez made a motion to approve the recommendations. Mr. Swain seconded the motion. All voted in favor. The motion was carried.

2. Review And Approval Of FY2022-23 Annual Budget Vehicle And Equipment Expenditures

Mr. Mattis stated that staff went through the updated lists of vehicle requests. Mr. Mattis stated that this money is already allocated in the budget. He stated this item is to make Council aware. Mr. Dennis made a motion to accept the changes. Mr. Callahan seconded the motion. All voted in favor. The motion was carried.

### 3. Update On 2021 Certificates Of Obligation - Capital Investment Program

Mr. Mattis stated that more than half of the projects are completed. Ms. Casnovsky arrived at 6:50 p.m. He stated that all utility projects are moving forward. He stated staff should hear next month about the million-dollar grant. Mr. Mattis stated that the FM1100 Project is waiting on the Texas Department of Transportation (TxDOT) and that Spectrum/Oncor has been worked out with the County Line Road Project. He stated that completion should be in the next 30 to 60 days. He provided updates on the other projects and stated that the Police Department is delayed a bit but the budgeted numbers are correct. There were no questions or comments from the Council.

### 4. General Activity Report and/or Project Update

Mr. Mattis stated there was a great turnout at Saturday's mural dedication and at the Martin Luther King Jr. March yesterday.

## **CONSENT AGENDA**

### 1. City Council Regular Meeting Minutes January 3, 2023

The minutes passed on the consent agenda.

### 2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CSA CONSTRUCTION, INC FOR REPAIRS TO THE ELM CREEK LIFT STATION FORCE MAIN AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution passed on the consent agenda.

### 3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO APPROVE PROFESSIONAL SERVICES FEES WITH FGM ARCHITECTS INC. RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution passed on the consent agenda.

Mayor Pro Tem Brashar made a motion to approve the consent agenda. Mr. Callahan seconded the motion. All voted in favor. The motion carried.

## **NEW BUSINESS**

### 1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, ADOPTING A PROCUREMENT/PURCHASING POLICY & PROCEDURES MANUAL AND PETTY CASH TO BE EFFECTIVE JANUARY 18, 2023, AND PROVIDING FOR RELATED MATTERS

Mr. Mattis stated that this was a formality for the Council. He stated that the new Finance Director brought this in and was requested by the staff. Mr. Mattis stated that the city has worked on this with the auditors through the years. Mr. Rodriguez made a motion to approve the resolution. Mayor Pro Tem Brashar seconded the motion. All voted in favor. The motion carried.

**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

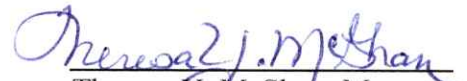
The City Council did not retire into Executive Session.

**ANNOUNCEMENTS**

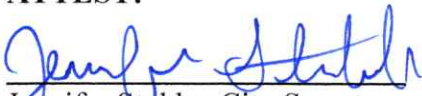
Ms. Miller stated that there was a great turnout this weekend. Mr. Dennis stated that election applications open tomorrow through February 17<sup>th</sup>.

**ADJOURNMENT**

Mayor McShan adjourned the meeting at 7:10 p.m.

  
Theresa Y. McShan, Mayor

**ATTEST:**

  
Jennifer Stubbs, City Secretary