

**MINUTES**  
**SPECIAL CALLED CITY COUNCIL MEETING**  
**CITY COUNCIL RETREAT**  
**Police Department Training Room**  
**124 Old San Antonio Road**  
**Boerne, TX 78006**  
**May 25, 2019 – 9:00 AM**

Minutes of the Special Called City Council Meeting of May 25, 2019 at 9:00 a.m.

**Present:** Mayor Tim Handren, Council Member Ty Wolosin, Mayor Pro Tem Nina Woolard, Council Member Quinten Scott, Council Member Brian Fowler, and Council Member Joseph Macaluso.

**Staff Present:** Ron Bowman, Pam Bransford, Lori Carroll, Ray Hacker, Jim Kohler, Mike Mann, Doug Meckel, Nick Montagno, Mike Raute, Molly Solis, Laura Talley, Jeanette Teague, Jeff Thompson, Larry Woods, Mary Woods, and Linda Zartler.

**Recognized / Registered Guests:** Bob and Linda Manning.

**1. CALL TO ORDER – 9:00 AM**

Mayor Handren called the Special Called City Council meeting to order at 9:00 a.m.

**2. [2019-478](#) DISCUSSION ON ROLE OF CITY COUNCIL; SET POLICY, SET PRIORITIES, DEFINE GOALS. (15 minutes)**

Mayor Handren discussed the role of the City Council. City Council represents the City first, and then their respective district. He spoke on the City's Home Rule Charter on the section pertaining to the City Council questions going through the City Manager or his designee. It is the City Manager's responsibility to give direction to City Staff. Discussion ensued regarding City Council keeping an open mind with issues that arise and to not take anything personal. City Manager Ron Bowman stated that staff works under a team concept, helping and responding to Council Members, having regular discussions, knowing expectations, and wanting to do what is right for the

community as a whole. Communication is important.

**3. [2019-479](#) DISCUSSION OF EXPECTATIONS OF EACH OTHER AS A CITY COUNCIL. (15 minutes)**

Mayor Handren asked the Council Members for their expectations of the Mayor. A number of items were listed on the white board to include: a guiding vision, carrying through on top priorities, communication, customer service, and keeping the City Council informed. Mayor Handren asked the City Council to be prepared in advance of various meetings. Deputy City Manager Thompson suggested that the Council Members feel free to reach out to Executive Staff with questions in advance of the meetings, allowing time for staff to do research if needed. This also allows for staff and the Council Members to provide accurate information to the audience during the meetings. Mayor Handren stated that the Council Members should respect the time of Staff, as Staff must prioritize importance of their work load. Mayor Handren reminded the Council Members that emails and text messages are public. I.T. Director Mike Raute suggested that the Council Members archive their personal facebook pages for two years in the event there is a public information request.

**4. [2019-480](#) GUEST SPEAKER: WHAT I KNOW NOW, THAT I WISH I KNEW THEN. (Prospective From Prior Elected Official) (20 minutes)**

Mayor Handren introduced Bob Manning, past City Council Member to share his insights on being on the Council. Mr. Manning stated he was a Council Member from 2005-2011. He was part of the group that formed Boerne Together. He stated that Staff was not entirely supportive of these initiatives. He suggested that the Council Members pay more attention to annual budgeting. He spoke on the Dark Skies Ordinance, the Tree Ordinance, RUDAT, and also stated that while he was in office, a group from the University of San Antonio came to Boerne to inventory the Historic District. Mr. Manning discussed the use of utilities as profit producing for the city.

**5. DISCUSSION ON: (30 Minutes)****5.A. [2019-477](#) OPEN MEETINGS ACT**

Mayor Handren called on Ms. Molly Solis, City Attorney to discuss the Open Meetings Act (OMA). She stated that the OMA is to ensure the government entity is making decisions and showing how decisions are made in a public way. Notices of public meetings must be posted 72 hours in advance of the meeting unless there is an emergency. She provided the definition of a meeting and discussed criminal and civil penalties for violation of OMA. She discussed social media and archiving personal Facebook pages.

**5.B. [2019-481](#) QUORUMS**

Ms. Solis continued with discussion on what constitutes a quorum. She discussed Walking Quorums and how to avoid.

**5.C. [2019-482](#) PUBLIC INFORMATION ACT AND OPEN RECORDS**

Ms. Solis continued with the discussion on the Public Information Act. She spoke on how the Act applies to all city records, on practically any media created on any device. Violations of the Act are misdemeanor offenses and depending on the offense, fines may be up to \$4,000 and up to six months in jail.

**5.D. [2019-488](#) ETHICS**

Ms. Solis continued with a discussion on Ethics. She stated that City Council members must disclose any conflicts and abstain from discussion and voting at a City Council meeting. There is a form to be completed before the meeting

begins. Ms. Solis provided samples of what could be considered an ethics violation.

**6. [2019-483](#) DISCUSSION OF MAYOR'S PRIORITIES. (10 minutes)**

Mayor Handren listed his top five priorities: #1 Communication, #2 Master Plan updated annually, #3 Unified Development Code, #4 Mobility, working with county officials, and #5 Water. Mayor Handren asked the Council Members for their top priorities and asked City Manager Ron Bowman to comment on the priorities discussed. Mr. Bowman stated that the Kendall County is the 7th fastest growing county in the nation. Finances is always a concern and most of what the Council Members discussed as priorities is expensive.

**7. [2019-484](#) DISCUSSION ON PRIORITIES FOR THE CITY, ESTABLISHING LIST OF TOP PRIORITIES. (20 minutes)**

Mayor Handren called on City Manager Ron Bowman to discuss the City's top priorities. Mr. Bowman presented examples of 10 projects: Communication, Utilities, Mobility, Land Use and Development, Master Plan, Community Livability, Financial Sustainability, Facilities and Services, City Governance, and Public Safety.

**8. [2019-485](#) DISCUSSION ON THE PROCESS TO UPDATE THE CITY OF BOERNE HOME RULE CHARTER. (10 minutes)**

Mayor Handren stated that the City's Home Rule Charter is inaccurate and outdated. There are different options on how to update the Charter. He suggested appointing a citizen's committee which would be beneficial since it requires an election. Ms. Molly Solis, City Attorney discussed the process.

Mayor Handren asked that discussion on agenda number 12 be moved up to number 9.

**12. [2019-490](#) DISCUSSION ON THE PROCESS OF THE MASTER PLAN UPDATE. (10**

minutes)

Mayor Handren asked City Attorney Molly Solis to distribute the Master Plan Update Process/Ordinance to the City Council Members. The information reviews the process for updating the Master Plan. Mayor Handren stated that the update is a priority.

**9. [2019-486](#) DISCUSSION ON COMMUNICATIONS BETWEEN CITY COUNCIL AND STAFF. (20 minutes)**

Mayor Handren stated that the City's Charter states that the City Council can't direct City Staff. Any request for information from the City Council should go through designated staff; the City Manager, Deputy City Manager, Assistant City Manager, City Attorney, or City Secretary. The Staff will copy the City Manager on any email responses.

**10. [2019-487](#) DISCUSSION ON COUNCIL COMMUNICATION TO THE PUBLIC; SOCIAL MEDIA AND TOWNHALL MEETINGS. (10 minutes)**

Mayor Handren committed to three Townhall meetings a year. Discussion ensued regarding the location of where the Townhall meetings can be held. Ms. Molly Solis, City Attorney cautioned that the meetings must be open to the public, but can invite only individuals in the respective district. Mayor Handren stated that he will be posting information to the Mayor's Facebook page himself and suggested that the City Council engage in Facebook with caution.

**11. [2019-489](#) DISCUSSION ON CONCEPT OF SPECIALIZATION BY COUNCIL MEMBERS. (10 minutes)**

Mayor Handren suggested that each Council Member specialize in one project and should not try to be an expert on everything.

**13. [2019-491](#) DISCUSSION ON FREQUENCY OF FUTURE WORKSHOPS. (10 minutes)**

Mayor Handren asked the Council Members for their preference in scheduling

workshops. The Council requested a month's notice when possible. Mayor Handren will work with staff in scheduling future meetings.

**14. ADJOURNMENT**

Mayor Handren adjourned the Special Called City Council meeting at 12:38 p.m.

Approved:

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Mayor

Attest:

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City Secretary