



**CITY OF JUSTIN
HOME RULE CHARTER COMMISSION
AGENDA
THURSDAY, APRIL 8, 2021
415 N. COLLEGE AVE.
(Conducted via teleconference)
6:00PM**

One or more members of the Home Rule Charter Committee may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Home Rule Charter Commission will conduct the meeting scheduled at 6:00 p.m. on Thursday, April 8, 2021 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above. A recording of the telephonic meeting will be made and will be available to the public.

The public dial in number to participate in the telephonic meeting is:
1 (346)-248-7799

Join Zoom Meeting:

<https://us02web.zoom.us/j/89893837266?pwd=WWlrS1VDdFpDR3BiTU5HeHBXNGJxZz09>

Meeting ID: 898 9383 7266

Passcode: 362918

CALL TO ORDER

Invocation

CITIZEN COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

Presentation from Mayor Pro Tem, Holly Gray-Moore

DISCUSSION AND POSSIBLE ACTION ITEMS

1. Discuss and Consider selection of Commission Chairperson.
2. Discuss and Consider selection of Commission Vice-Chairperson.
3. Discuss and Consider setting a Commission schedule.

4. Discuss and review Home Rule Charters.
5. Discuss and Consider Future agenda items.
6. Discuss and Consider Home Rule Charter Nominating Committee minutes dated March 25, 2021.

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the Home Rule Charter Commission of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this ⁵th day of April, 2021 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Brittany Andrews, City Secretary

Home Rule Charter Commission Coversheet

Agenda Item: #1

Subject: Discuss and Consider selection of Commission Chairperson.

Item Summary:

On March 25th the Home Rule Charter Nominating Committee met and discussed appointments and process of selection to the Home Rule Charter Commission. As with all other City Boards, Commissions, and Committee's a Chairperson is appointed by fellow members to serve as the "meeting conductor" and guide the discussions.

The following are current appointed members of the Home Rule Charter Commission as of 4.2.21.

1. Dale Roberson
2. David Wilson
3. David Beck
4. Alyssa Linenkugel
5. Greg Scott
6. Liz Woodall
7. Robert Heygster
8. Lynn Crites
9. Lisa Dyer
10. Jamey Lamm
11. Jennifer Green
12. Dr. Cindy Bauter
13. Scott Hill
14. Robert Van Audenhove
15. Angie Gragg
16. Emily Krzyzek

Attachments: N/A

Home Rule Charter Commission Coversheet

Agenda Item: #2

Subject: Discuss and Consider selection of Commission Vice-Chairperson.

Item Summary:

Along with the appointment of a Chairperson, a Vice-Chair selection would be suggested. This person will serve as the backup should the Chair not be able to attend a meeting. Again, this is common amongst all other City Boards.

Attachments: N/A

Home Rule Charter Commission Coversheet

Agenda Item: #3

Subject: Discuss and Consider setting a Commission schedule.

Item Summary:

In order to submit the future proposed Charter to City Council for the November Election, a schedule or timeline will need to be established and strictly followed to meet those deadlines and remain in compliance.

Commissioner, Greg Scott proposed the schedule below for review. Regular meeting dates will need to be established for the purpose of notices, and ensuring agendas are prepared and posted.

April 8, 2021	Meeting of entire Charter Committee, all members
April 8-July 23, 2021	Additional meetings as necessary
August 10,2021	Submission to Council for approval. Council to pass ordinance calling for Election November 2, 2021 (82 days before election, min 78 days before Nov.2.)
September 1, 2021	Mailing of Completed Charter to all Citizens. (Min. 30 days before Election)
November 2, 2021	Election day – Citizens to vote on Charter
November 3-10, 2021	Mayor to submit copy of approved Charter under City Seal to Texas Secretary of State with election results. City Secretary shall also record for the City.

Attachments: N/A

Home Rule Charter Commission Coversheet

Agenda Item: #4

Subject: Discuss and review Home Rule Charters

Item Summary:

Included in your packet are the Town of Northlake, Roanoke, Highland Village, and Celina Home Rule Charters for you to review. These can be used to help in the creation of the City of Justin Charter.

Attachments: N/A

Home Rule Charter Commission Coversheet

Agenda Item: #5

Subject: Discuss and consider future Commission agenda items.

Item Summary:

This is an opportunity to set future agenda items for the Commission's scheduled meetings. In order to stay focused and on task, this will allow members to know what is forthcoming and in need of review. While it may be difficult to know what should be included, a good start might be to break down the Charter into sections to not be overwhelmed, and overloaded with reviewing the entirety of the document each meeting. As sections are finalized, they can be formally typed and brought back to each meeting to allow a final review. Once all sections are complete, the document should be ready to present to City Council.

Attachments: N/A

Home Rule Charter Commission Coversheet

Agenda Item: #6

Subject: Discuss and consider HRC minutes dated March 25, 2021.

Item Summary:

Some members were not at the March meeting. You are still able to review and make a motion.

Attachments: Minutes dated March 25, 2021.

MINUTES

**State of Texas
County of Denton
City of Justin**

Home Rule Charter Nominating Committee – March 25, 2021

One or more members of the Home Rule Charter Nominating Committee may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Justin Home Rule Charter Nominating Committee will conduct the meeting scheduled at 6:00 p.m. on Thursday, March 25, 2021 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above. A recording of the meeting will be made and will be available to the public.

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The Justin Home Rule Charter Nominating Committee convened into a regular meeting via telephonic the 25th day of March at 6:00 p.m., and notice of said meeting giving the time, place, date and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: City Secretary, Brittany Andrews, Councilmembers John Mounce, and James Clark, other members include Liz Woodall, Alyssa Linenkugel, Greg Scott, Robert Heygster, David Wilson, David Beck, and City Attorney, Matthew Butler

CALL TO ORDER – Councilman Mounce called the meeting to order at 6:00PM

Invocation

INTRODUCTION OF NOMINATING COMMITTEE

CITIZEN COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

No Citizen Comments

DISCUSSION AND POSSIBLE ACTION ITEMS

1. Discuss and Consider appointments to and membership of the Home Rule Charter Nominating Committee.

Councilman Mounce started off by stating that he did not want the appointments to become a political issue. He would prefer having no currently elected officials serving as a voting member on the Commission. Greg Scott agreed, and mentioned per state law a minimum of 15 members would need to be appointed to the Commission. He spoke to the Committee members about the research into other Home Rule Charters he conducted, that other Town/City Mayors and elected officials would be willing to come and speak to the Commission regarding the process and creation of a Home Rule Charter. Members discussed timelines for the Charter completion, putting together a calendar, and nomination of members to serve on the Home Rule Charter Commission.

Motion: Liz Woodall moved that City Council nominate 2 residents each to be appointed to the Home Rule Charter Commission for a total of 17 members. Seconded by: Councilman Clark

Aye votes: 8-0

Nay: 0

2. Discuss and Consider process and next steps for Home-rule Charter process.

Motion: Alyssa Linenkugel moved to have Brittany Andrews transcribe or take minutes for the Home Rule Charter Commission.

Seconded by: Greg Scott

Aye votes: 8-0

Nay:0

FUTURE AGENDA ITEMS

- **Appoint Chair and Vice Chair**
- **Develop schedule for meetings**
- **Next meeting April 8, 2021.**

ADJOURNMENT

Robert Heygster made the motion to adjourn at 7:19PM

SEAL:

Brittany Andrews, City Secretary

