

**MINUTES
WATAUGA CITY COUNCIL
WORKSHOP MEETING
MONDAY, MAY 24, 2021
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM**

CALL TO ORDER

The Workshop Meeting of the City Council was called to order at 5:46 p.m.

ROLL CALL

The City Council of the City of Watauga, Texas convened with the following members present:

Mayor, Arthur Miner
Mayor Pro Tem/Place 2, Tom Snyder
Council Place 1, Vacant
Council Place 3, Lovie Downey
Council Place 4, Andrew Neal
Council Place 5, Juanita King (Absent with Notice)
Council Place 6, Mark Taylor
Council Place 7, Jan Hill

and

Andrea Gardner, City Manager/City Secretary
Raquel Guajardo, Deputy City Secretary
Samantha Ortega, Records Clerk
Sandra Gibson, Finance Director
Deby Woodard, Assistant Finance Director
Brad Fraley, Chief Information Officer
George Hyde, City Attorney

ANNOUNCEMENTS

Council did not provide announcements.

PRESENTATIONS

- 1. Present, discuss and provide direction to the City Manager/City Secretary on the structure of, selection process for appointment, member requirements, and the process for reappointment and removals for Watauga Boards, Committees and Commissions**

Ms. Gardner presented a detailed presentation to Council. (*Presentation is attached*)

Council Member Neal asked if the Cyber Security training is required for all board members in which Ms. Gardner responded that the training is required of any representative of the City of Watauga. Ms. Gardner reported that she received a list of members from Council and Boards that have not completed the training which is due June 1. The list is provided to the mayor to work directly with each member.

Council Member Neal suggested creating an attendance policy. Ms. Gardner reported that Ms. Ortega, Records Clerk, has prepared logs that are located on each board webpage that tracks member attendance.

Council Member Hill asked if it is required for Planning & Zoning members to own property in Watauga in which Ms. Gardner responded that it is not a requirement, as it is against the law. However, members are required to be a resident of Watauga. The property requirement was on the 2019 ballot, however, the measure failed.

Council Member Taylor commented that some boards may not be needed and recommended setting clear guidelines and expectations, as they are to assist with preliminary items for Council. He also stated that he would like to see documents outlining board expectations and creation of a meeting schedule. Council Member Taylor also mentioned that the Charter Review Commission has not held a meeting for almost two years. Ms. Gardner responded that a board manual has been created and will be presented during orientation.

Ms. Gardner reported that the new Media Specialist will work on creating a highlight video/wrap up for the WEDC, which can also be done for all the boards, committees and commissions.

Council Member Downey requested that the Charter Review Commission meet more often and stressed the importance of education for members and those that hold positions of Chair, Co-Chair and Secretary, need to be more engaged.

Ms. Gardner requested staff not be involved with charter amendments and suggested Mayor Miner facilitate. Mayor Miner stated that the Council Liaison has the responsibility of facilitating the amendment process.

Council Member Taylor commented that the interview process should be streamlined and suggested conducting ongoing interviews to pool candidates and to create applications specific to each board and committee.

Mayor Miner recommended two or three subcommittees be created to provide feedback to the City Manager.

Council Member Taylor stated that each Chair should contact the mayor's office regarding possible reappointment and all members must reaffirm their interest and be interviewed again.

Mayor Miner commented that Ms. Jeannette Garcia emailed members with expiring terms as a reminder to submit a new application. The deadline to respond is June 15.

Ms. Gardner announced that her plans are for the CSO Records Clerk to be the primary staff contact to facilitate board applications, schedule interviews and orientation so the only item the interview committee will be responsible for is to provide the selected candidate to staff so they may finish out the process.

Ms. Downey stated board members provided feedback and feel there is a disconnect with Council and recommended focusing on Council Liaisons to have a stronger relationship to work with Chairs and Co-Chairs to present reports on the agenda. Ms. Gardner responded that boards could present items to Council under the report section of the meeting agenda.

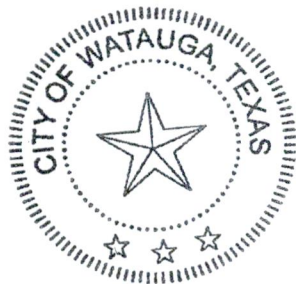
Mayor Miner stressed the importance of Council Liaisons attending board meetings and actively participating.

ADJOURNMENT

Mayor Miner adjourned the meeting at 6:39 p.m.

APPROVED:

SIGNED:



this 14th day of JUNE, 2021

this 17th day of JUNE, 2021

APPROVED:

Arthur L. Miner /s/ 
Arthur L. Miner, Mayor

ATTEST:

Andrea Gardner /s/

Andrea Gardner, City Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office