



City of Hutto

Minutes

Ethics Review Commission

Monday, March 24, 2025 at 6:30 PM

Executive Conference Room – 500 W. Live Oak Street

1. ESTABLISH QUORUM & CALL TO ORDER – 6:30 PM

Members present: Kyle Parkinson, Edward Troxel, Cheryl Stewart, Lori Brown-Duncan and Jim Morris

2. PUBLIC COMMENT

There was no public comment.

3. OTHER BUSINESS

- 3.1. Consideration and possible action on approving the following meeting minutes: January 27, 2025.

Motion by Kyle Parkinson, second by Lori Brown-Duncan, to approve the minutes as presented. Motion passed with a unanimous vote of those members present.

- 3.2. Discussion, review and possible action regarding current ethics policy: Section 2.05.001. Policy; Section 2.05.002. Definitions; and Complaint Form.

2.05.001 Policy

(c) Provisions of this article shall not apply to political campaigns or candidates. (Reference Texas Ethics Commission)

2.05.002 Definitions

Under "Gift" further define "favor" and "hospitality."

Revision "Substantial Interest" when reviewed in the document later on.

Investigate standard of when to recuse versus abstain.

“Family Member” – broaden definition and possibly add “sphere of influence” to include family by marriage/blood, employment and household residents.

Complaint Form

Further define number of days. If day is on holiday or weekend – next business day.

Instructions – note that submission is subject to the Public Information Act and scheduled hearings are subject to the Open Meetings Act.

“Should you wish to proceed” – outline steps for submission and next steps.

On the Ethics Review Commission (ERC) website should list “How to Submit a Complaint” and include the specific code.

- 3.3 Discussion, review and possible action regarding the onboarding process for the Commission.

Create an onboarding binder with handbook for boards and commission members, the ERC’s mission, links to the Texas Ethics Commission, Hutto Code of Ordinances and the City Charter.

- 3.4 Discussion, review and possible action regarding potential violations.

Possible overview for “official conduct” or a Code of Conduct.

Cheryl Stewart discussed the City’s handling of the candidate drawing for a position on the ballot and posting results to social media with some candidates pictured and others not. She suggested that there should be pictures for all candidates or no pictures at all.

Laura Hallmark, City Secretary, explained the process for the event, including notification to candidates and the social media post was akin to a news report on what actually took place.

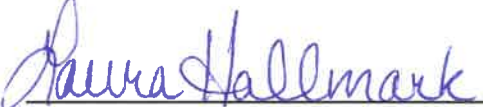
- 3.5 Members of the Commission may request topics for future agenda meetings. No member may discuss any of the requested subjects until such matter has been properly placed on the posted agenda.

Jim Morris – list of potential legal counsel
Edward Troxel – go through a mock complaint
Lori Brown-Duncan – do other boards and commissions have ethics questions before something goes wrong. How to present ERC to other boards.
Cheryl Stewart – update on candidate Financial Disclosure filings.
Next meeting review sections 2.05.003, 2.05.004 and 2.05.005.

4. ADJOURNMENT – 8:48 PM


Cheryl Stewart, Chair

ATTEST:


Laura Hallmark, City Secretary

