City of Hutto

Minutes

City Council Special Meeting
Wednesday, June 18, 2025 at 6:00 PM
City Council Chambers – 500 W. Live Oak Street

1. **CALL SESSION TO ORDER** – 6:00 PM

2. **ROLL CALL**

   Members of Council present: Mayor Snyder; Mayor Pro Tem Gordon; Councilmember Thompson; Councilmember Thornton; Councilmember Porterfield; Councilmember Kolar; After Swearing In: Councilmember Morris and Councilmember King

   Absent: Councilmember Clark

3. **PUBLIC COMMENT**

   There were no speakers.

4. **RESOLUTIONS**

   4.1 Consideration and possible action on Resolution No. R-2025-150 canvassing the returns and declaring the results of the Runoff Election held June 7, 2025 for the purpose of electing Councilmember Place 3 and Councilmember Place 6. (Laura Hallmark)

   Laura Hallmark, City Secretary, presented the election results.

   Motion by Mayor Pro Tem Gordon, Second by Councilmember Kolar, to approve Resolution No. R-2025-150 canvassing the returns and declaring the results of the Runoff Election held June 7, 2025 for the purpose of electing Councilmember Place 3 and Councilmember Place 6. Motion passed 6:0.

5. **PRESENTATIONS**

   5.1 Recognition of outgoing Councilmember Amberley Kolar.

Matt Wojnowski, Acting City Manager, reviewed Ms. Kolar's years of service and presented a plaque in recognition of her years on City Council. Ms. Kolar was also presented with her framed official photo, her dais name plate and a floral arrangement. Ms. Kolar made some personal remarks.

5.2 Conduct Oath of Office for Councilmember Place 3 and Councilmember Place 6. (Judge Wilson)

Judge Wilson swore in Councilmember Elect Jim Morris. After some personal remarks, Councilmember Morris took his seat at the dais.

Judge Wilson swore in Councilmember Elect Aaron King. After some personal remarks, Councilmember King took his seat at the dais.

6. BOARDS AND COMMISSIONS

6.1. Consideration and possible action regarding possible appointments, re-appointments and/or removals to City Boards, Commissions, Task Forces, Economic Development Corporations, Local Government Corporations and Tax Increment Reinvestment Zone Boards, and Area Government appointments.

Councilmember Porterfield stated there were no appointments to be made at this time, but there are several vacant positions for which the Nominating Committee will be conducting interviews.

7. OTHER BUSINESS

This item was taken out of order:

7.16 Discussion and possible action regarding the formation of the Efficiency and Accountability Commission. (Mayor Snyder/Councilmember Porterfield)

Mayor Snyder and Councilmember Porterfield expressed their reasoning behind this agenda item – to help keep the City staff and Council accountable and mindful of timelines and associated costs.

Motion by Councilmember Porterfield, second by Mayor Snyder, to have staff bring back recommendations for the formation of an Efficiency and Accountability Commission. Motion passed 7:0.

7.1 Discussion and possible action on a Resolution for the 2025/2026 budget year as a No New Revenue budget focusing on infrastructure. (Mayor Snyder/Councilmember Porterfield)

Mayor Snyder and Councilmember Porterfield expressed their reasoning behind this agenda item – to help give staff clear direction and be more efficient in the budget process.

Motion by Councilmember Porterfield, second by Councilmember King, to adopt a resolution for FY2025-2026 budget year as a No New Revenue budget focusing on infrastructure. Motion passed 5:2 (Thompson, Gordon).

7.2 Discussion and possible action on adding Resolutions to the City of Hutto's website. (Mayor Snyder/Councilmember Porterfield)

Mayor Snyder and Councilmember Porterfield expressed their reasoning behind this agenda item – to help with transparency and provide more access to the public. Council discussion regarding timeline for uploads and the possibility of budgeting additional funds to upgrade the website.

Motion by Mayor Pro Tem Gordon, second by Councilmember Porterfield, to direct staff to develop or enhance the website to be able to host resolutions and ordinances.

Councilmember Thompson added a friendly amendment that Proclamations be included as well. This was accepted by Mayor Pro Tem Gordon and Councilmember Porterfield.

Motion, as amended, passed 7:0.

7.3 Discussion and possible action regarding revisions to the Finance policy including but not limited to reimbursement on expenses. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding policy and how it applies.

Motion by Mayor Snyder, second by Mayor Pro Tem Gordon, to bring back the Finance Policy for review, with possible changes based on City Council discussion. Motion passed 7:0.

This item was taken out of order:

7.9 Discussion and possible action on revisions to the City of Hutto personnel policy including but not limited to, remote work, time off request policy, comp time, City Manager ability to change HR policies prior to City Council approval, employee promotions without City Council approval, requirements for City Hall's hours of operation, Virtual City Hall updates. (Mayor Snyder/Councilmember Porterfield)

Mayor Snyder and Councilmember Porterfield expressed their reasoning behind this agenda item – to get a better handle on the operating hours and functioning of City Hall, remote work protocols and requests/notification of time off – specifically relating to the City Manager.

Motion by Mayor Pro Tem Gordon, second by Councilmember Porterfield, to direct staff to bring the City of Hutto Personnel Policy back to Council for review. Motion passed 7:0.

7.4 Discussion and possible action on a Resolution regarding an Economic Development policy focusing on road and water infrastructure, grocery store and other amenity items as may deemed to focus on. (Mayor Snyder/Councilmember Porterfield)

Motion by Mayor Snyder, second by Councilmember Porterfield, to direct staff to bring back a resolution that sets our Economic Development policy this next year to focus on road and water infrastructure and a grocery store. Motion passed 7:0.

7.5 Discussion and possible action on Outside Agency Funding policy. (Mayor Snyder/Councilmember Porterfield)

Mayor Snyder outlined reasoning behind this agenda item – to ensure the policy was being followed and if the policy needs to be adjusted to better fit the needs of the program, then it should be reviewed.

Motion by Councilmember Thompson, second by Mayor Pro Tem Gordon, to have staff bring back the policy for review and possible changes to the first meeting in July. Motion passed 7:0.

7.6 Discussion and possible action regarding the appointment of a Hutto City Charter Commission. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding ongoing review of the Charter ahead of the possible election for amendments in May 2027 and the process for appointment of a Charter Review Commission.

Motion by Mayor Pro Tem Gordon, second by Councilmember King, to direct staff to bring back a recommendation on the appointment of a Charter Review Commission, working within the bounds of the existing Charter requirements. Motion passed 7:0.

7.7 Discussion and possible action on a joint meeting/workshop with the Hutto Ethics Commission to discuss proposed changes to Hutto's ethics policy and direction of the board. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding the role and scope of the Ethics Review Commission, their authority and the possibility of broadening their scope/reach.

Motion by Councilmember Thompson, second by Councilmember Morris, to schedule a joint workshop with the City Council and the Ethics Review Commission. Motion passed 7:0.

7.8 Discussion and possible action regarding status of Hutto's A-2 team and the continued operation of such. (Mayor Snyder/Councilmember Porterfield)

Mayor Snyder outlined the issue was the verbiage for the process of seemingly automatic promotions – not the positions themselves. Dottie Palumbo, City Attorney, recommended changing "will" to "may" in relation to the change in positions through the process.

Motion by Councilmember Thompson, second by Mayor Snyder, to review the A2 documentation and substitute "will" with "may." Motion passed 7:0.

7.10 Discussion and possible action on Personal Financial Disclosures Ordinance No. O-2023-024, including but not limited to revision on due dates of reports, posting of reports online and other matters. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding the filing deadline and moving it up to February and the limited and logged accessibility of the documents online.

Motion by Mayor Snyder, second by Councilmember Porterfield to bring back the Personal Financial Disclosure ordinance with the change to the filing deadline and have staff review what it would entail to create an access system as discussed. Motion passed 7:0.

7.11 Discussion and possible action regarding revisions to the City Council protocols, including but not limited to: City Manager/City Council one-on-ones, cell phones in executive session, boards and commission revisions, Council and staff relationships, agenda posting deadlines, signing of Ordinances and Resolutions as they are approved followed by immediate release to the public. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding one-on-one meetings with the City Manager and providing questions and answers to the entire Council; posting ordinances and resolutions in a timely manner; and the process for boards and commissions interviews and appointments.

It was the consensus of Council to review the suggested changes and discuss on the public discussion board prior to the next meeting. There was no further action for this item.

7.12 Discussion and possible action on a Resolution limiting the hiring of additional staff until the new budget is approved. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding vacant positions and hiring prior to requested new positions.

Motion by Councilmember Thornton, second by Councilmember Morris, to ask staff to provide a report of all positions that are budgeted for at least the past six months that have not been filled, or have been vacant for at least six months without being filled. Motion passed 7:0.

7.13 Discussion and possible action on revisions to Ordinance No. O-2024-040 regarding changes to Section 2.05.046 Public access to statements; retention. (Mayor Snyder/Councilmember Porterfield)

Councilmember Porterfield expressed concern about access to the reports during regular business hours, stating it would be difficult for most people to come in during that time. This issue will be addressed with the proposed changes outlined above for Item 7.10. There was no further action for this item.

7.14 Discussion and possible action regarding a policy on the use of electronic signatures like Docusign. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding the necessity for and the legitimacy of electronic signatures.

Motion by Mayor Snyder, second by Councilmember Porterfield, to direct staff to bring back a policy for the use of electronic signatures. Motion passed 7:0.

7.15 Discussion and possible action regarding Hutto's water restriction policies. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding the possibilities for water restrictions and wanting to be clear on the steps and processes.

Motion by Mayor Snyder, second by Councilmember Porterfield, to bring back the water restriction policy for review by City Council. Motion passed 7:0.

7.17 Discussion and possible action regarding the City of Hutto's policy on Early Voting and Election Day polling sites. (Mayor Snyder/Councilmember Porterfield)

Council discussion regarding the possibility of other locations for holding elections, the contract with Williamson County Elections Department and voting locations in the future. It was the consensus of Council to have staff review other locations with Williamson County Elections Department. There was no further action for this item.

This item was recalled:

6.1. Consideration and possible action regarding possible appointments, re-appointments and/or removals to City Boards, Commissions, Task Forces, Economic Development Corporations, Local Government Corporations and Tax Increment Reinvestment Zone Boards, and Area Government appointments.

Motion by Mayor Snyder, second by Councilmember Porterfield, to substitute Councilmember Thompson with Councilmember Thornton on the HEDC Board of Directors. Motion passed 5:2.

Motion by Mayor Snyder, second by Councilmember Morris, to remove Henry Gideon from the HEDC Board of Directors and replace with Councilmember Porterfield. Motion passed 5:2.

Motion by Mayor Snyder, second by Councilmember Porterfield, to fill Terrence Owens' position on HEDC Board of Directors, which expires on 6/30/2025, with Don Carlson. Motion passed 6:1.

Motion by Mayor Snyder, second by Mayor Pro Tem Gordon, to reappoint Irma Gonzalez to the HEDC Board of Directors. Motion passed 7:0.

8. ADJOURNMENT – 9:12 PM

ATTEST:

Laura Hallmark, City Secretary

Mike Snyder, Mayor