



# City of Hutto

## Agenda

**Parks Foundation Meeting**  
**Wednesday, November 18, 2020 at 7:00 PM**  
**City Council Chambers**

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at [www.huttotx.gov](http://www.huttotx.gov)

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1. CALL MEETING TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes.

*[Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.]*

4. PUBLIC HEARINGS

5. AGENDA ITEMS

5.1. Consideration and possible action on the minutes from the Parks Foundation Meeting held on October 14, 2020.

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5.2. General Discussion and Possible Action on possible applications and appointments to the Foundation Board.

5.3. General Discussion and Possible Action of Authorizing Payment of Incorporation Expenses.

5.4. General Discussion and Possible Action on Adopting Conflict of Interest Policy.

5.5. General Discussion and Possible Action on Adopting a Land Donation Policy.

5.6. Consideration and Possible Action on a contract for legal services with the

Bojorquez Law Firm to provide legal services to the Board.

- 5.7. Consideration and Possible Action on creation of logo, slogan, letterhead, and branding items, development of website, creation of application forms to serve on Board, and other items necessary to become operational.
- 5.8. Update from Treasurer on financial tasks from Initial Meeting.

6. SUGGESTIONS FOR FUTURE AGENDA ITEMS

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the **November 18, 2020** Parks Foundation meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on **November 13, 2020 at 3:00 P.M.**



  
Angel Kavanaugh, Management Assistant

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at [City.Secretary@huttox.gov](mailto:City.Secretary@huttox.gov) or call (512) 759-4033 for assistance.

# Hutto Park Foundation

## Minutes

Wednesday, October 14, 2020 at 7:00 PM

Hutto City Council Chambers  
500 West Live Oak, Hutto, Texas

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1. CALL MEETING TO ORDER

Chair Savard called the Parks Foundation meeting to order at 7:32 p.m.

2. ROLL CALL

Present: Board Members Perry Savard, Katie Weiss, Rose McMillin, and Wendell Teltow.

Absent: Board Member Kevin Grimm.

Staff Present: Tony Host, Executive Director Community Service and Construction; Marianne Landers Banks, Attorney with Bojorquez Law Firm (“BLF”).

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the Board on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the Board. Each person providing public comment will be limited to 3 minutes.

*[Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the Board from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues may be placed on the further Board agenda.]*

Paul Morgan introduced himself and spoke about his interest on serving on the Park Foundation Board.

4. AGENDA ITEMS

4.1. Consideration and possible action on the minutes from the Parks Foundation Meeting held on September 9, 2020.

A motion was made by Chair Savard and seconded by Member Teltow to accept the minutes as written. Motion passed 4 Ayes to 0 Nays.

4.2. General Discussion and Possible Action of Authorizing Payment of Incorporation Expenses.

A report was not ready to be presented to the Board. A motion was made by Chair Savard and seconded by Secretary McMillin to table this item to the November meeting when the necessary information can be provided. Motion passed 4 Ayes to 0 Nays.

- 4.3. General Discussion and Possible Action on Adopting Conflict of Interest Policy.  
The Board discussed this item briefly. A motion was made by Chair Savard and seconded by Secretary McMillin to table this item until the Board gets a print out of the Policy. Motion passed 4 Ayes to 0 Nays.
- 4.4. General Discussion and Possible Action on Adopting a Land Donation Policy.  
The Board discussed possible items to include in such a Policy. Board will look at policies from other cities and discuss further at the next meeting. A motion was made by Chair Savard and seconded by Member Teltow to table this item to the November meeting. Motion passed 4 Ayes to 0 Nays.
- 4.5. General Discussion and Update regarding 501(c)(3) application.  
Marianne Landers Banks gave a presentation to the Board. A motion was made by Chair Savard and seconded by Vice Chair Weiss to approve submission of 501(c)(3) application by Ms. Banks. Motion passed 4 Ayes to 0 Nays.

A motion was made by Chair Savard and seconded by Member Teltow to approve payment of \$275.00 for 501(c)(3) application. Motion passed 4 Ayes to 0 Nays.

- 4.6. Consideration and Possible Action on a contract for legal services with the Bojorquez Law Firm to provide legal services to the Board.  
A motion was made by Chair Savard and seconded by Member Teltow to table this item to the November meeting. Motion passed 4 Ayes to 0 Nays.
- 4.7. Consideration and Possible Action on creation of logo, slogan, letterhead, and branding items, development of website, creation of application forms to serve on Board, and other items necessary to become operational.  
The Board discussed the creation of an application. Tony Host will prepare a Board application based on the Board's discussion. A motion was made by Chair Savard and seconded by Member Teltow that we follow the application process for the City's boards and commission but tailor it to the Park Foundation's requirements. Motion passed 4 Ayes to 0 Nays.

A motion was made by Chair Savard and seconded by Member Teltow to table the items regarding creation of logo, slogan, letterhead, and branding items, development of website until such time that we have a Foundation Board. After further discussion, Chair Savard withdrew this motion.

The Board discussed logos. Tony Host will work with a friend to create a logo for the Board. A motion was made by Chair Savard and seconded by Member Teltow to table the items regarding creation of logo, slogan, letterhead, and branding items, development of website to the November meeting. Motion passed 4 Ayes to 0 Nays

- 4.8. Update from Treasurer on financial tasks from Initial Meeting.  
A motion was made by Chair Savard and seconded by Member Teltow to table this item to November meeting. Motion passed 4 Ayes to 0 Nays.

5. SUGGESTIONS FOR FUTURE AGENDA ITEMS

Tabled Items: **4.2** General Discussion and Possible Action of Authorizing Payment of Incorporation Expenses; **4.3** General Discussion and Possible Action on Adopting Conflict of Interest Policy; **4.4** General Discussion and Possible Action on Adopting a Land Donation Policy; **4.6** Consideration and Possible Action on a contract for legal services with the Bojorquez Law Firm to provide legal services to the Board; **4.7** Consideration and Possible Action on creation of logo, slogan, letterhead, and branding items, development of website, creation of application forms to serve on Board, and other items necessary to become operational; and **4.8** Update from Treasurer on financial tasks from Initial Meeting.

New Item: General Discussion and Possible Action on possible applications and appointments to the Foundation Board.

The next meeting will be held on Wednesday, November 18, 2020 due to Veterans Day Holiday on November 11th.

6. ADJOURNMENT

There being no further business, Chair Savard adjourned the meeting at 8:24 p.m.

NOTE: The Board reserves the right to convene in Executive Session for consultation with their attorney on any item posted on the agenda.

APPROVED this the \_\_\_\_\_ day of November 2020.

\_\_\_\_\_  
Perry Savard, Chair

ATTEST:

\_\_\_\_\_  
Rose McMillin, Secretary