



May 22, 2023

**Congratulations** on your recent appointment and welcome to the Comprehensive Plan Advisory Committee (CPAC) for the City of Simonton's Comprehensive planning process.

Each of you were selected because you represent various neighborhoods, industries, professions, boards, council, commissions, and other appropriate stakeholders that will help to guide the consultant in its development, facilitation, production, and delivery of the City of Simonton's comprehensive plan.

As written in the Resolution passed by council May 16, 2023, the committees' primary task shall be to guide the consultant, Ardurra Group, in the formation of the Plan. Within (12) months of execution of this resolution (May 16, 2023), unless additional time is granted by the Council, the committee shall automatically dissolve and shall cease its work. The Committee's final task before its dissolution will be, at the direction of the Consultant, to assist the Consultant in its presentation of the Plan to the Council at a regularly scheduled open meeting of the City Council.

The city is excited to take this step forward in the process of completing our first Comprehensive Plan and has been charged in this process for the past three years. As our city continues to grow and diversify the city's needs continue to be cultivated.

The first CPAC meeting will be held on Monday, June 5<sup>th</sup> at 6:00pm at City Hall.

Please email Erica Molina ([emolina@simontontexas.gov](mailto:emolina@simontontexas.gov)) to respond with your attendance.

Thank you,

Laurie Boudreaux, Mayor

Jennifer Jones Ward, City Manger

## **RESOLUTION NO. 2023-08**

**WHEREAS**, the City Council (the "Council") of the City of Simonton, Texas (the "City") desires to institute a Comprehensive Plan (the "Plan") for the City in order to promote the public health, safety, and welfare of the citizens of the City and to promote sound, long-range development planning; and

**WHEREAS**, the Council has indicated its intent to use the professional services of a planning consultant team (the "Consultant") who will develop, facilitate, produce, and deliver the Plan; and

**WHEREAS**, the Council now desires to appoint a minimum of twelve (12) member committee of individuals representing various neighborhoods, industries, professions, boards, council, commissions, and other appropriate stakeholders throughout the City to guide the Consultant in its development, facilitation, production, and delivery of the Plan, with the members of such committee being selected by the Mayor, the Council, and other representatives of entities related to the content and impact of the Plan; and **NOW, THEREFORE:**

### **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SIMONTON:**

**SECTION 1. THAT** the Recitals to this Resolution are true and correct and are incorporated herein for all purposes.

**SECTION 2. THAT** the City Council (the "Council") of the City of Simonton (the "City") hereby creates the Comprehensive Plan Advisory Committee (the "Committee") to work with the City's comprehensive planning consultant team (the "Consultant") in the development, facilitation, production, and delivery of a Comprehensive Plan (the "Plan") to be presented to the Council by the Consultant with the recommendations of the Committee. A more specific description of Committee member duties and responsibilities is attached to this Resolution as "Exhibit A".

**SECTION 3. THAT** the Committee shall be comprised of a minimum of twelve (12) members representing various neighborhoods, industries, professions, boards, commissions, and other appropriate stakeholders throughout the City, including those certain individuals included in "Exhibit B" attached to and incorporated in this Resolution.

**SECTION 4. THAT** meetings of the Committee shall be held at times and locations established by the Chair with direction from the Consultant. The Chair may call additional meetings of the Committee as needed or directed by the Consultant. The quorum of the Committee shall be the members present at a called meeting, and a majority vote of the quorum shall be required for any action to be taken by the Committee. The Committee is strictly advisory, and any action taken by the Committee shall be a recommendation to the Council for its future consideration. The meetings of the Committee shall be subject to the Texas Open Meetings Act.

**SECTION 5. THAT** the Chair shall have the authority to create subcommittees of the Committee. The Chair shall have the authority to select Committee members to serve on subcommittees. A meeting of any subcommittee shall be held at the time and location established

by the members of the subcommittee and the Consultant. A subcommittee may call as many additional meetings of the subcommittee as needed. The quorum of the subcommittee shall be the members present at the meeting, and a majority vote of the quorum shall be required for any action to be taken by the subcommittee. Any subcommittee of the Committee is strictly advisory, and any action taken by a subcommittee shall be a recommendation to the Committee for its future consideration. Subcommittee meeting are not subject to the Texas Open Meetings Act, however, if a subcommittee contains a quorum of a body that is subject to the Texas Open Meetings Act, then that body shall follow all requirements of the Texas Open Meetings Act that apply to the quorum of the body on the subcommittee.

**SECTION 6. THAT** the Chair shall appoint one (1) member to serve as a vice-chairman of the Committee (the “Vice Chair”). The Vice Chair shall perform the duties of the Chair in the event that the Chair is unable to attend a meeting of the Committee.

**SECTION 7. THAT** all Committee members shall serve at the pleasure of, and may be removed by, the Council.

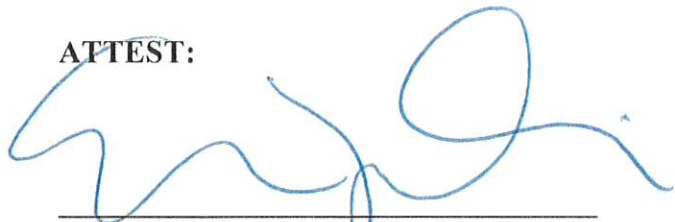
**SECTION 8. THAT** the Committee’s primary task shall be to guide the Consultant in the formation of the Plan. Within twelve (12) months of the execution of this Resolution, unless additional time is granted by the Council, the Committee shall automatically dissolve and shall cease its work. The Committee’s final task before its dissolution will be, at the direction of the Consultant, to assist the Consultant in its presentation of the Plan to the Council at a regularly scheduled open meeting of the Council.

**PASSED & APPROVED THIS, THE** 14<sup>th</sup> **DAY OF** May, 2023.

**FOR THE CITY OF SIMONTON:**

Laurie Boudreaux  
**LAURIE BOUDREAUX, MAYOR**

**ATTEST:**



Erica Molina, City Secretary

## Exhibit A – Comprehensive Plan Advisory Committee Member Job Description & Duties

The Comprehensive Plan Advisory Committee (the “Committee”) shall be comprised of M.M. (12) members representing various neighborhoods, industries, professions, boards, council, commissions, and other appropriate stakeholders throughout the City, including one (1) member that shall be appointed as the Chair of the Committee (the “Chair”) by the Mayor. The Committee’s primary charge is to guide the City’s planning consultant team (the “Consultant”) and actively participate in the facilitation, production, and delivery of the Comprehensive Plan (the “Plan”). The Plan will assist the City in designing and delivering services to the community and will represent the community’s input as to the current and future state of the City, including potential challenges, barriers, vision, and opportunities for future growth and City services. Encouraging and soliciting public input to the process is also an essential Committee responsibility.

**Structure:** The Mayor shall appoint one (1) member of the Committee as Chair. The Chair shall appoint one (1) member of the Committee as the Vice Chair. The Vice Chair shall perform the duties of the Chair in the event the Chair is unable to attend a meeting of the Committee.

**Sub-Committee(s):** The Chair shall have the authority to create subcommittees from the Committee membership.

**Meetings:** It is anticipated the Committee will meet at times and locations established by the terms of the approved Scope of Services in the contract. Subcommittee meetings shall be held at the time and location established by the subcommittee members and the Consultant. Although the Committee is strictly advisory, all meetings and procedures of the Committee shall be consistent with the Texas Open Meetings Act. Designated City staff shall serve as a resource to the Committee and the Consultant as requested and will also provide necessary logistical support to the members.

**Quorum and Action:** A quorum of either the Committee or a subcommittee shall be those members present at the meeting and a majority vote of those members present shall be required for any action to be taken.

**Duties:** The Committee’s primary tasks shall be to guide the Consultant in the formation of the Plan. Active attendance and participation in all Plan formation efforts is an essential duty of Committee members. Committee members are expected to use their best efforts to attend all meetings of the Committee, any subcommittee of which they are a member, and public input meetings. Committee members will represent the City in these events and should encourage and promote public input to the process and to the specific topics under discussion. Committee members should also provide their own thoughts, guidance, and suggestions to the overall and specific Plan elements as they are developed. Committee members should be prompt in providing appropriate feedback to the Committee and to the Consultant throughout the development process. Committee members will work with the Consultant to provide their local knowledge on general and specific topics under discussion. Committee members should constantly strive to solicit public input and participation from across the community for inclusion in the process. Committee members shall serve as ambassadors for the Plan. Ultimately, Committee members shall review and recommend the final Plan for adoption by the Council.

**EXHIBIT B – BOARD MEMBERS**



## 2023 Comprehensive Plan Advisory Committee Appointments

A committee of individuals representing various neighborhoods, industries, professions, boards, council, commissions, and other appropriate stakeholders throughout the city to guide the consultant in its development, facilitation, production, and delivery of the Plan. The committee is strictly advisory, and any action taken by the committee shall be a recommendation to the council for its future consideration. The committees' primary task shall be to guide the consultant in the formation of the plan within (12) months of the execution of the resolution.

### **Committee Members:**

Laurie Bourdreaux	Council Liaison
Burns Turner	Council Liaison
Justin Boudreau	Council Liaison and Emergency Management
Stacey Gootee	EDC Liaison and Emergency Management
Barb Minton	EDC Liaison and local real estate professional
Glenn Plowman	Twinwood President
Angela King	Resident and HEB community outreach professional
Susan LaDart	Resident and regional Hospitality professional
Andrew Perry	Resident and regional Industry professional
CJ Aber	Resident and business owner
Brain Jordan	Resident
Synda Frost	ETJ resident and former school board member
David Long	ETJ resident and business owner
Jeff Cannon	Engineering consultant
Vincent Morales	Commissioner Precinct 1
Mandi Bronsell	Chief of Staff, current school board member
Dwayne Grigar	Director of Planning & Infrastructure
Chad Norvell	Constable Precinct 1

### **City Staff:**

Erica Molina	City Secretary
Jennifer Ward	City Manager
Justin Pruitt	Legal Council
Craig Kalkomey	City Engineer
Julie Watts	Finance specialist
Abbie Ferguson	Media support
Joe Esch	EDC Consultant