



CITY OF NEW BRAUNFELS, TEXAS
HERITAGE COMMISSION MEETING



TEJAS ROOM
550 LANDA STREET

THURSDAY, APRIL 8, 2021 at 5:30 PM

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/88498106365> Telephone Only:
(833) 926-2300 Webinar ID: 884 9810 6365

To participate via zoom use the link:

AGENDA

1. CALL TO ORDER

Request all phones and other devices be turned off, except emergency on-call personnel.

2. ROLL CALL

3. APPROVAL OF MINUTES

- A) Discuss and consider approval of the minutes of the [21-328](#)
April, 8, 2020 Heritage Commission annual meeting.
Caitlin Krobot

4. CITIZENS' COMMUNICATIONS

This time is for citizens to address the Heritage Commission on issues and items of concerns not on this agenda. There will be no Heritage Commission action at this time.

5. INDIVIDUAL ITEMS FOR CONSIDERATION

- A) Discuss and consider the election of a chair. [21-342](#)
Glenn Griffin
- B) Discuss and consider the election of a vice chair. [21-345](#)
Glenn Griffin
- C) Discuss and consider moving the application process to [21-354](#)
the Fall.
Caitlin Krobot
- D) Discuss and consider amending the Bylaws of the City of [21-347](#)
New Braunfels Heritage Commission.
Caitlin Krobot
- E) Discuss and consider action regarding allocations of [21-348](#)
2020 hotel occupancy tax to Heritage organization

applicants.
Caitlin Krobot

6. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

4/8/2021

Agenda Item No. A)

PRESENTER:

Caitlin Krobot

SUBJECT:

Discuss and consider approval of the minutes of the April, 8, 2020 Heritage Commission annual meeting.

DEPARTMENT: City Secretary

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

N/A

ISSUE:

N/A

FISCAL IMPACT:

Annual HOT funds distribution.

RECOMMENDATION:

Recommend approval.

MINUTES
CITY OF NEW BRAUNFELS HERITAGE COMMISSION
May 13, 2020

The City of New Braunfels Heritage Commission met on May 13, 2020, in regular session via Zoom.

Commissioners present were: Eberhart Moese, Rose Marie Zipp, Martha McLaurin, Colette Nies, Glenn Griffin, Brandt Tucker, and Ben Buchanan.

Staff present were: City Secretary Patrick Aten and Administrative Secretary Yesenia McNett.

The meeting was called to order by Patrick Aten at 2:00 p.m.

Discuss and consider approving the minutes of the April 15, 2019 meeting.

Commissioner Griffin moved to approve the minutes. Commissioner McLaurin seconded the motion, which passed unanimously.

Citizen Communications

No one spoke

Discuss and consider the election of a Chair.

Commissioner Zipp moved to nominate Glenn Griffin as the Heritage Commission Chair. Commissioner McLaurin seconded the motion, which passed unanimously.

Discuss and consider the election of a Vice Chair.

Commissioner Zipp moved to nominate Martha McLaurin as the Heritage Commission Vice-Chair. Commissioner Nies seconded the motion, which passed unanimously.

Discuss and consider action regarding allocations of 2019 Hotel Occupancy Tax to heritage organizations.

Commissioner Griffin motioned to approve the following allocations to the heritage organizations. Commissioner Nies seconded the motion, which passed unanimously.

- | | |
|--|--------------|
| • Heritage Society of New Braunfels | \$ 78,630.22 |
| • New Braunfels Conservation Society | \$ 76,734.42 |
| • New Braunfels Historic Railroad & Modelers Society | \$ 58,173.72 |
| • Sophienburg Archives and Museum of History | \$ 86,461.64 |

Total \$300,000.00

ADJOURNMENT: Chair Glenn Griffin adjourned the meeting at 2:39 p.m.

Approved on _____ by:

Glenn Griffin, Chair

Attested by:

Caitlin Krobot, City Secretary

4/8/2021

Agenda Item No. A)

PRESENTER:

Glenn Griffin

SUBJECT:

Discuss and consider the election of a chair.

DEPARTMENT: Heritage Commission

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

N/A

ISSUE:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

4/8/2021

Agenda Item No. B)

PRESENTER:

Glenn Griffin

SUBJECT:

Discuss and consider the election of a vice chair.

DEPARTMENT: Heritage Commission

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

A chairman, and vice-chairman shall be elected by the membership of the organization at the annual meeting, to serve a one year term.

ISSUE:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

4/8/2021

Agenda Item No. C)

PRESENTER:

Caitlin Krobot

SUBJECT:

Discuss and consider moving the application process to the Fall.

DEPARTMENT: City Secretary

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

Consideration of moving the application process to the Fall for a more efficient reporting cycle. An e-mail was sent out to all 2021 applicants to give their feedback on moving the application to the Fall. Results will be provided at your Commission meeting.

ISSUE:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

4/8/2021

Agenda Item No. D)

PRESENTER:

Caitlin Krobot

SUBJECT:

Discuss and consider amending the Bylaws of the City of New Braunfels Heritage Commission.

DEPARTMENT: City Secretary

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

Proposed changes:

The current bylaws for the New Braunfels Heritage Commission state in **Article III; Section I.** to remove - at least four of whom shall be chosen from a list of names submitted by the New Braunfels Historic Museums Association, Inc., to match your Ordinance.

The current bylaws for the New Braunfels Heritage Commission state in **Article V; Section 1.** The regular meeting of the Commission shall be held in March of each year unless it is determined by the chairman that a specific meeting date and time must be changed due to the weather, lack of quorum or some other sufficient reason.

ISSUE:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends in favor of this change.

BYLAWS OF THE

CITY OF NEW BRAUNFELS HERITAGE COMMISSION

New Braunfels, Texas

ARTICLE I

Name

The name of this organization shall be The New Braunfels Heritage Commission

ARTICLE II

Object (or Purpose)

) The object (purpose) of this organization shall be to: To serve in an advisory capacity to the City Council on matters relating to heritage and historic preservation activities, events and projects that will benefit the citizens of the City. The Commission shall advise the City Council on uses of any funding that may be available from private and/or public sources that will benefit any local heritage activity, project, or organization serving the citizens of the City; such advice and/or recommendations on uses of funds shall not be restricted in any manner except by law.

ARTICLE III

Members

Section 1. Appointments

The New Braunfels Heritage Commission shall be composed of seven (7) citizens of the City, who are interested in historic preservation and heritage activities. Such Commission shall consist of seven members, ~~at least four of whom shall be chosen from a list of names submitted by the New Braunfels Historic Museums Association, Inc.~~, with appointments being made by the City Council so that the terms of each member of such Commission shall be for three years, staggered so that no more than three members shall be appointed each year. Unexpired terms shall be filled by the City Council.

Section 2. Resignations

Any member resigning shall submit a letter of resignation to the Mayor, and the resignation shall be approved by the City Council at the next regularly scheduled meeting.

Section 3. Absenteeism

A Commission member shall be assumed to have resigned his or her position, thereby forfeiting his or her unexpired term of office if, during the calendar year, he or she is absent three (3) consecutive times or a total of four (4) times including special meetings, provided at least five (5) days notice has been given.

ARTICLE IV Officers

A chairman, and vice-chairman shall be elected by the membership of the organization at the annual meeting, to serve a one-year term.

and

No member may hold more than one office at a time.

The Chairman shall preside at all meetings of the Commission and shall be a voting member, shall appoint special and standing committee chairmen and shall have the authority to appoint special committees as deemed necessary by the membership. The chairman shall be an ex-officio member of all committees, without vote.

The Vice-Chairman shall assist the chairman as needed and shall serve as the presiding officer in the absence of the chairman. The vice-chairman shall have the right to vote on all issues that come before the membership.

Any vacancy in an office shall be filled by election of the Commission at its next regular or special meeting.

ARTICLE V Meetings

Section J. ~~The regular meeting of the Commission shall be held in March of each year. A regular meeting of the Commission shall be held annually of the Commissions choosing or an agreed upon time, unless it is determined by the chairman that a specific meeting date and time must be changed due to the weather, lack of a quorum or some other sufficient reason. The Commission has the authority to change the meeting day and date by a majority vote of those present and voting, when a quorum is present.~~

Section 2. The Commission is empowered to hold and conduct public meetings, which must be open to the public in accordance with the Texas as Open Meetings Act, Chapter 551 , Texas Government Code.

Section 3. The Commission or the Chairman shall have the authority to call special meeting . with at least five (5) ~~days notice~~ days' notice to all members. Only the business specified in the call of the meeting may

be discussed.

Section 4. A majority of the members shall constitute a quorum.

ARTICLE VI
Parliamentary Authority

The rules contained in the cUITent edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases in which they are applicable and in which they are not inconsistent with these bylaws, any special rules, the City Charter or State law.

ARTICLE VII
Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the commission by a two-third (2/3) vote of those present and voting with a quorum in attendance, provided at least fifteen (15) day written notice has been given to all members. No amendment adopted by the commission shall become effective until after approval by the City Council.

Adopted March 27, 2001.

A:\Bylaws\heritage.wpd

4/8/2021

Agenda Item No. E)

PRESENTER:

Caitlin Krobot

SUBJECT:

Discuss and consider action regarding allocations of 2020 hotel occupancy tax to Heritage organization applicants.

DEPARTMENT: City Secretary**COUNCIL DISTRICTS IMPACTED:** N/A**BACKGROUND INFORMATION:**

Annually the Heritage Commission meets to allocate the funds available to the Heritage Commission based on the applications provided.

ISSUE:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A