



Colleyville Community Garden Advisory Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Thursday, January 10, 2019
10:00 a.m.

Executive Conference Room
Third Floor – City Hall

1. CALL TO ORDER

2. REGULAR AGENDA ITEMS

- 2a** Introduction of newly appointed Committee Members
- 2b** Review of Resolution R-17-4208 - Establishing the Colleyville Community Garden Advisory Committee
- 2c** Consider and discuss adoption of standard bylaws
- 2d** Discussion of Big Dig Day
- 2e** Discussion of volunteers
- 2f** Consider and discuss a Chairman for fundraising
- 2g** Discussion of items for future agendas
- 2h** Discussion of dates for future meetings

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, January 4, 2018 by 5:00 p.m.

Christine Loven, TRMC
City Secretary

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number

Agenda Date 01/10/2019

Type Regular Agenda Items

Department City Manager

Title

Introduction of newly appointed Committee Members

Strategic Plan**Explanation**

This item will allow an opportunity for members to introduce themselves.

Attachments

1. Community Garden Advisory Committee Roster

Colleyville Community Garden Advisory Committee Roster

CHAIR

Natalie Genco

1104 John McCain Road

Colleyville, TX 76034

H: (817) 421-6828

nataliegenco@gmail.com

TERM: Dec 2017 - Dec 2019

Linda Newton

1208 Holly Lane

Colleyville, TX 76034

H: (817) 329-0100

lindagales@verizon.net

TERM: Dec 2018 – Dec 2020

Mary Ramatowski

1104 John McCain Road

Colleyville, TX 76034

H: (817) 421-6828

TERM: Dec 2017 – Dec 2019

Amy Putnam

7301 Chanel Court

Colleyville, TX 76034

H: (817) 991-5889

Amy.putnam@verizon.net

TERM: Dec 2018 – Dec 2020

Pam Buie

516 Haverhill Lane

Colleyville, TX 76034

C: (817) 602-2982

pbuie2@gmail.com

TERM: Dec 2017 – Dec 2019

Amanda Novak

5109 Oak Timbers Court

Colleyville, TX 76034

H: (972) 754-6687

Arnovak06@gmail.com

TERM: Dec 2018 – Dec 2020

Richard Hendler

2100 Highland Meadows

Colleyville, TX 76034

H: (817) 821-0005

W: (682) 220-4651

Rjhen52@gmail.com

TERM: Dec 2018 – Dec 2020

Uma Lal

4704 Bill Simmons Rd

Colleyville, TX 76034

H: (817) 545-4245

C: (817) 908-9097

umaglal@hotmail.com

TERM: Dec 2018 – Dec 2020



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number**Agenda Date** 01/10/2019**Type** Regular Agenda Items**Department** City Council

Title

Review of Resolution R-17-4208 - Establishing the Colleyville Community Garden Advisory Committee

Strategic Plan**Explanation**

This item will allow the Committee to review Resolution R-17-4208 and discuss Committee responsibilities, City responsibilities, and overall objectives of the Committee to include garden scope, operations approach, and calendar planning.

Attachments

1. Resolution R-17-4208

RESOLUTION R-17-4208

A RESOLUTION ESTABLISHING A COLLEYVILLE COMMUNITY GARDEN ADVISORY COMMITTEE, APPOINTING MEMBERS, AND ASSIGNING COMMITTEE RESPONSIBILITIES

WHEREAS, the City Council desires to offer the citizens of Colleyville interactive community experiences; and

WHEREAS, the City Council desires to promote the development and operation of a community garden to be located in the City of Colleyville at McPherson Park; and

WHEREAS, the City Council seeks to involve citizens in the development of a community garden by creating a citizen advisory committee to liaison with the Colleyville Community Garden, a 501(c)3 organization ("CCG"), to enhance and promote coordination between the two entities in the creation and development of the community garden; and

WHEREAS, the City Council desires to establish the Colleyville Community Garden Advisory Committee with the passage of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT a new citizens advisory committee entitled the "Colleyville Community Garden Advisory Committee" ("Committee"), which may consist of up to nine (9) members, is hereby established.

Sec. 2. THAT the following citizens are hereby appointed to the initial Colleyville Community Garden Advisory Committee:

- Natalie Genco
- Nancy Cook
- Pam Buie
- Mary Ramatowski
- _____

Sec. 3. THAT additional members may be appointed by the City Council from time to time.

Sec. 4. The purpose of the Committee will be to act as liaison between the City Council and the CCG regarding the establishment and administration of a community garden to be located at

McPherson Park. The initial responsibilities of the Committee may include:

- a. Recommending the structure of the City of Colleyville's financial and administrative participation in the community garden.
- b. Evaluating and bringing forth the recommended needs of the CCG, to include development of a fee structure for the CCG's administration of the community garden.
- c. Establishing evaluation criteria for the design, maintenance, and success of a community garden.
- d. Administering the building, funding, and general operation of the community garden.
- e. Periodically reporting, generally quarterly, to the City Council recommendations of the Committee.

Sec. 5. The Committee may establish its own rules of procedure until or unless, standard bylaws, approved by the City Council, are adopted, subject to the following:

- a. A quorum of the initial five (5) member Committee shall be three (3) members.
- b. The City Council shall appoint a chair who shall be a voting member of the Committee.
- c. All actions of the Committee must be approved by a majority of the membership of the Committee.
- d. The chair shall preside over all meetings.
- e. The Committee shall elect from its membership a vice-chair, who shall preside over meetings of the Committee in the absence of the chair, and a secretary, who shall be responsible for maintaining the minutes of the meetings, and provide same to the City of Colleyville City Secretary
- f. The Committee may appoint from its membership such subcommittees as it deems necessary.

- Sec. 6. The City Manager is hereby authorized to provide such City resources as may be reasonable and necessary to support the operations of the Committee.
- Sec. 7. The Committee shall exist perpetually unless such term is amended or abolished by the City Council; provided that, the members of the Committee shall serve two (2) year terms and shall be appointed by resolution in accordance with the City of Colleyville Charter.
- Sec. 8. THAT this resolution shall take effect immediately upon passage.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 5 AYES, 2 NAYS, AND 0 ABSTENTIONS ON THIS THE 5TH DAY OF DECEMBER 2017.

Mayor Richard Newton	<u>AYE</u>	Mayor Pro Tem Bobby Lindamood	<u>AYE</u>
Place 1, Tammy Nakamura	<u>AYE</u>	Place 3, Kathy Wheat	<u>AYE</u>
Place 4, George Dodson	<u>AYE</u>	Place 5, Nancy Coplen	<u>NAY</u>
Place 6, Mike Taylor	<u>NAY</u>		

ATTEST:

Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE

Richard Newton
Mayor



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number

Agenda Date 01/10/2019

Type Regular Agenda Items

Department City Council

Title

Consider and discuss adoption of standard bylaws

Strategic Plan**Explanation**

This item will allow the Committee to consider and discuss the adoption of standard bylaws.

Attachments

1. Colleyville Community Garden Advisory Committee bylaws

COLLEYVILLE COMMUNITY GARDEN ADVISORY COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Community Garden Advisory Committee was established by the City Council of Colleyville, Texas, by Resolution R-17-4208 on December 5, 2017. The purpose of the Colleyville Community Garden Advisory Committee is to involve citizens in the development of a community garden by creating a citizen advisory committee toliaison with the Colleyville Community Garden, a 501(c) 3 organization (" CCG"), to enhance and promote coordination between the two entities in the creation and development of the community garden.

ARTICLE II – Membership

- 2.1 The Colleyville Community Garden Advisory Committee shall consist of up to nine members who shall be appointed by the City Council for a two-year term.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas, unless City Council waives the residency requirement.
- 2.4 Vacancies on the Colleyville Community Garden Advisory Committee shall be reported to the City Secretary, and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Colleyville Community Garden Advisory Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The City Council shall appoint a chair who shall be a voting member of the Committee.

- 3.2 All actions of the Committee must be approved by a majority of the membership of the Committee.
- 3.3 The chair shall preside over all meetings.
- 3.4 The Committee shall elect from its membership a vice-chair, who shall preside over meetings of the Committee in the absence of the chair, and a secretary, who shall be responsible for maintaining the minutes of the meetings, and provide same to the City of Colleyville City Secretary.
- 3.5 The Committee may appoint from its membership such subcommittees as it deems necessary.

ARTICLE IV – Meetings

- 4.1 The Committee may determine the frequency, location, and times of meetings, and location may be changed, as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair.
- 4.3 A majority of the voting Colleyville Community Garden Advisory Committee members shall constitute a quorum to conduct business of the Colleyville Community Garden Advisory Committee. The act of the Colleyville Community Garden Advisory Committee members present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Community Garden Advisory Committee.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.

- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Community Garden Advisory Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Community Garden Advisory Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Community Garden Advisory Committee acts in an advisory capacity to the City Council in all matters pertaining to a Colleyville Community Garden.
- 5.2 Recommend the structure of the City of Colleyville's financial and administrative participation in the community garden.
- 5.3 Evaluate and bring forth the recommended needs of the CCG, to include development of a fee structure for the CCG's administration of the community garden.
- 5.4 Establish evaluation criteria for the design, maintenance, and success of a community garden.
- 5.6 The Colleyville Community Garden Advisory Committee member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number**Agenda Date** 01/10/2019**Type** Regular Agenda Items**Department** City Secretary

Title

Discussion of Big Dig Day

Strategic Plan**Explanation**

This item will allow for discussion on the Big Dig to include the scope of Big Dig, proposed dates, promotion ideas, proposed activities, and the materials needed for bed installation.

Attachments



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number**Agenda Date** 01/10/2019**Type** Regular Agenda Items**Department** City Secretary

Title

Discussion of volunteers

Strategic Plan**Explanation**

This item will allow for discussion regarding the number of volunteers needed, solicitation for volunteers, and the consideration of a Chairman in charge of volunteers.

Attachments



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number**Agenda Date** 01/10/2019**Type** Regular Agenda Items**Department** City Secretary

Title

Consider and discuss a Chairman for fundraising

Strategic Plan**Explanation**

This item allows for discussion regarding funds needed to support activities, fundraising plans, and the consideration of a Chairman responsible for fundraising.

Attachments



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number

Agenda Date 01/10/2019

Type Regular Agenda Items

Department City Secretary

Title

Discussion of items for future agendas

Strategic Plan**Explanation**

This item will allow for discussion of items to be placed on future agendas.

Attachments



Colleyville Community Garden Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number**Agenda Date** 01/10/2019**Type** Regular Agenda Items**Department** City Secretary

Title

Discussion of dates for future meetings

Strategic Plan**Explanation**

This item will allow for discussion of dates for future Colleyville Garden Advisory Committee meetings.

Attachments