

**MINUTES OF THE ANNUAL MEETING
OF THE SUBSTANDARD BUILDING BOARD
OF THE CITY OF NORTH RICHLAND HILLS, TEXAS,
HELD AT THE COUNCIL WORKROOM, 4301 CITY POINT DRIVE
OCTOBER 18, 2016**

The Substandard Building Board of the City of North Richland Hills, Texas met on the 18th day of October 2016 at 3:00 p.m. in the Council Workroom.

Present:	Brian Crowson	Chairman, Place 6
	Lynn Motheral	Place 1
	Deryl Brown	Place 3
	Thomas Osen	Place 4
	Robert McCary	Place 7
Absent:	Thomas Moreau	Place 2
	Billy Parks	Place 5
Staff Members:	Stefanie Martinez	Director of Neighborhood Services
	Maleshia Farmer	City Attorney
	Audrey Cappallo	Secretary

1. CALL TO ORDER

Chairman Crowson called the meeting to order at 3:14 p.m.

2. APPROVAL OF MINUTES OF THE SEPTEMBER 1, 2016 SUBSTANDARD BUILDING BOARD MEETING.

MR. ROBERT McCARY MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2016 SUBSTANDARD BUILDING BOARD MEETING. MR. DERYL BROWN SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 5-0.

3. ELECTION OF CHAIR

APPROVED

Chairman Crowson asked if there are any nominations for Chair. In response, Mr. Motheral recommended that the Board keep same Chairman. Chairman Crowson accepted the nomination.

MR. LYNN MOTHERAL MOVED TO KEEP CHAIRMAN CROWSON AS CHAIRMAN. MR. ROBERT McCARY SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 5-0.

4. ELECTION OF VICE CHAIR

APPROVED

Chairman Crowson asked if there are any nominations for Vice Chair. In response, Mr. McCary recommended that the Board keep same Vice Chairman. Vice Chairman Mr. Motheral accepted the nomination.

MR. ROBERT McCARY MOVED TO KEEP VICE CHAIRMAN MOTHERAL AS VICE CHAIRMAN. MR. THOMAS OSEN SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 5-0.

5. TRAINING – OPEN MEETINGS ACT

The Director of Neighborhood Services, Ms. Stefanie Martinez, introduced the new City Attorney, Maleshia Farmer, to the Board.

Ms. Martinez informed the Board that all active board members are required to take training on the Open Meetings Act. After reviewing all board members file, only two members had completed the training.

Training video watched by all present members.

Chairman Crowson asked Ms. Martinez if she would print the certificates for all board members present. Ms. Martinez responded that she would print out the certificates.

There being no action required; Chairman Crowson moved to item 6.

6. PROPOSED RULES OF PROCEDURE

Chairman Crowson informed the Board they would be reviewing and discussing the proposed Rules of Procedures.

Chairman Crowson advised the Board that they must attend 75% of the meetings. Ms. Farmer, City Attorney, verified this to be correct. Chairman Crowson wanted to make sure everyone was aware of this requirement.

Ms. Martinez informed the Board in regards to the proposed Rules of Procedure, she didn't expect them to move or approve them during this meeting. She wanted the Board to review them. If the Board had any recommendations, wanted to see something added or questions regarding the proposed Rules of Procedure, they would let her know. Ms. Farmer, city attorney, explained to the Board that the rules basically require that they get presented with the rules at a previous meeting so that they can review them and then vote on them at the next meeting.

Chairman Crowson asked Ms. Martinez if she could get the Board copies of the Robert's Rules of Order. Ms. Martinez responded that she would order the version of Robert's Rules of Order that was recommended by Ms. Farmer, city attorney.

There being no action required; Chairman Crowson moved to item 7.

7. STANDARDIZED MEETING DATES

Chairman Crowson asked if Ms. Martinez would like to discuss the standardized meeting dates. In response, Ms. Martinez gave everyone a copy of a 2017 calendar with nothing noted on them with upcoming meetings. The annual meeting in October is required by city ordinance so the meeting in October will happen yearly. Ms. Martinez asked the Board to consider appointing a standard meeting date per month. If there are no cases on the agenda, the scheduled meeting can be canceled. The Board discussed various dates and times, and the Board decided on the 2nd Tuesday of every month at 6:00 p.m.

MR. DERYL BROWN MOTIONED TO STANDARDIZE THE BOARD MEETING DATES FOR THE 2ND TUESDAY OF EVERY MONTH AT 6:00 P.M., WHICH WILL START ON THE NEXT MEETING IN 2017. MR. McCARY SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 5-0.

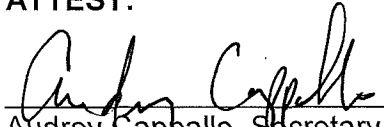
8. ADJOURNMENT

Chairman Crowson adjourned the meeting at 4:29 p.m.



Brian Crowson, Chairman

ATTEST:



Audrey Cappallo, Secretary