

**CITY OF BRENHAM
BUILDING AND STANDARDS COMMISSION MINUTES**

November 21, 2024

The meeting minutes herein are a summarization of meeting procedures, not a verbatim transcription.

A special meeting of the Building and Standards Commission was held on November 21, 2024, at 3:30 P.M. in the Brenham Municipal Building, City Council Chambers, at 200 West Vulcan Street, Brenham, Texas.

Commissioners present:

Walt Edmunds
Rodney “Stoney” Lacina
Matthew Metzger
Richard Morris
Arlen Thielemann

Commissioners absent:

None

Staff present:

Cary Bovey, City Attorney
Carolyn Miller, City Manager
Stephanie Doland, Director of Development Services
Shauna Laauwe, City Planner
Allen Jacobs, Building Official
David Doelitsch, Assistant Building Official
Steven Loving, Fire Marshal
Jeana Bellinger, City Secretary
Robin Hutchens, Deputy City Secretary
Karen Stack, Legal and Legislative Services Manager
Sarah Hill, Permitting Coordinator
Kim Hodde, Planning Technician

Citizens/others present:

None

Media present:

None

1. Call Meeting to Order

Commissioner Lacina called the meeting to order with a quorum of five (5) Commissioners present.

2. Oath of Office

City Secretary, Jeana Bellinger, administered the Oath of Office to the following Commissioners:

- Arlen Thielemann
- Walt Edmunds
- Matthew Metzger
- Rodney “Stoney” Lacina
- Richard Morris

3. Discuss and Possibly Act Upon the Election of a Chairperson for a Term of One-Year Ending on December 31, 2025.

City Attorney Cary Bovey explained that as per the City’s ordinance a Chairperson must be elected among the Commissioners, or a Commissioner could volunteer to serve. Commissioner Lacina volunteered to serve as Chairperson.

A motion was made by Commissioner Edmunds and seconded by Commissioner Morris to appoint Commissioner Lacina as Chairperson for the Building and Standards Commission for a term of one-year ending on December 31, 2025.

City Attorney Bovey called for a vote. The motion passed with the Commissioners voting as follows:

Edmunds	Yes
Lacina	Yes
Metzger	Yes
Morris	Yes
Thielemann	Yes

4. Discuss and Possibly Act Upon the Election of a Vice Chairperson for a Term of One-Year Ending on December 31, 2025.

Chairperson Lacina asked if anyone would like to volunteer to serve as Vice Chairperson. Commissioner Metzger volunteered to serve as Vice Chairperson.

A motion was made by Chairman Lacina and seconded by Commissioner Thielemann to appoint Commissioner Metzger as the Vice Chairperson for the Building and Standards Commission for a term of one-year ending on December 31, 2025.

Chairman Lacina called for a vote. The motion passed with the Commissioners voting as follows:

Lacina	Yes
Edmunds	Yes
Metzger	Yes
Morris	Yes
Thielemann	Yes

WORK SESSION

5. Board Training on the Specific Roles and Responsibilities of the Building and Standards Commission to be Conducted by the City of Brenham City Attorney Cary Bovey.

Cary Bovey, City Attorney for the City of Brenham, presented training on the specific roles and responsibilities of the Building and Standards Commission which included the following topics:

- Statutory Authority
- Organization, Membership, Terms
- Building and Standards Commission Voting Requirements
- Texas Open Meetings Act
- Due Process
- Substandard Building Ordinance

- Abatement Procedure – Notice
- Building and Standards Commission Hearing
- Order of the Building and Standards Commission
- Appeal of a Building and Standards Commission Order
- Enforcement

6. Adjourn

Arlen Thielmann

Chairman

Kim Hodde

Kim Hodde
Board Secretary