

**MINUTES OF THE CITY COUNCIL BOARDS AND
COMMISSIONS WORK AND
TRAINING SESSION
THE CITY COUNCIL OF THE CITY OF TYLER, TEXAS
August 13, 2025**

A boards and commission work and training session of the City Council of the City of Tyler, Texas, was held Wednesday, August 13, 2025 after the regularly scheduled City Council meeting in the City Council Chambers, 2nd floor of City Hall, Tyler, Texas, with the following present:

Mayor: Don Warren
Mayor Pro Tem: Lloyd Nichols
Councilmembers: Stuart Hene
Petra Hawkins
Shonda Marsh
James Wynne
Brad Curtis

City Manager: Edward Broussard
Deputy City Manager: Stephanie Franklin
Asst. City Manager: Heather Nick
Asst. City Manager: Keidric Trimble
City Attorney: Deborah G. Pullum
Senior Asst. City Attorney: April Earley
Senior Asst. City Attorney: Alesha Buckner
Director of Organizational Development: Regina Y. Moss
Planning Director: Kyle Kingma
Police Chief: Jimmy Toler
City Engineer: Darin Jennings
Director of Utilities: Kate Dietz
Director of Parks & Recreation: Leanne Robinette
Director of Solid Waste, Transit: Leroy Sparrow
Senior Management Analyst: Blake Cathey
City Clerk: Cassandra Brager

1. Call City Council Boards and Commissions Work and Training Session to order.

Mayor Warren called the work session to order at 10:24 a.m.

2. Conduct a Work and Training Session to discuss and review the Board Applications
for the various City boards. The City Council will not take any official action on the Board

August 13, 2025 Boards and Commission Work session/Training

Applications during this meeting.

City Clerk Cassandra Brager briefly described each board. While explaining, she informed the City Council about the number of vacancies on each board and highlighted members interested in returning for another term. She also presented the recommendations from board liaisons on filling the remaining vacancies. (Exhibit A)

3. Adjourn—The City Council adjourned the work session/training at 10:51 a.m., and no action was taken at that time.



DONALD P. WARREN, MAYOR OF
THE CITY OF TYLER, TEXAS

ATTEST:



CASSANDRA BRAGER, CITY CLERK



Boards and Commissions Training

Application Deadline: August 4
Appointments: September 10



City Clerk's Office

"Exhibit A"

Airport Advisory Board

City Code: [Article I. Airport Boards Sec. 12-1 & 12-2](#)

Board Liaison: Stephen Thompson

Frequency/Location: 3rd Monday of every month at Noon in the Airport Conference Room.

Makes recommendations to the City Council concerning leases and permits. Makes recommendations to the City Council with respect to Airport construction, expansion, improvements, maintenance, and operation, airport zoning regulations, airport hazard zoning regulations, and airport-compatible land use regulations.



Airport Advisory Board Applicants:

Vacancies: 5

Need to appoint a Chair

First Choice:

Jerry Schwarzbach*
(Chair recommendation)

William Stevens*

Howard C. ...

John ...

...

Second Choice:

Mary Powell

Alex de Ravel

Gary Choice

Jack Balko



Tyler Animal Care Advisory Board

City Code: [Article V, Animal Care Advisory Board; Sec. 14-50](#)

Board Liaison: Shawn Markmann

Frequency/Location: As needed in Animal Services Training Room.

The Animal Care Advisory Board shall serve in an advisory capacity and shall make recommendations to the City Council and City Staff in complying with [Texas Health and Safety Code Chapter 823](#).

The Board shall also make recommendations to the City Council and City Staff in connection with the operation of the animal shelter, as well as such other animal welfare matters as may be required by the City Council or City Staff.



Animal Care Advisory Board Applicants

Vacancies: 5

*Licensed Veterinarian must be a resident of the City of Tyler or
Smith County*

First Choice:

Cathy Thomas

Oller Smith

Second Choice:

Lexus Bice



Zoning Board of Adjustment

City Code: Article X. Administration and Enforcement; Division A.; Sec. 10-771

Board Liaison: Kyle Kingma

Frequency: 3rd Thursday of every month (as needed) at 9:00 AM in the City Council Chambers, City Hall

1. Grant exceptions to the unified development code for:
 - Reconstructing nonconforming buildings damaged beyond 70% of double their assessed value, if necessary for property rights and public welfare.
 - Erecting and use of a buildings for public utility purposes deemed necessary for public convenience or welfare.
2. Authorize variances from the unified development code to prevent unnecessary hardship, ensuring the spirit of the zoning ordinance is observed and justice is done.



Zoning Board of Adjustment Applicants

Vacancies: 2

Need to appoint a Chair

First Choice:

Lawrence Levin* (Current Chair)

Stephen Dinger*

Second Choice:

Aaron Burks

Jimmy Reed

Phillip Humber



Civil Service Commission

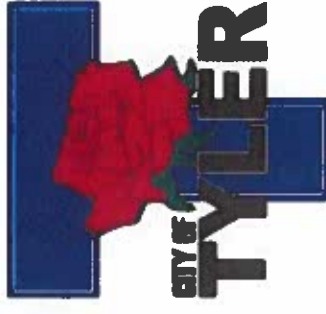
City Code: Article III. Civil Service; Sec. 3-30 **State Law:** [Chapter 143 Local Government Code](#)

Board Liaison: Regina Moss

Frequency/Location: As needed in the City Council Chambers in City Hall

1. Review, adopt and amend Civil Service Rules.
2. Review and approve department rules.
3. Hear appeals from examinations.
4. Hear appeals from disciplinary action.

In addition, it shall be the duty of the Commission to begin and conduct all civil suits which may be necessary for the proper enforcement of this division and of the rules of the Commission and to defend all civil suits which may be brought against the Commission. The Commission shall be represented in such suits by the City Attorney, but such Commission may in any case, with the approval of the City Council, be represented by special counsel appointed by the Commission.



Civil Service Commission Applicants

Vacancies: 2

First Choice:

Lee Correa*

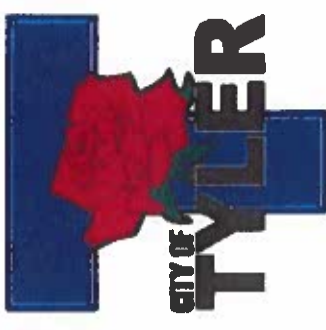
Latondra Hamilton

James Ledet

Pete Mendolia

Second Choice:

Brandon Shinn



Construction Board of Appeals

City Code: Chapter 6 Buildings and Structures Division B.; Sec. 6-25

Board Liaison: David Gibson Jr.

Frequency/Location: As Needed in the TDC Conference Room

Appeals: Owners or agents can appeal decisions made by administrative officials regarding City Code Chapter 6, Article II, or the National Electrical Code within 30 days. The Board's decisions on appeals are final.

Variances: The Board can grant variances to the National Electrical Code if strict enforcement would cause injustice or contradict the code's spirit and purpose. The Board's decisions on variances are final.

Authority: The Board exercises the same powers and considers the same factors as established in the International Codes adopted by the City.

Advisory Role: The Board advises the City Council, City Manager, and Building Inspection Department on enforcement and amendments to City Code Chapter 6, Article II, and the National Electrical Code.



Construction Board of Appeals Applicants

Vacancies: 1

First Choice:

[REDACTED]

Second Choice:

Erik Harris

Jayson Chandler



Disability Issues Review Board

City Code: Chapter 1 General Provisions Article IX, Disability Review Board: Sec. 1-91

Board Liaison: Michael Howell

Frequency/Location: Third Tuesday at 2:00 p.m in the TDC Large Conference Room.

Promote community understanding and support for opportunities for persons with disabilities.

Encourage participation in City events and use of City amenities by citizens with disabilities.

Review and recommend City efforts to:

- Remove architectural barriers in City facilities.
- Address para-transit issues per the City's plan.
- Ensure compliance with relevant laws and advise the City Council.



Disability Issues Review Board Applicants

Vacancies: 0

First Choice:

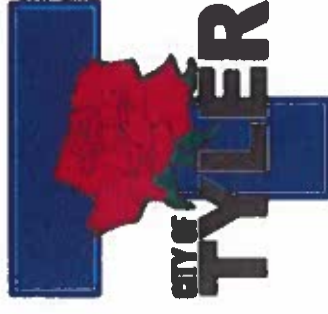
Sandra Tolleson

Kristina Suberbielle

Vicky Johnson

Second Choice:

Pete Mendolia



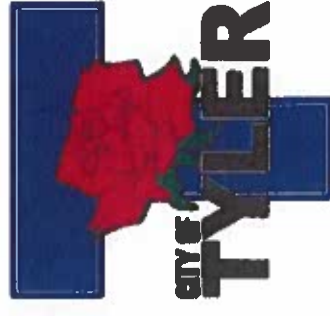
Historical Preservation Board

City Code: Chapter 10 Article X, Division A, Review and Approval Bodies: Sec. 10-772

Board Liaison: Kyle Kingma

Frequency/Location: 1st Wednesday of every month at 1:30 pm in the TDC Large Conference Room.

Acts in an advisory capacity and make recommendations to the City Manager, the Planning and Zoning Commission, and the City Council concerning the establishment of any location, structure, building, or area as an official historical site and shall make future recommendations regarding the preservation and restoration of such areas or buildings.



Historical Preservation Board Applicants

Vacancies: 6

Need to appoint a Chair

Of the 6 current vacancies, 4 members must be one of the following:

- 1) A Licensed Attorney
- 2) An Archeologist or Historian
- 3) A Real Estate Professional
- 4) Owner of Historical Property or Landmark in the Historic District.

First Choice:

Cody Hester

Second Choice:

Claudia Carroll

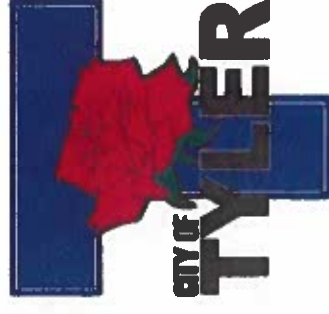
Lance McWhorter

Amanda Adair

Schuyler Tarry

Paul Wick

Lexus Bice



Library Board

City Code: [Chapter 9 Library: Sec. 9-2](#)

Board Liaison: Ashley Taylor

Frequency/Location: Last Wednesday of each month, 3:30PM, Tyler Public Library, Taylor Auditorium.

- a. Advise the City Council and City Manager
 1. on present and future needs of the library.
 2. on adequate funding for library services.
 3. on matters relating to library policies.
 4. on other matters relating to library services.
- b. Maintain a familiarity with state and federal regulations and grant programs pertaining to library services and, at the direction of the City Council, act as representative of the City before various governmental and citizen groups.



Library Board Applicants

Vacancies: 5

First Choice:

Tami Brooks*

Sharon Gullett*

Kristen Thompson*

Melissa O'Neal*

Jill Johnson*

Mary Powell

Sharie Withers

Savanna Loy

Donovan Bridgeforth

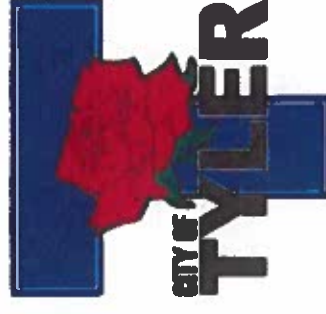
Marilyn Wills

Robyn Daniels

Martin Wonsiewicz

Second Choice:

Emily Pinal



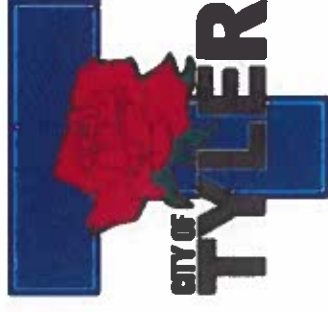
Keep Tyler Beautiful Board

City Code: [Chapter 16 Article I. Solid Waste Disposal Regulations: Sec. 16-17](#)

Board Liaison: Casey Williams

Frequency/Location: 2nd Tuesday of each month at Noon in the Rose Room at the Rose Garden Ctr.

1. To promote public interest in the general improvement of Tyler.
2. To plan, initiate, direct and coordinate programs for litter control and neighborhood beautification in conjunction with, and in voluntary cooperation of citizens, government, business and industries within the City on a sustained basis.
3. To study, investigate and develop plans for litter control and the general cleanliness of the City; and
4. To make recommendations regarding measures it deems necessary to implement, maintain, and accomplish the objectives of the Keep America Beautiful, Inc., system.



Keep Tyler Beautiful Board Applicants

Vacancies: 7

Need to appoint a Chair

First Choice:

Amanda Adair*

Paul Wex

Second Choice:

Alejandro Gauna

Tami Brooks

Chelsea Payne*

Mark Sebren

Savanna Loy

Sharie Withers

Shasonya Houston*

Justin Hargrove

Vicki Johnson

Emily Pinal*

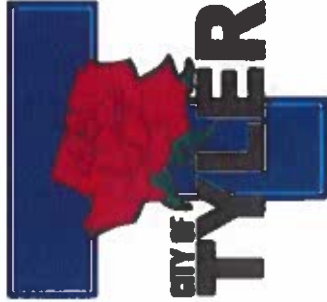
Tara Hargrove

Jim Souliman

Mena Souliman

Wesley

Schuyler Tarry



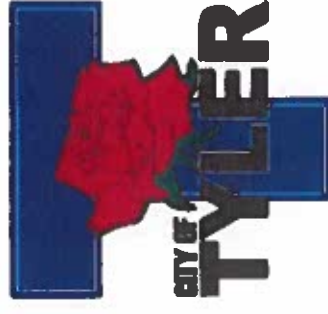
Main Street Board

City Code: Chapter 1 General Provisions Article X. Main Street Board; Sec. 1-100

Board Liaison: Amber Varona

Frequency/Location: 4th Thursday on even months at 10 am in the Main Street Office Conf. Room.

1. Review Downtown Revitalization Grant applications and recommend recipients to the City Council.
2. Advise on downtown revitalization, policy development, and assist the Main Street Director, including promoting development incentives, managing Main Street Gallery exhibits, and partnering with Heart of Tyler, Inc.
3. Promote tourism.
4. Collaborate with the Planning Department and Historical Preservation Board to preserve historical sites and oversee the National Historic District nomination process.
5. Encourage arts and cultural activities to enhance community life in Tyler.



Main Street Board Applicants

Vacancies: 6
Need to appoint a Chair

First Choice:		Second Choice:
Ginger Cardwell* (recommended for Chair)	Justin Hargrove	[REDACTED]
Mary Alice Guidry* (Heart of Tyler)	John Waltz	Alex de Ravel
	Alejandro Gauna	Grant Ingram



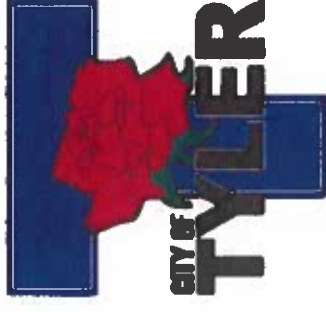
Neighborhood Services Revitalization Board

City Code: [Chapter 7 Community Development, Article III, Sec. 7-68](#)

Board Liaison: Larry Everett

Frequency/Location: 3rd Tuesday Quarterly at 4:45 pm in the City Council Chambers, City Hall.

1. Hear City Staff recommendations on rehabilitation, demolition of substandard buildings, and Owner appeals.
2. Conduct public hearings, review evidence, approve rehabilitation plans, monitor compliance, grant extensions, and order repairs or demolitions. Assess civil penalties for non-compliance. Board orders can be appealed to the District Court.
3. Interpret and determine the intent of related regulations, with decisions on Code interpretations being final.



Neighborhood Services Revitalization Board Applicants

Vacancies: 2

First Choice:

Aaron Burks*

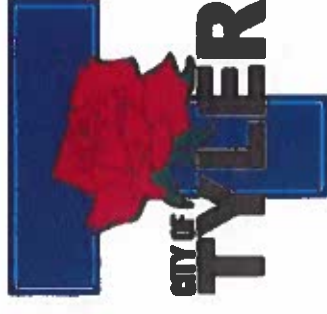
Shwana Flowers*

Second Choice:

Bill Harthcock

Dillon Myrick

John Waltz



Parks Board

City Code: [Chapter 8 Parks Article I, General; Sec 8-4](#)

Board Liaison: Leanne Robinette

Frequency/Location: 4th Monday every month at 11:30am at the Rose Garden or various Park Bldgs.

The Board acts in an advisory capacity with regard to the operation and maintenance of all the public parks and cemeteries belonging to the City. The Parks Board shall make recommendations to the City Manager and City Council with reference to the operation, improvement, regulation and maintenance of public parks, adequate funding for parks and recreation areas, entertainment and recreation in public parks and for extension of park areas and acquisition of new park sites.



Parks Board Applicants

Vacancies: 7

Need to appoint a Chair

First Choice:

Richard Helfers*
(recommended for Chair)

Jennifer Myles*

Denise Smith

Daniel Anderson

[REDACTED]

[REDACTED]

[REDACTED]

Second Choice:

Adam Kovach

Chelsea Payne

Kris Collum

Kristina Suberbielle

Sandra Tolleson

Shasonya Houston



Planning and Zoning Commission

City Code: Article X, Administration and Enforcement; Division A.; Sec. 10-770

Board Liaison: Kyle Kingma

Frequency/Location: 1st Tuesday of every month at 1:30 pm in the City Council Chambers, City Hall.

1. Acts as the city municipal planning commission, adopting rules and regulations.
2. Develops and recommends a comprehensive plan for the city's physical development, including nearby areas.
3. Functions as the city zoning commission with state-granted powers.
4. Serves as the Airport Zoning Commission, reviewing airport-related zoning regulations with input from the Airport Advisory Board.
5. Reviews proposed annexations and recommends actions to the City Council.



Planning and Zoning Commission Applicants

Vacancies: 4

First Choice:

Carleen Dark-Bays*

Claudia Caroll

Second Choice:

Mary Alice Guidry

Stephen Dinger

Michael Carmichael*

Stephen Flournoy

Donovan Bridgeforth

Daniel
Anderson

Christina Davis*

Jimmy Reed

Howard Garb

Martin

Phillip Humber*

Ann Cousineau

Jimmy Reed

Wonsiewicz

Russell Patterson

Erik Harris

LaRhonda Hamilton

Bill Harthcock

Gary Choice

Jayson Chandler

Richard Helfers



Northeast Texas Public Health District Board

Established By: [Chapter 121 Local Public Health Reorganization Act](#)

- Preventing illness and injury through proactive measures and community education.
- Promoting healthy lifestyles and behaviors to empower individuals and families.
- Protecting the health and safety of the community to ensure a secure and supportive environment.
- Foster a community where everyone can achieve their potential for health and well-being.
- Ensure equitable and inclusive access to quality healthcare, education, and resources.
- Eliminate disparities, promote preventive care, and create an environment where optimal health is a reality for all.



Northeast Texas Public Health District Board Applicants

Vacancies: 1

First Choice:

[REDACTED]

Ellen Trant

Second Choice:

Ann Cousineau



Traffic Safety Board

City Code: [Article II, Traffic Regulations; Sec. 17-30](#)

Board Liaison: Cameron Williams

Frequency/Location: 1st Thursday of even months 4:00PM, TDC Large Conference Room.

- a. Oversee implementation of Citizen's Traffic Task Force recommendations; and
- b. Assist in traffic education programs and encouraging driver courtesy and traffic law compliance.
- c. Make recommendations through the Traffic Engineer regarding traffic safety as it deems necessary.
- d. Make changes to the next



Traffic Safety Board Applicants

Vacancies: 3

First Choice:

John O'Sullivan*

John Matthews

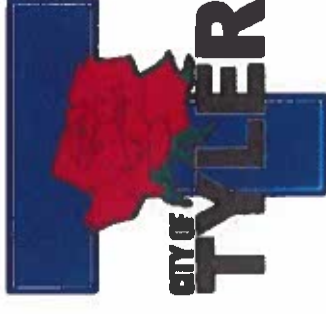
Brandon Shinn

Second Choice:

Mark Sebren

James Ledet

Jim Cousineau



Tyler One-Half Cent Sales Tax Corporation

Established: Half-Cent Sales Tax Corp. was established by State Law and approved by the electorate.

Board Liaison: Davis Dickson

Frequency/Location: 2nd Tuesday of every month in the TDC Large Conference Room.

Created pursuant to state law and citizens' vote, it annually recommends to Council and then implements a Work Plan to finance improvements aiding economic development and funded with a one-half cent sales tax.



Tyler One-Half Cent Sales Tax Corporation Applicants

Vacancies: 0

First Choice:

Archie Castleberry (*Appointed*)

Ron Schoenbrun (*Appointed*)

James "Price" Simmons

Second Choice:

Ellen Trant



Thank you!

