



**CITY OF KERRVILLE FOOD SERVICE ADVISORY BOARD AGENDA**  
**REGULAR MEETING, APRIL 26, 2023, 3:00 P.M.**  
**CITY HALL COUNCIL CHAMBERS**  
**701 MAIN STREET, KERRVILLE, TEXAS**

**CALL TO ORDER**

**1. VISITORS/CITIZENS FORUM**

Any person with business not scheduled on the agenda is encouraged to briefly speak to the Board. Please fill out the SPEAKER REQUEST FORM and give it to the Board's Secretary prior to the meeting. The number of speakers will be limited to the first ten speakers and each speaker is limited to three minutes. (No formal action can be taken on these items as the Open Meetings Act requires formal action items be posted on an agenda no later than 72 hours before the meeting. If formal action is required, the items will be placed on an agenda for a future meeting.)

**2. DISCUSSION & ACTION ITEMS**

**2A.** Approval of the minutes from the February 3, 2021 meeting

**2B.** Election of Officers

**3. PRESENTATION**

**3A.** Board Member Orientation

**4. STAFF REPORT**

**4A.** General staff report

**5. ADJOURNMENT**

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I hereby certify that this agenda was posted as notice of the meeting on the bulletin board at the City Hall of the City of Kerrville, Texas, and on the City's website on the following date and time: 4/21/2023 at 10:30 a.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Kesha Franchina

Kesha Franchina, Deputy City Secretary, City of Kerrville, Texas

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# City of Kerrville Health Department Report

To: Food Service Advisory Board  
Date: April 26, 2023  
Agenda Item: 2A Minutes of February 3, 2021 Board Meeting  
Action: Approval or Approval with Specific Changes  
Representative: Staff

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## **MEMBERS PRESENT**

Martino Ortega, Member  
Marcus Willis, Member  
Shonna Ebert, Member  
Bernadette Winn, Member  
Wendy Massey, Member  
Angela Fiedler, Member  
Monica Egelston, Member

## **STAFF PRESENT**

Guillermo Garcia, Executive Director of Development Services  
Trina Sanchez, Assistant Director of Building Services  
Daryle Poe, Health Specialist  
Steve Melander, Planner I  
Dorothy Miller, Recording Secretary

## **CALL TO ORDER**

On February 3, 2021 the Food Service Advisory Board meeting was called to order at 2:00 p.m. in the City Hall Council Chambers at 701 Main Street, Kerrville, Texas.

### **1. VISITOR/CITIZENS' FORUM**

No visitors were present.

### **2. CONSENT AGENDA**

#### **2A. Approval of minutes from the meeting of January 7, 2019.**

Ms. Fiedler moved to approve the minutes as presented; motion was seconded by Ms. Ebert and passed 7-0.

### **3. DISCUSSION & ACTION ITEMS**

### **3A. Election of Officers**

Mr. Willis volunteered for position of chair. Ms. Fiedler moved to accept Mr. Willis as chair; motion was seconded by Ms. Ebert and passed 7-0.

Ms. Egelston volunteered to act as vice-chair. Ms. Fiedler moved to accept Ms. Egelston as vice-chair; motion was seconded by Ms. Massey and passed 7-0.

Mr. Willis continued the meeting as new chair.

### **3B. Mobile Food Units in Right-of-Way**

Mr. Melander discussed mobile food units in the right-of-way, discussing recommendations for needed permits and various requirements. The current code does not allow mobile food units in the right-of-way in the downtown arts and cultural district so this would allow more accessibility in the downtown area.

Ms. Fiedler questioned if there is a limit on how many MFU could be in downtown. Ms. Massey asked if this would be for events only. Mr. Melander stated the permit would only be for 36 to 48 hours. Each permit would be on a case by case basis.

Staff will take Board's input and bring this item back to the Board before proceeding to City Council.

## **4. Staff Report**

### **4A. Update Report**

Mr. Poe discussed the implementation of using MGO (My Government Online) for applying for health permits, uploading necessary documents, paying fees, and issuing permits.

Mr. Garcia introduced himself as Executive Director overseeing Development Services.

### **4B. Covid Update**

Mr. Poe discussed the current governor's order as it pertains to restaurants and bars. Currently bars over 51% are closed. Mr. Poe stated most are following the rules and he appreciates everyone's efforts.

## **5. Adjourn**

The meeting adjourned at 2:34 p.m.



# **City of Kerrville**

## **Health Department**

### **Report**

To: Food Service Advisory Board  
Date: April 26, 2023  
Agenda Item: 2B, Election of Officers  
Representative: Staff

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**Description:**

Election of Vice-Chair.



# **City of Kerrville**

## **Health Department**

### **Report**

To: Food Service Advisory Board  
Date: April 26, 2023  
Agenda Item: 3A Board Member Orientation  
Action: Approval or Approval with Specific Changes  
Representative: Staff

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**Description:**

Power point presentation – Board Member Orientation



# City of Kerrville Health Department Report

To: Food Service Advisory Board  
Date: April 26, 2023  
Agenda Item: 4A, General staff report  
Representative: Staff

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## Description:

Staff will present information relevant to the Food Service Advisory Board.

1. The City is inspecting by the...
  - a. 2017 FDA Food Code
    - i. [www.fda.gov/food/fda-food-code/food-code-2017](http://www.fda.gov/food/fda-food-code/food-code-2017)
  - b. 2021 TFER
    - i. [www.dshs.texas.gov/retail-food-establishments/statutes-laws-retail-food-establishments](http://www.dshs.texas.gov/retail-food-establishments/statutes-laws-retail-food-establishments)
      1. Choose Chapter 228 – Texas Food Establishment Rules (TFER)
  - c. The City is currently making the necessary changes in MGO (My Government Online)