

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the Charter Review Commission of the City of Lake Jackson met on Tuesday July 11th, 2017 at 5:30 p.m. at 25 Oak Drive, Lake Jackson, Texas, in the Conference Room at the Lake Jackson City Hall with the following in attendance:

Darrell Bourgeois
Josie La Chance
Michael Cloeter
Pinkey Hartline Jr.

William P. Yenne, City Manager
Alice Rodgers, City Secretary
Matt Broaddus, City Council Liaison

SWEAR IN MEMBERS

Ms. Rodgers administered the Oath of Office to the following members: Pinkey Hartline Jr., Josie La Chance, Michael Cloeter, and Darrell Bourgeois.

Larry Parrett was not in attendance and will be sworn in to the Charter Review Commission at a later date.

ORGANIZE COMMISSION

Mr. Yenne asked for chair nominations. After discussion, Mr. Hartline volunteered to be chair, Ms. La Chance volunteered as Vice Chair, and Mr. Cloeter volunteered as secretary. Mr. Broaddus made a motion that said volunteers be approved to said offices, Ms. La Chance seconded. Motion carried unanimously.

DISCUSS ROLE OF COMMISSION AND WHAT ELEMENTS THE FINAL REPORT TO CITY COUNCIL WILL NEED TO CONTAIN

Ms. Rodgers provided hard copies of the current City Charter to the commission. She also informed the commission that all members may receive a hard copy of the Code of Ordinances book. Copies were made available during the meeting. It is also available online.

New members must receive training on the Open Records act to ensure compliance. Information on the training will be provided to the commission members.

Mr. Yenne informed the commission that the charter is what governs the city. It is the constitution of the city. The Code of Ordinances is alterable by city council, however modifications to the city charter must be approved by vote of the citizenry.

The charter is reviewed every two years, in odd numbered years, with changes made according to alterations to law by the latest session of the Texas Legislature. It was noted that due to ongoing special sessions of the 2017 Texas Legislature, further legislation may yet pass. City

Attorney Sherri Russell will advise the commission of changes in all legislation that affect the City Charter.

Other changes to the City Charter can be recommended by the review commission. Decisions on whether to make changes lies solely on the commission. Staff are available to answer questions and provide support. In the case of disagreements within the commission, majority vote within the commission rules.

It is recommended that the review commission invite city directors, staff, and city council members to commission meetings, particularly as articles are reviewed that are most pertinent to their interests. It is noted that all review commission meetings are open to the public.

The commission will submit a final report to City Council once all articles of the charter have been reviewed. This will be due by the second City Council meeting of December 2017. Any changes must be approved by city council before going to vote of the citizenry.

DISCUSS AND CONSIDER TIMELINE FOR FUTURE MEETINGS

Ms. Rodgers proposed the commission meet biweekly on Tuesdays at 6:30 p.m. starting henceforth on July 25th, 2017 in the Conference Room at City Hall until the review is complete. The commission was in agreement. In order to ensure timely completion of the commission's duties, it is recommended that two articles be reviewed at each biweekly meeting. Thus members should review Articles 1 and 2 before the July 25th meeting. Members not in attendance may provide their input for consideration before the meeting.

At the July 25th meeting, commission members will provide their anticipated availability for the biweekly meetings through the end of 2017. Dates without anticipated attendance of a quorum of at least three members will need to be addressed by the commission.

SET NEXT MEETING DATE AND TIME

The next meeting will be held on Tuesday, July 25th, 2017 at 6:30 p.m.

ADJOURN

The meeting adjourned at 6:33 p.m.

These minutes read and approved this _____ day of _____, 2017.

Pinkey Hartline Jr., Chairman

Michael Cloeter, Secretary