

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 8, 2025, at 5:30 p.m. at 25 Oak Drive, Lake Jackson, Texas, at the Lake Jackson City Hall with the following in attendance:

Will Brooks, Chair

Drew Davenport, Secretary

Eric Henderson

Bill Yenne

Absent: Kevin Lindenschmidt

Modesto Mundo, City Manager

Sherri Russell, City Attorney

Sally Villarreal, City Secretary

Council Liaison: Leonard Schooler

SWEAR IN MEMBERS

Ms. Villarreal administered the Oath of Office to all present members.

Each member was provided with a binder containing a schedule, previous minutes, roles and responsibilities of the charter review commission, reports, election results, and a copy of the charter.

The role of the council liaison was discussed, and participation was encouraged.

SELECT CHAIR AND SECRETARY

Mr. Yenne motioned to appoint Mr. Brooks as chair, seconded by Mr. Henderson, with all present members voting "aye." The motion passed, and Mr. Brooks was appointed chair.

Mr. Davenport was selected as the secretary.

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

Mr. Brooks reviewed the roles and elements of the commission.

Mr. Yenne and Mr. Brooks discussed the meetings and noted that homework will be assigned and then discussed at the following meeting. Mr. Brooks also addressed communication, reminding all Commissioners to forward questions to the City Secretary rather than emailing the group, to comply with the Open Meetings Act.

DISCUSS AND CONSIDER A TIMELINE FOR FUTURE MEETINGS

The committee discussed which dates and times worked best for each member.

The commission agreed to meet on the second and fourth Tuesdays of each month at 5:30 p.m., except in November when they meet on the first and third Tuesdays.

The following is the timeline and agenda for future meetings:

Date	Topics & Objectives
July 8	Swear in members, select chair and secretary, discuss roles of the commission, and discuss and consider the timeline for future meetings.
July 22	Review of the previous report and confirm changes Article 1 Form of Government & Boundaries Article 2 Powers of the City
Aug. 12	Article 3 The City Council Article 4 Administrative Services
Aug. 26	Article 5 Nominations and Elections Article 6 Recall of Officers
Sept. 9	Article 7 Legislation by the People, Initiative & Referendum Article 8 Municipal Planning and Zoning
Sept. 23	Article 9 Municipal Finance Article 10 Franchise and Public Utilities
Oct. 14	Article 11 General Provisions
Oct. 28	Compliance with State Regulations
Nov. 4	Proposed amendments summary
Nov. 18	Agree and finalize a short list of recommendations and decide who will present them to the city council. Email feedback to the commission secretary and prepare a final document to send to the City Secretary.
Dec. 1 st or 15 th	Present the final report to the City Council in an open meeting

SET THE NEXT MEETING DATE AND TIME – July 22, 2025, at 5:30 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:08 p.m.

Will Brooks, Chair

Drew Davenport, Secretary