

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 11, 2023, at 6:00 p.m. at 25 Oak Drive, Lake Jackson, Texas, at the Lake Jackson City Hall with the following in attendance:

Will Brooks

Bill Yenne

Lisa Pauls

Amy Tasto

Mark Swirsky

Modesto Mundo, City Manager

Riazul Mia, Asst. City Manager

Sally Villarreal, City Secretary

Council Liaison Rhonda Seth

SWEAR IN MEMBERS

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

SELECT CHAIR AND SECRETARY

Mr. Brooks was selected as chair by acclamation.

Mr. Brooks appointed Ms. Pauls 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 explained the different forms of government and the importance and history of the Charter. He noted the Charter is reviewed every odd year and voted on during even years.

Mr. Yenne and Mr. Brooks discussed the meetings and noted that homework will be assigned, then discussed at the following meeting. Mr. Brooks also addressed communication and reminded all Commissioners to forward questions to the City Secretary and not to email the group to comply with the Open Meetings Act.

Ms. Villarreal will send the Open Meetings Act and Public Information Act training links to Mr. Swirsky to complete.

DISCUSS AND CONSIDER A TIMELINE FOR FUTURE MEETINGS

The committee discussed which dates and times would suit each member.

The commission agreed on meeting the second and fourth Tuesdays of each month at 6:30 p.m.

The following is an example of a timeline and agenda for future meetings:

July 25	Articles 1 & 2
August 8	Articles 3 & 4
August 22	Articles 5 & 6
September 12	Articles 7 & 8
September 26	Articles 9 & 10
October 10	Article 11
October 24	Compliance with State Regulations (Long session)
November 14	Proposed Amendments Summary, agree on a short list of recommendations and prepare a final document to send to the city secretary
November 28 or December 4	Present the final report to the city council in an open meeting

Each member was encouraged to review the Charter at home. Mr. Yenne suggested sending an invitation to council members requesting their availability for an interview.

Council Liaison Seth requested to be on the August 22nd agenda with Sherri Russell to ask questions. Ms. Villarreal will send a poll to council members for their availability on the August 8th and September 12th meeting dates.

SET THE NEXT MEETING DATE AND TIME – July 25, 2023, at 6:30 p.m.

ADJOURN

There being no further business, the meeting adjourned at 6:37 p.m.

Will Brooks, Chair

Lisa Pauls, Secretary