

1 The Charter Review Commission of the City of Seabrook met on Tuesday, March 19, 2019 at 5:30
2 p.m. in Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, consider and if
3 appropriate, take action on the items listed below.
4

5 THOSE PRESENT WERE:

6 JOHN CHISLER	MEMBER
7 BRUCE DRESNER	MEMBER
8 MARCY FRYDAY	MEMBER
9 ROB HEFNER	MEMBER
10 NANCY JONES	MEMBER
11 TERRY MOORE	MEMBER
12 RICHARD TOMLINSON	MEMBER
13 GAYLE COOK	CITY MANAGER
14 SEAN LANDIS	DEPUTY CITY MANAGER
15 STEVE WEATHERED	CITY ATTORNEY
16 ROBIN HICKS	CITY SECRETARY

17
18 City Secretary, Robin Hicks called the meeting to order at 5:30 p.m.
19

20 **1. OATHS OF OFFICE**
21

22 **1.1** Administer Oaths of Office to members of the newly appointed Charter Review
23 Commission. (Hicks)

24 Robin Hicks, City Secretary, administered the Oath of Office to the members of the
25 2019/2020 Charter Review Commission.

26 **2. PUBLIC COMMENTS AND ANNOUNCEMENTS – none**
27

28 **3. PRESENTATIONS**
29

30 **3.1** Presentation by the City Attorney of the Open Meetings Act and his role in the Charter
31 Review Process. (Weathered)

32 Steve Weathered, City Attorney, explained that the Charter Review Commission is a
33 governmental body under the provisions of the Open Meeting Act; therefore, the requirements for
34 training, quorum, notices of meetings, etc. fall upon the members of the Charter Review
35 Commission to uphold.

36 In addition to this brief explanation of the Act, Mr. Weathered explained that members of
37 the Commission will be required to take a 1 hour Open Meetings Act training within 90 days of
38 taking the oath of office, and the City Secretary will email the link to said training to each member.

39 Four members of the Commission constitutes a quorum and no meeting of the Charter
40 Review Commission can be held without a quorum being present.

41 Mr. Weathered cautioned Commission members to be mindful of the concept of a walking
42 quorum when participating in social media, as comments on social media made by at least four
43 members of the Commission could actually or perceptually be seen as a quorum of the Commission
44 for purposes of the Open Meetings Act. Mr. Weathered advised that any discussion regarding the
45 City Charter should be postponed until the members are face to face in a properly noticed meeting
46 of the Charter Review Commission.

47 **4. OFFICERS**

48

49 **4.1 Election of a Chairperson and a Vice-Chairperson for the Charter Review**
50 **Commission. (Commission)**

51 Robin Hicks, City Secretary, explained that the membership needs to elect a Chair and
52 Vice-Chair, and that she is happy to move this election to a subsequent meeting, so that members
53 have some time to work together and to decide who they would like to elect to those officer
54 positions.

55 Motion was made by Member Tomlinson and seconded by Member Dresner to elect Member John
56 Chisler as Chairperson. MOTION CARRIED BY UNANIMOUS CONSENT

57 Motion was made by Member Fryday and seconded by Member Tomlinson to elect Member Rob
58 Hefner as Vice-Chairperson. MOTION CARRIED BY UNANIMOUS CONSENT

59 **5. DISCUSSION ITEMS**

60

61 **5.1 Discussion concerning duties and objectives for the Commission as outlined by the**
62 **Seabrook City Charter. (Weathered / Hicks)**

63

64 Steve Weathered, City Attorney, explained that Section 11.16 of the City Charter tells the
65 Commission why they are appointed and how long they are appointed. They are appointed for six
66 months, starting today (from time of oaths taken). Mr. Weathered further explained that
67 Commission will review the Charter and make recommendations for amendments, if any, that the
68 Commission determines necessary; will hold Public Hearings, at the discretion of the Commission;
69 will propose any recommendations to ensure compliance with the Charter by the Department
70 Heads of the City; will propose amendments to the Charter to improve effective application; and
71 will report findings to City Council. Section 11.16 also says that the Commission will follow
72 State statutes, and the City Attorney will advise the Commission as the review of the Charter
73 moves forward.

74

75 In response to a question regarding the Civil Service Commission, Mr. Weathered advised
76 that the rules and regulations for the Civil Service Commission are in State statute, so no need
77 necessarily to add to the Charter.
78

79 **5.2** Discussion and take all appropriate action to establish a schedule for future meetings,
80 including days and times of meetings and frequency of meetings. (Commission)
81

82 Robin Hicks, City Secretary, asked the Commission if meeting on the same nights as the
83 City Council meetings would be acceptable for holding Charter Review Commission meetings.
84 Of course, the Charter Review Commission would need to meet and complete the meeting prior
85 to the start of the City Council meeting.

86 Members of the Commission discussed the length of time needed to review each section
87 of the Charter and to discuss possible amendments and why those amendments might be needed.
88 Some members felt as if a one (1) hour meeting would be sufficient, while others believed it would
89 take longer than one (1) hour to conduct the business of the Commission. In addition, it was
90 discussed whether Members were available on Tuesday evenings.

91 Motion was made by Vice-Chair Hefner and seconded by Member Jones to hold Charter Review
92 Commission meetings on the same 1st and 3rd Tuesdays of each month as City Council Meetings
93 to begin at 5:00pm and end no later than 15 minutes before the start of the City Council meeting,
94 and to include additional meetings, on Tuesdays, as the Commission might deem appropriate and
95 needed.

96 MOTION CARRIED BY UNANIMOUS CONSENT
97

98 **5.3** Discussion and take all appropriate action to establish rules and process for review of the
99 Charter. (Commission)

100 Robin Hicks, City Secretary, gave a copy of the Rules established by the 2014/2015 Charter
101 Review Commission and Steve Weathered, City Attorney, went over each rule to explain the
102 reasoning behind establishment of said rule and hold a brief discussion on whether such rule would
103 be applicable to the current Commission.

104 Motion was made by Chair Chisler and seconded by Vice-Chair Hefner to establish rules for the
105 2019/2020 Charter Review Commission that are similar to, if not the same as, the 2014/2015
106 Charter Review Commission Rules.

107 MOTION CARRIED BY UNANIMOUS CONSENT
108
109

110 **5.4** Discussion and take all appropriate action to establish an agenda for the next meeting and
111 establish procedures for preparing the agenda. (Hicks)

112 Robin Hicks and Steve Weathered discussed with the Commission that the Articles and
113 Sections of the Charter have been reviewed by previous Charter Review Commissions in
114 chronological order, starting with Article I, “Incorporation”, and ending with Article XII,
115 “Transitional Provisions”. In addition, there has been an item on previous Commission agendas
116 that allows discussion on a section for a 2nd time, after the initial review and discussion, should
117 any of the members have questions or concerns that need to be brought forward. Finally, Mr.
118 Weathered pointed out that if Council members and/or City staff wish to address the Commission
119 on a Charter topic then that person’s presentation or discussion items would have to be placed as
120 a formal item on the Commission’s agenda.

121 Motion was made by Member Fryday and seconded by Member Jones to adopt the format that has
122 been used by previous Charter Review Commissions. MOTION CARRIED BY UNANIMOUS
123 CONSENT

124 All business having been completed, Chair Chisler adjourned the meeting at 6:19 p.m.

125
126 Approved this 2nd day of April, 2019.

127
128
129
130
131
132
133
134

John Chisler
Chair

135 Robin Hicks, TRMC
136 City Secretary