

1 The Charter Review Commission of the City of Seabrook met on Tuesday, April 16, 2019 at 5:00  
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	CHAIR
7 BRUCE DRESNER	MEMBER
8 MARCY FRYDAY	MEMBER
9 ROB HEFNER	VICE CHAIR
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 Chair, John Chisler, called the meeting to order at 5:00 p.m.  
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20 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS - none**  
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22 **2. NEW BUSINESS**

23  
24 **2.1** Consider and take all appropriate action on the March 19, 2019 Charter Review Commission  
25 minutes.  
26

27 *Motion was made by Member Fryday and seconded by Vice Chair Hefner*  
28

29 *To approve the March 19, 2019 Charter Review Commission minutes.*  
30

31 **MOTION CARRIED BY UNANIMOUS CONSENT**  
32

33 **2.2** Consider and take all appropriate action on a review of the revisions made by the Charter  
34 Review Commission on April 2, 2019 to Article II, through Section 2.11, as evidenced in the notes  
35 assembled by the City Attorney.  
36

37 Steve Weathered, City Attorney, explained that these notes are in blackline form for the  
38 Commission review, per the discussion and action taken by the Commission in the last meeting.  
39

40 A discussion on Section 2.05(d) ensued regarding whether two or more Councilmembers,  
41 charged with a violation or infraction would be considered for removal of office together or  
42 separately. Mr. Weathered explained that in survey of cities and in Seabrook itself, a formal vote  
43 by Council to remove members from office has rarely been undertaken. Mr. Weathered further  
44 explained this his experience with charges and removal from office has been with no formal action.  
45 In addition, Mr. Weather stated that a companion city ordinance to this section allows the Council

46 to develop its own rules and procedures for removal from office, and Council has adopted  
47 ordinances that set out the more detailed procedures for charges against Councilmembers, and  
48 ordinances can be amended more quickly than Charters.  
49

50 Chair Chisler asked the Commission to review Section 2.07 again, to consider adding  
51 “uncompensated” to the section so that Mayors and Councilmembers who have just come off of  
52 the Council can give someone else the opportunity to serve. Sometimes Council members who  
53 have recently served on Council can have a great deal of influence. The discussion ensued  
54 regarding whether making this amendment would deny the City experience and talent on its boards  
55 and commissions, and maybe the cost is greater than any possible benefit of making the  
56 amendment to add “uncompensated”. The Commission agreed that the time frame, 2 years, is  
57 reasonable and should not be changed.  
58

59 Member Fryday asked if the City has a lack of volunteers or has difficulties finding  
60 volunteers. Ms. Cook said that that has been the state of affairs recently. Ms. Cook stated that the  
61 Council should continue to be responsible for reviewing the candidate applications and making  
62 the appointments that are appropriate for the respective boards and commission, rather than taking  
63 that ability completely out of Council’s hands through a Charter amendment. Robin Hicks, City  
64 Secretary, discussed that because of a recent lack of volunteers, City staff is looking at how to  
65 bolster interest in volunteering, so that Council can be responsible for looking at and making the  
66 appropriate appointments, finding the right fit, whether the applicant has recently been on Council  
67 or not. Ms. Cook pointed out that recently the City Council did, in fact, appoint for an open  
68 position and did not appoint a recent Councilmember who had applied. Chair Chisler pointed out  
69 that Council is already doing their own policing. Vice Chair Hefner pointed out that leaving the  
70 language as is means that the Council is being trusted to make the right decision.  
71

72 *Motion was made by Member Fryday and seconded by Vice Chair Hefner to keep the language in*  
73 *Section 2.07(a) as is. MOTION CARRIED BY UNANIMOUS CONSENT*  
74

75 **2.3** Consider and take all appropriate action on the April 2, 2019 Charter Review Commission  
76 minutes.  
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78 *Motion was made by Member Fryday and seconded by Vice Chair Hefner*  
79

80 *To approve the April 2, 2019 Charter Review Commission minutes with a correction on Line 51*  
81 *to change the word “is” to “if”.*  
82

83 *MOTION CARRIED BY UNANIMOUS CONSENT*  
84

85 **2.4** Review, discuss, and if appropriate, take action on un-reviewed portions of Seabrook City  
86 Charter, Article II, "The Council", beginning with Section 2.12.  
87

88 Commission members reviewed, discussed, and took action as follows:  
89

90 Section 2.12 – no discussion and no amendments

91 Section 2.13 – no discussion and no amendments

92

93 Section 2.14 – no discussion and no amendments

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95 Section 2.15 – no discussion and no amendments

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97 **2.5** Review, discuss, and if appropriate, take action on Seabrook City Charter, Article III, "The  
98 City Manager." City Manager, Gayle Cook, may participate in the discussion on Article III to  
99 share information with the Charter Review Commission on historical perspective, best practices,  
100 and suggested amendments, if any.

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102 Chair Chisler asked the City Manager, Gayle Cook, if she had any comments or suggested  
103 amendments. Ms. Cook stated that she had no comments and no suggested amendments.

104

105 *Motion was made by Member Fryday and seconded by Vice Chair Hefner to approve Article III,*  
106 *as presented, with no amendments.*

107

108 *MOTION CARRIED BY UNANIMOUS CONSENT*

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110 **2.6** Review, discuss, and if appropriate, take action on Seabrook City Charter, Article IV,  
111 "Administrative Departments". Deputy City Manager, Sean Landis, and City Secretary, Robin  
112 Hicks, may participate in the discussion on Article IV to share information with the Charter Review  
113 Commission on historical perspective, best practices, and suggested amendments, if any.

114

115 Commission members reviewed, discussed, and took action as follows:

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117 Section 4.01 – no discussion and no amendments

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119 Section 4.02 – no discussion and no amendments

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121 Section 4.03 – no discussion and no amendments

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123 Section 4.04 – there was some discussion on adding the requirements that all appointees  
124 be residents of the City and registered voters, since staff is verifying voter registration status during  
125 the board application process. In addition, a discussion ensued regarding term limits for board and  
126 commission members. Sean Landis, Deputy City Manager, pointed out that there will be a  
127 discussion specific to the Planning & Zoning Commission and the Board of Adjustment in Article  
128 VI, and he suggested that the Commission table the discussion on Section 4.04 until the review  
129 and discussion of Article VI. By consensus Commission members agreed to revisit Section 4.04  
130 when looking at Article VI.

131

132 Section 4.05 – no amendments

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134

135 Section 4.06(a) and (b) – Chair Chisler asked the City Manager about how the Civil Service  
136 Commission pay structure fits in with Section 4.06(a) and (b) because of a recent question by the  
137 Civil Service Commission, of which Mr. Chisler is the Chair. Ms. Cook stated that she had not  
138 had the chance to update the City Attorney on the particular question from the Civil Service  
139 Commission to determine if this section is relevant. By consensus Commission members agreed  
140 to review Section 4.06(a) and (b) again after the City Manager has updated the City Attorney.

141  
142 Section 4.06 (c) – no amendments  
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144 **2.7** Review, discuss, and if appropriate, take action on Seabrook City Charter, Article V,  
145 “Financial Procedures”. City Manager, Gayle Cook, and Director of Finance, Michael Gibbs,  
146 may participate in the discussion on Article V to share information with the Charter Review  
147 Commission on historical perspective, best practices, and suggested amendments, if any.  
148

149 By consensus the Commission agreed that there were no amendments needed for Article  
150 V; however, Gayle Cook, City Manager, pointed out that the State Legislature is considering  
151 several bills in the current legislative session that could have an effect on Financial Procedures of  
152 the City.

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154 With the information from Ms. Cook on the legislative activities, the Commission agreed  
155 to take a look at Article V again after the conclusion of the current legislative session.  
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157 **3. OLD BUSINESS**

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159 **3.1** Consider and take all appropriate action on any additional review of previously examined  
160 Articles I and II, as necessary.

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162 This discussion took place under Item 2.4. The Commission asked the City Secretary to  
163 include Old Business at the beginning of the meeting, so that any discussion on already reviewed  
164 Articles can happen first before the Commission digs into the remaining articles review.  
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170 **THIS SPACE INTENTIONALLY LEFT BLANK**  
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180 **4. *ROUTINE BUSINESS***

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182 **4.1** Establish future meeting dates and agenda items.

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184 The next Charter Review Commission meeting will be on May 7 at 5:00 p.m.

185

186 Chair Chisler stated that he will be absent at the May 21 meeting and he asked Vice Chair  
187 Hefner to chair the meeting. Mr. Hefner agreed to chair the May 21 meeting.

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189 All business having been completed, Chair Chisler adjourned the meeting at 6:40 p.m.

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191 Approved this 7th day of May, 2019.

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Robin Hicks, TRMC

206 City Secretary

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John Chisler  
Chair