

## CHARTER REVIEW COMMISSION MEETING MINUTES

The Charter Review Commission of the City of Kyle, Texas met in Regular Session on June 29 , 2020 at Kyle City Hall 100 W. Center Street Kyle, Texas 78640, and due to COVID-19, some members attended virtually (v) at [https://www.cityofkyle.com/kyletv/kyle-10-live\\_OR\\_Spectrum10](https://www.cityofkyle.com/kyletv/kyle-10-live_OR_Spectrum10) with the following persons present:

Diane Hervol, Chairwoman  
David Vail, Commissioner  
Mark Trahan, Commissioner (v)  
Brett Corwin, Commissioner (v)  
Louis Craig, Commissioner (v)  
City Manager, Scott Sellers (v)  
Jennifer Vetrano, City Secretary  
Carla Sheridan, Assistant City Secretary

### **I. Call Meeting to Order**

Chairwoman Hervol called the meeting to order at 6:01 p.m.

Present were: Chairwoman Diane Hervol, Commissioner David Vail, Commissioner Mark Trahan, Commissioner Brett Corwin, Commissioner Louis Craig. A quorum was present.

Vice Chairman Joe Ryan and Commissioner Lori Huey were absent.

### **II. Approval of Minutes**

1. Charter Review Minutes - June 22, 2020.

Chairwoman Hervol brought forward the minutes for discussion.

Chairwoman Hervol moved to approve the minutes of June 22, 2020 Charter Review Commission meeting with the correction of changing the name Commissioner Corwin to Commissioner Vail under attendance. Commissioner Vail seconded the motion. All votes aye; motion carried 5-0. Vice Chairman Joe Ryan and Commissioner Lori Huey were absent for the vote.

### **III. Citizen Comment Period with Charter Review Commission**

2. Members of the public that wish to provide citizen comment have the following options:
  1. In-Person at Kyle City Hall.
  2. Virtual Attendance - Submit the online registration form found at <https://www.cityofkyle.com/council/citizen-comment-sign>. Registration must be received by 12 p.m. on the day of the meeting.

Chairwoman Hervol opened citizen comments at 6:07 p.m. With no one wishing to speak, Chairwoman Hervol closed citizen comments at 6:07 p.m.

### **IV. General Discussion and Possible Action**

3. Citizen Workshop, the Charter Review Commission is seeking input from residents regarding suggested amendments to the City Charter.

Chairwoman Hervol brought forward Agenda Item 3 for discussion.

There were no Citizens present in person or virtually, wishing to participate during the Citizen Workshop portion of the meeting.

4. Review, Discuss, and possibly take action on proposed changes to the City Charter, Part 1 Sections 1 - 13.

Chairwoman Hervol brought forward Agenda Item 4 for discussion

Part 1 Section 12.02 Acceptance of Gifts discussed.

Part 1 Section 13.02 Sec. 13.02 Notice of Claim Against City discussed.

Part 1 Section 13.06 Public Records discussed. Chairwoman Hervol mentioned the comment from city attorney Paige Saenz regarding the outdated language within the section. Chairwoman Hervol requested to ask Ms. Saenz what part of the section was outdated and what language should be added. Commissioner's will discuss during the next Charter Review Commission meeting.

Part 1 Section 3.04 Vacancies discussed. Commissioner Trahan reviewed research with the Commissioner's regarding the section. Chairwoman Hervol suggested discussing the item at the next meeting with the full Commission present.

Part 1 Section 3.09 Compensation. Commissioner Trahan requested to wait and discuss the item at the next meeting.

Part 1 Section 4.01 Mayor discussed. Chairwoman Hervol stated more detail was needed from Ms. Saenz regarding the section.

Part 1 Section 4.07 Emergency Ordinances discussed.

Part 1 Section 5.01 Notice and Order of Elections discussed.

Part 1 Section 5.03 Special Elections discussed. Chairwoman Hervol stated the section would be discussed during the next Chart Review Commission meeting.

Part 1 Section 5.04 Conduct of Elections discussed.

Part 1 Section 5.06 Polling Places discussed. Chairwoman Hervol reviewed Ms. Saenz comment regarding the section.

Commissioner Vail moved to approve the replacement of changes to Part 1 Section 5.06, to the edited version below. Commissioner Trahan seconded the motion. All votes aye; motion carried 5-0.

Sec. 5.06. - Polling Places.

The council shall establish one or more election precincts and provide polling places as necessary for city elections. Until established otherwise by ordinance [or](#)

required otherwise by state law, the entire city shall be one election precinct and the city hall or the city hall annex shall be a polling place for all city elections.

Part 1 Section 5.12 Term of Office discussed. Chairwoman Hervol mentioned re-evaluating the section.

Part 1 Section 6.03 Referendum discussed. Commissioner Trahan reviewed research with the Commissioner's.

Part 1 Section 6.09 Action on Petition discussed.

Part 1 Section 7.06 Police Department discussed. Commissioner Trahan will do research on the item and bring back to review during the next Charter Review Commission meeting.

Part 1 Section 8.05 (a) Budget Process and Adoption discussed.

Part Section 8.11 (f) Bonds and Financial Obligations discussed.

Part 1 Section 8.13 Independent Audit discussed.

5. Items for following Agenda.

Chairwoman Hervol brought forward Agenda Item 5 for discussion.

Chairwoman Hervol discussed adding the following items to the next agenda for review and possible action. Part 1 Sections; 3.04, 3.09, 4.01, 5.12, 6.03, and 7.06.

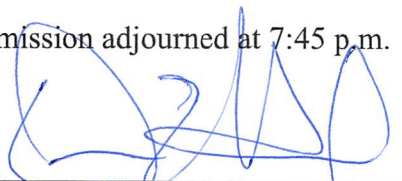
#### **V. Executive Session**

There was no executive session.

#### **VI. Adjourn**

Commissioner Vail moved to adjourn. Commissioner Trahan seconded the motion. All votes aye; motion carried 5-0.

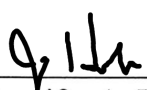
With no further business to discuss, the Charter Review Commission adjourned at 7:45 p.m.



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Diane Hervol, Chairwoman

Attest:



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Jennifer A. Holm, City Secretary