



Meeting Agenda  
Special Meeting of the Home Rule Charter Commission and  
the Oak Point City Council

Oak Point City Hall  
100 Naylor Road  
Oak Point, Texas 75068

Wednesday, September 1, 2021  
6:00 P.M.

1. Call to Order, Roll Call, and Determination of Quorum (Chair)
2. Administer Oath of Office to Home Rule Charter Commission members.
3. Invocation
4. Pledge of Allegiance
5. Consider and act to approve the minutes of the August 4, 2021 Joint Meeting of the Oak Point Home Rule Charter Commission and the Oak Point City Council.
6. Discuss HRCC presence on the city website.
7. Discuss, consider and act to approve a starting Charter template.
8. Discuss the TML Home Rule Charter Survey.
9. Discuss, consider and act to fill/populate the Working Charter rev A.
10. Future Agenda Items.
11. Adjournment. (Chair)

**CERTIFICATION:**

I do hereby certify that the above notice of this public meeting was posted on the designated bulletin boards by 5:00 p.m. on the 27th day of August, 2021.

  
Joni Vaughn, City Secretary



This notice was removed at \_\_\_\_\_ a.m. / p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Joni Vaughn, City Secretary



Meeting Minutes  
**Special Meeting of the Home Rule Charter Commission  
 and the Oak Point City Council**

Oak Point City Hall  
 100 Naylor Road  
 Oak Point, Texas 75068

**Wednesday, August 4, 2021  
 6:00 P.M.**

**1. Call to Order, Roll Call, and Determination of Quorum**

Mayor Pro Tem Lusk called the meeting to order at 6:02 pm.

Paul Bastaich	HRCC	Present
Michael Betz	HRCC	Absent
Jeff Emerson	HRCC	Absent
Lynn Harpold	HRCC	Present
Jason Hicks	HRCC	Present
Don Lindemann	HRCC	Present
Duane Olson	HRCC	Present
Debbie Peterman	HRCC	Present
Jillian Richards	HRCC	Present
Candy Risher	HRCC	Present
Richard Shine	HRCC	Present
Kevin Tam	HRCC	Present
Gregory Weiler	HRCC	Present
Dena Meek	Mayor	Present
John Lusk	Mayor Pro Tem/HRCC	Present
Scott Dufford	Deputy Mayor Pro Tem/HRCC	Present
Kirk Hawrysis	Council Member	Present
Dave Klewicki	Council Member	Absent
David McBeth	Council Member/HRCC	Present
Stephen Ashley	City Manager	
Joni Vaughn	City Secretary	

And with a quorum present the following items were addressed.

**2. Commission Member Introductions**

Commission members went around the table and introduced themselves.

**3. Consider and act upon election of a Chairperson and Vice-Chairperson for the Home Rule Charter Commission.**

Deputy Mayor Pro Tem Dufford made a motion to elect Mayor Pro Tem Lusk as Chairperson of the Home Rule Charter Commission; motion seconded by Lynn Harpold.

**Motion Passed 14-0**

Council Member McBeth made a motion to elect Deputy Mayor Pro Tem Dufford as Vice-Chairperson of the Home Rule Charter Commission; motion seconded by Kevin Tam.

**Motion Passed 14-0**

**4. Consider and act to establish a secretary to help record things and work with City Secretary on minutes, proposals, files and related materials.**

No action was taken.

**5. Discuss, establish, and confirm rules and procedures of the Home Rule Charter Commission.**

Robert Rules of Order will be used for the meetings.

**6. Discuss and establish a high-level single page plan/calendar for the completion of the Charter, with the goal to have citizens vote on the Charter in May 2022.**

Commission and Staff discussed the time frame necessary for a May 2022 vote. This would require the Charter to be ready by February. A November 2022 election would allow for more time to put the Charter together as well as possibly bringing more voters to the polls.

**7. Discuss top priorities of the Charter regarding type of government and powers of the City.**

Vice-Chairperson Dufford noted the following topics of discussion:

- Form of government: Council/Manager
- Council seats—5 at large or 6, 3 at large, 3 districts
- Terms—3 years, staggered
- Term limits—3 consecutive, 2 consecutive OR no limits If limits, then 2 years or one year out of office to run again
- Administration—city manager staff hires should be identified—DPS chief, city manager, legal rep by council, for instance, others by city manager
- Qualifications for elected members—21, resident for 12 months (in district applying for seat if districts), qualified voter
- Election day—1st Saturday in May (this may be changed by state to Nov.—should we go ahead and change?)
- Governing body can remove member for missing 3 meetings in a row or 30% in a year. Also, for misconduct in office (should that be quantified?)
- Line of succession—mayor pro tem, then deputy mayor pro tem Mid-term resignation not required for running for another post.
- Unfulfilled term—replacement by majority vote of council under 1 year left, over 1 year by calling special election. There should be no language about appointing the next runner up in last election, as that makes it a mandate and subverts the council vote.
- Mayor does not have veto
- Mayor cannot vote (more discussion on this point?) Council can meet once OR twice a month if needed
- Mayor can call special meeting (this may negate language for meeting twice a month if needed)
- Mayor, council can be recalled, definition needed.
- In times of emergency mayor has extraordinary powers over city ops Allow for annexation as much as possible

General notes:

Plenty of communication needed with citizens, including town halls. Should consider a subcommittee be formed to mount a campaign for election.

**8. Discuss and create a plan for a review and discussion sections of a potential charter one-at-a-time, such as: Council and Mayor details, City Manager powers and restrictions, details of Boards and Commissions, Referendum/recall/Initiative powers, etc.**

Commission discussed using the TML Survey to determine what is wanted in a Charter.

- 9. Discuss selection of a Charter template from the two reference books or from neighbor cities.**  
Commission discussed reviewing the different City Charters supplied for review and then select a favorite Charter as a template before the next meeting.
- 10. Appoint a member to reach out to other cities regarding their Charter experience and their suggestions for the process.**  
No action was taken.
- 11. Discuss the reviews of other cities' charters.**  
Already discussed this item.
- 12. Discuss topics to be scheduled for a future Home Rule Charter Commission Meeting.**  
Delve into the working Charter at the next meeting on Wednesday, September 1<sup>st</sup>.
- 13. Adjournment.**  
Chairperson Lusk adjourned the meeting at 8:24 p.m.

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John Lusk, Mayor Pro Tem/HRCC Chairperson

ATTEST:

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Joni Vaughn, City Secretary