

**ORDINANCE REVIEW COMMITTEE MEETING**  
**August 02, 2022; 2:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Council Liaison Hines called the meeting to order at 2:30PM.

**ROLL CALL AND ESTABLISH QUORUM**

**PRESENT**

Committee Member Emma Davenport  
Committee Member Karen Duncan - virtually  
Committee Member Donna Hector  
Committee Member Randy Renter  
Alt. Committee Member Steve Passalacqua  
Council Liaison Debra Hines

**ABSENT**

Alt. Committee Member David Lowe

**STAFF PRESENT**

Administrative Assistant Maureen Mele

**PUBLIC COMMENTS**

No public comments were offered.

**CONSENT AGENDA**

**1. Approval of Ordinance Review Committee Meeting Minutes from June 14, 2022**

Committee Member Davenport moved to approve the meeting minutes from June 14, 2022. The motion was seconded by Committee Member Hector.

A roll call vote was held.

Voting Yea: Member Duncan, Member Renter, Member Davenport, Member Passalacqua, Member Hector

The motion carried with a 5-0-0 vote.

**REGULAR AGENDA**

**2. Introductions of Members**

Self-introductions were made.

**3. Introduction of Council Liaison and Description of Group Roles and Responsibilities**

Council Liaison Debra Hines described her role as a communicator for the committee as well as elaborated on the group's function.

**4. Election of Chairperson and Vice-Chairperson**

Member Renter made a motion for Member Emma Davenport to serve as the Chairperson. The motion was seconded by Member Hector.

A roll call vote was held.

Voting Yea: Member Passalacqua, Member Renter, Member Hector, Member Duncan, Member Davenport

The motion carried with a 5-0-0 vote.

Member Passalacqua made a motion for Member Donna Hector to serve as the Vice-Chairperson. The motion was seconded by Chairperson Davenport.

A roll call vote was held.

Voting Yea: Member Duncan, Member Renter, Member Passalacqua, Chairperson Davenport, Member Hector

The motion carried with a 5-0-0 vote.

**5. Discussion of Goals for Committee**

A motion was made by Chairperson Davenport to discuss the goals of the Ordinance Review Committee. The motion was seconded by Member Renter.

The discussion was held. Some of the items addressed were: simplifying the Code of Ordinances, the timing of the changes to the Code, and obtaining feedback from the City Council.

**6. Introduction to Online Code of Ordinances**

Due to technical availability, the introduction was not held.

**7. Discussion and Take Appropriate Action on Future Meeting Schedule**

A motion was made by Member Duncan to open the discussion on the future meeting schedule. The motion was seconded by Chairperson Davenport.

After discussion, no change was made to the current schedule of meeting the first Tuesday of every month at 2:30PM at City Hall.

**ADJOURN**

Council Liaison Hines adjourned the meeting at 3:39PM.

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**Emma Davenport, Chairperson**

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**Suzanne Mac Kenzie, City Secretary**