



**MINUTES**  
**MANOR CITY COUNCIL MEETING**  
**105 E. EGGLESTON STREET**  
**MANOR, TEXAS 78653**  
-  
**June 4, 2014 · 7:00 P.M.**

**COUNCIL MEMBERS**

**PRESENT:**

Mayor, Rita Jonse  
Place 1, Sherri Hooker  
Place 2, Gil Burrell  
Place 3, David Cruz  
Place 4, Sharon Snowden  
Place 5, Rebecca Davies  
Place 6, Gene Kruppa

**ABSENT:**

**CITY STAFF PRESENT:**

Steve Shanks, City Manager  
Tom Bolt, Assistant City Manager  
Frances Aguilar, City Secretary

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

Mayor Jonse announced that a quorum was present and the meeting was called to order at 7:01 P.M.

**PLEDGE OF ALLEGIANCE**

**VISITOR AND CITIZEN'S FORUM**

No citizens signed up to speak during the forum.

1. Associate Judge, Hon. Don Canon to administer the Oath of Office to newly elected City Councilmembers; Mr. Gil Burrell – Place 2, Ms. Sharon Snowden – Place 4, Mr. Jeff Turner – Place 6.

Judge Canon administered the Oath of Office, first to Councilmember Gil Burrell – Place 2, followed by Councilmember Sharon Snowden – Place 4. Judge Canon then informed the Mayor and City Manager that Mr. Jeff Turner, though present, did not wish to be sworn in at this time. Mayor Jonse asked Mr. Turner to please address Council and explain why he refused to be sworn in.

Mr. Jeff Turner addressed Council and stated that he chose, at this time, not to take his seat. He stated that he would be holding off for a while. When the Mayor asked for further explanation, Mr. Turner replied that he could not be sworn until his wife's one year anniversary.

The Mayor referred to The City Charter Articles IV & V, Sections 4.02 and 5.11. She stated that the first meeting, after the election is held, we canvass the votes. The second meeting, which is the current one, all elected officials should be sworn in. The Mayor then read from the text of Charter Sections and asked that a copy of those Sections, as well as the signature page of the Charter Committee, which bears Mr. Turner's signature, be entered with the minutes. (attached)

2. Recognition of outgoing Councilmembers; Mr. Danny Scarbrough and Mr. Gene Kruppa.

Councilmember Kruppa retained his seat for Place 6 due to Mr. Turner's refusal to take the Oath of Office.

**CONSENT AGENDA**

3. Approval of the minutes
  - May 21, 2014 Regular Meeting

**Motion to accept the consent agenda and minutes by Councilmember Kruppa. Seconded by Councilmember Hooker. Vote: 7 For – 0 Against.**

**REGULAR AGENDA** (discussion and action items)

4. Consideration and act upon authorizing the City Manager to execute a letter agreement and understanding between the City of Manor and Presidential Glen, Ltd related to the release of the BAD-Gunn Tract and the Perry Tract from the Manville Water Supply Corporation's CCN and the addition of both tracts to the City's CCN.

**City Manager Steve Shanks addressed Council and discussion was held. Motion to authorize the City Manager to execute a letter agreement by Councilmember Burrell. Seconded by Councilmember Kruppa. Vote: 7 For – 0 Against**

5. Consideration and act upon authorizing the City Manager to execute a proposal from Precision Safe Sidewalks, LLC for the repair of several areas of sidewalk trip hazard within the City of Manor. Of the 37 locations identified for repair by Jay Engineering Co., 21 of them fall within the scope of the remediation process and can be corrected at a total proposed cost of \$4,781.20.

**City Manager Steve Shanks gave an overview of the project and the study that was conducted by Jay Engineering. City Engineer Frank Phelan identified 21 areas that met the criteria. Motion to authorize the City Manager to execute a proposal from Precision Safe Sidewalks, LLC by Councilmember Kruppa. Seconded by Councilmember Davies. Vote: 7 For – 0 Against**


6. CITY MANAGER'S REPORT
  - a. Required Courses for Councilmembers
  - b. Amended Budget & Upcoming FY Budget
  - c. Council election of Mayor Pro-Tem
  - d. City Council Workshop
  - e. City Manager's Performance Evaluation
  - f. Upcoming Events & Announcements


**City Manager Steve Shanks gave a brief overview of the items.**

**ADJOURNMENT**

**Motion to Adjourn by Councilmember Kruppa. Seconded by Councilmember Davies. Vote 7 For – 0 Against. Meeting was adjourned at approximately at 7:22 P.M.**

ATTEST:

  
\_\_\_\_\_  
Frances M. Aguilar, City Secretary

  
\_\_\_\_\_  
Rita G. Jonse, Mayor

**Section 3.09. Voting.** All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. No ordinance, resolution, order, action, matter or issue shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting, and not less than four affirmative votes shall be required to pass, approve, adopt, take action on or consent to any ordinance, resolution, action, matter, issue or motion.

**Section 3.10. Compensation.** The mayor shall not be paid and each other council member shall not be paid. They shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of official duties, as budgeted and duly authorized. No staff or assistant shall be provided for any member of the council.

#### **ARTICLE IV. THE AUTHORITY AND LIMITATIONS OF THE CITY COUNCIL**

**Section 4.01. Mayor.** The mayor shall serve as the ceremonial head of the city, preside at all meetings of the council and provide the leadership necessary to good government. He or she shall work with the council to obtain legislation in the public interest and with the city manager to ensure that the same is enforced, and participate in the discussion and vote on all legislative and other matters coming before the council. The mayor shall have signatory authority for all legal contracts and commitments of the city, sign all ordinances and resolutions, work and coordinate with the city manager and the council, but may not bind or obligate the city in any way without prior authorization from the council and to the extent provided by state law in time of declared emergency, may take command of the police and govern the city by proclamation, maintain order and enforce all laws; provided that the mayor must immediately call for an emergency meeting of the city council to consider the appropriate actions for the city during the emergency; and perform ceremonial duties.

**Section 4.02. Mayor Pro-Tem.** At its first regular meeting after all the members of the council elected at a general election have taken office, or after a vacancy in the office of mayor pro-tem, the council shall elect one of its members to be mayor pro-tem for a one (1) year term, or to fill the unexpired term resulting from the vacancy. The mayor pro-tem shall be the council member who receives a majority of the votes cast but not less than four votes. In the absence of the mayor, the mayor pro-tem shall perform the duties of the mayor and in such capacity shall be vested with all powers conferred on such office. In the event of the failure, inability or refusal of the mayor to act in respect to any matter or duty, the mayor pro-tem shall act. In the event the office of mayor becomes vacant, the mayor pro-tem shall serve as mayor until the office is filled.

**Section 4.03. The City Council.** The city council shall be the legislative and governing body of the city and shall have control of all the city finances, property, functions, services, affairs and programs subject only to the terms and provisions of this charter. The council shall have the power to ordain, alter, amend or repeal and enforce ordinances, resolutions,

following order, the words "Yes" and "No" each with a square in which the voter may cast his or her vote by marking a cross (X) or other mark; provided the requirements of this section may be varied, not inconsistent with state law, as necessary for use of an electronic voting system.

(e) **Write-In Votes.** Procedures for write-in votes shall be consistent with the Texas Election Code.

**Section 5.08. Voters and Voting.** Every registered voter who has been a resident of the city for thirty (30) days or more prior to the date of the election shall be entitled to vote in city elections. Early voting and the hours the polls are open shall be as established by state law, or absent state law providing therefore, as established by ordinance. Write-in votes shall be permitted only in compliance with the Texas Election Code.

**Section 5.09. Election Results.** The mayor and council members shall be elected by plurality vote. No measure shall be adopted except by a majority vote and a tie vote shall defeat the measure.

**Section 5.10. Canvassing.** The returns of every municipal election shall be delivered by the election judges to the city secretary at city hall not later than twenty-four (24) hours after the closing of the polls. The city council shall canvass the returns in accordance with state law. The returns of every municipal election shall be recorded in the minutes of the council by totals for each candidate, or for and against each issue submitted.

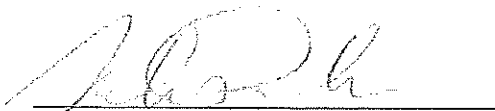
**Section 5.11. Term of Office.** The mayor and each council member shall serve until his or her successor is elected or appointed and qualified to serve. The regular term of office of the mayor and the council members shall commence on the first regular council meeting following the canvass of the election at which they receive a plurality vote. The remaining term of a member of council elected at a special election shall commence on the first regular council meeting after the canvass of votes for the election at which they receive a plurality of the votes cast for the office.

## ARTICLE VI. INITIATIVE AND REFERENDUM

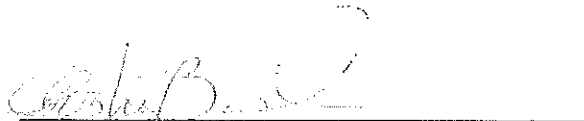
**Section 6.01. General.** The citizens reserve the powers of initiative and referendum which may be exercised in the manner and subject to the limitations provided in this Article.

**Section 6.02. Initiative.** Subject only to the limitations provided in this Article, the people of the city shall have the power to propose legislation on any local government issue, except legislation appropriating money, levying taxes, affecting zoning, annexing land or setting rates, fees or charges. If the council fails to adopt an ordinance so proposed, to adopt or reject the proposed legislation at an election.

**Section 6.03. Referendum.** The people of the city shall have the power to require reconsideration by the council of any adopted ordinance regarding any issue that would be a



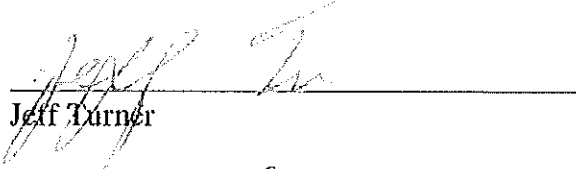
Mike Burke



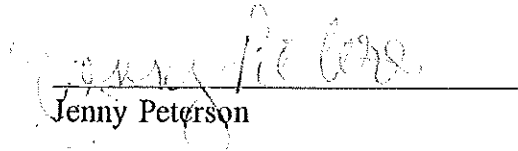
Christianne Burke



Susan Rang



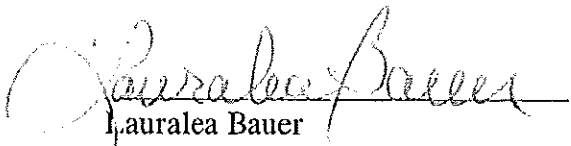
Jeff Turner



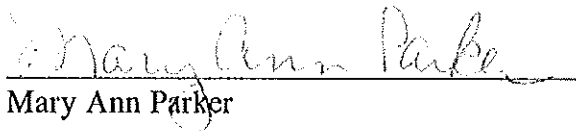
Jenny Peterson




Nora Sanchez



Lauralea Bauer



Mary Ann Parker



Bess Beliveau