

City Manager
Jason Stuebe
City Secretary
Jenny Page
City Attorney
Scott Bounds



Mayor
Norman Funderburk
Council Members
Charles Cunningham
Commission Members
Mike Marshall
Mark Martin

Minutes
Charter Review Commission
Wednesday, July 21, 2021 at 1:00 p.m.
City Hall Council Chamber, 114 West Higgins
Humble, Texas

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Members Present: Member - Mayor Norman Funderburk, Presiding
 Member - Council Member Charles Cunningham, Jr.
 Member - City Manager Jason Stuebe
 Member - City Secretary Jenny Page
 Member - Citizen Mark Martin
 Member - Citizen Mike Marshall
 Member – City Attorney Scott Bounds

Members Absent: None

Staff Present: Assistant to the City Secretary Elanna Killian.

1. Call to order.

With a quorum present, the Charter Review Commission Meeting of the Humble City was called to order by City Secretary Jenny Page at 1:05 p.m. on Wednesday, July 21, 2021 in the Council Conference Room of the City of Humble City Hall, 114 West Higgins, Humble, Texas 77338. A note was placed on the Chamber door to notify citizens the meeting had moved to the Council Conference Room.

2. Introductions.

Ms. Page asked everyone to go around the room and introduce themselves.

3. Oaths of Office.

Assistant to the City Secretary Elanna Killian administered the Oath of Office and Statement of Appointed Officer to members Mayor Norman Funderburk, Council Member

Charles Cunningham, Jr., City Manager Jason Stuebe, City Secretary Jenny Page, Mark Martin, Mike Marshall, and City Attorney Scott Bounds.

4. Purpose and goal of the Commission.

Ms. Page set forth the purpose and goal for the Commission on the review of the Charter.

5. Process and timeline for completion.

Ms. Page explained the process and timeline for completion of the review. After a preliminary review, the Commission will revisit proposed recommendations, and present a summary to Council and citizens at a Public Hearing. Mr. Bounds discussed the process from the legal point of view and addressed questions from the Commission.

6. Review of meeting dates and times.

Ms. Page discussed the meeting dates and times she had proposed with the Commission. The Commission discussed future meeting dates and were in agreement with the exception of August 5, 2021. This date may be rescheduled or canceled at a future date.

7. Review and discuss Article 1 through Article 8 as time allows.

Mr. Bounds suggested the Commission start reviewing Article 1 since the business on the agenda was moving more quickly than anticipated. The Commission agreed.

Article 1 – Incorporation; Form of Government; Corporate and General Powers

Section 1: No changes were proposed.

Section 2: Mr. Bounds suggest deleting this section due to being governed by State Law. The following section numbers in this article would change.

Section 3: Mr. Bounds recommended that the Council appoint the City Manager and the City Manager have the responsibility to execute the day-to-day operations of the City rather than the Mayor.

Section 4: Mr. Bounds recommended Article 1175 of the Revised Civil Statues of the State of Texas is antiquated and should be removed. He recommended additional language to clarify the statement.

Section 5: Ms. Page recommends replacing City Secretary with City Manager or his designee, since she does not do this duty and he receives and files all claims. Mr. Bounds recommends changing within thirty (30) days notice to the Tort Claims Act requirement of one hundred and eighty (180) days.

Section 6: No changes were proposed.

Section 7: Mr. Bounds suggest adding some additional duties from the National League of Cities Charter Model. After discussion, it was recommended to add naming of streets to the list of duties.

Section 8: Mr. Bounds recommended deleting reference to statues and adding language to clarify.

Section 9: Mr. Bounds suggest deleting this section because it is now controlled by Chapter 43, Texas Local Government Code.

Section 10: No changes were proposed.

Section 11: No changes were proposed.

Section 12: Ms. Page suggested replacing the word shall with may since the City did not have an ordinance regulating garbage. There were also typo's to address.

Section 13: The Commission could delete this section or could keep as a clarification.

Article II – The City Council and their Election

Section 1: Mr. Bounds recommended changing the Section title from City Officials to City Council and removing the City Manager and staff from this section. He also recommended defining the City Manager independent from City Council in a separate section later in this article.

Section 2: Ms. Page stated there had been some discussion brought to her attention regarding council being elected by majority vs. plurality. Plurality would not require a runoff election if no candidates won their race by 50% + 1 vote. After discussion, some were in favor and others had no comment.


If majority is continued, Ms. Page recommended additional language to address runoff elections.

Section 3: No changes were proposed except one typo.

8. Adjourn.

With no further business to discuss, the meeting was adjourned at 2:45 p.m.

APPROVED BY CHARTER REVIEW COMMISSION THIS 29TH DAY OF JULY 2021.



Jenny Page, City Secretary

