



REGULAR MEETING MINUTES
City Council – City Of Quitman, Texas
Thursday January 19, 2017, 5:30 PM

City Council Chambers, City Hall - 401 E Goode Street, Quitman, TX

Council Present: J.R. Evans, Mayor; David Dobbs, Mayor Pro-Tem; Susan Resnik, Alderman; Randy Dunn, Alderman and Brad Medlin, Alderman.
Council member absent: Kevin Gilbreath, Alderman

Staff Present: Jim McLeroy, City Attorney; Walter Lutonsky, Streets & Maintenance Director; Dee Gilbreath, Utilities Director; Scott Wheeler, Fire Chief and Kelly Cole, Police Chief; Delene Allen, Civic Services Director; and Greg Hollen, City Secretary / Administrator. QDC Executive Director Denea Hudman was also present.

Staff Absent: none

Mayor Evans called the meeting to order at 5:30 PM.

The Mayor gave an invocation and Alderman Resnik led the recitation of the United States Pledge and the Texas Pledge

Item 1 - Citizen Comments None

Item 2 - Mayor comments

The Mayor reminded the city council and those in attendance of the Quitman Chamber of Commerce banquet, to be held February 9, 2017 at the Civic Center and was looking forward to everyone's attending. He also noted we continue to make progress on gathering information and bids to refurbish the city pool and to expect a resolution at next month's meeting for patching & repairing. Finally, he noted we would soon have new faces at city hall, hiring a Utility Clerk and a Municipal Services (Court) Clerk, replacing those staff members who are departing..

CONSENT AGENDA

All items under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- (Item 3) December 15, 2016 City Council Regular Meeting Minutes
- (Item 4) January 9, 2017 Special City Council Meeting Minutes
- (Item 5) Financial Report as of December 31, 2016
- (Item 6) Budget Report as of December 31, 2016
- (Item 7) December Departmental Reports

Mayor Pro-Tem Dobbs made a motion to approve the Consent Agenda, Alderman Resnik seconded the motion. The motion passed unanimously.

Item 8 Wood County Industrial Commission Representative Report

WCIC representative Sam Scroggins provided the commission's monthly activity report summary covering the minutes of their January 5, 2017 meeting. He highlighted three (3) items, the "Lakes of Wood County" marketing program, with North Star Destination Strategies, a request to allocate returned funds (due to recipient being outside the county) to Speak Easy Coffee company for their new shop downtown, opening in late February. WCIC board believes the coffee shop has merit but other groups that also requested funds during the solicitation period should be given priority. Final topic was a discussion of the WCIC board's decision not to engage Beacon Aviation, Inc, in aerial mapping of the county, given free services of slightly less quality on line.

Item 9 – Acker & Company 2016 City of Quitman Annual Audit

Mayor Evans introduced Ms. Mary Bonfanti, from Tyler based Acker & Company to provide the results of the city's annual financial audit. Audit booklets were distributed and Ms. Bonfanti opened here remarks by having the city council members review the summary letter providing their firm's analysis that this audit was "a clear opinion, the best you can get!". She thanked the city staff for providing the information to the firm earlier than usual. She noted several the year over year mandated increases such as the Pension liability portion.

Mary mentioned the importance of hiring strong individuals for the open administration clerical roles, and opened for questions.

Mayor Pro Tem Dobbs asked about the conversion earlier in the year from a MS Excel based bookkeeping to a QuickBooks platform. Ms. Bonfanti said it has gone smoothly and she is "confident in the people you have," especially Sheryl Laudenslager and Greg Hollen, and stated "credit to them" for making the process run smoothly. Alderman Dunn echoed his support for the administrative staff in this area.

In closing, Ms. Bonfanti again thanked the Mayor and city council staff for their diligence in monitoring the city's financial performance, especially since the hiring of new city staff and closed by saying the city "is on the right track!"

Following Ms. Bonfanti's presentation, Mayor Evans introduced Item 13 Resolution approving 2016 City Financial Audit, from later in the city council agenda for discussion.

Item 13 Resolution approving 2016 City Financial Audit

Following the Acker & Company presentation a brief discussion was held on this agenda item. ***Alderman Dunn made a motion to approve, Alderman Medlin seconded the motion. The motion passed unanimously.***

Item 10 - May 6, 2017 City General Election Order

Mayor outlined the upcoming May 6, 2017 election, noting that we would be sharing costs with the Quitman ISD and Wood County Central Hospital District should they also have needs, as in year past. He mentioned the ballot would provide for the election of a Mayor, for a full two year term, and two Aldermen for full two year terms. Filing materials would be available at the city hall.

Mayor Pro-Tem Dobbs made a motion to approve, Alderman Dunn seconded the motion. The motion passed unanimously.

Item 11 - Resolution authorizing Sheryl Laudenslager to COQ bank account signing at WCNB

Mayor Evans discussed this procedural resolution to add our Finance Clerk, Sheryl Laudenslager to our city of Quitman signing authorizations at our bank, WCNB. He outlined the requirement for two city council members, the Mayor and Mayor Pro Tem, as well as two city administrative employees be on the signing cards, authorizing check approvals.

Alderman Resnik made a motion to approve, Alderman Medlin seconded the motion. The motion passed unanimously

Item 12- Resolution appointing members of the Quitman Planning & Zoning Commission

Mayor Evans provided an overview of the Planning & Zoning Commission, and noted that we had two vacancies on the board. Recent economic development efforts add focus on the commission's work and this resolution approves one nominee, Mr., Jonathan Jackson. The Mayor and City Secretary / Administrator are striving to find an additional individual to serve.

Mayor Pro-Tem Dobbs made a motion to approve, Alderman Dunn seconded the motion. The motion passed unanimously.

Item 14 - Resolution authorizing Building Inspection contract negotiations with Bureau Veritas, of Plano, TX

This resolution, and the companion resolution # 15, outlines the efforts by the city to enhance building inspection relationships to facilitate economic growth. Alderman Dunn noted the change, to a non exclusive contract relationship and the Mayor stated that Bureau Veritas had reduced their rates on residential inspections, and we would be bounding this relationship to a three year term. Mayor Pro Tem Dobbs discussed this was the result of our recent council workshop that the city staff would be ramping up their engagement in the inspection process. The Mayor noted the city would decide, not the building which firm would be inspecting them and he also stated his belief that big projects would get dedicated, single point of contact inspectors from BV, as we had received in the current

QISD building effort. It was noted the city secretary / administrator is the authority to negotiate a rate structure and three year terms with these providers.

Mayor Pro-Tem Dobbs made a motion to approve, Alderman Resnik seconded the motion. The motion passed unanimously.

Item 15 - Resolution authorizing building inspection contract negotiations with A-1 Building Inspections, of Terrell, TX

This resolution, similar to the previous companion resolution # 14, outlines the efforts by the city to enhance building inspection relationships to facilitate economic growth. Mayor outlined this firm, also discussed at the workshop, has a competitive proposal and has local work experience in Wood County. We have conducted trial efforts with them successfully. They would also be engaged on a non exclusive basis, for a fixed term of three (3) years.

Alderman Medlin made a motion to approve, Alderman Dunn seconded the motion. The motion passed unanimously

Item 16 - Resolution authorizing inclusion Finance Clerk & Utility Clerk position subscriptions into City of Quitman Personnel Manual

Changes to position descriptions for city personnel are to be added to the manual. This resolution provides updated job descriptions for Finance Clerk and Utility Clerk. General discussion included Alderman Dunn asking about the reporting relationships and the Mayor outlined the direct, indirect and administrative aspects on the city secretary / administrator's authority. Mayor Pro Tem Dobbs asked about the physical office lay out and everyone responded it was satisfactory. With the upcoming municipal court clerk vacancy, we will be reviewing those responsibilities as well and rewriting that position also.

Mayor Pro-Tem Dobbs made a motion to approve, Alderman Resnik seconded the motion. The motion passed unanimously.

Item 17 - Resolution supporting efforts of QDC to gain tax credit with State of Texas for proposed Quitman Housing developments.

Mr. Mark Temple, the development representative discussed the two resolutions (#17 & #18) and the efforts underway to provide new housing opportunities to the community. 80 single family properties (1-3 bedroom) and 48 senior living facilities (1-2 bedroom) are anticipated. He discussed the success of the partnership and explained the state's tax credit program. In response to Alderman Dunn's inquiry, Mr. Temple underscored that this was not "Section 8" or HUD housing and that participants were vetted to ensure they were employed and had proper income (W-2's and tax returns, reviewed annually) to maintain their rentals. There would also be oversight by the Texas Department of Housing and the IRS.

Mayor Pro Tem Dobbs received assurances that there would be a management company hiring local jobs and Mr. Temple ensured the council insisted that local construction companies would be used whenever possible. Timeline is anticipated to be: Initial application in to state early January, 2017 (complete). An extensive application due to state March 1, 2017. 15 year Tax credits awarded in July, 2017 timeframe. Construction should take 6 to 8 months on both developments. Our Region is rated #1 the level for these types of projects and there are 16 other applications.

. Mayor Pro-Tem Dobbs made a motion to approve, Alderman Medlin seconded the motion. The motion passed unanimously.

Item 18 Resolution supporting efforts of QDC to support tax credit application with State of Texas for Proposed Quitman Park Estates housing developments. This resolution was also discussed and comments regarding the prior resolution are applicable. The 80 single family apartment properties (1-3 bedroom) are the subject of this resolution.

Alderman Medlin made a motion to approve, Alderman Dunn seconded the motion. The motion passed unanimously

The Mayor noted that items agenda Item 19, a Resolution regarding Dollar General TABC license request was not needed as this would be handled administratively and that we would not have an executive session at this time, on advice of our legal counsel, until next month to discuss certain real estate matters.

Adjournment

Mayor Pro-Tem Dobbs made a motion to approve, Alderman Dunn seconded the motion. The motion passed unanimously.

The meeting was adjourned at 6:36 PM

I HEREBY CERTIFY THAT THESE MINUTES ARE A TRUE AND CORRECT RECORD OF THE ITEMS CONSIDERED AND ACTION TAKEN AT THIS MEETING AND THAT THESE MINUTES HAVE BEEN APPROVED AS TRUE AND CORRECT AND THAT AN EXECUTED COPY IS ON FILE WITH THIS OFFICE.

***Gregory D. Hollen
City Secretary / Administrator***