



REGULAR MEETING MINUTES
City Council – City Of Quitman, Texas
Thursday February 16, 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. Kevin Gilbreath, Alderman also present.
Council member absent: none

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.

Alderman Dunn gave an invocation and Mayor Pro Tem Dobbs led the recitation of the United States Pledge and the Texas Pledge

Item 1 Citizen Comments None

Item 2 Mayor comments

The Mayor mentioned the new QHS Athletic Director, Coach Bryan Oakes' arrival and reception prior to the council meeting. He talked about the Planning & Zoning board and solicited suggestions for the opening there, noting that he and Greg have been working to staff the organization and are scheduling a meeting soon. The Mayor also read a proclamation designating March 19 thru 25, 2017 as Poison Prevention Week, stressing the importance of keeping our community, especially children safe from accidental poisonings. He closed by requesting to move *Item 10, Resolution to fill Alderman Vacancy* up to immediately follow his remarks. There was no objection.

Item 10 Resolution of approval to appoint alderman to vacancy

Discussion was held regarding Alderman absence policy. City Attorney Jim McLeroy shared that three consecutive, unexcused absences render a city council seat vacant and an appointment would need to be made to fill the vacancy. Kevin Gilbreath noted that his absences were for work related events and were in part the result of our changing the council meeting times. City Attorney McLeroy recommended that any future absences, by any council member, be pre-approved by the council, and that advance approved would be sufficient.

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

Following the resolution approval, City Secretary / Administrator Hollen administered the oaths of office to Alderman Gilbreath and he returned to the council dais.

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 January 19, 2017 City Council Regular Meeting Minutes

Item 4 *None; no special meeting minutes this month*

Item 5 Financial Report as of January 31, 2017

Item 6 Budget Report as of January 31, 2017

Item 7 January Departmental Reports,

A discussion was held at the request of Alderman Dunn regarding unmarked city vehicles. Chief Cole outlined the types of vehicles and reasons for marking/identifying and those not marked.

Alderman Dunn made a motion to approve the Consent Agenda, Alderman Gilbreath 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 February 2, 2017 meeting. He highlighted several items from that meeting, including the presentations on *Beautiful Wood County*, and the *My Honor Program* (BSA), by Mr. Jim Buerger who was in attendance with us. He spoke about the Texas Hotel Lodging Association's efforts to market additional tourist websites, such as TravelTexas.com. Sam closed with a recap of old business regarding UCC funding disbursements and carry over awarding of funds either returned or not spent. A discussion was held, initiated by Alderman Dunn regarding funds not spend being returned to the pool or lost, and Sam outlined his belief that returning funds would not guarantee their availability in a future funding cycle.

ORDINANCES

Item 9 *None; there were no Ordinances this month*

Item 11 Resolution approving Joint Elections

This is a companion Resolution to last month's ORDER 011917(01), authorizing May 6th election. This resolution outlines the sharing of expenses between city of Quitman, Quitman ISD and Wood County Central Hospital District, and identifies the location of early voting and election day voting.

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

Item 12 Resolution reviewing and approving ETCOG interlocal agreement on 911 info service

The Mayor outlined this annual request to engage with the ETCOG group to extend 9-1-1 database service to our community. City Secretary / Administrator Hollen mentioned this is a non-budgeted expense in the \$800.00 to \$1,400.00 annual cost range, with rebate options possible for some costs.

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

Item 14 Resolution authorizing interlocal agreement for mowing services with Wood County

The Mayor outlined this annual arrangement for our annual mowing relationship with the county. Dee Gilbreath acknowledged the County's helpfulness in this regard at our water and treatment plants.

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

Item 15 Pool Funding - Transfer funds from General Fund Reserve to Pool Maintenance- Pool Repair bid approval/contract

Mayor introduced discussion regarding the city pool, and the need to provide repairs. To begin the process, he and Greg have spoken with our auditors at Acker & Company and all recommend the transfer of funds from Unrestricted General Reserve Funds into our budgeted Pool Maintenance budget line. There are immediate repair needs which could prevent the pool from opening this year, such as crumbling plaster. Assuming approval by the City Council, Gary Simpkins and other city staff have gathered bid proposals to obtain repairs. A motion to transfer \$15,500.00 from Unrestricted General Reserve Fund to Pool Maintenance Fund was made.

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

Approval of Pool Maintenance contract with B&H Pools

Following authorization to transfer funds, the council discussed the actual bids received for the pool rehabilitation. B&H Pools of Plano, TX was identified as the lowest bidder and a motion was made to award them the bid.

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

Item 16 Resolution authorizing inclusion of updated position into City of Quitman Personnel Manual

The Mayor and City Secretary / Administrator have been updating job position descriptions to more accurately reflect staff responsibilities, and this resolution updates the municipal services clerk role. This resolution is a companion resolution to several positions approved at last month's meeting.

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

Item 17 Resolution appointing new library board member

A vacancy due to illness has been created on the Library Board. Library Director Allen has recommended Ms. Ulna McWhorter be appointed to fill the unexpired term, until September 30, 2018.

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

Item 18 Resolution supporting Police Grant Application

Mayor Evans introduced this topic as a continuation of our efforts to support our police department as they seek funding grants for various purposes. Chief Kelly Cole provided an overview of various grant requests underway, many requiring a city council resolution of support to complete the process. He mentioned a reporting system grant request underway to help defray \$8,000 in system costs, as well as a trauma bag request. further discussed the possibility of receiving HUMVEE vehicles in other grants.

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

The City Council went into Executive Session at 6:10 PM, or reviewing two items; a Real Estate matter as well as a Personnel matter. Council reconvened the city council meeting open session at 6:38 PM.

Item 19 R021617(K) Approval for the City Attorney to proceed with legal action needed to resolve the matter of a leased property - No action was taken in this matter.

Item 20 R021617(L) Personnel City Secretary / Administrator To Retain, adjust salary & vacation Motion was made to approve an increase in compensation, including additional vacation, as outlined in his employment discussions.

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

Adjournment

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

The meeting was adjourned at 6:40 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**