

MEETING MINUTES
City Council, City Of Quitman
Thursday, July 19, 2012 – 7:00 PM
City Council Chambers, City Hall – 401 E. Goode Street, Quitman, TX

COUNCIL PRESENT: Jerry Edwards, Mayor; J.R. Evans, Mayor Pro-Tem; Toni Cole, Alderman; Larry Crow, Alderman; and Randy Dunn, Alderman

COUNCIL ABSENT: Sam Lange, Alderman

STAFF PRESENT: Mike Hall, City Secretary / Administrator; Delene Allen, Civic Services Director; Meri Joy Brightwell, Assistant City Secretary; Miles Tucker, Police Captain (for Kelly Cole, Police Chief); Dee Gilbreath, Utilities Director; Walter Lutonsky, Streets & Maint Director; Jim McLeroy, City Attorney, and Ronnie Box, Asst Fire Chief (for Scott Wheeler, Fire Chief).

Edwards called the meeting to order at 7:00 PM.

Evans gave an invocation and Edwards led the pledge.

Item 1 – Citizen Comments (COMMENT ONLY)

Chana Gail Willis, Wood County Industrial Commission Executive Director, gave a presentation to the Council including: sales tax, Commission membership/meetings, Commission budget/projects, hotel/motel tax, and county demographics.

Item 2 – June 21, 2012 City Council Meeting Minutes

Evans made a motion to approve the minutes, Crow seconded the motion. The motion passed unanimously.

Item 3 – June Financial Report

Crow made a motion to approve the reports, Evans seconded the motion. The motion passed unanimously.

Item 4 – June Budget Report

There was discussion about the fire department fuel line being currently at 100%. Hall stated the budget was managed bottom line by department and there should be sufficient remainders in other lines within the Fire Department to cover the excess.

Evans made a motion to approve the report, Crow seconded the motion. The motion passed unanimously.

Item 5 – June Departmental Reports

Evans made a motion to approve the report, Crow seconded the motion. The motion passed unanimously.

Item 6 – Fiscal Year Ending 2011 Audit Report

Edwards introduced the resolution and recommended approval noting such would be accepting the audit report as presented. Lynn Acker with Acker and Company was present to discuss the report. Acker noted that the audit went well with excellent cooperation from management & staff. He stated that overall the city was in good fiscal condition with adequate financial controls and reporting in place. He noted the need for the City to consider software alternatives due to the limitations of the existing financial software, which did require some effort of coordination and translation in the process of preparing financial statements. Edwards requested that the audit be completed as soon as possible following the close of the fiscal year rather than delaying past corporate tax season. Acker noted he had previously agreed to work with the staff to begin this year's audit in late October or early November.

Crow made a motion to approve the resolution, Evans seconded the motion. The motion passed unanimously.

Item 7 – Quitman Development Corporation Fiscal Year Ending 2013 Budget.

Edwards introduced the resolution explaining the Development Corporation was required to submit an operating budget for approval each year prior to the City's budget process. Recommending approval, he noted passage of the resolution would approve the budget as submitted. Hall noted the budget was essentially the same as the previous year with the addition of a \$7,500 project for a development study on a regional Expo & Convention Center and that a portion of outstanding debt service would still be handled with remaining construction funds. He noted the budget was net zero and the cash position of the QDC at about \$200K would remain the same between years.

Evans made a motion to approve the report, Crow seconded the motion. The motion passed unanimously.

Item 8 – Bookman Street Sewer and Paving Improvements Projects Bid

Edwards introduced the resolution explaining the combined projects bid had exceeded the available funding for the overall project. Recommending passage, he noted the resolution directed the redesign of the project specifications to try to accomplish the work at the budgeted level and to divide the project into two portions, street and sewer.

Crow made a motion to approve the resolution, Cole seconded the motion. The motion passed unanimously.

Adjournment

Cole made a motion to adjourn, Evans seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:30 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.



MICHAEL E. HALL
CITY SECRETARY-ADMINISTRATOR