

**MEETING MINUTES**  
**City Council, City Of Quitman**  
Friday, May 17, 2013 – 7:30 AM  
City Council Chambers, City Hall – 401 E. Goode Street, Quitman, TX

**COUNCIL PRESENT:** J.R. Evans, Mayor; Toni Cole, Alderman; Larry Crow, Alderman; Arnie Spiers, Alderman; and David Dobbs, Alderman

**COUNCIL ABSENT:** Randy Dunn, Alderman

**STAFF PRESENT:** Mike Hall, City Secretary / Administrator; Meri Joy Brightwell, Assistant City Secretary

**Evans called the meeting to order at 7:35 AM. Evans led an invocation and the pledge.**

<b>Item 1 – Overview of Open Meetings Act</b>	<b>[Discussion Only]</b>
<b>Item 2 – Citizen Discussions</b>	<b>[Discussion Only]</b>
<b>Item 3 – Overview of Boards / Commissions</b>	<b>[Discussion Only]</b>
<b>Item 4 – Overview of City Organization / Operations / Budget</b>	<b>[Discussion Only]</b>
<b>Item 5 – April Finance Report</b>	<b>[Discussion Only]</b>
<b>Item 6 – April Budget Report</b>	<b>[Discussion Only]</b>
<b>Item 7 – April Departmental Reports</b>	<b>[Discussion Only]</b>

Evans made opening remarks noting his desire to have each Council member review materials prior to meetings and communicate with him or the appropriate staff member on items for clarification. He also noted the necessity to avoid discussion in a deliberative manner so as to not violate the provisions of the Open Meetings Act (OMA) and specifically cautioned members to avoid discussion among themselves on City business matters outside the context of a posted meeting. Hall noted the need for new members to complete OMA required training and/or provide certification of such within 90 days for compliance.

Evans noted that Council members were likely familiar with most of the materials and items, supporting materials for each of the above items that had been included in their packets. He offered an opportunity to ask any questions or make any comments concerning any of the particular items. Spiers requested to include a monthly EMS report with the department reports. There was general discussion about the appointment of Board of Adjustment membership, with the conclusion that each Alderman was responsible to appoint a member and provide notification to Hall of such appointment

**Item 8 – Appointment of Mayor Pro-Tempore**

Evans noted this was annually completed following the regular election date. Evans nominated Cole.

***Crow made a motion to approve the resolution appointing Cole as Mayor Pro-Tempore, Spiers seconded the motion. The motion passed unanimously.***

**Item 9 – Bank Account Authorization and Signatories**

Evans noted the bank signatories resolution would need to be redone to include Crow. Hall requested the addition of a third signatory on the Council who was locally available at most times. There was general consensus that Evans would be the primary signer for the Council, with Cole in his stead when not available, and Crow thirdly when neither was directly available in the event of an emergency. Hall noted he would properly discuss or advise Evans in all instances of an alternate signatory on the Council's behalf. Likewise, Hall requested the addition of a third signatory from the city staff. He noted any action would require one of the three signatures from the Council AND one of three signatories from the city staff, himself, Brightwell, or Sandy Cobern (Utility Clerk).

***Spiers made a motion to approve the resolution with signatories as discussed, Dobbs seconded the motion. The motion passed unanimously.***

**Item 10 – Fiscal Year Ending 2014 Budget Schedule and Process**

Evans introduced the resolution noting it would approve the budget schedule and process as presented in the attachment. He asked for volunteers to work with him, Hall and department heads on each fund. Cole and Spiers took the General Fund, Dunn and Crow took the Utility Fund. Dobbs took the Special Funds. There was general discussion about if there would be any conflict of interest for Cole to participate on the General Fund directly, Hall noted that the only potential conflict would be a decision that directly affected her financially through individual based compensation rather than general program based decisions. Hall also noted the need to reschedule the September Council meeting to a week later to fit the posting and public review requirements proposed budget based on the previous rescheduling of the August meeting.

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

**Item 11 – Appointment of Municipal Judge and Associate Judge**

Evans noted this resolution would reappoint Charles Busby as Municipal Judge and Alice Tomerlin as Associate Municipal Judge.

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

**Adjournment**

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

**The meeting was adjourned at 8:10 AM.**

**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.**



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**MICHAEL E. HALL**  
**CITY SECRETARY-ADMINISTRATOR**