

**MEETING MINUTES**  
**City Council, City Of Quitman**  
Friday, May 18, 2012 – 5:30 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; and Larry Crow, Alderman

**COUNCIL ABSENT:** Randy Dunn, Alderman; Sam Lange, Alderman

**STAFF PRESENT:** Mike Hall, City Secretary / Administrator

**Edwards called the meeting to order at 5:30 PM.**

**Without objection Items 1-7 were taken up as a single item.**

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

Edwards 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 and specifically cautioned members to avoid discussion among themselves on City business matters outside the context of a posted meeting.

Edwards noted that Council members were familiar with the materials and items, supporting materials for each had also been included in their packets. He offered an opportunity to ask any questions or make any comments concerning any of the particular items. There were no comments.

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

Edwards noted this was annually completed following the regular election date. He noted Lange had indicated his desire to have someone else serve. Cole nominated Evans.

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

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

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

***Evans made a motion to approve the Resolution with signatories as discussed, Crow seconded the motion. The motion passed unanimously.***

**Item 10 – Fiscal Year Ending 2013 Budget Schedule and Process**

Edwards noted this resolution would approve the budget schedule and process. He asked for volunteers to work with department heads on each fund. Cole and Crow took the Utility Fund, Evans took the General Fund, to which Dunn was also assigned. Lange was assigned to Special Funds.

***Evans 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 5:50 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**