



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 her 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 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**

SIGNATORIES FOR CITY ACCOUNTS

RESOLUTION 011917(A)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
APPROVING AUTHORIZATION ON CITY ACCOUNTS**

A. I, Gregory D. Hollen, certify that I am Secretary of the above named corporation organized under the laws of State of Texas, Federal Employer I.D. Number 75-6000644, engaged in business under the name of the City of Quitman, Texas and that the following is a correct copy of the resolution adopted at a meeting of the City Council of the City of Quitman, duly and properly called and held on January 19, 2017. This resolution appears in the minutes of the meeting and has not been rescinded or modified.

B. Be it resolved that,

(1) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by any financial institution.





(2) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the City of Quitman with any financial institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

(3) Any of the persons named below, so long as they act in a representative capacity as agents of this corporation, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with any financial institution, concerning funds deposited in any financial institution, moneys borrowed from any financial institution or any other business transacted by and between the City of Quitman and any financial institution subject to any restrictions stated below.

(4) Any and all prior resolutions adopted by the City Council of the City of Quitman and certified to any financial institution as governing the operation of the city's account(s), are in full force and effect, unless supplemented or modified by this authorization.

(5) The City of Quitman agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of the City, and authorizes any financial institution, at any time, to charge this corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the financial institution, regardless of by whom so long as they resemble specimens in section 6 and contain the required number of signatures in the proper combination for this purpose.

(6) If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

	Name	Title	Signature
(A)	J.R. Evans	Mayor	
(B)	David Dobbs	Mayor Pro-Tem	
(C)	Gregory D. Hollen	City Secretary / Administrator	
(D)	Sheryl Laudenslager	Finance Clerk	

A or B AND D (1) Open any deposit or checking account(s) in the name of this corporation.
Number of authorized signatures required for this purpose: Two (2) as noted

A, B or C AND D or E (2) Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.
Number of authorized signatures required for this purpose: Two (2) as noted

A or B AND D (3) Borrow money on behalf and in the name of this corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.
Number of authorized signatures required for this purpose: Two (2) as noted

A or B AND D (4) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
Number of authorized signatures required for this purpose: Two (2) as noted

A or B AND D (5) Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution.
Number of authorized signatures required for this purpose: Two (2) as noted

A or B AND D (6) Apply for, receive and utilize debit, automated teller machine cards or other access devices to exercise those powers authorized by this Resolution. Under the terms of the agreement, debit cards will be in effect until cancelled by the customer. The card will be accepted by the depositor regardless of the signatures included in this resolution. The City assumes all responsibility and liability for the use of the card and the financial institution assumes no liability until such time the financial institution is notified that the card is to be cancelled.
Number of authorized signatures required for this purpose: Two (2) as noted

A, B, C, D or E (7) Transfer funds from any established account to another established account.

D. I further certify that the City Council has, and at the time of adoption of this resolution had full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

In witness whereof, I have hereunto subscribed my name and affixed the seal of this City,

READ AND PASSED THIS THE 19th DAY OF JANUARY, 2017.

ATTEST:



Gregory D. Hollen, City Secretary / Administrator



APPROVED:



J.B. Evans, Mayor

PLANNING & ZONING COMMISSION APPOINTMENT

RESOLUTION 011917(B)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
APPROVING APPOINTMENT TO THE PLANNING AND ZONING COMMISSION**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS, THAT:

WHEREAS, Chapter 36 of the City of Quitman Code of Ordinances establishes a Planning and Zoning Commission and specifies the manner and term of appointment for members of such,

WHEREAS, Jonathan Jackson has been recommended to fill a vacant seat on the Planning and Zoning Commission;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS, THAT:

Jonathan Jackson is hereby appointed to a three (3) year term on the Planning and Zoning Commission to commence on January 19, 2017 and expire on January 1, 2020.

PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS THIS 19th DAY OF JANUARY, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 19th DAY OF JANUARY, 2017.

APPROVED:



J.R. Evans, Mayor

ATTEST:



Gregory D. Hollen City Secretary / Administrator

FISCAL YEAR ENDING 2016 AUDIT REPORT

RESOLUTION 011917(C)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
APPROVING THE FISCAL YEAR ENDING 2016 FINANCIAL REPORT AND AUDIT**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS, THAT:

The attached 'City of Quitman, Texas – Annual Financial Report – for the Year Ended September 30, 2016' is hereby approved.

**PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS HIS 19TH DAY OF
JANUARY, 2017.**

**IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 19TH DAY OF
JANUARY, 2017.**

ATTEST:



Gregory D. Hollen, City Secretary / Administrator

APPROVED:



J.R. Evans, Mayor

BUILDING INSPECTION SERVICES CONTRACT

RESOLUTION 011917 (E)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
AUTHORIZING THE EXECUTION OF AGREEMENTS REGARDING BUILDING INSPECTION SERVICES**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS, THAT:

The City Secretary / Administrator is hereby authorized and directed to execute Building Inspection Contract or Agreement with Bureau Veritas, a State of Texas licensed building inspection firm, on a non exclusive basis, for a period not to exceed three (3) year term.

Bureau Veritas will be the primary City of Quitman building inspection contractor for Commercial and Residential construction.

PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS THIS 19TH DAY OF JANUARY, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 19TH DAY OF JANUARY, 2017.

APPROVED:

J.R. Evans

ATTEST:


Gregory D. Hollen, City Secretary / Administrator

BUILDING INSPECTION SERVICES CONTRACT

RESOLUTION 011917 (F)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
AUTHORIZING THE EXECUTION OF AGREEMENTS REGARDING BUILDING INSPECTION SERVICES**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS, THAT:

The City Secretary / Administrator is hereby authorized and directed to execute Building Inspection Contract or Agreement with A-1 Building Inspections, a State of Texas licensed building inspection firm, on a non exclusive basis, for a period not to exceed three (3) year term.

A-1 Building Inspections will be the secondary City of Quitman building inspection contractor for Commercial and Residential construction and will also provide secondary support to Bureau Veritas as needed.

PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS THIS 19TH DAY OF JANUARY, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 19TH DAY OF JANUARY, 2017.

APPROVED:


J.R. Evans

ATTEST:



Gregory D. Hollen, City Secretary / Administrator

PERSONNEL POLICIES AND PROCEDURES MANUAL REVISION

RESOLUTION 011917(G)

**RESOLUTION OF THE CITY COUNCIL, CITY OF QUITMAN, TEXAS
AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

BE IT RESOLVED BY THE CITY COUNCIL OF QUITMAN TEXAS, THAT:

The City of Quitman, TX – Personnel Policy and Procedures Manual shall be amended as follows:

SECTION 18.2 JOB DESCRIPTION: A job description will identify the basic responsibilities expected from each employee. A job title and job description does not restrict an employee to perform only that job. The following is a list of new / updated job descriptions:

JOB TITLE: Finance Clerk
REPORTS TO: City Secretary / Administrator

JOB SUMMARY
See attached revisions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
See attached revisions.

JOB TITLE: Utility Clerk
REPORTS TO: City Secretary / Administrator

JOB SUMMARY
See attached revisions.

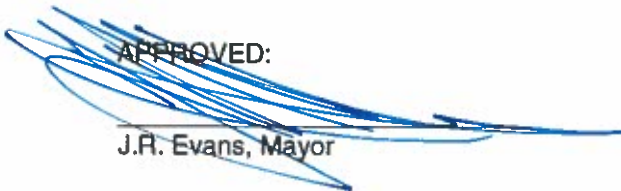
PRINCIPAL DUTIES AND RESPONSIBILITIES:
See attached revisions.

The City Secretary is hereby authorized and directed to provide a copy of this resolution to all employees.

**PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS ON THIS 19TH DAY OF
JANUARY, 2017.**

**IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 19TH DAY OF
JANUARY, 2017.**

APPROVED:


J.R. Evans, Mayor

ATTEST:



Gregory D. Hollen, Assistant City Secretary / Administrator

RESOLUTION 011917 (H)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF QUITMAN, WOOD COUNTY, TEXAS EXPRESSING SUPPORT FOR QUITMAN OAKS, LP REGARDING THE OAKS APARTMENT DEVELOPMENT; SUPPORTING AND AUTHORIZING A LOCAL ECONOMIC CONTRIBUTION TOWARDS THE AFFORDABLE RENTAL HOUSING DEVELOPMENT; SUPPORTING AND AUTHORIZING SUBMISSION OF AN APPLICATION FOR THE 2017 COMPETITIVE 9% HOUSING TAX CREDIT PROGRAM THROUGH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) AND DIRECTING THE CITY SECRETARY/ADMINISTRATOR TO CERTIFY THIS RESOLUTION TO TDHCA.

WHEREAS, the Quitman Development Corporation, a 4B Sale Tax Corporation to the City of Quitman, exists to encourage growth and development within the City of Quitman, Wood County, Texas; and

WHEREAS, Quitman Oaks, LP has proposed a development for affordable rental housing at the approximate address within the Quitman Business Park on the north side of Richards Street named the Oaks Apartments located in the City of Quitman, Wood County; and

WHEREAS, Quitman Oaks, LP has advised the City of Quitman that it intends to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for the 2017 Competitive 9% Housing Tax Credit Program for the Oaks Apartment Development (TDHCA Application #17194); and

WHEREAS, Quitman Oaks, LP has requested funding in the form of an economic contribution from the City of Quitman, Wood County; and

WHEREAS, the City Council of the City of Quitman, Wood County has determined Quitman Oaks, LP is eligible for the requested funding in the form of an economic contribution as full support for Oaks Apartment Development; and

WHEREAS, the City Council of the City of Quitman, Wood County has determined to assist and support the Quitman Oaks, LP in securing the TDHCA tax credit award funding for the Oaks Apartment Development by providing an economic contribution in the form of donating a 7.518 acre site comprised of parcels 118296 and 118304 as identified by Wood County Records.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, WOOD COUNTY, TEXAS THAT:

RESOLVED, the City Council of the City of Quitman supports the efforts of the Quitman Development Corporation and approves the economic contribution consisting of the donation of the 7.518 acre site located within the Quitman Business Park related to the development of the Oaks Apartment Development in the City of Quitman, Wood County; and

RESOLVED, that the City of Quitman, Wood County, acting through its governing body, hereby confirms that it strongly supports the proposed Oaks apartment development located at the approximate address within the Quitman Business Park along the north side of Richards Street (Application #17194) and that this formal action has been taken to put on record as the opinion expressed by the City of Quitman, Wood County on January 19, 2017;

FURTHER RESOLVED, the governing body of the City of Quitman, Wood County, as further support to the proposed Oaks Apartment Development approves the requested development funding in the form of an economic contribution to the proposed apartment development. This commitment of development funding by the governing body of the City of Quitman, Wood County

shall be a donation of a 7.518 acre site comprised of parcels 118296 and 118304 as identified by Wood County Records to be provided for the Oaks Apartment Development;

FURTHER RESOLVED, this Resolution of Support will allow Quitman Oaks, LP to receive the maximum scoring points in relation to their Housing Tax Credit (HTC) application for the Oaks Apartment Development located in the City of Quitman, Wood County;

FURTHER RESOLVED, the commitment for the donation of the 7.518 acre site will be issued upon the proposed apartment development receiving notification of the tax credit award and at the construction start of the Oaks Apartment Development. The City of Quitman, Wood County certifies that no development funding in any manner was received from Quitman Oaks, LP or any related party; and

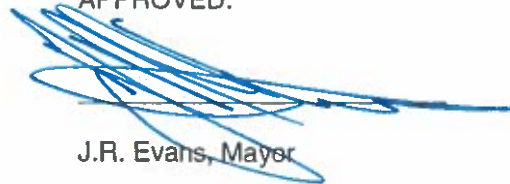
FURTHER RESOLVED, that for and on behalf of the Governing Body of the City of Quitman, Wood County, is hereby authorized, empowered and directed to certify this Resolution to the Texas Department of Housing and Community Affairs (TDHCA) as their total and full support for the Oaks Apartment Development in the City of Quitman.

This Resolution shall take effect immediately from and after its passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS THIS 19TH DAY OF JANUARY, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 19TH DAY OF JANUARY, 2017.

APPROVED:

A handwritten signature in blue ink, appearing to read "J.R. Evans", with a long horizontal flourish extending to the right.

J.R. Evans, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Gregory D. Hollen", written in a cursive style.

Gregory D. Hollen, City Secretary/Administrator

RESOLUTION 011917 (I)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF QUITMAN, WOOD COUNTY, TEXAS EXPRESSING SUPPORT FOR QUITMAN PARK ESTATES, LP REGARDING THE PARK ESTATES APARTMENT DEVELOPMENT; SUPPORTING AND AUTHORIZING A LOCAL ECONOMIC CONTRIBUTION TOWARDS THE AFFORDABLE RENTAL HOUSING DEVELOPMENT; SUPPORTING AND AUTHORIZING SUBMISSION OF AN APPLICATION FOR THE 2017 COMPETITIVE 9% HOUSING TAX CREDIT PROGRAM THROUGH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) AND DIRECTING THE CITY SECRETARY/ADMINISTRATOR TO CERTIFY THIS RESOLUTION TO TDHCA.

WHEREAS, the Quitman Development Corporation, a 4B Sale Tax Corporation to the City of Quitman, exists to encourage growth and development within the City of Quitman, Wood County, Texas; and

WHEREAS, Quitman Park Estates, LP has proposed a development for affordable rental housing at the approximate address within the Quitman Business Park on the north side of Richards Street named the Park Estates Apartments located in the City of Quitman, Wood County; and

WHEREAS, Quitman Park Estates, LP has advised the City of Quitman that it intends to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for the 2017 Competitive 9% Housing Tax Credit Program for the Park Estates Apartment Development (TDHCA Application #17203); and

WHEREAS, Quitman Park Estates, LP has requested funding in the form of an economic contribution from the City of Quitman, Wood County; and

WHEREAS, the City Council of the City of Quitman, Wood County has determined Quitman Park Estates, LP is eligible for the requested funding in the form of an economic contribution as full support for Park Estates Apartment Development; and

WHEREAS, the City Council of the City of Quitman, Wood County has determined to assist and support the Quitman Park Estates, LP in securing the TDHCA tax credit award funding for the Park Estates Apartment Development by providing an economic contribution in the form of donating a 4.987 acre site comprised of parcel 118295 as identified by Wood County Records.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, WOOD COUNTY, TEXAS THAT:

RESOLVED, the City Council of the City of Quitman supports the efforts of the Quitman Development Corporation and approves the economic contribution consisting of the donation of the 4.987 acre site located within the Quitman Business Park related to the development of the Park Estates Apartment Development in the City of Quitman, Wood County; and

RESOLVED, that the Quitman, Wood County, acting through its governing body, hereby confirms that it strongly supports the proposed Park Estates apartment development located at the approximate address within the Quitman Business Park along the north side of Richards Street (Application #17203) and that this formal action has been taken to put on record as the opinion expressed by the City of Quitman, Wood County on January 19, 2017;

FURTHER RESOLVED, the governing body of the City of Quitman, Wood County, as further support to the proposed Park Estates Apartment Development approves the requested development funding in the form of an economic contribution to the proposed apartment

development. This commitment of development funding by the governing body of the City of Quitman, Wood County shall be a donation of a 4.987 acre site comprised of parcel 118295 as identified by Wood County Records to be provided for the Park Estates Apartment Development;

FURTHER RESOLVED, this Resolution of Support will allow Quitman Park Estates, LP to receive the maximum scoring points in relation to their Housing Tax Credit (HTC) application for the Park Estates Apartment Development located in the City of Quitman, Wood County;

FURTHER RESOLVED, the commitment for the donation of the 4.987 acre site will be issued upon the proposed apartment development receiving notification of the tax credit award and at the construction start of the Park Estates Apartment Development. The City of Quitman, Wood County certifies that no development funding in any manner was received from Quitman Park Estates, LP or any related party; and

FURTHER RESOLVED, that for and on behalf of the Governing Body of the City of Quitman, Wood County, is hereby authorized, empowered and directed to certify this Resolution to the Texas Department of Housing and Community Affairs (TDHCA) as their total and full support for the Park Estates Apartment Development in the City of Quitman.

This Resolution shall take effect immediately from and after its passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS THIS 19TH DAY OF JANUARY, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 19TH DAY OF JANUARY, 2017.

APPROVED:


J.R. Evans, Mayor

ATTEST:


Gregory D. Hollen, City Secretary/Administrator

MAY 6, 2017 CITY GENERAL ELECTION ORDER

ORDER 011917(01)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS CALLING A GENERAL ELECTION AND ESTABLISHING THE PROCEDURE FOR THE GENERAL ELECTION TO BE HELD ON MAY 6, 2017 IN THE CITY OF QUITMAN, TEXAS; APPOINTING OFFICERS; DESIGNATING EARLY VOTING OFFICERS, LOCATION, TIMES AND EARLY VOTING BALLOT BOARD; AND PROVIDING FOR OTHER MATTERS RELATING TO THE ELECTION.

WHEREAS, the laws of the State of Texas provide that on May 6, 2017 there shall be a general election for municipal officers; and

WHEREAS, the Texas Election Code is applicable to said election, and in order to comply with said Code, an ordinance should be passed calling the election and establishing the procedures to be followed in said election, and designating the voting place for said election.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS, THAT:

Section 1. General Election Ordered.

A City general election shall be held on May 6, 2017 to elect the following officers of the City of Quitman, Texas:

- One (1) Mayor for full two (2) year term.
- Two (2) at-large Aldermen for full two (2) year terms.

Section 2. Filing Period.

Candidates for the above officers may file their application beginning at 8:00 a.m. January 20, 2017 and shall file their applications no later than 5:00 p.m. February 17, 2017. All candidates for the office to be filed in the election to be held on May 6, 2017, shall file their application to become candidates with the City Secretary of the City at City Hall, 401 East Goode Street, Quitman, TX 75783 on any weekday that is not a City holiday between 8:00 a.m. and 4:30 p.m., and all of said applications shall be as prescribed by the Election Code of the State of Texas.

Section 3. Drawing.

The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary as provided by the Election Code. Such drawing will be held at 9:00 a.m. on Thursday, February 23, 2017 at City Hall in the City Council Chambers.

Section 4. Election Precinct and Election Day Polling Place.

The entire city shall be the election precinct for said election. The polling location for election day voting shall be and is hereby designated as the Quitman High School Foyer located at 1101 East Goode Street, Quitman, Texas. Polls shall remain open from 7:00 a.m. to 7:00 p.m. on the day of the election.

Section 5. Election Officers.

The following election officers are hereby appointed:

Election Judge:	Terrell AronSpeer
Alternate Election Judge:	Alice Ingram
Custodian of Records:	Gregory D. Hollen as City Secretary

The Election Judge is hereby authorized and directed to appoint at least one (1) and no more than two (2) election clerks to assist on the day of the election.

Section 6. Early Voting Officers, Location and Times.

Gregory D. Hollen, in his capacity as City Secretary / Administrator, is hereby appointed as Early Voting Clerk and hereby authorized to appoint deputy clerks as needed.

Early voting shall be conducted in the Quitman City Hall located at 401 East Goode Street; Quitman, Texas 75783. Early voting shall be held from 8 a.m. to 4:30 p.m. each weekday from Monday, April 24, 2017 through Friday, April 28, 2017 with extended voting hours from 7 a.m. to 7 p.m. on Monday, May 1, 2017 and Tuesday, May 2, 2017.

Requests for applications for early voting ballots by mail should be mailed to City Secretary; City of Quitman; P.O. Box 1855; Quitman, TX 75783.

The Election Judge, Alternate Judge and election day clerks shall constitute the Early Voting Ballot Board and shall count and return early voting ballots, and perform other duties set forth in accordance with the Election Code.

Section 7. Notice of Election and Other Postings.

Notice of the election and posting of election related activities shall be given by the City Secretary or Wood County Election Administrator in accordance with the Texas Election Code and the agreement between the City and Wood County for election services.

Section 8. General.

Said election shall be held in accordance with the Texas Election Code, and only resident qualified voters of said City shall be eligible to vote at said election. The City Secretary is hereby authorized and instructed to procure and furnish all necessary election supplies to conduct said election. Returns of said election shall be posted at the polling location as soon as possible after the closing of the polls.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS THIS 19th DAY OF JANUARY, 2017.

IN WITNESS WHEREOF WE HEREBY AFFIX OUR SIGNATURES HERETO ON THIS 19th DAY OF JANUARY, 2017.

APPROVED:



J.R. Evans, Mayor

ATTEST:



Gregory D. Hollen, City Secretary / Administrator