



***DRAFT* REGULAR MEETING MINUTES**

City Council – City Of Quitman, Texas

Thursday March 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, Brad Medlin, Alderman and Kevin Gilbreath, Alderman.

Council member absent: none

Staff Present: Jim McLeroy, City Attorney; Walter Lutonsky, Streets & Maintenance Director; Dee Gilbreath, Utilities Director; Scott Wheeler, Fire Chief; Jon Farmer (*for Kelly Cole, Police Chief*); Delene Allen, Civic Services Director; and Greg Hollen, City Secretary / Administrator. City Finance Clerk Sheryl Laudenslager and Municipal Services Clerk Lauran Maynard also present.

Staff Absent: none

Mayor Evans called the meeting to order at 5:30 PM.

Mayor Evans gave an invocation and Alderman Gilbreath led the recitation of the United States Pledge and the Texas Pledge

Item 1 Citizen Comments None

Item 2 Mayor comments

The Mayor mentioned he hoped everyone was enjoying their spring breaks. He read a proclamation regarding motorcycle safety awareness month (in May) and presented a certificate acknowledging the city's support for motorcycle safety to Mr. Steven Edwards, of the Hi-Way Motorcycle group. Mayor Evans also mentioned we would have a presentation by Mr. Roger Johnson of the Greater Tyler Association of Realtors this evening, following the WCIC monthly report.

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 February 16, 2017 City Council Regular Meeting Minutes

Item 4 Financial Report as of February 28, 2017

Item 5 Budget Report as of February 28, 2017

Item 6 February Departmental Reports,

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

Item 7 Wood County Industrial Commission Representative Report

WCIC representative Martha Scroggins provided the commission's monthly activity report summary covering the minutes of their March 2, 2017 meeting. She mentioned that Ms. Dana Donahue has been selected to the board as a member at large, from Lake Fork area. Ms. Scroggins discussed ongoing efforts in marketing and advertising, including possible membership in the Texas Lodging Association, which was declined due to cost. The board did appoint a committee to review possible engagement with "trip advisor" website and other advertising opportunities. Deadline for HOT funds for the coming year has been set for May 12, 2017. Mayor Pro Tem Dobbs asked about current county wide occupancy rates to gauge business activity. Finally, board accepted the resignation of Mr. Brad Floyd, *Quitman*, to the board and noted the city council would be discussing a replacement at this council meeting tonight.

Item 8 Greater Tyler Association of Realtors Presentation by Roger Johnson

Mr. Johnson provided an overview of the organization and highlighted his role as the Governmental Affairs Director. He provided his backgrounds in economic development and area chamber work and previewed the real estate organizational efforts during the current state legislative session. In response to questions by Alderman Resnik and Mayor pro tem Dobbs he recounted efforts in Van to lure a Marriott hotel property there. He will return at a later date to provide an overview of legislation of importance to their organization and our community.

ORDINANCES

There are no Ordinances to discuss this month

Item 9 Resolution approving Interlocal Election Contract with Wood County

This is an additional companion Resolution to last two month's ORDER 011917(01) and Resolution R021617(A), regarding authorizing May 6th election activities. This resolution outlines the rental and usage of election machines (equipment) for the joint election process.

Alderman Gilbreath made a motion to approve; Alderman Medlin seconded the motion. The motion passed unanimously.

Item 10 Resolution requesting appointment of replacement to fill WCIC Vacancy

The Mayor nominated and the city council is requested to approve the appointment of Dr. Joanne Wisdom to the WCIC board, filling the unexpired term of Brad Floyd as a City of Quitman representative. Both the Mayor and Mayor Pro Tem noted Ms. Wisdom's business and civic engagement in our community and her 'servant leader' mindset.

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

Item 11 Resolution authorizing securing financing to Purchase Hand held Radios for the Fire Department

Fire Chief Scott Wheeler reviewed this RFP to the three local banks (BTH, CNB & WCNB) to provide funding for fifteen (15) KENWOOD radios and related accessories for the department. He responded to questions regarding compatibility with equipment purchased in the fall for the Police department, thru a grant from ETCOG, and these products are indeed compatible with the MOTOROLA equipment received at that time. Chief Wheeler noted the lifecycle on these type of radios is six to seven years, and their enhanced clarity and range of distance was a significant technological and safety upgrade. All three banks responded to the RFP for up to \$13,000.00 in financing, and BTH was the low bidder, with 2.75% interest. CNB & WCNB proposals were same terms, at a 3.75 interest rate. City Secretary /Administrator Hollen will work with the BTH staff and our FD leadership to secure this funding.

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

Adjournment

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

The meeting was adjourned at 6:03 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***

R031617 (A)

**INTERLOCAL AGREEMENT BETWEEN
WOOD COUNTY AND CITY OF QUITMAN**

This agreement, made and entered into, by and between, Wood County, hereinafter referred to as "County", acting herein by and through its County Judge and County Commissioner's Court and the City of Quitman hereinafter referred to as "Entity", acting herein by and through its Council.

WITNESSETH:

WHEREAS, City of Quitman is required to conduct an Election of the Officers of City Council on May 6, 2017; and

WHEREAS, Section 61.012 of the Texas Election Code requires that at least one accessible voting system be provided in each polling place used in a Texas Election on or after January 1, 2006; and

WHEREAS, Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems; and

WHEREAS, City of Quitman, located in Wood County, Texas, desires to enter into an Interlocal Agreement for the use of the County's Hart InterCivic electronic voting system; for the early voting period and election day May 6, 2017, Election;

AND WHEREAS, the Commissioners' Court of Wood County, Texas desires to give authorization for said usage.

NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS' COURT OF WOOD COUNTY, TEXAS, THAT:

Said Commissioners' Court authorizes the usage of said equipment by Entity under the conduct and supervision of Laura Wise, Elections Administrator of Wood County, Texas; and

BE IT FURTHER RESOLVED, that the election costs incurred in the programming of said equipment for the purpose by the County's vendor, Hart InterCivic, will be the responsibility of Entity; and

BE IT FURTHER RESOLVED, that each set (minimum of 1 JBC and 1 DAU booth, eSlates optional) of electronic equipment needed shall rent for \$150.00 as set by the Commissioners Court; any equipment returned damaged or in a lesser state than received, full value of equipment to be repaired or replaced will be the responsibility of the Entity; and

BE IT FURTHER RESOLVED, that the preparation of the equipment, Logic and Accuracy testing, clearing, loading ballot and audit will be performed by the Elections Administrator and personnel at the greater amount of 10% of the overall election cost or \$75.00 Administrative Fee; the Entity will be responsible for the verification and accuracy of ballot information and shall participate in the proofing of said ballot from vendor; and

BE IT FURTHER RESOLVED, upon completion of Logic and Accuracy testing, each Entity will be responsible for making arrangements with the Elections office to pick up voting equipment. Said voting equipment is to be returned to the Elections office, by the Entity renting the equipment on the first business day after the close of their election, unless prior arrangements are made; and

BE IT FURTHER RESOLVED, that MANDATORY training by the Elections office of the Hart InterCivic voting system's functions and operation of the equipment will be attended by the Entity's election judges and clerks; cost of training will be waived for the May 6, 2017 election. All future training costs will be shared with other entities in attendance; and

BE IT FURTHER RESOLVED, that the Entity will be responsible for the purchase of necessary miscellaneous supplies needed to conduct the election, i.e. flash cards for audio, audit, signature and testing, and printer pack paper; and

BE IT FURTHER RESOLVED, that the Entity and County agree that once the County has received an invoice from the vendor, Hart InterCivic, the County will bill each Entity for their portion of the costs, and that the Entity's obligation is the actual cost even in the event the actual cost exceeds the estimated cost; and


BE IT FURTHER RESOLVED, that the entity retains ultimate responsibility for the election; neither the County nor any personnel of the County will be held responsible for any outcome of the election or any malfunction of the equipment for the election; and

AND BE IT FURTHER RESOLVED, PASSED AND APPROVED, this _____ day
of _____, 2017.


Bryan Jeanes
Wood County Judge

Laura Wise
Wood County Elections Administrator

City of Quitman
PO Box 1855
Quitman, TX. 75783



Gregory D. Hollen
City Secretary / Administrator
Representative, City of Quitman



J.R. Evans
Mayor
City of Quitman

RESOLUTION 031617(B)

WOOD COUNTY INDUSTRIAL COMMISSION BOARD APPOINTMENT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
REQUESTING APPOINTMENT OF AN INDIVIDUAL TO THE WOOD COUNTY INDUSTRIAL COMMISSION BOARD

WHEREAS, In accordance with Article III, Section 3.01 (C) of the Wood County Industrial Commission Bylaws, upon a nomination by the Mayor and the approval by the City Council of the City of Quitman, Ms Joanne Wisdom is hereby nominated as a Quitman representative on the WCIC Board of Directors. She will be replacing Brad Floyd, whose term was set to expire September 30, 2017.

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

The following individual is hereby nominated to be appointed as a member of the Wood County Industrial Commission Board with term affixed as follows:

Dr. Joanne Wisdom Term to be March 16, 2017, to September 30, 2017

Ms Wisdom is a Quitman business owner and civic leader.

Effective upon approval of Wood County Judge and Commissioner's Court.

Upon approval, a letter from the Mayor, along with a copy of this Resolution will be sent to Wood County Judge, dated March 16, 2017, requesting appointment to the WCIC.

INTRODUCED AND PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
THIS THE 16TH DAY OF MARCH, 2017.

IN WITNESS WHEREOF WE AFFIX OUR SIGNATURES HERETO
THIS THE 16TH DAY OF MARCH, 2017.

APPROVED:



J.R. Evans, Mayor

ATTEST:



Gregory D. Hollen, City Secretary/Administrator

FIRE DEPARTMENT PURCHASE FINANCING AUTHORIZATION

RESOLUTION 031617(C)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
AUTHORIZING THE EXECUTION OF A FINANCE AGREEMENT
FOR FIRE DEPARTMENT RADIOS**

WHEREAS, Proposals for Purchase Financing for fifteen (15) KENWOD TK-5220 LK-VHF P25 hand held radio packages and related equipment (not including financing cost); from Mobile Communication Services, of Tyler, TX, and

WHEREAS, the City of Quitman will pay two (2) annual payments, and

WHEREAS, BTH Bank has submitted the best proposal with a 2.75% interest rate (City National Bank and CNB Bank's bid were higher rates – see attachment.)

WHEREAS, the City Council finds it in the best interest of the City to accept the proposal BTH Bank based on the terms offered and the performance history in its relationship with the City.

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

The Mayor is hereby authorized and directed to execute a purchase agreement with BTH Bank for the equipment identified in the attached quotation and in accordance with the attached financing proposal summary.

**PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
THIS 16th DAY OF MARCH, 2017.**

**IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO
THIS 16th DAY OF MARCH, 2017.**

APPROVED:



J.R. Evans, Mayor

ATTEST:



Gregory D. Hollen, City Secretary/Administrator