



REGULAR MEETING MINUTES
City Council – City Of Quitman, Texas
Thursday April 20, 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; Terry Bevill (*for Kelly Cole, Police Chief*); Delene Allen, Civic Services Director; and Greg Hollen, City Secretary / Administrator. City Finance Clerk Sheryl Laudenslager also present.
Staff Absent: none

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

Mayor Pro Tem Dobbs 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 early voting begins Monday, April 24 (8:00 am to 5:00 pm) and runs thru May 2, (May 1 & 2 voting times are 7:00am to 7:00pm) at the city hall chamber. He outlined the child welfare event at Jim Hogg Park Friday evening, with ceremonies beginning at 6:00 PM. Food will be provided. Mayor Evans also invited everyone to attend the Potts Feed store 10th anniversary celebration on Saturday; beginning at 7:30 am to 2:00 pm. Mayoral proclamations will be presented at both these events. He concluded with an invitation to join in the annual animal clinic pet fair, Saturday, April 29th.

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 March 16, 2017 City Council Regular Meeting Minutes
- Item 4 Financial Report as of March 31, 2017
- Item 5 Budget Report as of March 31, 2017
- Item 6 March Departmental Reports,

Alderman Resnik made a motion to approve the Consent Agenda, Mayor Pro Tem Dobbs 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 April 6, 2017 meeting. She mentioned the continuing discussions surrounding a multipurpose expo facility that could accommodate fishing tournaments and other lake country area events. The Mayor also provided some historical context into this effort. Council members discussed supporting this initiative and encouraging others to commit time to study the potential of a facility.

Other topics discussed included a proposal under study for area Boy Scout organizations to provide "Welcome to Beautiful Wood County" markers into four (4) county entrances. Martha closed by noting next WCIC meeting would be May 4th at Golden Homestead; meeting beginning at 7:00 pm.

ORDINANCES

There are no Ordinances to discuss this month

Item 8 Resolution authorizing sale of pumper fire truck

This is a follow up to prior resolution R072116(E), authorizing purchase of new vehicle and the proceeds of this sale, to Lands End VFD, will offset costs and expenses of new vehicle.

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

Item 9 Resolution requesting appointment of replacement to fill P&Z commission vacancy

The Mayor nominated Mr. Bill Hedges to Planning & Zoning Commission board, filling the last opening on that organization. Term is for 3 years, concluding on January 1, 2020.

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

Item 10 Resolution requesting appointment of replacement to fill Library Advisory Board vacancy

The Mayor nominated Mr. Bob Phipps to Library Advisory board, filling the unexpired term of Mary Lawrence, concluding on September 30, 2018 who resigned.

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

Item 11 Approval of Changes to Personnel Manual job description of Civic Services Director

The Mayor outlined proposed changes to align the duties of the Civic Services Director and incumbent Ms. Delene Allen shared some of the suggested revisions. After some initial discussion regarding best approach to move forward, including an initial motion to approve, council agreed that this revision should be a part of a larger discussion. Discussion would be held in a workshop setting and cover job responsibilities and descriptions.

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

Item 12 Approval of Changes to Personnel Manual job description of Director of Streets

The Mayor suggested in light of the previous discussion on job descriptions that this should also be tabled, pending a workshop.

Alderman Resnik made a motion to Table, Alderman Dunn seconded the motion. The motion passed unanimously.

Item 13 Approval of Gift Deed of Property


Mayor and city attorney McLeroy discussed this request to accept a small plot of land (WCAD #51008, Lot 3,4 Pts. Block 23, .0406 Quitman Townsites) behind our police department building, noting the owner had thought it had previously been conveyed as part of prior sale to city. Local realty firm has worked with the owner on this conveyance.

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

Adjournment

The meeting was adjourned at 6:01 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

FIRE DEPARTMENT ENFORCER TRUCK LEASE/PURCHASE FINANCING AUTHORIZATION

RESOLUTION 072116(E)

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

WHEREAS, Proposals for Lease/Purchase Financing a 2017 Enforcer Top Mount Pumper truck with equipment detailed in exhibit 'A', for a total cost of \$636,944.00 (not including financing cost); and

WHEREAS, the Fire Department will pay the City of Quitman fifteen (15) annual payments, and

WHEREAS, City National Bank has submitted the best proposal with a total cost of \$636,944.00 plus finance charges, (Wood County National Bank total did not submit a 15 year fixed interest rate as requested, and BTH Bank did not submit a proposal.)

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

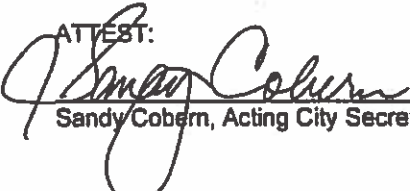
NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS, THAT:

The Mayor is hereby authorized and directed to execute a lease-purchase agreement with City National 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 21st DAY OF JULY, 2016.**

**IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO
THIS 21st DAY OF JULY, 2016.**

ATTEST:


Sandy Cobern, Acting City Secretary

APPROVED:


J.R. Evans, Mayor



Scott Wheeler
Fire Chief

physical address
403 East Goode Street

mailing address
P.O. Box 1855
Quitman, TX 75787

phone
903-763-2221

fax
903-763-0824

email
fire@quitmantx.org

Bill of Sale

In consideration for payment of fifty five thousand dollars and no cents (\$55,000.00), the City of Quitman (seller), by its authorized representative Scott Wheeler, does hereby acknowledge the sale of and grant title of the below listed equipment to Land's End Volunteer Fire Department (buyer):

**ONE (1) 1999 FREIGHTLINER PUMPER TRUCK
VIN 1FV6JLCB7XHA05947**

Buyer acknowledges that equipment is being sold and accepted 'as-is' with no warranties or other assurances and releases the seller from any claim, suit, or action arising from the condition, sale, or use or the vehicle.

Buyer acknowledges that equipment is sold and accepted without license plates or temporary plates and it is the sole responsibility of the buyer to register the vehicle and obtain license plates and releases the seller from any claim, suit, or action arising from the vehicle not currently having license plates.

Signed and granted this the ____ day of May, 2017

Scott Wheeler, Fire Chief, City of Quitman Fire Department
Seller

Signed and agreed to this the ____ day of May, 2015.

Rick Nichols, Fire Chief, Land's End Fire Department
Buyer

FIRE DEPARTMENT PUMPER TRUCK SALE AUTHORIZATION

RESOLUTION 042017(A)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
AUTHORIZING THE EXECUTION OF A SALE AGREEMENT
OF A FIRE DEPARTMENT PUMPER TRUCK**

WHEREAS, the Fire Department will soon take title to a new Enforcer Top Mount Pumper Truck, as approved and outlined in R072116(E); and

WHEREAS, the Fire Department would like to sell the vehicle this 2017 vehicle will replace; a 1999 Freightliner Pumper truck, with the proceeds going towards the payment on the new vehicle;

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

The Mayor is hereby authorized to negotiate the sale of one (1) 1999 Freightliner Pumper Truck, VIN # 1FV6JLCB7XHA05947 to Lands End TX Fire Department and directed to prepare necessary documentation to transfer title for purchase in the amount of Fifty Five Thousand (\$55,000.00) for the pumper truck and related equipment.

**PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
THIS 20TH DAY OF APRIL, 2017.**

**IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO
THIS 20TH DAY OF APRIL, 2017.**

APPROVED:

J.R. Evans, Mayor

ATTEST:

Gregory D. Hollen, City Secretary /Administrator

PLANNING & ZONING COMMISSION APPOINTMENT

RESOLUTION 042017(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, Bill Hedges 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:

Bill Hedges 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 20th DAY OF APRIL, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 20th DAY OF APRIL, 2017.

APPROVED:

J.R. Evans, Mayor

ATTEST:

Gregory D. Hollen City Secretary / Administrator

LIBRARY ADVISORY BOARD APPOINTMENTS

RESOLUTION 042017(C)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
APPOINTING AN INDIVIDUAL TO THE LIBRARY ADVISORY BOARD**

WHEREAS, Quitman City Council Ordinance 041609(01) established a Library Advisory Board for the general purposes of reviewing library policy; determining the purposes of the library and developing long-range plans for service; representing the public and its interests in the operation of the library; promoting support for the library from the community; interpreting and reporting the needs of the community; reviewing reports provided to city officials and the community; reviewing the annual library budget; and

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

The following individual is hereby appointed as a member of the Library Advisory Board with terms affixed as follows:

Bob Phipps Term to be April 20, 2017 to September 30, 2018, replacing Mary Helen Lawrence, who resigned

**INTRODUCED AND PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
THIS THE 20TH DAY OF APRIL, 2017.**

**IN WITNESS WHEREOF WE AFFIX OUR SIGNATURES HERETO
THIS THE 20TH DAY OF APRIL, 2017.**

APPROVED:

JR. Evans, Mayor

ATTEST:

Gregory D. Hollen, City Secretary/Administrator

PERSONNEL POLICIES AND PROCEDURES MANUAL REVISION

RESOLUTION 042117(D)

**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: Civic Services Director
REPORTS TO: Mayor

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 21ST DAY OF APRIL, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 21ST DAY OF APRIL, 2017.

APPROVED:

J.R. Evans, Mayor

ATTEST:

Gregory D. Hollen, City Secretary /Administrator

PERSONNEL POLICIES AND PROCEDURES MANUAL REVISION

RESOLUTION 042117(E)

**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: Director of Streets
REPORTS TO: Mayor

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 21ST DAY OF APRIL, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 21ST DAY OF APRIL, 2017.

APPROVED:

J.R. Evans, Mayor

ATTEST:

Gregory D. Hollen, City Secretary /Administrator

ACCEPTANCE OF PRIVATE PROPERTY

Resolution R42117(F)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS
AUTHORIZING THE ACCEPTANCE OF A GIFT OF PRIVATE PROPERTY TO THE CITY OF QUITMAN**

WHEREAS, the property located at: Lot 3&4 Blk 23 .0406 Quitman Townsites, (WCAD property ID: 51008) is currently owned by Ms. Carolyn Newton Brown, of Winnsboro, TX, and

WHEREAS, Ms. Carolyn Newton Brown, of Winnsboro, TX has agreed to give said property to the city of Quitman subject to any accrued taxes for the current tax year.

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

The Mayor is hereby authorized to accept the gift of the property described above and directed to execute any and all documents necessary to complete the city's ownership of the property, as outlined in R042117(F), *(attached)*.

PASSED BY THE CITY COUNCIL OF THE CITY OF QUITMAN, TEXAS THIS 21ST DAY OF APRIL, 2017.

IN WITNESS WHEREOF WE HAVE AFFIXED OUR SIGNATURES HERETO THIS 21ST DAY OF APRIL, 2017.

APPROVED:

J.R. Evans, Mayor

ATTEST:

Gregory D. Hollen, City Secretary / Administrator

DEED WITHOUT WARRANTY

THE STATE OF TEXAS

COUNTY OF WOOD

KNOW ALL MEN BY THESE PRESENTS

Date: _____, 2017

Grantor and Grantor=s Mailing Address:

Caroline Newton
4889 N. FM312
Winnsboro, Wood County, TX 75482

Grantee and Grantee=s Respective Mailing Address:

The City of Quitman, Texas
401 East Goode Street
Quitman, Wood County, TX 75494

Consideration: Ten Dollars (\$10.00) and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged and as a gift to support and uphold the City of Quitman, Texas.

Property (including any improvements):

Lot 3,4 Pts. Block 23, .0406 Quitman Townsites, Wood County CAD
Property ID: 51008.

For the consideration hereinabove expressed, Grantor quitclaims to Grantee all of Grantor's right, title, and interest in and to the property, to have and to hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Neither Grantor nor Grantor's heirs, executors, administrators, successors, or assigns shall have, claim, or demand any right or title to the property or any part of it.

When the context requires, singular nouns and pronouns include the plural.

Caroline Newton

STATE OF TEXAS '
COUNTY OF WOOD '

Before me, the undersigned authority, on this day personally appeared Caroline Newton known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purpose and consideration therein expressed.

EXECUTED this the _____ day of _____, 2017.

NOTARY PUBLIC, STATE OF TEXAS