**Town Of Quintana**

**Minutes of the Regular Meeting**

**May 13, 2013 7:00 p.m.**

**Item 1**: **Meeting was called to order at 7:00pm**

Present: Mayor Pro Tem Jerry Masters Harold Doty

Barrett Blackwell Linda Martin Gary Wilson

Guests: Jim Martin Dee Kindred Jeff Kapala Kathy Wilson

 Bruce Morgan Robert Masters

**Item 2: Pledge of Allegiance was led by Councilman, Gary Wilson**

**Item 3: Citizens/Visitors Comments to Council**

Jeff Kapala made comments about a dog nipping at Wade and Linda Cook’s golf cart

**Item 4: Discuss/Consider Approval of the Minutes from April 8, 2013**

Gary Wilson asked about Item 4, then said he had fully reviewed minutes, then asked for a Motion, Barrett Blackwell made a Motion to approve Minutes for April 08, 2013 and Linda Martin Seconded the Motion, then they included for items 4 , 5 and 6 since all were pertaining to April Minutes. Barrett Blackwell made Motions to Approve Minutes and Linda Martin followed with Seconds on all Motions. Motion to Approve Minutes for April 08, 2013, Approved with Vote of 5/0/0

**Item 5: Discuss/Consider Approval of the Minutes from April 24, 2013**

Barrett Blackwell made Motion to Approve Minutes for April 24, 2013 and Linda Martin Seconded the Motion. Motion to Approve Minutes for April 24, 2013 Approved with Vote of 5/0/0

**Item 6: Discuss/Consider Approval of the Minutes from April 25, 2013**

Barrett Blackwell made Motion to Approve Minutes for April 25, 2013 and Linda Martin Seconded the Motion. Motion to Approved Minutes for April 25, 2013 Approved with Vote of 5/0/0

**Item 7: Discuss/Consider Approval of April Financial Report**

Gary Wilson asked about a contract relating to hogs and a discussion between Lauren Anderson, City Secretary and Linda

Martin regarding a month to month contract and Lauren Anderson, City Secretary stated that last bill was due May 1, 2013.

Linda Martin asked a question regarding Brazoria T, Lauren, City Secretary, stated work completed for repairs stated this is

Brazoria Engineering Department for work completed October 1, 2012 and ends May 1, 2013.

Motion to Approve April Financial Report was made by Linda Martin and Seconded by Gary Wilson. Motion Approved with a Vote 5/0/0

**Item 8: Discuss/Consider Report from Gary Gratzer**

Recap from Gary Gratzer on review states Former Mayor recommended to review financials, Mayor resigns and departed

Town Hall. Gary Gratzer speaking about having a Mid-year audit and then a 9 month audit but not an actual audit

but a written agreement with procedures. Gary Gratzer said Only Procedures with administration and that people want a

clean cut start. Item 1 Gratzer states the audit for 5/31/13, says his wife is a CPA and Fraud Examiner, they received all

Statements. Gratzer and wife went over the Bank Reconciliations and All Bank Transactions, they did not find any large

discrepancies. Item 1 starts with having Statements and Expense Transactions as valid. Gratzer went on to next item

regarding time sheets, he said that he selected an employee at random and reviewed but did not find any discrepancies since

the time sheets were Signed and Approved. Gary Gratzer spoke about Computer Generated Checks. Gratzer spoke about not

having Supporting Documentation and that a Municipality should not be paying Sales Tax. Gratzer also mentioned that

Account Expenses Not correctly coded were mostly related to Creed Day Expenses. Things such as candy purchased with no

 real receipt nor record for purpose. Also Gratzer mentioned about a check written to one person but did not match in system.

Gratzer said one issue with Quickbooks is that information can be changed at a later time . Gratzer gave example of the check

in question, related to check paid to Cody Pratzer for Creed Day. Information was incorrect in system but Expense was

acceptable. Gratzer gave Recommendations, Item 2 Expenditures and Cleared Bank Statements, Recommendation for

Procedures for Documenting all checks and about improvements. Gratzer gave recommendations for Procedures for

Documentation for all checks and talking about needing improvements of record keeping. Gary Gratzer spoke relating to

 issues of Responsibility being with Council, stating that companies like WW Grainger, did Quintana get double billed and did

Quintana pay sales tax. Gratzer then went on to reviewing all credit card bills in reference to travel related expenses and

stated receipts for restaurants should be documented with information as to purpose of and for what department the

expense was for at the time the receipt is given. Discussion from Council for wages, speaking about honest work, then

differences between wages reported, was decided to deal with in the future with Bookkeeping. Jerry Masters said that he did

not stay at Town Hall every day and could say as to the validity of the time records on the time sheets, but he did sign off on

the time sheets. Jerry Masters said that he just assumed that the information was correct. Gary Gratzer stated an override on

the timesheet(s) is considered appropriate but not on a daily basis. Gratzer then spoke relating to Payroll Company using

Percentage time count verses Quintana using actual minutes, stated both need to use same counting practices. Gratzer going

 through examples then suggests that supplemental checks should be issued for the time difference. Gratzer pointed out that

Center Point payments, revenue were recorded, reposted to correct category and deposited, Reclassifications were made.

Gratzer states all six (6) payments were received and deposited. Gratzer states Expenses are valid. Budget is good. Then

 Gratzer states received calls and emails for reasons that he was not hired to do, not in the scope of his services. Gratzer

talking to Jerry Masters about taxes, and corrections relating to sales tax, Gratzer said that The State of Texas will correct tax

payer information. Gratzer asked if there are any more questions, no questions brought up and Gratzer left the meeting.

No action taken

**Item: 9 Discuss/Consider Velasco Drainage District Update**

Report was given and Linda Martin asked if they needed to accept it, Harold Doty said no it would show in the Minutes of The

 Meeting that Quintana had the report. Discussion by Council members about Velasco Drainage District not being of any help

to Quintana’s Community. Linda Martin asked if a Petition to Separate from Velasco Drainage District is needed. Council will

contact City Attorney for Questions and or help. Council will contact Core of Engineers about filling in some areas of concern

relating to retention and drainage issues. The City Attorney, Mr. Petrov, stated he would get petitions ready for council. Linda

Martin states need a Petition and she will help get signatures, nothing else mentioned.

No action needed.

**Item 10: Discuss/Consider Update on Freeport LNG Liquefaction Expansion**

Decision: to contact City Attorney for response, issue was referring to City Attorney 2 weeks prior. Linda Martin brought out

Pictures. Gary Wilson speaking about Mr. Pate about pictures being made, and stated Town dropped the ball. Several Council

Members making some comments relating to presentation about Plant for future Construction, stating in Violation in many

ways, one violation for not giving Town of Quintana Notice of Plans. We need to set up a meeting with FLNG, about Extension

and Expansion Plans. Harold Doty said Council needs to have a letter sent on Attorney’s Letterhead to FLNG regarding a sit

down meeting request. Harold Doty stating that this has been on our Agenda twice in 3 months, Attorney states has had

contact with FLNG, but No Response still. Speaking about industrial area not located in our immediate area but not in the

 City Limits either, located in Industrial Area. Other members said FLNG bought out areas for this reason to attach and stop

this kind of use. Councilman states need to get defined area and protect Quintana area. Harold Doty stating we may need to

get Environmentalist involved. Linda Martin mentioned this is a public beach area and is a protected area and Harold Doty

then said they may use this information. Harold Doty states he receives proprietary letters not available to public and states

need to get direct answers to direct questions. Harold Doty states this may be a Petitional issue, comments from other Council

members not sure about this yet. Harold speaking with others Council members about area should not be included for use

located about where boat ramps are, states this area was outlined for Administration use only. We need FLNG to Define the

areas where the Violations of Contract are occurring. The use in connection with Violations of Contract, then also defining

how we can protect our residence, I still need a better understanding of the layout and part of this for a description, cause and

only has the one map. The area is not in city limits but not sure, confused of area being used relating about its location. Does

not belong to anyone but Army Corp of Engineers and ACOE, then Gary Wilson stated need to get meetings, we need to set

down in a meeting. Motion for City Attorney –Motion denied, took too long to mention, Gary said. Harold Doty says wants to

throw out another idea, we have spent lots of money for copies of annexations, etc. Would it help if I get Quintana’s

Engineering Firm to give us copies of maps? Yes the Maps and Annexations need to be at least 11X17 in size.

Motion made by Harold Doty and Seconded by Barrett Blackwell for sending Letter to FLNG.

Motion Approved by Vote of 5/0/0

**Item 11: Discuss/Consider Update on Demolition and Lien on Dilapidated Structure**

Decision: Collect Bids on Demolition. Motion made by Gary Wilson and Seconded by Barrett Blackwell to

Collect bids for Demolition. Motion to Collect Bids on Demolition Approved by of Vote of 5/0/0

**Item 12: Discuss/Consider Windstorm Coverage Renewal**

Decision: Choose Option 2. Motion to choose Option 2 was made by Barrett Blackwell and Seconded by Linda Martin.

Motion to choose Option 2 Approved by Vote of 4/1/0, Harold Doty Opposed Motion

**Item 13: Discuss/Consider Removing Signers No Longer on Council from Bank Account**

Decision: Postpone until next week. Motion to postpone decision until next week was made by Harold Doty and Seconded

by Barrett Blackwell. Motion to postpone decision until next week was Approved by Vote of 5/0/0

**Item 14: Discuss/Consider Water Quality and TCEQ Standards**

No Action Taken

**Item 15: Discuss/Consider Xeriscape**

Decision: Get Bids for Xeriscape Signs. Motion to get bids was brought by Gary Wilson and Seconded by Jerry Masters.

Motion to get bids was Approved by Vote of 5/0/0

**Item 16: Discuss/Consider Updates from Council/Mayor**

No updates

**Item 17: Adjourn**

Decision: To Adjourn. Motion brought by Harold Doty and Seconded by Jerry Masters. Motion to Adjourn as Passed by Vote of 5/0/0 at 8:36pm

**In compliance with The American s with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact The City Secretary, Lauren Anderson at 979-233-0848 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Municipal Building is wheel chair accessible from the front entrance. Special seating will be provided in the Council Chambers.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Jerry Masters

 Mayor Pro -Tem

­­­­­­­­­­­­­­­­­­ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lauren Anderson

City Secretary