**Town Of Quintana**

**Minutes of the Regular Meeting**

**June 10, 2013 7:00 p.m.**

**Item 1: Meeting was called to order at 7:02pm by Mayor Gary Wilson**

Present: Mayor Gary Wilson Linda Martin, Mayor Pro Temp Harold Doty

Jeff Kapala Barrett Blackwell City Attorney Alan Petrov

Guests: Jim Martin Kathy Wilson Karen Harris

 Doug Harris

**Item 2: Pledge of Allegiance was led by Mayor Pro Temp**

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

Jeff Kapala asked about the dilapidated building, Mayor Wilson advised will update council at end of meeting. City Attorney, Alan Petrov advised Mayor Wilson it is alright to give an update now but nothing else can be done regarding this issue. Mayor Wilson then updated everyone present regarding the asbestos survey that was done on building. Linda then suggested an Abatement. Mayor Wilson only updated information on issue. No actions taken.

Mayor Wilson then explained to Jeff Kapala about location of Xeriscape Park while giving information on signs that were previously ordered. No actions taken.

**Item 4: Discuss/Consider Approval of the Minutes from May 13, 2013 Regular Meeting**

Discussion ensued regarding budget issues and/or budget workshop from Linda Martin, Per Mayor Gary Wilson will place on August Agenda. Attorney Alan Petrov states the budget amendments can be done by Ordinances. Linda Martin states she thinks would be good idea to have two revisions, one in July and another in September. Mayor Gary Wilson and Linda Martin discussed budget being short for employment by twenty thousand dollars. Linda Martin wants it revised in July. Mayor Wilson states will add Budget Review to July Agenda. Motion for Approval of Minutes for May 13, 2013 made by Linda Martin, and Seconded by Harold Doty, Approved with Vote of 4/0/0

**Item 5: Discuss/Consider Approval of the Minutes from May 20, 2013 Special Meeting**

Discussion from City Attorney Petrov regarding a draft review and publish for a new budget, states this is easy and this needs a couple Special Meetings to get finished and the Approval. Mayor Wilson states all signatures are done on bank account, everything has been updated. Mayor Wilson states we do not have to review and revise. Linda Martin states she wants this done. Motion for Approval of Minutes for May 20, 2013 made by Barrett Blackwell, and Seconded by Harold Doty, Approved with Vote of 4/0/0

**Item 6: Discuss/Consider Approval for May Financial Report**

Discussion from Council Members and City Attorney Petrov regarding the percentage of the yearly budget and

the actual amount spent so far year to date. Linda Martin asked about The Budget Workshop and Mayor Wilson

decided to put on the August Agenda. Council discussed having a Review of Budget and Amendments in the July

Agenda. Linda Martin wants to revise this budget in July, the budget workshop for August for next year’s budget.

Linda Martin asked a couple questions regarding the Sprint bill and the Cobb Findley bill, explanations

were given. A discussion by Attorney Petrov regarding amending the budget by Ordinance. Discussion

over budget overage/shortage ensued. Attorney stating there is a Process for adopting a Revised Budget and

to adopt amendment(s) by ordinance(s). Mayor Wilson states this is how we get the new tax rate.

Attorney Petrov states next step is to adopt a Draft Budget for new fiscal year. Linda Martin discussed the fiscal

year date. Linda Martin stated Payroll was not budgeted correctly and there will be a shortage by about twenty-

thousand dollars. Linda Martin questioned amounts for City Engineers, Mayor Wilson explained several amounts

and specifics to council. Harold Doty had questions on dates for Actual Budget verses Budget Report. Linda

Martin explained the dates and how to read the information as far as being up to date. Council discussed budget

up to date. Motion to Approve May Financial Report was made by Linda Martin and Seconded by Barrett

Blackwell, Approved with Vote of 4/0/0

**Item 7: Discuss/Consider Approval for Water Board Meeting, and take any actions needed**

Discussion ensued with council members regarding tank services and Jeff Kapala states the service was not

approved however services were discussed and considered. Linda Martin stated that the Scope of Work needs

to be added to the new bids received now. Linda states the other bids we have are now outdated, relating to the

scope of work. Linda Martin asked Harold Doty if he still has any bids. Harold Doty states he no longer has any

bids. Harold Doty asked if inspections were done and then stated did not get another inspection. Harold Doty

stated need specific bids with inspections reports again. Mayor Gary Wilson explained bids and

Recommendations. Mayor Wilson states we need to do process again. Discussion about process of bidders

ensued. Mayor Wilson explained inspections process done before by divers and their recommendations. Linda

Martin questioned if we purchase a new tank, would this be more cost effective, Mayor gave estimated amount

for One hundred fifty-eight thousand dollars for glass coated tank, and ten to fifteen thousand for stainless steel

tank. Harold Doty explained cleaning tanks and Mayor Wilson explained how tanks are cleaned by divers. Council

still discussed what should be done regarding tanks. Mayor states cleaning tanks is cheaper.

Motion for Approval of Water Board Minutes made by Harold Doty and Seconded by Jeff Kapala,

Approved with Vote of 4/0/0,

Motion for Approval to spend up to Ten Thousand dollars to clean tanks made by Harold Doty and Seconded by

Jeff Kapala, Approved with Vote of 4/0/0

**Item 8: Discuss/Consider Approval for Generator Service Contracts**

Generator models were discussed by Mayor Wilson with the contract options available from Loftin

Equipment Company. Mayor Wilson and Jeff Kapala discussed the Planned Maintenance and Annual

Service Agreement and gave recommendations for the service part of contract, semi-annual. Council

spoke about load tests and automatic transfers. Mayor Wilson states load tests done once a month. Jeff

Kapala made the Motion for Oil Engine tests once a year through the Annual Contract for Generator

Service with Loftin Equipment Company and Seconded by Linda Martin, **Approved with Vote of 4/0/0**

**Item 9: Discuss/Consider Approval for hiring a CPA for Bookkeeping services**

Discussion regarding several bookkeeping companies with Linda Martin giving information as to

amounts charged and services offered from the companies that submitted bids. Questions and

explanations for the best choice were discussed by council. Council discussed amount of Fifteen thousand

to Eighteen thousand per year for bookkeeper, had to explain to Linda Martin not Thirty thousand

dollars, Linda Martin had her figures wrong. Gary Gratzer has repeatedly given the recommendation for

hiring a bookkeeper. Attorney added that he thought would be a good idea. Mayor states for

administration changes hiring bookkeeper will make transitions easier. This would also make it possible

for City Secretary to have more time to handle Ordinances. Linda Martin went over the amounts

charged for specific services offered. Motion to hire Kennemer, Masters, and Lunsford, Certified Public

Accountants, LLC made by Linda Martin and Seconded by Harold Doty, **Approved with Vote of 4/0/0**

# UPDATES

**Update from Mayor states Jeff Kapala new EMC, Emergency Management Coordinator. No actions taken.**

**Harold Doty updated and discussed issues relating to and/or about FLNG. No actions taken.**

Linda Martin talked about TML meeting, stated that she would be going to the one in July, she told other

council members they have 90 days. Attorney gave general information about TML meetings being a

really good idea to attend. Mayor Wilson spoke regarding Open Meetings Act, this is mandatory meeting.

**No actions taken.**

Mayor Wilson spoke about letter received from Jason Cordova, Port of Freeport dropped contract for

land. A discussion ensued with council members. City Attorney Petrov stated that Quintana would have

to sue to change the outcome. Mayor Wilson states this is only an update, therefore Linda Martin and

Harold Doty would like to place on next Agenda. **No actions taken.**

**Introduction from Council to Doug and Karen Harris.**

**Item 10: Adjourn**

**Motion made to adjourn meeting by Barrett Blackwell and Seconded by Linda Martin, Meeting Adjourned at 8:15pm and Approved with Vote of 4/0/0**

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Gary Wilson

 Mayor

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Tammi Cimiotta

City Secretary