**Town Of Quintana**

**Minutes of the Regular Meeting**

**August 12th, 2013 - 7:00 p.m.**

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

Jeff Kapala Barrett Blackwell

Guests: Kathy Wilson Roger Cornelison Teresa Cornelison

 Kevin Cadenhead, **KM & L**  Dee Kindred Fred Calhoun, Texas Solar

 Christopher Kall

**Item 1: Meeting was called to order at 7:00pm by Mayor Gary Wilson**

**Item 2: Pledge of Allegiance was led by Jeff Kapala**

**Item 3: Citizens/Visitors Comments to Council,** Teresa Cornelison, gave her concerns on speed bumps, cons such as, emergency vehicles and response time, continued maintenance, Teresa Cornelison states that she would rather try the paint before getting speed bumps and offered to paint herself. Tammi Cimiotta, made nomination for Kathy Wilson as council Position 3, noted by Mayor Wilson.

**Item 4: Discuss/Consider Approval of the Minutes from July 8th, 2013 Regular Meeting**

Mayor asked if any discussion about Minutes from July 8th, 2013. Barrett Blackwell said did not see a problem with it. Motion to Accept Minutes from July 8th, 2013 Regular Meeting made by Barrett Blackwell and Seconded by Linda Martin, **Approved with vote of 4/0/0**

**Item 5: Discuss/Consider Approval for July Financial Reports**

Mr. Kevin Cadenhead gave an introduction of himself and company, KM &L, bookkeeping company for Town of Quintana; Mr. Cadenhead gave information about more guidance and said that this Town had a strong balance sheet and suggested there would be a few changes in budget with respects to sub-categories, nothing significant. Any time council has a question to call his office and he would answer any questions. Linda Martin referenced Check Detail report on page 6, Loftin Equipment, was coded to office supplies in error and stated that this should be coded to Water System, Repairs and Maintenance; Next Linda Martin asked about Check Detail report on Page 8 regarding the Sprint bill stated 188.28 for 2 phones sitting up at Town Hall, not being used, Harold Doty and Mayor Wilson stated cannot make any decisions or voting on this issue. Linda Martin inquiring why Town should keep these since not in use, short discussion with Jeff Kapala stating he needs a Smart Phone; Mayor Wilson stating the Sprint bill is about 166.00 or about. Mayor Wilson stated to put this on next month’s agenda as did Barrett Blackwell. Barrett Blackwell asked about Matula & Matula on Page 8 same report, where should this be coded and why is this such a big amount, Harold Doty explained this should be coded in Capital Outlay; Linda Martin asked about Budget verses Actual, Page 2, report since several sub categories had no budget amounts listed; Mr. Cadenhead explained that his assistant had changed the sub categories and the changes would be reversed back to the way originally set up; On Page 2, Change Professional fees back to auditor and on Page 3, change Park Sign back to Park code assigned to originally. Harold Doty stated that Auditor Gary Gratzer was person that set up Categories and Sub-Categories and Town needs to keep them that way. Mr. Cadenhead stated that line items are not required as long as actual budget is not more than allotted amount for total budget. A City cannot spend more than the City has appropriated, if the total expenditures exceed total budget then the cities are breaking the law. Mr. Kevin Cadenhead stated also that Town Council can amend the Town’s budget at any time. Linda Martin stated that if an administrative fund cannot move from another fund allotted for say water department, Mr. Cadenhead stated that as long as the total budget is not over spent that any category can go over as long as total budget is kept within allotted budget amount. Motion to Accept July Financial Reports made by Barrett Blackwell and Seconded by Harold Doty, **Approved with vote of 4/0/0**

**Item 6: Discuss/Consider Installing Speed Bumps throughout Town of Quintana**

 Linda Martin giving information that she did not find any Speed Devices costing 3 to 4 thousand dollars, short discussion about speed humps. Linda Martin stated that there may be a liability for not Motion made to purchase 2” speed hump for total of twelve of them, Deep Sea Drive, Compass Court, 2 on Burnett, 2 on Lamar, Mayor Wilson stating a Motion is being made, then Linda Martin said that something else, the Mayor Wilson explaining the size, then got quiet, then Barrett Blackwell asked question, then Jeff Kapala in background, then Linda Martin explaining that the is a liability if nothing is done, then Jeff Kapala asked where is our attorney, the everyone talking. Mayor Gary Wilson stated that the motion needs to be voted on first, and then Barrett Blackwell wanted to know what the liability issues were and wants to talk to city attorney first. Linda Martin asked City Secretary then Mayor Wilson states this is a dead motion. **NO ACTION TAKEN**

**Item 7: Discuss/Consider Appointment for Position 3 Council Person**

Mayor Wilson stated there is an opening for Council Member, Position 3 and asked Chris Kall if he was interested in position and Chris Kall responded yes, Motion made by Jeff Kapala to Accept

Chris Kall as new Council Member for Position and Seconded by Barrett Blackwell, Mayor Wilson told Chris Kall that he could be sworn in by Tammi, City Secretary but do not have Oath paper, he can be sworn in at next Council meeting or anytime when we have Oath paper ready, Mayor Wilson welcomed Chris Kall in as new Council Member.

 **Approved with Vote of 4/0/0**

**Item 8: Discuss/Consider New Budget Workshop for 2013-2014 Budget**

Mayor Wilson stated time to discuss and review the New Budget, and handed over to Mr. Cadenhead. Discussions from Council Members, Mr. Kevin Cadenhead spoke about 2014 proposed budget and that they were a couple of small increases but that this budget was very similar to 2013 budget. Mr. Cadenhead states that this is not a complex budget and just a few changes made from 2013 budget. Mr. Cadenhead spoke about year to date budget and also mentioned that the Tax Rate would not be raised from last year’s rate and that there was no reason for a tax rate increase. Mr. Cadenhead states that this is a proposed budget working right off from the 2013 budget and Mr. Cadenhead gave figures of $1,038,225.00 for 2013 and proposed budget for 2014 budget is $1,072,025.00 Mayor Gary Wilson states we cannot vote on this tonight and that this has been done wrong in the past, it has to be published for 10 days in The Facts newspaper and if anything needs to be increased let Mr. Cadenhead know. Mayor Gary Wilson spoke about the upcoming meeting to adopt the 2014 Budget on August 26th, 2013 and the meeting to adopt the 2014 Tax Rate set for September 9th, 2013. Mr. Cadenhead mentioned that the primary increase from last budget was for compensation and said that you can see this is primary area of the budget. Linda Martin asked what Capital Outlay expenditures was for and Mr. Cadenhead said that was his question as well, should be for projects, but explained this is for large purchases such as vehicles, equipment, or for 3 to 5 year projects, but no list really. Linda Martin mentioned that we need to look into a new automobile the Town Council might need to purchase a new automobile, like new truck or SUV, for Council members when they go on trips or run errands for Town Hall and/or a new Polaris for Maintenance Department for beach use. Jeff Kapala asked why to get another Polaris, Linda Martin states something similar to use on the beach. Mr. Cadenhead going over Capital Outlay between the categories, and there is no reason to increase them. Mr. Cadenhead stated that there is budget for these types of items. Mr. Cadenhead stated that there is no requirement or legal matter to have a specified category, as long as do not go over total budget. Linda Martin stated that City Secretary needs a new computer and Mr. Cadenhead agreeing since the Uploading and Downloading process does not seem to work and their share file is able to handle all sizes of files, also the Internet Provider may be another reason for not working properly. Linda Martin asking about newer QuickBooks version 2013 if we need that and Mr. Cadenhead states no they try to keep customers with QuickBooks version 2012 that is what The Town has. Mayor Wilson stated that we have had to call computer service techs three times so far to try to fix problems with the computer and still having issues with the computer. Linda Martin asking about purchase and Harold Doty also asking, Mayor Wilson stated that we do not have to change anything. Linda Martin stated that cannot work on but one thing at a time and should be able to multi-task, and that the computer freezes up and not due to just the Internet. Mayor Wilson states nothing to vote on, says will vote on it in the Special Meeting, Linda Martin says that outside repairs, Mayor Wilson says next time. Creed Day brought up and Mayor Wilson said that budget is already set, to 4500.00, Linda Martin states now 6,000.00 Mayor Wilson states was increased to 4500.00 from 4,200.00 and was already voted on. Then the 2013 Proposed Budget said was 6,000.00, now Mayor states we may have to change something. Linda Martin asked Harold Doty if there is enough for the Water Department. Mayor Wilson states we can only talk about estimates. Harold Doty gave estimates for 125,000.00 for Holly Street and that should work. Estimates for two other issues, two water wells and those are some real budget busters there, which way you want to go could be either 450,000 dollars or 950,000 dollars just depends on the way you want to go with it. Mayor Wilson stated these are future things that do not have to deal with now; Harold Doty stated yea but will need in the future. Linda Martin asked this is considered Capital Outlay and Mayor Wilson said yes but you are not going to do them all right away, Harold Doty stated aeration but Mayor Wilson stated is really important but not at this time, Linda Martin asked if this amount is from Cobb Fendley and Harold Doty stated yes just an estimate now, then Barrett Blackwell asked if that is how much would cost and Barrett Blackwell stated we can move money if need be, then Mr. Blackwell and Mr. Cadenhead both said Town Council can amend budget later on, also Mayor Wilson noted that the money is there. More comments from Harold Doty about budgets and projects and stated that half of that was paid for by TDRA but Mayor Wilson stated they paid around 500 thousand only, but that maybe we will get some more from that, then Mayor Wilson said that if that is all on the budget we can vote on this in August at the next meeting to be held on August 26th. Mayor also stated that is the only thing going on that Agenda for August 26th. 2013. **NO ACTIONS TAKEN**

**Item 9: Discuss/Consider Review and Update Financial Policy from Resolution 2009-04**

 Mayor Wilson stated this is only asking for an update and must renew this resolution every year and to move money to TexPool. Mayor Wilson states that he has read this and that it is fine and correct as it is. Motion to Accept Updated Resolution 2009-04 to Resolution number 2013-04 made by Linda Martin and Seconded by Harold Doty, **Approved with vote of 4/0/0**

**Item 10: Discuss/Consider Adopt and Amend Financial Policy 2009-04 for new**

 **Resolution 2013-04**

Mayor Wilson states this is for accepting the new resolution. Motion to Adopt amended Financial Policy from Resolution 2009-04 to Resolution 2013-04 made by Linda Martin and Seconded by Harold Doty, **Approved with vote of 4/0/0**

# Item 11: Discuss/Consider and take any actions necessary in Water Board Meeting

 **August 9th, 2013**

Mayor Wilson passed to Harold Doty and states that he has given some of the numbers previously during this meeting. Discussion about we are in compliance now with the testing but the Town has to be in compliance for an entire year. Harold Doty wanted to let everyone know that we are in compliance. Linda Martin asked if we are in Compliance then why we are getting all the violations still, Harold Doty states that we have to have one year in compliance, Mayor stating that there are other tests for other violations. Actually 380 days for compliance required from TCEQ statement from City Secretary, Tammi Cimiotta. Then Barrett Blackwell states he was under the assumption are we going to do better than the 80 percentile. Harold Doty states we are doing better but takes times. Discussion about Arsenic from council members with explanations from Harold Doty. Mayor Wilson explained Arsenic is a problem in other cities also. Linda Martin brought up contract with Cobb Fendley and that the contract expired last year, Harold Doty stated, oh is that right, then said we better get a new one. Linda Martin said that we get a new contract we need to get mapping included in contract without other charges. Harold Doty said is not included, and said cannot include mapping. Linda Martin repeated that this should be included, and then said she does not like all these invoices for $1,800.00 dollars. Mayor Wilson said may not be able to help the extra invoices since bills were not paid correctly in past months. Discussion about contract and was from 2009 then Mayor Wilson may be opening a can of worms if prices go up and maybe not just have to wait and see. Harold Doty states we do not just have to have one engineering companies. We have not given it any thought since we do not have too many projects; he spoke about Spradder Engineering doing work for Cobb Fendley also. Mayor Wilson said that Cobb Fendley is a highly recommended company from many sources and he checked them out previously. Linda Martin and Harold Doty discussing invoices and Mayor Wilson stated hopefully this is the first invoice we will find outstanding. Harold Doty spoke about TCEQ going around the whole state and what would you like to do, then said the first thing is to take the iron out of the water and the Arsenic will go away and the yellow color would also go away. Linda Martin asked about if the filtration used would really help and Harold Doty said yes this would also help. Mayor Wilson spoke about the TTHM, and the violations on that also. Harold Doty talked about what to do regarding chlorinated by-products and regarding getting rid of this. That this is actually in the well water and with the aerations maybe we can get both things at once. Harold Doty stated jumped way ahead spoke about the budget and said that the numbers are so big would blow your mind. Harold Doty talked about the Piping coming into the pressure pumps is mostly PVC and showing signs of deterioration and cracks, and Council has been talking about this for six months. Mayor Wilson said coming from glue joints. Harold Doty states not sure what the cost would be, said needs someone to make the motion. Linda Martin asked if we are going out for bids and Harold Doty said would be real expensive to just get the bids. Barrett Blackwell made the Motion to get Matula & Matula to give estimate. Mayor Wilson said again can get bids but this is a maintenance item and do not have to get bids. Council approved the Maintenance item to get PVC Pipes and pumper, and can get other companies to compare. Next Harold Doty spoke about estimate on Holly Street is $124,000.00 dollars and the reason that this is so much is problem getting Army Corp of Engineers approval. Basically this is expensive getting environmental approval and that TCEQ is easy. The idea is getting the pipe at Second Street back to this tank and will dump it into the tank and the control valve, and getting the water flowing all the way around the park. Linda Martin asked if the water quality would be better, then Harold Doty said that would make it better. More discussion with council members and Harold Doty stated this is one of the more inexpensive projects with more results. Linda Martin asked about the scope of work. This is not a for sure amount brought up from Mayor Wilson, and then Linda Martin asked if this would include mapping. Harold Doty added this is for basic engineering services and specialized engineering services and materials cost. Linda Martin then asked if Harold Doty would see if they would include mapping in total. Mayor Wilson not sure if whole packet and Linda Martin stated she does not want to get billed for another expense. Linda Martin questioned if Town would be charged for another bill after the scope of work. Mayor Wilson said everything will be in the bid packet. Harold Doty and Mayor Wilson stated would like to allocate the money and tell them to go ahead. Harold Doty states the slow part is Army Corp of Engineers and actually putting the line in is not enough of an expansion to get bids, 12,000 to 10,000 dollar cost to get bids. More discussion about bids, Barrett Blackwell states should get Shradder to get bids, Harold Doty stated that Cobb Fendley is a general engineering company and basically tells Shradder what work to do. Electrical and Controls is more services from Shradder. More discussions from Mayor Wilson asking if want to spend money and Linda Martin said need to go ahead and start another project. Mayor Wilson stating will do a motion at the end of this whole water issue discussion. Harold Doty stated that Jeff Mohr, Maintenance supervisor, would like to drive by to check water meter readings without having to get out at each house, and if we do this then could tell Jeff Mohr to go ahead. Mayor Wilson wants to revise the amounts, Mayor Wilson states the amount is a little higher than stated originally; highest amount was $26,000 dollars. Mayor Wilson described the meters, readers and software to Linda Martin. Mayor Wilson stated that has talked to about five different companies all about the same amount of cost. Mayor Wilson says will get all new meters, readers, and software. Harold Doty then mentioned that Jeff Mohr runs into snakes, bees, mud and submerged meters a lot to deal with. Mayor Wilson stated that all the meters are very old and have been there for 20 years. Mayor said that would get new meters and readers. Mayor said can consider now or, bring it up. Harold Doty stated obviously over $1,500.00 dollars thought would bring that up since started at lower amounts. Last item the water quality study basically we are having problems with methane and need to do study and at cost of up to $10,600.00 dollars. Jar collection of manganese this prep work, iron removal system need to get this exact to handle that, each well can be different. There is recycled coming back from well. Linda Martin asked if it done a month prior to and would this change in a month. Harold Doty gave response as yes to Linda Martin’s question. Mayor Wilson stated that he will talk to someone in Rockwell. Mayor Wilson said he will make a trip to research before study is done. Mayor Wilson said now basically need a motion on water board items. Council approved to get bids on PVC pipe replacement, Council approved to get Bids to spend $20,000.00 dollars for Engineering, Loop Line part, bid part only, council approved to spend $124,000.00 dollars for Cobb Fendley, and finally Council considered new meters and readers.

Motion for bids on PVC Piping Repairs, Get Bids Loop-Line Bid Package, and Get Bids on New Automatic Meter, Reader and software and bring back to next council meeting, Motion made by Linda Martin on all three items and Seconded by Barrett Blackwell, **Approved with vote of 4/0/0**

**Item 12: Discuss/Consider Variance for Arts and Crafts Vendors for Creed Day on November 8th, 2013**

Mayor Wilson opened Item and said this is a variance of our ordinance then stated that the City Attorney Petrov would have to do a lot to change this then said since just for one day deal does not have to and this is for one day with no food vendors, then Linda Martin cut in and said would like to have this for Friday and Saturday, Mayor Wilson said now you want two days, Linda Martin said would like to have Vendors here, and went on to say that people say they do not come here because nothing for children to do, Linda Martin said I think we should bring in vendors for children’ interests. There were several comments from council and guests, then lots of laughing. Mayor Wilson asked if a Motion, Motion from Barrett Blackwell to expend Creed Day for one time only to Friday 8th and Saturday 9th and to allow a variance for Creed Day to allow vendors, Seconded by Harold Doty, Jeff Kapala said wanted to abstain and Mayor Wilson said had to vote yes or no, **Approved with a vote of 4/0/0**

UPDATES

Jeff Kapala, EMC, general information; August 20th, EMC Meeting –any questions to bring up;

Linda Martin, states that any two council members can be in same place with the Mayor and is not a quorum, Mayor stated that would like to hear that from the City Attorney;

Dee Kindred, asked how to get an Item on the Agenda, Mayor Wilson stated that he would consider all requests and it takes three council members requests for an Item to be added to Agenda;

Harold Doty requested a discussion about Freeport LNG at next meeting on August 26, 2013

Harold asked that the Freeport LNG be added to the Agenda for next Special meeting; Mayor Wilson said he did not understand what else would be discussed since this was on the last Agenda; Harold Doty asked why are we being so quiet as a city council and again said wants this on the next Agenda for discussion, Mayor Wilson agreed to add Freeport LNG for discussion to the next Special Meeting for 8-26-2013.

Barrett Blackwell asked about Paul Gonzales, City Secretary gave update relating to invoice and payment regarding property and house on 2nd street.

Linda Martin gave some updates regarding Creed Day celebration

Fred Calhoun, TSL, gave introduction on self and some information about solar lights then stated if anyone has any questions he would be available for discussion.

Mayor Wilson stated to City Secretary to have the Oath ready for council position 3.

**Item 13:** **Adjourn**

Motion to adjourn made by Harold Doty and Seconded by Barrett Blackwell, **Approved with vote of 4/0/0**

**Meeting Adjourned at 8:50pm**

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Gary Wilson

 Mayor

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Tammi Cimiotta

City Secretary