

**CITY COUNCIL
WORKSHOP MEETING MINUTES
FEBRUARY 23, 2016**

1. Call to Order:

The meeting was called to order by Mayor Jessup at 6:00 p.m. with the following present:

Mayor, Charles D. Jessup, IV
Alderman, John F. Isbell
Alderman, Steven H. Bezner
Alderman, Rick J. Staigle
Alderman, Kelle K. Mills

Mayor Pro Tempore, Terry J. Henley
City Secretary, Courtney Rutherford

Also in attendance: Gary Stewart, Police Chief and Chis Hill from Imagination Monkey

2. Discuss selectin an engineer for S Kirkwood road project.

Mayor Jessup stated that now that the City has received a recommendation from HGAC for the S Kirkwood road projection an engineer needs to be selected in order to move forward. There was lengthy discussion on the best process to select an engineer. A couple suggestions were to post an advertisement in the paper with a scope of work and accepting proposals or use the county Interlocal agreement and choose three engineers that have experience with roundabouts and ask those companies to submit quotes. There was also discussion about creating a committee to review the proposals and make a recommendation.

Mayor Jessup stated that he would like for Alderman Staigle to pull a scope of work to use as an example and hold a special meeting to decide the process of selection.

3. Discuss progress of the Tactical Training Center (TTC)

Mayor Jessup gave an update on the progress the Tactical Training Center, TTC, for Meadows Place. He explained that he, the Police Chief, and the Public Works Director met with a Ramtech to discuss building particulars. The Mayor stated that it was a very productive meeting and he hopes to have numbers back by the end of this week. There was a brief discussion among Council and the Police Chief regarding the design of the building.

4. Update from City Secretary and progress on hiring a new utility clerk

Courtney Rutherford, City Secretary, explained that the City received over 50 applications for the Utility Clerk position. Both, she and Danny Segundo, Public Works Director, reviewed the applications and chose the top five for interview. Interviews were performed the last two weeks of February and they have narrowed their decision to two candidates. Staff is waiting on background checks to be complete before making a final decision and making an offer.

5. Discuss budget amendment forms and process

Mayor Jessup stated that since we have some new staff they have asked to use new forms for the purpose of budget amendments. Courtney Rutherford, City Secretary, explained that on the upcoming regular agenda there is a request for a budget amendment for the roof repair at the EMS building. Since money has not been budgeted for this item staff has prepared a budget amendment form requesting the funds be moved from the general fund to cover the cost of the repair. This form is basically for record keeping purposes. It shows that Finance verified that the money is available in the general fund and then approval at the meeting shows that Council is allowing the amendment.

6. Review items on the February 23, 2016 Regular Agenda

Council briefly reviewed upcoming agenda items scheduled to be discussed at tonight's regular meeting.

7. Close workshop and special session

Mayor Jessup closed the workshop and special session meeting at 6:55 pm to move into Executive Session.

8. Executive Session

Council met in Executive Session as authorized under Texas Government Code Sec. 551-071 regarding legal challenges to the City of Meadows Place Sex Offender Ordinance Number 2006-21.

9. Adjourn Executive Session

No action was taken. Mayor Jessup adjourned the Executive Session at 7:15 p.m.

10. Reconvene Workshop and Special Session


Mayor Jessup reconvened the meeting into open session at 7:15 p.m.

11. Adjourn

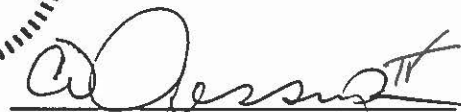
There being no further business to discuss, Alderman Steven Bezner made a motion to adjourn the Workshop and Special Meeting. The motion was seconded by Alderman Terry Henley and with unanimous approval the workshop and special session meeting was adjourned at 7:17 p.m.

These minutes were approved by the City Council on Tuesday, March 22, 2016.

ATTEST:


Courtney Rutherford, City Secretary




Charles D. Jessup, IV, Mayor