



Incorporated May 2008

## ***City of Weston Lakes***

PO Box 1082 ★ Fulshear, Texas 77441  
(281) 533-0907

### **Minutes of Workshop Meeting**

Weston Lakes Country Club Ballroom  
Weston Lakes Texas 77441

**Wednesday, August 19 2020 at 10:00 am to 12:00 pm**

- 1. Call to Order.** The City Council called this meeting. The Special City Council Meeting was called to order at 10:00 am on Wednesday, August 19, 2020, by Mayor Pro Tem Linda Harnist. A quorum was present

**Council Members Present:**

Mayor Ramona Neal  
Mayor Pro Tem Linda Harnist  
Alderman Bill Ragle  
Alderman Ted Case  
Alderman Denis DeLuca  
Alderman Trent Thomas

**City of Weston Lakes Staff Present:**

City Secretary, Jenni McJunkin  
City Attorney David Olson  
City Attorney Jay Zang

**Absent:**

**Public Present:**

See Attachment

- 2. Invocation and Pledge of Allegiance.** Alderman Trent Thomas led the Council in the Invocation and the Pledge of Allegiance.

Point of Order made by Alderman Bill Ragle. Moved to move item 15 K to the top of agenda, then remained of 15 following that. Then item 14 next 16. Seconded by Alderman Denis DeLuca.

Ayes: All

Noes: None

**MOTION PASSED**

Mayor joined the meeting at 10:03.

**Items bolded were the items that time allowed for discussion**

- 15. K) Definition of City Type & Authority of Type B General Law City's**

3. **Public comments.** People who spoke: Barbara Ball, Molly Plant, Jamie Neal, Donna Rodgers, Earlene Hopkins, and Sherley Lopasky
  
6. **Discussion of electrical issues with CenterPoint Energy**
  - A. Discussion of issue: how are residents and their property affected?
  - B. CenterPoint's response
  - C. **Discussion of power outages mitigation:**
    1. **Discuss hiring an independent qualified person/engineer to study the issues with the electrical system within Weston Lakes to locate the issue(s). To "walk the line" and report all issues and/or lack of maintenance items to The City of Weston Lakes City Council. Ultimate goal: To make recommendations to CenterPoint Energy of findings.** Mayor agrees to write a letter concerning the power outages to attorney Thomas Brocato of Gulf Coast Coalition of Cities (GCCC).
  
    2. Discuss requesting CenterPoint to create an escrow account where citizens can be reimbursed for damaged appliances related to the power outages. Escrow account and filing for damages is to be managed by a third-party company.
  
    3. Discussion of formal letter from the mayor to be written to the Texas Utilities Commission.
  
7. Discussion of Investments: Copies of all documents listed to be distributed to council and mayor by end of business day on Monday, Aug. 17, 2020
  - A. Review of Investment Policy
  - B. Review of all deposits/investments and withdrawals from New First National Bank of all accounts for the past three years
  - C. Review of Investment Contracts for prior three years
  - D. Review of Banking procedures regarding investments/pilot programs/banking online/access
  - E. Procedure written to order the steps of making an investment
  - F. Procedure written to order the steps of re-investing at renewals
  - G. Review of law regarding mayor having access to QuickBooks, city equipment.
  
8. Status of Banking Accounts
  - A. Status of and review of bank ledger
  - B. Procedure for writing of checks
  - C. Review of prior three years, actual bank statements as well as QuickBooks
  - D. Review of Financial Policy
  
9. City Hall Office Hours – late or early hours?
  
10. Compensation package for all part-time employees
  - A. Package offered to include/possibly include:  
Hourly pay – same rate at meetings  
Overtime paid only after 40 hours  
Mileage – specific form used and signed by the mayor for approval before check is written.  
\*Mileage not to be paid if passing destination on the way to work.

Travel time paid

Pay during training hours

Bereavement Pay

Vacation/Sick Leave, increase after a certain amount of time? i.e. 5 years of service, 10 years of service

Holiday pay

B. What state law states:

C. What federal law states:

D. Pay days

1. How to handle time sheet approval, week of waiting for approval process and signatures
2. How to handle dates which fall on holidays/weekends, pay before or after? Timesheets due earlier?

**11. Emergency Management Administrative Assistant**

A. Job Description/Duties

B. Compensation

**12. Why do we need two municipal officers?**

A. Fiscal Responsibility/Good Business Practices to separate the two jobs

B. Work hours vs. work load

**13. Office of Treasurer**

A. Job Description/Duties

B. Compensation

**14. Office of City Secretary**

A. Job Description/Duties – other options: city secretary and city treasurer, good business practices with more oversight on the financial. It is not a good business practice to have all monies in and out going through and overseen by only one set of hands. Stick to general, not specific to avoid an executive session during a workshop.

B. Compensation

**15. Development of Policy Manual**

A. Personnel Policy Manual

B. Mayor/Council Policy Manual

C. Meetings:

- a. Regular Meetings, Special Meetings and Workshops
- b. Agenda Items, Requests for Agenda Items, Durable Backup, Deadline
- c. Discussion City of Weston Lakes Resolution 1-09

D. Ethics Policy

E. City Election/Seats are Non-Partisan

F. Communication Policy

- a. Private vs Public Web Sites
- b. Authority to use City Seal, etc.

G. City Appointments, Mayor/Council (Positions and Committees)

- a. Responsibilities of Appointees
- b. Approval, Oversight
- H. Harassment/Hostile/Intimidation Policy
- I. Budget line item expenditures – especially those for security
- J. Communication Between Mayor and Council
- K. Definition of City Type & Authority of Type B General Law City's**
- L. Financial
  - a. Financial Officer/Investment Officer
  - b. Monthly Financial Reports
  - c. Annual Investment Report
  - d. Review/confirm Resolution 2-09
- M. Newly formed "City Events"
  - a. Council Approval
- N. City Equipment and Keys
  - a. Storage
  - b. Inventory/ Tag
  - c. Assignment/Sign Out Log

**Alderman Denis made a motion to give Mayor Neal authority to purchase locking file cabinets and ring doorbell for security reasons. Second by Alderman Ted Case.**

Ayes: All  
Noes: None  
MOTION PASSED

**16.** Mayor calls for Workshop per our policy, will advise of budget workshop once scheduled.

**17. Adjournment** Motion made by Alderman Denis DeLuca.

**MEETING ADJOURNED AT 12:00 PM**

Respectfully submitted,

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Ramona Neal  
Mayor,  
City of Weston Lakes

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Jenni McJunkin  
City Secretary,  
City of Weston Lakes