



Incorporated May 2008

City of Weston Lakes

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

Minutes of Regular City Council Meeting Weston Lakes Country Club Ballroom, 32611 FM 1093, Weston Lakes, Tx. 77441 Tuesday, November 24, 2020 at 6:00 p.m.

- 1. Call to Order.** The Regular City Council Meeting was called to order at 6:00 p.m. on Tuesday, November 24, 2020, by Mayor Ramona Neal A quorum was present.

Council Members Present:

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

City of Weston Lakes Staff Present:

City Secretary, Jenni McJunkin

Absent:

- 2. Invocation and Pledge of Allegiance by Alderman Thomas.** Alderman Trent Thomas led the Council in the Invocation and the Pledge of Allegiance.
- 3. Reading of Public Statement Rules and Public Statements.** City Secretary, Jenni McJunkin read the following statement: “Each individual who wishes to make a public comment should sign the sign-in sheet before the Call to Order located in the entrance. Please note topic of conversation. Three minutes will be allotted for conversation. City Council may respond. Please turn off cell phone ringers so assembly isn’t disturbed.” People who spoke: Denise Robbins
- 4. Mayor’s Comments**

5. **Swearing in of Aldermen by City Secretary.** Alderman Ted Case, Alderman Denis DeLuca and Alderman Trent Thomas were sworn in by the City Secretary.
6. **Consider and take action on 2018-2019 audit prepared by Sandersen and Scheffer, PLLC.** Motion made by Alderman Denis DeLuca to approve the 2018-2019 audit prepared by Sandersen and Scheffer, PLLC. Seconded by Mayor Pro Tem Linda Harnist.
Ayes: All
Noes: None
MOTION PASSED
7. **Consider and take action on creating a policy naming the primary and secondary check writers for the City of Weston Lakes and establish procedures to govern the writing of checks.** Motion made by Alderman Trent Thomas to create a policy naming the primary and secondary check writers for the City of Weston Lakes and establish procedures to govern the writing of checks. Seconded by Alderman Denis DeLuca.
Ayes: None
Noes: All
MOTION DID NOT PASSED
8. **Consider and take action on allowing Mayor Neal to have access to QuickBooks as the City Attorney stated in January of 2020 that access is to be granted. All financial information is in QuickBooks and Mayor Neal cannot produce documents for financial oversight without access.** Motion made by Mayor Pro Tem Linda Harnist grant Mayor Neal read-only access to QuickBooks pending attorney opinion whether or not a bond is necessary and any other appropriate action. Seconded by Alderman Bill Ragle.
Ayes: All
Noes: None
MOTION PASSED
9. **Consider and approve expenditures made from October 1 to November 4, 2020, making any needed adjustments.** Motion made by Mayor Pro Tem Linda Harnist to approve expenditures made from October 1 to November 4, 2020, making any needed adjustments. Seconded by Alderman Bill Ragle.
Ayes: All
Noes: None
MOTION PASSED
10. **Consent Agenda: Approve meeting minutes of City Council meetings and workshops dated:**
 - A. **Tuesday, June 16, 2020 Workshop**
 - B. **Monday, June 22, 2020 Workshop**
 - C. **Wednesday, August 19, 2020 Workshop**
 - D. **Wednesday, September 2, 2020 Executive Session**
 - E. **Monday, September 14, 2020 Budget Workshop**

- F. Tuesday, September 22, 2020 Workshop**
- G. Tuesday, September 29, 2020 Workshop**
- H. Saturday, October 10, 2020 Virtual Meeting**
- I. Friday, October 16, 2020 Public Hearing for Budget**
- J. Tuesday, October 27, 2020 Regular Meeting**
- K. Wednesday, November 4, 2020 Public Hearing on Budget and City Council Meeting**
- L. Tuesday, February 25, 2020 Regular city Council Meeting.**

Motion made by Alderman Denis DeLuca to approve the following Minutes with appropriate changes;

- B, Monday, June 22, 2020 Workshop Add, Alderman Denis DeLuca and Alderman Bill Ragle will work on City Secretary job description to item #6.
- C, August 19, 2020 Workshop before item # 16, add Alderman Denis DeLuca’s motion for the Mayor to buy the filing cabinets. Seconded by Alderman Ted Case.
- D, Wednesday, September 2, 2020 Executive Session_Add, City Council called the meeting.
- E, September 14, 2020 Budget Workshop_Add, City Council called the meeting.
- G, September 29, 2020 Workshop Add City Council called the meeting.
- H, October 10, 2020 Virtual Meeting Add that Alderman Trent Thomas could not be heard, (No audio) and was unable to participate in the votes.
- I, October 16, 2020 Public Hearing for Budget
- K, November 4, 2020 Public Hearing on Budget and City Council Meeting Remove “acting secretary” concerning Earlene Hopkins. Change the signature line from Earlene Hopkins to Jenni McJunkin City Secretary. Add on item #12 that the Mayor advised Council that the cost of the mailouts will be approximately \$1,200.00.
- L, February 25, 2020 Regular city Council Meeting

Minutes that were Tabled,

- A, June 16, 2020 Workshop
- F, September 22, 2020 Regular
- J. October 27, 2020 Regular

Seconded by Alderman Ted Case

Ayes: All
 Noes: None
MOTION PASSED

11. Present and approve October 2020 financials. Motion made by Mayor Pro Tem Linda Harnist to approve October 2020 financials. Seconded by Alderman Ted Case.

Ayes: All
 Noes: None
MOTION PASSED

- 12. Accept and approve resignation of Barrett Shephard for Emergency Management Coordinator position.** Motion made by Alderman Trent Thomas to accept the resignation of Barrett Shephard for Emergency Management Coordinator position. Seconded by Alderman Denis DeLuca
Ayes: All
Noes: None
MOTION PASSED
- 13. Reapprove the mailout for the CARES Act in the amount of \$1,478.49 as mailout was previously approved on July 2, 2020 line item amount of \$3,000 and November 2, 2020 approval of mailout/letter. Mailout costs estimated from \$1,200 to \$1,500 with final price: \$1,276.49.** Motion made by Alderman Bill Ragle to reapprove the mailout for the CARES Act in the amount of \$1,478.49 as mailout was previously approved July 2, 2020 line item amount of \$3,00 and November 2, 2020 approval of mailout/letter. Mailout costs estimated from \$1,200 to \$1,500.00 with final price: \$1,276.49. Seconded by Alderman Denis DeLuca.
Ayes: All
Noes: None
MOTION PASSED
- 14. Consider and approve reimbursement to Mayor Neal for paying for AlphaGraphics mailout for CARES Act in the amount of \$1,476.49.** Motion made by Alderman Denis DeLuca to approve reimbursement to Mayor Neal for paying for AlphaGraphics mailout for CARES Act in the amount of \$1,476.49. Seconded by Alderman Ted Case.
Ayes: All
Noes: None
MOTION PASSED
- 15. Discuss and take possible action on new location for meetings considering costs of facilities for City Council meetings beginning in January 2021.** Motion made by Alderman Bill Ragle to hold the January City Council meeting virtually in the office. Seconded by Alderman Ted Case.
Ayes: All
Noes: None
MOTION PASSED
- 16. Consider and approve Mayor Neal to sign lease for two more years at current location in the amount of \$1,276.07 per month.** Motion made by Mayor Pro Tem Linda Harnist approve Mayor Neal to sign lease for two more years at current location in the amount of \$1,279.07 per month provided that the language is identical to the previous lease. Seconded by Alderman Bill Ragle.
Ayes: All
Noes: None
MOTION PASSED

- 17. Consider and take action on cancelling December's City Council meeting, scheduled to occur on December 22, 2020.** Motion made by Mayor Pro Tem Linda Harnist to cancel December's City Council meeting, scheduled to occur on December 22, 2020. Seconded by Alderman Denis DeLuca.
Ayes: All
Noes: None
MOTION PASSED
- 18. Consider and adopt the 2021 Holiday Schedule.** Motion made by Mayor Pro Tem Linda Harnist to adopt the 2021 Holiday Schedule. Seconded by Alderman Bill Ragle.
Ayes: All
Noes: None
MOTION PASSED
- 19. Consider and review investment policy and write for Resolution 02-20 in accordance with Sec. 2256 of local government code to submit to city attorney for final write up. Discuss city investment goals and review cash flow/cash flow analysis.** Motion made by Mayor Pro Tem Linda Harnist to readopt Resolution 11-6 and Investment Policy signed on 7-12-2011. Seconded by Alderman Denis DeLuca.
Ayes: All
Noes: None
MOTION PASSED
- 20. Discuss and take possible action on investment of funds for the City of Weston Lakes.** Motion made by Mayor Pro Tem Linda Harnist for Mayor and Mayo Pro Tem to open Money Market Account in the amount of \$249,000.00. Seconded Alderman Denis DeLuca.
Ayes: All
Noes: None
MOTION PASSED
- 21. Consider and appoint investment officer and provide list of duties per the law and establish the quarterly report months January, April, July and October.** Motion made by Alderman Bill Ragle to appoint Linda Harnist as investment officer. Seconded by Alderman Denis DeLuca.
Ayes: All
Noes: None
MOTION PASSED
- 22. Consider and take action on electing a Mayor Pro Tem for 2021.** Motion made by Alderman Denis DeLuca to appoint Linda Harnist as Mayor Pro Tem for 2021. Seconded by Alderman Bill Ragle.
Ayes: All
Noes: None
MOTION PASSED

23. Discuss take possible action on getting a credit card for the city. Motion made by Mayor Pro Tem Linda Harnist to approve Resolution 3-20 with the addition of “Visa Bank Card” and authorize a limitation of \$1,000.00 in expenditures a month, and City Secretary to have access to card for bills and office supplies purchases. Seconded by Alderman Bill Ragle.

Ayes: All

Noes: None

MOTION PASSED

24. Authorize Mayor Neal to establish annual purchase orders for payment of reoccurring monthly bills i.e. lease, fiber, telephone etc. Motion made by Alderman Trent Thomas to establish annual purchase orders for payment of reoccurring monthly bills i.e. lease, fiber, telephone etc. Seconded by Alderman Denis DeLuca.

Ayes: None

Noes: All

MOTION DID NOT PASSED

25. Consider Adjournment. Motion made by Mayor Pro Tem Linda Harnist.

MEETING ADJOURNED AT 7:58 pm

Respectfully submitted,

Ramona Neal
Mayor,
City of Weston Lakes

Jenni McJunkin
City Secretary,
City of Weston Lakes