



Incorporated May 2008

## *City of Weston Lakes*

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

### **Minutes of Regular City Council Meeting Office 365 Virtual Meeting Tuesday, January 26, 2021 at 6:00 pm**

In order to attend the meeting virtually, please click on the link: [Click here to join meeting.](#)  
Call in number : 1-321-754-9478 conference ID: 764325509#

- 1. Call to Order.** The Regular City Council Meeting was called to order at 6:00 p.m. on Tuesday, January 26, 2021, by Mayor Ramona Neal A quorum was present.

**Council Members Present:**

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

**City of Weston Lakes Staff Present:**

City Secretary, Jenni McJunkin  
City Attorney Caleb Villarreal  
Jamie Neal

**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 use the chat function in Office 354, or email Mayor before the meeting and include your name and phone # and topic of conversation. Please keep self-muted until asked to speak. On Phone calls to unmute hit \*6. Three minutes will be allotted for conversation. City Council may respond.” People who spoke: Jo Gilbert, Kevin Smith, Denise Robbins, David Hopkins, Earlene Hopkins, and Barbara Ball.

**16. Alderman Denis DeLuca made a motion to move #16 up to #4. Seconded by Alderman Trent Thomas.**

**#16. A grievance has been filed by the city secretary. Please note that all of city council are considered employers. Discuss and take action on picking investigator for grievance filed.**  
Went into Executive Session at 6:28 pm. Returned at 6:42 pm.

**4. Mayor's Comments** No comments were made.

**5. Financials and Investments:**

**A. Treasurer Report as required by Local Government Code (LGC) Sec. 22.075 and our policy.**

**1. Total amount of money city has in all accounts.**

**2. Total amount in Wallis State Bank**

**3. Full statement of receipts and payments to city council of the last quarter to be given as an oral report with questions and answers.**

City Secretary, Jenni McJunkin, gave the Treasurer Report giving the total amount of money City has in all accounts, the total amount in Wallis State Bank and full statement of receipts and payments to City Council of the last quarter.

**B. Investment Officer Quarterly Report as required by local government code, quarterly. Report to be read and submitted to Mayor and each member of council and signed by investment officer. Describe in detail each investment and include summary statements on the portfolio in accordance with LGC 2256.023** Investment Officer, Linda Harnist, gave investment report that the City does not have any investments. The City of Weston Lakes is considered a buy and hold City, utilizing only CDs.

**C. Discuss the Financial and Accountability Policy which was brought before city council years ago but was never approved. There are some good items in this policy that need to be defined and others added. Our policy states that the Mayor and Mayor Pro Tem are to write policy.** Postponed until City Attorney can review investment policy PFIA

**D. Consider and approve investment strategy for the City of Weston Lakes. Must be passed annually.** Postponed until City Attorney can review investment strategy.

**6. Consent Agenda:**

**Approve November 2020 financials**

**Approve December 20250 financials**

Motion made by Mayor Pro Tem Linda Harnist to approve November and December 2020 financials. Seconded by Aldermen Denis DeLuca.

Ayes: All

Noes: None

**MOTION PASSED**

**7. Approve Meeting Minutes:  
November 24, 2020  
January 13, 2021**

Motion made by Mayor Pro Tem Linda Harnist to approve Meeting Minutes, November 24, 2020, and January 13, 2021. Seconded by Alderman Bill Ragle.

Ayes: All

Noes: None

MOTION PASSED

**8. Consider and Support of Legislation for the Enhanced Structure of the GH 911 System.**

Motion made by Alderman Denis DeLuca to Support of Legislation for the Enhanced Structure of the GH 911 System. Seconded by Alderman Bill Ragle.

Ayes: All

Noes: None

MOTION PASSED

**9. Emergency Management**

- a. Emergency Management Administrative Assistant to be hired at the recommendation of Mayor Neal. Discuss and take action on Council to set rate of pay We may adjourn into Executive Session to discuss rate of pay. Rate of pay is to be \$\_\_\_\_\_.** The new EMAA is

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Went into Executive Session at 7:07 pm. Returned at 7:12 pm. No action taken.

- b. Inform City Council of Emergency Management Coordinator appointment by Mayor Neal as authorized by Local Government Code 418.1015.** Council was informed of Emergency Management Coordinator appointment of Jamie Neal, by Mayor Neal as authorized by Local Government Code 418.1015.
- c. Inform Council of Emergency Management Teams.** Council was informed of Emergency Management Teams, Texas Star, can be called in at no cost to the City.
- d. Inform Council regarding Emergency Management Equipment and all other City Owned equipment and its security adhering to a policy.** Council was informed regarding Emergency Management Equipment and all other City Owned equipment and its security adhering to a policy. Alderman Trent Thomas said that MUD 81 is looking for a place for the container. Mayor said that the trailer is in the Mayor's driveway and is locked.
- e. Inform Council of PPE from TDEM.** Council was informed of a letter from TDEM about the PPEs needing to go to the schools.
- f. Inventory of EM Equipment to take place once new officers are installed.** Council was informed that when we have the new Emergency Management Assistant, we will do a full Emergency Management inventory.

10. **Consider and take action on obtaining drinking water service at City Hall.** Motion made by Alderman Bill Ragle to consider and take action on obtaining drinking water service at City Hall.  
Ayes: one, Alderman Ted Case  
Noes: Four, Alderman Denis DeLuca, Mayor Pro Tem Linda Harnist, Alderman Bill Ragle and Alderman Trent Thomas.  
MOTION FAILED
  
11. **Discuss and take action on the authorization form from Wallis Bank that Alderman Harnist raised objections to in previous meetings stating that the authorization is against city policy providing only one member to sign. Many authorizations were brought before council, but council has not directed Mayor Neal which one to sign. Note: Mayor Neal has not signed the passed Resolution regarding the city credit card because this Resolution does not address the issue brought up in meetings, against policy for only one signer.**
  - A. **Which authorization from Wallis Bank is to be signed?** Motion made by Mayor Pro Tem Linda Harnist no authorization provided that gave sole authority to the Mayor to open and close accounts, should be entertained. Seconded by Alderman Trent Thomas.  
No vote taken.
  - B. **How do we satisfy the objections to only one signer as current Resolution does not address?** No action was taken because the Visa Resolution was passed at the November 24, 2020 Regular City Council meeting.
  
12. **Discuss communication policy and take possible action to amend said policy.** Tabled. Caleb to create a draft Communication Policy to bring back to Council at a later date.
  
13. **Discuss and take action, why city secretary has not made QuickBooks available to Mayor Neal even though council approved this in November.**
  - A. **What method is QuickBooks to be shared?** Per November 24, 2020 City Council meeting, granted Mayor Neal read-only access to QuickBooks pending attorney opinion whether or not a bond is necessary and any other appropriate action.
  - B. **By what date is it to be completed?** No action taken.
  
14. **Discuss and take action on Mayor Neal having access to all city documents, use of Office 365.** Motion made by Mayor Pro Tem Linda Harnist to let Mayor Neal having access to all city documents, use of Office 365. Attorney advised to add to future agenda all of Council to have access to all city Documents. Use of Office 365. Seconded by Alderman Trent Thomas.  
Ayes: All  
Noes: None  
MOTION PASSED

- 15. Discuss and amend Olson and Olson LLP's bill and budget for attorney's fees. \$10,000 was budgeted for fiscal year 2021 but three bills totaling near \$20,000 have been received from August to Present.** Motion made by Alderman Denis DeLuca to amend the budget to cover legal fees. Seconded by Alderman Bill Ragle.

Ayes: All  
Noes: None  
MOTION PASSED
- 16. A grievance has been filed by the city secretary. Please note that all of city council are considered employers. Discuss and take action on picking investigator for grievance filed.** Motion made by Mayor Pro Tem Linda Harnist to hire Chad Davidson as investigator concerning the grievance. Seconded by Alderman Denis DeLuca.

Ayes: All  
Noes: None  
MOTION PASSED
- 17. Budget adjustment for investigation. Adding a line item to budget stating Investigation claim by city secretary.** Motion made by Alderman Denis DeLuca to make a budget adjustment for investigation. Adding a line item to budget stating Investigation claim by city secretary. Seconded by Alderman Trent Thomas.

Ayes: All  
Noes: None  
MOTION PASSED
- 18. Consider and take action on establishing fee for review in addition to city engineer fee.** Motion made by Alderman Denis DeLuca to establish as \$40.00 fee for review service in addition to City Engineer. Seconded by Alderman Bill Ragle.

Ayes: All  
Noes: None  
MOTION PASSED
- 19. Consider and take action on submittals for a RFQ for new CPA firms due to the taking of months to complete audit. Per local government code audit is to be done annually and be completed by 180 days of new year. Our audit was begun in March and completed in November. Audit not being turned in within time frame lowers COWL's credit score.**

No action taken.

**20. Consider and take action to reappoint:**

**Charles Kalkomey of Jones and Carter, Inc. as the City of Weston Lakes' Engineer.**

**Wallis State Bank as the City of Weston Lakes' bank.**

**Fort Bend Herald as the City of Weston Lakes' newspaper of record.**

**Olson and Olson as the City of Weston Lakes' attorney.**

**Sanderson and Schiffer as the City of Weston Lakes' CPA**

Motion made by Mayor Pro Tem Linda Harnist to reappoint:

Charles Kalkomey of Jones and Carter, Inc. as the City of Weston Lakes' Engineer.

Wallis State Bank as the City of Weston Lakes' bank.

Fort Bend Herald as the City of Weston Lakes' newspaper of record.

Olson and Olson as the City of Weston Lakes' attorney.

Sanderson and Schiffer as the City of Weston Lakes' CPA

Ayes: All

Noes: None

MOTION PASSED

**21. Discuss and take action to deem status of unneeded office furniture and equipment to surplus status, in order to remove it from inventory. City office inventory has been completed as required before office furniture could be moved to surplus status and removed from city hall.**

**Items to include:**

**Old Mayor's desk, shelves, 4 drawer filing cabinet and 2 drawer filing cabinet and eight chairs, two rolling desk chairs.** Tabled, Caleb Villarreal with Olson and Olson to write a Resolution concerning the surplus office furniture.

**22. Discussion on a policy for lunch for employees of the City of Weston Lakes.** Motion made by Mayor Pro Tem Linda Harnist to adopt a policy to maintain the hours of 9:00 am to 5:00 pm, 3 days a week with a working lunch. Attorney to provide policy. Seconded by Alderman Bill Ragle,

Ayes: All

Noes: None

MOTION PASSED

**23. Consider and discuss needed components of a Bereavement Policy for the City of Weston Lakes.** Tabled

24. Consider, discuss and take possible action on the Agreement between Fort Bend County, The City of Weston Lakes and the Property Owner's Association. This agreement is to facilitate the constable for the City of Weston Lakes and cost provisions for the term of the agreement.

Tabled

25. Consider Adjournment.

**MEETING ADJOURNED AT 7:04 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