



**MINUTES
MANOR CITY COUNCIL MEETING
201 E. PARSONS STREET
MANOR, TEXAS 78653
December 05, 2012, 7:00 P.M.**

Council Members Present:

Mayor, Jeff Turner
Place 2, Gil Burrell
Place 3, Rita Jonse
Place 4, Danny Scarbrough, Mayor Pro-Tem
Place 5, Rebecca Davies
Place 6, Gene Kruppa

Place 1, Jim Hooker, Absent

City Staff Attending:

Steve Shanks, City Manager
Tom Bolt, Assistant City Manager
Paulina Torres, City Secretary
Lydia Collins, Finance Director
Michael Tuley, Public Works Director
Vanessa Drimalas, Court Clerk
Robert Snyder, Chief of Police

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The meeting was called to order by Mayor Turner at 7:01 p.m. who announced that a quorum of the City Council was present.

PLEDGE OF ALLEGIANCE

VISITOR AND CITIZEN'S FORUM

No citizens signed up to speak during the forum.

CONSENT AGENDA

1. Approval of the minutes:
 - a. November 21, 2012 regular meeting

A motion was made by Council Member Davies and seconded by Council Member Scarbrough to approve the November 21st, meeting minutes. The motion carried unanimously, 6-0.

2. Departmental Reports:
 - a. Municipal Court
 - b. Public Works Department
 - c. Development Services Department
 - d. Police Department

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3. Financial Report

REGULAR AGENDA (discussion and action items)

4. Consideration and possible action to waive the requirement for a Concept Plan for Balli's Subdivision a resubdivision of two lots into three on Old Kimbro Rd.

Assistant City Manager, Thomas Bolt, noted that the agenda item was worded incorrectly. It should have read, "...a resubdivision of one lot into three..."

At the recommendation of staff, Council took no action on this agenda item.

EXECUTIVE SESSION

The Council adjourned into Executive Session at 7:37 p.m. pursuant to Sections 551.087 and 551.074 of the Texas Government Code, Rule 1.05, Texas Disciplinary Rules of Professional Conduct, to deliberate regarding the following:

- Economic Development Issues – update
- Employee recognition
- I/T Staffing

ADJOURN FROM EXECUTIVE SESSION

The Council reconvened into Open Session at 8:41 p.m. for possible action as deemed appropriate in the City Council's discretion regarding:

5. Recognition of City Employee(s)

A motion was made by Council Member Davies and seconded by Council Member Kruppa to recognize the Outstanding Employee from each of the five City Departments with a \$500.00 gift. Motion failed 2 to 4, with Council Members Burrell, Jonse, Scarbrough, and Mayor Turner voting against.

A motion was made by Council Member Jonse and seconded by Council Member Scarbrough to recognize the Outstanding Employee of the Year from each of the five City Departments with a \$250.00 gift. Motion passed unanimously, 6-0.

A motion was made by Council Member Davies and seconded by Council Member Jonse to raise salary as needed for the position discussed in Executive Session. Motion passed unanimously, 6-0.

6. Staffing of an Information Technology position

A motion was made by Council Member Davies and seconded by Council Member Scarbrough to authorize the City Manager to create the position of Information Technology (I.T.) Manager and begin the process of advertising to solicit prospective candidates, and fill position if qualified candidate is found. Motion passed unanimously, 6-0.

7. Discuss and consider various design options for an officially adopted City Seal

Council took no action on this agenda item. Various design options will be considered.

8. CITY MANAGER'S REPORT

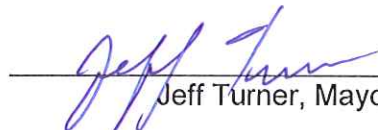
- a. Wal-Mart project progress
 - a. *It was announced during departmental reports that the City has received the Advanced Funding Agreement from Wal-Mart last week with the first payment for TxDOT to get started with design plans. A sign company has requested information on signs from the City to get this process started, however we are still looking at the bidding process to begin in March 2013.*
- b. City Hall Building project
 - a. *City Manager, Steve Shanks, reported that a release for bidding was not made this last month due to a high cost estimate after the geotechnical engineers design recommendation. The recommendation from the architect is to wait after this month for bidding.*
- c. Bois D'Arc Ln. project
 - a. *City Engineer, Frank Phelan, will be providing an estimate to Council.*
- d. Gregg-Manor / 290 project
 - a. *Full clearance was received and the City will be working directly with the school to acquire a right-of-way dedication.*
- e. Atmos Energy franchise agreement
 - a. *Randy Hartford, from Atmos will be attending our next Council meeting on the 19th to answer any questions. The franchise agreement with Atmos Energy has now expired and the only apparent issue is the manhole maintenance.*
- f. PD vehicles & technology update
 - a. *The two PD vehicles have come in. We are now waiting on additional computer equipment and two vehicles. A server was installed for the Police Department's use. This server was donated and the funds for a new server were not used. These funds will be used when we move.*
- g. Holiday scheduling and activities
 - a. *A Christmas luncheon is scheduled for the 14th of this month. A special meeting is to be scheduled next week.*

ADJOURN

A motion was made by Council Member Davies and seconded by Council Member Scarbrough to adjourn. Motion was approved unanimously, 6-0. Mayor Turner adjourned the Council Meeting at 9:11p.m.

ATTEST:


 Steve Shanks, City Manager


 Jeff Turner, Mayor