

**CITY OF WINONA**  
**Regular City Council Meeting**  
**520 Dallas St. Winona, TX**  
**Tuesday August 18<sup>th</sup>, 2020**

**MINUTES**

**On this 18<sup>th</sup> day of August 2020 the Winona City Council convened at the Community Center located at 520 Dallas St, Winona, Texas at 6:30 pm in a Regular City Council Meeting. The meeting was open to the public and the following were present:**

**Members Present:** Mayor Curtis Land, Mayor Pro-Tem Terry Cole, Alderman Dee Roden, Alderman Karen Hysell, Alderman Gary Fox, Alderman Craig Attaway, Attorney Blake Armstrong

**Members Absent:** None

**Guest Present:** Emily Chadbourne, Michael Sebring, Ronnie Pilcher, Craig Attaway, Brian Flens, Allen Ross, Lathan Pilcher

**A. CALL TO ORDER**

**FIRST ORDER OF BUSINESS**

Roll Call. Public notice of this meeting has been given and a quorum is present.

**B. INVOCATION**

At this time Mayor Curtis Land asked everyone to observe in the Pledge of Allegiance and a moment of silence.

**C. VISITORS OPEN FORUM**

Brian Flens spoke to the Council about adding a free library up at the park. Council said they will add it to the next agenda for decision.

**D. APPROVAL OF MINUTES:**

**1. July 21<sup>st</sup> Regular minutes and July 30<sup>th</sup> Special Call/Budget Workshop meeting.**

Motion was made by Alderman Dee Roden to approve the July 21<sup>st</sup> and July 30<sup>th</sup> minutes and seconded by Alderman Craig Attaway.

All in favor; none opposed. Motion carried unanimously.

**E. APPROVAL OF FINANCIALS:**

**1. Approval of July 2020 Financials**

Motion was made by Mayor Pro-Tem Terry Cole to approve the July 2020 financials and seconded by Alderman Dee Roden.

All in favor; none opposed. Motion carried unanimously.

**F. MONTHLY REPORTS OR UPDATES:**

**1. Utility Department**

Craig McCollum gave update on maintenance.

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**2. Park**

Alderman Dee Roden updated Council on progress of park. Waiting for the heat to subside to start planting plants.

**G. DISCUSSION AND ACTION ITEMS:**

**1. Discussion and possible action in regards to exemptions on the homestead and over 65 deductions.**

Motion was made by Alderman Craig Attaway to table until September meeting and seconded by Alderman Gary Fox.

All in Favor; none opposed. Motion carried unanimously.

**2. Discussion and possible action to give Mayor approval to purchase a smaller tractor for the Utility Department.**

Motion was made by Alderman Craig Attaway to approve purchase and seconded by Mayor Pro-Tem Terry Cole.

All in Favor; none opposed. Motion carried unanimously.

**3. Discussion and possible action to approve the agreement of maintenance and operation between East Texas MUD and the City of Winona.**

Updated on status of agreement by Attorney Blake Armstrong. Mr. Allen Ross spoke of his understanding of the status of where East Texas MUD was on the agreement. Blake and Allen will contact East Texas MUD and their attorney to continue working towards a final draft of the contract to be brought before council for approval. No motions made at this time.

**4. Discussion on 2020/2021 Budget.**

Alderman Dee Roden made the motion to schedule another budget workshop on September 3<sup>rd</sup> at 6pm at the Community Center and seconded by Alderman Gary Fox.

All in favor; none opposed. Motion carried unanimously.

**5. Discussion on Tax Rate for 2020/2021 FY.**

Discussion only, no motions made at this time.

**6. Discussion and possible action on the phone systems. The Etex contract is up this month. There is now an opportunity to explore a contract with Microsoft Teams.**

Motion was made to approve the change over to Microsoft Teams for the phone system by Mayor Pro-Tem Terry Cole and seconded by Alderman Craig Attaway.

All in favor; none opposed. Motion carried unanimously.

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**7. Discussion and possible action to approve the Mayor and City Secretary to reopen an account with TexPool.**

Motion was made by Alderman Dee Roden to open other accounts with Southside Bank instead of TexPool to ensure the protection of the funds and seconded by Alderman Karen Hysell.

All in favor; none opposed. Motions carried unanimously.

**8. Discussion and possible action on revisions to the employee handbook.**

Motion was made by Alderman Gary Fox to add the following revision to the employee handbook:

E. Time Sheets on page 21 – please add the following:

4. Any error corrections on employee timesheet(s) must be immediately brought to the attention of the City Secretary or Mayor. Any necessary corrections of the time sheet will be conducted by the City Secretary or Mayor in the presence of the City Secretary or Mayor.

Page 24 - Add the following:

**4.4 Disciplinary Action**

1<sup>st</sup> violation - verbal warning – documented in personnel record

2<sup>nd</sup> violation – written warning – documented in personnel record

3<sup>rd</sup> violation – written warning – documented in personnel record

4<sup>th</sup> violation – possible termination

On page 40 please add the following:

**6.8 Work from home**

No city employee shall be permitted to work from home. The city employee must request the work from home one day in advance to the requested date. The work will not be performed without prior approval from the City Secretary or Mayor. If approved the employee must provide a start time and end time and a detailed description of any/all work performed.

and seconded by Alderman Dee Roden.

All in favor; none opposed. Motion carried unanimously.

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**H. EXECUTIVE SESSION:**

*The City Council reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meeting Act, Government Code, Section 551.071 (Consult with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personal Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development). This session is discussion only and any decisions made during this discussion will be mentioned and voted upon once reconvened into regular session.*

**I. ADJOURNMENT**

Alderman Karen Hysell made the motion to adjourn this meeting at 7:56 pm.

Seconded by Alderman Gary Fox.

All in favor; none opposed. Motion carried unanimously.

With no further business to come before the council this meeting was adjourned.

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Curtis Land, Mayor

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Deana Powell, City Secretary