

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The City Council of the City of Palestine, Texas convened in a Work Session on Monday, June 19, 2017, at 5:30 p.m. in the City Hall Conference Room, at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present:

Steve Presley, Mayor
Doug Smith, Mayor Pro Tem
Will Brule, Councilmember
Vickey L. Chivers, Councilmember
Joe Baxter, Councilmember

Mike Alexander, City Manager
Michael Hornes, Assistant City Manager
Teresa D. Herrera, City Secretary

Others present: Development Services Director Jeffrey Lyons, PEDC Asst. Director Greg Laudadio, PEDC Director Tom Manskey, Public Works Director Tim Perry, Public Works Office Manager Ami Ashworth, Public Works Admin. Asst. Courtney Nieto, HR Manager Susie Streb, Marketing Manager Mary Raum, Historic Preservation Officer Jacob Morris, Building Official Mark Miears, Community Services Director Patsy Smith, Community Services Admin. Asst. Patti Reid, Communications Officers Nate Smith, and other interested citizens;

with the following members absent: Councilmembers Mitchell Jordan and Ann Connor.

WORK SESSION

With a quorum present, Mayor Presley called the work session to order at 5:30 p.m.

Discuss agendas and minutes for all City Boards and Commissions

City Secretary Herrera informed that through the presentation, information will be provided on how to master agenda preparation to create a transparent, uniform, and consistent format that fits your board or commission. Agendas must be done for legal reasons to meet the requirements of the Open Meetings Act as they serve as the official notice. Also, accurate minutes were discussed. Minutes must state the subject of each deliberation and indicate each vote, order, decision, or action taken. Templates for agendas and minutes were provided.

City Government 101

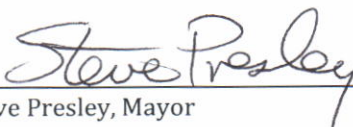
City Manager Alexander gave a PowerPoint presentation on City Government. He talked of the role of city manager and council. He asked Council to not give City Employees directives. All directives should go through department directors or city manager. Also, reported on the City's vision.

Council discussed dates for possible budget retreat. Procedures for the conduct of meetings were also discussed.

Adjourn

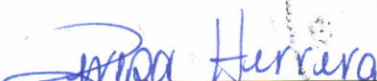
With no other business to come before the Council, the work session was adjourned at 7:01 p.m.

PASSED AND APPROVED THIS 10TH DAY OF JULY, 2017.



Steve Presley, Mayor

ATTEST:



Teresa Herrera, City Secretary

