

**ROSEBUD CITY COUNCIL
REGULAR MEETING
CITY HALL
202 S. College St., Rosebud, TX**

December 18, 2023, 6:30 PM

MINUTES

- I. Open Meeting and Roll Call.
- **Mayor Marlene Zipperlen called the meeting to order at 6:30 pm. Council Members in attendance were CM Marla Wallace, CM Sharon Skupin, CM Isabel McBee and CM Randy Burton. Also attending were City Administrator, (CM) Kenny Ray Murray, City Secretary, Cynthia Gibbs, Police Chief David Ernst, Library/Grants Coordinator Kelly Hughes and Emergency Management Owen Smith.**
- II. Certify Posting.
- **City Secretary, Cynthia Gibbs certified the agenda was posted at 202 S College Street on December 15, at 3:45 pm.**
- III. Invocation and Pledge of Allegiance: U.S. and Texas Flags.
- **Police Chief David Ernst led the group in prayers and pledges.**
- IV. Citizen Participation: Citizens Comments (3mins.) on Agenda items. *Speaker shall address the presiding officer and not any individual council member, or staff member. Texas Open Meetings Act sec. 551.041, the council cannot discuss, deliberate or take action on matters not listed on the agenda. City Council may refer speaker to City staff for research, resolution, or referral for future agenda.*
- **None**
- V. Information Only Items - Reports by City staff and Council Members about items of community interest on which no action will be taken.

City Monthly Reports

City Administrator Report: Discussion points:

- **As Reported.**

Chief of Police Report: Discussion Points:

- **Starting neighborhood watch program. Christmas program at Hwy77 served 110 kids and Blue Santa program served 37 Falls County families.**

Code Enforcement Report:

- **As Reported.**

Library/Grants Report:

- **As Reported.**
Rosebud Volunteer Fire Department Report:
- **As Reported.**
REDC Report:
- **No meeting in December.**
Parks Department Report:
- **No report.**
CTWS Board Report:
- **No report.**
City Secretary Report:
- **Reported on bank payments for month. Sherry trained JC on meter reading.**
Municipal Court Report:
- **As reported.**
Water Cut Off/Extensions:
- **As reported.**
City Rentals Report:
- **As reported.**
Financial and Budget Reports:
- **As reported.**

VI. Consider Consent Item Agenda -- Items to be considered together or separately:

1. Approval of minutes from the November 20, 2023, Regular Meeting.
2. Approval of payment for November 2023 bills.
 - **CM Wallace made a motion to approve the minutes of the November 20, 2023, Regular meeting and the November 2023 bills.**
 - **CM Skupin seconded the motion.**
 - **The motion passed unanimously (4-0).**

VII. Review and approve the job description for Municipal Court Clerk/Assistant City Secretary.

- **CM McBee made a motion to approve the job description for the Municipal Court Clerk/Assistant City Secretary.**
- **CM Skupin seconded the motion.**
- **The motion passed unanimously (4-0).**


VIII. Discuss, consider, and adopt an Ordinance adopting amendments to the City Personnel Policy and amending the City of Rosebud policies for vacation leave, anniversary dates, and the accrual or vacation leave for City employees.

- **CM Skupin made a motion to table this item.**
- **CM Wallace seconded the motion.**
- **The motion passed unanimously (4-0).**

IX. Discuss, consider, and adopt an Ordinance to Order a Special Election to be held on the May 4, 2024 Uniform Election Date to elect City Council members to fill two vacancies on the City Council.

- **CM McBee made a motion to call the special election on May 4, 2024 using the Secretary of State form for calling a special election.**
 - **CM Skupin seconded the motion.**
 - **The motion passed unanimously (4-0)**
- X. Discuss, consider, and adopt an Ordinance to amend the City's Fee Schedule amending rental and deposits amounts for use and rental of City property and facilities, adopting a form rental application, rentals rules and procedures.
- **CM Skupin made a motion to adopt the ordinance with amendment stating no food is allowed in the gym.**
 - **CM McBee seconded the motion.**
 - **The motion passed unanimously (4-0)**
- XI. Future Agenda Items.
- **Next meeting will be held January 22 due to the MLK Holiday.**
 - **Personnel Policy review.**
- XII. Adjourn
- **CM Burton made a motion to adjourn the meeting.**
 - **CM McBee seconded the motion.**
 - **The motion passed unanimously (4-0) and the meeting was adjourned at 7:46 pm.**


Marlene Zipperlen, Mayor


Attest: Cynthia Gibbs, City Secretary

