



# City of League City, TX

300 West Walker  
League City TX 77573

## Meeting Minutes City Council

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Tuesday, February 12, 2019

5:00 PM

Council Chambers  
200 West Walker Street

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### Council Work Session

The City Council of the City of League City, Texas, met in a work session in Council Chambers at 200 West Walker Street on the above date at 5:00 p.m.

**Mayor:**

**Pat Hallisey**

**City Council Members:**

**Andy Mann  
Hank Dugie  
Larry Millican  
Todd Kinsey  
Greg Gripon  
Chad Tressler  
Nick Long**

**City Manager:**

**John Baumgartner**

**Assistant City Manager**

**Bo Bass**

**Assistant City Manager**

**Michael Kramm**

**City Attorney:**

**Nghiem Doan**

**City Secretary:**

**Diana M. Stapp**

**Chief of Police:**

**Gary Ratliff**

**Director of Budget/Project Management**

**Angie Steelman**

**Director of Engineering:**

**Christopher Sims**

**Interim Director of Finance:**

**Angie Steelman**

**Director of Human Resources/Civil Service:**

**Janet Shirley**

**Director of Parks & Cultural Services:**

**Chien Wei**

**Director of Planning/Development:**

**David Hoover**

**Director of Public Works:**

**Jody Hooks**

### **1. CALL TO ORDER AND ROLL CALL OF MEMBERS**

Mayor Hallisey called the meeting to order at 5:00 p.m. and called the roll. All members of Council were present except Todd Kinsey. Nick Long arrived at 5:05 pm.

Absent     1 -     Mr. Todd Kinsey

**Present**    7 -    Mayor Pat Hallisey, Mr. Andy Mann, Mr. Hank Dugie, Mr. Larry Millican, Mr. Greg Gripon, Mr. Chad Tressler and Mr. Nick Long

**2.    CITY COUNCIL ANNUAL ETHICS AND ROBERT’S RULES OF ORDER TRAINING**

**City Attorney Nghiem Doan gave a presentation to the Council.**

**PART I – ROBERT’S RULES OF ORDER**

**City Code Sec. 2-32**

- **Adopts Robert’s Rules of Order, 11th Edition**
- **Designates the City Attorney as parliamentarian**
- **Provides that the Mayor shall decide all questions of parliamentary procedure, subject to appeal to the rest of the Council**

**Quorum Needed**

- **Charter, Art. II, Sec. 11 sets the quorum at 5, unless vacancies leave fewer than 5 Members of Council remaining**
- **Quorum must be established and maintained during the entire meeting**
- **A member participating by videoconference does not count toward the quorum**

**Taking Action:**

**City Council conducts business by voting on: ordinances, resolutions, minute orders**

**A motion and a second are required to vote to take an action**

- **Motions should be made in the affirmative**
- **Motions should clearly state the action proposed to be taken**

**Types of Motions:**

**Main Motion**

- **Transacts the City’s Business**
- **Only one main motion allowed on the floor at a time**

**Parliamentary motions**

- **Procedural motions that modify the main motion**
- **Must be voted on before moving to main motion or another parliamentary motion**

**Common parliamentary motions:**

**Motion to amend**

- **Amends the pending main motion (which becomes the amended motion)**

**Motion to postpone**

- To/for a time certain (no later than the next regular meeting)
- Indefinitely: effectively kills the main motion without a vote on the merits thereof

**Suspend the rules:** allows an action ordinarily not allowed by Robert's Rules or rules of procedure

- Not debatable

**Move the previous question (call the question)**

- Requires a second
- Ends debate and forces immediate vote on the pending question
- Not debatable
- Requires 2/3 vote

**Motion to reconsider**

- Brings back for further consideration a motion already voted on
- Can only be made by someone on the prevailing side, made at the same session as the vote to be reconsidered

**VOTING**

**A motion passes upon receiving a majority vote of the members of council participating**

- Charter, Art. II, § 13 requires each member to cast a vote unless the question involves his/her conduct, financial interests, or "other good and valid reasons"

**4/5 Supermajority of Council present needed to:**

- Adopt an ordinance upon one reading (Art. II, §22)
- Publish just the caption of an ordinance that imposes a penalty, fine, or forfeiture (Art. II, §23)
- Appoint the presiding judge of the court (Art. V, §4)
- Make emergency appropriations (Art. VII, §8)

**PART II – CODE OF ETHICS****Conflicts of Interests**

- Governed by state law (Local Government Code Ch. 171, and
- Code of Ethics (Code of Ordinances, Ch.2, Art. II, Div. 2)

**Two-prong test for conflict of interest:**

- Substantial interest
  - In a business entity
  - In real property
- Council action would have a special economic effect on the business entity or real property

**If a conflict exists under state law or the Code of Ethics:**

- Conflicted member of Council must file an affidavit with the City Secretary stating the nature of the interest
- Conflicted member of Council must leave the room during discussion of and vote on the matter

**Voluntary recusal sometimes appropriate**

- Even if actual conflict does not exist, to avoid the mere appearance of impropriety

**Other Ethical Constraints**

State law prohibits accepting any item worth \$50 or more, or money in any amount

**Under the Code of Ethics:**

- A city official must provide a written disclosure of any gift of food, lodging, transportation, or entertainment that reasonably appears to exceed \$500 in value
- A member of Council may not represent another person's (except spouse or minor children) or entity's interests before the Council or any City board
- City officials cannot disclose confidential information
- No city official or Council candidate may meet with a City employee for political campaigning when that employee is on duty
- No city official may pressure a City employee to engage in or refrain from political activity
- City assets (facilities, personnel, equipment, supplies) may not be used to promote a position in a political campaign
- City officials subject to Texas Open Meetings Act (TOMA) may not during a meeting "deliberate" via cell phone
- No former member of Council may disclose confidential information obtained during his/her term of service
- No former member of Council may have a financial interest in a contract with the City work over \$1000 within 13 months of the end of his/her term
- If a former city official becomes employed by an entity within two years of the execution of a contract between the City and said entity, and the former official was involved in negotiating the contract, the contract is voidable and the entity may be banned for 3 years

**PART III: OPEN GOVERNMENT REQUIREMENTS****TEXAS OPEN MEETINGS ACT**

**Requirements of the Act:**

- Meetings are public and notice must be posted in advance for public  
a “meeting” consists of a quorum of the body, which is 5  
cannot meet in numbers less than a quorum to circumvent the Act  
cannot discuss City business in a setting where a quorum is present  
cannot discuss City business via email amongst a quorum
- Can only discuss item on the agenda that was posted in advance

**The Act provides criminal sanctions for violations**

- Fine between \$100 and \$500
- Confinement in jail for 30-180 days

**Public officials must complete Open Meetings training within 90 days of taking office**

**TEXAS PUBLIC INFORMATION ACT****Requirements of the Act:**

- Records held by the City, the Council, or individual members of Council are presumed to be public
- Such records are subject to state retention guidelines
- Any person can make a public information request seeking access to public information
- City handles responses to PIRs

**Gather records for release**

**Seek Attorney General opinion if an exception might apply**

**The Act provides criminal sanctions for destruction, alteration, or concealment of public records**

- Fine between \$25 and \$4,000
- Confinement in jail for 3-90 days

**Public officials must complete Public Information Act training within 90 days of taking office**

**3. PUBLIC COMMENTS**

**4. ADJOURNMENT**

**At 5:44 p.m., Mayor Hallisey said there being no further business this meeting is adjourned.**

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**PAT HALLISEY  
MAYOR**

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**DIANA M. STAPP  
CITY SECRETARY**

**(SEAL)**

**MINUTES APPROVED: March 26, 2019**