

**CITY OF PAYNE SPRINGS
19601 CR 2529
PAYNE SPRINGS, TX 75156
903-451-9229**

**City of Payne Springs @ City Hall
State of Texas
County of Henderson**

**Workshop Meeting Agenda
6:00 P.M. Tuesday January 12, 2021
Payne Springs, Texas**

Call to Order
Pledge of Allegiance

Public comments:

New Business:

1. Review and update regarding Building Permits and Fees -
2. Review and update regarding City Ordinances and Policies –
3. Discussion of

Employees and Benefits -

Employment Handbook -

Online Training –

City Secretary –

4. Discussion of 2021 Budget –
5. Discussion of Police Vehicles –
6. Discussion of Computer System –

Adjourn

Attest/S:

**Andrea Miller
Mayor Pro-Tem**

Beth Billings - City Clerk

CERTIFICATION

I, Beth Billings, do hereby certify that the above notice was posted in the screening box in front of the City Hall of Payne Springs on January 8, 2021, at 4:00 P.M. I further certify that the Monitor was properly notified of the meeting stated above.

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6:00 P.M. Tuesday January 12, 2021
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Mayor Pro-Tem Andrea Colaizzi Miller called the meeting to order @ 6:10 pm

Mayor Pro-Tem Andrea Colaizzi Miller invited everyone to stand for the Pledge of Allegiance, led by Ron Spahlinger

Public comments: None

New Business:

1. Building Permits and Fees – Mayor Pro-Tem Andrea Colaizzi Miller stated we need to update the fee schedule for building permits. She included examples from other cities.
2. City Ordinances and Policies - Mayor Pro-Tem Andrea Colaizzi Miller stated that we need to go over our ordinances and policies, some of them are out of date. After a brief discussion Mayor Pro-Tem Andrea Colaizzi Miller stated she would get more information together.
3. Discussion of

Employees and Benefits - Mayor Pro-Tem Andrea Colaizzi Miller stated the employees benefits need to be updated. She stated she would like to change over to PTO for employees. Mayor Pro-Tem Andrea Colaizzi Miller provided employee benefits examples from other cities.

Employment Handbook - Mayor Pro-Tem Andrea Colaizzi Miller stated she would like to have a employee handbook created. She provided the council with copies from neighboring cities as examples.

Online Training – Mayor Pro-Tem Andrea Colaizzi Miller stated we need someone to perform code enforcement duties.

City Secretary – Mayor Pro-Tem Andrea Colaizzi Miller stated the position of City Secretary needs to be filled. She would like for Beth Billings to work towards filling that position. She stated Beth Billings is already performing all of the tasks of City Secretary. After a brief discussion Mayor Pro-Tem Andrea Colaizzi Miller stated Beth Billings could take some online training.

Cody Barnett left the meeting @ 8:00 pm

4. Discussion of 2021 Budget –
5. Discussion of Police Vehicles – Mayor Pro-Tem Andrea Colaizzi Miller stated we need to start thinking about the cost of upkeep on our police vehicles. She stated we need to look at getting vehicles that hold up better.

6. Discussion of Computer System –

Adjourn – Dutch Antonisse made a motion to adjourn the meeting at 8:20 pm, second by Mayor Pro-Tem Andrea Colaizzi Miller. Motion carried unanimously.

Mayor Pro-Tem Andrea Colaizzi Miller stated we are adjourned.

Attest/S:

Andrea Miller
Mayor Pro-Tem

Beth Billings - City Clerk

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