

# Lavon City Council Meeting Minutes & Executive Session



December 20, 2011

## **I. MEETING CALLED TO ORDER AT 7:03 P.M. BY MAYOR TESKE**

Members Present: Mayor Chuck Teske  
Council Member Place 1, Chris Kane, Mayor Pro-Tem  
Council Member Place 2, Deborah Nabors  
Council Member Place 3, Gary Meeks  
Council Member Place 5, Jenny Bodwell  
Council Member Place 4, David Hawkins

Members Absent: None

Staff Present: City Manager, Mike Jones  
City Secretary, Linda Ardis  
Chief of Police, Jason Rector

Commission and Board Members: None

## **II. MAYOR TESKE TO LEAD THE COUNCIL AND VISITORS IN THE PLEDGE OF ALLEGIANCE.**

Mayor Teske led the City Council and visitors in the Pledge of Allegiance.

## **III. INVOCATION**

Chief of Police Jason Rector led the invocation.

## **IV. ITEMS OF INTEREST CITY COUNCIL COMMUNICATIONS**

Members of City Council have the opportunity to notify others of community events, functions and other activities.

Jackson Kane of Bentley Farms told the Council that he had completed his Eagle Scout Project on Saturday with the help of other scouts and adults. He brought pictures to show the Council of the completed walkway by the small pond down the street from the Police Department. The Council thanked Jackson for his work and the contribution he has made for the neighborhood residents to enjoy.

Jackson explained to the Council he has some paperwork to complete, a conference with his Scout Master and a Board of Review before receiving his certification. He asked if

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thank you letters could be sent to those who made contributions for the materials needed to complete the project.

## V. CONSENT AGENDA

### A. December 13, 2011 City Council Meeting Minutes\*

Council Member Nabors found the following mistakes on the December 13<sup>th</sup> Minutes. On "A" on page 2, corrections need to be made to the "In Favor" names listed by deleting Council Member Nabors and adding Mayor Pro-Tem Kane and Council Member Bodwell. On "C" of page 6, a comma needs to be added after the word "background" in the second sentence for clarification.

**Motion:** Mayor Pro-Tem Kane, "I move we approve the amendments to the Consent Agenda."

**Second:** Council Member Nabors

**In Favor:** Mayor Pro-Tem Kane, Council Member Nabors, Council Member Meeks, Council Member Hawkins and Council Member Bodwell

**Opposed:** None

**Abstained:** None

**Motion:** Passed

**Motion:** Mayor Pro-Tem Kane, "I move we approve the Consent Agenda as submitted."

**Second:** Council Member Nabors

**In Favor:** Mayor Pro-Tem Kane, Council Member Nabors, Council Member Meeks, Council Member Hawkins and Council Member Bodwell

**Opposed:** None

**Abstained:** None

**Motion:** Passed

## VI. CITIZENS COMMENTS

Citizens, who wish to address the Council, may discuss matters not on the agenda and who have not previously expressed to the Council or City Hall a desire to discuss such matters. The only response from the Council can be to request these items to be placed on a future agenda for action.

None

## VII. ITEMS FOR DISCUSSION

A. City Council to Discuss Christmas Card Campaign for the Troops. (Kane)

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Mayor Pro-Tem Kane introduced Maureen Steele. She told the Council that a City is judged in its greatness by the generosity of its citizens. She reported that the City of Lavon signed over 600 cards to be sent to the troops this Christmas. She also stated that in total, the Card Campaign for the Troops mailed out 15,000 cards to various Service Members deployed throughout the world.

Mrs. Steele introduced Sgt. Steven Odie who is now stationed at Ft. Bliss. She related that in 2007, Sgt. Odie and Maureen Steele's son were deployed to Iraq. They began to notice that there were Service Members that never received mail, made phone calls home or spent time on computers sending Emails. They contacted Mrs. Steele and asked for her help.

Sgt. Odie believed that the time is now to start planning for Christmas, 2012. Sgt. Odie said that as long we have our own American Service Members deployed throughout the world, this project must be continued.

The whole Council expressed a desire to continue the project. Various suggestions were made on how to double what Lavon did in 2011. An article will also be posted in the City of Lavon Newsletter challenging our citizens to participate.

## VIII. ITEMS FOR CONSIDERATION AND ACTION

A. City Council to Consider and Act on adopting a new Employee Manual. (Jones)

City Manager Jones told the Council that he had taken suggestions from previous meetings and incorporated them into the rewriting of the manual. Citizen Chris Wess mentioned that because of the subject of the Executive Session in the next item on the agenda, changes might have to be made. City Manager Jones said that if the position of the Treasurer was to be established, it would only take minor changes to the affected sections 5.2 and 6.3 of the manual.

**Motion:** Council Member Nabors, "I move we adopt the new Employee Personnel Manual."

**Second:** Council Member Meeks

Before the vote was taken, Council Member Hawkins wanted to discuss time clocks for both the Police Department and City Hall to afford a time recognition time card that clocked both in and out time of regular and comp time. He was told that this was already in place whether it was a time clock punch or a recorded message at the Police Department.

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Council Member Hawkins wanted to discuss comp time as it related to extracurricular activity and patrol time. Mayor Pro-Tem Kane agreed that because of our Budget, the City needs to be careful with its comp time. However, there needs to be a balance between the benefit and the cost. Citizen Chris Wess suggested that for some events, the sponsors might want to help to defray the cost with a donation. Chief Jason Rector said that he felt this matter should be his responsibility and not put in a Personnel Manual.

Mayor Teske called for the vote.

**In Favor:** Mayor Pro-Tem Kane, Council Member Nabors, Council Member Meeks, Council Member Hawkins and Council Member Bodwell.

**Opposed:** None

**Motion:** Passed

**IX. EXECUTIVE SESSION:** In accordance with Texas Government Code, Section 551.001, *et seq.*, the City Council will recess into Executive Session (closed meeting) to discuss the following:

- A. In accordance with the Texas Government Code, Section 551.074, personnel matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee. Specifically considering the appointment of Treasurer and/or Financial Clerk for the City. (Teske)

The City Council recessed into Executive Session at 7:43 p.m.

**X. RECONVENE INTO REGULAR SESSION:** In accordance with Texas Government Code, Section 551.001, *et seq.*, The City Council will reconvene into Regular Session to take any action necessary regarding the following:

- A. In accordance with the Texas Government Code, Section 551.074, personnel matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee. Specifically considering the appointment of Treasurer and/or Financial Clerk for the City. (Teske)

The City Council reconvened into regular session at 8:18 p.m.

**XI. ITEMS FOR CONSIDERATION AND ACTION (continued)**

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- B. City Council to Consider and Act on Ordinance 2011-12-01 Amending the Lavon Code of Regulations related to Treasurer's Office. (Teske)

Mayor Teske asked if there was a motion.

**Motion:** Council Member Nabors, "I move we adopt Ordinance 2011-12-01 Amending the Lavon Code of Regulations related to Treasurer's Office."

**Second:** Council Member Meeks

**In Favor:** Mayor Pro-Tem Kane, Council Member Nabors, Council Member Meeks, Council Member Hawkins and Council Member Bodwell.

**Opposed:** None

**Motion:** Passed

- C. City Council to Consider and Act on the appointment of the City Treasurer. (Teske)

City Manager Jones recommended to the Council that the person appointed should be termed Acting City Treasurer until the Budget could be amended to have the City Treasurer included.

**Motion:** Mayor Teske, "I move we appoint Laura Kennemer as Acting City Treasurer until such time as we amend the Budget."

**Second:** Council Member Meeks

**In Favor:** Mayor Pro-Tem Kane, Council Member Nabors, Council Member Meeks, Council Member Hawkins and Council Member Bodwell.

**Opposed:** None

**Motion:** Passed

- D. City Council to Consider and Act on a Mayoral Order reinstating a fuel stipend paid to Chief Jason Rector in lieu of providing him a take home vehicle as part of his compensation package. (Teske)

The Council discussed matters including costs involved, economic environment of the City and taxes. Citizen Chris Wess told the Council that she thought the Council needed to wait until the Budget could be rearranged. Chief Jason Rector told the Council he would prefer to keep the truck until the Budget was amended. He stated that he is in the process of burning vacation time and would probably not make more than four trips to the City until the second City Council Meeting in January.

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**Motion:** Council Member Nabors, "I move we place an item on the second agenda in January adding the stipend amount to Chief Rector's salary and continuing use of the vehicle in the interim."

**Second:** Council Member Meeks

**In Favor:** Mayor Pro-Tem Kane, Council Member Nabors, Council Member Meeks, Council Member Hawkins and Council Member Bodwell.

**Opposed:** None

**Motion:** Passed

**XII. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS**

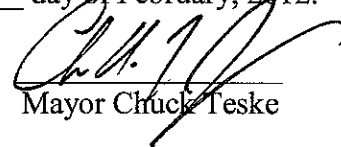
Council Members and staff may request items be placed on a future agenda or request a special meeting be called. Each request that passes by a majority vote will be placed on the schedule by the City Secretary.

Council Member Hawkins asked that an update on the Construction Project of the Old School Building be placed on the first agenda in January.


**XIII. MAYOR TESKE TO ADJOURN CITY COUNCIL MEETING**

Mayor Teske adjourned the meeting at 8:42 p.m.

Duly passed and approved on this 7<sup>th</sup> day of February, 2012.

  
\_\_\_\_\_  
Mayor Chuck Teske

Attest:

  
\_\_\_\_\_  
Linda Ardis, City Secretary