



Minutes  
May 1, 2018  
City of Lavon City Council  
Lavon City Hall, 120 School Rd., Lavon, TX  
Regular Meeting-Executive Session  
7:00 P.M.

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ATTENDING: CHUCK TESKE, MAYOR, ARRIVED AT 7:12 P.M.  
VICKI SANSON, MAYOR PRO TEM, PLACE 1  
MIKE COOK, PLACE 2  
KAY WRIGHT, PLACE 3  
TIM DAVIS, PLACE 4  
MINDI SERKLAND, PLACE 5

1. **MAYOR PRO TEM SANSON CALLED THE MEETING TO ORDER AT 7:05 P.M. AND ANNOUNCED A QUORUM PRESENT.**

2. **MAYOR PRO TEM SANSON LED THE RECITATION OF THE PLEDGE OF ALLEGIANCE AND MS. WRIGHT DELIVERED THE INVOCATION.**

3. **CITIZENS COMMENTS**

John Kell, 507 Avery Pt., provided information about and invited the City Council members to a block party to be held in the Grand Heritage Traditions neighborhood on Saturday, May 5, 2018 at 5:00 p.m.

4. **ITEMS OF INTEREST/COMMUNICATIONS**

- Ms. Wright, President of the LEDC reported on the Small Business Bazaar held on April 28, 2018 noting that 32 vendors participated with steady traffic throughout the day. Ms. Wright expressed appreciation for all who assisted and attended helping to make the event a huge success.
- Ms. Wright commended the Daughters of the American Revolution for hosting for the rededication of the restoration of the historic John Abston Cemetery Section on Sunday April 29, 2018. Ms. Wright stated that Mayor Pro Tem Sanson and City Administrator Kim Dobbs were also in attendance and that Ms. Sanson presented a proclamation designating April 29 as "John Abston Day" in the City of Lavon.

5. **PROCLAMATION**

**Building Safety Month – May 2018** Mayor Pro Tem Sanson presented Fire Marshal Jon Scott with a mayoral proclamation designating May 2018 as "Building Safety Month" in the City of Lavon. At 7:12 p.m. Mayor Teske began presiding over the meeting.

6. **CONSENT AGENDA**

- A. **Approve the Minutes of the April 17, 2018 Meeting.**
- B. **Approve the amended final replat of Lots 2R and 3, Block A of the East Hubbard Properties Addition identified by the Collin County Appraisal District as Lots 2 and 2-1, (CCAD property IDs 2767161 & 2767162 respectively) consisting of 9.806 acres, East Hubbard Properties Addition.**
- C. **Approve Resolution No. 2018-05-01 authorizing the Mayor to renew and execute an Interlocal Cooperation Agreement with Collin County for Road Improvements.**

**MOTION: APPROVE THE CONSENT AGENDA.**

MOTION MADE: WRIGHT  
SECONDED: DAVIS  
APPROVED: UNANIMOUS

**7. ITEMS FOR CONSIDERATION**

- A. PUBLIC HEARING, discussion and action regarding Ordinance No. 2018-05-01 adopting Standard Construction Details; providing a repealer clause; providing a savings clause; providing a severability clause; providing for a penalty of fine not to exceed the sum of two thousand dollars (\$2,000.00); and providing for an effective date.**

**Presentation of request.**

Ms. Dobbs presented information regarding the content of and need for standardized construction design details and noted that a public hearing is not legally required, but was scheduled to allow the development community and public to comment on the proposed standards. Ms. Dobbs advised that the draft Detail document had been provided to the developers and developer engineers with pending projects and that three engineers had returned comments in support of the proposed Details.

**PUBLIC HEARING to receive comments regarding the request.**

Mayor Teske opened the public hearing at 7:17 p.m. and opened the floor for public comment at 7:17 p.m. There were no public comments. Mayor Teske closed the floor to public comment at 7:17 p.m. and closed the public hearing at 7:17 p.m.

**Discussion and action regarding the request.**

Mayor Teske expressed support for the proposed Standard Construction Details.

**MOTION: APPROVE ORDINANCE NO. 2018-05-01, ADOPTING STANDARD CONSTRUCTION DETAILS; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2000.00); AND PROVIDING FOR AN EFFECTIVE DATE.**

MOTION MADE: DAVIS  
SECONDED: SANSON  
APPROVED: UNANIMOUS

- B. Discussion and action regarding Ordinance No. 2018-05-02 authorizing the issuance and sale of City of Lavon, Texas Limited Tax Notes, Series 2018; levying an annual ad valorem tax and providing for payment of said note; providing an effective date; and enacting other provisions relating to the subject.**

Ms. Dobbs provided a recap of the sanitary sewer anticipated short and long-term infrastructure needs and funding options. Financial Advisor Jason Hughes, Hilltop Securities and Bond Counsel Leroy Grawunder, McCall, Parkhurst & Horton, LLP provided information regarding the issuance of tax notes to fund the project. Mr. Hughes reported that seven (7) bids were received exceeding expectations and that Broadway National Bank submitted the best bid at 2.64%, callable at any time with no penalty to pay off early and which will result in an estimated savings of \$40,000.00. Mr. Hughes advised that the cost of issuance is included in the \$3,065,000, that closing is scheduled for May 24, 2018 and that the first debt service payment will be due February 15, 2019. Mr. Hughes and Mr. Grawunder answered questions regarding projections, risk and security related to the tax-exempt project.

**MOTION: APPROVE ORDINANCE NO. 2018-05-02 AUTHORIZING THE ISSUANCE AND SALE OF CITY OF LAVON, TEXAS LIMITED TAX NOTES, SERIES 2018; LEVYING AN ANNUAL AD VALOREM TAX AND PROVIDING FOR PAYMENT OF SAID NOTE; PROVIDING AN EFFECTIVE DATE; AND ENACTING OTHER PROVISIONS RELATING TO THE SUBJECT.**

MOTION MADE: SERKLAND  
SECONDED: WRIGHT  
APPROVED: UNANIMOUS

**C. Discussion and action regarding acceptance of the recommendation of the Selection Subcommittee for the award of a contract for city engineering services to Freeman-Millican, Inc., and authorizing the Mayor to negotiate a contract.**

Ms. Dobbs recapped the Request for Qualifications process and the work of the Council-appointed subcommittee consisting of Mayor Teske, Mr. Cook and Ms. Dobbs. Mayor Teske explained that five highly qualified firms submitted packets and that the subcommittee was unanimous in their independent evaluations of the submittals and recommendation of Freeman-Millican, Inc. as the firm with whom to negotiate a contract. Ms. Dobbs introduced Mark Hill, P.E., Freeman-Millican, Inc. who offered to answer any questions the Council might have. Ms. Wright thanked the subcommittee for their efforts.

**MOTION: ACCEPT OF THE RECOMMENDATION OF THE SELECTION SUBCOMMITTEE FOR THE AWARD OF A CONTRACT FOR CITY ENGINEERING SERVICES TO FREEMAN-MILLICAN, INC., AND AUTHORIZE THE MAYOR TO NEGOTIATE A CONTRACT.**

MOTION MADE: WRIGHT  
SECONDED: SANSON  
APPROVED: UNANIMOUS

**D. Discussion and action regarding proposed sanitary sewer and water easements on city-owned property located directly south of and in the vicinity of 10551 County Road 484, Lavon, Texas.**

Ms. Dobbs presented the request from the developer of Crestridge Meadows for a sanitary sewer easement and water easement across city-owned property north of the proposed development noting that the easements provide necessary connections to public infrastructure.

**MOTION: APPROVE PROPOSED SANITARY SEWER AND WATER EASEMENTS ON CITY-OWNED PROPERTY LOCATED DIRECTLY SOUTH OF AND IN THE VICINITY OF 10551 COUNTY ROAD 484, LAVON, TEXAS.**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS

**E. Discussion and action regarding Ordinance No. 2018-05-03 amending Ordinance No. 2017-09-05 that approved and adopted a budget for the City for the fiscal year October 1, 2017 through September 30, 2018 to amend and adopt revenues and expenditures for the budget; and declaring an effective date.**

Ms. Dobbs reviewed the proposed amendments to the annual general fund budget that were presented at the previous City Council meeting and identified minor updates. Ms. Dobbs explained that the amendments result in net revenues greater than expenditures with the balance representing a commitment to unassigned fund balance. Ms. Serkland asked if and Chief Jones confirmed that the amendments in the Police Department budget were acceptable and did not impair operations.

**MOTION: APPROVE ORDINANCE NO. 2018-05-03 AMENDING ORDINANCE NO. 2017-09-05 THAT APPROVED AND ADOPTED A BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 TO AMEND ADOPTED REVENUES AND EXPENDITURES OF THE BUDGET; AND DECLARING AN EFFECTIVE DATE.**

MOTION MADE: SANSON  
SECONDED: WRIGHT  
APPROVED: UNANIMOUS

**F. Discussion and action regarding Resolution No. 2018-05-02 amending the adopted Fund Balance Policy to increase the goal from ten percent (10%) to twenty-five percent (25%) of the annual general fund operating budget; and providing for an effective date.**

Ms. Dobbs recommended that the Fund Balance Policy goal of maintaining a minimum unassigned fund balance in the general fund be increased from 10% of expenditures to 25% or three months of operating expenditures. Ms. Dobbs also reviewed proposed amendments to limit staff authority relating to fund balance designations. Mr. Hughes encouraged the City Council to increase the goal as proposed noting that credit rating agencies look at the strength of the general fund - fund balance when assessing the City's financial condition.

**MOTION: APPROVE RESOLUTION NO. 2018-05-02 AMENDING THE ADOPTED FUND BALANCE POLICY TO INCREASE THE GOAL FROM TEN (10%) TO TWENTY-FIVE PERCENT (25%) OF THE ANNUAL GENERAL FUND OPERATING BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

MOTION MADE: DAVIS  
SECONDED: WRIGHT  
APPROVED: UNANIMOUS

**G. Discussion and action regarding board and commission appointments – Parks and Recreation Board and Lavon Economic Development Corporation (LEDC) Board of Directors.**

**MOTION: APPOINT ASHLEY LAMBERT TO FILL THE UNEXPIRED TERM OF THE PARKS AND RECREATION BOARD, PLACE 3 AND LARRY MUNSON TO FILL THE UNEXPIRED TERM OF THE LEDC BOARD OF DIRECTORS, PLACE 4.**

MOTION MADE: WRIGHT  
SECONDED: SERKLAND  
APPROVED: UNANIMOUS

**8. EXECUTIVE SESSION**

At 8:02 p.m., in accordance with Texas Government Code, Chapter 551, Subchapter D, Mayor Teske recessed the meeting to go into Executive Session (closed meeting) to discuss the following item pursuant Section 551.087: Deliberation Regarding Economic Development Negotiations; to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Section 551.087(1).

**9. RECONVENE INTO REGULAR SESSION**

In accordance with Texas Government Code, Section 551.001, Mayor Teske reconvened the meeting at 9:05 p.m. and announced that no action was taken in executive session.

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

The City Council set the next meeting for May15, 2018 7:00 P.M. Ms. Wright suggested that an item be placed on the next meeting agenda to consider the time for regular meetings and the possibility of changing the time from 7:00 p.m. to 6:00 p.m. Mayor Teske suggested that an item be included on a future agenda, possibly in June, to discuss succession planning and appointments for City Council and Mayor terms if or as needed. Ms. Serkland expressed support for Mayor Teske's suggestion.

**11. MAYOR TESKE ADJOURNED THE CITY COUNCIL MEETING AT 9:07 P.M.**

**DULY PASSED and APPROVED** by the City Council of the City of Lavon, Texas, on this 15<sup>th</sup> day of May, 2018.

ATTEST:

  
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Kim Dobbs, City Administrator | City Secretary



  
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Charles A. Teske, Jr., Mayor