



# Lorton City Council Regular Meeting

## Minutes

March 19, 2013

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### I. MEETING CALLED TO ORDER AT 7:04 P.M. BY MAYOR TESKE

Members Present: Mayor Chuck Teske  
Council Member Place 1, Chris Kane, Mayor Pro-Tem  
Council Member Place 3, Melissa Kale  
Council Member Place 4, David Hawkins  
Council Member Place 5, Jenny Bodwell

Members Absent: Council Member Place 2, Deborah Nabors

Staff Present: City Secretary Chris Wess, City Treasurer Laura Kennemer,  
COO Mike Jones, Public Works Director Kevin Dudley

Legal Representative: None

Commission and  
Board Members: none

Visitors: 5  
There was a quorum present.

### II. MAYOR TESKE LED THE COUNCIL AND VISITORS IN THE PLEDGE OF ALLEGIANCE.

### III. INVOCATION

Council Member Bodwell gave the invocation.

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

Council Member Kale related McClendon and NeSmith Elementary Schools are having a "Fun Run" as a fund raiser on March 27<sup>th</sup> and that kids are looking for sponsors for their laps. She added that the Fire Department is actively recruiting and anyone interested should contact Amy Cortez at [public\\_relations@NevadaVFD.org](mailto:public_relations@NevadaVFD.org). Council Member Bodwell reminded everyone that the Easter Egg Hunt is on Saturday from 10 to 1. Mayor Pro Tem Kane reminded everyone of the Fire Department's Car Show is on May 4<sup>th</sup> and stated that the High School Band is also having a car show on April 13<sup>th</sup> at the Athletic Complex.

### V. CONSENT AGENDA

A. Approve the Minutes of the March 5, 2013 Regular Meeting. (Wess)\*

B. Approve the Month Ending February 28, 2013 PID Expense Report (Kennemer)\*

**Motion:** Council Member Bodwell made a motion to approve Consent Agenda items A & B.

**Second:** Council Member Kale

**In Favor:** Mayor Pro Tem Kane, Council Members Kale, Hawkins and Bodwell

**Opposed:** None



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**Motion:** Carries

**VI. CITIZENS' COMMENTS**

None

**VII. STAFF REPORTS**

- A. City Treasurer Kennemer to discuss month ending February 28, 2013 financial report, scheduled budget workshop, & working with auditors on FYE 2012 Audit.

City Treasurer Kennemer related that she was currently working on the audit for FYE 2012. She also explained that the first staff budget workshop is scheduled for April 10<sup>th</sup> and she will have those figures for the Council budget workshop that is scheduled for April 16<sup>th</sup>. Mayor Pro Tem Kane asked if the Council workshop would be scheduled during the meeting or beforehand. The general consensus was everyone could attend one hour before the regular meeting. It was also discussed that building permits might exceed expected revenue.

- B. City Secretary Wess to discuss zoning change application, election cost changes, training and Code of Regulations.

City Secretary Wess explained that the City has received an application for a temporary concrete batch plant at SH78 between SH205 and Geren Rd that has not been paid. She had participated in a Webinar that is free and that there are Webinars each month. She also explained that the County is offering training in April on the elections that is also free. She is also looking into the certification process. She explained that the City of Nevada has withdrawn from the election agreement which raised the cost of the election but was still under the budgeted \$4000.00. She stated that she is looking into getting back with the Mayor and the Mayor Pro Tem to complete the Code of Regulations.

- C. Chief of Operations Jones to update the Council on Police Department personnel changes.

COO Jones related that, with the approval of the Mayor, he had hired Jesse Saxon to fill the full time position and Mr. Yeagar for the one of the reserve positions. He stated that he still needed to find 2 more reserve officers. He introduced Jesse Saxon to the Council and explained that Officer Saxon would start field training the next week and continue for a total of 16 weeks.

- D. Public Works Director Dudley discussing finishing the file storage/conference room, planning work on gym ceiling and paint work, preparing for Easter Egg Hunt, consulting w/Medina Const. on MJK Mark @ 400 Hwy 78, working with COO/Police Chief on more efficient maintenance plans for PD fleet, consulting w/Sinacola on Hwy 78 Project, performing misc. tasks at PD during transition of New Chief, and with start of mowing season, performing maintenance in preparation for summer.

Public Works Director Dudley briefly discussed the progress of the gym and the file/conference room. He also related the progress of the clean-up of the area behind City Hall and spreading dirt to level the area. He stated that the bridge should be completed in 4-5 months and that he would be meeting with TXDoT



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the next day to discuss lowering the speed limit on SH78. He went on to add that he also had a meeting the next morning to discuss the toll road and where the utilities are placed.

Mayor Teske took the Consideration and Action items next.

### IX. CONSIDERATION AND ACTION

- A. City Council to Consider and Act on approving the City Personnel Manual. (Wess)

Council Member Hawkins stated that he didn't agree with the personal leave. He felt that the City should offer sick leave to the employees. Council Member Kale felt that the City was not big enough to offer that benefit.

**Motion:** Council Member Kale made a motion to amend the manual by striking out the first sentence in Section 6, Item 6.3.

**Second:** Council Member Bodwell

**In Favor:** Mayor Pro Tem Kane, Council Members Kale and Bodwell

**Opposed:** None

**Abstain:** Council Member Hawkins

**Motion Carries**

**Motion:** Council Member Kale made a motion to approve the personnel manual as amended

**Second:** Council Member Bodwell

**In Favor:** Mayor Pro Tem Kane, Council Members Kale and Bodwell

**Opposed:** None

**Abstain:** Council Member Hawkins

**Motion Carries**

- B. City Council to Consider and Act on approving Proclamation No. 2013-03-01 proclaiming the week of March 17-23, 2013 as Poison Prevention Week. (Teske)  
It was asked that something be put in the newsletter about Poison Prevention and Council Member Kale offered to check with the pharmacies for free handouts.

**Motion:** Council Member Bodwell made a motion to approve Proclamation No. 2013-03-01.

**Second:** Council Member Hawkins

**In Favor:** Mayor Pro Tem Kane, Council Members Kale, Hawkins and Bodwell

**Opposed:** None

**Motion Carries**

Items were taken out of order.



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E. City Council to Consider and Act on approving altering the utility bill in order for citizens to make a donation to the City Park. (Bodwell)

Council Member Bodwell stated that she was approached with this idea instead of going door-to-door to ask for donations. She felt that going door-to-door could be intrusive as well as time consuming. City Secretary Wess explained that the utility bill was generated by the billing system and she was unsure if the bill could be changed to include this item. She went on to explain that City Treasurer Kennemer would be the person to determine if the idea was attainable. This item was tabled.

C. City Council to Consider and Act on approving the lease agreement with Community Leasing Partners in order to acquire a pumper truck (Teske)

Mayor Teske explained the offer that Community Leasing Partners made for the loan for the pumper truck. He explained that they were asking for \$11,000 down payment and the first payment will be \$35,000. He added that the interest did not change. This item was laid on the table.

D. City Council to Consider and Act on approving Ordinance 2013-03-01 adopting an amended budget for the City for the fiscal year 10/1/2012 through 09-30-2013. (Teske)

Mayor Teske explained the changes to the budget. Mayor Pro Tem Kane stated that he did not agree with raising income midway through the budget year to make the budget work.

**Motion:** Mayor Pro Tem Kane made a motion to approve the amended budget.

**Second:** Council Member Kale

**In Favor:** Mayor Pro Tem Kane, Council Members Kale, Hawkins and Bodwell

**Opposed:** None

**Motion Carries**

C. City Council to Consider and Act on approving the lease agreement with Community Leasing Partners in order to acquire a pumper truck (Teske)

**Motion:** Council Member Kale made a motion to approve the lease agreement with Community Leasing Partners in order to acquire a pumper truck.

**Second:** Council Member Hawkins

**In Favor:** Mayor Pro Tem Kane, Council Members Kale, Hawkins and Bodwell

**Opposed:** None

**Motion Carries**

### VIII. DISCUSSION

City Council to discuss City Projects and their priorities including:

A. File Room/Conference Room – 40% Complete

B. Gym Windows & Ceiling – 10% Complete



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It was discussed that the windows had been ordered and contracted out. The doors had also been ordered. Mayor Teske explained the ceiling material and that he would prefer professionals install it. He felt that once the ceiling and floors were done, the gym could be opened up for use.

C. City Hall Park Project – 10% Complete

Council Member Bodwell related that the Project was expecting to have a pre-bid conference the next week and work may start in May. She explained that the project must be done by August 31<sup>st</sup>. She related that Public Works needed to do the excavation, move the sprinkler heads and install the fencing.

D. Painting the Police Dept. & Fire Dept. – 0% Complete

E. Code of Regulations – 40% Complete

Council Member Kale felt that the Code of Regulations is the most important project with the Park Project 2<sup>nd</sup>, the file room 3<sup>rd</sup> and the painting would be last. It was discussed that the files could be moved into the file room without anything further being done. City Secretary Wess asked that directions from Council Members for staff members go through the Mayor.

#### X. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS

Council Member Kale asked that the text alarm system be placed on the discussion system.

#### XI. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING

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

Duly passed and approved on this 2<sup>nd</sup> day of April, 2013.

Mayor Charles A. Teske, Jr.

Attest:

Chris Wess, City Secretary

