



Lavon City Council Meeting Minutes January 19, 2016

I. MEETING CALLED TO ORDER AT 7:01 P.M. BY MAYOR TESKE

Members Present: Mayor Chuck Teske
Council Member Place 1, Sedric Thomas
Council Member Place 2, Jason Kidd
Council Member Place 5, Mindi Serkland

Members Absent: Council Member Place 3 Melissa Stroop
Council Member Place 4 Matt Childers

Staff Present: City Secretary Kelly Davis
Fire Chief Jon Scott
Public Works Director Terry McCalpin
Police Chief Mike Jones
Police Officer Thomas Aaron

Legal Representative: None

Commission and Board Members: Planning and Zoning Commissioner Vicki Sanson

Visitors: 18

There was a quorum present.

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

III. INVOCATION

Mayor Teske gave the invocation.

IV. CITIZENS COMMENTS

None

V. ITEMS OF INTEREST/CITY COUNCIL COMMUNICATIONS

None

VI. PUBLIC RECOGNITION

A. City Council to recognize Public Works Director, Terry McCalpin for his dedication to the Citizens of Lavon (Stroop)

Council Member Stroop was absent so Mayor Teske read a letter from a resident of Mustang Court who is elderly and has a disabled son. She said that they needed help getting their trash cans out for pick up and Terry McCalpin set that up for her and also went out himself and put the trash cans back off the street after pick up. Whilst there he noticed there were numbers missing from the mailbox and replaced those himself. She said it was nice knowing she was living somewhere where the City employees cared so much about the residents. The Mayor then presented Terry with a



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certificate for service Above and Beyond what was expected and gave him the letter from the resident.

B. City Council to recognize Eagle Scout Devin Crabtree for installing two park benches at Eagle Pond for his Eagle Scout project (McCalpin)

Public Works Director Terry McCalpin said that Devin came up with the project and made the benches himself and put them in place with minimal assistance even in unfavorable weather.

Devin was presented with a certificate from the City.

C. City Council to recognize Fire Marshall Joe Wetzel for his years of service to the Citizens of Lavon (Teske)

Mayor Teske spoke about the 5 years of faithful service that Joe has provided as a volunteer Fire Marshall to the city, he was presented with a plaque by the Mayor.

VII. CONSENT AGENDA

Heritage Public Improvement District #1 Assessment Report Summary Dated 12/31/15 (Davis)

Motion: Council Member Serkland made a motion to approve Heritage Public Improvement District #1 Assessment Report Summary Dated 12/31/15

Second: Council Member Thomas

In Favor: Council Members Thomas, Kidd and Serkland

Opposed: None

Abstained: None

Motion: Carries

VIII. STAFF REPORTS

A. City Secretary Kelly Davis - reported on Tornado relief, a new employee, the March elections and the City Outlook and took questions from Council.

Tornado Relief: We had so many donations, that the gym was at capacity. We also had a lot of volunteers that showed up to help, they were ready to sort items, box up packages for families and deliver those packages. It was as organized as it could have been. Thank you to Council Member Melissa Stroop who was organizing the effort and Planning and Zoning Commissioner Vicki Sanson and her daughters Rachel and Megan who were a huge help. Last week the remaining items were boxed up and clothing was taken to a local shelter. Other items were being stored for future use by the First Assembly of God church.

New Employee: We have a new employee at City Hall, Theresa Coleman is the new Administrative Assistant and started on January 4, 2016. She is already getting into the swing of things and will be an asset to our office. Things that have fallen behind since October will be caught up soon and she has already been working on meeting minutes.

March Elections: Primary elections will be held at City Hall. Early voting will begin on February 16th and end on February 26th. Election Day is March 1st.

Outlook: Council Member Mindi Serkland wanted to know about the new equipment for the City Secretary's office shown in the outlook. Mayor Teske said they were waiting on property tax money to arrive before ordering anything. Council Member Kidd asked about the March lump sum for the City Secretary's office and Mayor Teske said those were projected amounts based on last year. Mayor Teske explained Revenue Contingent and Contingent Revenue. He said the City may or may not get an additional \$90,000.00 depending on the two new sub divisions being built. This won't happen until later in the year and is in excess to what is



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already available.

B. Police Department – Operational response to recent tornado, current staffing levels, Lavon Parkway (SH 78) and traffic around the City.

Police Chief Mike Jones said that they have a new police officer who has been a reserve for 2 ½ years, Officer Lacy Spencer is replacing Officer Robert Yeager. She is in the third phase of training and he expects her to be an asset to the department. They are now only one officer down and once they are back from medical leave they will be fully staffed. They are still looking for more reserve officers and are constantly recruiting if anyone knows of good law enforcement officers. Highway 78 traffic patterns are changing due to the ongoing road work and Citizens need to be notified and aware of that. There was a 6 car accident this morning thankfully no significant injuries. Due to the changes in direction and patterns there are less problems at FM6, Business 78N , 2755, Lake Road , the entrance to Grand Heritage and highway 205. Any remaining problems at Grand Heritage will be improved once the light is in place and working but they have to wait for the vehicle sensor radars to be placed first or the light would be stuck at red. Mayor Teske said there will be a traffic study done at Bentley Farms. TxDOT said all signal lights will be linked to ease traffic.

The evening of December 26,2015 tornado struck local area just outside the city limits and created a joint response from the Police and Fire Departments. Chief Jones said they had a command post set up within 30 minutes however they need an enclosed vehicle that can handle at least two people to run a command post from , specifically for Police Chief, Fire Chief and the Public Information Officer. They also need more City radios, they didn't have enough for everyone and couldn't communicate on handhelds so all communication had to be done from vehicles which they were also short on. They had people on standby they couldn't get where they were needed because they were short about 4 vehicles. They also need two operational computer to work from and 25 watt mobile radios. Chief Jones said it was, despite the problems, a very successful response and he was very proud of everyone involved. That all City of Lavon personnel did a great job. They are working on solutions to the problems they faced and would bring that to council at a later date. He also noted at one point they heard that another weather super cell was headed that way and that everyone was aware but continued doing their jobs. Mayor Teske added that everyone did an amazing job and he was very proud of how it went and how everyone adapted.

C. Fire Department – Operations side of the tornado, Daytime coverage in Lavon by Emergency Response Staff.

Chief Scott echoed Chief Jones comments and added that the fire department had 3 ongoing search and rescue sites that both Nevada and Lavon responded to on the night of the tornado. The Assistant Chief was watching the tornado and directing Chief Scott around it so he could make it to the area. They dealt with many calls where Citizens were in shock. Mutual Aid was initially requested from Wylie and went on to include requests from other local departments. All firefighters involved in dealing with any fatalities or critically injured attended a CISD (Critical Incident Stress Debrief) in Nevada at midnight that night to make sure they could discuss how they were feeling. They then had a full debrief 48 hours after the incident and those unedited notes were given to the County Fire Chiefs meeting so they could all learn and adapt new strategies from how it was handled here. Emergency Response Staffing started on January 1, 2016. Chief Scott can't provide specifics of calls due to HIPPA laws. They have



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had 18 calls with daytime staffing and have an average 3 minutes 6 second response time out of the station which is much improved over the nearly 10 minute time previously. They have two people respond and call for mutual aid if needed. Medical calls are 80-90% of their calls and those are where the improved response times really matter.

D. Public Works – Lift station, Disaster relief in Copeville, Equipment repairs, Road patches, Drainage and tree clearing, title transfer for trailer, sewer blocks with lockable caps, NTMWD-TBLL study, Update on engine braking signage.

Public Works Director Terry McCalpin said Public Works helped with the tornado clean up in Copeville. Donated funds allowed for 8 dumpsters to be made available to the Citizens and were filled quickly with debris. RPM Construction arrived with multiple vehicles including their dump trucks to move debris from the Copeville area. Debris in Lavon has been moved to the side of highway 78 and we have been in touch with TxDOT about getting it all cleared. Mayor Teske mentioned that they'd asked for assistance from Collin County and hadn't had a lot of help. They finally agreed to pay for the dumping of debris and cover some of the costs RPM incurred helping with the clean-up. Mayor Teske said they need to correct some of the emergency response coordination from Collin County in regards to the local area.

Public Works Director McCalpin talked about needing to have a backup power source for the lift stations. He is working on getting information on the cost. If there was a long term city wide power failure we need a large sized generator to make sure we can continue operating one of the lift stations. The backhoe was repaired including new tires and a battery. All local road patches are being done as needed and they are clearing drainage ditches and keeping an especially close eye on those at Wolf Run. Some trees in the city that were overhanging roads and creating safety hazards have been taken down. Public Works has obtained some new sewer block and lockable caps that can be used to cut off the sewer service for anyone that is behind on their bill payments. The City Secretary is going to be working on writing policy as to their use. NTMWD is starting a study next week that will calculate how much can dump through the waste water system. All traffic signage on the highway has to be done by TxDOT, they're aware of those that are waiting to go up and said they'll be posted soon.

IX. CONSIDERATION AND ACTION

A. City Council to authorize Mayor Teske to obtain firm pricing and executive purchase of storm siren systems upon funding in current year budget, or from reserve funds (Teske)

Mayor Teske discussed needing an Emergency Warning System in Lavon and that possible funding might need to come from a budget amendment. The price they have been able to find right now is \$20,000.00 for each and we will need two for a total of \$40,000.00 but the Mayor and Police Chief are going to continue to seek out information on other vendors. Council Member Jason Kidd questioned the wording of the action and which line item the funds would come from and Mayor Teske reminded him right now it was just to get an agreement that they needed to move forwards with looking into the purchase and need for a system and it would be contingent "upon funding". Citizen Josh Murray asked where the money would come from for maintenance and electricity to run the system and the Mayor said all those things would be addressed at a



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later date once funding was agreed upon and that RFP will have parameters to include in the bid. When discussing the type of sirens they could purchase Josh Murray mentioned ones that can do an actual voice announcement like those used by the City of Wylie but the Mayor and Police Chief agreed right now they're looking at sirens that can be activated to notify people of an emergency situation.

Motion: Council Member Thomas asked City Council to authorize obtaining firm pricing and an executive purchase of a storm siren system upon funding in current year budget, or from reserve funds.

Second: Council Member Kidd

In Favor: Council Members Thomas, Kidd and Serkland

Opposed: None

Motion: Carries

B. City Council to Consider and Act on appointing a Traffic Administrator (Jones)

Police Chief Mike Jones explained the role of the Traffic Administrator to City Council. The Administrator would be responsible for making sure signage gets placed, any and all parking and roadway related issues including public parking areas that include handicapped lots. They would be able to make decisions without needing to go back and forth with City Council. Police Chief Jones thought that the Administrator should be applied to a position and not a person so it remained with that position in the future and that the position could be given to the Police Chief, Fire Chief or the Public Works Director. Council would need to nominate the position to be assigned as the Traffic Administrator. He said this was not a controversial item and asked for it to be put on the Consent Agenda. Council Members decided to table this for the first meeting in February when more members were present for voting.

Motion: City Council to consider and act on appointing a Traffic Administrator
Item tabled until first City Council meeting in February 2016

X. DISCUSSION

A. City Council to discuss the City of Lavon Emergency Management Plan and Disaster Recovery (Kidd)

Fire Chief Scott discussed the Emergency Management Plan that he is working on but is in a very preliminary stage. The plan once finished will be approved by FEMA so that the city will meet their requirements for additional funding. The plan will encompass all city employees including council members, all staff will be assigned certain duties and those will all be laid out word for word in the plan so they know exactly what their responsibility is. They are hoping to have the basics ready by May 2016 and the complete plan done by the end of 2016. Police Chief Jones said that this plan was something he and Fire Chief Scott have been talking about since Chief Scott was appointed. He said the plan normally takes around 2 years to complete and for it to be successful it requires full stakeholder buy in. Once written it will include tabletop classes and field exercises to make sure the deployment works. Mayor Teske asked if FEMA or the state could help with putting the plan together but Chief Scott said only if you follow their template and that doesn't work with a small city like Lavon because we don't have the resources. The North Texas Council of Governments do help most cities put their plans together and they have spoken to them. Citizen Josh Murray asked that the council make sure that communication is their number one priority for Chief's Jones and Scott and they be provided the radios they need to do their jobs adequately in an emergency situation. Mayor Teske said that radios are already in the budget they



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just haven't been purchased yet. Police Chief Jones asked for the emergency plan to be kept regularly on the Councils agenda to make sure everyone is aware of where they are in the process and Council agreed to add it as a repeating item at future meetings.

C. City Council to discuss the Revised Fence Ordinance, an ordinance providing for the regulation of fences within the city (McCalpin)

Public Works Director Terry McCalpin said the previous ordinance was vague and the new one is better and covers more of what we need at this time. Mayor Teske said that the Grand Heritage HOA ordinance for their neighborhood is more restrictive but that the HOA don't enforce it. This ordinance will help to rectify those problems the HOA isn't enforcing. Police Chief Mike Jones said that there are going to be things in the ordinance that you agree with and don't agree with and that it's really a Launchpad to working forward to get it exactly how we want it to look. Terry McCalpin said the fence ordinance is in place to help everyone especially those that are having a neighborly dispute over a fence that is in the middle of their properties that nobody wants to take responsibility for. Council Member Mindi Serkland asked if we need to define the ordinance by Collin County laws but Terry McCalpin said that these Code Enforcement Ordinances are actually state law not county and all Code Enforcement issues follow state laws.

Citizen Bobby Kennelly who lives on Coolidge at Grand Heritage came to speak on the fence issue. He wanted to thank Public Works Director Terry McCalpin for his help, he then went on "I fixed the fence on my side of the property and my neighbor on the right side of my home agreed to pay her part of fixing the fence. She then wrote me a hot check which I'm not too happy about, so she skipped out on that. The neighbor behind me who I have been trying to work with for 10 months has his fence lying down and the fencing company can't do anything about it from my side because of the tree in the way. What do I do about this? Why are we letting the HOA slip on these things when we're paying them \$800 a year to enforce their codes and not doing so is what's causing neighbor disputes. My one neighbor skipped out on the \$720 and the other one refuses to do anything. The HOA said at the last meeting that they don't want to become an enforcement agency" Police Chief Jones said the City can't enforce HOA rules and can't make the HOA enforce their rules. This ordinance allows the city within state law guidelines to help with getting that fixed, he told Mr Kennelly his situation was in their minds when they were looking at writing the ordinance. Mr Kennelly said he appreciated that but why do we even have an HOA when we agreed to the 50/50 ownership on the fences but they won't do anything about it. Mayor Teske said he couldn't discuss it during the City Council meeting as it wasn't on the agenda but he would talk to him after the meeting. Mr Kennelly replied he would like that and wanted to know if Grand Heritage had shared fence lines. Mayor Teske said that Grand Heritage is a special case and that fence posts were placed on one person's property and when they set the fence they pulled it in 4-5 inches so it was on one person's property but if you're building multiple homes that different and they would need to look into it. Mayor Teske continued that builders fences do not last longer than 8-10 years and that Grand Heritage has been there for 7 years and therefore fences are starting to fall into disrepair, the new ordinance will help encourage and enforce the need for people to fix them. Mayor Teske said they needed to take a closer look at the new ordinance and have a work session on it. Mr Kennelly stated that when 2 homeowners are in dispute he doesn't want it becoming a state issue as that's going to open a bigger can of worms. Mayor Teske said the ordinance is being drawn from other cities ordinances but being written specific to our city needs. Public Works Director Terry McCalpin said he just wants something in place so he can better help people, right now if a fence is down and a dog gets out whether it is aggressive or not he can't help without an ordinance in place. Mayor Teske said most of this he can see are going to be civil cases but there are things going on that a straight forward ordinance when enforced could deal with and he wanted to set up a work session for the first or second week of February 2016.



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C. City Council to discuss population and signage of Lavon (McCalpin)

Public Works Director McCalpin said we need to update the road signs in the city in regards to population and that we need to contact the state about getting that done however we need to think of ways to update the population numbers. Police Chief Mike Jones said it's important we get an accurate number on the population for all city related issues. Mayor Teske asked if we needed to hire someone to do a census and what was the procedure. Chief Jones said there was no set procedure in place. That the City of Melissa counted every home and business and then multiplied it by 3.5 to get a number, people weren't happy with that but there is no declared method in place to complete the census procedure and make a determination on the population numbers.

D. City Council to discuss monthly credit card statement (Cuellar)

City Secretary Kelly Davis gave a copy of the statement to the council members to look over. Council Member Serkland asked about the Public Works charges. Mayor Teske said they were for training and that all departments are being encouraged to take training classes.

E. City Council to discuss monthly compensation time report (Davis)

Mayor Teske said the city was doing well relative to all the time put in because of the tornado clean-up efforts. He said he had spoken to the police department about bring down their compensation time. Police Chief Jones said people are taking vacation and he has been covering shifts to allow them to take off and lower compensation time. That city wide this past month the numbers only jumped 36 hours and that included covering vacation time, holidays and the tornado clean-up so everyone did great. Mayor Teske said after a police department retirement those hours had to be paid out and that needed to be zeroed out, City Secretary Davis said that it had already been taken care of. Chief Jones said they are still short two people and that he is working on keeping that compensation time down and that he would be talking with council members who wanted to discuss paying overtime instead of compensation time. Mayor Teske said their might be changes coming that will require them to take a look at the employee manual and that will require a meeting with all council members, police and fire chiefs, City Secretary and all department heads. He added that we may have to look at budget and create a pool of money to pay overtime.

XI. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDA

More discussion on appointing the Traffic Administrator and an update from Fire Chief Scott on the Emergency Management Plan progress during the Staff Report.

Mayor Teske said they need to discuss having a workshop on animal and fence ordinances. There also needs to be a discussion about our internet options.

XIV. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING AT 8:53 P.M

Mayor Teske adjourned the meeting at 8:53 P.M



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Duly passed and approved on this 19th day of April, 2016.

Mayor Chuck Teske

Attest:

Kelly Davis, City Secretary