



**MINUTES**  
**MARCH 19, 2024**  
**LAVON CITY COUNCIL**  
**CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS**  
**REGULAR MEETING**

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ATTENDING: VICKI SANSON, MAYOR  
MIKE SHEPARD, PLACE 1  
MIKE COOK, PLACE 2, MAYOR PRO TEM  
KAY WRIGHT, PLACE 3  
LINDSEY HEDGE, PLACE 5  
ABSENT: TED DILL, PLACE 4

1. **MAYOR SANSON CALLED THE MEETING TO ORDER AT 6:30 P.M. AND ANNOUNCED A QUORUM PRESENT.**
2. **MAYOR SANSON LED THE RECITATION OF THE PLEDGE OF ALLEGIANCE AND KAY WRIGHT DELIVERED THE INVOCATION.**
3. **ITEMS OF INTEREST/COMMUNICATIONS**
  - Education Foundation Bags for the Braves on March 21, 2024
  - Breakfast with the Bunny on March 23, 2024
  - Total Eclipse on the Farm on April 8, 2024

4. **CITIZENS COMMENTS**

There were no citizen comments.

5. **PRESENTATION**

Mike Ward, CPA, Accounting & Financial Consulting, PLLC presented the audited 2023 Financial Statements and Independent Audit Report. Mr. Ward stated that the audit resulted in an unmodified (“clean”) opinion indicating that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles and added that this represents the best opinion possible. Mr. Ward reviewed the statements and acknowledged overall net growth in the City’s funds and strong, stable financial position.

6. **CONSENT AGENDA**

- A. **Approve the minutes of the March 5, 2024, meeting.**
- B. **Take no action regarding the Public Utility Commission of Texas inquiry relating to the 2024 consumer price index (CPI) adjustment thereby allowing an increase to municipal telecommunications right-of-way access line rates.**

**MOTION: APPROVE CONSENT AGENDA.**

MOTION MADE: WRIGHT

SECONDED: SHEPARD

APPROVED: UNANIMOUS (Absent, Dill)

7. **ITEMS FOR CONSIDERATION**

- A. **Public Hearing and discussion regarding an amendment to the City’s Code of Ordinances Chapter 9 “Planning and Development Regulations,” Article 9.03 “Zoning Ordinance”, Division 2 “Districts and Zoning District Map,” Section 9.03.032 “Permitted Use Table” generally to add a mobile food unit use to the permitted use table, Division 6 “Regulations Applicable to Mixed Use and Nonresidential Districts” generally to establish regulations for mobile food units.**

**PRESENTATION of proposed amendment.**

City Manager Kim Dobbs provided information regarding the proposed agreement.

**PUBLIC HEARING continued from March 5, 2024, to receive comments regarding the proposed amendment.**

At 6:50 p.m. Mayor Sanson continued the public hearing from March 5, 2024, and invited comments for or against the amendment. There being no comments, Mayor Sanson closed the public hearing at 6:50 p.m.

No action taken.

- B. Discussion, and action regarding Ordinance No. 2024-03-07 amending Chapter 7 “Health and Sanitation”, Article 7.04 “Food Establishments”, Section 7.04.003 “Mobile Food Units and Mobile Food Parks” of the Code of Ordinances of the City of Lavon, to amend the City’s regulations regarding Mobile Food Units and Mobile Food Parks.**

Ms. Dobbs provided information regarding the Mobile Food Units and Mobile Food Parks.

**MOTION: APPROVE ORDINANCE NO. 2024-03-07 AMENDING CHAPTER 7 “HEALTH AND SANITATION”, ARTICLE 7.04 “FOOD ESTABLISHMENTS”, SECTION 7.04.003 “MOBILE FOOD UNITS AND MOBILE FOOD PARKS” OF THE CODE OF ORDINANCES OF THE CITY OF LAVON, TO AMEND THE CITY’S REGULATIONS REGARDING MOBILE FOOD UNITS AND MOBILE FOOD PARKS.**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- C. Public Hearing, discussion and action regarding an amendment to the City’s Code of Ordinances Chapter 9 “Planning and Development Regulations,” Article 9.02 “Subdivision Ordinance,” Division 1 “Generally,” Section 9.02.005 “General Plat Requirements” to add Subsection (6) “Parkland Dedication and Development Requirements” to provide open space and recreational areas in the form of parks as a function of subdivision and site development.**

**PRESENTATION of proposed amendment.**

Ms. Dobbs provided information regarding the amendment including dedication and development requirements being proposed.

**PUBLIC HEARING continued from March 5, 2024, to receive comments regarding the proposed amendment.**

At 6:52 p.m. Mayor Sanson continued the public hearing from March 5, 2024, and invited comments for or against the amendment. There being no comments, Mayor Sanson closed the public hearing at 6:53 p.m.

Discussion and action regarding the proposed amendment and Ordinance No. 2024-03-08.

**MOTION: APPROVE ORDINANCE NO 2024-03-08 AMENDING TO THE CITY’S CODE OF ORDINANCES CHAPTER 9 “PLANNING AND DEVELOPMENT REGULATIONS,” ARTICLE 9.02 “SUBDIVISION ORDINANCE,” DIVISION 1 “GENERALLY,” SECTION 9.02.005 “GENERAL PLAT REQUIREMENTS” TO ADD SUBSECTION (6) “PARKLAND DEDICATION AND DEVELOPMENT REQUIREMENTS” TO PROVIDE OPEN SPACE AND RECREATIONAL AREAS IN THE FORM OF PARKS AS A FUNCTION OF SUBDIVISION AND SITE DEVELOPMENT SUBJECT TO CITY ATTORNEY APPROVAL.**

MOTION MADE: SHEPARD  
SECONDED: HEDGE  
APPROVED: UNANIMOUS (Absent: Dill)

- D. Discussion and action regarding Resolution No. 2024-03-03 approving and authorizing execution of Change Order No. 4 to the construction contract with Infra Construction for the City of Lavon Bear Creek Trail Creek Pedestrian Trail Crossing Connection (CIP-15) Construction Project in an amount not to exceed \$2,800.00 for additional expansion joints and sidewalk thickness.**

Ms. Dobbs provided information regarding the project. City Engineer Mark Hill, Freeman Millican, Inc. detailed the cost reduction.

**MOTION: APPROVE RESOLUTION NO. 2024-03-03 APPROVING AND AUTHORIZING EXECUTION OF CHANGE ORDER NO. 4 TO THE CONSTRUCTION CONTRACT WITH INFRA CONSTRUCTION FOR THE CITY OF LAVON BEAR CREEK TRAIL CREEK PEDESTRIAN TRAIL CROSSING CONNECTION (CIP-15) CONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$2,800.00 FOR ADDITIONAL EXPANSION JOINTS AND SIDEWALK THICKNESS.**

MOTION MADE: WRIGHT  
SECONDED: HEDGE  
APPROVED: UNANIMOUS (Absent: Dill)

- E. Discussion and action regarding Resolution No. 2024-03-04 approving and authorizing execution of Change Order No. 1 to the construction contract with VLEX Construction, LLC for the City of Lavon Miscellaneous Paving Improvements (CIP-3C) Construction Project in an amount not to exceed \$3,159.00 to comply with TxDOT driveway permit requirements.**

City Engineer Mark Hill, Freeman Millican Inc., provided information regarding the miscellaneous paving improvements (CIP-3C).

**MOTION: APPROVE RESOLUTION NO. 2024-03-04 APPROVING AND AUTHORIZING EXECUTION OF CHANGE ORDER NO. 1 TO THE CONSTRUCTION CONTRACT WITH VLEX CONSTRUCTION, LLC FOR THE CITY OF LAVON MISCELLANEOUS PAVING IMPROVEMENTS (CIP-3C) CONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$3,159.00 TO COMPLY WITH TXDOT DRIVEWAY PERMIT REQUIREMENTS.**

MOTION MADE: COOK  
SECONDED: WRIGHT  
APPROVED: UNANIMOUS (Absent: Dill)

- F. Discussion and action regarding Resolution No. 2024-03-05 approving and authorizing the execution of Change Request No. 20 to the construction contract with Mart, Inc. for the City of Lavon Fire Department and Public Works Facilities Expansion (CIP-9) Construction Project in an amount not to exceed \$13,155.04 for additional paving and retaining wall.**

Ms. Dobbs provided information regarding the change order request. City Engineer Mark Hill, Freeman Millican, Inc. was available for questions.

**MOTION: APPROVE RESOLUTION NO. 2024-03-05 APPROVING AND AUTHORIZING THE EXECUTION OF CHANGE REQUEST NO. 20 TO THE CONSTRUCTION CONTRACT WITH MART, INC. FOR THE CITY OF LAVON FIRE DEPARTMENT AND PUBLIC WORKS FACILITIES EXPANSION (CIP-9) CONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$13,155.04 FOR ADDITIONAL PAVING AND RETAINING WALL.**

MOTION MADE: SHEPARD  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- G. Discussion and action regarding Ordinance No. 2024-03-09 repealing Chapter 12 “Utilities,” Article 12.04 “On-Site Sewage Facilities,” of the Code of Ordinances of the City of Lavon, Texas to repeal regulations for On-Site Sewage Facilities.**

Ms. Dobbs provided details regarding the relinquishment of On-Site Sewage Facilities (OSSF) to Collin County Development Services for regulation.

**MOTION: APPROVE ORDINANCE NO. 2024-03-09 REPEALING CHAPTER 12 "UTILITIES," ARTICLE 12.04 "ON-SITE SEWAGE FACILITIES," OF THE CODE OF ORDINANCES OF THE CITY OF LAVON, TEXAS TO REPEAL REGULATIONS FOR ON-SITE SEWAGE FACILITIES.**

MOTION MADE: WRIGHT  
SECONDED: HEDGE  
APPROVED: UNANIMOUS (Absent: Dill)

**H. Discussion and action regarding acceptance of the public infrastructure for the Lavon Trails Additions, Phase 1 and Phase 2A.**

City Engineer, Mark Hill, Freeman Millican Inc., detailed the completion and inspection of the project.

**MOTION: ACCEPT THE PUBLIC INFRASTRUCTURE FOR THE LAVON TRAILS ADDITIONS, PHASE 1 AND PHASE 2A.**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

**8. DEPARTMENT REPORTS**

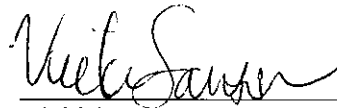
- A. Police Services** – Police Chief Mike Jones provided information regarding reports, detailed upcoming programs, and referenced information provided in the meeting packet.
- B. Fire Services** – Fire Chief Danny Anthony referenced the reports in the meeting packet and answered questions.
- C. Public Works** – Director of Public Works David Carter provided general information regarding the CIP and public works operations.
- D. Administration** – Ms. Dobbs referenced reports in the meeting packet, distributed information relating to the CWD proposed contract renewal, and provided additional information.

**9. SET FUTURE MEETINGS AND AGENDA**

April 2, 2024 – Regular Meeting

**12. MAYOR SANSON ADJOURNED THE CITY COUNCIL MEETING AT 7:23 P.M.**

**DULY PASSED and APPROVED by the City Council of Lavon, Texas, on this 2<sup>nd</sup> day of April 2024.**

  
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Vicki Sanson, Mayor



**ATTEST:**

  
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Rae Norton, City Secretary