



**MINUTES  
JULY 21, 2020  
LAVON CITY COUNCIL  
REGULAR MEETING  
TELEPHONIC MEETING  
CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS  
6:30 P.M.**

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The meeting was conducted telephonically in accordance with the orders of the Office of the Governor in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the Coronavirus (COVID-19). The meeting agenda and packet were posted on the city website prior to the meeting.

ATTENDING: VICKI SANSON, MAYOR  
JOHN KELL, PLACE 1  
MIKE COOK, PLACE 2  
KAY WRIGHT, MAYOR PRO TEM, PLACE 3  
TED DILL, PLACE 4  
MINDI SERKLAND, PLACE 5

1. **MAYOR SANSON CALLED THE MEETING TO ORDER AT 6:30 P.M., TOOK ROLL AND CONFIRMED A QUORUM PRESENT.**
2. **MAYOR SANSON OBSERVED A MOMENT OF SILENCE.**
3. **RECOGNITION of Life Saving Awards presented by the Collin County Sheriff's Office to Lavon Police Officers Michael Moore and Justin Talley.**
4. **CITIZENS COMMENTS**

There were no citizens comments.

5. **ITEMS OF INTEREST/COMMUNICATIONS**

- LEDC has reimbursed more than \$6000 to businesses located in the City of Lavon in conjunction with the \$20 coupons to City of Lavon residents.
- August 22 Carter Blood Drive will be at City Hall for community donation opportunities.

6. **CONSENT AGENDA**

- A. **Approve the minutes of the July 7, 2020 meeting.**
- B. **Accept the Heritage Public Improvement District #1 Assessment Report Summary dated 6/30/2020 and authorize the payment of all invoices for the Public Improvement District #1.**

**MOTION: APPROVE THE CONSENT AGENDA.**

MOTION MADE: WRIGHT

SECONDED: KELL

APPROVED: UNANIMOUS

7. **ITEMS FOR CONSIDERATION**

- A. **Discussion and action regarding Resolution No. 2020-07-05 authorizing the City Administrator to proceed with moving Heritage Public Improvement District No. 1 collections to Collin County property tax bills, and any matters related thereto.**

City Administrator Kim Dobbs provided information regarding the proposed changes to the Heritage Public Improvement District No. 1 (PID) assessment and collection functions and noted that the functions for the City's other PID are done by Collin County, who was not providing those services when the Heritage PID was formed. PID Administrator Mary Petty, P3 Works stated that there have been no issues with the service provided by Utility Tax Services (UTS) and that the

change is solely to have the assessments on the property tax rolls and to provide a more streamlined process for residents.

**MOTION: APPROVE RESOLUTION NO. 2020-07-05 AUTHORIZING THE CITY ADMINISTRATOR TO PROCEED WITH MOVING HERITAGE PUBLIC IMPROVEMENT DISTRICT NO. 1 COLLECTIONS TO COLLIN COUNTY PROPERTY TAX BILLS, AND ANY MATTERS RELATED THERETO.**

MOTION MADE: KELL  
SECONDED: SERKLAND  
APPROVED: UNANIMOUS

- B. Discussion and action regarding Resolution No. 2020-07-06 confirming the authorization of the submission of the grant application to the Office of the Governor, Criminal Justice Division for the City of Lavon First Responders Hazard Pay; designating the authorized official; and providing for an immediate effective date.**

Ms. Dobbs and Police Chief Mike Jones provided information regarding the grant awarded to the City of Lavon in the amount of \$20,000.00 to pay for personal protective gear and fulltime first responders a limited hazard pay.

**MOTION: APPROVE RESOLUTION NO. 2020-07-06 CONFIRMING THE AUTHORIZATION OF THE SUBMISSION OF THE GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION FOR THE CITY OF LAVON FIRST RESPONDERS HAZARD PAY; DESIGNATING THE AUTHORIZED OFFICIAL; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.**

MOTION MADE: WRIGHT  
SECONDED: DILL  
APPROVED: UNANIMOUS

- C. Discussion and action regarding acceptance of the public infrastructure for the LakePointe, Phase 1 Addition.**

Ms. Dobbs reviewed the letter in the packet from the City Engineer Mark Hill recommending acceptance of the public infrastructure.

**MOTION: ACCEPT THE PUBLIC INFRASTRUCTURE FOR THE LAKEPOINTE, PHASE 1 ADDITION, SUBJECT TO THE CITY ENGINEER'S SATISFACTION.**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS

- D. Discussion and action regarding acceptance of the Bear Creek Wastewater Treatment Plant, Phase 3 Expansion construction project.**

Ms. Dobbs reviewed the history of expansions and future plans for the Bear Creek Wastewater Treatment Plant and the letter from City Engineer Mark Hill recommending acceptance. Ms. Dobbs noted that the final project came in 12% under budget.

**MOTION: ACCEPT THE BEAR CREEK WASTEWATER TREATMENT PLANT, PHASE 3 EXPANSION CONSTRUCTION PROJECT.**

MOTION MADE: KELL  
SECONDED: DILL  
APPROVED: UNANIMOUS

- E. Discussion and action regarding programming for the advance purchase of public safety and public works equipment including rescue tools, storm siren system improvements and a shared utility vehicle.**

Ms. Dobbs and the department directors presented a potential list of capital needs and a draft financing agreement that provides for the first payment in FY 20-21. The capital items included

purchased Fire Department extraction tools, repairs and improvements to the outdoor warning siren system including the installation of two sirens, a utility vehicle to be shared by the Public Works, Police and Fire Departments and a Public Works mini-excavator. The directors provided information supporting acquisition of the proposed items. The consensus of the City Council was to ratify the early purchase of the extraction tools and continue to prepare a program as feasible for the repair and purchase of needed items.

**F. Discussion and action regarding an election to reauthorize the local sales and use tax in the City of Lavon to continue providing revenue strictly for the maintenance and repair of streets.**

Ms. Dobbs provided the history and use of the sales and use tax for street maintenance and the need to reauthorize the collection. Mayor Sanson noted that if the residents do not reauthorize the tax, it opens the possibility for another entity to potentially permanently takeover the ½ cent for other uses that will not benefit Lavon residents as much as the street maintenance tax does. The Council directed city staff to prepare to call the special election for the May 2021 uniform election date.

**G. Discussion and action regarding orders and regulations, programming, city facilities and operations related to COVID-19.**

Ms. Dobbs provided information regarding current COVID cases and recoveries in the 75166 area and noted that city operations have continued smoothly with the lobbies closed to the public at City Hall and the Police Department. Ms. Dobbs provided information from the Public Utility Commission regarding utility disconnections, Collin CARES assistance and a proposed Employee Response Protocol Chart. The Council directed that the staff utilize the Employee Response Protocol Chart as presented.

**8. DEPARTMENT REPORTS**

- A. Police Services** – Chief Jones presented reports regarding traffic stops, calls for service, call breakout information, and COVID-19 related operations changes.
- B. Fire Services** – Fire Chief Danny Anthony presented the LFD service and equipment report.
- C. Public Works** – Director of Public Works David Carter reviewed a report regarding general public works and street maintenance including mowing and trash collection and the sewer plant expansion and a construction status update for Crestridge Meadows, Lavon Farms, Traditions Phase 2, Presidents Rd. Bridge and LakePointe developments.
- D. Administration** – Ms. Dobbs referenced and offered to answer questions regarding the reports provided in the meeting packet including the Building Permits Report; CWD Recycling Report, Financial Report; Collin County Tax Collection Reports; Sales Tax Report; and general staff report. Ms. Dobbs highlighted the increase in building permit activity between now and this time last year.

**9. WORK SESSION:**

**A. BUDGET - Discussion regarding the financial status for current fiscal year, budget calendar, anticipated commitments, departmental service levels, fee schedule, and projected needs for FY 2020-21.**

Ms. Dobbs reviewed current budget reports and anticipated expenditure and revenue items. The Collin Central Appraisal District report on preliminary taxable values, budget calendar and SB 2 public hearing and advertising requirements were discussed. Ms. Dobbs recommended and the Council supported scheduling a public hearing in addition to the required public hearing in order to provide added opportunity to collect public input on the budget and proposed tax rate.

**B. CAPITAL IMPROVEMENTS PLAN (CIP) - Discussion and action regarding the process, needs, elements, priorities, projects and estimated costs of capital improvement programing.**

Mark Hill, Freeman Millican Inc., presented information regarding CIP budgets, the prioritization, and the time frame of the projects. The Council discussed the timeliness, need and funding

options for the projects. The City Council directed Mr. Hill and the staff to compile the notes from the work session and return a proposed program.

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

- August 4, 2020 6:30 p.m. Regular Meeting

**11. MAYOR SANSON ADJOURNED THE CITY COUNCIL MEETING AT 9:15 P.M.**

**DULY PASSED and APPROVED** by the City Council of Lavon, Texas, on this 4th day of August 2020.



Vicki Sanson  
Mayor

**ATTEST:**



Kim Dobbs  
City Administrator/City Secretary

