



**LAKEWOOD VILLAGE TOWN HALL
100 HIGHRIDGE DRIVE
LAKEWOOD VILLAGE, TEXAS**

**TOWN COUNCIL MEETING
DECEMBER 8, 2016 7:00 P.M.**

REGULAR MEETING – AGENDA

Call to Order and Announce a Quorum is Present

A. PLEDGE TO THE FLAG:

B. PUBLIC HEARING: – A public hearing is scheduled to provide an opportunity for citizen input on the proposed impact fees.

C. VISITOR/CITIZENS FORUM: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action may be taken on these items at this meeting.

D. REGULAR AGENDA:

1. Consideration of MDD Operation of USACE Water Well (Vargus)
2. Consideration of Utility and Building Services Coordinator Position (Reed)
3. Discussion of Texas Municipal League Insurance Update (Vargus)
4. Discussion of Updates to GIS Mapping Project (Vargus)
5. Discussion of Town Hall Improvements (Bushong)
6. Discussion of Parks Advisory Board (Vargus)
7. Consideration of the Minutes of the November 10, 2016 Council Meeting (Asbell)
8. Consideration of the Minutes of the November 22, 2016 Council Meeting (Asbell)

E. EXECUTIVE SESSION: In accordance with Texas Government Code, Section 551.001, et seq., the Town Council will recess into Executive Session (closed meeting) to discuss the following: (1) §551.071(1): Consultation with Attorney regarding pending litigation – *Bizios vs. Town of Lakewood Village*, 453 S.W. 3d 598 (Tex. App. – Fort Worth 2014), pet. granted, No. 15-0116 (Tex. 2016); (2) §551.071(2): Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter re: Town boundaries, annexations, dis-annexation, and interlocal agreements; (3) §551.072: Deliberation regarding the purchase, exchange, lease, or value of real property; (4) §551.087: To discuss or deliberate regarding commercial or financial information that the Town of Lakewood Village has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Lakewood Village and with which the Town is conducting economic development negotiations; and/or to deliberate the offer of a financial or other incentive to the business prospect; and, (5) §551.076: To discuss or deliberate regarding security devices.

F. RECONVENE: Reconvene into the open session and consideration of action, if any, on items discussed in executive session

G. COUNCIL AND STAFF COMMENTS: Comments may be made by Council or Staff. No formal action may be taken on these items at this meeting.

H. ADJOURNMENT

I do hereby certify that the above notice of meeting was posted on the designated place for official notice at 5:25 p.m. on Friday, December 2, 2016.




Linda Asbell, TRMC, Town Secretary

The Town Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Town Secretary's office at 972-294-5555 or FAX 972-292-0812 for further information.

One or more members of the LAKEWOOD VILLAGE MUNICIPAL DEVELOPMENT DISTRICT may attend this meeting. No action will be taken by the MDD Board during this meeting.

**Task Analysis
&
Salary Recommendations
For
Part Time Position
At
Town of Lakewood Village, TX**

November, 2016

**Ed Reed
Mayor Pro Tem
Town of Lakewood Village, Tx**

Contents

- Task Summary
- Task Groups
- Task Group Estimated Volumes
- Task Groups Estimated Time Required
- Estimated Average Monthly Task Volumes and Time Required Comparison
- Task Rankings
- Key Conclusions
- Salary Findings
- Salary Recommendations
- Job Description

Task Summary

(27)

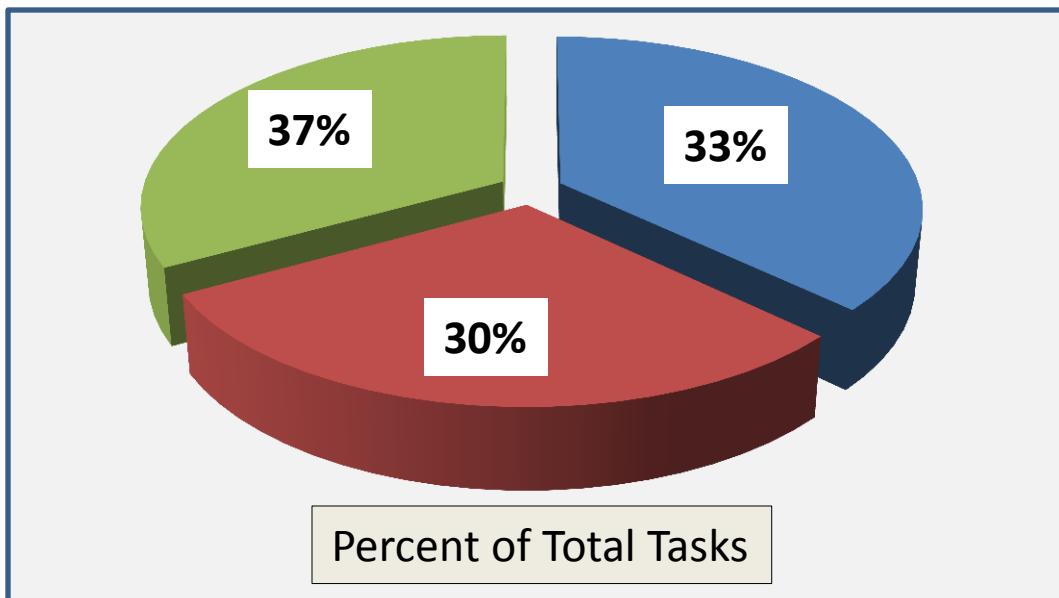
(Random Order)

- Utility account maintenance
- Provide face-to-face citizen assistance
- Check email and distribute
- Process contractor registrations
- Process building permits
- Manage building department calendar
- Search documents for open records requests
- Complete phone calls in/out
- Set up inspection appointments
- Organize and file records/documents
- Prepare meeting presentations
- Manage code enforcement process
- Generate bank deposits
- Schedule meter reads/rereads
- Generate utility bills
- Input water meter readings
- Maintain multiple information reports
- Process/post utility bill payments
- Set up meetings
- Check mail/night box
- Manage office supply inventory
- Clean office, restrooms, meeting room , kitchen
- Purchase and restock fridge supplies
- Create project folders
- Interact with software manufacturers
- Utilize multiple databases in daily transactions
- Maintain expertise with multiple (13) software apps

Task Groups

Data Entry/Maintenance

- Utility account maintenance
- Water readings
- Bank deposits
- Utility bills
- Information reports
- Software apps
- Database knowledge
- Utility bill payments
- Open record request searches
- Interact with software manufacturers



Customer Service

- Code enforcement
- Building permits
- Meeting presentations
- Phone calls in/out
- Inspection appointments
- Citizen face-to-face assistance
- Contractor registrations
- Meter reads/rereads

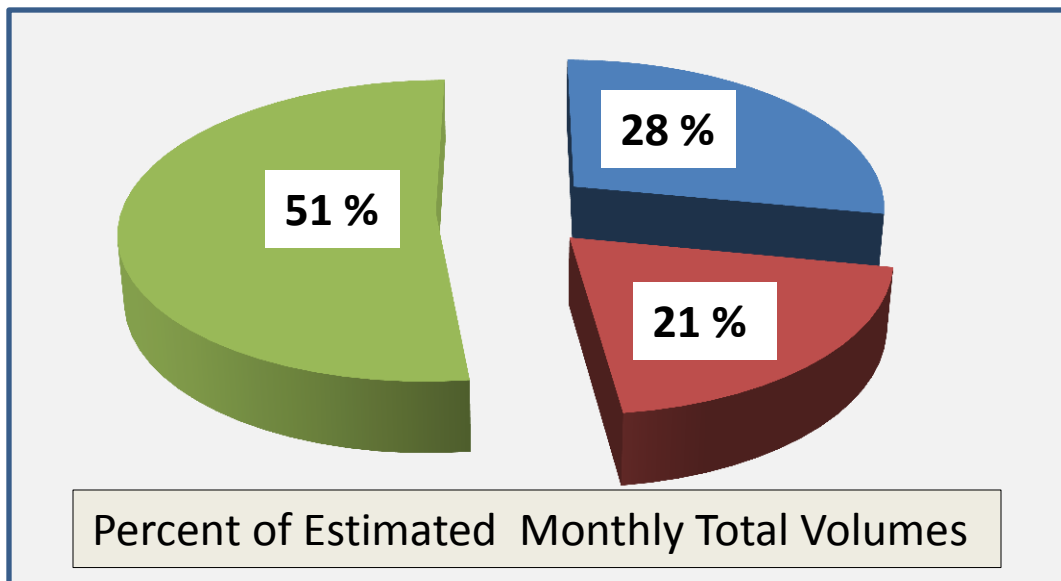
Administration

- Organize files/docs
- Building calendar
- Set up meetings
- Restock fridge
- Project folders
- Email distribution
- Mail/night box
- Clean facilities
- Office supply inventory

Task Group Estimated Volumes

Data Entry/Maintenance

- Utility account maintenance
- Water readings
- Bank deposits
- Utility bills
- Information reports
- Software apps
- Database knowledge
- Utility bill payments
- Open record request searches
- Interact with software manufacturers



Customer Service

- Code enforcement
- Building permits
- Meeting presentations
- Phone calls in/out
- Inspection appointments
- Citizen face-to-face assistance
- Contractor registrations
- Meter reads/rereads

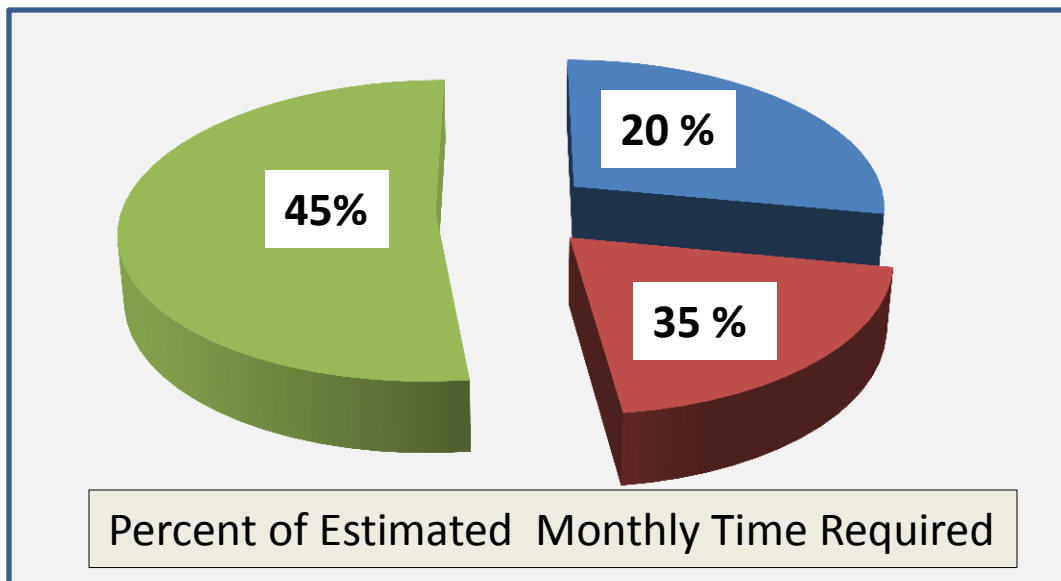
Administration

- Organize files/docs
- Building calendar
- Set up meetings
- Restock fridge
- Project folders
- Email distribution
- Mail/night box
- Clean facilities
- Office supply inventory

Task Group Estimated Time Required

Data Entry/Maintenance

- Utility account maintenance
- Water readings
- Bank deposits
- Generate utility bills
- Information reports
- Software apps
- Database knowledge
- Process utility bill payments
- Open record request searches
- Interact with software manufacturers



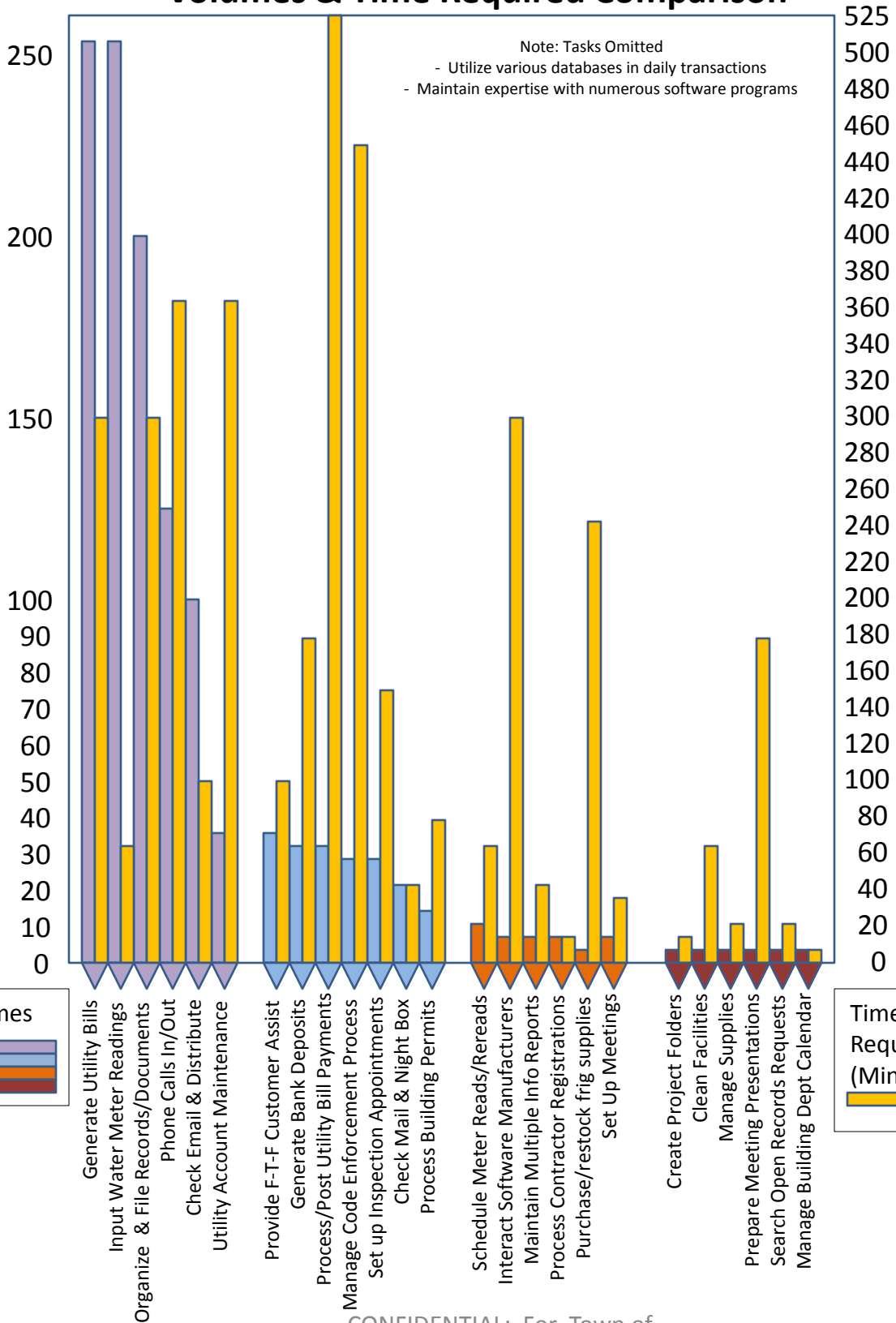
Customer Service

- Code enforcement
- Building permits
- Meeting presentations
- Phone calls in/out
- Inspection appointments
- Citizen face-to-face assistance
- Contractor registrations
- Meter reads/rereads

Administration

- Organize files/docs
- Building calendar
- Set up meetings
- Restock fridge
- Project folders
- Email distribution
- Mail/night box
- Clean facilities
- Office supply inventory

Estimated Monthly Task Volumes & Time Required Comparison



CONFIDENTIAL: For Town of
 Lakewood Village Council
 Members Only

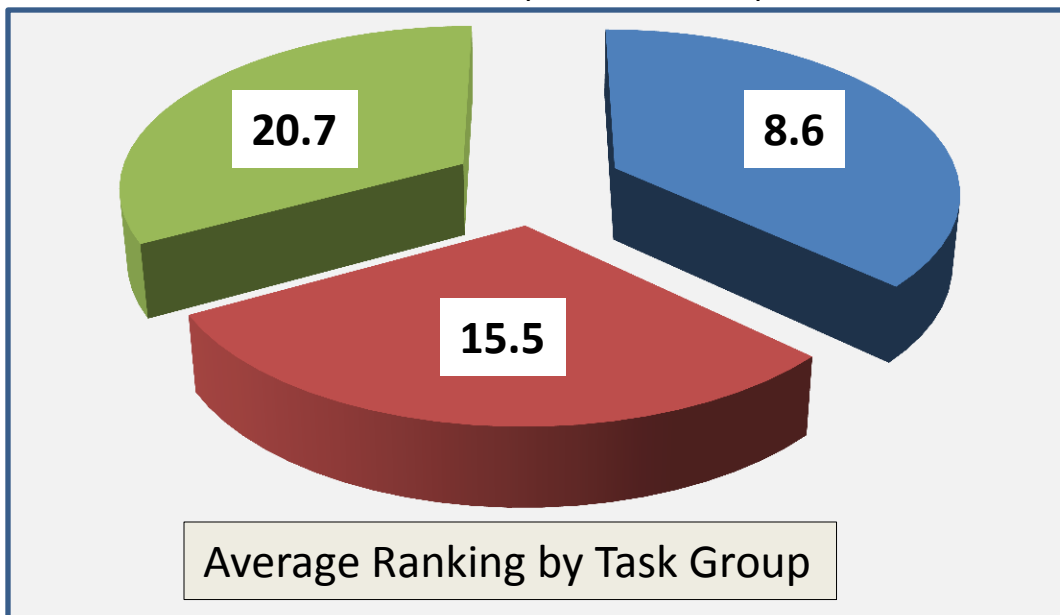
Task Rankings

Tasks	Importance	Difficulty	Skill	Volume	Time-Final	TOTAL	
1. Utility account maintenance	5	5	5	5	4	24	60%
2. Maintain expertise with software apps	5	4	5	5	5	24	
3. Generate utility bills	5	4	5	4	5	23	
4. Utilize multiple databases	4	4	5	5	5	23	
5. Input water meter readings	5	5	5	2	5	22	
6. Generate bank deposits	5	4	5	4	4	22	
7. Manage code enforcement process	5	3	4	5	5	22	
8. Process/post utility bill payments	5	3	3	5	5	21	
9. Complete phone calls in/out	4	2	3	5	5	19	
10. Process building permits	5	3	4	3	3	18	
11. Maintain multiple information reports	5	4	4	2	2	17	
12. Interact with software manufacturers	3	3	4	5	2	17	
13. Prepare meeting presentations	3	4	4	4	1	16	
14. Provide face-to-face citizen assistance	5	2	2	3	4	16	
15. Set up inspection appointments	5	2	2	3	3	15	
16. Organize and file records/documents	2	2	2	4	5	15	
<hr style="border-top: 1px dashed black;"/>							
17. Search docs for open records requests	5	3	4	1	1	14	40%
18. Purchase and restock fridge supplies	2	2	1	4	2	11	
19. Check email and distribute	2	1	2	2	4	11	
20. Process contractor registrations	4	1	1	1	2	9	
21. Schedule meter reads/rereads	3	1	1	2	2	9	
22. Check mail/night box	2	1	1	2	3	9	
23. Set up meetings	2	1	1	2	2	8	
24. Manage building department calendar	3	1	2	1	1	8	
25. Clean facilities	1	1	1	3	1	7	
26. Create project folders	2	1	1	1	1	6	
27. Manage office supply inventory	1	1	1	1	1	5	

Summary of Task Rankings

Data Entry/Maintenance

- Utility account maintenance
- Maintain expertise with software apps
- Utilize multiple databases
- Generate utility bills
- Input water readings
- Generate bank deposits
- Process/post utility bill payments
- Information reports
- Interact with software manufacturers
- Search docs for open records requests



Customer Service

- Manage code enforcement process
- Phone calls in/out
- Building permits
- Meeting presentations
- Citizen face-to-face assistance
- Inspection appointments
- Contractor registrations
- Meter reads/rereads

Administration

- Organize files/docs
- Check email & distribute
- Check mail/night box
- Manage building calendar
- Set up meetings
- Clean facilities
- Restock fridge
- Project folders
- Office supply inventory

Summary of Tasks

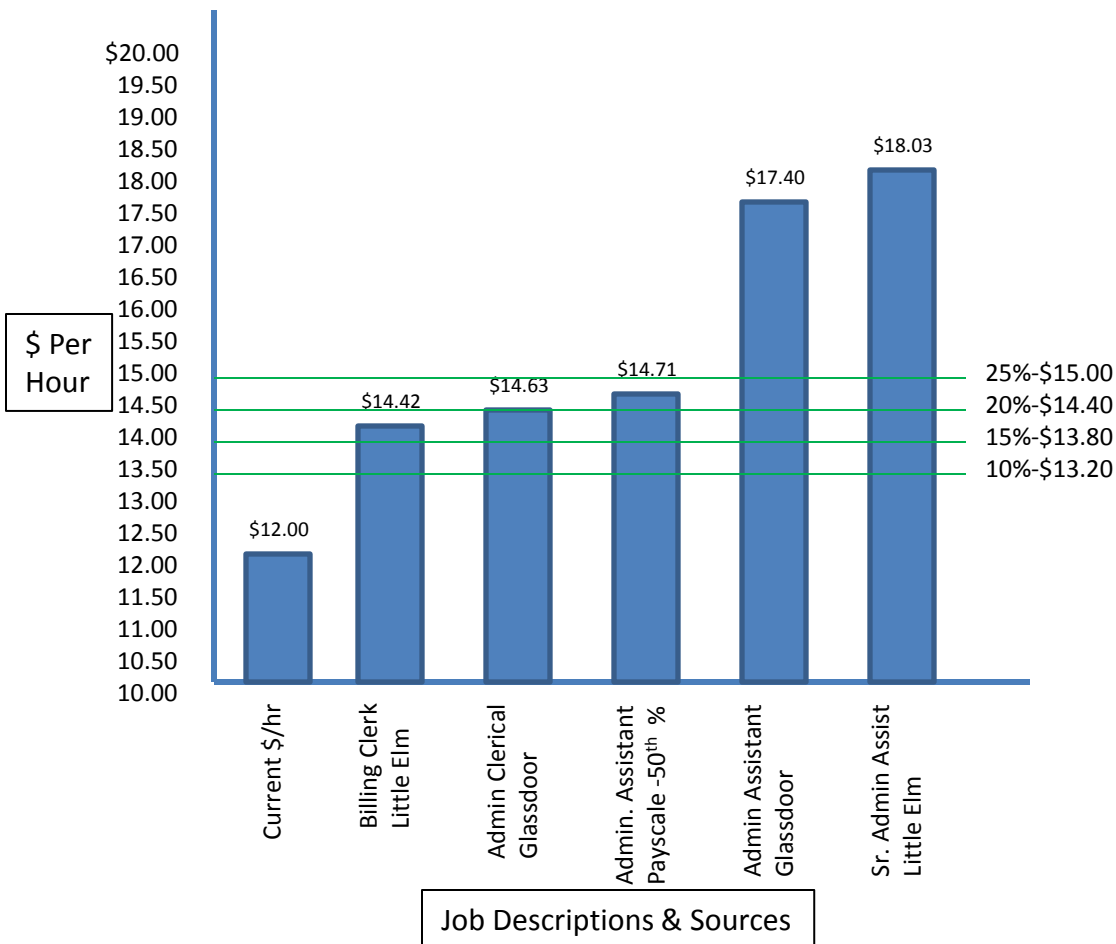
Task Groups	Percent of Total Tasks	Percent of Estimated Monthly Volumes	Percent of Estimated Monthly Time Required	Average Group Final Ranking
Data Entry/Maintenance	37	51	45	20.7
Customer Service	30	28	35	15.5
Administration	33	21	20	8.6

Key Conclusions

- The position handles a varied and significant number tasks (27)
- Based on five (5) criteria 60% of tasks received highest ratings
- Three primary task groups were identified
 - Data Entry/Maintenance
 - Customer Service
 - Administration
- 79% of estimated monthly task volumes involve Date Entry/ Maintenance and Customer Service
- 80% of estimated monthly time required involve Data Entry/Maintenance and Customer Service
- Estimated monthly volumes and time required equated to 66.2 hrs per month
 - Previous work schedule 96 hrs monthly (1,152 hrs annually)
 - Current work schedule 128 hrs monthly (1,536 hrs annually)

Salary Findings

- Online Market Rates
 - PayScale.Com
 - Hourly Rate for Administrative Assistant-Little Elm
 - 10th: \$11.43 - 25th: \$12.84
 - **50th: \$14.63 (Target)**
 - 75th: \$16.69 - 90th: \$18.81
 - Avg: \$14.70
 - Glassdoor.Com
 - Administrative Assistant-Dallas/Ft Worth
 - Average annual salary-\$36,197
 - **\$17.40/hour** (2080 hrs.)
 - Administrative Clerical-Dallas/Ft Worth
 - Average annual salary-\$30,587
 - **\$14.71/hour** (2080 hrs.)
 - Director HR-Little Elm
 - Billing clerks (avg low \$30s-**\$14.42/hour**)
 - Senior Administrative Assistants (avg. high \$30s-**\$18.03/hour**)



Salary Recommendation

- Based on a comparison of comparable salaries from reliable sources, and the degree of knowledge, breadth of tasks and quality of work consideration should be given for a salary increase of 10-25%:

Percent Increase	\$ Per Hour	Annual Salary	Add'l Annual Salary Expense
Current	\$12.00	\$18,432.	
10	\$13.20	\$20,275.	\$1,843.
15	\$13.80	\$21,197.	\$2,765.
20	\$14.40	\$22,118.	\$3,686.
25	\$15.00	\$23,040.	\$4,608.

- If approved, implementation approaches could include either:
 - Hard state date
 - Phased in

- If approved, implementation dates could include:
 - Back date
 - Current date
 - Future date

DRAFT - Job Description

Utility Billing & Building Services Coordinator

Town of Lakewood Village, Tx Local Government

Description

Overall Purpose: Performs confidential data management utility billing, building services, customer services and administrative duties that support town operations.

Key Roles and Responsibilities: Performs utility account maintenance, inputs water meter readings, generates bank deposits and utility bills, processes/posts utility payments and searches open records requests. Maintains expertise with multiple software applications and interacts with multiple software manufacturers. Manages code enforcement process, processes building permits, sets up inspection appointments, processes contractor registrations and schedules meter reads/rereads. Organizes/files documents, manages building department calendar, manages supplies and creates project folders. May also be assigned additional duties when necessary.

Assists Town Council members and City Secretary in managing daily operations activities. May involve high level contacts with other town and county officials and exposure to sensitive information necessitating considerable use of tact and diplomacy. Interacts frequently with town leadership, residents and other citizens. Reviews and prioritizes incoming communications and takes appropriate action without advance approval. Schedules meetings and may make travel arrangements. Composes correspondence, presentations and reports utilizing a variety of databases and software programs.

Prioritizes assignments and tasks from various town leaders and vendors. May perform work on special projects involving research, compiling and analyzing data, determining approach and preparing reports. May perform a variety of additional administrative duties such as processing bills, vouchers, record retention and other requests. Provides back up support for the City Secretary during absence. Provides suggestions for town hall operations when appropriate. Reports to the City Secretary

Education

HS Diploma or equivalent is required. Associates or Bachelor degree preferred.

Experience

0 to 2 years relevant experience in areas of responsibility.

Supervisory

No

Qualifications

Principal Functional Skills / Competencies associated with this Title:

- Accuracy and Attention to Detail
- Confidentiality
- Conflict Management
- Computer Skills
- Desktop Tools
- Knowledge of Organization
- Office Administration
- Operational Functions
- Project Management
- Record Retention Policies

Primary Location

Town Hall: Lakewood Village, Texas

Job Classification

Part-time or Fulltime

Salary Range

Low: \$31,200. – High: \$37,440.

Per Hour: Low: \$15.00 -- High: \$18.00

Full Time Benefits

401K 50% Match

Medical Coverage



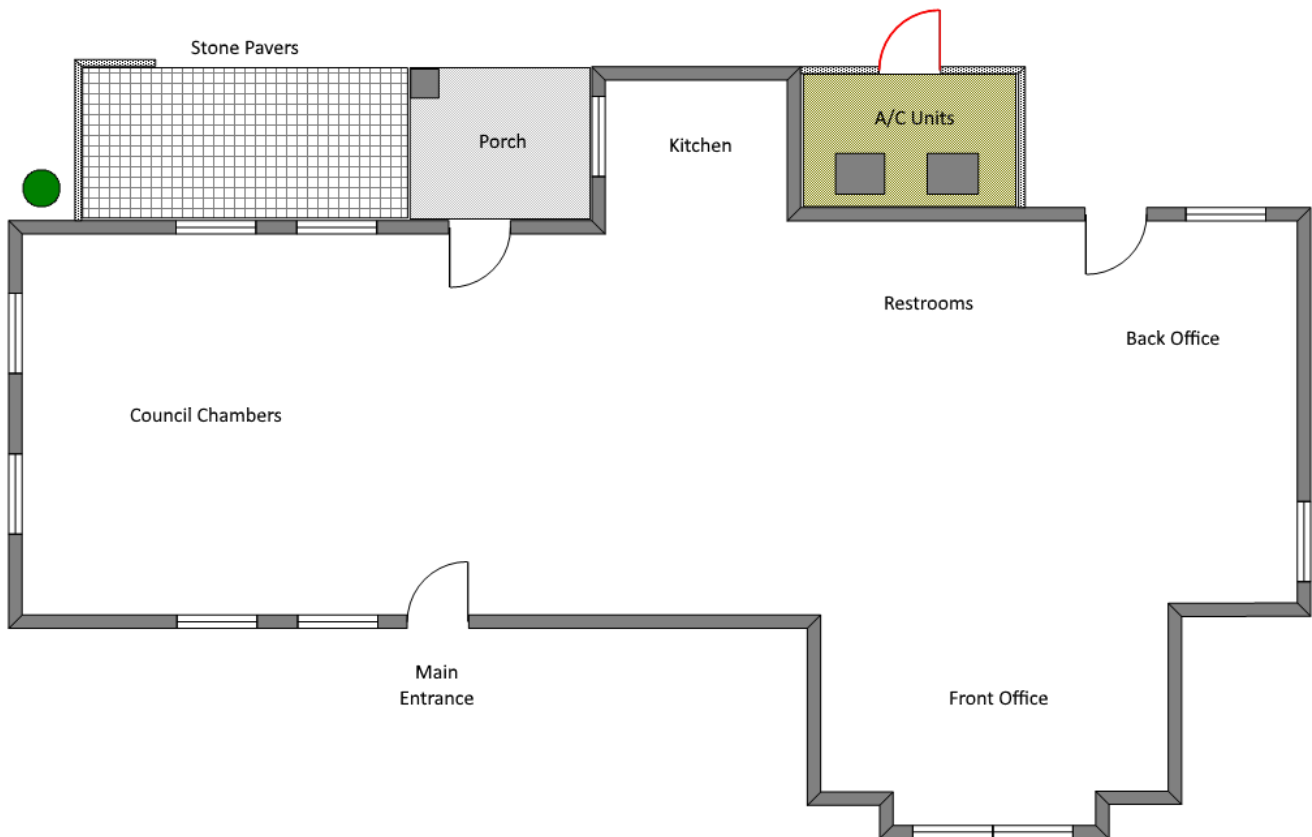
Memorandum

TO: Town Council
FROM: Clint Bushong
RE: Agenda x.x: Town Hall Improvement Proposal

Currently the trash bins are stored on the porch and are highly visible from the street. Additionally, the air conditioning units are visible from both Lakecrest Drive and the park. Both create a less than ideal aesthetic view for residents and those who utilize the park.

I would like to propose creating an area to both store the trash bins and screen them from street view. The schematic below illustrates stone pavers to create a hard surface to store trash bins on with an "L" shaped wooden fence to provide screening.

A second wooden fence with a gate can be constructed to screen the A/C units. Decomposed granite can be used inside the fenced area to control the growth of grass and weeds.



Memorandum



Project Estimates

Decomposed Granite: 50 ft³ @ \$3 / cubic foot = \$150 (Estimate)

Stone Pavers: \$500 (Estimate)

Labor: Need to Quote

Fencing: 32 ft = \$1,280 (Quote)

Gate: 1 = \$125 (Quote)

2015-2016 Budget

Town Hall Improvements: \$2,000

2016-2017 Budget

TBD

Phase 1

Stone pavers for trash bins.

Decomposed granite around A/C units.

Phase 2

Wood fencing.

I'm looking forward to the discussion.

Clint Bushong

LAKEWOOD VILLAGE TOWN COUNCIL

COUNCIL MEETING

NOVEMBER 10, 2016

Council Members:

Dr. Mark Vargus, Mayor
Ed Reed – Mayor Pro-Tem
Clint Bushong
Gary Newsome – arrived at 7:09 p.m.
Ray Duff
Dan Tantalo

Town Staff:

Linda Asbell, TRMC, Town Secretary

REGULAR SESSION - 7:00 P.M.

With a quorum of the Council Members present, Mayor Vargus called the Regular Session of the Town Council to order at 7:00 p.m. on Thursday, November 10, 2016, in the Council Chambers of the Lakewood Village Town Hall, 100 Highridge Drive, Lakewood Village, Texas.

PLEDGE TO THE FLAG:

(Agenda Item A)

Mayor Vargus led the Pledge of Allegiance

PUBLIC HEARING:

(Agenda Item B)

A public hearing was held to provide an opportunity for citizens to comment on the proposed water and wastewater impact fees. Mayor Vargus opened the public hearing at 7:02 p.m.

Mayor Vargus reviewed the history of public hearings and meetings on the topic of water and wastewater impact fees.

MOTION: Upon a motion made by Mayor Pro-Tem Vargus and seconded by Councilman Duff, council voted four (4) “ayes”, no (0) “nays” to close the public hearing at 7:05 pm. *The motion carried.*

VISITOR/CITIZENS FORUM:

(Agenda Item C)

Sandra Viscuso, 316 Hillside Drive, reported a concern about spiders in the mailbox area. Town Secretary Linda Asbell reported that the town’s pest control company treated the area earlier that day. Mrs. Viscuso asked the town council about prohibitions on vehicles parking on the street overnight. Mayor Vargus explained the state law about street parking and stated that Lakewood Village does not have prohibitions on street parking.

Councilman Gary Newsome arrived at 7:09 p.m.

Mr. Heath Zingelmann, 10 Hidden Valley Airpark, Shady Shores, TX reported that he is trying to sell 327 Parkwood which is a vacant lot next to a house he owns at 331 Parkwood. Mr. Zingelmann would like to sell 327 Parkwood but his mortgage company indicated they need a letter from the town stating that the remaining land conforms to town regulations. Mayor Vargus reviewed the history of 327 Parkwood. Mayor Vargus reported that the home at 331 Parkwood was built too close to the property line but the property had never been replatted and is a non-conforming property that is “grandfathered”. Mr. Zingelmann will provide language for a letter to the town stating that 331 Parkwood is a legal non-conforming property and the Mayor will sign the letter.

REGULAR AGENDA:

(Agenda Item D)

Consideration of Variance Request for 464 Peninsula – front facing garage, garage door set-back, and garage depth (Asbell)

(Agenda Item D.1)

Mr. Kevin Ribble, owner of 464 Peninsula, reviewed the variances he is requesting. Mr. Ribble stated that in designing his home he attempted to comply with all applicable ordinances. Due to the property size and the location of the 537-elevation line, he was unable to strictly comply in three areas: garage door setback, garage depth, and he would like to have garage space for three vehicles, which causes one garage entry to be front facing. Mr. Ribble reported that he has spoken to his neighbors and no one expressed concern with his design. Mayor Vargus reviewed the history of variance approvals in that area. Mr. Ribble stated that he is ready to start building as soon as he receives approval from council.

MOTION: Upon a motion made by Councilman Bushong and seconded by Councilman Duff, council voted five (5) “ayes”, no (0) “nays” to approve all three variances requested for 464 Peninsula. *The motion carried.*

Consideration of Ordinance Adopting Impact Fees (Bushong)

(Agenda Item D.2)

Councilman Bushong reviewed the ordinance and the proposed impact fees. Mr. Todd Strouse, Kimley Horn, reported that the town attorney has reviewed the ordinance and incorporated changes the attorney recommended. Mr. Strouse reviewed the impact fee tables and the procedures for adjusting or changing the fees. The impact fees must be reviewed and updated every five years. Mayor Vargus reported on the financial vulnerability the town has without impact fees in place. Mr. Darrell West, member of the CIAC committee, stated that the

committee supports council adopting the maximum impact fees. Councilman Tantalo requested clarification on the process for amending the impact fees. Mr. Strouse reported that impact fees could be amended through negotiations with a developer and would be documented in the Planned Development document. Any change in policy, changing the fee maximum, would require a vote of the town council. Council discussed amending the language in Section 15.c.: “The mayor may resolve the appeal without further action if the appellant agrees with the Mayor’s decision, and receives subsequent council approval.”

MOTION: Upon a motion made by Councilman Duff and seconded by Councilman Bushong, council voted five (5) “ayes”, no (0) “nays” to approve the ordinance adopting water and wastewater impact fees as amended in Section 15.C. *The motion carried.*

The council returned to Visitor Forum to hear Mr. Heath Zingelmann.

**Discussion of Employment Status of Building
Official & Building Inspectors (Vargus)**

(Agenda Item D.3)

Mayor Vargus reviewed the history of the contracted building inspectors utilized by the town. These inspectors would not be covered by the town’s insurance if they were the subject of a lawsuit related to a property they inspected for the town. Mayor Vargus reported that he and Mayor Pro-Tem Reed met with the current Building Official, Deputy Building Official, and Building Inspector. They all agreed that becoming part-time employees of the town would be the best way to revolve the legal liability to which they are exposed. The town would begin withholding taxes from their pay and the town would be responsible for the employer side of the payroll taxes. Councilman Tantalo stated that he would not support bringing on additional employees due to the additional cost to the town. Councilman Tantalo recommended that the town investigate the cost of purchasing an insurance policy to provide them coverage in lieu of making them employees. Mayor Pro-Tem Reed stated Councilman Tantalo had a good idea and asked him to bring that research for council to consider. Mayor Pro-Tem Reed reported that the type of coverage the town has access to would be much more comprehensive and cost effective than any individual policy obtained for coverage. There was some discussion about the liability exposure the building officials experience. Mayor Vargus reported that other cities either have employees or they hire a third-party company. There was some discussion about obtaining an addendum on insurance coverage the town currently has. There was some discussion about the need for multiple inspectors to provide coverage for other inspectors during vacations, illnesses, or other commitments.

**Discussion of Utility and Building Services
Coordinator Position (Reed)**

(Agenda Item D.4)

Mayor Pro-Tem Reed reported that he spent a lot of time with Summer Paulsen to define a job description and salary range for the position she currently holds. Mayor Pro-Tem Reed reviewed the process he used to identify the tasks, group the tasks, and measure the importance of those tasks. Mayor Vargus reported that comparisons cannot be made to positions in other municipalities because there are no defined positions that cover all the tasks for which Ms. Paulsen is responsible. Mayor Pro-Tem Reed stated that there was a difficulty in identifying a job title because her responsibilities are so diverse. Mayor Pro-Tem Reed reviewed the task groups; the approximate time spent performing these tasks, and compared those to the value ranking of the task. Mayor Pro-Tem Reed reviewed his key conclusions. The position handles a significant number of tasks, and 80% of the time spent by this position is on tasks critical to the town's operation (generating water bills, maintenance of the utility billing software, generating bank deposits). Mayor Vargus reported Ms. Paulsen previously was working three days a week and approximately two months ago was moved to four days a week to provide better coverage for necessary tasks. Mayor Pro-Tem Reed reviewed his salary investigation and salary recommendation along with possible implementation approaches. There was some discussion about the benefit to the town of creating a definable position with a full job description. There was some discussion about the proposed draft job description and salary range. Mayor Pro-Tem Reed clarified that this review is on the position itself and is separate from a review of Ms. Paulsen's performance. Council will review the materials and consider action at the next council meeting.

**Consideration of Energy Code Ordinance –
Adopting 2015 Version of Code (Bushong)**

(Agenda Item D.5)

Councilman Bushong reported that the State of Texas adopted the 2015 energy code to be effective September 1, 2016. This ordinance conforms to the State requirement.

MOTION: Upon a motion made by Mayor Pro-Tem Reed and seconded by Councilman Newsome, council voted five (5) "ayes", no (0) "nays" to approve the Mechanical Code Ordinance as presented. *The motion carried.*

**Consideration of Minutes of the October 13,
2016 Council Meeting (Asbell)**

(Agenda Item D.6)

MOTION: Upon a motion made by Councilman Bushong and seconded by Councilman Duff, council voted four (5) "ayes", no (0) "nays" to approve the minutes as presented. *The motion carried.*

EXECUTIVE SESSION:

(Agenda Item E)

At 8:36 p.m. Mayor Vargus recessed into executive session in compliance with (1) § 551.071(1) Texas Government Code to wit: Consultation with the Town Attorney regarding pending or contemplated litigation, re: Town of Lakewood Village V. Harry Bizios; (2) § 551.071(2) Texas Government Code to wit: Consultation with the Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter to receive legal advice; (3) § 551.072 Texas Government Code to wit: deliberations about real property; and (4) § 551.087 Texas Government Code to wit: Economic Development Negotiations

Councilman Tantalo stated that he would not participate in the first two executive session items since the Town Attorney is not present. Mayor Vargus stated that agendas are prepared in advance of the meeting and council is not required to address every item listed on the exception list. Because council has no current need to discuss exceptions (1), and (2) there was no need to have the attorney present, council will begin with exception (3). Councilman Tantalo did not leave the dais when councilmembers left to hold the executive session.

RECONVENE:

(Agenda Item F)

Mayor Vargus reconvened the regular session of the Lakewood Village Town Council at 9:36 pm. No action was taken.

COUNCIL AND STAFF COMMENTS

(Agenda Item G)

Councilman Newsome thanked Councilman Tantalo, Jamie Tantalo, Darrell West, and everyone involved in making the Halloween Hay Ride a success.

Mayor Vargus reported that the new banners for the town have been installed and Christmas banners will be installed right after Thanksgiving.

Town Secretary Linda Asbell reported that she has received notice from the Texas Commission on Environmental Quality. The Town's application to amend the Sewer Certificate of Convenience and Necessity has moved into the final stage. She expects to have the final approval and a "findings of fact and conclusions of law" by February 6, 2017.

Mayor Vargus reported that Councilman Bushong recommended that the town host an appreciation meal in December for everyone who works for the town. It would give council members an opportunity to meet with people they might not have had the opportunity to know

**LAKWOOD VILLAGE TOWN COUNCIL
REGULAR SESSION
NOVEMBER 10, 2016**

Page 6

before. Mayor Vargus reported that it is likely that the December council meeting will be cancelled and the appreciation dinner might be held on December 8th.

Mayor Vargus reported that he met a vendor at the Texas Municipal League conference that has solar lighting that utilizes the brighter and longer lasting LED lights and high efficiency batteries. The town could consider adding lighting to the banners, which would also provide some lighting along the very dark section of Lakecrest Drive.

ADJOURNMENT

(Agenda Item H)

MOTION: Upon a motion made by Councilman Newsome and seconded by Councilman Tantalo council voted five (5) “ayes” and no (0) “nays” to adjourn the Regular Session of the Lakewood Village Town Council at 9:14 p.m. on Thursday, January 12, 2017. The motion carried.

These minutes approved by the Lakewood Village Town Council on the 8th day of December 2016.

APPROVED

Dr. Mark E. Vargus
MAYOR

ATTEST:

Linda Asbell, TRMC
TOWN SECRETARY

LAKEWOOD VILLAGE TOWN COUNCIL

COUNCIL MEETING

NOVEMBER 22, 2016

Council Members:

Dr. Mark Vargus, Mayor
Ed Reed – Mayor Pro-Tem
Clint Bushong
Gary Newsome
Ray Duff
Dan Tantalo - ABSENT

Town Staff:

Linda Asbell, TRMC, Town Secretary

SPECIAL MEETING - 5:30 P.M.

With a quorum of the Council Members present, Mayor Vargus called the Special Meeting of the Town Council to order at 5:30 p.m. on Tuesday, November 22, 2016, in the Council Chambers of the Lakewood Village Town Hall, 100 Highridge Drive, Lakewood Village, Texas.

PLEDGE TO THE FLAG:

(Agenda Item A)

Mayor Vargus led the Pledge of Allegiance

Although no Visitor/Citizen's Forum was scheduled, Mayor Vargus invited audience members to address council. No one requested to speak.

EXECUTIVE SESSION:

(Agenda Item B)

At 5:32 p.m. Mayor Vargus recessed into executive session in compliance with § 551.071(2), Texas Government Code to wit: consultation with Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter to receive legal advice regarding Town boundaries and area releases and exchanges.

RECONVENE:

(Agenda Item C)

Mayor Vargus reconvened the regular session of the Lakewood Village Town Council at 6:08 pm. No action was taken.

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ADJOURNMENT

(Agenda Item D)

MOTION: Upon a motion made by Councilman Newsome and seconded by Councilman Tantalo council voted five (5) “ayes” and no (0) “nays” to adjourn the Special Meeting of the Lakewood Village Town Council at 6:08 p.m. on Tuesday, November 22, 2016. The motion carried.

These minutes approved by the Lakewood Village Town Council on the 8th day of December 2016.

APPROVED

Dr. Mark E. Vargus
MAYOR

ATTEST:

Linda Asbell, TRMC
TOWN SECRETARY