



# City of El Lago

## AGENDA

CITY COUNCIL REGULAR MEETING  
411 TALLOWOOD DRIVE, EL LAGO TEXAS  
77586

DECEMBER 10 2016

NOTICE is hereby given of a Regular Meeting of the City Council of the City of EL LAGO, County of Harris, Events Room, 411 Tallowood Drive, and El Lago for the purpose of considering the following numbered items.

### 1. Call to Order.

### 2. Pledge of Allegiance

*"Honor the Texas flag; I pledge allegiance to thee Texas, once state under God, one and indivisible"*

### 3. Roll Call and Certification of Quorum

### 4. LPD CHIEF SAVAGE TO REPORT ON POLICE BUSINESS

- 4.1. Chief Savage to introduce newly hired Officer Randall James French / Stephen Rezler
- 4.2. Review of Police Policy 600-25. Use of Mobil Computer Terminals.

### 5. EMERGENCY MANAGEMENT/ CERT TO REPORT ON CITY OPERATION

### 6. CONSIDERATION /ACTION TO APPROVE THE MINUTES:

- 6.1. Regular Meeting October 17<sup>th</sup>, 2016<sup>1</sup>
- 6.2. Regular Meeting November 7<sup>th</sup>, 2016<sup>2</sup>

### 7. Adjourn to Executive SESSION

The City Council will now hold a closed executive meeting pursuant to the provision of Chapter 551, Government Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in:

- 7.1. Section 551.074 to deliberate on the appointment of City Secretary.

### 8. RECONVENE

into Regular Session and CONSIDER ACTION, **IF ANY**, on Items discussed in Executive Session.

### 9. CONSIDERSTION/ACTION

Appointment of Lori Webster as City Secretary

*Resume Attachment C*

### 10. ITEMS for Future Agendas

### 11. Adjournment



# El Lago

## AGENDA

CITY COUNCIL REGULAR MEETING  
411 TALLOWOOD DRIVE, EL LAGO TEXAS  
77586

DECEMBER 19, 2016

**ALL AGENDA ITEMS ARE SUBJECT TO ACTION**

In compliance with the Americans With Disabilities Act, the City of Webster will provide for reasonable accommodations for persons attending City Council Meetings. Requests should be received 48 hours prior to the meetings. Please contact the City Secretary's office at 281-332- 1826.

I certify that a copy of this notice of the City Council Meeting for December 19, 2016. Was posted at the City Hall, 411 Tallowood Drive El Lago, Texas on Thursday December 15, 2016 by 7:00pm.

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**ROBERT K WHITE,**  
**MAYOR**

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# Attachment A

## RESUME OF RANDALL JAMES FRENCH

### EDUCATION

GRADUATED 1967 South Houston High School  
South Houston, Texas 77587

1967-1968 San Jacinto College  
Pasadena, Texas  
15 hours

GRADUATED 1969 Houston Police Academy

1969-1991 In Service Training Houston Police Department  
Houston Police Academy  
1,597 Hours

1991-1998 South Houston Police Department  
In Service Training  
363 Hours

1998-2013 Shoreacres Police Department  
In Service Training  
297 Hours

### EMPLOYMENT

Twenty-two years four months with the Houston Police Department

6-2-69 thru 9-20-69 Houston Police Academy

9-20-69 thru 3-21-70 Houston Police Department Probation Officer

3-21-70 thru 2-3-75 Houston Police Department Radio Patrol-Officer

# Attachment A

2-3-75 thru 4-14-84 Houston Police Department Helicopter Division

Pilot Commercial Rotorcraft Pilot

License number 457863714

7,000 Hours of Pilot in Command Time

4-14-84 thru 10-11-91 Houston Police Department Personnel Division

Investigating Officers Extra Employment

Investigating Civilian Personnel

Background Investigations

PREFORMANCE REVIEWS Last Five Years OUTSTANDING

10-14-91 thru 11-2-98 South Houston Police Department

10-14-91 thru 4-10-92 Radio Patrol

4-11-92 thru 11-2-98 Detective Division of the South Houston Police Department

11-2-98 thru 7-1-2013 Chief of Police of the City of Shoreacres

Emergency Manager for the City of Shoreacres

## RESIDENCY

10-28-48 thru 6-2-69 118 Merrieland Dr. South Houston, Texas 77587

6-2-69 thru 10-1-85 524 Marleen Houston, TX 77034

10-1-85 thru 11-24-97 10937 Dogwood Dr. La Porte, TX 77571

11-24-97 thru 10-11-04 16 Bay Harbor Dr. La Porte, TX 77571

10-12-04 thru Present 10442 Rustic Rock Rd. La Porte, TX 77571

## AWARDS

Rookie of the Year Nomination 1970

Police Officer of the Year Nomination 1981

Chief of Police Award of Merit for Outstanding Achievement 1987

# Attachement A

Texas Commission on Law Enforcement Officers Standards and Education

Basic Certification                      1970

Intermediate Certificate                1977

Advanced Certificate                    1984

Masters Certificate                      1994

Fourteen Letters of Accommodation for Outstanding Police Service

Elected President of South Houston Police Officers Association

Appointed Chief of police of the City of Shoreacres from twenty applications received

Emergency Manager for the City of Shoreacres

# Attachement A

**Stephen Rezler**  
**1923 Magnolia Drive**  
**La Marque, Texas 77568**  
**Phone: (989) 429-3342**

**Objective:** Seeking a challenging career opportunity, with a growing organization, where my skills, high motivation and knowledge will provide mutual benefits.

**Employment:**

**September 2009 – November 2016 Lakeview Police Department Dispatch Office – Dispatcher**

**Duties included:** Receiving and responding to calls for service from citizens via regular landline or 911 emergency lines. Dispatching Officers as needed to respond to calls for service. Operated radio to dispatch Officers as well as responding to them to assist them with self-initiated service calls including traffic stops, flag downs, etc. Operation of various computer applications to document calls, perform miscellaneous tasks, etc. This included various in-house applications as well as State of Texas applications like TLETS, etc. **Awards:** Employee of the month March 2016.

**July 2009 - Present A&L Automotive – Technician/Vehicle Inspector (part-time)**

- **Duties included:** Performing various automobile maintenance and repair tasks to either keep a vehicle running smoothly or to repair one if it was broken down. Maintenance includes changing various fluids, components, etc. due to normal wear and tear. Repair includes returning vehicles back to working order due to mechanical breakdown, etc. Performed State of Texas vehicle inspections. Assisted customers and answered their questions, etc. Performed miscellaneous customer service tasks.

**September 2003 - June 2009 James Gath Trucking Commercial Semi-Truck Driver**

- **Duties included:** Maintaining a commercial driver's license, adhering to laws mandating recording keeping and rules for over-the-road truck drivers. Freight transportation throughout the continental U.S.

**Skills/Hobbies:**

- Knowledge of Microsoft Windows and macOS ; MS Office software suite; previously held a Class A driver's License driving commercial trucks in the U.S.; Ability to analyze and resolve problems; Customer service; mechanical repair skills (tire changing, maintenance and repair); general handyman (home repair, etc.).

**Education:**

- **College of the Mainland Police Academy:** pending completion mid-December 2016
- **Eaton Roadranger Training Institute:** Commercial Truck Driving certificate December 1983
- **Ridgefield Adult High School:** High School Diploma February 1983

**Military Service:**

- **U.S. Navy January 1984 – September 1992 – Operations Specialist; Honorable discharge**

**References:** Available upon request.

Stephen Rezler  
Page 1 of 1

# Attachement B

**LAKEVIEW POLICE DEPARTMENT**  
**SUBJECT: USE OF MOBILE COMPUTER TERMINAL**

**GENERAL ORDER #600-25**  
**EFFECTIVE DATE: 12-12-16**

## PURPOSE

In an effort to increase productivity and officer safety the Lakeview Police Department utilizes computerized report management and mobile computer terminals that link with the Webster Police Department computer aided dispatching program. In the interest of insuring that officers utilize the mobile computer terminal as safely as possible, this general order is established.

The Lakeview Police Department recognizes the vast amount of information that is available to officers via the mobile data terminal however, in the interest of protecting the officer and the general public this general order establishes the use and officer responsibilities in regards to the departments mobile data terminals or MCTs.

## DEFINITIONS

Mobile Computer Terminal (MCT) - A computerized system for providing real-time data communications for patrol officers in the field. This communication system may include, but is not limited to, administrative messages between field units and/or supervisors and administrative personnel, Texas Criminal Information Center (TCIC) information, and the National Criminal Information Center (NCIC) data. The system also interfaces with the Record Management System and CAD system utilized by the dispatching services of the Webster Police Department as it relates to our MCTs.

Systems Administrator - A person assigned by the Chief of Police who is responsible for the day to day operation of the MCTs and the programs that are utilized along with the MCTs. They are also responsible for maintenance and troubleshooting of minor issues that may arise from time to time.

League City Consortium - An organization based out of the League City Police Department that consists of several agencies that participate in utilizing and sharing data among the products available for policing. League City maintains the servers and primary top tier systems administrators while each agency maintains their own systems administrators to take care of their departments assets.

## TRAINING

All officers must attend and complete a TCOLE approved TCIC/NCIC Less Than Full Access Operator class prior to being authorized to access any MCT of the department.

All officers will be required to re-certify every two years as per TCOLE requirements.

As soon as is practical, new officers shall be given instruction in the use of the MCT by a Field Training Officer or by League City Consortium personnel.

Systems Administrators must attend appropriate training through the League City Consortium prior to assuming any duties involving the MCTs and computer policing programs.

# Attachment B

**GENERAL ORDER #600-25**

**PAGE 2**

## MCT ACCESS

Once an officer has completed the required training they will be given the user name and password to access the MCT. Officers will also be given a user name and password by the department's systems administrator. This access is for the League City Consortium programs that access the Consortiums databases.

Officers must protect this password and shall report any possible loss of this password immediately. No officer will give another officer permission to use their log in information. No officer shall ever log in as another officer unless it is the Patrol Lieutenant or Systems Administrator attempting to troubleshoot a problem.

The MCT may be dismounted from the docking station and brought with the officer into another location (along with the MiFi hotspot) so that they may utilize it when outside of the patrol vehicle. It is the officers responsibility to make every effort to protect the equipment and limit other personnel not authorized to see the information presented on the screen.

No officers may download any program or app onto the MCT without approval from the systems administrator.

No officer will download data to the MCT from a flash drives or other such device; unless authorized by the Patrol Lieutenant or the systems administrator.

## MCT USAGE

The MCT shall only be used for official department business by officers assigned to utilize them. At no time are officers to use the MCT for personal business. All information obtained via the MCT is considered restricted information and shall be treated as such. Officers should close the MCT when someone is being transported in the rear of the patrol vehicle as well as anytime they are away from the patrol vehicle.

While the terminal allows officers to minimize radio traffic, officer safety is paramount and the terminal will not be used when the patrol vehicle is in motion. While the MCT Message system may be used for official department business it shall not be used for discussion of on-going investigations or to discuss sensitive police business as the Message system is subject to open records requests. Officers shall be aware of the limited visibility the MCT causes when deployed and should make appropriate adjustments while driving to ensure the safety of the general public, officer safety, and protection department equipment. Do not place items on top of the opened or closed MCT.

## MCT FIELD MAINTENANCE

Officers should only use a microfiber towel to wipe the screen as it will become dirty from constant touch screen usage. Microfiber towels are provided by the department upon request. DO NOT use any liquid on the screen, not even water. The keyboard can be wiped off by any type of towel or cleaned by a soft brush.

The MCT docking station may be wiped with any type of towel or a brush to clean the station. Again, no liquid should be used to clean the docking station.

**Attachment B****GENERAL ORDER #600-25****PAGE 3**

Any connectors should only be removed by pulling at the connection point and not on the cable itself. Officers should be aware of cable locations to avoid over exposure to sunlight, possible crimping or pinching such as by the car door, glove box, the mounting pedestal, etc.

Officers should not change any settings to the laptop or any of its programs without authorization from the systems administrator.

Officers are responsible for immediately reporting any damage to the MiFi hotspot, the MCT, or docking station to a supervisor or the systems administrator.

**AUTHORITY**

This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction and approval of the Chief of Police.



Tom Savage  
Chief of Police



Lori Webster

(361) 231-1100  
11140 Westline Drive

United Methodist Church

United Methodist Church, 11140 Westline Drive, El Paso, Texas 79905. The United Methodist Church is a member of the United Methodist Church, a Christian denomination that is part of the worldwide Methodist movement.

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 COUNTY OF HARRIS

# CITY OF EL LAGO

MINUTES  
 NOVEMBER 7<sup>TH</sup> 2016  
 7:00 PM

1. COUNCIL CALL TO ORDER
  - PRESENT: MAYOR ROBERT WHITE
  - MAYOR PRO TEM JOHN SKELTON
  - COUNCIL JIM KELLY
  - COUNCIL JEFF MACHALAK
  - COUNCIL MARK BRIGGS
  - COUNCIL ROB KUMAR MASIR
2. PLEDGES / Lead by Mayor White
3. CITIZEN COMMENTS / *Jeff Tave – Against City Council receiving free access to the gym/ Website agenda response program is “flakey” and not distributing agenda in timely manner.*
4. MAYOR’S AND COUNCIL REPORT /
  - Mayor reported on Activity in City:
  - Tailgate event Sunday/ Whole roast pig/ Texans vs Jaguars start 11am*
  - Position of City Secretary has been posted on Website & TML*
  - Introduced Pauline Small; Retired City Secretary will be helping in transition.*
  - Voting on Tuesday 8<sup>th</sup> “lines never long”*
  - Introduced New Maintenance Director Armand Barbe’*
  - Council Jim Kelly: Thanked Arlands Market and “Outback” Rob for donating food and sandwiches for all the election workers this Tuesday.*
  - Council Mark Briggs: P& Z Review Traffic Proposal from CobbFindley, approved and Hope to bring proposal to council soon.*
5. CITY OFFICIAL REPORTS
  - 5.1 Officer Patrick and David Sullivan made a presentation of the new in-car computer that LPD will be using starting Nov 10<sup>th</sup>.
  - 5.2 Art Richard Talked about the live action CERT final for the newest training class, of which three people were from El Lago
- 5 NEW BUSINESS
  - 6.1 Cub Scout Pack 398 request to use events room for Christmas party/ PASSED, UNANIMOUS
  - 6.2 Use of Gym Facility for Council and Staff/ Motion( Kelly/2<sup>nd</sup> Skelton) motion separated (Kumar-Masir, 2<sup>nd</sup> Michalak )- Consider Staff and Council as separate 1) Staff access to City gym. PASSED/ UNANIMOUS 2) Access for Council to city Gym. FAILED/ ALL VOTING AGAINST
  - 6.3 Adding and removing signatories’ from/to TML and Wells Fargo Accounts: Removing Ann Vernon and Jeff Tave and Adding Council Jim Kelly and Mayor Pro Tem John Skelton (motion Kumar-Masir/ 2<sup>nd</sup> Skelton). Council Jim Kelly removed name from signers. PASSED, Against Kelly, Abstain Briggs.
- 6 APPROVAL OF MINUTES
  - 7.1 OCTOBER 17<sup>TH</sup> CITY COUNCIL MINUTES / ( Michalak /2<sup>nd</sup> Skelton) FAILED, NOT ENOUGH VOTE FOR.

- 
- 7 OTHER ITEMS FOR CONSIDERATION FOR FUTURE MEETING
    - 8.1 REVIEW FINIANCIALS – JOHN SKELTON
    - 8.2 OPEN
  - 8 ADJOURNMENT @ ( MICHALAK/ 2<sup>ND</sup> BRIGGS ) TIME 8.12:23

# DRAFT MINUTES

STATE OF TEXAS  
 COUNTY OF HARRIS  
 CITY OF EL LAGO

CITY OF EL LAGO  
 CITY COUNCIL MEETING MINUTES  
 OCTOBER 17, 2016  
 7:00 P.M.

# DRAFT MINUTES

The following minutes are record votes only. Recordings of the minutes can be requested through the City Secretary's office.

10/17/2016 - Minutes

## 1. COUNCIL MEETING CALL TO ORDER

Pursuant to public notice as required by law, Mayor White called the October 17, 2016 City Council meeting to order at 7:00 p.m.

The following city officials were present:

- Mayor Robert White
- Mayor Pro Tem John Skelton
- Councilman Jim Kelly
- Councilman Jeff Michalak
- City Secretary Ann Vernon

The following Officials were absent:

- Councilman Mark Briggs
- Councilman Robert Kumar-Misir

## 2. PLEDGES

Mayor White led the pledges to both the American and Texas flags.

## 3. CITIZENS COMMENTS

There were no citizens present that wished to speak to the Council.

## 4. MAYOR'S REPORT ON CITY BUSINESS

Mayor White did not give a report.

## 5. CITY OFFICIALS' REPORTS

### 5.1. LPD Chief Tom Savage To Report On Police Activity In The City

LPD Chief Tom Savage reported the following to the Council:

- There had been a burglary on Whitecap this previous month. It did not look like a forced entry so they suspect possibly someone the owner knows. Five guns were stolen, three hand guns and two long rifles.
- A TLV resident who lives in Seabrook came and offered to assist the LPD with the change over to Webster. To date, they have the laptops, card readers and DL cards. They are waiting on Motorola to install racks which should take place on October 23rd or 24th.

### 5.2. Emergency Management Coordinator Tom Merchant To Report On Emergency Preparedness In The City

Art Richard, Director of the city CERT team reported the following:

- BAYCERT is sponsoring a video/training called "Run, Hide or Fight." The video, which will be shown on October 27th, addresses an active shooter in a confined and populated area.

- The city has purchased cones that light up, HAM hand held radios, and hand held lights to help when directing traffic during an event.
- The city has recognized the CERT team as a separate department under Emergency Management with a Director, Assistant Director and Emergency Medical Advisor. They have been issued badges allowing CERT members to return to the city before residents during an event such as a hurricane evacuation so they can assist in helping to secure the city to make it safe for residents return. El Lago is the first to have this badging program, but other cities are showing interest in following suit.

## 6. NEW BUSINESS TO CONSIDER FOR APPROVAL

### 6.1. Event Room Variance Request By Ralf Toennies For The Men's Tennis Group Annual Bar-B-Que

Mr. Toennies addressed the Council saying that the Men's Tennis Group has been playing on the city courts since at least 1978. They are an informal group and are anxious to get more players so last year they held a bar-b-que to encourage more to join. They are wanting to hold a bar-b-que again this year and are requesting permission to use the event room and kitchen if the weather turns bad and they cannot hold it outside as initially planned. Mayor Pro Tom Skelton asked if a deposit would be required and was told that this is the usual procedure. The Mayor then offered to pay the deposit on behalf of the tennis group. Councilmen Michalak and Kelly motioned and seconded respectfully to allow the mens tennis group to use the event room at no charge if needed with an \$85 deposit. The motion was approved by all.

### 6.2. Variance Request By Deanna Scott To Use The Event Room At No Cost For Monthly Autism Group Meeting

Ms. Scott was not present to represent her request and so this item was not considered.

### 6.3. Consider Participating In Construction Of Clear Lake Masonic Lodge Parking Lot

This item was not addressed.

Mayor asked and did not receive any objections to suspend the orders of the day and so he addressed the agenda in the following revised order,

- 6.5
- 6.4
- 6.6
- 6.7
- 7.0
- 8.0
- 6.8
- 9.0
- 10.0

### 6.4. Gym Membership For The Officers Of The Lakeview Police Department

The Chief thanked the Council for including this item on the agenda saying that it would provide a good opportunity for officers of the LPD and community to grow relationships. In addition, the exercise would be good for the officer's body and brain. Councilman Michalak motioned and Mayor Pro Tem Skelton seconded approving to provide gym memberships for the Officers of the Lakeview Police Department. Councilman Kelly suggested that this same policy should be extended to the City Council and Staff as well. The motion passed with a vote of three in favor.

### 6.5. Consider Purchase Of Solar Powered Flashing Speed Limit Signage

Chief Savage said that the flashing signs help to make drivers more aware in case they are in loss in thought and not realizing that the speed limit has decreased. Mayor Pro Tem Skelton motioned to purchase at least one of the electronic speed limit signs per year until each entrance has one and recommended that the city purchase the complete kit which includes a break away base to minimize damage to both the striking vehicle and the electronic speed limit sign. The motion was seconded by Councilman Michalak and discussion about the number of signs and where they should be located ensued. Mayor White suggested that the motion should be to purchase one sign now and if the budget could support it, another before the end of the fiscal year. Mayor Pro Tem Skelton amended his motion to approve purchasing two signs and Councilman Kelly seconded it. The motion passed with two in favor and Councilman Michalak opposed. The initial motion as amended to include two signs passed unanimously.

### 6.6. Resolution 2016-08 Appointing Commissioners Of The Lakeview Police Commission

Mayor Pro Tem Skelton motioned to approve Resolution 2016-08 naming Rob O'Donel as Vice Chairman, Gary Bielat as a Commissioner and Michael O'Brien as an alternate to the Lakeview Police Commission. The motion was seconded by Councilman Kelly and approved unanimously.

### 6.7. Resolution To Appoint Representative And Alternate To Houston-Galveston Area Council

Mayor White suggested the Councilman Briggs would be a good appointee to the H-GAC board and Councilman Kelly volunteered to be the alternate. Councilman Michalak motioned and Mayor Pro Tem Skelton seconded approving Councilman Briggs as the H-GAC representative and Councilman Kelly as the alternate. The motion passed with a vote of two in favor and with Councilman Kelly abstaining.

### 6.8. Consider Sale Of Parkland To Forest Lake Animal Clinic

This item was not considered until after the Executive Session in Item 8.

Councilman Kelly motioned to postpone consideration of the sale of parkland to Forest Lake Animal Clinic and Councilman Michalak seconded the motion. The motion to postpone was approved by a vote of two in favor and with Mayor Pro Tem Skelton opposed.

Mayor Pro Tem Skelton then moved to set a date to consider this item no later than one month and the motion was seconded by Councilperson Michalak. Then Councilperson Michalak motioned to amend the date from one month to postpone until 15 days after the city appraisal of the property is in hand. Mayor Pro Tem Skelton seconded the amendment and it was approved by all. Then the motion to postpone no later than 15 days after the city appraisal is in hand was approved by all present.

#### **7. CONSENT AGENDA**

Mayor Pro Tem Skelton motioned to approve the consent agenda. Councilman Michalak seconded the motion and it was approved by a vote of three in favor.

##### **7.1. FY2016 4th QUARTER INVESTMENT REPORT**

##### **7.2. ANNUAL APPROVAL OF CITY INVESTMENT POLICY**

##### **7.3. Approval Of The Minutes From The Following Meetings:**

###### **7.3.1. AUGUST 29, 2016 CITY COUNCIL MEETING**

###### **7.3.2. October 3, 2016 City Council Meeting**

###### **7.3.3. October 10, 2016 Public Hearing Minutes**

###### **7.3.4. October 10, 2016 City Council Meeting Minutes**

#### **8. EXECUTIVE SESSION IN ACCORDANCE WITH LOCAL GOVERNMENT CODE 551.072 DELIBERATIONS ABOUT REAL PROPERTY**

Mayor White adjourned the meeting into Executive Session at 7:35 p.m. for deliberations about real property in accordance with Local Government Code 551.072.

Mayor White called the meeting back to order at 8:02 p.m.

#### **9. OTHER ITEMS COUNCIL WOULD LIKE TO SUGGEST FOR CONSIDERATION ON A FUTURE CITY COUNCIL AGENDA**

Councilman Kelly said he would like to further consider providing the gym for members of the City Council and Staff.

Mayor Pro Tem Skelton said he would like to discuss the street and sidewalk repairs soon.

#### **10. ADJOURNMENT**

There being no further business, Councilman Michalak motioned and Mayor Pro Tem Skelton seconded to adjourn the meeting. The motion was approved by all and Mayor White adjourned the meeting at 8:09 p.m.

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**Robert White, Mayor**

**ATTEST:**