



**CITY OF ELKHART
CITY COUNCIL
REGULAR**

MEETING MINUTES

Monday, November 18, 2019

6:00 pm

First United Methodist Church

CALL TO ORDER

With a quorum present, the Regular Meeting of the City of Elkhart City Council was called to order by Mayor Jennifer McCoy at 6:00 p.m. at the First United Methodist Church, 202 West Parker Street, Elkhart, Texas 75839.

Present: Mayor Jennifer McCoy, Mayor Pro Tem Raymond Dunlap, Councilmember Lucia Butler, Councilmember Chuck Conner, Councilmember Daryll Faulk, and City Administrator Judith Cantrell. Councilmember James Warren and City Secretary Ami Ashworth were absent.

REGULAR ACTION ITEMS

A. CALL TO ORDER, PRAYER, AND PLEDGE OF ALLEGIANCE

Pledge of allegiance was followed by the invocation given by Mayor Pro Tem Raymond Dunlap.

B. PUBLIC COMMENT

None

C. REGULAR SESSION

1. Discuss and take action, if any, on approval of Personnel Policy Manual, to replace current personnel policies in their entirety. (Mayor /City Administrator)

City Administrator Cantrell presented a red-lined version of the Personnel Policies that were previously reviewed at the Workshop held on October 28, 2019. All changes were as discussed, with clarification to the vacation accrual policy being made. Motion was made by Councilmember Faulk to approve the Personnel Policy Manual with revisions to the holiday schedule as noted, with the addition of a reservation clause allowing the Mayor or her/his designee to amend on a case-by-case basis, notifying Council of same by email, and with all substantive changes to be brought before Council. Upon vote, the Motion carried unanimously 4-0.

D. CLOSED SESSION

At 6:55 p.m., Council convened into Closed Session pursuant to Section 551.074 of the Texas Government Code, as well as Section 2.15 of the City of Elkhart Administrative Guidelines/Employee Handbook, to interview applicants, if any, for available positions within the Public Works Department.



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E. RECONVENE IN REGULAR SESSION

Council reconvened into regular session at 8:39 p.m.

1. Discuss and take action, if any, on applicants interviewed in Executive Session.

Motion was made by Councilmember Butler to hire James Wiley for the licensed Public Works position at a rate of \$16/hour, with a \$1/hour raise once he has passed his water licensing test. Councilmember Butler further motioned to hire John Miller for the licensed Public Works position at a rate of \$12/hour, with Mr. Miller declining coverage of medical insurance. The Motion was seconded by Councilmember Conner and passed upon a unanimous vote of 4-0.

F. ADJOURN

Motion was made by Councilmember Butler, seconded by Councilmember Conner, to adjourn the Regular Meeting of the City of Elkhart City Council at 8:42 p.m. Upon vote, the Motion carried unanimously 4-0.



Judith Cantrell, City Administrator