



City of Lorena
107-A S. Frontage Road
Lorena, Texas 76655
(254) 857-4641 Fax (254) 857-4118

MEETING MINUTES
LORENA CITY COUNCIL
MONDAY, MARCH 20, 2023 - 6:30 P.M.
LORENA CITY HALL
107-A S. FRONTAGE ROAD, LORENA TEXAS

THE PUBLIC WILL BE ABLE TO JOIN THE MEETING BY VIDEOCONFERENCE
AT THE FOLLOWING LINK <https://meet.goto.com/772506781> and/or join the conference
call at (254) 655-5400; GUEST PIN :2021

The City Council Meeting will be opened to the public. To mitigate the spread of
COVID-19, social distancing will be recommended.

Questions and comments on items listed on the agenda may be emailed no later than
NOON on the day of the meeting to the City Secretary Monica Hendrix via email to
mhendrix@lorenatx.gov

1. Call to Order/Roll Call.

Mayor Ross called the meeting to order at 6:30 p.m. City Council members present were
Mayor Tommy Ross, Jason Blanek, Katrina George, Emily McKenzie, Shane Phillips and
Kelly Yarbrough.

City Staff present were Monica Hendrix, Scott Holt, Kyler Jones, Kevin Neal and Peter
Rivas.

2. Pledge of Allegiance

Mayor Ross led the Pledge of Allegiance and Kelly Yarbrough led the Texas Pledge.

3. Citizens questions or comments.

*At this time any person with business before the Council not scheduled on the agenda may speak
to the Council. Comments are limited to three (3) minutes, and this time is not transferable.
Under the Texas Open Meetings Act, the Council is prohibited from discussing, responding, or
acting on any comments or items that have not been properly posted on the agenda. This forum is
limited to a total of 30 minutes.*

No comments were received and no citizens spoke.

4. Approval of Minutes:

a. February 27, 2023

MOTION: Shane Phillips

SECOND: Emily McKenzie

FOR: Blanek, Yarbrough, McKenzie and Phillips

AGAINST: None

ABSTAIN: Katrina George

Motion carried.

5. Committee and Corporation Reports:

- a. **Lorena Economic Development Corporation**
No meeting
- b. **Lorena Planning and Zoning Commission**
No meeting

6. Notification to council of Criminal Justice Information Services (CJIS) audit update.

Police Chief Scott Holt informed council the PD was informed on January 23, 2023 by the Texas Department of Public Safety that a CJIS (Criminal Justice Information System) audit would be performed. These audits are performed on all law enforcement agencies every three (3) years. Holt says these audits consist of written questions, supplying the state with supporting documentation and a virtual audit as well. On March 10, 2023, the PD received official notice from the state that the Lorena PD was found to be in compliance with all CJIS security policy requirements. Chief Holt stated he is very appreciative of Program Manager Tom Dickson and Records Supervisor Jennifer Herrin for their hard work in gathering the information and organizing all supporting documents for the audit. Holt says Jennifer spent countless hours gathering documents and putting folders together for the audit. Holt says the two were instrumental in guiding him through the audit process. The Police Department is in compliance and good for three years.

7. Discussion and possible action authorizing heating and A/C dual stage unit for an amount of \$14,000.00

City Manager Kevin Neal informed council the dual air conditioning units had a mechanical issue at the end of January 2023. Rohde Heat and Air was called to service the units and it was determined that one of the compressors of the dual stage unit had gone out. The compressor was not repairable so the city received three competitive bids from qualified professionals to replace both the inside and outside units. After receiving the additional quotes on or about February 23, 2023. The decision was made to progress with Rohde Heat and Air based on the quotes. All three quotes were remarkably close in price with only about \$700.00 difference in price range. City staff considered this to be an unbudgeted emergency repair. The unpredictable Texas weather could lead to a need to switch from heat one day and A/C the next, and running the dual stage unit without both units working properly could lead to further damage that staff felt was an unnecessary risk. In accordance with our budget and auditing process the City Manager may authorize the unbudgeted emergency repair, and bring it before council for approval at the council meeting following the repair. This is why there is action necessary for approval. The funds for this unbudgeted expense will come from the general fund capital project fund.

City staff recommends that City Council approve the unbudgeted emergency expenditure of \$14,000.00 to Rohde Heat and Air for the replacement of the twin 4-ton dual stage heat and A/C system for the primary multiuse area of the City Hall building for audit transparency.

MOTION: Jason Blanek motioned to approve the expenditure.

SECOND: Katrina George

FOR: Blanek, George, Yarbrough, McKenzie and Phillips

AGAINST: None

Motion carried.

8. Discussion of election contract with McLennan County Election Administration for the May 6, 2023 General Election.

City Secretary Monica Hendrix explained this item is for information purposes only. The city will be overbudget on the election expenses due to the Lorena ISD cancelling their election for May 6th due to unopposed status on their ballot. Typically the city gets to split the cost of the election day polling location with the ISD. The city is still splitting some of the cost of the election with the other entities contracting with McLennan County Election Administration but with the ISD cancelling, the cities portion is more than usual. Again this is for auditing purposes to let you know that this line item on the budget will be over the amount budget for the year.

9. Discussion and possible action accepting the 2022 Fiscal Year Audit that was presented on February 27, 2023.

Mayor Tommy Ross explained the clean JRBT Audit that was presented last month and passed needs to be accepted by the council. Council did not approve the audit last month due to there not being an action item on the agenda. This action item again is for auditing purposes and for transparency.

MOTION: Emily McKenzie motioned to accept the 2022 Fiscal Year Audit presented by JRBT.

SECOND: Kelly Yarbrough

FOR: Blanek, George, Yarbrough, McKenzie and Phillips

AGAINST: None

Motion carried.

10. Police Department Activity Report.

Police Chief Scott Holt said he will be happy to answer any questions about the reports in the council packet. There were 313 Calls for Service, 6 Arrest and 334 Citations issued in February 2023.

Katrina George asked Chief Holt if there was anything else that he would like to bring to council in the future? Holt says he is still getting acclimated to his environment and needs to understand what his role is here. Holt says he would like to bring an item/issue to council each month and explain that issue instead of a piece of paper and have a better understanding of what they mean. Kelly Yarbrough asked if there is a way to differentiate transient offenses on I-35 versus repetitive issues in the local area. Holt explained.

11. City Manager Report:

1. Community wide garage sale 04-15-2023 7am – 3pm McBrayer Park.

Kevin Neal explained the city wide garage sale will be held at McBrayer Park but citizens can have a sale at their home and permits are waived for this weekend. Neal says Kaye Swain is in charge of this event.

2. Roadster Travel Center breaking ground 1st week of April 2023 (tentatively).

Neal spoke to the developer of the Travel Center and the hold-up for them is interest rates and funding. Developer says he hopes to break ground at the beginning of April.

3. Street bond public bid opening Thursday, April 13, 2023, 2pm (at Lorena City Hall).

Bid opening is this date if anyone wants to attend.

4. Open staff positions within the city.

Neal says there are two openings one is the Court Clerk and the other is Public Works.

5. Year 1 of PCED training complete.

Neal says he completed year one of his training and will attend year two next March.

12. Future Agenda Items.

Neal says there may be an agenda item for discussion on upgrades to the Oncor substation located on Skyline Circle.

13. Adjourn

Due to no further business the meeting adjourned at 6:53 p.m.

These minutes were approved this 17th day of April 2023.



Tommy Ross, Mayor

Attest:



Monica Hendrix, City Secretary

