

AGENDA

EAST MOUNTAIN CITY COUNCIL
REGULAR SESSION
April 12, 2021
MONDAY 6:00 PM
CITY HALL CONFERENCE ROOM

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES ARE AVAILABLE.
FOR FURTHER INFORMATION, PLEASE CONTACT THE CITY OFFICE AT 903-297-6041.

*CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & ROLL CALL

*PUBLIC COMMENTS: Must sign in. 5 minute limit

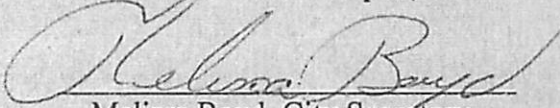
*APPROVAL OF PREVIOUS MINUTES: March 8, 2021 Regular Session; March 15, 2021 Special Session;
and March 29, 2021 Special Session

AGENDA ITEMS

1. Discuss and Vote on Full Time Municipal Court Clerk – *Mayor Marc Covington*
2. Discuss, Review and Amend 2020/2021 Police Budget if needed – *Mayor Marc Covington*
3. Discuss, Review and Amend Employee Handbook – *Mayor Marc Covington*
4. Adjournment



WITNESSED MY HAND AND OFFICIAL SEAL
OF THE CITY OF EAST MOUNTAIN, TEXAS
ON THIS THE 9th DAY OF April, 2021


Melissa Boyd, City Secretary

POSTED THIS THE 9th DAY OF April, 2021 AT 1:00 P.M.

**CITY OF EAST MOUNTAIN
CITY COUNCIL – REGULAR SESSION
April 12, 2021 – 6:00 P.M.**

The meeting was called to order at 6:00 p.m. by Mayor Marc Covington. The invocation was given by Mr. Eugene Brown. All present participated in the Pledge of Allegiance.

Roll Call: Those Council Members present were: Mr. Eugene Brown, Ms. Mary “Jo” Popma, Mr. John Adams. Mr. Richard Lattier. Mr. Billy Morrow was absent.

Open Discussion: Lonnie Cottrell expressed his appreciation of the road work done on Yellow Throat Road and East Mountain Road.

Approval of the Previous Minutes: Mr. Eugene Brown made a motion to approve March 8, 2021 Regular Session, March 15, 2021 Special Session and March 29, 2021 Special Session meeting minutes. Ms. Mary “Jo” Popma seconded. The vote was unanimous.

Agenda Item One, Discuss and Vote on Full Time Municipal Court Clerk – Mayor Marc Covington:

Ms. Melissa Boyd presented the council with the 2020/2021 Police Budget vs. Actual and projected expense to hire a full time court clerk. The 2020/2021 budget allotted for a part time court clerk for 6 months and a full time court clerk for 6 months. The numbers reflect the total expense of hiring a full time court clerk is under budget. The Mayor explained that a lot has been done having a full time and part time employee in the office however, there is still a lot of work needing to be done to organize, inventory, and regular daily work that provides a need to have 2 full time employees in the office even without having a Chief in place.

Mr. Eugene Brown made a motion to put Renee on full time as the Municipal Court Clerk. Ms. Mary “Jo” Popma seconded. The vote was unanimous.

Agenda Item Two, Discuss, Review and Amend 2020/2021 Police Budget if needed – Mayor Marc Covington:

Discussion began during Agenda Item number one and carried over to Agenda Item number two. The Mayor explained that Renee has been going through the open files, sending out letters to violators, setting court dates and working with the collection agency on bringing in revenue on outstanding citations.

No action taken at this time.

Agenda Item Three, Discuss, Review and Amend Employee Handbook – Mayor Marc Covington:

The council discussed reviewing the hand book in sections until it is ready to be amended. Items discussed were as follows:

<i>Items Discussed</i>	<i>Page</i>
General Information	2
Holidays	3 & 7
Chain of Command	4
Compensated Employees	5
Real Estate	5
Water System	5
Volunteer Service and Civic Organizations	6
Pay Periods	6
Alternate Work Schedule	7
Compensatory Time and Overtime	7
Personal Days	8
Sick Days	8
Vacation	8
Dress Code	9
Nepotism	9-10
Job Descriptions	11-14
Rules and Regulations for Front Office Employees	14

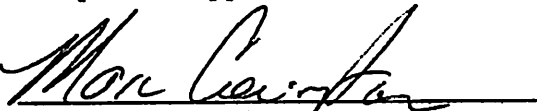
No action was taken.

Agenda Item Four, Adjourn:

Mr. John Adams made a motion to Adjourn. Ms. Mary "Jo" Popma seconded. The vote was unanimous.

Adjourned approximately 7:15 p.m.

Accepted and approved this 10th day of May, 2021.


 Mayor, Marc Covington

Attested: 
 City Secretary, Melissa Boyd