

**Town Council Minutes  
March 28, 2011**

STATE OF TEXAS           §  
COUNTY OF TARRANT   §  
TOWN OF PANTEGO       §

The Town Council of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 28<sup>th</sup> day of March 2011 with the following members present:

**Melody Paradise  
Duane Smith  
Donna Arlington  
Jane Barrett  
Don Surratt**

**Mayor  
Mayor Pro Tem  
Council Members**

constituting a quorum. Councilmember Russell Brewster and Director of Public Works Ron Edwards were absent from tonight's meeting. The following staff members were present:

**Tom Griffith  
Gayla McNair  
Joel McKinney  
Robert Newsome  
Chad Joyce**

**Interim City Manager  
City Secretary  
Police Chief  
Finance Director  
Building Inspector**

**Also in attendance:**

**Jim Staples**

**PEDC Vice President**

**WORK SESSION 6:30 P.M.**

1. Interim City Manager Report
2. Acceptance of Purchase Orders: BUDGETED ITEMS
3. Approval of Bills Payable for Professional Services
4. Minutes: PEDC and Town Council

Mayor, Council, and staff discussed the consent and regular agenda items.

Mayor Paradise adjourned the work session at 7:25 p.m.

**REGULAR SESSION 7:30 P. M.**  
**CALL TO ORDER/WELCOME**

Mayor Paradise called the regular session to order at 7:37 p.m.

**INVOCATION BY: MAYOR PRO TEM DUANE SMITH**

**PLEDGE OF ALLEGIANCE**

**MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS**

Councilmember Surratt welcomed everyone and he is looking forward to the recognition.

Mayor Paradise recognized the PYLC's Austin day trip to be invited by State Diane Patrick to be honored and recognized on the House floor. It was a full day with 15 kids and their families that attended. They had a guided tour, got to see Representative Patrick's office and the visitor center. The Declaration of Independence was on rare display. Everyone had an excellent experience and the Mayor is very pleased that this program is going so well.

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Recognition - Scott Mitchell will be honored for his ten years of service to the Town of Pantego.

Fire Chief Tom Griffith honored Scott Mitchell with a check and plaque for his ten years of service with the Town of Pantego.

Mayor Paradise mentioned that one of our residents, Vicki Sims, was contacted by the Oprah Winfrey Show to be recognized for her weight loss of over 100 pounds. Oprah is developing a feature along those lines and Vicki is one of many being considered. The information that she will be sending to Oprah Winfrey will include how she lost her weight and how she achieved her accomplishments due to the Pantego Bicentennial Park, the Wellness Program, and that City Secretary Gayla McNair inspired her to get on a health regimen.

**COUNCIL LIAISON TO BOARDS REPORTS**

• **Park & Recreation Board**

Councilmember Arlington said that they have not had a meeting since the last council meeting, but did announce the Easter egg hunt in the Park and the pictures with the Easter bunny will be Saturday, April 23rd. The Park Board asked her to extend an invite to all councilmembers and department heads to come out and participate in activities and see how everything is put together for the town events.

**Public Safety Advisory Board**

Chief Joel McKinney said that they have not had a meeting since the last council meeting; however the last meeting was very productive involving discussion of block parties.

Mayor Paradise added that the next PYLC meeting in April involves presentations by the Police Department, Fire Department, and Court.

**PEDC REPORTS**

Vice President Staples said that Interim Executive Director Tom Griffith had a discussion with Mr. McIntosh the desire to establish a 7-11 with an adjoining restaurant located where the Shell gas station and Chase Bank commercial drive-thru property currently is. Mr. McIntosh also mentioned other clients who are anxious to move into the area. Mr. McIntosh will go before the Zoning Board of Adjustments for a variance on parking spaces for the new 7-11. Mr. Griffith also presented the PEDC Board with a job description for a Coordinator position. The board narrowed it down to a part-time independent contractor, preferably an individual that is focused on economic development only. The PEDC Board asked that Interim Executive Director Tom Griffith advertise for the position in the proper outlets. Finally, there was discussion on the popcorn machine for the Park and Recreation Board. Treasurer Barbara Rogers is to work with staff to coordinate and finalize details and report back to PEDC.

**CITIZENS OPEN FORUM**

Vicki Sims stated that she has been contacted by the Oprah Winfrey Show to be recognized for her weight loss of over 100 pounds. Mrs. Sims asked Mayor Paradise to submit a photo of herself along with her article that is being sent in to the show. Ms. Sims gave a brief summary of all of her accomplishments with weight loss.

**REMOVAL OF CONSENT AGENDA ITEMS TO BE CONSIDERED LATER IN THE AGENDA**

Removal of PO #1136, Popcorn Supply Company, for reasons discussed in the work session.

**APPROVAL OF CONSENT AGENDA ITEMS 1, 2, 3, and 4.**

Councilmember Surratt moved to approve Consent Agenda Items, 1, 2, 3, and 4. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Smith, Arlington, Barrett, and Surratt

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

**OLD BUSINESS FOR DISCUSSION, REVIEW, APPROVAL AND / OR DIRECT STAFF  
PUBLIC HEARING:  
ORDINANCE:**

- 5. Discuss and consider any action on the Second and Final Reading of a proposed ordinance to adopt the 2009 edition of the International Energy Conservation Code with Local amendments.**

Councilmember Arlington made a motion to approve the proposed ordinance to adopt the 2009 edition of the International Energy Conservation Code with Local amendments. Councilmember Surratt seconded the motion.

The vote was as follows:

Ayes: Smith, Arlington, Barrett, and Surratt

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

**NEW BUSINESS FOR DISCUSSION, REVIEW, APPROVAL AND / OR DIRECT STAFF  
PUBLIC HEARING:  
ORDINANCE:**

- 6. Consider any action on the First and Final Reading of a proposed ordinance of the Town of Pantego canceling the May 14, 2011, General Election and declaring each unopposed candidate elected to office, providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date.**

Councilmember Arlington made a motion to approve the First and Final Reading of a proposed ordinance of the Town of Pantego canceling the May 14, 2011, General Election and declaring each unopposed candidate elected to office, providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date, with Section 1 include the word "elected" following declared. Councilmember Surratt seconded the motion.

The vote was as follows:

Ayes: Smith, Arlington, Barrett, and Surratt

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

- 7. Discuss and adopt a proposed resolution by Tarrant County Obesity Prevention requesting that the 2011 Texas Legislature review all legislation related to physical activity and access to nutritious foods thoughtfully and deliberately with the intention of increasing physical activity and nutritious food access for children and adults.**

There was brief discussion between City Secretary Gayla McNair and Council regarding the resolution that Tarrant County Obesity Prevention Program is asking municipalities to adopt. There were some concerns regarding the wording and City Attorney Jim Jeffrey revised the resolution to satisfy council.

Councilmember Surratt made a motion to adopt a proposed resolution by Tarrant County Obesity Prevention requesting that the 2011 Texas Legislature review all legislation related to physical activity and access to nutritious foods thoughtfully and deliberately with the intention of increasing physical activity and nutritious food access for children and adults, based on Jim Jeffrey's changes. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Arlington, Barrett, and Surratt

Nays:  
Abstentions: Smith

Mayor Paradise declared the motion passed.

**8. Review and Approval of Contract with Jacobs for Comprehensive Plan and Zoning Code & Subdivision Regulations Updates.**

The planning firm of Jacobs was asked to review and update the Town's Comprehensive Plan and Zoning Regulations. The contract will be in two stages. The first stage will address the update of the Comprehensive Plan and the second stage will address the update of the Zoning Code and Subdivision Regulations. Stage one is likely run past October 1st which would be budgeted for this year. Stage two will be addressed during the 2011-2012 budget process. Staff is requesting that Council approve the contract with Jacobs in the amount of \$69,082.00 for the updates to the Comprehensive Plan & Zoning Codes & Subdivision Regulations. The contract stipulates a monthly payment process.

Councilmember Surratt made a motion to approve the contract with Jacobs for Comprehensive Plan and Zoning Code & Subdivision Regulations Updates, to include a caveat of no more than \$35,000.00 can be spent for the 2011 fiscal budget year. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Smith, Arlington, Barrett, and Surratt  
Nays:  
Abstentions:

Mayor Paradise declared the motion passed unanimously.

**9. Letter of Agreement with Tarrant County College for EMS Training.**

Fire Chief Tom Griffith asked that the town move forward with upgrading the EMS training program. This program is well structured and would be a valuable addition to the quality of training for our fire department. Wal-Mart made donations last year to the fire department and that money will pay for this. There will be no impact on the general fund budget.

Councilmember Arlington made a motion for approval of the Letter of Agreement with Tarrant County College for EMS Training. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Smith, Arlington, Barrett, and Surratt  
Nays:  
Abstentions:

Mayor Paradise declared the motion passed unanimously.

**10. Emergency Management Plan.**

Fire Chief Tom Griffith noted that the Mayor had requested this information be provided for informational purposes.

**11. Discuss and consider any action on an application by Dawson Geophysical Company for a seismic survey permit to perform seismic testing within the Town of Pantego.**

Brent McNeil, a representative from Dawson Geophysical Company, inquired about getting a seismic survey permit. Dawson Geophysical Company wants to set receivers throughout the town's right-of-ways. The ordinances state that only council can approve a seismic permit if the survey equipment is in the right-of-way. There was further detailed discussion between Mr. McNeil and council regarding the charts and maps provided.

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Councilmember Surratt made a motion to approve as written the application by Dawson Geophysical Company for a seismic survey permit to perform seismic testing within the Town of Pantego. Councilmember Arlington seconded the motion.

The vote was as follows:

Ayes: Smith, Arlington, Barrett, and Surratt  
Nays:  
Abstentions:

Mayor Paradise declared the motion passed unanimously.

**12. General discussion regarding process of board and commission appointments for 2011-2012.**

Interim City Manager stated that Mayor Paradise asked for this list be provided to Council for informational purposes in helping to prepare them for the 2011-2012 upcoming board appointments.

**COUNCIL INQUIRY**

There were no council comments.

**SCHEDULED EXECUTIVE SESSION**

The Council will convene in the City Secretary's Office pursuant to the Texas Government Code for an executive session as follows:

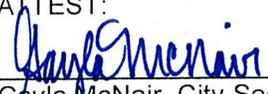
- Pursuant to Government Code Section 551.074, to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – City Manager, Municipal Judge, City Attorney, City Engineer, City Secretary.
  1. Discussion of position of City Manager
  2. Discussion of position of City Secretary
- Following the Scheduled Executive Session, the Council will reconvene in public session and may take any and all action necessary concerning the Executive Session.

The council reconvened from executive session at 11:17 p.m.

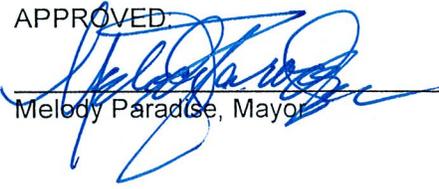
Mayor Paradise stated that regarding the City Secretary position, council met with Gayla McNair and discussed job performance and no further action was taken. City Manager position, a Special Executive Session will be Monday, April 4th, at 6:30 p.m. to conduct individual phone interviews with selected candidates.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 11:18 p.m.

ATTEST:  
  
\_\_\_\_\_  
Gayla McNair, City Secretary



APPROVED:  
  
\_\_\_\_\_  
Melody Paradise, Mayor