

**Community Relations Board Minutes
August 23, 2011**

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Community Relations Board of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 23rd day of August 2011 with the following members present:

Barbara Rogers	Chair
Christi Perez	Vice-Chair
Karen Strzelecki	Treasurer
Ashleigh Miller	Secretary
Terry Bacon	Board Members
Kaitlin Brewster	
Jeanne Griffeth	
Gladys Holamon	
Otis Holamon	
Annie Johnston	
Diann Miller	
William Nolen	
Stephen Smith	

constituting a quorum. The following staff members were present:

Sean Fox	City Manager
Lindsay Wells	City Secretary
Joel McKinney	Police Chief
Fitzhugh Newsome	Finance Director
Stephanie Vires	Staff Liaison
Marissa McCann	Police Corporal
Scott Mitchell	Firefighter

Also in attendance:

Melody Paradise	Mayor
Don Surratt	Mayor Pro Tem
Jane Barrett	Councilmember
Russell Brewster	
Duane Smith	

REGULAR SESSION 6:30 P.M.

Mayor Paradise called the meeting to order at 6:43 p.m.

MAYOR'S CALL TO ORDER AND WELCOMING COMMENTS

Mayor Paradise welcomed everyone in attendance and is pleased at the turnout. Although tonight's meeting will be rather long as it is the first one of the newly formed Community Relations Board, Mayor Paradise expressed her excitement for the new board to get started.

INVOCATION

Mark Burkhart, Lakehouse Church

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PLEDGE OF ALLEGIANCE

INTRODUCTION OF COUNCIL, STAFF AND BOARD MEMBERS

Mayor Paradise took an opportunity to introduce the assembled staff, followed by the Mayor Pro Tem and Councilmembers in attendance. Finally, each board member in attendance introduced themselves and stated which board or boards they currently sit on.

OLD BUSINESS

**1. Minutes: Park & Recreation Board July 12, 2011
 PSAB August 2, 2011**

Barbara Rogers moved to approve the Park & Recreation Board Minutes from July 12, 2011 with changes as discussed. Karen Strzelecki seconded the motion.

The vote was as follows:

Ayes: Rogers, Brewster, Johnston, Miller, Strzelecki

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

Terry Bacon moved to approve the PSAB Minutes from August 2, 2011 as written. Jeanne Griffeth seconded the motion.

The vote was as follows:

Ayes: Bacon, Griffeth, Nolen, Miller, Perez, Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

2. Receive report and update on National Night Out.

Corporal Marissa McCann informed the Board on the preparations currently underway for National Night Out scheduled for Tuesday, October 4, 2011 to begin at 5:30 pm and requested volunteers to help during the event. Corporal McCann discussed aspects of the annual event including a raffle contest and vendors and stated that Carter Blood Care will be at National Night Out conducting a blood drive.

The Board discussed responsibilities typically given to volunteers in years past including balloon animals, and working the bounce house. Staff Liaison Stephanie Vires inquired as to whether kids fingerprinting will be available at the event and Corporal McCann confirmed that kids will have the opportunity to be fingerprinted.

Lieutenant Scott Mitchell discussed the preparations being made by the Pantego Fire Department for National Night Out. Lieutenant Mitchell informed the Board that EMS, CareFlight, Sparky the clown, and the Quint fire truck will be at the event and stated that the Fire Department will, once again, sell T-shirts as a fundraiser for Susan G. Komen as well as conducting a raffle for a fire helmet painted by a local Pantego business.

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3. Receive report and update on Public Safety Forum.

Police Chief Joel McKinney discussed the upcoming public safety forum scheduled for September 29, 2011 at 6:30 p.m. at Pantego Christian Academy. The program is aimed at junior high and high school age teens and their parents. Chief McKinney stated that the goal of the program is to educate teens and their parents about dangerous drugs in the community and their use. Chief McKinney also stated that a local family will be in attendance to discuss the loss of their child and how it impacted them.

He stated that follow up programs are being discussed including a chemical drug presentation and smoke shop presentation.

REPORTS ON POLICE & FIRE ACTIVITIES

Chief McKinney discussed an article that appeared in the Fort Worth Star Telegram regarding a local teen sentenced to ten years in jail for a crime committed in Pantego last year.

City Manager Sean Fox informed the Board that two Pantego firefighters will be honored Wednesday, August 24, 2011 at Arlington Fire Station 1 for their role in saving a man's life and encouraged those available to attend.

NEW BUSINESS

4. Discuss and consider the merger of the Park & Recreation and Public Safety Advisory Boards on August 8, 2011,

Mayor Paradise discussed the history of the two boards that ultimately became the Community Relations Board and how Council came to merge the boards. Council officially merged the two boards on August 8, 2011. Mayor Paradise stressed that Pantego is known for community events which requires a joint effort between Town staff and board members.

5. Discuss and consider the guidelines and procedures.

Mayor Paradise discussed the guidelines and procedures the Board should follow moving forward and stated that communication and flexibility are key traits for the Board to be successful. Parliamentary procedures are general in nature as Roberts Rules of Order was never adopted by Council. She next discussed the Open Meetings Act and Public Information Act trainings and let the Board know that this training must be completed and proof should be submitted to the City Secretary.

6. Discuss and consider responsibilities of staff and council liaisons, and board members.

Mayor Paradise next discussed the responsibilities of the board members, council liaison and Town Staff. Mayor Paradise began by explaining that a quorum can continue to conduct business without a majority however if a vote is taken a majority must be present and detailed what responsibilities the Chairman of the Board would hold. The Chair takes on role similar to Mayor, in that, the Chair is responsible for setting the agenda and working with the City Secretary to ensure it gets posted in accordance with the Open Meetings Act. The Chair also keeps things moving smoothly at meetings, makes sure everyone on the Board has their voice heard, and maintains the membership roster.

The Vice-Chairman is similar to the position of Mayor Pro Tem and must be available should the Chair be unavailable and can take over secretary duties if the Secretary is unable to attend a meeting.

The Secretary's primary responsibility is taking minutes during meetings and working with the City Secretary to ensure the minutes are correct and in the proper format.

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The Treasurer will work closely with Finance Director Fitzhugh Newsome and will provide a Treasurer's report at each meeting. The Treasurer is also responsible for detailing any operating costs such as copies and water bill inserts.

Mayor Paradise stressed that Town staff are not employees of the board and the board should do as much as possible to ensure the success of an event without staff. The City Secretary is ultimately responsible for all boards and commissions but generally not the day-to-day activities of each individual board.

The Staff liaison to the Community Relations Board will assist the Chair in any way possible including ensuring that board members receive packets in a timely manner but the Chair is ultimately responsible for preparing packets. The Staff Liaison is also not responsible for arranging vendors or other aspects of events. The Council Liaison is the voice of Council and is available to assist in any way. Finally, board members are expected to assist with community events and bring new ideas to the Board.

7. Discuss and consider vision and direction of the Community Relations Board.

Mayor Paradise stated that specific visions for the new Community Relations Board have not yet been defined and called on the board members help revamp current Town events.

Lothar Heller inquired about community events and Mayor Paradise informed the board that they will be deciding which events will continue along with implementing PantegoFest.

8. Discuss and consider 2011-2012 Community Relations Board budget

Finance Director Fitzhugh Newsome informed the Board that \$21,500 has been apportioned for the Community Relations Board in the 2011/2012 fiscal year budget for the Town and while the Council hasn't finalized the budget, that total will include all events the Board decides to continue and the cost of implementing PantegoFest.

9. Election of Community Relations Board Officers to include Chairman, Vice-Chairman, Secretary, and Treasurer.

Lothar Heller moved to nominate Barbara Rogers as Chairman. Terry Bacon seconded the motion.

The vote was as follows:

Ayes: Bacon, Brewster, Griffeth, Holamon, Holamon, Johnston, Miller, Miller, Nolen, Perez, Rogers, Smith, Strezlecki

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

Stephen Smith nominated Christi Perez as Vice Chairman. Terry Bacon seconded the motion.

The vote was as follows:

Ayes: Bacon, Brewster, Griffeth, Holamon, Holamon, Johnston, Miller, Miller, Nolen, Perez, Rogers, Smith, Strezlecki

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

Stephen Smith nominated Ashleigh Miller as Secretary. Diann Miller seconded the motion.

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The vote was as follows:

Ayes: Bacon, Brewster, Griffeth, Holamon, Holamon, Johnston, Miller, Miller, Nolen, Perez, Rogers, Smith, Strzelecki

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

Diann Miller nominated Karen Strzelecki as Treasurer. Stephen Smith seconded the motion.

The vote was as follows:

Ayes: Bacon, Brewster, Griffeth, Holamon, Holamon, Johnston, Miller, Miller, Nolen, Perez, Rogers, Smith, Strzelecki

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

10. Swearing-In of Community Relations Board Officers.

Mayor Paradise performed the oath of office for Chairman Barbara Rogers, Vice Chairman Christi Perez, Secretary Ashleigh Miller, and Treasurer Karen Strzelecki.

After swearing in the newly elected officers, Mayor Paradise turned the meeting over to Chairman Barbara Rogers.

11. Presentation by City Manager Sean Fox on PantegoFest.

City Manager Sean Fox brought an idea to the Board that originated with Fire Chief Tom Griffith regarding implementing an annual festival celebrating the Town of Pantego. Mr. Fox stated that he would like to transition away from the Community Relations Board planning and executing several events during the year centered around various holidays and have the Board focus more on one major event such as PantegoFest and a few community events that are important to the Town.

Mr. Fox explained that this proposed event would join Town staff, the Community Relations Board, PEDC, local businesses and citizens together in planning and would be an economic driver for the Town.

Mr. Fox discussed the proposed budget and asked the board to consider the cost of events and consider which events they'd like to continue such as candy train. Stephen Smith discussed the logistics of working with the other Town boards.

12. Discuss and determine 2011-2012 schedule of events.

The agenda item has been postponed until the next board meeting scheduled for September 13, 2011.

13. Discuss and consider overview and initial planning of 2011-2012 events.

The agenda item has been postponed until the next board meeting scheduled for September 13, 2011.

14. Discuss and consider dates and format for meetings.

Chairman Barbara Rogers mentioned that, in the interest of time, she proposed postponing agenda items 12 and 13 until the next meeting. The board considered when the next meeting should take place and

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after discussion a consensus was reached to meet the second Tuesday of each month at 7:00 p.m. in Council Chambers.

Diane Miller made a motion for the Community Relations Board to meet the second Tuesday of each month at 7:00 p.m. in Council Chambers. Terry Bacon seconded the motion.

The vote was as follows:

Ayes: Bacon, Brewster, Griffeth, Holamon, Holamon, Johnston, Miller, Miller, Nolen, Perez, Rogers, Smith, Strezlecki

Nays:

Abstentions:

Chairman Rogers declared the motion passed unanimously.

Chairman Rogers next discussed National Night Out and urged the board members to volunteer if they are able. Terry Bacon volunteered to coordinate with Corporal McCann to ensure the Police Department has adequate numbers of volunteers. The final topic discussed was the Halloween event and a consensus was reached that a meeting in September and another in October should ensure the event is properly planned and executed. Stephen Smith volunteered to coordinate the Halloween event.

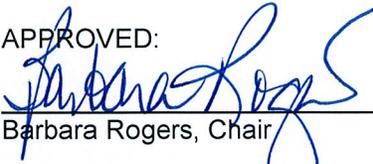
OPEN INQUIRY

No Open Inquiry.

ADJOURNMENT

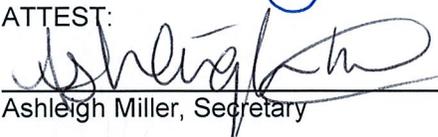
Chairman Rogers adjourned the regular session at 9:12 p.m.

APPROVED:



Barbara Rogers, Chair

ATTEST:



Ashleigh Miller, Secretary

