

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in regular session at 7:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 26th day of September 2011 with the following members present:

Melody Paradise
Don Surratt
Donna Arlington
Jane Barrett
Russell Brewster
Duane Smith

Mayor
Mayor Pro Tem
Council Members

constituting a quorum. The following staff members were present:

Sean Fox
Lindsay Wells
Jim Jeffrey
Joel McKinney
Tom Griffith
Ron Edwards
Robert Newsome
Chad Joyce

City Manager
City Secretary
City Attorney
Police Chief
Fire Chief
Public Works Director
Finance Director
Building Inspector

Also in attendance:

Bill Brown

PEDC President

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session into order at 6:35 p.m.

1. City Manager Report

- Carrizo Work-Carrizo performed work to run tubing down into one of their wells. No sound protection was utilized as this was a short-term project completed during daylight hours. Carrizo also requested a portable compressor to be used 24 hours a day for a two to three day time period and a sound barrier will be installed temporarily.
- Administrative Assistant position-The Utility Billing Coordinator was terminated and Cherie Charboneau has been promoted to Senior Administrative Assistant with duties to include handling utilities. Her previous position of Administrative Assistant is currently posted on three websites with the expectation that it will be filled in the next two weeks.
- Freeport and Goods-in-transit Exemptions-The ordinance currently in place does not allow Freeport or Goods-in-Transit exemptions potentially impacting businesses considering Pantego. Staff is working with the City Attorney to find alternatives.
- Park Row Bid Status-Two bids were submitted for the project and PEDC made the determination to hire Rentenbach Contractors and lower the total scope of the project. Since the project was scaled down, the Town is working with the City Attorney as well as CMA to clarify if the project must be re-bid.

**Town Council Minutes
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- Arlington Library Fees-Staff continues to work with the City of Arlington and a meeting is scheduled for Thursday, September 29, 2011 between Arlington Deputy City Manager Gilbert Perales and City Manager Sean Fox.
- Christmas Party-December 9, 2011 has been tentatively set as the date for the annual Pantego Christmas party at Shady Valley Country Club.

2. Approval of Bills Payable and Purchase Orders in Excess of \$1,000

- 3. Minutes: Planning & Zoning-June 6, 2011
Town Council-September 12, 2011**

Council discussed the purchase orders presented including a purchase order for the lift station with Public Works Director Ron Edwards.

PEDC President Bill Brown updated Council regarding the last PEDC meeting and stated that Mundo and Associates, the Economic Development Coordinator, will be giving a presentation at the next meeting scheduled for September 28, 2011. Mr. Brown also informed Council of the upcoming Texas Dealmaking Conference slated for November 2-4, 2011 that he, City Manager Sean Fox and Pam Mundo will be attending.

Rick Leisner of Jacobs Engineering presented Council with an overview of what will be discussed at the next Comprehensive Plan community meeting scheduled for Sunday, October 2, 2011. Mr. Leisner discussed the comprehensive plan overall and reviewed the 12 goals that were formulated from citizen feedback after the first comprehensive plan meeting in August. Mr. Leisner informed Council that there will be two redevelopment villages in the plan. The first village is along Park Row and the second village is along Pioneer Parkway. He mentioned that the next phase in the comprehensive plan will include reviewing current ordinances to possibly change zoning requirements. Mr. Leisner discussed the overall vision of Park Row Drive as Pantego's main "shopping street."

Mayor Paradise adjourned the work session at 7:37 p.m.

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

Mayor Paradise called the regular session to order at 7:43 p.m.

INVOCATION BY:

Terry Cagle, Christ Community Church

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Mayor Pro Tem Surratt thanked Mayor Paradise, Council and staff for the support shown to his family at the passing of his father, former Mayor Robert Surratt. Mr. Surratt thanked Council for allowing him the honor of serving as Mayor Pro Tem, which was the longest position held by his father during his nearly 25 year tenure on the Town Council. Mayor Pro Tem Surratt discussed his father's many accomplishments while serving the Town and knows his name will live on via the bronze plaque at the Bicentennial Park which was dedicated on July 4, 1976 while he served as Mayor Pro Tem.

Mayor Paradise thanked Mayor Pro Tem Surratt and agreed that his father, Mayor Surratt, left a legacy for the Town and his family.

Councilmember Smith mentioned that his wife had her purse stolen from the parking lot of Kroger and commended the Pantego police department for their quick and thorough response.

Police Chief Joel McKinney mentioned the Public Safety Forum discussing the dangers of drugs is scheduled for Thursday, September 29, 2011 at Pantego Christian Academy.

Mayor Paradise commented that PYLC's first meeting that took place last Tuesday, September 20, 2011 and is looking forward to a great year. Mayor Paradise also mentioned that PYLC will hold elections at their next meeting scheduled for Tuesday, October 18, 2011.

COUNCIL LIAISON TO BOARD REPORT

- **Community Relations Board**

Mayor Pro Tem Surratt mentioned that there has not been a meeting since the previous Council meeting and will have more to report after the Community Relations Board meets again in October.

PEDC REPORTS

PEDC President Bill Brown reported during work session that Economic Development Coordinator Mundo & Associates will make a presentation to PEDC at the next meeting scheduled for Wednesday, September 28, 2011.

CITIZENS OPEN FORUM

No open forum discussion.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Arlington moved to approve Consent Agenda Items 1, 2, and 3 with corrections as discussed to the Planning & Zoning minutes. Councilmember Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Arlington, Barrett, Brewster, and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

NEW BUSINESS FOR DISCUSSION, REVIEW, APPROVAL AND / OR DIRECT STAFF

4. Discuss, review and consider Pantego's Boards Commissions

Mayor Paradise mentioned that since appointments to Pantego's Boards and Commissions were made in June, several changes have occurred which require Council action.

Susan Dunnagan's appointment to the Park & Recreation Board ended this year. August Schellhammer resigned from PSAB and has since moved out of Pantego.

J.R. Potts submitted his resignation from the Planning & Zoning Commission. Council discussed options for replacing Mr. Potts and agreed to appoint alternate William Nolen to the Planning & Zoning Commission to fulfill the remainder of Mr. Potts' term.

Finally, Council appointed Lothar Hellar to the Community Relations Board.

5. Consider any action on accepting the 2011/2012 PEDC budget.

Finance Director Fitzhugh Newsome informed Council of upcoming projects in the approved PEDC budget. Council discussed the Park Row development project with City Attorney Jim Jeffrey and staff to confirm if the \$180,000 project total would again come before Council for approval. It was determined that each phase of the project would come before Council again.

Council also discussed the cost of the proposed monument and directed staff to bring the expenditure for the monument before Council prior to final approval for the public to have the opportunity to voice their thoughts and concerns.

Mayor Pro tem Surratt moved to approve the 2011/2012 PEDC budget. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Arlington, Barrett, Brewster, and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

6. Discuss the proposed Comprehensive Plan with Jacobs Engineering.

Agenda item #6 was discussed during work session with Rick Leisner of Jacobs Engineering who presented Council with the information to be discussed at the next Comprehensive Plan meeting.

Mayor Paradise mentioned that the second comprehensive plan meeting is scheduled for Sunday, October 2, 2011

7. Discuss, review and consider the proposed technology policy for Town-issued electronic equipment.

City Secretary Lindsay Wells presented Council with the proposed technology policy for both employees and elected or appointed officials. The proposed policy would cover any Town-issued electronic equipment including cell phones, iPads or laptops. Ms. Wells discussed a change in wording from what was presented in the Council agenda packets.

Council discussed and approved the proposed policy.

RESOLUTIONS

8. Consider any action on a proposed resolution authorizing the City Manager to enter into an agreement with the Fort Worth Commercial Recorder designating them as the Town's official newspaper for legal publications.

Finance Director Fitzhugh Newsome discussed the cost savings to the Town by publishing legal notices in the Fort Worth Commercial Recorder. Mr. Newsome stated that a typical notice in the Fort Worth Star Telegram is \$2,000.00 and a similar notice in the Fort Worth Commercial Recorder is \$225.00.

Council discussed the benefits of each newspaper.

Mayor Pro Tem Surratt made a motion authorizing the City Manager to enter into an agreement with the Fort Worth Commercial Recorder designating them as the Town's official newspaper for legal publications. Councilmember Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Arlington, Barrett, Brewster, and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

9. Consider any action on a proposed resolution approving the adoption of GASB 54 Standards and Applications.

Finance Director Fitzhugh Newsome detailed the requirements of GASB 54 and informed Council that the resolution is not required but approval of the resolution is recommended by the Town's auditor.

City Attorney Jim Jeffrey mentioned language within the resolution that he recommends changing.

Councilmember Barrett moved to accept a proposed resolution approving the adoption of GASB 54 Standards and Applications with changes as recommended. Mayor Pro Tem Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Arlington, Barrett, Brewster, and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

ORDINANCES

10. Discuss, review and consider any action on a proposed ordinance amending the Town of Pantego Code of Ordinances, Appendix A-Fee Schedule, Article A8.000 Businesses to add a fee for Municipal Setting Designations.

Mayor Paradise thanked City Attorney Jim Jeffrey for proposing this ordinance at the previous Council meeting and discussed that a \$500.00 fee would be assessed for any future Municipal Setting Designations brought before Council. Mr. Jeffrey clarified that the fee would be charged to businesses requesting a Municipal Setting Designation.

Mayor Pro Tem Surratt moved to approve the ordinance amending the Town of Pantego Code of Ordinances, Appendix A-Fee Schedule, Article A8.000 Businesses to add a fee for Municipal Setting Designations. Councilmember Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Arlington, Barrett, Brewster, and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

11. Discuss, review and consider any action on a proposed ordinance amending the Town of Pantego Code of Ordinances Chapter 2, Article 2.01 regarding animal control.

Public Works Director Ron Edwards informed Council that this ordinance was previously presented and now includes changes as discussed at the previous meeting. Council discussed several issues including the length of time for citizens to come into compliance, revising language regarding impoundment and the distance between a habitation and a coop.

Mayor Paradise directed Mr. Edwards to review the ordinance in its entirety, to make changes as discussed, and to have a new draft ready for Council review by the end of the year.

12. Consider any action on the Second and Final Reading of the ordinance adopting the annual budget for the Town of Pantego, Texas for the fiscal year October 1, 2011 through September 30, 2012.

Finance Director Fitzhugh Newsome informed Council of a transfer that was left out of the ordinance in error from the Shamberger Fund to the General Fund of \$6000.

Mayor Paradise stated that this is the second reading and second vote on the ordinance adopting the proposed budget for fiscal year 2011/2012. The public hearings were conducted August 22, 2011 and August 29, 2011 and the first reading and first vote occurred at the last Council meeting held Monday, September 12, 2011.

Councilmember Smith moved to approve adopting the annual budget for the Town of Pantego, Texas for the fiscal year October 1, 2011 through September 30, 2012. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Arlington, Barrett, Brewster, and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

13. Consider any action on the Second and Final Reading of a proposed ordinance adopting the tax rate and tax exemptions for 2011 and levying the tax.

Finance Director Fitzhugh Newsome informed Council of a change to the ordinance which reverts the maintenance and operations tax rate back to the original amount of \$33.69 after amending it at the previous Council meeting. The rate was changed to \$36.73 at the previous Council meeting and upon further inspection, \$36.73 was found to be the entire tax amount and the ordinance states the maintenance and operations tax rate only.

Mayor Paradise stated that this is the second reading and second vote on the ordinance adopting the tax rate and tax exemptions. The public hearings were conducted August 22, 2011 and August 29, 2011 and the first reading and vote occurred at the last Council meeting held Monday, September 12, 2011.

Mayor Pro Tem Surratt moved to approve the ordinance adopting the tax rate and tax exemptions for 2011 and levying the tax. Councilmember Arlington seconded the motion.

The vote was as follows:

Ayes: Surratt, Arlington, Barrett, Brewster, and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

COUNCIL INQUIRY

None at this time.

Councilmember Donna Arlington informed Council and staff that as of tonight, September 26, 2011, she will be resigning her position as a Councilmember as she will be moving outside the city limits of Pantego. She thanked Council and staff for the contribution made to her in learning about city government and thanked everyone for the opportunity to serve.

Mayor Paradise thanked Councilmember Arlington for her service and presented her with a plaque on behalf of the Town recognizing her for her tenure as Councilmember, Place 2.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:24 p.m.

APPROVED:



Melody Paradise, Mayor

ATTEST:



Lindsay Wells, City Secretary