

**Town Council Minutes
November 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 7:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 28th day of November 2011 with the following members present:

**Melody Paradise
Don Surratt
Jane Barrett
Russell Brewster
Don Funderlic
Duane Smith**

**Mayor
Mayor Pro Tem
Council Members**

constituting a quorum. Fire Chief Tom Griffith was excused from tonight's meeting. The following staff members were present:

**Sean Fox
Lindsay Wells
Jim Jeffrey
Joel McKinney
Ron Edwards
Chad Joyce**

**City Manager
City Secretary
City Attorney
Police Chief
Public Works Director
Building Inspector**

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session into order at 6:37 p.m.

1. City Manager Report

- Town Staff Introductions-City Manager Sean Fox introduced Officer Chad Watson who began his career in Pantego today, November 28, 2011.
- Town Website-The updated Town website went live November 18, 2011 and staff is currently searching page by page ensuring all information presented is correct.
- Park Row Project-Public Works Director Ron Edwards met with Whiting-Turner on November 22, 2011 to discuss the gateway and monument. The project has a projected completion date by the end of January with a ribbon cutting anticipated.
- Star-Telegram Open House-The Fort Worth Star-Telegram is opening a new Arlington office and holding an open house to celebrate on December 8, 2011 at 2201 N. Collins St. Mayor, Council and staff have been invited to attend.

Mayor Paradise administered the Oath of Office to Officer Chad Watson.

Council discussed the Star Telegram Open House and Mayor Paradise confirmed that she would be in attendance and invited the entire Council to attend.

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

Council discussed purchase orders as presented with staff including the purchase order submitted by Avaren for IT services.

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3. Minutes: Town Council-November 14, 2011

Council discussed the Town Council minutes with City Attorney Jim Jeffrey regarding language related to PEDC and the Park Row Development project and directed City Secretary Lindsay Wells to make corrections as discussed.

Council next discussed agenda item #5 regarding a local option liquor election with City Secretary Lindsay Wells. Ms. Wells informed Council of the steps necessary to bring a liquor election to the citizens including the requirements for submitting an application and petition, required number of signatures and legal timeframes.

Council discussed agenda item #6 regarding the updated personnel policy with City Manager Sean Fox. Council clarified vacation hours and dependant information.

Mayor Paradise adjourned the work session at 7:30 p.m.

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

Mayor Paradise called the regular session to order at 7:31 p.m.

INVOCATION BY:

Dennis Smith, Arlington Community Church

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Mayor Paradise welcomed all those in attendance including Tracy Fox, City Manager Sean Fox's wife.

Mayor Pro Tem Surratt stated that the Candy Train event held Saturday, November 26, 2011 was a great success overall and was happy with the turnout considering the frosty weather. Councilmember Funderlic agreed with Mayor Pro Tem Surratt and recognized that the citizens look forward to events in the park every year. Councilmember Smith agreed that the Candy Train event was a success and acknowledged that the train running through the park was a popular attraction for those in attendance. Councilmember Brewster welcomed those in attendance and thanked the staff and agreed that the Candy Train event was wonderful.

Council thanked Santa Claus for attending the Candy Train and Tree Lighting event.

Mayor Paradise thanked everyone who made the event and all Town events run so smoothly and also thanked City Manager Sean Fox for his assistance.

COUNCIL LIAISON TO BOARD REPORT

- **Community Relations Board**

Mayor Pro Tem Surratt stated that the Community Relations Board has not met since the previous Council meeting and discussed the items to be placed on the next agenda. Mayor Pro Tem Surratt stressed that the board does a wonderful job and wants to ensure that the board understands that they are appreciated.

Mayor Paradise mentioned that the Community Relations Board will not meet in December and will next meet January 10, 2012.

- **Pantego Youth Leadership Council**

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Mayor Paradise informed Council that the PYLC will meet Tuesday, December 13, 2011 where they will be discussing and developing youth events to bring before the Community Relations Board and will begin working with non-profit organizations. Mayor Paradise invited all those in attendance to go to a PYLC meeting.

PEDC REPORTS

City Manager Sean Fox informed Council that PEDC has not met since the previous Council meeting. The next PEDC meeting is scheduled for Wednesday, December 14, 2011.

CITIZENS OPEN FORUM

None at this time.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Brewster moved to approve Consent Agenda Items 1, 2, and 3 with changes to agenda item #3 as discussed in work session. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Brewster, Funderlic and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

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

4. Discuss economic development issues with Economic Development Coordinator Mundo & Associates.

Pam Mundo of Mundo & Associates introduced herself to Council and provided brief biographies of her partners.

Ms. Mundo discussed the research about the Town that she and her associates have conducted since beginning their contract with PEDC on September 1, 2011. Ms. Mundo informed Council that while there are no large anchor stores in the town, there is great economic activity and a large business community for a town of Pantego's size. In order to help stimulate economic development in current retail properties, Ms. Mundo recommended revamping shopping center facades but acknowledged that owners are hesitant.

Ms. Mundo also promoted the business website, www.shoppantego.com, created by SKEDS and encouraged local businesses to utilize the free website. Ms. Mundo also spoke about the Fast Facts brochure, the Texas Dealmaking Conference recently held in San Antonio, TX and the retail future of Bowen Rd.

5. Discuss and consider pursuing a local option liquor election to be placed on the May 2012 ballot.

This item was discussed during work session. Mayor Paradise reviewed the information previously presented by City Secretary Lindsay Wells regarding bringing a liquor election to the citizens including the requirements for submitting an application and petition, required number of signatures and legal timeframes.

RESOLUTIONS

6. Discuss and consider any action on a resolution authorizing the approval and adoption of the revised personnel policies manual.

This item was discussed during work session. Council discussed language issues and City Manager authority. City Manager Sean Fox clarified his thoughts on his authority as it relates to the personnel policies manual.

Mayor Pro Tem Surratt moved to approve resolution 11-24 authorizing the approval and adoption of the revised personnel policies manual with changes as discussed. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Brewster, Funderlic and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously

COUNCIL INQUIRY

None at this time

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:

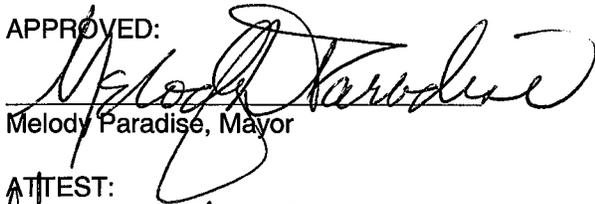
- Pursuant to Government Code Section 551.087, to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body and with which the governmental body is conducting economic development negotiations.
- Pursuant to Government Code Section 551.074, to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

Mayor Paradise adjourned the regular session into executive session at 8:44 p.m. and reconvened at 10:22 p.m. with council taking no action on the first executive session agenda item. On the second executive session agenda item, Council took the action to promote Chad Joyce to the position of Community Development Director.

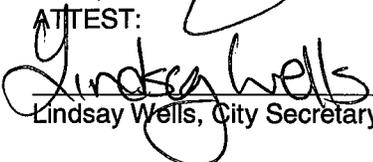
ADJOURNMENT

Mayor Paradise adjourned the regular session at 10:24 p.m.

APPROVED:


Melody Paradise, Mayor

ATTEST:


Lindsay Wells, City Secretary