

Town Council Minutes
March 12, 2012

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 12th day of March 2012 with the following members present:

Melody Paradise
Jane Barrett
Russell Brewster
Don Funderlic
Duane Smith

Mayor
Council Members

constituting a quorum. Mayor Pro Tem Don Surratt and Fire Chief Tom Griffith were excused from tonight's meeting. The following staff members were present:

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

City Manager
City Secretary
City Attorney
Finance Director
Police Chief
Public Works Director
Community Development Director

Also in attendance:

Joyce Stanton

City Engineer

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session into order at 6:32 p.m.

1. City Manager Report

- Warrant Round Up-Court Supervisor Thressa Householder, Court Clerks Nuri Martinez and Shannon Story, and Warrant Officers Freddie Alexander and Robert Hopkins are in attendance tonight. Pantego's participation in the annual Statewide Warrant Round Up resulted in clearing 440 warrants with a total warrant value of \$136,816.35.
- Handitran & Library service interlocal agreement-Arlington City Council approved the interlocal agreement during their March 6, 2012 Council session. All documentation will be finalized within a week, but the Director of Library Services encouraged residents to visit any Arlington library to obtain a library card now.
- Communications/Phone System Update-New phones will be installed Thursday, March 15, 2012 and fiber installation is scheduled to be completed in June. The new Return on Investment for the system will be 13 months after additional savings were found.

Council congratulated court staff on their hard work during the warrant round up and discussed total warrants collected.

2. Monthly Staff Reports

Council discussed interest rates on investments, sales tax revenue and departmental budgets with Finance Director Fitzhugh Newsome.

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

Council discussed purchase orders presented including invoices for magistration services, technology services and maintenance agreements.

**4. Minutes: P&Z-February 6, 2012
Town Council-February 27, 2012**

5. Consider any action on a First and Final Reading of a proposed ordinance declaring unopposed candidates for the May 12, 2012 General Election elected to office; canceling the election; and providing an effective date.

City Secretary Lindsay Wells explained that the filing period for the General Election ended Monday March 5, 2012 at 5 p.m. and all three Council places up for election are unopposed. The ordinance presented will cancel the General Election and declare all candidates elected. Ms. Wells stated that canceling the General Election will have no effect on the Special Election that has been ordered.

6. Consider any action on a resolution authorizing staff members to administrate the purchasing card system.

Finance Director Fitzhugh Newsome explained that the resolution presented is required by the Town's financial institution to allow new staff members, including City Manager Sean Fox, to administer the purchasing card system that the Town utilizes.

Council discussed agenda item #7 regarding Laserfiche. City Secretary Lindsay Wells informed Council that since this topic was discussed at the January 9, 2012 Council meeting, Laserfiche has performed well and a maintenance agreement is not required at this time. Council discussed issues including the Town's records management program, search capabilities, and other electronic document management companies.

Council next discussed agenda item #8 regarding an economic development grant. Mayor Paradise stated that Councilmember Smith requested this agenda item. Councilmember Smith stated his reasons for requesting this agenda item including how complete and accurate data is presented by proposed economic development grant beneficiaries.

Council discussed agenda item #9 regarding zoning requirements. Community Development Director Chad Joyce stated that staff is currently reviewing zoning requirements and distance measurements as they relate to the Special Local Option Liquor Election to be held on May 12, 2012. Mr. Joyce gave a brief overview of how the Texas Alcoholic Beverage Commission measures distances between liquor stores and other establishments and gave examples of measurements. Council discussed shopping centers and retail space in town.

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

Mayor Paradise called the regular session to order at 7:44 p.m.

INVOCATION BY:
Community Development Director Chad Joyce
PLEDGE OF ALLEGIANCE
COUNCIL RECOGNITION

Police Chief Joel McKinney introduced Officer Chris Whitwell and informed those in attendance that Officer Whitwell had been promoted to the rank of Criminal Investigator/Detective. Mayor Paradise presented Det. Whitwell with an honorary badge to recognize his achievements. Det. Whitwell thanked his colleagues and stated that he is proud to serve the Town of Pantego.

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Councilmember Brewster congratulated Det. Whitwell, thanked staff and praised the recent completion of the Gateway Arch. Councilmember Barrett agreed with Councilmember Brewster and stated that residents have been positive about the Gateway Arch.

Mayor Paradise discussed the completion of the Gateway Arch as well and thanked those who were able to attend the Celebration Breakfast on Saturday, March 3, 2012.

COUNCIL LIAISON TO BOARD REPORT

- **Community Relations Board**

City Manager Sean Fox informed Council that the Board discussed plans for the annual Easter celebration to be held Saturday, April 7, 2012 from 2:00-4:00 p.m. at Bicentennial Park. The Board also discussed purchasing green vests as opposed to shirts that could be utilized for many events. Initial plans for a Memorial Day event were discussed as well.

- **Pantego Youth Leadership Council**

Mayor Paradise stated that PYLC has not met since the previous Council meeting and will have their Spring Break field trip this Friday, March 16, 2012 at Camp Thurman. PYLC will then go to Bicentennial Park to continue discussions for a Youth Event with the Community Relations Board.

PEDC REPORTS

City Manager Sean Fox informed Council that PEDC has not met since the previous Council meeting and will next meet Wednesday, March 14, 2012.

CITIZENS OPEN FORUM

None at this time.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Brewster moved to approve Agenda Items 1, 2, 3, 4, 5, 6 and 7 on consent. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Barrett, Brewster, Funderlic and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

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

7. Discuss, review, and consider Laserfiche as the Town's document management provider.

This item was discussed during work session.

8. Possible reconsideration of an economic incentive granted to The Cookie Machine.

This item was discussed during work session.

Council discussed issues related to the economic incentive grant process including how information from prospective businesses is presented.

9. Discuss and direct staff on issues including policies for uniform measurement of separation of alcohol selling establishments and protected uses, possible update to measurement requirements in Town Code of Ordinances, and possible zoning requirements for off-premise alcohol sales.

This item was discussed during work session.

Community Development Director Chad Joyce asked Council for direction regarding how staff measures distances between businesses residing within the same shopping center. Mr. Joyce recommends employing the same method for measuring businesses on separate properties as businesses residing on the same property or U-shape measurement.

City Attorney Jim Jeffrey explained zoning requirements and restrictions.

Council directed staff to proceed with Mr. Joyce's recommendation of utilizing a U-shape measurement and gave additional direction to review zoning requirements.

PUBLIC HEARING

10. Public Hearing and consider any action on zoning case Z-160, a proposed Special Use Permit, as requested by Tammi Witherspoon, for the establishment of a religious, outreach, non-profit organization, More Than Conquerors Ministries, in the Pecan Park Shopping Center at 2401 West Pioneer Parkway, Suite 105, Lot 1R of the Pecan Park Shopping Center, Pantego, Tarrant County, Texas. The property is generally located on the north side of West Pioneer Parkway between South Bowen Road and Fielder Road.

Community Development Director Chad Joyce informed Council that Tammi Witherspoon made an application for a Special Use Permit for her organization that is both an outreach as well as offering church services. Mr. Joyce stated that the Comprehensive Plan is being developed and recommended focusing on retail businesses in shopping centers and other retail space rather than non-profits. Mr. Joyce gave alternative sites for non-profits that could be utilized should Ms. Witherspoon apply again for a Special Use Permit.

Mayor Paradise opened the floor for a public hearing regarding the proposed Special Use Permit. The public hearing was closed after no citizens or business owners chose to speak.

Council discussed non-profits and retail locations. Mayor Paradise suggested to Council to allow the fee paid for this Special Use Permit be applied to a future application.

Councilmember Funderlic made a motion to deny a Special Use Permit to More Than Conquerors Ministries. Councilmember Smith seconded the motion.

The vote was as follows:

Ayes: Barrett, Brewster, Funderlic and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

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11. Discuss and consider any action on Zoning Case Z-161, a request by Chris Blevins, on behalf of Camp Thurman, to plat the property located at 3001 Sarah Drive, Tracts 9, 9A, 9A02, 9A03, 9A04, 9A05, 9K and 9L of the Nathan Smith Survey, Pantego, Tarrant County, Texas into Block 1, Lots 1 of Camp Thurman Addition, Pantego, Tarrant County, Texas.

Community Development Director Chad Joyce informed Council that Camp Thurman has existed as multiple tracts and has never been properly platted. An application to construct a new pool prompted the Town to request that the property be formally platted. City Engineer Joyce Stanton explained the process of platting the property and detailed minor changes made.

Mayor Paradise opened the floor for a public hearing and the following citizens and business owners came before Council regarding the platting of Camp Thurman:

Chris Blevins, 3908 S. Freeway, Fort worth, TX 76010 - Mr. Blevins is the engineer for Camp Thurman and worked with City Engineer Joyce Stanton in creating the plat for Camp Thurman.

Mayor Paradise closed the public hearing and gave Council the opportunity to discuss the zoning case.

Councilmember Brewster made a motion to approve Zoning Case Z-161 of the plat for Camp Thurman Addition. Councilmember Funderlic seconded the motion

The vote was as follows:

Ayes: Barrett, Brewster, Funderlic and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

ORDINANCES

12. Discuss and Consider any action on a proposed ordinance amending Chapter 3, "Building Regulations", Articles 3.01 "General Provisions", 3.02 "Administration", 3.03 Contractor Registration" and 3.04 "Technical and Construction Codes and Standards", of the Code of Ordinances of the Town of Pantego, Texas, amending regulations governing building code requirements, adopting the 2009 International Codes, and amending contractor registration requirements.

Community Development Director Chad Joyce stated that Council passed the 2009 Energy Code earlier in the year for businesses as required by state law. Mr. Joyce reviewed the Town's Code of Ordinances and has presented changes so the Town's ordinances match state law and international codes.

Council discussed aspects of the presented codes including public works requirements, fire code overlap and residential owner exemptions.

Councilmember Brewster made a motion to approve an ordinance amending Chapter 3, Articles 3.01, 3.02, 3.03, and 3.04 of the Code of Ordinances of the Town of Pantego, Texas. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Barrett, Brewster, Funderlic and Smith

Nays:

Abstentions:

Mayor Paradise declared the motion passed unanimously.

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COUNCIL INQUIRY

Councilmember Funderlic asked Public Works Director Ron Edwards about a schedule for street improvements. Mr. Edwards confirmed that a schedule is being compiled and will be available for Council review shortly.

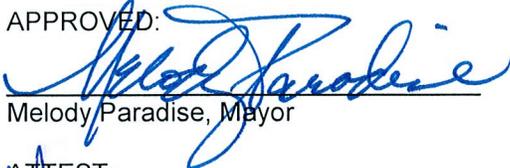
Councilmember Barrett inquired about personalized bricks that were previously sold for Bicentennial Park. Ms. Barrett stated that if bricks were available for sale again, money raised could help benefit the Community Relations Board. Public Works Director Ron Edwards stated that the program still exists and suggested that the Town could begin advertising it again.

Mayor Paradise asked Police Chief Joel McKinney about accreditation for the police department. Chief McKinney stated that the police department is working toward that goal and a key component of the accreditation process is having a policy manual in place which they have implemented.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:13 p.m.

APPROVED:



Melody Paradise, Mayor

ATTEST:



Lindsay Wells, City Secretary