

**Town Council minutes  
January 13, 2014**

**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 13<sup>th</sup> day of January 2014 with the following members present:

**Melody Paradise  
Russ Brewster  
Jane Barrett  
Don Surratt  
Don Funderlic  
Charlie Price**

**Mayor  
Mayor Pro Tem  
Council Members**

constituting a quorum. The following staff members were present:

**Tom Griffith  
Julie Arrington  
Jim Jeffrey  
Ariel Carmona  
Barry Reeves  
Chad Joyce  
Joyce Stanton  
Robert Coker  
Thressa Householder**

**Interim City Manager  
City Secretary  
City Attorney  
Finance Director  
Assistant Chief of Police  
Interim Director of Public Works  
City Engineer  
Assistant Fire Chief  
Court Administrator**

Also in attendance:

**Bill Brown  
Cal Kost**

**PEDC President  
CRB Board Member**

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

Mayor Paradise called the work session to order at 6:30 p.m.

**1. City Manager Report**

- Update on IT Issues – Mr. Griffith explained to Council the completion date has been extended to late January due to difficulties transitioning to the new server.
- Road Projects Update – Mrs. Stanton informed Council of the updated schedule of completion provided by the contractor. Discussion was had regarding a new deadline, issues with the repairs at the corner of Country Club, details in the contract, and the lack of cleanup. Mrs. Stanton explained there is a new contractor that will start on January 15<sup>th</sup> for the work left on Peachtree. Discussion was had on a possible recourse for residents regarding nails in their tires due to the contractor
- Update on Personnel Vacancies – Mr. Griffith explained the Police Department has filled two vacancies. He also received a resignation from another officer. They will begin a search to fill this vacancy. Mr. Griffith informed Council Firefighter Reynolds is expected to be back in the United States in March. PEDC Treasurer Karen Kuczek has resigned from the PEDC Board.

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- Insurance Services Office (ISO) Update – Mr. Griffith advised Council the Texas Department of Insurance states our new class 2 rating will become effective on June 1, 2014.
- Report on Transition of Recycling Service – Mr. Griffith explained the transition occurred on December 18<sup>th</sup>, since then the primary complaint has been from citizens regarding the change in the pickup day. Republic has been very helpful in resolving the issues with the town. The new information will once again be posted on the newsletter, the webpage information will remain up, and information on the marquee will be added. Discussion was had regarding the contract and the complaints received and a pilot program sometime in the next year for carts.
- Salary & Benefit Analysis Update – Mr. Griffith stated town staff is diligently working on the analysis of salary & benefits. A full report is planned for the January 27<sup>th</sup> Council Meeting.
- TAD Board Election Results – Mr. Griffith gave the results of the Tarrant County Appraisal District's Board of Directors election.
- Social Media Update – Mr. Griffith informed Council town staff has been diligently working on obtaining access to the Town's Facebook page without much success. He recommended starting a new Facebook page. Council and Mr. Griffith discussed options the town has and what issues were discovered. Town Staff was requested to try changing the passwords, since the town e-mail of the former City Manager and the former City Secretary were reactivated, and see if this works.

**2. Monthly Staff Reports**

Ms. Carmona answered Council's questions regarding a funds increase in the Water and Sewer Fund resulting from an increase generated from the sales tax received.

Council recognized Assistant Chief Reeves and Silver Leaf Resorts for the bicycles donated to Mission Arlington. The audience was informed a formal recognition to Silver Leaf is scheduled for the January 27<sup>th</sup> Council Meeting and the Lions Club will recognize them on Friday, January 20<sup>th</sup>.

Council inquired about the Zoning Ordinance review and if Jacobs Engineering will be finished prior to the next P & Z meeting. Mr. Joyce stated it will likely be in February or March.

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

No comments

**4. Approval of Town Council Minutes and Acceptance of Minutes of Boards and Commissions**

- **Town Council Minutes October 28, 2013**
- **Town Council Minutes November 11, 2013**
- **Town Council Minutes November 25, 2013**
- **Town Council Minutes December 9, 2013**
- **PEDC Minutes September 11, 2013**
- **PEDC Minutes September 25, 2013**
- **PEDC Minutes October 23, 2013**
- **PEDC Minutes November 13, 2013**
- **PEDC Minutes December 11, 2013**

The Mayor pulled the minutes from the agenda to give her the opportunity to sit down with Ms. Arrington and go over the minutes.

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**5. Discussion on the 2014 PantegoFest**

This is the same item as number 6. The Mayor pulled this item up from the Regular Session Agenda to allow for discussion to allow for more discussion on the topic.

Discussion was had on the outcome Council desired for PantegoFest 2014. Mr. Griffith made a suggestion to approve a larger budget to help with the planning and organization of the event in advance with the idea of recouping the cost from the actual event. Council discussed the length of the event and possibly making this a one (1) day event for the last two years this event was planned as a three (3) day event. Discussion was had on the feedback received and the impacts the event had on local businesses. There was much discussion on planning and comparing the advantages and disadvantages of PantegoFest 2012 and PantegoFest 2013. Council would like to review the feedback and comments from the previous PantegoFests, hold a work session for further Council discussion, and hold a public forum to hear comments from the public.

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

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

Mayor Paradise welcomed those in attendance and called the regular session to order at 7:40 p.m.

**INVOCATION BY: Interim City Manager Tom Griffith**

**PLEDGE OF ALLEGIANCE**

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

Mayor Pro Tem Brewster thanked staff and Council for working together and thanked the audience for their attendance in tonight's meeting.

Councilmember Barrett stated it was nice to see such a big crowd.

Councilmember Funderlic stated it was nice to see a large crowd out tonight and everyone healthy

Councilmember Surratt – welcomed residents, businesses, and thanked staff for the Christmas party.

Mayor Paradise – stated the goal for Council is to be mindful of their responsibilities to the citizens, provide better services, and seek community involvement. She thanked the staff for their hard work on the Christmas Party scheduled and re-scheduled due to the ice storm and staff who participated in the Mayoral Kettle Challenge. Pantego raised more money this year than last year and beat all other participants on a per capita basis. She commended the Mayor of Mansfield who raised over \$20,000 for the Mayoral Kettle Challenge. She explained due to the bad weather the participating cities were allowed to expand their locations. She also commended Mansfield Police Department for a job well done on charitable work over the holiday season through the Toys for Tots program. She congratulated Assistant Police Chief Barry Reeves in his Cops for Kids campaign allowing for certain traffic violations to be paid through a donation of an unwrapped toy in lieu of a monetary fine. They collected 850 toys and delivered them to Cooks Children's Hospital who had a shortage of toys due to the ice storms. The Mayor thanked the residents, the police department, and businesses for their contributions.

**RECOGNITIONS AND AWARDS**

- The Pantego Lions Club for their services to the Town in 2013

Mayor Paradise Introduced the Lions Club by briefly explaining their involvement with the community events and the donation of \$1,000 to the Salvation Army at the Mayoral Kettle

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Challenge. The Lion's Club normally has their own day to raise donations for the Salvation Army; however, this year they were impacted by an ice storm. Mayor Paradise invited Calvin Kost and Bill Brown to the front of the Chambers to present them an award for their services to the Town of Pantego in 2013. Mr. Kost thanked the Mayor and the Town informing them of the food drive held in November, with Silver Leaf Resorts, was a success and invited the audience to the upcoming Pancake Breakfast.

- Residential Christmas Lights Contest Winners

Mayor Paradise introduced Bill Brown as the PEDC President and the rest of Council. She explained several councilmember's also serve on other boards; such as Jane Barrett on the CRB Board and Don Surratt on the PEDC Board. Mayor Paradise called the individual winners to the front of the Chambers as their contest category was read. Mr. Brown, the Mayor, and Council presented each winner with a gift basket of coupons and free samples from local businesses. The winners were as follows:

  - Whimsical
    - 3407 Country Club Rd. – Barbara Johnson
    - 2702 Peachtree Lane – Ronald Kruse
  - Traditional Decorations
    - 1604 Stagecoach Dr. – Kari and Blake Bowman
    - 1811 Nora Dr. – Bill and Wendy Ponder
  - Spirit of the Season
    - 27 Lacosta Court – Jim Staples
    - 1812 Nora Dr. – Sarah and Smokey Garrett
  - Honorable Mention
    - 2303 Stockbridge Ct. – Keith and Starla Dalton
- Business Christmas Light Contest Winners

Mayor Paradise called each winner to the front of the Chambers as their contest category was called. Mr. Brown, the Mayor, and Council presented each winner with a check from the Pantego Economic Development Corporation.

  - Best Theme                   The Cookie Machine, owned by Tanya Terrell
  - Best Traditional           All Paws, owned by Margie Marcos
  - The Griswold Award       Elgan's Salon, owned by Gloria Elgan
- Recognition of Service

Mayor Paradise called each employee to the front of the chambers and presented them with a plaque for their years of service with the Town

  - Marissa McCann           6 years of Service
  - Christopher Whitwell     5 years of Service
  - Shannon Story             5 years of Service
- Departmental Employee of the Year

Each Department Head called their employee of the year to the front of the Chambers, introduced them, and presented them with an award.

  - Administration           Jennifer Pauley
  - Public Works             Joshua Brown
  - Fire Department         Brandon Guess
  - Police Department       Marissa McCann
  - Dispatch                 Christine Hubbell
  - Court                      Shannon Story
- Town of Pantego Employee of the Year Award
  - To Be Announced

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Mayor Paradise requested Shannon Story to remain upfront. Thressa Householder, Court Administrator gave further congratulations and thanks to Mrs. Story for her dedication and hard work this year. Mrs. Story was presented the award for Employee of the Year 2013.

- **RECEPTION HONORING RECOGNITIONS AND AWARDS**

The meeting recessed for the reception at 8:09 p.m.  
The meeting reconvened at 8:42 p.m.

**COUNCIL LIAISON TO BOARD REPORTS**

**Community Relations Board**

Councilmember Barrett explained there was no meeting of the CRB this month. The next meeting is on February 4<sup>th</sup>.

**Pantego Youth Leadership Council**

Mayor Paradise informed Council the next meeting is a week from Tuesday. At the students request the discussion topic will be bullying, options for the spring trip, marketing options for a town or business owner, and the tools used for marketing.

**PEDC REPORT**

Councilmember Surratt informed Council of Karen Kuczek's resignation. At the last PEDC meeting discussion was had on the Christmas light contest winners, they postponed the 2014 Strategic Planning, held a discussion and gave direction to staff to leave the Christmas lights on the Park Row Arch fulltime and to obtain bids for making this permanent. The next Meet & Greet will be at Texas Fitt on Thursday, January 30, 2014. The speaker is from the Small Business Administration (SBA) and will be speaking on options the SBA has for helping small businesses.

Mayor Paradise informed Council of the ribbon cutting ceremony that was held at Papillion Nails & Spa on this past Saturday. She thanked Fred Adair, Secretary of PEDC and Councilmember Barrett for their attendance. Councilmember Barrett thanked the business for their service and the great reviews she has received from some citizens.

Councilmember Surratt informed Council VIP Grooming was requested to reapply for the PEDC Loan with their new address.

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

Mayor Paradise reminded Council the minutes were pulled from the Consent Agenda.

Councilmember Surratt made a motion to approve Consent Agenda items number 1, 2, and 3.  
Mayor Pro Tem Brewster seconded the motion

The Vote was as follows:

Ayes: Surratt, Funderlic, Barrett, Price, and Brewster  
Nays: None  
Abstention: None

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Mayor Paradise declared the motion passed unanimously.

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

**6. Discussion on the 2014 PantegoFest**

Discussion was had during the work session. Council directed staff to schedule a Council work session to discuss the planning and organizing of PantegoFest on January 20, 2014 at 7:00 p.m. Council directed Staff to schedule a public forum to be held Monday, February 3<sup>rd</sup> at 6:30 p.m. and to inform the public through the newsletter and website.

**SCHEDULED EXECUTIVE SESSION ITEMS**

**Council Meeting Recessed at 9:02 p.m. for Executive Session**

- **The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:**
  1. **Pursuant to Government Code Section 551.074, to discuss the position of City Manager, and to deliberate the appointment, employment, evaluation, reassign duties, discipline or dismissal of a public officer or employee – The position of City Manager.**
  2. **Pursuant to Government Code Section 551.074, to discuss the appointment of a PEDC Director, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The appointment of a PEDC Director.**
  3. **Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property**
  4. **Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Wells**
  5. **Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Van Hooser**
  6. **Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Monica S Cooper, et al v. Pantego Camp Thurman, Inc., et al**

Mayor Paradise adjourned the executive session at 10:12 p.m. and reconvened into regular session at 10:20 p.m.

1. Mayor Pro Tem Brewster made a motion to authorize Mayor Melody Paradise to execute a contract between the Town of Pantego and Matthew Fielder for the position of City Manager effective January 13, 2014. Councilmember Funderlic seconded the motion.

The Vote was as follows:

Ayes: Surratt, Funderlic, Barrett, Price, and Brewster

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously.

No action was taken on item numbers 2, 3, 4, 5, and 6 of the executive session.

**COUNCIL INQUIRY**

None at this time.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 10:22 p.m.

APPROVED:

  
\_\_\_\_\_  
Melody Paradise, Mayor

ATTEST:

  
\_\_\_\_\_  
Julie Arrington, City Secretary