

**Town Council Minutes
January 27, 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 27th 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:

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

**City Manager
City Secretary
City Attorney
Finance Director
Chief of Public Safety
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 6:35 p.m.

1. City Manager Report

- Update on Server Upgrades – Mr. Griffith introduced Robin Alex with Iwerks and informed Council Iwerks is completing the final transfer for PD and Court. Mr. Alex explained they have experienced some third party vendor issues; the town's upgrade has surpassed some of the third party's upgrades. He further explained part of the delay in the project was the ice storm and damage to the server as a result of the storm. Once the upgrades are completed the emails will be moved to the new server. The expected completion date is the end of January. Discussion was had clarifying some of the issues with the third party vendors and the video recording issues in the Council Chambers. Mr. Alex explained the current recording system was not meant for this type of use. Council requested Mr. Alex to generate a list of upgrades needed for the next budget year. Mayor Pro Tem Brewster commented on the remote e-mail server stating it is more user friendly than the older server.
- Update on Road Projects – Mr. Griffith informed Council Pavement Services is scheduled to pour concrete for the sidewalks and ramps on January 23rd. The projects are not moving as fast as they need to be but both projects have an expected completion by the end of January. Discussion was had regarding the street closure signs and their removal.

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Ms. Stanton explained the Peachtree road project is complete except for the sprinkler systems and sod. They are waiting for the temperatures to increase before they can finish. The sprinkler contractor noticed some of the homes located at the construction site were not brought up to code with the double check valves. This is an updated code since the original installation of the sprinkler systems and they must be brought up to code prior to the contractor repairing the systems. This will result in a Change Order. Mrs. Stanton and Mr. Joyce explained the need for the change order. Council expressed their disappointment in all the unforeseen circumstances and expenses with the entire project.

Council inquired about repairs in the area where Country Club ties into the old Country Club. Ms Stanton explained the current contractor was provided a sequence of events to follow and he failed to follow them. Ms. Stanton reminded Council the current contractor is not capable of repairing the asphalt and will need to subcontract this work out. Council directed Ms. Stanton to set up Pavement Services and have the asphalt repaired and to evaluate the top of the hill for pavement failures as well.

- Update on Personnel Vacancies - the police department has an interview scheduled for tomorrow for one vacant position. Firefighter Reynolds is in the United States but it will be at least 30 days before he returns to work with the fire department.
- Update on Recycling Services – Mr. Griffith explained there have been some complaints on items missed. Staff has placed another reminder to the residents in the January 22nd utility bill. Council asked Mr. Kost, in the audience, if he has had any more issues with the recycle company. He explained he has not since the first two times of service. Discussion was had regarding the contract stating if the recycling is not located inside the green bin it will not be picked up. Ms. Arrington assured Council this issue was addressed with Republic and she was guaranteed this was not the case; the drivers will use their discretion and pick up any recycled materials not in the bins.
- Salary & Benefit Analysis Update – Staff is diligently working on the analysis and a full report should be available as of February 10th.
- Update on the Town Facebook Page – Mr. Griffith informed Council staff will soon begin revisions of the Town's facebook page and is expected to be activated by February 10th. Council requested staff to research Pantego online and see what turns up and give the former city manager one more try. If these attempts fail then staff is to start over uploading photos and information. All department heads were directed to help the city secretary with these re-creations.
- Update on PEDC Applications – Mr. Griffith informed Council he has spoken with two individuals who expressed interest in the PEDC Board. Nathan Love, the new owner of the El Chico, received his application. Mr. Griffith has not been able to get in touch with the Vice President at Texas Trust regarding her application. Council inquired about Daniel Lackey, with Shirtwerx, application and was informed he has returned the application to the city secretary. Mr. Fielder advised Council he will meet with the President of the PEDC Board next week to obtain a better understanding of their strategic plan and how they operate. After this meeting he will stop by Texas Trust to attempt to meet with the Vice President.

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

Council discussed the DiSciullo-Terry, Stanton & Associates invoice. Mrs. Stanton explained the increase in the invoice was a result of having to supervise the contractor and his mistakes on the road projects.

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Council thanked Mr. Joyce for getting all the information on the generator issues and inquired about the generator repair, best resolution, and if it was more cost effective to purchase a new generator. Mr. Joyce explained the cost of the new generator was over \$20,000 plus installation and shipping. Council discussed the preventative maintenance and the replacement of the electronics after the flood. Mr. Joyce informed Council the largest bill from the flood was from the transfer switch being completely submerged under water and its replacement. The generator is in working condition at this time but we cannot just call any repair person for future problems due to the limited number of companies for the generator. Council questioned the daily responsibilities with this generator. Mr. Joyce told Council this generator is checked daily for readings and gas and is run weekly. Council requested Mr. Joyce to look into a replacement cost for the next budget.

Council gave thanks to Mr. Coker for obtaining the information on the engine repairs involved with Engine 1 and having all 6 injectors replaced for preventative measures.

Council inquired about the purchase of the Ford F-150 and the lease agreements in place. Mrs. Carmona explained the process and assured Council this is the lease agreements in the budget.

3. Approval and Acceptance of Minutes

- Approval of Town Council Minutes:
 - Town Council Minutes October 28, 2013
 - Town Council Minutes November 11, 2013
 - Town Council Minutes November 25, 2013
 - Town Council Minutes December 9, 2013
- Acceptance of Minutes of Boards and Commissions:
 - 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
 - PEDC Minutes January 8, 2014

Mayor Paradise explained she has not had a chance to review the Council minutes and request they be pulled from the Consent Agenda. Mayor Paradise informed Council all minutes, including tonight's, will be on the next agenda for approval. Since PEDC approves their minutes she recommended the PEDC minutes receive approval tonight. Council discussion was had regarding parliamentary procedures.

Mayor Paradise adjourned the work session at 7:23 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 7:28 p.m.

INVOCATION BY: JULIE ARRINGTON, CITY SECRETARY

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Mayor Pro Tem Brewster welcomed the audience, welcomed the new City Manager, and thanked staff and Council for working together. He commented on the Lion's Club Pancake Breakfast attendance. He thanked Silver Leaf Resorts for coming.

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Councilmember Price welcomed the audience and thanked staff for their work. He commented on the Lion's Club Pancake Breakfast attendance and welcomed Silver Leaf Resorts.

Councilmember Barrett welcomed the audience and the new City Manager.

Councilmember Funderlic welcomed the audience and gave special recognition to Mr. Griffith for his role as Interim City Manager expressing his efforts was well received.

Councilmember Surratt welcomed Mr. Fielder and the audience. He gave thanks to Mr. Griffith for his role as the City Manager not once but twice and stated Mr. Griffith has a wealth of knowledge that was helpful. He feels the Lion's Club did a tremendous job on the Lion's Club Pancake Breakfast.

Mayor Paradise asked Mr. Kost for specifics on the Lion's Club Pancake Breakfast. Mr. Kost explained they sold approximately 300 breakfasts this year. He advised the final calculation has not been made but believes they will be around \$2,300.

HONORS AND RECOGNITIONS

- **Recognition of Silver Leaf Resorts for their continued years of community service**

Assistant Chief Reeves introduced Silver Leaf Resorts and spoke of their various contributions to the Town through the years. He told the audience Silver Leaf Resorts helped the Pantego Cops for Kids raise over 850 toys for children at Cook's Children Hospital. Mr. Reeves believes the Town would not be successful if not for the community coming together and Silver Leaf Resorts does that for us. Several Silver Leaf managers accepted the award expressing their thanks. They also informed Council they enjoy helping Pantego because of the professionalism of the police officers and the firefighters who help them frequently.

- **Oath of Office to Matthew Fielder, City Manager**

Mayor Paradise recognized Mr. Griffith for this dedication and hard work to the town as the Interim City Manager thanking him for his service. She introduced Matt Fielder as the new City Manager for the Town of Pantego explaining he grew up in Arlington and Council has the utmost confidence in him.

Mayor Paradise delivered the Oath of Office to Mr. Fielder. Mr. Griffith presented Mr. Fielder with his official name plate.

Mr. Fielder gave a brief background to his professional experiences, thanked Council, and expressed he was excited to be back working here at home and working with the staff.

Mayor Paradise introduced and thanked the Former City Manager Doug Davis for his work with the Town.

- **Reception to honor Silver Leaf Resorts and to welcome Matthew Fielder**

The Council meeting was recessed for the reception at 7:54 p.m.

The Council meeting was reconvened at 8:13 p.m.

COUNCIL LIAISON TO BOARD REPORTS

- **Community Relations Board**

Councilmember Barrett advised there was not a CRB meeting this month. The next meeting will be Tuesday, February 4th.

- **Pantego Youth Leadership Council**

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Mayor Paradise informed Council PYLC discussed marketing, their field trip plans, and fundraising opportunities. She advised Council PYLC members sold raffle tickets for the Lion's Club Pancake Breakfast. Mayor Paradise explained the topic for discussion in February would be marketing, economic development, customer service, and a continuation of the field trip planning. Later in the year she would like to hold mock trials with the members to learn the judicial process.

PEDC REPORT

Councilmember Surratt informed Council that PEDC elected a new treasurer Director Gittiban. He notified Council the Board is having a difficult time making a quorum at the last couple of meetings and the board requested VIP Grooming to reapply for their loan with the new address. The Strategic Plan for 2014 was postponed and there will be a work session on this subject.

CITIZENS OPEN FORUM

None at this time.

APPROVAL OF CONSENT AGENDA ITEMS

Mayor Paradise reminded Council the Council Minutes from item number three (3) was pulled; therefore, this item only deals with the PEDC Minutes.

Councilmember Surratt made a motion to approve the consent agenda items 1, 2, and 3 as discussed with item 3 only applying to the PEDC Minutes. Mayor Pro Tem Brewster 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.

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

4. Discussion and possible action on engaging a Festival Organizer for PantegoFest

Mr. Griffith introduced this item and explained he has no recommendations at this time just questions for Council to think about; such as postponing for a year to complete a study or to even continue the festival.

Ms. Arrington informed Council she had spoken to Kyle Conway who has many years of experience in municipal event sponsorship and planning. He was recommended to her by the Gaylord Texan and the City of Bedford. He has ten years of experience organizing and planning GrapeFest for the City of Grapevine. He has experience with the Bedford Blues Festival, the City of Irving's festival, and many events at the Gaylord Texan. He has recently opened his own business in Sponsorship Sales and still works with the City of Irving, Grapevine, and the Gaylord Texan. He is willing to help the Town of Pantego with PantegoFest and making the event a success for Pantego. Council discussed the many options Mr. Conway presented through Ms. Arrington. Mr. Conway's recommended option was a feasibility study to build a strategic plan, evaluate locations and sponsors, to create a list of goals and missions, compare the outcomes, the length of the event, and the type of event. According to Mr. Conway an event planner works the plan outlined in the strategic plan. Ms. Arrington informed Council several other cities she has contacted have an employee in their Parks and Recreation Department whose sole responsibility is to organize the city events.

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Ms. Arrington was directed to look into the Levitt Pavillion Events in Arlington and speak to them regarding their planning of the events. She was also directed to contact J. Gilligan's, and many other events named by Council to compare and to find other companies or individuals who perform the same duties as Mr. Conway with municipal experience.

Discussion was had regarding the feasibility study and what was included in the study. Council would rather have staff organize and plan the event. Mr. Griffith explained staff does not have the contacts needed for proper vendors and entertainment. It would take time to develop this list. Mr. Griffith believes this individual knows who to call and can help with this list. Staff was directed to continue to gather information.

5. Discussion on the upcoming Municipal Elections and changes in legislation

Ms. Arrington introduced this item and informed Council she had attended a three (3) day seminar on Election Law. This year the town is conducting two elections; a general election and a special election. Ms. Arrington explained this year's municipal election will be conducted as two elections. Each requirement for a general election is also required for the special election; meaning two newspaper postings, two publications, etc. this will create additional expenses. Packets will be accepted January 29th through February 28th during regular business hours only. There will be an interlocal agreement between the Tarrant County Elections Administrator and the Town allowing the Tarrant County Elections Administrator to conduct the Town's election. Discussion was had over the various changes resulting from the 2013 Texas Legislation.

6. Discuss and take action upon an ordinance calling for the General Election of Town Council Places 1, 2, and 3 for the Town of Pantego to be held on Saturday, May 10, 2014; providing for publication; providing for the administration and procedures for the conduct of the election; and declaring an effective date.

Mayor Paradise read the caption. Ms. Arrington read the caption in detail. Council noticed a typo in the date of the deadline for the Candidate Packets. Ms. Arrington will make the correction on the ordinance.

Councilmember Price made a motion to approve the ordinance calling for the General Election of Town Council Places 1, 2, and 3 for the Town of Pantego to be held on Saturday, May 10, 2014; providing for publication; providing for the administration and procedures for the conduct of the election; and declaring an effective date with the revision to reflect the changes in section 3; with a deadline of February 28, 2014 for Candidate Packets. Councilmember Funderlic seconded the motion.

The vote was as follows:

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

Nays: None

Abstentions: None

Mayor Paradise declared the motion passed unanimously.

7. Discuss and take action upon an ordinance calling for the Special Election of Town Council Place 5 for the Town of Pantego to be held on Saturday, May 10, 2014; providing for publication; providing for the administration and procedures for the conduct of the election; and declaring an effective date.

Councilmember Price made a motion to approve the ordinance calling for the Special Election of Town Council Place 5 for the Town of Pantego to be held on Saturday, May 10, 2014, providing for the administration and procedures for the conduct of the election; and declaring an effective date; with a deadline of March 10, 2014 for Candidate Packets; as submitted. Councilmember Barrett seconded the Motion.

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The vote was as follows:

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

Nays: none

Abstentions: None

Mayor Paradise declared the motion passed unanimously.

Mayor Paradise granted Councilmember Price's request to move the Council Inquiry prior to the Executive Session.

COUNCIL INQUIRY

Councilmember Price inquired about a Special Use Permit that was granted over the summer to the Snow Cone Stand stating the stand would be removed during the winter months. Mr. Joyce confirmed he would look into this. Council directed Mr. Joyce to follow up on the next agenda.

Councilmember Brewster questioned the lights on the Arch on Park Row. He would like to have an update from PEDC on the issue. Councilmember Surratt reassured Council this is still an open agenda item with PEDC and staff has been directed to obtain bids from other contractors to replace the lights and have them remain permanently.

Councilmember Barrett inquired about the schedule for the Park Row Project. Mayor Paradise requested this to be on the next agenda.

SCHEDULED EXECUTIVE SESSION ITEMS

Council Meeting Recessed at 9:03 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 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Wells**
 2. **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**
 3. **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**
 4. **Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property**
 5. **Pursuant to Government Code Section 551.074, to discuss the position of City Manager, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The position of City Manager.**
 6. **Pursuant to Government Code Section 551.074, to discuss the position of City Secretary and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The Position of City Secretary**

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Mayor Paradise adjourned the executive session at 11:27 p.m. and reconvened into regular session at 11:32 p.m.

Mayor Paradise declared no action was taken on Executive Session item numbers 1, 2, and 3.

Mayor Paradise declared no action was taken on Executive Session item number 4.

Mayor Paradise declared no action was taken on Executive Session item numbers 5 and 6.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 11:34 p.m.

APPROVED:



Melody Paradise, Mayor

ATTEST:



Julie Arrington, City Secretary