

Town Council Minutes
February 24, 2014

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in special session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 24th day of February 2014 with the following members present:

Melody Paradise
Jane Barrett
Don Surratt
Don Funderlic
Charlie Price

Mayor
Council Members

Members absent:

Russell Brewster

Mayor Pro Tem

constituting a quorum. The following staff members were present:

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

City Manager
City Secretary
City Attorney
Financial Director
Community Development Director
Chief of Public Safety
Assistant Police Chief
Assistant Fire Chief
Court Administrator

Also in attendance:

Joyce Stanton
Fred Adair

City Engineer
PEDC Secretary

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:33 p.m.

Mayor, Council, and Staff discussed the following consent agenda items:

1. City Manager Report

Ms. Stanton informed Council she met with the contractor and the cleanup will be complete next Monday. The following Monday the concrete will be finalized. There are a few sprinklers that need to be repaired.

Council inquired if Mr. Joyce or Ms. Stanton has spoke to some of the neighbors regarding the project and how their responses were. Mr. Joyce stated both he and Ms. Stanton had spoken to the neighbors and they seemed pleased with the project.

Council asked if the sod has been replaced. Ms. Stanton stated the sod was replaced and the residents were informed to water; however, some of the sod is getting dry. She requested staff to get the word to the residents to continue to water. Council expressed concerns regarding the watering ability in the middle median area and the cost of a sprinkler system to be installed.

Council inquired about change orders and the budget of the project. Ms. Stanton stated she is still sorting through the change orders. There was discussion on the ability of the handicap ramp to drain.

Mr. Fielder updated Council on the various open positions within the city. Assistant Chief Reeves has re-posted the open patrol position. The results from the first post did not produce any acceptable candidates. Firefighter Reynolds will remain on active duty through March. Resumes are being received for the Public Works Director.

Mr. Fielder informed Council the issue with the PEDC Facebook page has been resolved. Due to the Town Facebook page being left without an administrator, this issue cannot be resolved. The old page is still visible but not active. Mr. Fielder proposed a cut and paste option for transferring the information from the old page to a new page. In addition there will be a Social Media policy drafted and presented to Council in the near future that will outline the procedures for who is allowed to administer the pages and what happens when an administrator of the page leaves.

Mr. Fielder told Council not all bids have been received for the lighting of the Arch on Park Row and the PEDC Board will discuss this issue in more detail on Wednesday.

Mr. Fielder made Council aware Fire Engine 1 was brought back to the station repaired and in service. The Quint turbo and actuator were repaired under warranty. The Town paid the deductible for the repairs.

Mr. Fielder has spoke to lwerks regarding the SCADA software. They believe they have a solution but they need to speak with the SCADA developer to discuss the solution.

Mr. Fielder informed Council he was still researching the Peak Energy information. It has been a difficult task with four new employees in Town Hall since July. Council asked if staff can create the information needed. Mr. Joyce informed Council only some of the information can be created by staff. Council asked staff to get lwerks to create the data needed since they are working on the software issue with the SCADA software. Council was informed this is not an lwerks issue but a SCADA software issue and the unit is a basic unit. There was discussion on the capabilities of lwerks. Council requested staff to have the Peak Energy representative come before the Council and help with the issues. There was some discussion on the water well meters and the amount of power used for each well.

Mr. Fielder notified Council he has research the Dinetech contract and verified the charges were within the contract. He went on to explain the contract is written to allow for an increase of 15% each year for the life of the contract, the past overages were left out of the prior Council packets, and the usage reported in the contract does not correspond with the actual monthly usage. Council discussed the cost for copies, the number of copies on average, the difference in black and white copies and color copies. There was also discussion regarding the discrepancies in the presentation given to Council by Dinetech last year.

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

Council discussed the invoice for dirt removal and the purpose for the removal. Council discussed the original construction plan was to remove the dirt from Country Club and use it on Peachtree. There was discussion on the provisions in the contract. Mr. Joyce informed Council there was a purpose to the removal to allow for drainage at the location of the site.

Council discussed the property tax billed on the Avaya invoice and if there was a bill from the State of Texas on the property tax. Ms. Carmona informed Council due to the lease the Town is to pay the property tax. Council requests to see the actual invoice from the taxing authority. The invoice was pulled to allow Ariel time to obtain the backup information for the invoice.

Council inquired if Ms. Stanton is reviewing the subdivision regulations or the Zoning ordinance. Mr. Joyce informed Council this is part of the Zoning ordinance update that is currently with Jacobs Engineering. These regulations are being reviewed to eliminate duplication within the Zoning ordinance.

Council inquired if the Town is vacating an easement located at the Pantego Christian Academy. Mr. Joyce informed Council there was a fire easement that was involved in the gated drive approach. Pantego Christian Academy is removing the gates and the fire easement update needs to follow.

3. Approval and Acceptance of Minutes

Approval of Town Council Minutes:

- Town Council minutes from February 3, 2014
- Town Council minutes from February 10, 2014

There were some minor changes made to the minutes of February 3rd and 10th, 2014. Council stated they have noticed an improvement in the minutes.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from January 22, 2014

There was not any discussion on the PEDC Minutes.

Mayor Paradise adjourned the work session at 7:33 p.m.

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

Mayor Paradise called the regular session to order at 7:48 p.m.

City Secretary Julie Arrington led the invocation which was immediately followed by the Pledge of Allegiance

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Councilmember Price welcomed everyone to the Council meeting.

Councilmember Barrett welcomed everyone to the Council meeting.

Councilmember Funderlic welcomed everyone to the Council meeting.

Councilmember Surratt welcomed everyone to the Council meeting.

Mayor Paradise informed everyone Mayor Pro Tem Brewster is out sick.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Councilmember Barrett told Council there has not been a CRB meeting since the last Council meeting. The next meeting of the CRB will be on Tuesday, March 4th. Mayor Paradise informed Councilmember Barrett to expect a new person at the next meeting. Bridgette Potter had expressed interest in becoming a member of the Board to the Mayor.

Pantego Youth Leadership Council

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Mayor Paradise informed Council the last meeting discussed customer service, performed some role playing especially in a municipality, and talked about social media options, methods, and venues for the targeted audience. The Spring Break trip will be on March 13th and Ms. Arrington is working on the details. It may change to Friday March 14th. The group will visit the Perot Museum, have lunch at El Fenix, and visit Klyde Warren Park.

PEDC REPORT

Councilmember Surratt informed Council PEDC met on February 12th. They continued discussions regarding the Arch lighting at Park Row. PEDC is purchasing more Shop Pantego signs and discussed VIP Grooming, the 2013 Annual Report and the 2014 Strategic Plan. There was discussion on the attendance of the PEDC meeting.

CITIZENS OPEN FORUM

None

APPROVAL OF CONSENT AGENDA ITEMS

Mayor Paradise reminded Council item number 4 was moved up to the Consent Agenda, there were some changes to the minutes and the Avaya invoice was pulled.

Councilmember Surratt made a motion to approve the Consent Agenda items 1 thru 4 and also the Avaya invoice to be pulled while staff researches the invoice and to include any changes discussed on the minutes. Councilmember Price seconded.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Price

Nayes: None

Abstention: None

Mayor Paradise declares the vote passed unanimously.

ORDINANCES

- 4. Discuss and consider action on an ordinance amending the Town of Pantego Municipal Code: Chapter 14- Zoning: Article 14.02 Zoning Ordinance; Division 11 Special Standards; Part II Sign Requirements; Section 14.02.667 Classifications; Subsection b. Temporary Signs; (6) Political Signs (j) to remove" Town Hall"; Containing a Savings Clause; Repealing all Ordinances in Conflict Herewith; and Declaring an Effective Date.**

This item was discussed during the work session. The Mayor informed Council this is for discussion only and any ordinance or agenda item that involves Zoning must first go to the Planning and Zoning Commission. We are here to discuss if we want to send this to the Planning & Zoning and to educate ourselves of the changes. Mr. Jeffries informed Council Ms. Arrington found out there had been some changes to the State Law on electioneering that affects our ordinance. There was discussion on what our Zoning Ordinance states regarding political signs and what the new law states regarding electioneering. Mr. Jeffries advised Council he recommends making the change so the ordinance is in compliance with the statute. There was discussion on the 100 foot rule of electioneering in regards to private property. Mr. Jeffries informed Council the statute on the 100 foot rule has been in place for a very long time. If the Town's 100 foot mark is on private property the owner can still put up signs in his yard just on the other side of the 100 foot line.

Mayor Paradise recessed the regular session at 7:58 p.m.

Mayor Paradise called the executive session to order at 8:00 p.m.

SCHEDULED EXECUTIVE SESSION ITEMS

- 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 Monica S Cooper
 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 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. – VIP Grooming.

Mayor Paradise adjourned the Executive Session at 8:35 p.m.

Mayor Paradise reconvened into Regular Session at 8:36 p.m.

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

Mayor Paradise opened discussion for Executive Session Item #4. There was no discussion. Councilmember Price made a motion to approve the PEDC recommendation for \$20,000 of help to VIP Grooming in the form of a grant in the amount of \$3,000 and a loan in the amount of \$17,000 with no interest with 24 equal payments to start on the 13th month of the loan. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, and Price

Nayes: Surratt

Abstentions: None

Mayor Paradise declared the vote passed 3-1.

Councilmember Surratt informed the Mayor he tends to weigh the factor of location into his decision. He supports VIP Grooming and their principle and approves of their business but cannot support the monetary amount.

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

5. **Discuss and consider action regarding the 2013 Financial Audit by George, Morgan, and Sneed**

Daniel Hungerford with George Morgan and Sneed presented the audit to Council. Council had questions on the sales tax, franchise tax, and the large difference in some of the revenue line items as compared to last year. Mr. Hungerford explained there was some back pay from Oncor this year, PantegoFest ticket sales, and more. There was discussion on the depreciation table and accounts. There was discussion on the collectible receivable amounts being 60% of the outstanding balances. There was discussion on the Gatsby 68 and it will not affect the Town this

fiscal year. Per the Auditor's there will need to be more research and training for Ms. Carmona and the Auditors on this issue. Council discussed a policy for the sale and disposition of assets. Ms. Carmona informed Council she is working on this policy.

Councilmember Price made a motion to accept the 2013 Financial Audit by George, Morgan, and Sneed as presented. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Price

Nays: None

Abstentions: None

Mayor Paradise declared the vote unanimous.

6. Discuss and consider action on the 2014 Compensation Study

Mr. Fielder presented this item explaining the issues with the comparisons of the other communities and with the understanding Council is not being asked for raises across the board. He explained the town cannot fundamentally address all issues. Administrative raises are not a necessity. He feels the Fire Department and Police Department are necessities. He recommends looking at the more chronic issues first. He suggested offering a disability insurance explaining if a firefighter or police officer is injured on the job because there is not disability coverage in place the employee will not have a choice but to sue the Town. Mr. Fielder informed Council the Fire Department is required to have three men on shift at all times and they must be Firefighter Paramedics to be able to handle the town's needs. If the department is short handed then the department must pay overtime. They cannot work a man down. There was discussion regarding the pay of the Firefighter and the Patrol Officer and the difference in pay versus overtime pay. He recommends an incentive pay or certification pay for Public Works training. Mr. Fielder informed Council at this time the first posting of the patrolman position did not result in any good candidates for the position. It has been re-posted. He explained to Council the wages are not competitive enough to bring in the qualified candidate. There was discussion regarding the changes the increase of income would have on the applicants. There was discussion in starting the budget process earlier to allow for the timely discussions of compensation.

Council discussed the comparison of the Pantego employees to other neighboring cities. They feel it is up to staff to come up with sustainable goals to gain revenue and increase our economic development dollars to cover the increased compensation. Council also would like the salary to match the qualification of the employee. Council discussed doing away with Social Security benefits to raise the money for increased wages. There was discussion on the selection of cities in the study. Council directed staff to find ways to increase the Economic Development and to come back to Council with a range of options for revenue and payment of wages. Staff was also asked to look into other health insurance options besides TML.

7. Discuss and consider action regarding the 2013 Annual Racial Profile Report

Mr. Griffith presented the Racial Profile Report for 2013 from del Carmen Consulting, LLC as required by State Law. All recommendations by Dr. del Carmen from 2012 were implemented in 2013.

Councilmember Price made a motion to accept the 2013 Annual Racial Profile Report as submitted. Councilmember Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Price

Nays: None

Abstentions: None

Mayor Paradise declared the vote unanimous.

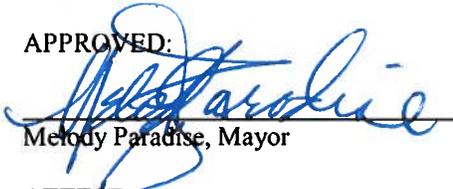
COUNCIL INQUIRY

Councilmember Price informed Council he believes the minutes contain too much detail. As compared to the City of Dallas, Fort Worth, and Arlington the Town's minutes are as long as the bigger cities.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:42 p.m.

APPROVED:


Melody Paradise, Mayor

ATTEST:


Julie Arrington, City Secretary

