

Town Council Minutes  
May 19, 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 19<sup>th</sup> day of May 2014 with the following members present:

Melody Paradise	Mayor
Russell Brewster	Mayor Pro Tem
Jane Barrett	Council Members
Don Surratt	
Don Funderlic	
Charlie Price	

Members absent:

None

constituting a quorum. The following staff members were present:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Chad Joyce	Community Development Director
Tom Griffith	Chief of Public Safety
Barry Reeves	Assistant Police Chief
Robert Coker	Assistant Fire Chief
Thressa Householder	Court Administrator

Also in attendance:

Fred Adair	Council Member - Elect
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**WORK SESSION 6:30 P.M.**

Mayor Paradise called the work session to order at 6:35 p.m. and informed the audience Councilmember Surratt will be late due to a school event involving one of his children.

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

**1. City Manager Report**

Mr. Fielder informed Council representatives from Iwerks, Ms. Carmona, and he has reviewed the server project and the original scope of work. They estimated a certain number of hours for the project and they exceeded these hours. They have since rectified this and send a check covering the difference to the Town. They were relatively easy to work with.

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

Mayor Pro-Tem Brewster inquired about the Life Pak invoice for inspections and if it was just merely three inspections. Mr. Griffith explained this was an annual maintenance agreement for the Life Pak's and no inspections were actually done. Mayor Pro-Tem Brewster asked if any

upgrades were needed. Mr. Griffith explained there are a certain number of batteries received with the agreement and the annual inspection is part of the price.

### **3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from May 12, 2014

Councilmember Funderlic would like a change to page 8 of the minutes discussing the Park Row relocations. The minutes imply the City Manager will come back to Council with a revised budget for construction, construction manager, etc and would like to have more specific language and not implied. He also inquired about the change in the cost of the water lines. Mr. Fielder explained he will meet with Allen Plummer Associates to get an explanation.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from April 23, 2014

No comments were given.

Mayor Paradise adjourned the work session at 6:42 p.m.

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

Mayor Paradise called the regular session to order at 7:32 p.m. and welcomed the audience.

Mayor Paradise led the invocation which was immediately followed by the Pledge of Allegiance

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

Mayor Paradise informed the Council and Audience Councilmember Surratt will be late and requested Council to refrain from Comments of Community Interest until the Inauguration and Swearing in.

### **COUNCIL LIAISON TO BOARD REPORT**

#### **Community Relations Board**

Councilmember Barrett reminded Council, staff, and the audience about the Town's Memorial Day event scheduled for Monday, May 26<sup>th</sup> at 7:00 p.m. at Bicentennial Park.

#### **Pantego Youth Leadership Council**

Mayor Paradise informed the Council and the audience the PYLC Board will host their last meeting of the school year tomorrow night. They will start here at 6:30 p.m., walk to Texas FITT where they will discuss economic dollars at work, get a tour, and hear their history. Then at 7:30 p.m. They will walk over to Saljo's for dinner and annual awards. She invited Council and the PEDC Board to join them.

### **PEDC REPORT**

PEDC Board Secretary, Fred Adair, informed Council the Board discussed the Spring Promotional Event that is not going quite as well as they hoped with only a few cards turned in. The event has been extended to the end of the month. Mr. Adair stated the Board discussed a procedure for welcoming new Businesses to Pantego, how to obtain input as to why the business chose Pantego, and reviewed their incentive guidelines. At the next meeting one of the contractors will bring hardware in for a demonstration on the arch lighting.

**CITIZENS OPEN FORUM**

Kal Cost, 2809 Whispering Trail and a member of the Lion's Club, addressed Council to inform them the Lion's club has ordered two 5'x8' flags for the Town. One arrived today and will be placed on the pole at the park before Memorial Day.

**APPROVAL OF CONSENT AGENDA ITEMS**

Mayor Pro-Tem Brewster made a motion to approve the Consent Agenda items 1, 2, and 3, with the changes discussed in the work session. Councilmember Price seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Price, and Brewster.

Nayes: None

Abstention: None

Mayor Paradise declared the vote passed unanimously.

**CANVASSING OF MUNICIPAL ELECTIONS**

- 4. Discuss, direct, and consider action on an Ordinance of the Town of Pantego Canvassing the Returns and Declaring the Results of the General Election Held on May 10, 2014 for the Purpose of Electing Three (3) Council Members to the Town Council of the Town of Pantego.**

Ms. Arrington read the caption to the ordinance. No comments were given.

Councilmember Price made a motion to accept the Ordinance as presented by the City Secretary. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Price, and Brewster.

Nayes: None

Abstention: None

Mayor Paradise declared the vote passed unanimously.

- 5. Discuss, direct, and consider action on an Ordinance of the Town of Pantego Canvassing the Returns and Declaring the Results of the Special Election held on May 10, 2014 for the Purpose of Electing One (1) Council Member to the Town Council of the Town of Pantego.**

Ms. Arrington read the caption to the ordinance. No Comments were given.

Mayor Pro-Tem Brewster made a motion to approve the Ordinance as presented by the City Secretary. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Price, and Brewster.

Nayes: None

Abstention: None

Mayor Paradise declared the vote passed unanimously.

**COMMENTS OF COMMUNITY INTERESTS**

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Councilmember Price gave appreciation to the Council Members and their different perspectives. He expressed he has worked many Council meetings for three different cities and appreciates what the staff has gone through in working with elected officials. Now that he has been on the Council side of the table it is a give and take and he sees things more clearly. He enjoyed working with the citizens and working for such a unique Town. He expressed this town is well operated with a great Police and Fire Departments, a great Court System, and our Park is improving. He feels this has been a good learning experience for him. His business has quadrupled and he has personal issues with elderly relatives that prevent him from dedicating his time to the Town.

Mayor Pro-Tem Brewster welcomed the audience and thanked Council and Staff for working together. He thanked Councilmember Price for his two years of service. This is a learning experience and there is much to learn. He explained Councilmember Price has taught him quite a bit from the staff perspective. He appreciates Councilmember Price's service and hates to see him go and welcomed Councilmember Fred Adair.

Councilmember Barrett welcomed the audience this evening. She stated it has been a joy working with Councilmember Price and hates to see him go and welcomed Councilmember Adair.

Councilmember Funderlic has many of the same thoughts and wants to commend staff for their efforts especially since they are short staffed. He stated he is sorry to see Councilmember Price go, it has been a pleasure with him on council, generally they have agreed and there were times they did not but that is good to air out our opinions and maintains they all have different views based on the feedback from their citizens. He believes Council has always been able to compromise on what is best for the Town in their decision making process. He welcomed Councilmember Fred Adair to Council and thinks he knows no one up there is shy and that Council welcomes his opinions and comments and looks forward to the different perspectives.

Mayor Paradise expressed her appreciation on Councilmember Price's efforts on the PEDC Board and is thankful for his transition to Council. She believes they have all learned so much from each other and staff. She greatly appreciates his perspective on things and appreciates how he thinks so quickly on his feet. She feels he brought some wisdom and experience that was needed on this Council and having him up here has put the Town in a good position to move forward. Mayor Paradise commended staff for the work performed shorthanded. She gave thanks to the Police Department and Fire Department for their quick response to her daughter's home where her grandson's truck was on fire. The Fire Department had a remarkable response time of three (3) minutes. This goes to show how vitally important it is to continue to offer these services to our community. If three (3) minutes can cause so much damage, imagine what ten (10) minutes would do; all would be lost. She thanked "C" Shift; Brandon Guess, Richard Wood, and Josh Hanson for their stellar service to her family. They were on scene for 41 minutes taking the time they needed to soothe the family's fears and get everything squared away. She thanked the departments for their service to her family and to the community.

### **RECOGNITION/HONORS**

- **Recognize and Honor Councilmember Charlie Price for his years of service to the Town of Pantego**

Mayor Paradise requested all of Council and Fred Adair to join her in front of the Dias for recognitions and honors.

Mayor Paradise presented an award to Councilmember Charlie Price for his years of service and dedication to the Town of Pantego. She gave appreciation for his sacrifice of time, energy and effort to the Town. Councilmember Price thanked Council, staff, and the citizens of Pantego for making Pantego such a great community to live in and be a part of.

### **INAUGURATION**

- **Oath of Office for Newly Elected Officials**

- Fred Adair, Councilmember Place 1

Mayor Paradise administered the Oath of Office to Fred Adair swearing him in as the newly elected Council Member to Place 1.

- **Oath of Office for Unopposed Candidates**

- Don Funderlic, Councilmember Place 2

Mayor Paradise administered the Oath of Office to Don Funderlic swearing him in as the incumbent Council Member to Place 2.

- Jane Barrett, Councilmember Place 3

Mayor Paradise administered the Oath of Office to Jane Barrett swearing her in as the incumbent Council Member to Place 3.

- Don Surratt, Councilmember Place 5

Mayor Paradise administered the Oath of Office to Don Surratt swearing him in as the incumbent Council Member to Place 5.

Mayor Paradise called a Recess to hold the Reception at 7:59 p.m.

### **RECEPTION**

- Reception to Honor outgoing Councilmember Charlie Price, to welcome newly elected Councilmember Fred Adair, and to honor unopposed Councilmember's Don Funderlic, Jane Barrett, and Don Surratt.

Mayor Paradise reconvened the meeting at 8:27 p.m.

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

#### **6. Welcoming Remarks to Newly Elected Councilmember Fred Adair.**

Councilmember Surratt welcomed Councilmember Adair stating he looks forward to working with him for the remainder of his term and working with staff. He feels there are numerous items to get accomplished over the next year.

Mayor Pro-Tem Brewster welcomed Councilmember Adair stating it is a privilege to have him on Council and glad he stepped up to the plate. He feels there are many things to get accomplished and looks forward to his input.

Councilmember Funderlic welcomed Councilmember Adair and believes he comes with a good perspective for Council and has been involved with PEDC. He expects Councilmember Adair to hit the deck running. He appreciates the time and effort Councilmember Adair will put in and looks forward to working with him.

Councilmember Barrett welcomed Councilmember Adair and looks forward to working with him.

Mayor Paradise welcomed Councilmember Adair and looks forward to working with him on Council. Thanked him for his service and there are a lot of things they need to catch up on this year that have been pushed aside due to the transition of personnel. She told him he will learn a lot.

Councilmember Adair is glad to be on Council and thanked Charlie Price and Council for their service to the Town and understands this position requires more time and effort than most people realize. He would like to thank Mr. Fielder and Staff for the job they do. He informed Council last month he spent a full day with Mr. Fielder and visited each department. He appreciated the effort from staff in allowing him to spend time with them and answering his questions.

**7. Discuss, nominate, and elect a Mayor Pro-Tem for the Town of Pantego.**

There was no discussion.

Councilmember Surratt made a motion to elect Councilmember Russell Brewster as the Mayor Pro-Tem. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.

Nays: None

Abstention: None

Mayor Paradise declared the vote passed unanimously

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

**8. Discuss, direct, and consider action on an update from Flair Events, and Authorizing the City Manager to enter into contracts regarding PantegoFest 2014.**

April Coltharp with Flair Events presented to Council an update on the PantegoFest event. Ms. Coltharp discussed the itinerary of the event with bands on Friday evening, Saturday during the day and into the evening, and Sunday exhibitions from area schools. There was discussion on the 5K event for 9:00 a.m. on Saturday Morning. Council inquired about possible issues last year with Run Time. Ms. Coltharp informed Council she had a meeting with The Runner, they invited Run Time, and it seems the issues have been resolved explaining last year's issue seemed to be the lack of early advertising. She went on to explain the location is what they are waiting on to get the advertising out for the 5K event. The path will be the same as last year incorporating a new start/stop location at the Arch on Park Row. There was discussion on the use of the PCA parking lot and the type of activities that could take place in the parking lot. Ms. Coltharp explained they have a meeting Wednesday morning with Diane Bunker the interim Head Master at Pantego Christian Academy. Mayor Paradise requested they also discuss with PCA opportunities for the students to participate and/or volunteer. There was discussion on student activities and exhibitions for Saturday and Sunday during the day. She is still researching the cook off possibilities and trying to work out the details. Mr. Fielder reminded Council the organizers of the cook-off require proceeds to benefit a non-profit organization. Ms. Coltharp presented an updated map of the festival layout and discussed the layout with Council. There was discussion on the timely booking of the inflatables used for the kid's zone, the cost, and any other requirements outlined in the different contracts. Ms. Coltharp has explained some companies do not allow other kid activities at the same event. She will look closure at the details of what is excluded and the definitions in the contracts. There was discussion on the stage location and the decibels of the band's sound on the vendor's next to the stage, the purpose of the fencing and the type of fence to be used at the kid's zone, and what areas will be fenced off. There was discussion on allowing food trucks at the event and the logistics involved in having them. The Mayor mentioned shutting Park Row down to one lane each direction for the food trucks. There was discussion on the comparison of shutting down Park Row entirely versus partially. Mr. Griffith explained the issue of congestion from people turning left into the shopping centers across from the event. Ms. Coltharp informed Council a preliminary marketing letter has gone out, the save the dates are ready to go out, and the website has been updated. The website will continue to be updated as the planning

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moves forward. Flair Events is working on the Social Media and Facebook page for the event. They have posted information regarding PantegoFest on several festival websites; however, at this early stage these postings are more for vendors. Some ideas of primary marketing were discussed along with a variable message sign trailer to direct Bowen traffic to PantegoFest. There was discussion on Branding and Logo's being uniform throughout the event. Ms. Coltharp informed Council she has a contract for Le Freak for Friday night and they have a large following. Saturday bands are still to be determined. Mayor Paradise requested Ms. Coltharp to contact Morgan Elam and check her availability. There was discussion on the different stage sizes, vendors for a stage, and filling Sunday with school bands and exhibitions. Ms. Coltharp is currently working on all of these items at this time to solidify the details. Council asked Mr. Fielder if there was anything in the contract that was cause for concern. He stated they spelt "Pantego" incorrect so he will have to fix that and Mr. Jeffrey, the Town Attorney, informed him the contract is a typical contract with nothing alarming. Mayor Pro-Tem Brewster inquired about the language in the contract stating "Producer will be paid in full if the concert is stopped short.." and asked about threatening rain and if they will wait it out to see if it blows through quickly. Mr. Fielder was directed to fix the spelling of "Pantego" and to have clarification in the wording of the contract on what the procedure is for rain or a threat of rain stating the band will make a reasonable effort to perform with rain delays. There was discussion on the presumed actions of the bands based on weather; threats of rain, versus sprinkles, versus a down pour. There was discussion on the budgeted cost of the bands and if there are enough funds allocated to the bands. Ms. Coltharp believes she has allocated enough money for the bands.

Councilmember Funderlic made a motion authorizing the City Manager to enter into a contract with PWE Productions, L.L.C. not to exceed \$5,000 for the band Le Freak as discussed. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.

Nays: None

Abstention: None

Mayor Paradise declared the vote passed unanimously

Council inquired about the wine tasting and informed Ms. Coltharp they had a beer fest theme with a home brew and multiple crafting and taste testing. Council asked if there will be one this year. The demographics are different for the wine tastings rather than beer tasting. Some of Council would like to incorporate the beer taste testing again this year. Ms. Coltharp explained this was a planned discussion for the stakeholders meeting.

Council inquired if Ms. Coltharp has contacted other schools besides PCA to make them aware of the events to allow them to participate. Ms. Coltharp informed Council this is the very next item on her plate to get started. Council asked about vendor costs and tent costs. Ms. Coltharp informed Council the Pantego businesses will receive a \$50 discount, the artisan businesses booth charges are for a 10'x10' is \$125.00 and for a 10'x20' is \$200.00; the food vendors booth prices are for a 10'x10' is \$200.00 and for a 10'x20' is \$325.00; service businesses booth prices are for a 10'x10' is \$250 and for a 10'x20' is \$450. Local merchant tents will be allowed for them to pass out brochures. The Town will not supply a tent. Chief Griffith informed Ms. Coltharp the Fire Department requires fire extinguishers at each booth. There was clarification on Ms. Coltharp's quick summary from her meetings with staff.

### **COUNCIL INQUIRY**

Mayor Paradise informed Council of the Ribbon Cutting ceremony scheduled this Saturday, May 24<sup>th</sup> at 10:00 a.m. at Sew Fabricated located at 2899 W. Pioneer Pkwy off of Roosevelt.

### **ADJOURNMENT**

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Mayor Paradise adjourned the regular session at 10:05 p.m.

APPROVED:

  
Melody Paradise, Mayor

ATTEST:

  
Julie Arrington, City Secretary