Town Council Minutes
June 9, 2014

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 9th day of June 2014 with the following members present:

Melody Paradise	**Mayor**
Russell Brewster	**Mayor Pro Tem**
Jane Barrett	**Council Members**
Don Surratt	
Don Funderlic	
Fred Adair	

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:

None

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:45 p.m.

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

1. **City Manager Report**

   Mr. Fielder informed the Council he will have the Department Heads discuss their vacancies within their departments. He has made an offer for the Public Works Director Position and is waiting on the physical and background check results to come in.

   Mr. Fielder informed Council Republic is exercising their option to increase garbage rates in accordance with their two year average Consumer Price Index that will result in an overall 8 cent rate increase.

   Mr. Fielder informed Council the Wagon Wheel bridge does need repair on the Wing walls. The Town Engineer has received information from a structural engineer and has taken the report to a General Contractor for a rough cost estimate. While the Bridge is safe, the erosion of the wing walls could lead to safety issues in the future if not repaired. Council asked who will determine the

scope of work. Mr. Fielder stated the scope of work will be provided by the Town Engineer. There was discussion on penalty clauses, accountability of the contractors, the time line of the project, and other construction scheduled with Tarrant County for Wagon Wheel. Mr. Fielder stated he will investigate the cost implications and the feasibility of having the repair of the wing wall and the overlay scheduled with the County at the same time. There was discussion on opening up the road to investigate the settlement underneath the road prior to the resurfacing project.

Mr. Fielder informed Council the Quint was sent in for scheduled preventative maintenance and a number of issues were found; the main issues were the metal flakes found in the pump transfer case and the manifold in the compressed air foam pump. At this time we have not had a response back for the estimates and results. There was discussion on the compressed air pump and how often it is used.

2. **Monthly Staff Reports**

Council inquired about the counts on the West Nile Testing. Mr. Joyce stated this was the amount of mosquitoes caught in each trap and explained he has received some favorable reports from residents on the spraying. There was discussion on moving the trap located on Nora Dr., obtaining another trap from Tarrant County, the cost of the spraying, and how often the Town should spray.

There was discussion on the history of leaks on the water main located on Wagon Wheel.

Council inquired if TXDOT has turned the Highway 303 project over to the Town and learned they have not. There was discussion on the maintenance period and the landscaping.

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

There was no discussion.

4. **Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from May 19, 2014

  The votes on items number 7 and 8 need to be corrected to include Councilmember Adair.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from May 14, 2014
- CRB minutes from May 7, 2014

No comments were given.

ORDINANCES

5. **Discuss, direct, and consider action on an Ordinance Amending the Town of Pantego 2013/2014 Fiscal Year Budget**

Mr. Fielder informed Council this item was done in an effort to prepare for the new budget. The biggest items for Council's consideration are the recent staffing changes, different departments budgeting different costs in different places, and some items were not budgeted correctly. This process allows Council to discuss these changes now and have the opportunity for approval or denial.

Ms. Carmona discussed each line item and explained all necessary changes.

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

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

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

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

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Councilmember Surratt welcomed the audience and acknowledged his appreciation of their input.

Councilmember Funderlic thanked the audience for showing up for tonight's meeting and he looks forward to their comments.

Councilmember Barrett thanked the audience for coming out tonight.

Councilmember Adair appreciates everyone showing up.

Mayor Pro-Tem Brewster thanked the audience for showing up tonight and Council and staff for working together.

Mayor Paradise welcomed everyone and thanked them for being here.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Councilmember Barrett declared the Memorial Day event was really successful. She believes this was the best so far and hopes for better attendance next year. The next event will be this Saturday in the Park it will be the movie Frozen. The next movie will be Monsters University on July 12th, Despicable Me 2 will be on August 9th and September 13th is still to be determined. The next CRB meeting will be July 1st and everyone is welcome to come. The Mayor informed the audience volunteers are needed and Council is currently appointing citizens who have volunteered to the different Boards.

Pantego Youth Leadership Council

Mayor Paradise informed the Council the group is currently on Summer vacation and the last meeting in May was a terrific event. The group started here and went across the street to a local business to discuss Economic Development Dollars at work and discussed what brought them to Pantego. They ended the evening with dinner and awards at another local business. She thanked Councilmember Surratt for his help and support with the group this year. Their next meeting will be in August, they get two months off. If CRB needs help with Movie night they will be there to help. She invited the audience to offer their suggestions for a movie on September 13th that is family friendly.

PEDC REPORT

Councilmember Surratt informed the Board there was a meeting on May 28th. April Coltharp with Flair Events attended the meeting and discussed ideas for PEDC to participate in PantegoFest. The only other issue still being discussed is lighting up the arch way over Park Row with LED's. They had a vendor selected but the bid came back more than expected. The Board is still trying to find an affordable vendor to put the lighting up on the Arch way on Park Row.

CITIZENS OPEN FORUM

Nancy Tice, 2615 Smith Barry Road, stated she has an RV and does not plan to discuss the ins and outs of the RV but would like to discuss the ins and outs of the ordinance Council has right now. She would like to offer a copy of an ordinance from Peidmont, Oklahoma to Council that she believes speaks exactly specifically to what the Council is trying to do. The wording of this ordinance is very citizen friendly. If Council will allow she will leave a copy with the Mayor and anyone else who would like to have a copy. She stated she is proud of Council and this Town, with the exception of Fred Adair since he is new. With the new City Manager it looks like Council will have the availability of having someone who is going to dig their heels in here, the same for the City Secretary and the new Finance Director. She hardly thinks that the change shouldn't be welcomed. The Council and the Mayor thanked Nancy Tice, former Councilmember, PEDC Director, and P & Z Commissioner. Mrs. Tice provided the City Secretary with a copy of the ordinance that will be provided in the Dropbox.

Mark Kelsey, 2624 Peachtree Lane, thanked the Council for having the open forum. He would like to talk about Section 12.05.002 Parking on Private Property and he appreciated Council continuing to look at the ordinance and trying to reform it. He informed Council he brought his RV tonight to demonstrate it sits within all boundaries of any parking spot in America and has a foot on either side including the Fire Lane. He stated his RV is tall. He does not comply with the revised proposed ordinance 30 feet from the curb. Normally parked he is 22 feet from the curb. If he runs the RV right up to the Garage door he will still be 6 feet out of compliance. However, all he needs to do is cut a crate myrtle down which is ornamental and beautiful and he could park sideways in his drive way and be in compliance but it would make everyone unhappy and does not look good.

Wayne Couch, 1811 Roosevelt Court, he also would like to speak to Section 12.05.002 Parking on Private Property. He was here when Mark pulled in tonight and it is shorter than the F250 Crew Cab parked in the parking lot. He pulled up the agenda and minutes from the May 12th meeting and is not sure where Council is headed from there so he will address what City Staff presented at that time. When talking about trailers and RV's less than 25 feet in length and the proposal states they cannot be closer than 30 feet from the curb line or street, he believes this will cut a lot of people out of compliance unless they can get them sideways in the drive way. He feels they will have trouble accommodating the 30 feet restriction. He would rather not see any restrictions on any one less than 25 feet in the drive. He does not know if Council will be able to achieve that and if not he would like to see less than 30 feet required. Hopefully, the residents will get some vehicles in front but he realizes that Council can throw that out before it is all over with. The loading time proposal is flat generous as he reads this it is 2 - 72 hour periods within a two week time. While this will accommodate a lot of people, he sees an issue with weekend fisherman and weekend campers. When he was going hard every weekend and his boat was in storage he had to bring it home Thursday night get it ready by charging the batteries, etc and then get it loaded so that it was ready to go when he got home Friday night. He would fish for two days get back around 8 or 9 or 10 o'clock on Sunday night and unload. The first issue is people do not feel like unloading it at 10 o'clock at night. The second issue is the storage place he used to store his boat closes at 10 o'clock. He could not get the boat back into storage on Sunday night and it sat there all day Monday. The next week he would repeat and this is already two periods. He is not saying throw the 72 hours out but make an either/or situation to 2-36 hour periods. The Mayor thanked him for his comments.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Surratt made a motion to approve the Consent Agenda items 1, 2, 3, and 4 as discussed in our work session. Councilmember Barrett seconded the motion.

The vote was as follows:
Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.
Nayes: None
Abstention: None

Mayor Paradise declared the vote passed unanimously.

CONTINUATION OF ITEM 5 ABOVE

The Mayor announce Council will pick up where they left off on the budget ordinance on their discussion before getting to the actual direction. Ms. Carmona began on page two of her notes beginning with Fire Prevention and Inspection discussing each line item and explained all necessary changes to the General Fund and the Water Fund; such as accounts that needed to be created to give an accurate view of where money was spent and accounts that need to be consolidated under the same line item across the departments.

Ms. Arrington read the caption of the ordinance. Council clarified the net effect of the budget changes and the amount of the budget adjustments at the end of Fiscal Year 2013. There was discussion on budget amendments throughout the year as the budget amounts for the line items change. Ms. Carmona will post the changes online and will provide Council with proposed numbers for the end of the year.

Mayor Pro-Tem Brewster made a motion to approve Ordinance Number 14-740 an ordinance of the Town of Pantego authorizing amendments to the adopted Budget for Fiscal Year 2013/2014 and declaring an effective date. Councilmember Barrett seconded the motion.

The vote was as follows:
Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.
Nayes: None
Abstention: None

Mayor Paradise declared the vote passed unanimously.

RESOLUTION

6. **Discuss, direct, and consider action on a Resolution of The Town of Pantego Authorizing the Abandonment of a Fire Lane Easement at Pantego Christian Academy, 2221 W. Park Row Drive, Lot 2R, Block 1 of the Duke Addition; Providing for an Effective Date.**

Mr. Joyce reminded Council when the plan development went through for the Pantego Christian Academy there was a fire lane easement that ran along close to the boundaries between Arlington and Pantego. The fire lane was originally included because Arlington required it for some temporary buildings installed for classrooms. Now that they have removed the accessory buildings the City of Arlington no longer has the requirement. This does not fit in their plans for the parking lot and they have requested to abandon it. Even though Arlington is the one that required it since they are in Pantego it is up to us to allow the abandonment. This information is a Resolution that was done up by Jim Jeffrey and paperwork that was done up by the City Engineer to abandon the fire lane. Council inquired if PCA is getting ready to build on it. Mr. Joyce stated the Town would like them to abandon the easement to eliminate the drive approach when the Park Row project takes place. There was discussion on the property ownership once abandoned. Mr. Joyce state the land is already owned by PCA. Council directed staff to obtain something in writing stating Arlington has released the requirement for the easement and inquired if the City Attorney has reviewed the documents.

Councilmember Surratt made a motion to table the Agenda Item relative to the abandonment of a fire lane in the easement of PCA until the next Council meeting on June 23, 2014. Councilmember Adair seconded the motion.

The vote was as follows:
Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.
Nayes: None

Abstention: None

Mayor Paradise declared the vote passed unanimously.

7. **Discuss, direct, and consider action on a Resolution Authorizing the City Manager to enter into an Interlocal Agreement with Tarrant County for Street Repair and Maintenance.**

Mr. Fielder informed Council the current year's budget allows for the improvement of three streets, Wagon Wheel, Dickerson, and Sarah. He has met with Tarrant County and they are proposing an Interlocal Agreement where they provide the equipment and personnel and the Town provides the materials to perform an asphalt over lay. The actual cost is less than what was budgeted. If Council approves this it will go to the Commissioners Court for approval then they will schedule the work.

Elizabeth Hoffer, 2807 Sarah Dr., informed Council they have been suffering with a problem and they understand the street needs improvements. She has emailed Council pictures of the problem with drainage. The overlay will not deal with the drainage issue. They flood, the street floods, the retention pond shoots the water straight down Sarah Drive. In May they had an inch of rain and their property flooded. After the Melbourne addition was built all the concrete is forcing the water from Melbourne into the retention pond and then straight out shooting down Sarah Drive. They have been catching catfish in their gutters with this flooding. They understand when the contractor started this addition the infrastructure was not going to handle the waste water it could not handle the wastewater but it was too expensive to correct the infrastructure. Now all of a sudden we have all this drainage and no place for it to go. We think the street needs to be repaired but we need to put in underground water movement, drainage, that would make it a little better than having all the water come down the street. The backyard was in two feet of water against the back door due to the runoff from the Melbourne addition. We would like to see concrete like they have up on Melbourne. The intersection of Roosevelt and Sarah is frequently underwater and there is one patch that has concrete that has held the problem but with one good rain it will fail. I am listening to the budget issues and feel if we do a job right we only have to do it once. She has pictures of the home over the last ten years showing the drainage issues. She informed Council she has not had this problem in 30 years until the addition was built. There was some clarification of where she lives. She believes if this is done right the first time the Town will not have to continue to overlay each year.

Council asked if this issue could be tied into the street improvements or will it tear up the new improvement. Mr. Fielder informed the Council the work by Tarrant County is not on a strict timeline. His recommendation is to postpone the work on Sarah giving time for the engineer to look at the costs associated with the repairs. The cost of underground drainage would require a bond package. Council discussed the overall street priority list and the large engineering study on the water infrastructure that was done a few years ago. Council Member Funderlic expressed concern about repaving a street and then having to repair or replace the underground utilities shortly afterwards. He would like to determine if it would be beneficial to address the underground utilities prior to repaving the road. Council asked if staff knew where this punch list for street priorities is and stated they believe there are streets with worse issues than Sarah. Mr. Joyce stated he has only found one list that includes these three roads plus Mistletoe Lane and Pearce. Council would like to make sure this is the right order for the streets and if any of these streets have pipes that need to be repaired first. They would like to revisit the engineering report and street maintenance schedule before approving this Resolution. Ms Arrington was directed to search records and find the old Council packets with this information. Council would like a projected budget for next year stating which streets would be repaired and any seal coat projects. Council asked if the pavement on Wagon Wheel will we removed and taken down to a new base or just an overlay. They are concerned about the condition of the land under Wagon Wheel due to the water leak a few weeks ago. Mr. Joyce stated the scope of work is stabilizing and upgrade of ten inches so they will remove it to ten inches. There was discussion on maintaining access for residents and requested the requirements of staging and specifics on the County to be included

in the Agreement. There was discussion on inspections and quality control. It was explained the material testing is part of the engineering service and included in the cost. There was discussion and direction to assess the infrastructure, revisit the water study and street prepared guideline list, review the engineering report and the Wagon Wheel report, review the infrastructure fee and everything related to it, assess any drainage issues and the condition of the storm lines, and review options for financing.

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

8. **Discuss, direct, and consider action on a request asking the Town Council to waive a Special Use Permit Fee for Dr. Jeckyll's Beer Lab in regards to a previous Special Use Permit.**

Pat Myers, 10 Country Club Court and owner of Dr. Jeckyll's, reminded Council he applied for a Special Use Permit a year and a half ago and paid for it. TABC would not allow him to move forward because they have a stipulation you cannot be a liquor store owner and own a craft to go operation. Now TABC has stated he can let his daughter own Dr. Jeckyll's. This opened up a path of opportunity. He is here to request the Town Council to waive the fee for the special Use Permit. Mr. Fielder has nothing to add and informed Council the staff has no discretion on this and it is up to Council. Mayor Paradise informed Council over the past few years they have used their discretion on a case by case basis to waive certain SUP fees for one reason or another. No other discussion was had.

Councilmember Funderlic made a motion to waive the Special Use Permit Fee for Dr. Jeckyll's Beer Lab. Councilmember Barrett seconded the motion.

The vote was as follows:
Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.
Nayes: None.
Abstentions: None.

Mayor Paradise declared the cote passed unanimously.

9. **Discuss, direct, and consider action on a Proposal from Mark Joeckel for the Administration of the Town's Social Media pages.**

Mr. Joeckel introduced himself, discussed his success with Arlington Proud, and presented the Council with an inventory of the Town's social media pages and websites. He showed Council the results of several Google Search pages on random areas of interest for typical searches and businesses around town. There was discussion on the importance of the results to online searches and the affect it has on the Town's goals. He gave his recommendations for services for online optimization, social media pages, and the Economic Development Corporation; such as a Google Search Ad Words Campaign and linking all websites to each other. There was discussion on the Brand for Pantego and a consistent look for all pages and websites using the same banners etc. There are several options for the costs; such as seasonal, special events, specific goals, or all in one allowing Council the opportunity to spread the money around and get the best value. His recommendation of the Social media is adding a Linked-In page, a blog, Google Plus, Facebook, and Twitter. There was discussion on creating a Pantego Chamber of Commerce and the benefits that would come with it. Council inquired about the costs. Mr. Joeckel explained to launch and run the day-to-day and everything proposed is $4,000 a month, the Social Media and the Google Ad Words would be $2,000 a month, the websites are $2,500 each site. The Social Media to create new sites and the daily work of all three sites is $2,000 a month. A breakdown of cost will be emailed to Ms. Arrington.

The Mayor requested this proposal to be presented to PEDC. Council would like to wait and let PEDC and Council jointly discuss this item. Council inquired about requests for proposals.

Council believes there should be discussions regarding the satisfaction of the current PEDC Consultant, the ability of staff to keep the websites and social media pages current, and to hold a work session with PEDC to discuss the division of expenses. According to the Mayor, Mundo and Associates do not perform marketing efforts and the Town is inefficient in marketing. Mr. Fielder reminded Council this item was discussed previously and it was decided to have a joint session with PEDC after the budget. Mr. Joeckel stated they can renegotiate and evaluated after every three to six months.

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

10. Discuss, direct, and consider action on an update from the City Manager regarding PantegoFest 2014.

Mr. Fielder presented Council with several options for stage rentals, different itineraries of bands for PantegoFest, and several options for the Kids Zone. Council discussed differences in the stages, the stage estimates, and references obtained from Flair Events.

Councilmember Surratt made a motion to approve Big D Rentals and Darren Wakely as recommended by the PantegoFest planner in the amount of $6,815.44 for the audio visual stage equipment. Councilmember Adair seconded the motion.

The Vote was as Follows:
Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.
Nayes: None.
Abstentions: None

Mayor Paradise declared the motion passed unanimously.

Council inquired about a meeting with PCA and the outcome. Mr. Fielder stated they have received approval for the use of their parking lot and have received several commitments from the schools programs.

Mr. Fielder explained there are several band options to consider for each day of the festival and the contracts will be presented at the next meeting. Council discussed their preferences and their preferred order of the music mixing and matching the options. La Freak is already contracted as the headliner for Friday night. Mr. Myers offered to call several of the bands he knows personally and negotiate the prices. The bands chosen for Saturday are Escape, BeBe Le Strange, Texas Flood, AC/DC Tribute, Shroomville, Bad Moon Rising, and Brick in the Wall. Friday will be La Freak and Local Band. Council would like to have Spoon-fed Tribe perform. Sunday will be Soul Sacrifice and Me & My Monkey. Mr. Myers was directed to speak with April Coltharp with Flair events and negotiate the price for the bands.

There was discussion on children's activities and bounce houses. There are three ways Council can organize the children's activities; tickets for each ride, fence it off and use a wrist band, or a combination. Mr. Fielder recommends the wrist band. Mr. Fielder explained Flair Events reviewed the entertainment options and inflatables will remain for the entire festival. They looked into pony rides but feel the ponies may have issues with the loud music, a petting zoo, game trucks, wondering performers, and a photo booth. There was discussion on the Inflatable companies, their options, and requirements. Council discussed the many options available for the inflatable's and directed staff to make sure the staffing from the contractor is outlined in the contract. Council does not want the petting zoo or pony rides due to the mess. Council likes the game truck, inflatables, and a roaming magician. The recommendation from Flair Events is the Air Jump, a game truck all day Saturday, and a roaming entertainer all day Saturday giving a budget or $7,700. Council would like the Texas Jump instead of the Air Jump and discussed their choices of the inflatables to order. Council will decide at the next Council meeting on the interactives. They have eliminated the Bungee Run and the Bull Riding. They would like an

estimate on the Rock Wall. Council decided on the Polar Bear slide and the open inflatable for the elementary age children.

Mayor Paradise cancelled the Executive Session declaring there are not any updates to discuss on this item.

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 – Van Hoosier

COUNCIL INQUIRY

Councilmember Surratt inquired about the public information request on water consumption and requested an excused absence for the next Council meeting.

Councilmember Barrett informed Council she will be absent on July 28th.

Mayor Pro-Tem Brewster inquired about having the Westbury Square property cleaned up. Mr. Joyce stated he will speak to the property owners.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 11:31 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary