Town Council Minutes
October 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 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 27th day of October 2014 with the following members present:

Melody Paradise	**Mayor**
Don Funderlic	**Council Members**
Fred Adair	
Don Surratt	
Jane Barrett	

Members absent:

Russell Brewster	**Mayor Pro-Tem**

constituting a quorum. The following staff members were present:

Matt Fielder	**City Manager**
Julie Arrington	**City Secretary**
Jim Jeffrey	**Town Attorney**
Ariel Carmona	**Finance Director**
Chad Joyce	**Community Development Director**
Scott Williams	**Public Works Director**
Tom Griffith	**Director 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 6:35 p.m. and welcomed the audience.

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

1. **City Manager Report**

   Mr. Fielder informed Council the Public Works position was advertised today. The joint planning session with PEDC is tentatively set for late January due to the zoning discussions requiring extra Council meetings and the upcoming Holidays. There was discussion on the notice of the joint planning session and the topics to be discussed.

   Last week Mr. Fielder met with the Town Engineer, Joyce Stanton, regarding drainage issues on Rogers Court. Mrs. Stanton will review her past notes on the properties, the possible solutions, and will report these findings to Council. She will also examine the improvements to Wagon Wheel to help alleviate some of the issues from the connector street to Wagon Wheel.

Republic has finished picking up the debris left from the storm and has resolved all complaints or issues pending from the storm. There was conversation on cleaning up the bricks located on Park Row caused by storm.

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

The Flair Events invoice was approved at the last Council meeting; therefore, it was removed from this item.

3. **Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from October 13, 2014

Council felt item number 7 did not convey that Alan Plummer Associates, Inc. accepted responsibility for their failure to explore options that resulted in a cost increase and they wrongly presented to Council pipe bursting and the stern comments made by Council to Alan Plummer were not reflected in the minutes. A request was made for the City Secretary to revisit the recording.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from September 24, 2014

No comments given.

4. **Discuss, direct, and consider action on a Resolution of the Town Council of the Town of Pantego, Texas, Adopting a License and Certification Pay Structure for all Public Works employees; and Providing an Effective Date.**

Mr. Fielder reminded Council at the last meeting there was discussion on the certification pay policy being a part of the employee handbook. This item is a resolution that will allow the pay structure to be implemented while staff amends the handbook. There was discussion on the removal of the first "Whereas" statement; changing the third "Whereas" to include the words Certification Pay Structure; and correcting the date of passage.

5. **Discuss, direct, and consider action on an Ordinance Amending the Town of Pantego Municipal Code of Ordinances Appendix A - Fee Schedule Article A4.000 Police and Fire Department Fees by Revising Section A4.004 Certificate of Occupancy and Section A4.005 Annual Inspections by Increasing the Fees, Removing Fees, and Adding Fees; Article A6.000 Animals by Revising Section A6.001 Impoundment by Adding a Subsection C Administrative Fees; Article A7.000 Building Related Fees by Revising Section A7.001 Contractor Registration and Section A7.005 Certificate of Occupancy by Increasing Fees and Adding Fees and Adding Subsection A7.014 Specific Project Truck and Commercial Delivery Route Permit; and Article A8.000 Business Section by Revising A8.001 Alcoholic Beverages by Increasing Fees and Deleting the Subsections; Containing a Savings Clause; Repealing All Ordinances in Conflict Herewith; and Declaring an Effective Date.**

Mr. Fielder informed Council this Ordinance addresses and implements the fee structure changes discussed during the budget process. There was discussion on the changes to the Alcoholic Beverage Annual Fee and the impact it will have on the business establishments; the annual inspection fees for the Fire Department; and the implementation of the new Truck Permit process. There was clarification on the service provided by the Town for the Alcoholic Beverage Annual Fees that are charged and how they are charged; one half of the TABC costs every two years split into two annual payments. The Truck Permit Fee was changed from not exceeding one year to not exceeding six months forcing a renewal for the permit every six months and the date of passage was corrected.

Mayor Paradise recessed the work session at 7:13 p.m. for the executive session.

Mayor Paradise reconvened from the executive session to the work session at 7:30 p.m.

Mayor Paradise adjourned the work session at 7:31 p.m.

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

Mayor Paradise called the regular session to order at 7:31 p.m., welcomed everyone, and thanked them for coming out tonight.

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

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Councilmember Adair stated it was great to see everyone; he appreciates the work of the first responders and staff.

Councilmember Barrett stated it was great to see everyone here tonight and commented on the success of the Halloween Event. She appreciated the PYLC volunteers and some of the High School kids who volunteered.

Councilmember Funderlic stated it is great to see all the first responders here tonight and appreciates all the hard work the Town asks of them, especially after storms and disasters.

Councilmember Surratt agreed and added a thank you to the Public Works Department employees and Scott Williams for the Halloween Event planning and set up and expressed if it wasn't for a few key individuals the event would not have come together.

Mayor Paradise recognized it takes a lot of effort from our volunteers, the Community Relations Board, Public Works employees, the Police Department, and Fire Department to make the Halloween event such a success and appreciated Republic for coming out and picking up the debris from the storm. She thanked staff for PantegoFest, the handling of the storm damage, and for working diligently.

HONORS/RECOGNITION

- **Recognition of Officer Aaron Morgan relating to his intervention and stopping animal abuse at an Arlington Home.**

  Mayor Paradise presented a commendation plaque to Officer Morgan for his actions on September 12, 2014 preventing the serious injury to a canine in which further resulted in a charge of cruelty to animals against the perpetrator. Officer Morgan stated regardless of human or animal he and the other officers within this department will do the job to the fullest.

- **Recognition of Assistant Police Chief Barry Reeves; Detective Chris Whitwell; and Corporal Marissa McCann for their attention to detail and investigative work relating to the Charles Anthony Green Conviction.**

  Mayor Paradise presented Detective Whitwell with an accommodation with gratitude from the Pantego Police Department for his assistance in the successful arrest, prosecution, and sentencing of a perpetrator of a sexual assault that occurred on February 12, 2004. Thank you for your dedication and service to the citizens of the Town of Pantego.

Mayor Paradise presented Corporal McCann with an accommodation with gratitude from the Pantego Police Department for her assistance in the successful arrest, prosecution, and sentencing of a perpetrator of a sexual assault that occurred on February 12, 2004. Thank you for your dedication and service to the citizens of the Town of Pantego.

Mayor Paradise presented Assistant Chief Reeves with an accommodation with gratitude from the Pantego Police Department for his assistance in the successful arrest, prosecution, and sentencing of a perpetrator of a sexual assault that occurred on February 12, 2004. Thank you for your dedication and service to the citizens of the Town of Pantego. Chief Griffith said a few words regarding each of them and their role in the investigation.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Councilmember Barrett informed Council the CRB has not met since the last Council meeting and the next meeting has been re-scheduled to November 11, 2014 due to the elections.

Pantego Youth Leadership Council

Mayor Paradise reported the last PYLC meeting went well and Mayor Abby Smith did a great job on the agenda. At the next PYLC meeting they will discuss the role of the City Manager and the Finance Director and review their budget.

PEDC REPORT

Councilmember Adair stated the Board discussed creating a Pantego Business Council within the Arlington Chamber of Commerce; their involvement in the Christkindl Market and handing out a tri-fold of Pantego information; the annual decorating contest and changed the prize categories; and the Texas Deal Making Trade Show in Dallas on November 12-14th.

CITIZENS OPEN FORUM

None.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Adair made a motion to approve the consent agenda items 1; 2, except the Flair Events invoice; 3 with item number seven changed as discussed and 4 with the changes as directed during the work session. Councilmember Funderlic seconded the motion.

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

Mayor Paradise declared the vote passed unanimously.

RESOLUTION

4. **Discuss, direct, and consider action on a Resolution of the Town Council of the Town of Pantego, Texas, Adopting a License and Certification Pay Structure for all Public Works employees; and Providing an Effective Date.**

   This item was discussed and passed under the Consent Agenda.

ORDINANCES

5. **Discuss, direct, and consider action on an Ordinance Amending the Town of Pantego Municipal Code of Ordinances Appendix A - Fee Schedule Article A4.000 Police and Fire Department Fees by Revising Section A4.004 Certificate of Occupancy and Section A4.005 Annual Inspections by Increasing the Fees, Removing Fees, and Adding Fees; Article A6.000 Animals by Revising Section A6.001 Impoundment by Adding a Subsection C Administrative Fees; Article A7.000 Building Related Fees by Revising Section A7.001 Contractor Registration and Section A7.005 Certificate of Occupancy by Increasing Fees and Adding Fees and Adding Subsection A7.014 Specific Project Truck and Commercial Delivery Route Permit; and Article A8.000 Business Section by Revising A8.001 Alcoholic Beverages by Increasing Fees and Deleting the Subsections; Containing a Savings Clause; Repealing All Ordinances in Conflict Herewith; and Declaring an Effective Date.**

   This item was discussed during the work session. Mayor Paradise declared this ordinance will be passed with the first reading and a 2/3 vote of Council. Ms. Arrington read the caption of the ordinance for the record and the changes made by Council for the Truck Permit not to exceed 6 months and the passage date.

   Councilmember Surratt made a motion to approve ordinance number 14-751 with changes to the truck permit not to exceed six months instead of one year. Councilmember Barrett seconded the motion.

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

   Mayor Paradise declared the vote passed unanimously.

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

6. **Discuss, direct, and consider action on a proposal from Flair Events regarding PantegoFest 2015.**

   Mr. Fielder presented the proposal for Flair Events. There was conversation on the increase of allotted time and the hourly rate. There was discussion on the repetitive tasks versus the non-repetitive tasks involved in the organization and planning of PantegoFest. Mr. Fielder reminded Council this item went out for a competitive bid in the spring of 2014. Council would like to have a final meeting to set goals for the Town and Flair Events, such as sponsorship totals; discuss the lessons learned from PantegoFest 2014; and a final financial report. There was discussion on an incentive for Flair Events to go above and beyond the expected revenue giving them a bonus based on the amount above the expected revenue. Mayor Paradise encouraged Council to get their comments on PantegoFest 2014 to Mr. Fielder by the end of the week.

7. **Discuss, direct, and consider action on the Town of Pantego Mosquito Control Plan.**

   Mr. Joyce presented this item to Council giving a brief overview of the topics included in the plan. There was conversation regarding the information on the town's webpage with clarification on the levels and their responses, the affect a neighboring town's test results has on Pantego, and the current contract with Tarrant County. There was much discussion on the requirements, the procedures involved, and the pro's and con's in order to perform the mosquito spraying within the Town utilizing staff. Council will revisit this issue in the budget process for next year's budget.

Councilmember Adair made a motion to approve the Town of Pantego Mosquito Control Plan with the changes discussed regarding a footnote on the surveillance map and suggested wording on page 10 by changing continuous to updated information. Councilmember Barrett seconded this motion.

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

Mayor Paradise declared the vote passed unanimously.

8. **Discuss, direct, and consider action on establishing a Town Council Employee Benefits Committee.**

Mr. Fielder reminded Council during the budget process this item was discussed and Council would like to look at options for employee benefits in order to remain competitive in the labor market. Since this is a complicated process that will involve significant investigation, staff is requesting the establishment of this subcommittee with two council members to participate with staff by analyzing the information and providing recommendations to Council.

Mayor Paradise would like to be on this committee and expressed Mayor Pro-Tem Brewster is not on a committee and may like to be on this one based on his comments during the budget discussions. In trying to balance Councils responsibilities the subcommittee is limited to three members. Several other Council Members expressed their interest in serving on this committee.

Councilmember Surratt made a motion to approve the Town Council subcommittee for the purpose of employee benefits coordination and investigation. Councilmember Adair seconded this motion.

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

Mayor Paradise declared this vote passed unanimously.

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

Mayor Paradise declared there was no action taken on the Executive Session items following the discussion during the work session.

COUNCIL INQUIRY

Councilmember Surratt inquired on the fire hydrant at Bowen Rd. and Pioneer Parkway that was presumably hit by a vehicle.

Councilmember Funderlic informed Council he will not be able to make the meeting tomorrow night and inquired on any solicitation permit requests being received since the passing of the ordinance.

Mayor Paradise inquired on the Lion's Club Food Drive and announced the Mayoral Kettle Challenge is scheduled for December 13th.

Councilmember Barrett made an inquiry on several of the businesses around town that have closed.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 8:56 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary