

Town Council Minutes  
December 8, 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 8<sup>th</sup> day of December 2014 with the following members present:

Melody Paradise  
Russ Brewster  
Don Funderlic  
Fred Adair  
Don Surratt  
Jane Barrett

Mayor  
Mayor Pro-Tem  
Council Member

Members absent:

None

constituting a quorum. The following staff members were present:

Matt Fielder  
Julie Arrington  
Jim Jeffrey  
Chad Joyce  
Scott Williams  
Tom Griffith  
Barry Reeves  
Robert Coker  
Thressa Householder

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

Also in attendance:

None.

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:36 p.m.

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

**1. City Manager Report**

Mr. Fielder introduced the new Public Works foreman Humberto Marquez Jr. to Council.

Mr. Fielder informed Council there are still vacancies with the Police Department for a dispatcher and a police officer.

Mr. Fielder notified Council Iwerks has been exploring the idea of an "air fiber" system which is a radio transmitter from one building to another. They did get a cost estimate from some of the equipment; however, we have discovered there is not a line of site from our antenna at this building to our Police Department. We will have to regroup and look at our options versus traditional fiber in the ground.

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Mr. Fielder reminded Council they had questions on the Alan Plummer invoice at the last meeting. There was a first initial contract that was rolled into the larger contract and this created the discrepancy with the two invoices but it is all coming out from under the same contract and does not affect the bottom line price of the contract.

Mr. Fielder informed Council he hoped to have Alan Plummer here tonight to discuss the Lane Well repairs. They were waiting on information from Franklin. Franklin had to get permission from the distributor and installer to give the information out to Alan Plummer. They have received this and with the review of the autopsy they are working together to figure out what was the cause.

Mr. Fielder informed Council he received a notice from the Texas Commission on Environmental Quality (TCEQ) that the Town failed to submit the samples in time for the TCEQ Lead and Copper Monitoring Program. The Town is actually required to go to resident's homes and collect the samples from their faucets to detect lead and copper. This is not a test of our system but the system in their homes. The Town must post a notice on this and our intention is to post this in the Town newsletter. Mr. Williams informed Council this will have to be conducted every year now due to a change in the legislation.

Mr. Fielder followed up with Council on the utility bill from 1617 Hilltop informing them this was human error in the meter reading creating the low monthly bill for September and was caught up in October creating the high bill. Staff reviewed the homes billing history and the number of gallons coincides with the historical usage for a two month period. When this was explained to the home owner she agreed with the analysis.

## **2. Monthly Staff Reports**

Mayor and Council congratulated Chief Griffith on his assignment as an adjunct professor at the satellite office in Fort Worth for Tarleton State University this Spring and Officer Bruton for his accomplishments at the shooting competition. Assistant Chief Reeves informed Council Texas Country Reporter with Bob Phillips will be here tomorrow morning to interview him in regards to the Cops for Kids program. He also stated Fox News will be here tomorrow afternoon and will cover the delivery of the toys to Cook Children's Hospital. Chief Griffith informed Council he received a call from the Huffington Post with interview questions that will be posted on the internet.

There was clarification on the Distribution Operation Course for a water license and the 30 hours of continuing education that is required over a three year period for Mr. Joyce to maintain his water license.

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

There was discussion on the request for taser replacements by the Police Department and the preventative maintenance on one of the police units. Council inquired on the expectations of the divers within the water tanks. Mayor Paradise informed Council the invoice for Shady Valley will be lower. The estimate was based on 150 attendees and the numbers have been lowered. There was discussion on the handheld water meter readers and cradles for them requested by Public Works regarding what is included in the cost; such as maintenance agreements and a project management system training due to the system upgrade since 2006.

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

Approval of Town Council Minutes:

- Town Council minutes from November 11, 2014

There was clarification on the discussion regarding gas well setbacks within the minutes.

Acceptance of Minutes of Boards and Commissions:

- None.

**5. Discussion with Flair Events regarding the strategy for PantegoFest 2015.**

Council reviewed the idea that PantegoFest 2014 was to be the determining event regarding the continuation of the event and according to the information received PantegoFest will continue. There was discussion on how to reduce some of the cost to the Town and make the event better drawing more interest to it. Mrs. Coltharp agreed but stated in order to accomplish this she needs the priorities of Council for the event. There was discussion on the cost savings of eliminating Sunday from the event. Mrs. Coltharp stated the costs savings would be minimal, as most of the costs were weekend costs; however, there are some advantages to eliminating Sunday. This discussion was continued during the regular session.

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 7:34 p.m. and welcomed the audience.

Captain Jennifer Jones with the Salvation Army led the invocation which was immediately followed by the Pledge of Allegiance.

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

Councilmember Surratt welcomed everyone, thanked Public Works for their help with the Candy Train and the Park, and wished the staff and Council Merry Christmas. He is happy that all of staff was invited to the Town Christmas Party and believes the intent of the party is for staff, their families, boards, and commissions and hopes staff takes the invitation wholeheartedly and brings their families to the party.

Councilmember Funderlic thanked staff for the wonderful job they do and for Santa Clause who adds a lot to our community and the children love him.

Councilmember Barrett agreed with the other Councilmember's comments and welcomed Captain Jones and her children.

Councilmember Adair agreed with the other Councilmember's comments and appreciates all of staff's hard work for the Candy Train and Tree lighting and thanked the Police Department for the Cops for Kids Program, it is a great program.

Mayor Pro-Tem Brewster agreed with the other Councilmember's comments and welcomed everyone in the audience. He thanked Town Staff and Council for working together and the Cops for Kids Program has blown up into a huge great deal for the kids. On Sunday, he attended a celebration at Pantego Bible Church for Ms. Iva Roxburgh who will turn 100 years old on Christmas Day. She has been a resident of Pantego for 50 plus years. He went up on stage to the pulpit and presented a Proclamation and a Key to the City for Iva Roxburgh Day. This was a really big deal. She has been a member of the church for a long time. They donated the land to Camp Thurman and to the Pantego Bible Church. She still teaches Sunday school to the 2 year olds. He was really honored to be a part of this. He commented on the Christmas lights around town and how wonderful the displays are.

Mayor Paradise agreed with the other Councilmember's comments and reminded everyone the Christmas Party is coming up on December 19<sup>th</sup> at Shady Valley. This Saturday the Town has an incredibly meaningful event coming up at Walmart and your support is greatly appreciated. She introduced Captain Jennifer Jones with the Salvation Army and her two helpers to discuss the Red Kettle Challenge.

**HONORS/RECOGNITIONS**

Captain Jones thanked Council for having her here tonight and for participating in the Mayoral Challenge; along with the other Mayors from neighboring Cities, to raise funds for the Salvation Army. These funds support the Salvation Army and help them throughout the year to support their Family Life Center, youth education programs, soup kitchen, and all other programs. Mayor Paradise made the ceremonial first donation. The Council and staff donations followed; along with some of the audience.

## **COUNCIL LIAISON TO BOARD REPORT**

### **Community Relations Board**

Councilmember Barrett informed the Council there was not a quorum at the December meeting; therefore no business was discussed. Mr. Fielder informed the Council there was a good turnout at the park and along the parade route for the Christmas Tree Lighting and the Candy Train and everything went without any incidents. The next event is Easter. The judging for the residential decorations will be December 11<sup>th</sup> through December 14<sup>th</sup>.

### **Pantego Youth Leadership Council**

The next meeting is next Tuesday. Mayor Pro-Tem Brewster will be the guest speaker regarding the role of the Mayor Pro-Tem.

## **PEDC REPORT**

Councilmember Adair informed Council there has not been a meeting since the last Council meeting. The last PEDC meeting scheduled for December was cancelled. The next meeting will be January 14, 2015. Mr. Fielder informed Council there will be an update from the Arlington Chamber of Commerce, a report from the International Council of Shopping Centers Tradeshow, an update on the Park Row Project and an update on PantegoFest 2015. Also, they will discuss changing the start times from 7:00 p.m. to 6:30 p.m. for all upcoming meetings.

## **CITIZENS OPEN FORUM**

None.

### **5. Discussion with Flair Events regarding the strategy for PantegoFest 2015.**

Continued from the Work Session.

Council resumed their conversation on the start time for Saturday being later. Mrs. Coltharp explained the reason the festival started at 9:00 a.m. was in hopes the runners from the 5k would carry over into the festival and increase the attendance. Council inquired if this measure was successful. Mrs. Coltharp explained this did help increase the attendance numbers but would like to see them bring the awards into the festival and utilize the stage. There was discussion on pushing back the start time of the 5k run to allow a later start time for the festival. Mrs. Coltharp will discuss this with The Runner to see if they will agree.

Mrs. Coltharp requested Council's feedback for advertising explaining PantegoFest 2014 was advertised with Arlington Proud and Arlington Voice, CBS radio stations, Disney Radio Station, Star Telegram print ad, press releases, and community board advertising. Mayor Paradise was pleasantly surprised at the power the direct mail piece had with the schedule printed on it and the name of the bands. Council felt the Beer, Bourbon, and Brisket Festival was a huge asset to advertising with the sunglasses and the glow sticks. Some council members would like to mitigate the losses and get back to advertising the beer aspect of the festival. They feel the beer, especially the specialty and craft beers, will bring in the people. Council would like a different type of display sign used that is brighter and visible by multiple angles and for staff to ask the City of Arlington for permission to advertise on a larger radius within the City of Arlington's limits. There was discussion on a large

banner over the Arch. Council agreed social media was a tremendous asset to advertising the event but was not impressed with the results of the radio advertising for the price paid.

Mrs. Coltharp discussed the expectations for the bands and entertainment from Council and the type of bands they would like to have this year. Council discussed the logistics of the bands and they would like to feature some really awesome talent this year and to be choosier as the slots get closer to the big bands. Mrs. Coltharp clarified earlier slots book more local talent that costs less. There was discussion on the sound issues, moving the food trucks farther away from the stage, getting the AC/DC, Kiss, and Judas Priest tribute bands, and integrating the shopping center across the street for parking and advertising. Mrs. Coltharp would like to encourage vendors to sign up now having an early bird special. There was discussion on the logistics of selling tickets and if the payoff is worth the additional personnel and time.

### **APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Surratt made a motion to approve the Consent Agenda items 1-5 as discussed in the work session and the regular session. 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.

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

#### **6. Discuss, direct, and consider action on an update from CMA regarding the Park Row Streetscape Project.**

Mr. Fielder introduced Steve Elliott with CMA Architects to present the final plans for the Park Row Streetscape project. He gave a presentation to describe the project and make sure Council is in agreement with the scope and to get the final check off before moving forward.

Mr. Elliott gave a presentation to Council walking them through the scope of the project, where the costs are, and how he created the bid forms. He divided the project up into three (3) sections; A, B, and C, and is requesting three bids from each contractor; A, A+B, and total project. He informed Council the scope of work begins on the western crosswalk on Bowen Rd. and extends 2/3 miles east down Park Row. The scope of work includes new street light poles with banner arms and electrical outlets; ten (10) inch wide sidewalk with decorative finish; landscaping to include, trees, shrubbery, ground cover, and irrigation; thirteen (13) metal benches, and a lighted crosswalk across Park Row from PCA to Braum's. These items make up the base bid items for each segment. There was discussion on the battery change outs and warranty on the street lights. He explained the cost estimate from last year has been updated and is now at a cost of just under \$1.1 million for a segment "A" base bid. He went on to explain he has four alternate upgrades at a cost of \$150,000 total; such as upgrading the street lights to LED lighting and the fixtures.

There was discussion on possible cost sharing of some of the crosswalks, the sidewalks being continuous across the driveways, and upgrading the metal benches and ground cover to landscaping grates instead. Mr. Elliott informed Council the cost of the grates are approximately \$71,000 over all three segments of the project. Council inquired on a cheaper alternative to the steel grates. Mr. Elliott informed Council there was a section in the bid documents for voluntary alternatives from the bidder. Mr. Elliot brought it to Council's attention a potential loss of return on the investment in segment "C" due to a number of utility conflicts. He recommended going forward with the bidding of this segment before making a determination.

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Council inquired on the relocating of some driveways and if the property owners and/or property managers were aware of this. Mr. Fielder informed Council it is his understanding the owners were verbally made aware of the expectations and has plans to inform them in writing and meet with each of them to discuss. Mr. Jeffrey's informed Council there was a possibility for issues but believes Mr. Fielder has a good strategy for working with the owners and this will be evaluated on a case-by-case basis.

Council inquired on a plan for construction management, inspections of the project, and the strategy for the Oncor utility poles that need to be raised out of the way for the traffic light at the corner of Bowen Rd. and W. Park Row. Mr. Fielder informed Council he is in discussions with Alan Plummer Associates, Inc. regarding the construction management and inspections and plans to have something for Council to review at the first meeting in January. The cost to raise the poles is \$12,000 and to relocate them is \$60,000. Council discussed various different ways the utility poles could be addresses and asked Mr. Fielder to get with Oncor for various potential options. Council clarified CMA will award the bids, perform a few site walks, and be available for contractor questions through the conclusion of the project.

Councilmember Adair made a motion to authorize the City Manager to proceed forward on the bidding of the streetscape project and to address the three Oncor poles that need to be moved or raised as discussed. Councilmember Barrett seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

**7. Discuss, direct, and consider action on approving the acquisition of 0.167 acres of right-of-way on West Park Row from Farrell Property Company Limited.**

Mr. Joyce introduced this item. The document was created by the Town Attorney and presented to Ann Farrell to obtain the right-of-way needed for the Lakewood Shopping Center for the Park Row Project. Ms. Farrell has agreed to give the Town the property for one dollar (\$1.00). Ms. Farrell has signed all necessary documents.

Councilmember Surratt made a motion to approve the acceptance of the right-of-way as presented via the property owner Ann Farrell. Mayor Pro-Tem Brewster seconded the motion.

The vote was as followed:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

**8. Discuss, direct, and consider action on an Interlocal agreement with Tarrant County for paving, striping, and crosswalks associated with the Park Row Project.**

Mr. Fielder informed Council this resolution would authorize an interlocal agreement with Tarrant County for paving, striping, and installing crosswalks per the Park Row Project. These are bond funds that Tarrant County Commissioner Nguyen obtained for the Town and are only available until the end of the current fiscal year. These funds are reimbursable funds meaning the Town will be reimbursed for its expenses relating only to the paving, striping, and crosswalks. Council confirmed the costs of the paving would go along with the water line project and the striping and crosswalks would go along

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with the streetscape project and all funds would be utilized. Council clarified the resolution does not have to name the actual crosswalks and all crosswalks are covered.

Mayor Pro-Tem Brewster made a motion to approved item number 8 the Interlocal Agreement with Tarrant County for the paving, striping, and crosswalks and any other items associated with the Park Row Project. Councilmember Funderlic seconded the motion.

Mayor Pro-Tem Brewster amended his motion to include Resolution 14-23. Councilmember Funderlic seconded the amended motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

**9. Discuss, direct, and consider action on authorizing the City Manager to pay the routine and anticipated monthly bills for the remainder of December 2014 due to the cancellation of the second December Council meeting.**

Mr. Fielder explained the check run process. The issue is the Town will have bills due before the next council meeting. He split them into two categories; ones that are routine and the amounts are known and ones that are routine, or expected, and the amounts are unknown. Council asked him to inform them of any bills that are unforeseen that come up due before January 12<sup>th</sup>.

Councilmember Funderlic made a motion to authorize the City Manager to pay the invoices for November and December as listed in his memorandum for December 8, 2014. Councilmember Barrett seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

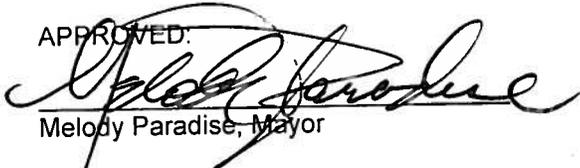
COUNCIL INQUIRY

Councilmember Funderlic inquired about the Zoning Ordinance meeting and requested an updated redline version to dropbox prior to the meeting on December 15, 2014.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:54 p.m.

APPROVED:

  
Melody Paradise, Mayor

ATTEST:

  
Julie Arrington, City Secretary

