

Town Council Minutes
January 12, 2015

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 12th day of January 2015 with the following members present:

Melody Paradise	Mayor
Russ Brewster	Mayor Pro-Tem
Don Funderlic	Council Member
Fred Adair	
Don Surratt	
Jane Barrett	

Members absent:

None

constituting a quorum. The following staff members were present:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Jim Jeffrey	Town Attorney
Chad Joyce	Community Development Director
Scott Williams	Public Works Director
Tom Griffith	Chief of Public Safety
Barry Reeves	Assistant Police Chief
Thressa Householder	Court Administrator

Also in attendance:

None.

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:32 p.m.

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

1. City Manager Report

Mr. Fielder informed the Council there is still a vacancy for two police officers and one public safety dispatcher. The positions have been advertised and interviews are ongoing. There is a new vacancy, Jennifer Pauley, Support Specialists, has turned in her notice. Her last day is this Friday. We are currently cross training Simon McCurley from Public Works to fill in upon her absence until the position can be filled permanently.

Mr. Fielder informed Council the Town collected \$3,059.71 for the Red Kettle Challenge, which is approximately 10% of the total amount raised of \$28,600 from Pantego, Mansfield, and Arlington. Mayor Paradise stated the Town collected more than last year and it could not have been done without the support of the Lion's Club.

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Mr. Fielder informed Council the fiber optic line went out Tuesday, December 23, 2014. There was some difficulty in getting it repaired over the holidays and it was not back up again until Friday, December 26, 2014. He explained there was a difference in opinion on the cause from the technicians; however, they both agree the line was stretched causing micro tears in the line. The line was replaced from a 6 strand to a 24 strand which is a heavier duty line. There was discussion on marking the areas by the lines as "Fiber Only". Also, there was discussion on the air fiber backup system and the issue of not having a line of sight between the tower at Town Hall and the Police Department and discussion on installing our own conduit and fiber.

Mr. Fielder informed the Council that staff is currently working on the utility ordinance update. There will be a provision for people to dispute their bills without having to come to Council, clarification on the responsibility of the service line coming from the house to the sewer main, a section on the Groundwater Conservation district fee, and the process of updating water fees. There was discussion on adjustment of fees and water rates.

Mr. Fielder explained the Alan Plummer Associates, Inc. representatives could not be here tonight. They have completed their assessment and it will be on the next agenda.

2. Monthly Staff Reports

Council inquired on the revenue from the recently passed ordinance in regards to the allowed no insurance towing. Ms. Carmona explained due to the procedures involved in obtaining this revenue the report is two months behind. Council inquired on the Court revenues and not meeting projections. Mr. Fielder explained since the town has two officer positions open there are not as many tickets generated during this time. Council asked when they can expect the completed report on the lane well and the inspection report for the water tanks. Mr. Williams informed Council he is waiting on the contractors to supply these reports.

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

Mr. Fielder requested Council to remove the Alan Plummer Associates, Inc invoice allowing him to place it on the PEDC agenda instead. There was discussion on the Tyler Technologies invoice and why it was split between two Council meetings.

4. Approval and Acceptance of Minutes

Approval of Town Council Minutes:

- Town Council minutes from November 24, 2014
- Town Council minutes from November 25, 2014

Council requested a change on page five from plume to flume. No further comments on the minutes.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from October 22, 2014
- PEDC minutes from November 12, 2014
- CRB minutes from November 11, 2014

No comments.

5. Discuss, direct, and consider action on authorizing the City Manager to enter into a contract with Alan Plummer Associates for the construction management of the Park Row Project.

Mr. Fielder presented this item with a contract for professional construction management for the Park Row Project to Council. The original proposed contract from Alan Plummer proposed full time managing the project with three full time employees, an inspector, an engineer, and an assistant engineer, at a cost of approximately \$200,000. Mr. Williams and Mr. Fielder reviewed the original

contract and developed a plan of responsibilities the staff can accomplish in house bringing the cost down significantly. The new contract proposes Allan Plummer Associates combining both projects into one bid package, create the bid documents, and take the Town through the bidding process. They will evaluate the bids and give the Town a recommendation. Then work with the Town to put together a contract for the awarded bid. A certain number of field visits to observe key points would be scheduled or if through staff's daily inspections staff sees something questionable they would come and work through the issue. Alan Plummer Associates would perform the walk through and create punch list ensuring the project is complete. In addition, there is material testing that is required and will be done regardless of who performs it. The total amount of the new contract is \$77,500. The original contract required them to be here every day and the new contract is on a as needed basis.

Council inquired on comparisons for this service in regards to a fair and reasonable market price. Mr. Fielder informed Council the Town cannot get prices on proposals for engineering. Council clarified which aspects of this contract are actual office work and on-site work. There was discussion on the use of a third party contracting company to perform these duties versus using Alan Plummer Associates. Council would like to address several issues regarding the contract; such as the 15% increase on direct costs; the number of hours Alan Plummer will actually be onsite, etc. Council inquired on any duplicated costs with CMA and Alan Plummer within this contract.

6. Discuss, direct, and consider action on authorizing the City Manager to purchase the Self Contained Breathing Apparatus (SCBA) equipment for the Fire Department.

Mr. Fielder reminded Council this item was included in the budget and the Town was not awarded the grant. Currently there are seven units that are operational but outdated. The Fire Department is in need of ten. He is working with the Finance Director to obtain funds and is recommending the use of the sales tax collected above the projected amount in last year's budget. Chief Griffith explained the air packs are obsolete and outdated. The cost of repairs to the packs is essentially the same as their replacement costs. Council confirmed there was discussion during the budget process regarding the possibility of not receiving the grant and a plan for this expense in the event the grant was not received.

7. Discuss, direct, and consider action on the scheduling of additional Zoning Ordinance review meetings.

Mr. Fielder informed Council they have reviewed the entire ordinance. There were a number of questions and comments that Mr. Joyce will forward to the Town Attorney. There was discussion on holding an additional council meeting to review the comments and changes allowing for consistency on the issues by Council prior to forwarding them to the Town Attorney. Mr. Joyce informed Council he will be out for approximately two weeks during late January and early February and the latest version was uploaded late last week. Council will review the uploaded documents and regroup on the January 26th council meeting. There was discussion on conducting public comments. Mr. Fielder suggested placing the information in the newsletters and website regarding the new ordinance giving resident's time to prepare themselves with questions. After this time, hold a public hearing allowing them to comment.

Mayor Paradise adjourned the work session at 7:24 p.m.

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

Mayor Paradise called the regular session to order at 7:35 p.m. and welcomed the audience and thanked them for coming tonight.

Councilmember Funderlic led the invocation which was immediately followed by the Pledge of Allegiance.

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

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Mayor Pro-Tem Brewster thanked everyone in the audience and Council and staff for working together to get things accomplished. He gave gratitude to Sergeant Moore and Officer Meinke for going above and beyond their duties.

Councilmember Adair welcomed the audience and gave gratitude to some residents, the first responders, and public works employees. He expressed his appreciation in receiving the good written responses provided by residents regarding staff.

Councilmember Barrett agreed with the other councilmember's and thanked the audience for coming out tonight.

Councilmember Funderlic agreed with the previous remarks and thanked the audience for coming out tonight. He thanked the residents for their wonderful Christmas decorations.

Councilmember Surratt welcomed the audience for coming tonight. He expressed his appreciation in the community involvement of the Town. He assured the employees in the audience that every thank you note received is recognized at the council meetings.

Mayor Paradise thanked the audience for coming out tonight. She expressed this is an evening for honors and recognitions and would like to recognize and honor a fellow P & Z Board Member, Randy Siddens, who served this community and this town for many years who unfortunately passed way on December 25th. Please keep his family in your prayers. Also, Phil Zetnick of the Runner passed away unexpectedly last Tuesday. Please keep his family and employees in your prayers as well.

HONORS/RECOGNITIONS

Mayor Paradise and Cal Kost, a CRB Board member, presented the winners in each category of the Residential Christmas Light Contest with their certificates and awards. Mayor Paradise thanked the Community Relations Board for conducting this contest each year and bringing the community together.

The following residents were awarded with the Traditional Decorations:

Jim Staples, 27 Lacosta Ct., won first place.
Harry & Isabel Robison, 18 Country Club, won second place.
Bill & Wendy Ponder, 1811 Nora Dr., won third place.
Smokey & Sarah Garrett, 1812 Nora Dr., won Honorable Mention.

The following residents were awarded with the Spirit of the Season Decorations:

Roger Voss, 1700 Silver Leaf, won first place.
Charles & Gwen Burk, 3000 Smith Barry Rd., won second place.
Thomas & Cheryl Bledsaw, 26 Lacosta Ct., won third place.
Gloria Cox, 16 Country Club Ct., won Honorable Mention.

The following residents were awarded the Whimsical Decorations:

Blake & Kari Bowman, 1604 Stagecoach, won first place.
Jason Funderlic, 1610 Stagecoach, won second place.
Michael & Becky Dement, 2810 Country Club, won third place.
Stan Glover, 1603 Newsom Ct. won Honorable Mention.

Mayor Paradise announced the PEDC Board will award the winners of the Business Christmas Lights Contest at their meeting on this Wednesday at 6:30 p.m. She informed the audience the first place winner is Pantego Bakery & Bistro; second place is Camp Thurman, and third place is All Paw's Grooming and Pet Sitting.

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Mayor Paradise recognized Assistant Fire Chief Robert Coker for his ten years of service and Josh Brown, Cherie Charboneau, and Roy Deleon for their five years of service. Each employee was introduced by their Department Head and presented with a plaque.

Mayor Paradise called each Department Head to the front to present their Employee of the Year award to their employee. City Manager Matt Fielder introduced and awarded Chad Joyce for Employee of the Year for the General Administration Department. Public Works Director Scott Williams introduced and presented the Public Works Employee of the Year award to Josh Brown. Chief Tom Griffith introduced and presented the Fire Department Employee of the Year award to Firefighter David Nock. Assistant Police Chief Barry Reeves introduced and presented Sergeant Ben Moore with the Police Department Employee of the Year award. Thressa Householder introduced and presented Officer Freddie Alexander with the Court Employee of the Year award.

Mr. Fielder presented the overall Employee of the Year award to Chad Joyce for his dual role as the Public Works Director and the Community Development Director; as well as playing an integral role in the assimilation of the new City Manager, City Secretary, Finance Director, and Public Works Director to the Town over the last year.

Mayor Paradise recognized Cal Kost as the Volunteer of the Year informing the audience he was awarded at the Town Christmas Party.

Mayor Paradise recessed the council meeting at 8:11 p.m. for a reception.

Mayor Paradise reconvened the meeting at 8:24 p.m.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Councilmember Barrett informed the Council the next town event is Easter and will be held on Saturday, April 4, 2015 from 2:00 p.m. to 4:00 p.m. They will schedule a day with the Waterford residents to stuff the Easter eggs. In addition to the Easter Egg Hunt there will be a scavenger hunt, balloon animals, sack races, and more. Mayor Paradise inquired about the egg toss. Councilmember Barrett stated the Memorial Day event will be held on Monday, May 25, 2015 at Bicentennial Park. The Board is interested in sponsoring an Essay contest again this year for the high school and junior high school students. The next meeting is Tuesday, February 3, 2015 starting at 7:00 p.m.

Pantego Youth Leadership Council

Mayor Paradise informed Council the PYLC students have not met since the last council meeting. The next meeting will be next Tuesday and Mr. Williams will be the guest speaker regarding the duties of the Public Works Director.

PEDC REPORT

Councilmember Adair informed the Council that the PEDC Board received an update from Mr. Fielder on PantegoFest 2015 and the Park Row Project. They received an update from President Brown and Pam Mundo on the International Council of Shopping Centers conference they attended in November. Henry Lewzczyk with the Arlington Chamber of Commerce gave the same presentation Council received previously. The Board changed the time of all meetings to follow the seasonal time change. All meetings will start at 6:30 p.m. until Daylight Savings time begins.

CITIZENS OPEN FORUM

None.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Adair made a motion to approve the Consent Agenda items 1, 2, 3 with the exception of the Alan Plummer Associates invoice, and item 4 as discussed. Councilmember Funderlic 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.

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

- 5. Discuss, direct, and consider action on authorizing the City Manager to enter into a contract with Alan Plummer Associates for the construction management of the Park Row Project.**

This item was discussed during the work session.

Mayor Pro-Tem Brewster made a motion to table item number 5 the Alan Plummer Construction management proposal until the January 26, 2015 Council meeting. Councilmember Adair 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.

- 6. Discuss, direct, and consider action on authorizing the City Manager to purchase the Self Contained Breathing Apparatus (SCBA) equipment for the Fire Department.**

This item was discussed during the work session.

Councilmember Surratt made a motion to approve the expenditures for \$70,550 for the purchase of Self Contained Breathing Apparatus for the Fire Department to replace aging equipment. Mayor Pro-Tem Brewster 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. Mayor Paradise thanked Councilmember Surratt for his efforts in researching this item and meeting with Chief Griffith to determine this was their only option.

- 7. Discuss, direct, and consider action on the scheduling of additional Zoning Ordinance review meetings.**

This item was discussed during the work session. This item will be revisited at the January 26th council meeting to determine a schedule at that time. There is no action to take on this item.

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Mayor Paradise adjourned the council meeting for the executive session below at 8:33 p.m.

Following the Scheduled Executive Session, the Council will reconvene in public session and may take any and all action necessary concerning the Executive Session.

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 Van Hoosier.
 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 – Potential Litigation Northern Trinity Groundwater Conservation District.

Mayor Paradise reconvened the council meeting at 9:28 p.m.

Executive Session Item 1 - Mayor Paradise declared there was no action taken.

Executive Session Item 2 - Councilmember Adair made a motion to authorize the City Manager to immediately pay the past due fees and fines to the Northern Trinity Regional Water District. 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.

COUNCIL INQUIRY

None.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:29 p.m.

APPROVED:


Melody Paradise, Mayor

ATTEST:


Julie Arrington, City Secretary

