

Town Council Minutes  
March 2, 2015

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 2<sup>nd</sup> day of March 2015 with the following members present:

Melody Paradise  
Russ Brewster  
Don Funderlic  
Fred Adair  
Jane Barrett

Mayor  
Mayor Pro-Tem  
Council Member

**Members absent:**

Don Surratt

Council Member

constituting a quorum. The following staff members were present:

Matt Fielder  
Julie Arrington  
Ariel Carmona  
Chad Joyce  
Tom Griffith  
Barry Reeves  
Robert Coker

City Manager  
City Secretary  
Finance Director  
Community Development Director  
Chief of Public Safety  
Assistant Police Chief  
Assistant Fire Chief

**Also in attendance:**

None.

**WORK SESSION 6:30 P.M.**

Mayor Paradise called the work session to order at 6:30 p.m.

**HONORS/RECOGNITIONS**

Mayor Paradise administered the Oath of Office to Brian Martin and welcomed him into the Police Department. Assistant Chief Reeves introduced Officer Martin who comes to Pantego from the University of Texas Arlington Police Department and the City of Whitney Police Department.

Mayor Paradise introduced Sheila Sherman, Support Specialist, to the Council and audience. Mayor Paradise welcomed her to the Front Office and Public Works Departments.

Mayor Paradise, the Planning & Zoning Commissioners, and Chad Joyce, Community Development Director, said a few words in regards to their relationships with Randy Siddens. Mayor Paradise presented Mrs. Siddens with a commemorative nameplate for Mr. Siddens representing his dedication to the town.

Mayor Paradise recessed the meeting at 6:43 p.m. for a brief reception. Mayor Paradise reconvened the meeting at 7:09 p.m.

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

**1. City Manager Report**

Mr. Fielder informed the Council there are still openings for a police officer and public safety dispatcher. Staff is currently working to fill these positions.

Mr. Fielder informed the Council in the past there was a fire hydrant installed at Country Club and Nora. The pipe from the water line to the fire hydrant was installed through the inside of the 36 inch storm sewer line and was not sealed correctly. This caused the pipe to deteriorate and begin to collapse. The fire hydrant will have to be relocated across the street, which means a water line will have to be installed under the street and repairs to the storm sewer will have to be made. The cost will come out of the general fund and will be discussed during the budget process. Council verified the repairs can wait until the budget process.

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

Council inquired about the Di Scullo-Terry Stanton & Associates invoice verifying the review times for plat reviews. Mr. Fielder explained part of the time on the invoice was taken up by a sit down with the applicant, staff, and the town engineer. He further explained there was review of the national standards for lighting and other requirements for the plat prior to approval.

Council inquired on the light kits for the motorcycles and other upgrades that may be required when the bikes are replaced. Assistant Chief Reeves stated the current lights cannot be used with the new motorcycles; however, the requested lights will be. Council inquired on an update on the officers training for motorcycles. Assistant Chief Reeves explained he is currently researching training opportunities for Officer Meinke.

Council inquired on the concrete saw invoice and the absence of the blades on the invoice. Mr. Fielder explained the Public Works Department currently has blades for this saw.

Mayor Paradise informed Council purchase order number 1703, the Lucas Device, requested by Assistant Chief Coker requires certification and written signatures. She asked Council to give authorization for the City Manager, or his designee, to enter into the agreement for this order in the Consent Agenda motion. She requested staff in the future to include within the cover memo language asking Council to give authorization to sign, if needed.

**3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from February 9, 2015

No comments given.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from January 14, 2015
- PEDC minutes from January 28, 2015

No comments given.

**4. Discuss, direct, and consider action on a Resolution of the Town Council of the Town of Pantego authorizing the City Manager to enter into a lease agreement with Longhorn Harley Davidson of Grand Prairie, Texas, for the lease of two Harley Davidson Electra Glide motorcycles.**

Council verified this is a one year extension and inquired on the mileage as it relates to the service schedule. Assistant Chief Reeves assured Council the Town is allowed 30,000 miles on the lease.

The motorcycles currently have approximately 10,000 and he does not foresee reaching 30,000 during the time of the lease. Council inquired on the warranty coverage. Assistant Chief Reeves assured Council the motorcycles are still covered under the warranty.

**5. Discuss, direct, and consider action a Resolution of the Town Council of the Town of Pantego, Texas, adopting an Emergency Management Plan for the Town of Pantego; providing for an effective date.**

Chief Griffith explained this Plan must be renewed every five years with the State of Texas. He stated staff has review and approved the sections they are responsible for. The next step is to get Council's approval, compiling the annexes, and then forwarding the plan to the State. Council inquired on a deadline from the State and the Hazard Summary missing the gas well and line information. Chief Griffith stated this is covered in the Fire Fighter Annex and he will add it to the Hazard Summary. There was discussion regarding dam failures and the proximity to the Town. Council inquired on the approval process. Mayor Paradise would like a clause in the Resolution stating Council authorizes the Mayor to approve. Council requested more time to review the plan before voting. Council inquired about Donations and the requirement of the City Secretary to handle the donations. Chief Griffith explained the sections are for more advanced plans than what the Town is required to have. Currently, the Town is an intermediate level and would like to come back to Council to obtain permission to join Tarrant County's Emergency Management Plan. Chief Griffith will remove all language that pertains to the donation section. Mayor clarified with the City Secretary what her responsibilities are within this plan. Ms. Arrington confirmed all language pertaining to public relations being the City Secretary's responsibility should have been removed and explained her responsibilities are shelters and supplies for victims. The Red Cross will handle the majority of the shelters once they arrive her duties would be done. Chief Griffith stated the Town's primary part is to inform people the locations of the shelters. There was clarification on the City Secretary's responsibility to the administrative side to the media. Chief Griffith stated through the internal policies all press releases are created by the Department Heads and then given to the City Secretary for release. Mayor Paradise made sure that the only role of the City Secretary is to spread the word but not to create the press releases. Mayor Paradise requested all changes to be made and to have this item on a future agenda. Chief Griffith was directed to move forward with joining the Tarrant County Emergency Management Plan.

Mayor Paradise adjourned the work session at 7: 40 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., welcomed the audience, and thanked them for coming tonight. She informed Council that Councilmember Surratt is excused tonight due to being out of the country on business and at the next meeting Councilmember Funderlic, Councilmember Surratt, and Herself will be out of town.

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

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

Councilmember Funderlic thanked staff for their diligent work.

Councilmember Barrett thanked staff and commented it was nice to see everyone here this evening.

Councilmember Adair commented it was nice to see everyone earlier and nice to meet the new staff.

Mayor Pro-Tem Brewster seconded the comments and thanked staff and council for working together.

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Mayor Paradise informed the audience things were done a little differently this evening. Council welcomed the two new employees; Officer Brian Martin and Sheila Sherman, and celebrated a long time community member that passed away on Christmas Day, Randy Siddens. Council presented his name plaque to the family for them to keep.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Councilmember Barrett informed the Council the Board has not met since the last council meeting but will meet again tomorrow night at 7:00 p.m. here in the Council Chambers.

**Pantego Youth Leadership Council**

Mayor Paradise informed the Council that PYLC has cancelled their spring break field trip due to lack of participation due to the required numbers for the activity could not be met and several students travel during spring break or have school functions. The students will discuss other options at the next meeting.

**PEDC REPORT**

Councilmember Adair informed the Council most of the discussions were in regards to the park or the improvements to the park. Mr. Fielder will have something put together for Council regarding the Texas Parks and Wildlife Grant that Pam Mundo is putting together for the PEDC Board allowing for Council's input. There are some items that need repairs to the park that will be outside of the grant; such as the playground padding. Mr. Fielder informed Council the discussion will be on March 9<sup>th</sup> with the Decision on the March 23<sup>rd</sup> meeting.

**CITIZENS OPEN FORUM**

None.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Funderlic made a motion to table Consent Agenda item number 5 until March 9, 2015. Mayor Pro-Tem Brewster seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

Mayor Pro-Tem Brewster made a motion to approve Consent Agenda items 1-4 in regards to Purchase Order 1703 Council authorizes the City Manager, or his designee, to sign the contract. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

**RESOLUTION**

**6. Discuss, direct, and consider action on a Resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract agreement with Alan Plummer Associates, Inc. for construction management of the Park Row Water Line Project.**

Mr. Fielder informed Council the contract includes the changes Council requested at the last meeting; including cost plus invoicing, the breakdown by hours for each item, direct expenses, and a reduced multiplier. Mayor Paradise verified there were other changes in regards to the indemnification, the insurance clause, and not raising salaries during the project. Council is concerned with the value of the contract since it is a not to exceed contract. Patrick Moseley explained there are two risks built into the contract for Alan Plummer. One is the quality of the contractor that is chosen during the bid process. If the quality is bad the hours will increase and if the quality is good the hours will go down. He went on to explain with a good contractor the numbers for the change orders will be reduced.

Council clarified the amount of money paid to date and what work was covered for those payments; including the bidding documents. Council verified the invoice will be formatted the same as previous invoices. Council discussed their displeasure in the timely response received from Alan Plummer Associates, Inc. in the design phase of the project and would like to be reassured this will not continue during the construction phase. Council clarified the contract has a monthly site visit that is routine but would like assurances that they will strategically plan their visits and not have it the same day each month. There was discussion on the cost of the design changes. Mr. Wright assured Council the design changes are not included in the cost of this contract. There was discussion on the timeline of the project and a cap on the liquidated damages. Mr. Wright explained the contractor has a substantial completion date of 130 days.

Councilmember Adair made a motion authorizing the City Manager to enter into a contract with Alan Plummer Associates, Inc. for the construction management of the Park Row Water Line project in the amount not to exceed \$ 43,124.00. Mayor Pro-Tem Brewster seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

**ORDINANCE**

**7. Discuss, direct, and consider action on an Ordinance amending the Town of Pantego Code of Ordinances Chapter 1 – General Provisions Article 1.05 Boards and Commissions Division 3 Planning and Zoning Commission Section 1.05.071 Established; Membership Subsection (a) and (b); adding subsection (c); Containing a Savings Clause; Repealing All Ordinances in Conflict Herewith; and Declaring and Effective Date.**

Mr. Fielder reminded Council there was prior discussion regarding reducing the number of Planning & Zoning Board members from 7 to 5 and discussion on the Chapter 14 Zoning ordinance changes affecting Chapter 1 General Administration. Mr. Jim Jeffrey's, Town Attorney, made the necessary changes relating to Council's concerns and will re-visit this item in the final discussions of the Zoning ordinance review meetings.

Mayor Pro-Tem Brewster made a motion to approve Ordinance 15-754 as written. Councilmember Adair seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Adair, and Brewster.

Nays: None.

Mayor Paradise declared the vote passed unanimously.

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

**9. Discuss, direct, and consider action on an update from Alan Plummer Associates, Inc. regarding the Lane Well.**

Mr. Fielder introduced Patrick Moseley and Brian Wright. They presented Council with a presentation explaining their findings of the issues last summer with the Lane Well. Mr. Moseley explained the current grounding issues and suggested installing a grounding rod to the VFD, pump, and the controls. There was discussion on the motor lead size for the wells and it was determined the size is correct. He recommended installing a Sign Wave filter. Mr. Moseley also addressed the current voltage coming back up the grounding wire and explained typically a recommendation to install a VFD would be made; however, there already is a VFD onsite. After further investigation, he determined the cause is stray shaft currents where large motors pick up currents on the shaft and as they build they arc over damaging the bearings causing failure. He suggested using a Common Mode Filter to work in conjunction with the Sign Wave Filter. Council confirmed he is confident these issues are the more probable cause. Mr. Moseley proposed performing one recommendation at a time and to re-take measurements before another recommendation is implemented to verify its need.

Matt O'Neil, 9 Longhurst, inquired on a secondary grounding such as a ground ring or rods. Mr. Moseley confirmed there would be ground rods. Mr. O'Neill confirmed the ratings of the new installations.

Mr. Wright discussed the operations of the well and the use of the booster pumps as it relates to the pump curve and the relationship of pressure to flow. He explained each lane well is tied to its own pump. He strongly suggested not running the booster pump to the smaller well alone. It must always run with the larger well's pump. However, when the large well pumps there should only be one booster pump running for efficiency purposes. There was discussion on pulling the motor as suggested previously. Mr. Moseley stated at this time if the Town is obtaining the output needed from the well he would not suggest pulling the motor. There was discussion on the cost of the recommendations.

Mayor Pro-Tem Brewster made a motion to accept the recommendations of Alan Plummer Associated within the summary report and to authorize the City Manager to obtain estimates for the repairs. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, Adair, and Brewster.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

Council inquired on the timeline to obtain the bids and complete the work. Mr. Moseley stated it would take about a month to receive the bids and 3-4 weeks for the work.

**10. Discuss, direct, and consider action on the Rehabilitation of Lane Well #2.**

Mr. Fielder informed Council Mr. Williams has contacted a couple of drilling companies for quotes on the rehabilitation of the well. They estimate \$150,000 to \$200,000 depending on some contingencies. The estimates are not firm costs due to the unforeseen amount of time needed to complete the work. They will brush the screens, re-check the well, and repeat the process until the well is cleaned. Anything over \$50,000 must go out for sealed bids. Watt's Drilling does not suggest rehabilitating due

to the well producing. They were concerned in regards to possible damage caused by pulling the motor out. Just to pull the motor and re-install the motor the estimates starts at \$9,000.00. Council asked for Mr. Fielder's recommendation and he does not recommend the rehabilitation at this time. Council requested to have a Collier representative come to the next available council meeting to discuss their recommendation for rehabilitation with Council and answer Councils questions.

**11. Discuss, direct, and consider action on the 2014 Annual Racial Profiling Report.**

Chief Griffith introduced this item informing Council this is required to be presented to the governmental body. Council inquired on the language replacing the 2012 report. Chief Griffith explained this replaces the 2012 policy.

No action taken on this item.

**12. Discuss, direct, and consider action on the implementation of the Groundwater Conservation Fee within the utility bills.**

Mr. Fielder reminded Council they inquired on the inclusion of the Groundwater Conservation fees in the water bills. He explained the current fee is 12.5¢ per 1,000 gallons of water used. He informed Council there was some discussion on recovering the previous expenses and explained this would mean a greater cost to the residents. Also Council would not be able to recover the entire fee due to the charges being based on what is metered at the well which is more than what is supplied to residents. He presented Council options for fees and the estimated time to recover the previous expenses. He explained per State Law the District is capped at 20¢ but they have alluded to a possible increase. There was discussion on the average usage of water per residence on a daily basis. The maximum amount would increase the resident's water bill approximately \$3.00 for every 12,000 gallons used monthly. There was discussion on charging the maximum proposed amount of 25¢ per 1,000 gallons and reducing the amount to 20¢ once the previous expenses are reimbursed. There was discussion on adding language to an ordinance allowing the fluctuation of costs to residents matching the costs to the Town. Mr. Fielder will contact Mr. Jeffrey's to discuss this item further regarding Councils concerns and questions.

**8. Discuss, direct, and consider action on an update regarding PantegoFest 2015.**

Mr. Fielder proposed several band options and their availability. He would like to lock down the headliners and fill in the rest at a different meeting. There was discussion on which bands Council would like to have. Council would like to have Flair Events check on availability with Texas Flood and Me & My Monkey. Morgan Shine will play on Saturday. Council authorized Mr. Fielder to secure Le Freak for Friday night. They would like to see more options for Saturday and Sunday.

Mayor Paradise cancelled the executive session items due to the absence of the Town Attorney, Jim Jeffrey's.

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 Consultation with Attorney, seeking advice on pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Drainage.
  2. Pursuant to Government Code Section 551.071 Consultation with Attorney, seeking advice on pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Van Hoosier.

COUNCIL INQUIRY

Council inquired when the next zoning review meeting would be conducted.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:59 p.m.

APPROVED:

  
Melody Paradise, Mayor

ATTEST:

  
Julie Arrington, City Secretary

