

Town Council Minutes
October 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 October 2015 with the following members present:

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

Members absent:

Jane Barrett	Council Member
--------------	----------------

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
Dennis Jobe	Community Development Director
Scott Williams	Public Works 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 6:35 p.m.

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

1. City Manager Report

Mr. Fielder informed Council on the following information:

Mr. Fielder outlined some goals of Council and staff to accomplish with the new Fiscal Year; such as the Boat and RV ordinance, the Zoning Ordinance, the water and sewer rates, and financial transparency software. There was discussion on these items and Mr. Fielder suggested to have an announcement in the October Newsletter regarding the Boat and RV ordinance; discussions on these topics on the next agenda. Council inquired on evaluations for the City Manager, the City Secretary, the Municipal Judges, and the Prosecutor.

Mr. Fielder informed Council Officer Freddie Alexander, Jr. is retiring effective October 16th and Joe Gillespie and Juan Carlos Rodriguez have turned in their two week notices.

The sewer line on Wagon Wheel has been completed. The water line is mostly complete with some tie-ins left and the water quality reports. The contractor will start on the manhole and the bridge next. Council inquired on a temporary sign advising "No thru traffic allowed" at the corner of Wagon Wheel.

The former Dalworthington Gardens Chief of Public Safety Bill Waybourn has offered to conduct a free Concealed Handgun License Course for Pantego residents. The only cost would be for their ammunition and the gun range fees. There was discussion on the date of the course to allow for advertising..

2. Monthly Staff Reports

The Finance Director answered questions concerning the year to date revenue versus the year to date expenses for the Fiscal Year 2014-2015. There was discussion with Assistant Police Chief Reeves regarding an employment agreement for the new officers that are attending the Police Academy, and on the recent burglary spike shown in the monthly report. Assistant Police Chief Reeves stated there is not currently an employment agreement, and the burglaries were located at the same address with no security lighting on the property. There was discussion on implementing an employee contract for the current and future police employees to repay the cost of the academy if employment is terminated within a certain number of years. Public Safety Chief Griffith stated he would look into this item. Council requested notification to be sent to Oncor regarding the street lights that are out around town with Halloween coming up. Mr. Fielder verified to Council that there were nine positive West Nile tests this season.

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

Council verified the Flair Events invoice contains only billable hours and not the incentives. Councilmember Surratt requested to pull the Camp Thurman Purchase Order for further discussion. Council clarified other bids were received in regards to the purchase order for the Tahoe and clarified the scope of work and expected results for the Iwerk purchase order.

4. Approval and Acceptance of Minutes

Approval of Town Council Minutes:

- Town Council minutes from September 28, 2015

No comments were given.

5. Discuss, direct, and consider action on Resolution 15-25 a resolution of the Town Council of the Town of Pantego, Texas, adopting a Procurement policy for the Town; and providing for an effective date.

Mrs. Carmona explained the requested changes to the policy were made and clarified the insurance requirements are very similar to the City of Arlington policy. She advised keeping the larger insurance limitations could result in increased contract costs for the town and recommended raising the purchasing limit for staff from \$1,000 to \$3,000 per purchase.

Councilmember Funderlic explained the staff purchasing limit was discussed during the Finance Committee meetings and thoroughly reviewed. He suggested revisions to include the word approved to outline Council's approval of payments. There was discussion on the statutory payment requirements and how to clarify the language to ensure Council approval. Mr. Jeffrey's suggested the wording to pay in a timely manner to avoid late fees and penalties as required in the statutory provisions. Council requested a change to exhibit four regarding bided contracts to included all owned, leased, and/or rented vehicles. Council inquired on the recently approved contracts with other municipalities and if that will affect this policy due to the insurance requirements not being the same. Mr. Jeffrey's advised the introduction paragraph states this is a general guideline which allows for variances from the policy based on situational needs. He also addressed the need for a qualifier on professional liability outlining professional contracts or directing the reader back to page two and

Town Council Minutes
October 12, 2015

reassured Council it is covered. Mayor Paradise suggested adding "Professional Liability Insurance, if applicable". There was discussion among Council in regards to raising the purchasing limit for staff and the use of the word "guideline" on page two as opposed to the word "policy".

Mayor Paradise adjourned the Work Session at 7:33 p.m.

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

Mayor Paradise called the regular session to order at 7:39 p.m. and welcomed the audience.

Mayor Paradise led the invocation which was immediately followed by the Pledge of Allegiance.

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Councilmember Surratt welcomed staff and their family to tonight's meeting stating it is always nice to have a full house and appreciates everyone for coming this evening.

Councilmember Funderlic welcomed staff and their family to tonight's meeting stating he appreciates the services of the Town's staff and their family.

Councilmember Adair agrees and appreciates everyone coming out tonight and all the work of staff and the service to the Town by Officer Freddie Alexander, Jr.

Mayor Pro-Tem Brewster welcomed everyone and appreciates everyone for coming out tonight and for the staff and council working together to get things done. First Responders is what the Town is known for, we cannot do it without them, and Pantego is known for having the best around.

Mayor Paradise commented this will be the last council meeting with Officer Freddie Alexander, Jr. as an employee and provided an open invitation to all future council meetings. She asked Assistant Police Chief Reeves to give information on the motorcycle competition and Mr. Fielder to give information on the Concealed Handgun License class.

Assistant Police Chief Reeves announced himself and Officer Meinke will compete in the Spokes for Hopes Motorcycle Competition to be held on October 23-24, 2015 at the Cabella's in Keller on I-35W.

Mr. Fielder informed Council the retired Public Safety Chief Bill Waybourn has offered to conduct a free CHL class for Pantego residents. The date and location is still to be determined.

HONORS

- **Introduction of Dennis Jobe, Community Development Director; Clint Springer and Courtney Guy as Patrol Officers; and Gina Saladino as a Dispatcher.**

Mayor Paradise requested Mr. Fielder, Assistant Police Chief Reeves, Mr. Jobe, Mr. Springer, Ms. Guy, and Ms. Saladino to join her at the front of the Dias. Mr. Fielder introduced Dennis Jobe as the new Community Development Director giving a brief description of his responsibilities and employment history. Assistant Police Chief Reeves introduced the two new police recruits Clint Springer and Courtney Guy and the new dispatcher Gina Saladino. He gave a brief description of each of their employment histories and job responsibilities.

- **Proclamation honoring Freddie Alexander for his service and dedication to the Town of Pantego.**

Mayor Paradise requested all Council members, Thressa Householder, and Officer Freddie Alexander, Jr. to join her at the front of the Dias. Mrs. Householder gave an overview of Officer Alexander's employment history with the Town, his job responsibilities, and his accomplishments.

Town Council Minutes
October 12, 2015

Mayor Paradise presented Officer Alexander, Jr. with a Proclamation and thanked him for his years of dedication and service. Assistant Police Chief Reeves said a few words regarding the time he has worked with Officer Alexander, Jr. and wished him well on his future endeavors. Mrs. Householder and Assistant Police Chief Reeves presented Officer Alexander Jr. with an engraved wooden gun box containing his service weapon. Public Safety Chief Griffith said a few words regarding the time he has worked with Officer Alexander Jr. and thanked him for his service.

RECEPTION

Mayor Paradise recessed the Council meeting for a brief reception for the above honors at 8:06 p.m. Mayor Paradise reconvened the Council meeting at 8:31 p.m.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Mr. Fielder informed Council the CRB Board discussed the planning of the Halloween event that will be held on October 31st beginning at 5:30 p.m. at Bicentennial Park. On October 27th the Board will meet to pre-stage the setup. They will begin setting up the Haunted House on October 31st at 8:00 a.m.

Pantego Youth Leadership Council

Mayor Paradise announced the next meeting is next Tuesday. The students will campaign and conduct their elections for officers and will identify their key issues.

PEDC REPORT

Councilmember Adair stated there has not been a PEDC meeting since the last Council meeting. The Board will meet this Wednesday and will discuss the marketing and advertising results on PantegoFest. Mayor Paradise requested staff to place pictures of the park with the new turf on Facebook.

CITIZENS OPEN FORUM

None.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Surratt made a motion to pull purchase order number 1818 for Camp Thurman in the amount of \$1,000 for a separate discussion. Mayor Pro-Tem Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

Councilmember Surratt made a motion to approve Consent Agenda items 1, 2, 3, & 4 as discussed during the work session. Councilmember Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

Councilmember Surratt remembered the discussion with Flair Events regarding volunteers from Camp Thurman working the Kid Zone at PantegoFest but does not remember the discussion on the donation amount. Mr. Fielder informed Council this has been done in the past with other groups. Councilmember Surratt read an e-mail sent to him by the Director at Camp Thurman offering to re-invest the donation into next year's PantegoFest. Mr. Fielder agreed with the Mayor that Flair Events and staff were scrambling to find volunteers and stated they had made the same offer to other groups as well. The agreement was Camp Thurman would run the Kid Zone and provided approximately 36 volunteers to do so. The Susan G. Coleman group provided 15 volunteers and received a smaller donation amount.

Councilmember Adair made a motion to approve purchase order number 1818 a \$1,000 donation to Camp Thurman. Mayor Pro-Tem Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

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

7. Discuss, direct, and review the proposed street repairs at Peachtree and Wagon Wheel.

Mr. Fielder explained he was contacted by Mr. Sarandis at Peachtree and Wagon Wheel regarding a low spot in front of his house. He explained with the current construction on Wagon Wheel now would be a good time to complete the repairs in front of his home.

Chris Sarandi, 3309 Peachtree Pantego, TX 76013, explained he moved in to the home in 2003 and the low spot was maybe 10 foot long. At this time it has reached 40 foot long by 2-3 inches deep. He presented Council with a picture of the standing water. He explained this was brought to staff's attention in 2013 but was not rectified. He requested Council to have this issue rectified.

There was discussion on the necessary repairs to resolve the issue. Council inquired on the cost of repairs and if the contractor shot grade when he estimated the cost. There was clarification on replacing the valley gutter to repair the issue and the necessity of repairing the curb and gutter. Council clarified the cost of the repairs are available in the street repair budget.

Councilmember Adair made a motion to approve the proposed street repair at Peachtree and Wagon Wheel at 3309 Peachtree in the amount not to exceed \$12,743.48. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

RESOLUTION

5. Discuss, direct, and consider action on Resolution 15-25 a resolution of the Town Council of the Town of Pantego, Texas, adopting a Procurement policy for the Town; and providing for an effective date.

Mayor Paradise recapped the discussion on this item during the work session. Mr. Jeffrey's advised Council to leave the word guideline on page two to allow flexibility for unforeseen incidents that may

not exactly fit the policy. There was discussion on the insurance requirement minimums, especially with the professional policy; the possibility of a per project insurance coverage requirement; and adding to section 4 a reference back to the Professional section. Mr. Jeffrey's explained the state law has a cap on a per claim basis regarding liability claims and a per occurrence cap. However, there is not a cap on civil rights lawsuits. Council requested a clean version and insurance information for the current town professional contracts for the next meeting.

6. Discuss, direct, and consider action on Resolution 15-26 a resolution of the Town Council of the Town of Pantego, Texas, adopting a Procurement Card policy for the Town; and providing for an effective date.

Council revisited their discussion on policy versus guidelines. Mayor explained the use of guideline allows for unforeseen circumstances and gives staff the flexibility to address the issue. If it is removed the policy must be more strictly followed. Council requested this policy to also reflect the changes made to the Procurement Policy.

Mayor Paradise recessed the regularly meeting for the executive session at 9:38 p.m.
Mayor Paradise reconvened the regular session at 10:31 p.m.

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 – revisions to the Zoning Code.

Mayor Paradise announced there was no action on the Executive Session item.

COUNCIL INQUIRY

Mayor Pro-Tem Brewster inquired on the repair or replacement of street signs. Mr. Williams informed him this item was included in this year's budget and will be addressed.

Mayor Paradise inquired on replacing the big intersection street signs with ones that light up red.

Councilmember Funderlic inquired on several items: Mr. Jobe's comments on the new Zoning Ordinance; purchasing mosquito spraying equipment and certification of personnel; an update on the groundwater district; the study on Rush Creek with Arlington; and assessment of the streets. Mr. Fielder informed Council the City of Arlington has a project that they are asking for funding help from the Town of Pantego. More information on this will be provided in the near future.

Mayor Paradise inquired if the Ms. Arrington passed her test. She announced she has passed her test and this was the fourth test in the series and has now completed and achieved her Texas Municipal Clerk Certification with an actual graduation ceremony in January.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 10:41 p.m.

APPROVED:


Melody Paradise, Mayor

ATTEST:



Town Council Minutes
October 12, 2015


Julie Arrington, City Secretary

