

Town Council Minutes  
April 27, 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 27<sup>th</sup> day of April 2015 with the following members present:

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

Members absent:

None.

Constituting a quorum. The following staff members were present:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
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
Robert Coker	Assistant Fire Chief

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 two more employees tendered their resignations in dispatch; Marschelle Molina and Iccari Mooney. Council inquired on their reasons. Assistant Police Chief Reeves stated Ms. Molina has taken her old position back with her previous employer and Ms. Mooney is relocating to Stephenville, TX. He informed Council there is a candidate for the open patrol position, he is currently in the hiring process.

Mr. Fielder informed Council the pre-construction meeting with SYB Construction, Inc. is set for this Wednesday. Once he has received the confirmed construction schedule he will meet with the businesses and schools to keep them updated.

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

Council inquired on the cost of the crossovers in the Alan Plummer Invoice and if the fire hydrant associated with purchase order number 1728 was broke prior to the repairs. Mr. Fielder explained the crossover information was changed; some were eliminated and one was added at the intersection of Bowen and Park Row. Mr. Williams explained the valve to the hydrant broke during the repairs.

**3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from April 13, 2015
- Town Council minutes from April 20, 2015

There were changes made to the April 13<sup>th</sup> minutes to include the title of Russell Brewster, replacing "unauthorized" with "occurred while performing work" to agenda item number 2, changing gas leak to fluid flow back in Councilmember Surratt's comments, and in agenda item 8 the words "staff confirmed" replaced "Council confirmed".

No comments for April 20, 2015 minutes.

Acceptance of Minutes of Boards and Commissions:

- PEDC Minutes from April 22, 2015

No comments.

**4. Discuss, direct, and consider action on Resolution 15-12 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an agreement with Collier Consulting for a well monitoring program; providing for an effective date.**

Council inquired on the customized data base as outlined in task 2 of the contract, if the cost of the data base was included in the contract, and information on Collier representing the Town with the North Texas Groundwater Conservation District. Mr. Fielder stated he understood the data base would be supplied to the Town, the cost was included, and they have created a consortium with other municipalities to meet with the Groundwater Conservation District.

**5. Discuss, direct and consider action on Resolution 15-13 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an Engagement Agreement for the Benefits Request for Proposal Bid to Coble Cravens Financial Services, Inc. to obtain comparable quotes for group health, dental, life, disability, and supplemental insurance plans related to the current employee benefits plan offered and provided to town employees; providing for an effective date.**

Mr. Fielder introduced this item informing Council it was sent out for proposals and only two were received; Coble Cravens Financial Services, Inc. and True North. Don Dukes is a resident of Pantego who works for Coble Cravens Financial Services, Inc. (Coble Cravens) located in Fort Worth. They will bring proposals to the Town. If Council chooses to approve one of their proposals the insurance company chosen will pay a commission to Coble Cravens. If Council decides to stay with TML or chooses a different insurance carrier, then Coble Cravens is not paid. Council confirmed with staff the employees will still have plan options to choose from.

**6. Discuss, direct, and consider action on Resolution 15-14 a resolution of the Town Council of the Town of Pantego, Texas, adopting an Investment Policy; providing for an effective date.**

Council inquired on the reason for adopting the Investment Policy if there were not any changes. Mr. Fielder informed Council this was not taken to the Finance Committee due to no changes to the policy. Typically when changes are made they are through the Public Fund Investment Act through the Texas Legislature. Since the Legislature did not meet this year, there were not any changes but

the Town is still required to adopt the Investment Policy annually. Mayor Paradise requested and Council approved moving this item to the Consent Agenda.

**7. Discuss, direct, and consider action on a Special Meeting to canvass the May 9, 2015 General Election.**

Mayor Paradise confirmed with the City Secretary the proposed date is May 18, 2015.

**8. Discuss, direct, and consider action on cancelling the regularly scheduled Council meeting on May 25, 2015 in observance of the Memorial Day holiday.**

No comments.

**9. Discuss, direct, and consider action on proposed financing for a new ambulance.**

Mr. Fielder reminded Council last year financing was brought to them first and they made payment for the item from the reserves. He has chosen to ask for direction first prior to finding financing options. The total cost of the ambulance was \$113,825. During the budget process the item was budgeted for financing over a five year period. An additional \$89,458 is needed to pay for the ambulance. There was discussion on the amount of money in reserves above the recommended 120 days by the Finance Department, the consequences of a debt accumulation in the Capital Leases, and the current interest rate. There was discussion on the source of the \$497,916 remaining unspent in the reserves of the General Fund only. Mr. Fielder informed Council some of this is an unexpected increase in sales tax revenue that was received and savings in payroll from a number of open positions.

Mayor Paradise recessed the regular session for the Executive Session at 7:07 p.m.  
Mayor Paradise reconvened the regular session at 7:32 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 551.074 to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – Discussion of Board and Commissions appointments.

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

Mayor Paradise adjourned the work session at 7:32 p.m.

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

Mayor Paradise called the regular session to order at 7:32 p.m.

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

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

Councilmember Surratt welcomed the audience and informed Council behind Sarah Drive off of Roosevelt is a large piece of property and over the weekend they had a very loud party with a PA system and loud music. The Pantego residents were informed by dispatch this location was in the Dalworthington Gardens jurisdiction and the Police Department for Dalworthington Gardens was aware of the party. He was disappointed and surprised they do not have a noise ordinance.

Councilmember Funderlic had nothing to add tonight.

Councilmember Barrett welcomed everyone in the audience.

Councilmember Adair welcomed everyone.

Mayor Pro-Tem Brewster thanked the audience for being here tonight and Council and staff for working together. If we don't then things don't get done. He also heard the music this weekend. It was the Pantego Christian Academy After Prom party.

Mayor Paradise asked Council, staff, and members of the audience to keep Shelby Mayo and the Mayo Family in their prayers. She has been in the hospital off and on for a while and was in the hospital this weekend. She asked everyone to follow Sarah Mayo on Facebook to keep up with Shelby and how she is doing.

### **COUNCIL LIAISON TO BOARD REPORT**

#### **Community Relations Board**

Councilmember Barrett informed Council there has not been a meeting since the last Council meeting. She reminded everyone the next event is May 25<sup>th</sup> Memorial Day and the next meeting is Tuesday, May 5<sup>th</sup> at 7:00 p.m.

#### **Pantego Youth Leadership Council**

Mayor Paradise informed the Council PYLC met last Tuesday. It was an excellent meeting with representatives from H.O.S.A. who gave a presentation and they participated and engaged in the constructive controversy discussion. The last meeting of the school year will be in May. She invited staff and Council to the Awards dinner at Coker's BBQ on May 19<sup>th</sup>.

### **PEDC REPORT**

Mr. Fielder informed Council representatives from the Star Telegram attended the meeting to discuss options for print and online advertising. The Board requested a proposal for the cost of the advertising.

### **CITIZENS OPEN FORUM**

None.

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

Mayor Pro-Tem Brewster made a motion to approve consent agenda items 1, 2, 3 with corrections made during the work session, and item number 6 Resolution 15-14 as written. Councilmember Funderlic 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.

### **RESOLUTION**

- 4. Discuss, direct, and consider action on Resolution 15-12 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an agreement with Collier Consulting for a well monitoring program; providing for an effective date.**

Discussion from the work session continued. Mr. Williams reminded Council at a previous council meeting a request was made for a proposal from Collier for a well monitoring program. He informed them staff supports this resolution and a program is needed.

Council inquired on the wide variation in the fees, what determines the cost, and stated they are concerned with the lack of transparency in knowing what level of staff the town will get. Aaron Collier with Collier Consulting stated the staff member level determines the costs; such as Engineer level 1 or level 2. He explained more details would be provided in the invoicing, this is just for informational purposes. There was discussion on the additional fees and tasks; such as tasks 6-9. Mr. Collier assured them the additional tasks are flat rate fees and the town will not be charged for mileage. Council confirmed with staff and Mr. Collier the tasks 6-10 would be accompanied by an additional resolution and council approval. There was discussion on the Exhibit A attachment of the Resolution and it encompassing the Fee Schedule that was determined to be for informational purposes only. The Fee Schedule will be removed from the resolution. Section 2 of the Resolution was changed to "The Town of Pantego agrees to compensate Collier Consulting for services outlined in Exhibit A for a total annual cost of \$10,800 as outlined in tasks 1-5 of Exhibit A".

There was discussion on the benefits of Collier Consulting representing the Town at the Northern Trinity Groundwater Conservation District (NTGCD) meetings. Mr. Collier stated the intent of them attending the NTGCD meetings is to keep the stakeholders up to date on the information of the meetings and the affects the NTGCD discussions and decisions may have on the Town. They currently attend the GMA8 meetings regularly for other clients.

There was discussion on the water quality samples outlined in task 8 and the video of the wells as outlined in task 7. Council requested Mr. Collier to supply Mr. Williams with a list of testing that is outlined in Task 8 for his review and determine the need. Council confirmed with Mr. Collier that Collier Consulting will supply the data base outlined in task 2 of the contract. Council agreed task 7 will be approved on an as needed basis.

Councilmember Surratt made a motion to approve Resolution number 15-12 with changes as discussed in section 2 after the cost of \$10,800 including as outlined in tasks 1-5 of Exhibit A. Councilmember Adair seconded the motion.

The vote was as follows:

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

Nayes: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

- 5. Discuss, direct and consider action on Resolution 15-13 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an Engagement Agreement for the Benefits Request for Proposal Bid to Coble Cravens Financial Services, Inc. to obtain comparable quotes for group health, dental, life, disability, and supplemental insurance plans related to the current employee benefits plan offered and provided to town employees; providing for an effective date.**

This item was discussed during the work session and no further discussion was had.

Mayor Pro-Tem Brewster made a motion to approve Resolution 15-13 for the Employment Benefits Request for Proposal. Councilmember Barrett seconded the motion.

The vote was as follows:

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

Nayes: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

- 6. Discuss, direct, and consider action on Resolution 15-14 a resolution of the Town Council of the Town of Pantego, Texas, adopting an Investment Policy; providing for an effective date.**

This item was discussed during the work session and moved to the Consent Agenda.

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

- 7. Discuss, direct, and consider action on a Special Meeting to canvass the May 9, 2015 General Election.**

This item was discussed during the work session and no further comments were given.

Councilmember Adair made a motion to schedule a special meeting for Monday, May 18<sup>th</sup> to canvass the election. Councilmember Surratt 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.

- 8. Discuss, direct, and consider action on cancelling the regularly schedules Council meeting on May 25, 2015 in observance of the Memorial Day holiday.**

There was clarification with the City Secretary this item was different then agenda item number 7.

Councilmember Surratt made a motion to cancel the May 25<sup>th</sup> Council meeting and hold a special meeting on Monday, May 18<sup>th</sup>. 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.

- 9. Discuss, direct, and consider action on proposed financing for a new ambulance.**

This item was discussed during the work session and no further comments were given.

Mayor Pro-Tem Brewster made a motion to direct financing to pay the balance on the new ambulance out of the unspent funds from 2014-2015 in the amount of \$89,458. 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.

**SCHEDULED EXECUTIVE SESSION ITEMS**

Town Council Minutes  
April 27, 2015

- 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 551.074 to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – Discussion of Board and Commissions appointments.

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

Mayor Paradise announced the executive session was held during the work session and no action was taken.

**COUNCIL INQUIRY**

Councilmember Surratt informed staff the light pole in the Liquor Depot parking lot fell over during the weekend and inquired on any inspection requirements after the Certificate of Occupancy. Mr. Joyce informed Council the only inspection requirement is the installation of the pole and the property owner is the liable party for the upkeep of the poles.

Councilmember Surratt inquired on the responses to the Fix-It Forms on the website. Staff informed Council the requestor is notified upon receipt of the form as long as contact information is provided from the requestor. The system does not give an automatic reply it must be generated by the Department Head.

Mayor Paradise informed Council that Robert Jordan with RJ Construction is working with Arlington Council Member Robert Riviera to help protect the residents from the fly-by-night roofing companies through the use of a solicitation ordinance and requested that the Town monitor what the City of Arlington and the State Legislature is doing in regards to fly-by-night roofing companies. She inquired if the Town has anything to help protect the residents from these types of roofing company's.

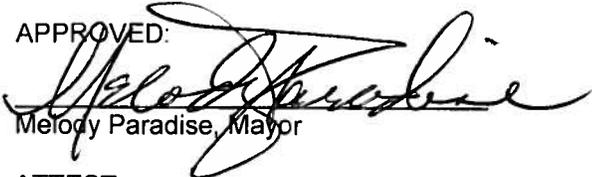
Councilmember Funderlic inquired on any complaints of sewer smells on Park Row, and the sewer capacity of the existing 6" sewer pipe on Park Row, and stated he is concerned with the impending construction on Park Row to upgrade the water line inquiring if the sewer line should be repaired at the same time.

Councilmember Barrett requested a map with the proper names of the different shopping centers around Town.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 8:34 p.m.

APPROVED:

  
Melody Paradise, Mayor

ATTEST:

  
Julie Arrington, City Secretary

