

Town Council Minutes  
August 22, 2016

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 22<sup>nd</sup> day of August 2016 with the following members present:

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

Members absent:

None.

Constituting a quorum. The following staff members were present:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Jim Jeffrey	Town Attorney
Karen Hollingsworth	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 6:34 p.m.

CONSENT AGENDA ITEMS

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

**10. Discuss, direct, and consider action on PantegoFest 2016.**

Mrs. Holly Potter-Harvey presented an updated budget to Council and discussed the available sponsorships. The number of vendors has exceeded expectations. She explained Pantego Bay will sponsor \$1,500.00, provide all the sides for the dinner, and provide the beer, but will keep the revenue. US Foods gave the Town a good price on the steaks; however, Kroger will sponsor, provide a good cost to the steaks, allow the Town to store the steaks at the store until the time of the event, and has donated bottle water to PantegoFest. The time frame for the cook-off will begin at 8:00 a.m., cooks meeting at 9:00 a.m., cooking from 10:30 a.m. to 11:00 a.m. and the judging will begin around 2:30 p.m.

The Woodland West Church of Christ, the Village Shopping Center, and Lakewood Shopping Center have agreed to allow festival goers to park in their parking lots. Mrs. Potter-Harvey is still waiting to hear from the New World Church.

**1. City Manager Report**

Mr. Fielder informed Council on the following information:

The subsidence issues on Doral were repaired today and the drainage line on Doral Court was completed today.

The new detective Sam Nance will begin next Monday. The candidate for the Police Department was hired by another agency during the Department's performance of his background check.

The resolution for the North Texas Groundwater Conservation District (NTGCD) that was passed by Council was discussed in generality at their last meeting. No action was taken.

There have been discussions initiated by Tarrant County regarding aerial spraying of the unincorporated areas because of the number of positive West Nile mosquito samples. They have offered to all municipalities. Due to our size, he is not sure it would be worth doing this if Arlington does not. The town does not have a lot of unincorporated areas.

**2. Approval of Bills Payable and Purchase Orders in excess of \$5,000.**

Council inquired on the second Collier invoice and why it was a lump sum amount. Mr. Fielder will research and inform Council. There was a discussion on the metal detectors for PantegoFest, the inclusion of a technician to set it up, and the cost of shipping. Council inquired on the changes to the format of the Bills payable and discussed the purpose of seeing both the approved purchase order from June 2016 and the invoice to the same payable for approval at this meeting. Mr. Fielder explained in June this purchase order was approved and this month's payable shows the invoice being paid. There was a discussion on a possible automatic renewal with Wells Fargo for the lease on the all-in-one copier; the animal control contract, services, and processes; and the expenses of training part-time employees in the Fire Department.

**3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from July 25, 2016
- Town Council minutes from August 1, 2016

Council pulled the July 25<sup>th</sup> minutes for a tape review. There was a change to the adjournment of the August 1<sup>st</sup> minutes.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from July 13, 2016
- PEDC minutes from July 27, 2016

No comments.

**6. Discuss, direct, and consider action on Resolution 16-13 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with CMA Architecture Planning and Interior Design for an Additional Services Agreement 1 regarding the Park Row Streetscape Project; and providing for an effective date.**

Mr. Fielder explained the issue is still the same with the driveway at Braum's. Their corporate office questioned why the Town was doing this. He informed them the Town has some concerns on possible visibility issues with the arch. He has not had a return call from them on this topic. Council questioned some of the decisions made on this project from four years ago and why they were made.

Mayor Paradise adjourned the work session at 7:26 p.m.

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

Mayor Paradise called the regular session to order at 7:33 p.m. and welcomed the audience.

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

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

Mayor Pro-Tem Surratt welcomed the audience and recognized and thanked the Police Officers for working around the burden of being short handed. He mentioned he was proud that a third of the total number of metals earned in the Olympics came from Texas Olympians. Mayor Pro-Tem Surratt informed Council the Pastor of a church East of Town has retired and held a retirement party that consisted of a quorum of the Arlington City Council, Mayor Williams, a former Mayor, Stat Representatives, the Police Chief, the Fire Chief, preachers from out of state, and the Arlington Independent Superintendent all attended the retirement party to pay their respects to the Pastor. He stated that speaks a lot about the relationship between church and community.

Councilmember Funderlic welcomed the audience; agreed with Mayor Pro-Tem Surratt, and expressed his condolences to Assistant Chief Barry Reeves on the loss of his father.

Councilmember Barrett agreed with the previous comments and thanked the staff for all of their hard work

Councilmember Adair agreed with the previous comments and thanked the staff for all of their hard work.

Councilmember Brewster agreed with the previous comments and thanked staff and Council for working together to get things accomplished. He expressed his condolences to Assistant Police Chief Barry Reeves.

Mayor Paradise stated she did not have anything to add and reminded the audience school has begun and to be mindful of the school zones.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Councilmember Barrett reported the Board has not met since the last Council meeting.

**Pantego Youth Leadership Council**

Mayor Paradise stated the PYLC group will hold its first meeting September 20<sup>th</sup> and the field trip to Fossil Rim was rescheduled to November 5<sup>th</sup> due to a scheduling conflict with Fossil Rim. There is a minimum requirement of 20 people and invited Council and staff to attend.

**PEDC REPORT**

The only item on the agenda was PantegoFest. The Board discussed the ordering of T-shirts and some advertising.

**CITIZENS OPEN FORUM**

None.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Brewster made a motion to approve the consent agenda items 1, 2, and 3 with pulling the July 25<sup>th</sup> minutes as discussed and with changes made to the August 1<sup>st</sup> minutes as discussed in the work session. 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 motion passed unanimously.

#### **PUBLIC HEARINGS**

**4. First public hearing to receive comments to consider the proposed budget for the Fiscal Year beginning October 1, 2016, through September 30, 2017.**

Mr. Fielder informed Council this is the first of two public hearings on the budget. The second public hearing will be next Monday. After conducting two public hearings, Council will move into the approval process.

Mayor Paradise opened the public hearing at 7:44 p.m.  
With no one to speak on this item, the Public Hearing was closed at 7:45 p.m.

Mayor Paradise announced the Pantego Town Council will vote on the adoption of the Fiscal Year 2016-2017 Proposed Budget on September 12<sup>th</sup> at 7:30 p.m. during a regularly scheduled meeting of Town Council located at 1614 S. Bowen Rd. Pantego, TX 76013.

**5. First public hearing to receive comments to consider the proposed Tax Rate of \$0.42 of \$100 valuation for the town's 2016-2017 Fiscal Year Budget.**

Mr. Fielder explained this is the first of two public hearing on the adoption of the tax rate. The proposed rate exceeds the effective rate but is below the rollback rate. There were some changes in the law as to how this process works that went into effect January 2016 the public notices are a little bit different this year, but not major changes. The second public hearing will be at the next meeting on Monday, and then the Town will begin the process to adopt the ordinance with two readings.

Mayor Paradise opened the public hearing at 7:46 p.m.  
With no one to speak on this item, the public hearing was closed at 7:47 p.m.

Mayor Paradise announced the Pantego Town Council will vote on the adoption of a tax rate at a public meeting to be held on August 29, 2016, at 6:30 p.m. and on September 12, 2016, at 7:30 p.m. in the Pantego Town Council Chambers located at 1614 S. Bowen Rd. Pantego, Texas 76013.

#### **RESOLUTION**

**6. Discuss, direct, and consider action on Resolution 16-13 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with CMA Architecture Planning and Interior Design for an Additional Services Agreement 1 regarding the Park Row Streetscape Project; and providing for an effective date.**

This item was discussed during the work session. Mayor Pro-Tem Surratt made a motion to table this item until the September 26, 2016, council meeting. Councilmember Barrett seconded the motion.

The vote was as follows:  
Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.  
Nays: None.  
Abstentions: None.

Mayor Paradise announced the motion passed unanimously.

**7. Discuss, direct, and consider action on Resolution 16-22 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into an Interlocal Agreement with the City of**

**Grand Prairie for participation in contracts for goods and services for each municipality; and providing for an effective date.**

Mayor Paradise read the caption for the record. Mr. Williams introduced this item and explained the process that allows the Town to utilize the City of Grand Prairie's bidding procedures and prices. Once approved the item will be discussed at the Grand Prairie council meeting for approval. Council inquired if this was similar to the contract with the City of Desoto. Mr. Williams confirmed it was. There was a discussion on having an independent contract between the Town and the contractor. Council discussed their concerns with not obtaining bids to allow for price comparisons and being able to assure the residents they received the best price for the work performed.

Councilmember Brewster made a motion to approve Resolution 16-22 for an Interlocal agreement with the City of Grand Prairie. 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 motion passed unanimously.

**8. Discuss, direct, and consider action on Resolution 16-23 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a General Services Agreement with Curtco Inc. for the crack sealing of Bowen Road between Pioneer Parkway and Park Row Drive in an amount not to exceed \$36,000.00 and to provide an effective date.**

Mayor Paradise read the caption for the record. Mr. Williams introduced this item and reminded Council of the work completed on Bowen Road previously this year. He explained this is the last phase of the work and involves the crack sealing and striping of the road. He presented pictures to Council of the current conditions and the needed repairs. There was a discussion on traffic control and the timeline of completion. Council discussed their concerns with not having comparison bids to choose from to ensure the lowest cost and requested no work to be allowed during school hours. Mr. Jeffrey's made some changes for clarification to the contract.

Councilmember Adair made a motion to approve Resolution 16-23 with the changes as discussed and for the amount not to exceed \$36,000. Mayor Pro-Tem Surratt seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

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

**9. Discuss, direct, and review an employment agreement for police officer recruits in training.**

Public Safety Chief Griffith reminded Council this item was at Council's request to develop an agreement for reimbursement. Council requested the deletion of the fourth "Whereas" statement. Councilmember Adair confirmed this item is for reimbursement of training and not employment and that experienced officers will not need this type of contract. There was a discussion on the possibility of detouring potential candidates; the length of time for repayment; and if this would be better served to be included in the employee handbook instead. There was a discussion on sign-on bonuses instead of this agreement. Mr. Jeffrey will draft a short and simple agreement for an amount paid for training allowing the repayments to begin after completion and during an approved time period.

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

**10. Discuss, direct, and consider action on PantegoFest 2016.**

This item was discussed during the work session.

Mayor Paradise read the caption of the executive sessions and recessed at 9:00 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 – Newport Investments, LLC and Now Faith Deliverance Temple v. Town of Pantego, Don Surratt, and Don Funderlic.

Mayor Paradise reconvened the Council meeting at 9:20 p.m. and declared no action was taken on executive session item 1.

**COUNCIL INQUIRY**

None.

**11. Discuss review the Budget for the Fiscal Year 2016-2017.**

Mr. Fielder began where the last meeting left off with Special Revenue Funds. There was a discussion on the Pantego Youth Leadership Council budget. Ms. Arrington explained how the budget numbers were obtained. There was a discussion on the fundraising amounts over the past several years and if there is a need for trip insurance for the Field Trip to Fossil Rim. Council requested a corrected copy of Holly Potter-Harvey's budget for PantegoFest to be added into the budget for next year. The contribution funds were consolidated. There was a discussion on the Lion's Club donation to the Pantego Police Department and other 501(c)(3) available donations. There was a discussion on the Shamburger Fund and its uses. There was a discussion on the expected life of the Cartwright Fund. Mrs. Hollingsworth explained the creation of the Police Trust Fund and which revenues are contained within this fund and explained the discovery of the Fire Apprenticeship Program Funds.

Mr. Fielder presented the PEDC Budget for Council approval and outlined some changes. The sales tax showing in the Street Improvement Fund will be reduced to the projected numbers for this year. The Court Technology Fund carried over due to the project not complete. Council requested a list of items still open for discussion. Mr. Fielder informed the Council the topics for the next budget meeting.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 10:14 p.m.

APPROVED:

  
Melody Paradise, Mayor

ATTEST:

  
Julie Arrington, City Secretary

