

Town Council Minutes  
November 14, 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 14<sup>th</sup> day of November 2016 with the following members present:

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

Members absent:

Don Funderlic	Council Member
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Constituting a quorum. The following staff members were present:

Matt Fielder	City Manager
Julie Arrington	City Secretary
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:

Joyce Stanton	Town Engineer
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WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:31 p.m.

CONSENT AGENDA ITEMS

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

1. **City Manager Report**

Mr. Fielder informed Council of the following updates:

There are candidates for the police sergeant position and the part-time court position. Their introductions are expected at the next council meeting on December 14<sup>th</sup>; once filled this will leave two police department vacancies.

He informed Council of the following holiday events:

Saturday, November 26<sup>th</sup> - the Candy Train and the Small Business Saturday for PEDC;

Friday, December 9<sup>th</sup> - The Town Christmas party; and

Saturday, December 17<sup>th</sup> - the Salvation Army Red Kettle Challenge and the PEDC Santa event;

He informed Council of the following ribbon cuttings:

This Saturday at Noon Cake Bliss;

Tuesday, November 29<sup>th</sup> at 4:00 p.m. Arlington Chiropractic;

Saturday, December 3<sup>rd</sup> at 1:00 p.m. Timeless Treasures; and

Saturday, December 17<sup>th</sup> at 1:00 p.m. Perna's Cajun & Soul Food.

Mayor Paradise read the caption of the executive session and recessed at 6:34 p.m.

Following the scheduled Executive Session, the Council will reconvene into 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 551.074 Personnel Matters to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – Boards and Commissions Appointment.

Mayor Paradise reconvened into regular session at 7:14 p.m. announced any action for this item will be taken at the end of the regular session.

#### **2. Monthly Staff Reports.**

Ms. Hollingsworth answered Council's inquiries and explained the deficiencies showing in the General Fund will balance once the accruals are posted on the report. Council gave positive comments on the Flex Krete used for road repair and inquired on the outcome of the bee hive relocation.

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

There was a discussion with Ms. Hollingsworth on the purchase of the checks from Incode. Ms. Hollingsworth explained she is not satisfied and will be researching another vendor. Council requested an update at the next council meeting on this item.

There was a discussion on the new motorcycle helmet and radio purchase. Assistant Police Chief Reeves explained the helmet had passed the expiration date and the radio broke. Due to the age of the equipment the parts were obsolete, and the wiring harness and push to talk switch were completely replaced.

#### **4. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from October 10, 2016
- Town Council minutes from October 17, 2016
- Town Council minutes from October 24, 2016

No comments were given.

Acceptance of Minutes of Boards and Commission:

- PEDC minutes from September 28, 2016
- PEDC minutes from October 12, 2016
- PEDC minutes from October 26, 2016
- CRB minutes from October 4, 2016

The PEDC minutes for October 26, 2016, were not in the packet and therefore removed.

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 7:30 p.m. and welcomed the audience.

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

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

Councilmember Brewster welcomed the audience and gave positive comments regarding the reception, the Fire Departments Fill the Boot campaign and the training Officer Meinke provided to the City of Dalworthington Gardens. He thanked Council and staff for working together to get things accomplished.

Councilmember Adair agreed stating it was great to see everyone here and welcomed the new employees. He thanked the staff for the hard work they perform and commented the first responders of Pantego are the best around.

Councilmember Barrett agreed with the previous comments and stated it was great to see everyone here.

Councilmember Surratt agreed with the previous comments and stated it is nice to see staff, family, and friends to help honor the new employees.

Mayor Paradise stated she was glad to have Lieutenant DeLeon back in service.

**HONORS AND RECOGNITIONS**

- **Introduction of Nicole McKeon as the new dispatcher and Jesus Najera as the new Public Works maintenance worker.**

Public Works Director Scott Williams introduced Jesus Najera as the new maintenance worker to the Public Works Department. Assistant Police Chief Reeves introduced Nicole McKeon as the new dispatcher to the Department of Public Safety.

- **Swearing In and Badge pinning of Sheli Godbold as the new police officer.**

Assistant Police Chief Reeves introduced Officer Sheli Godbold as a new officer to the Police Department and asked her to share her unique story. Officer Godbold shared her story stating she was an officer with another municipality when she received a diagnosis of Multiple Sclerosis. She moved to Russia to receive stem cell replacement therapy and now has been re-established to full duty. Chief Griffith welcomed Officer Godbold to the Pantego Police Department. Mayor Paradise delivered the Oath of Office and Officer Godbold's daughter pinned her badge.

**RECEPTION**

Mayor Paradise recessed the meeting for a brief reception at 7:45 p.m.

Mayor Paradise reconvened the meeting at 8:05 p.m.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Mr. Fielder informed the Council that the CRB board met last Tuesday. They discussed the final preparations for the Candy Train and Santa in the Park on November 26<sup>th</sup>. They will have pictures with Santa, crafts, hot chocolate, cookies, a photo booth, face painting, a balloon artist, and the train. Mayor Paradise stated the Candy Train will leave Town Hall at 3:15 to 3:30 p.m.

**Pantego Youth Leadership Council**

Mayor Paradise stated the PYLC group had their overnight field trip to Fossil Rim Park the weekend before last. She thanked everyone who went along; Mayor Pro-Tem and his family, the City Manager, Public Works Director, and City Secretary. She stated the weather was great and the entire program could not have been better. Tomorrow night the Council will meet and discuss the field trip, community events, and communication techniques and how to get things accomplished with different personalities.

**PEDC REPORT**

Councilmember Adair informed Council the Board met last week. They discussed the splash pad with a couple of different vendors, which took up most of the meeting and discussed Santa on the same Saturday as the Red Kettle from 11:00 a.m. to 3:00 p.m. ending at Walmart. They also discussed the Small Business Saturday event.

**CITIZENS OPEN FORUM**

None.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Brewster made a motion to approve the consent agenda items 1-4 with the PEDC minutes from October 26<sup>th</sup> being pulled. Councilmember Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

- 5. Discuss, direct, and consider action on Resolution 16-27 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with RJ Construction for repairs to the roof of the Town Hall building.**

Dennis Jobe explained to Council due to the storms this spring the Town Hall roof was damaged. He sent the scope of work to roofing contractors in the area and has received four bids. RJ Construction was the only contractor to return the provided bid documents fully completed. His cost was not the lowest bid and instead came in the middle of the bids at \$48,000. The Texas Municipal League has already paid the Town the insurance portion of the repairs minus the deductible. Mr. Jobe assured Council the representative from the Texas Municipal League agreed to pay the difference in cost once the work is completed. Mr. Fielder confirmed to Council the Town Attorney has reviewed and approved the resolution. There was a discussion on the color of the shingles, the material used for the vent pipes and the warranty for the work.

Councilmember Adair made a motion to approve Resolution 16-27 as submitted. Mayor Pro-Tem Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

- 6. Discuss, direct, and consider action on Resolution 16-28 a resolution of the Town of Pantego, Texas, authorizing the City Manager to award the bid for construction, to negotiate, and to enter into a contract with Leetech Energy Service, LLC for the Smith Barry Sewer Line construction project; and providing an effective date.**

Scott Williams, Public Works Director, informed Council this work represents the Waste Water Capital Improvement Program specifically the pipe bursting for Smith Barry Road with the addition of some manholes and covering the older existing brick manholes. This project was budgeted for \$189,950 in the fiscal year 2016-17 budget. There were five bids received with Leetech Energy Service's coming in at \$170,750.00. They anticipate the work to begin after the first of the year and last forty-five (45) days. There was a discussion on the projected length of the project and anticipated issues. Council

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inquired on the spectrum shield product. Mr. Williams stated the use of the product on concrete manholes would not be cost effective; therefore, it was removed from the scope of work. The spectrum shield product will add fifty years to the life of the bricked manholes. There was a discussion on the wide range of the bid amounts and if the references were verified.

Councilmember Adair made a motion to approve Resolution 16-28 as submitted. Councilmember Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

- 7. Discuss, direct, and consider action on Resolution 16-29 a resolution of the Town of Pantego, Texas, in support of the application by Cirrus Associates, LLC on behalf of SWC Arkansas & Cooper, LTD to the Texas Commission on Environmental Quality (TCEQ) for a Municipal Settings Designation (MSD) for the properties located at 1000 and 1030 W. Arkansas Lane, Arlington, Texas.**

Mr. Fielder informed Council this is a request for a Municipal Settings Designation at the corner of Arkansas and Cooper for an old dry cleaners location. A representative for Cirrus Associates and the Town Engineer, Joyce Stanton, are at the meeting for any questions Council may have of them. Mr. Fielder confirmed the Town Attorney, Jim Jeffrey, has read and approved the resolution for this item. Council verified with Dick Record with Cirrus Associates that the underground water flow was moving away from Pantego and the monitoring of the flow will be discontinued once the MSD is approved. There was a discussion on the missing chemical levels and their locations within the designated area. Councilmember Surratt informed Council he received a letter on behalf of his private well. There was a discussion on the disintegration rate of the plume and the current chemical levels. Mr. Record assured Council the water at the property boundary meets the acceptable level of drinking water as outlined by the Texas Commission on Environmental Quality and the Environmental Protection Agency. There was a discussion on the Town fees for the application.

Councilmember Adair made a motion to approve Resolution 16-29 as submitted. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

- 8. Discuss, direct, and consider action on Ordinance 16-795 an ordinance of the Town of Pantego, Texas, amending the Fiscal Year 2015-2016 adopted Budget; and declaring an effective date.**

Mr. Fielder stated this is the end of the year budget amendment that contains the cleanup of any changes made and approved by Council. The Police and Fire Departments make up the bulk of the changes and the waterline crossover on Pioneer Parkway. He verified this is the first reading of this ordinance. There was a discussion on the miscellaneous expenditure of \$500 and the increase of the Cartwright Fund expenses. Council verified this amount covers all expenses associated with the Pioneer Parkway waterline crossover project.

Mayor Pro-Tem Surratt made a motion to approve the first reading of Ordinance 16-795 as presented. Councilmember Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

### **COUNCIL INQUIRY**

Mayor Pro-Tem Surratt would like to review the fees for a Municipal Setting Designation application.

Mayor Paradise read the caption for the Executive Session and announced item number 1 was conducted during the work session.

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**

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  1. Pursuant to Government Code Section 551.074 Personnel Matters to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – Boards and Commissions Appointment.
  2. Pursuant to Government Code Section 551.074 Personnel Matters to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – City Secretary.

Councilmember Adair made a motion to appoint Steve Kunkel as PEDC Director, Place 6 with the term to begin immediately and to expire in June 2017. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

Mayor Paradise recessed for the executive session item number 2 at 8:54 p.m.

Mayor Paradise reconvened the regular session at 10:26 p.m. and announced there was no action taken.

### **ADJOURNMENT**

Mayor Paradise adjourned the regular session at 10:26 p.m.

APPROVED:

  
Melody Paradise, Mayor

ATTEST:

  
Julie Arrington, City Secretary

