

AGENDA
FRITCH CITY COUNCIL REGULAR SESSION
TUESDAY NOVEMBER 15, 2016
CITY ANNEX 509 W. BROADWAY FRITCH, TEXAS
7:00 P.M.

All agenda items are subject to action. The City Council reserves the right to adjourn into Executive Session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. Call to order. Welcome Citizens and Visitors.

2. Invocation and Pledge of Allegiance.

3. Open forum – Comments/Concerns from Citizens

Individual citizen comments are normally limited to five (5) minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the City Council regarding any topic not necessarily on the agenda. The City Council is not allowed to respond to comments and questions asked of them by the speaker, with a few exceptions. In accordance with the "Texas Open Meetings Act," Government Code Chapter 551, any response by a member of the City Council must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council meeting.

4. Consent Items:

This section shall provide for items that require action by the council, but where little or no discussion is anticipated. By a single motion, second and affirmative majority vote, items under this section are approved without further discussion or action. Any council member desiring more discussion on an item may move to withdraw it to the New Business section.

- a. Consider **Resolution No. 2016 – 5** authorizing an agreement with the Sanford-Fritch Independent School District in the purchase of rumble strips.
- b. Approve minutes of the following meetings: October 18, 2016 and October 25, 2016.
- c. Approve accounts payable.
- d. Consider **Resolution No. 2016** - to appoint an administrator for the City of Fritch Prosperity credit cards.
- e. Consider **Resolution No. 2016** - to approve the opening of a new grant account for the City of Fritch to accommodate the new block grant.

5. New business:

- A. Discuss and take action on bid for 108 N. Sheridan Ave, Fritch Texas legally described as lots seventeen (17) and eighteen (18), block twenty-one (21) Original Town of Fritch, Hutchinson County, Texas.
- B. Discuss and take action on well repairs.
- C. Discuss and take action on High Tide SCADA System.
- D. Discuss and seek guidance on Public Works maintenance schedule.
- E. Discuss properties and report presented by Diane Hartweg of 500 S. Railroad.
- F. Discuss and take action on donations to Police Department made by the 100 Club and Walmart and the requested expenditures of these funds.
- G. Discuss and take action on leasing copier with copy/print/scan features from Remco Copy Service.
- H. Discuss and take action for Carissa Purcell concerning payment arrangements for water leaks.
- I. Discuss and seek guidance on vehicles for maintenance crew.

6. City officers' reports.

- A. Report from City Manager.
- B. Report from Chief of Police.
- C. Report from Public Works Director.
- D. Report from Fire Chief.
- E. Museum Report
- F. Court Report.
- G. E.D.C. Report.

H. Crime Control Report.

7. Mayoral/councilmember announcements.

8. Questions from the Media.

9. Future agenda items.

10. Convene into Executive Session:

The Fritch City Council reserves the right to adjourn into closed meeting at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code;

- A. Section 551.071 (consultation with attorney)
- B. Section 551.072 (deliberations regarding real property)
- C. Section 551.073 (deliberations regarding prospective gift)
- D. Section 551.074 (personnel matters)
- E. Section 551.076 (deliberations about security devices)
- F. Section 551.087 (Economic Development)

11. Reconvene into Open Session. Any action taken.

12. Adjournment.

Persons who plan to attend this public meeting and who may require auxiliary aid or services are requested contact Cindy Cook, City Secretary at (806) 857-3143 within 48 business hours of the scheduled meeting date. Reasonable accommodations will be made to assist your needs.

The City Council may vote and/or act upon each of the items listed on this agenda.

This is to certify that I, Cindy Cook, City Secretary, posted this agenda on the front window of City Hall on the _____ day of _____ 20__ at _____ -- Posted in accordance with the Texas Government Code, Chapter 551,

By: _____
Cindy Cook, City Secretary

By: _____
Witness

Removed from posting:

Date: _____ Time: _____

Signature of person removing from posting

Call to Order, Invocation, Pledge of Allegiance & Citizen Comments Items 1 & 2

Call to order; Welcome Citizens and Visitors

Called to Order at: _____ pm

Suggested Action: Mayor Kelly Henderson to call the meeting to order and welcome visitors and citizens

Invocation: led by: _____

Pledge of Allegiance – U.S. Flag led by: _____

Citizen Comments Item 3

Open forum – Comments/Concerns from Citizens

Individual citizen comments are normally limited to five (5) minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the City Council regarding any topic not necessarily on the agenda. The City Council is not allowed to respond to comments and questions asked of them by the speaker, with a few exceptions. In accordance with the "Texas Open Meetings Act," Government Code Chapter 551, any response by a member of the City Council must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future City Council meeting.

Executive Summary: The City Council welcomes public comments at this point on items **not** specifically listed on the agenda. Speakers are limited to five (5) minutes each. The Council cannot discuss or deliberate subject matter; only agree to place on a future meeting agenda.

Consent Items: Item 4

Consent Items:

- a. Consider **Resolution No. 2016 – 5** authorizing an agreement with the Sanford-Fritch Independent School District in the purchase of rumble strips.
- b. Approve minutes of the following meetings: October 18, 2016 and October 25, 2016.
- c. Approve accounts payable.
- d. Consider **Resolution No. 2016 - __** to appoint an administrator for the City of Fritch Prosperity credit cards.
- e. Consider **Resolution No. 2016 - __** to approve the opening of a new grant account for the City of Fritch to accommodate the new block grant.

Executive Summary:

Item a. On September 20, 2016 the Council took action to enter into an agreement with the school district for the school system to purchase the rumble strips for Eagle Drive and the city maintenance crew will install and maintain them. The ISD has asked for a specific resolution to that effect, thus this action presented fulfills their request.

Item d. The former city manager was listed as "administrator" for the City's credit card account through Prosperity bank. It is necessary to the City Council to designate a new administrator.

Item e. Amarillo National Bank is requesting Council action to open a new bank account for the proceeds of the recent CDBG grant proceeds to flow through.

Suggested Action: I, _____ move that the City Council (approve/not approve) the consent items as submitted.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

**CITY OF FRITCH
RESOLUTION 2016 - 5**

**A RESOLUTION BY THE CITY OF FRITCH AUTHORIZING AN AGREEMENT
WITH THE SANFORD-FRITCH INDEPENDENT SCHOOL DISTRICT IN THE
PURCHASE OF RUMBLE STRIPS.**

WHEREAS, the Sanford-Fritch Independent School District agrees to purchase rumble strips for installation on Eagle Boulevard directly outside the East and West boundary of the 20 MPH school zones which encompass the Sanford-Fritch Softball field, Sanford-Fritch Junior High School, Sanford-Fritch High School and the Sanford-Fritch Administration Building; and

WHEREAS, the Sanford-Fritch independent School District Board of Trustees has agreed with said purchase, and

WHEREAS, the City of Fritch assumes property right to rumble strips which includes installation and maintenance of rumble strips from the date of approval of this resolution;

NOW THEREFORE, be it resolved by the Fritch City Council; the City Manager is authorized to enter into an agreement with the Sanford-Fritch Independent School District in the matter of purchasing the rumble strips on Eagle Boulevard.

CONSIDERED AND APPROVED THIS THE _____ DAY OF _____, 2016.

Mayor W. Kelly Henderson

ATTEST:

City Secretary, Cindy Cook

**CITY OF FRITCH
RESOLUTION 2016 - 9**

**A RESOLUTION BY THE CITY OF FRITCH DESIGNATING AN ADMINISTRATOR FOR THE
PROSPERITY BANK CREDIT CARDS ACCOUNT**

WHEREAS, The City of Fritch has a credit cards account with Prosperity Bank; and,

WHEREAS, recent changes in staff require designating a new staff member as administrator; and,

WHEREAS, the Bank needs a corporate resolution from the City Council identifying said designation;

NOW THEREFORE, BE IT RESOLVED BY THE FRITCH CITY COUNCIL;

That _____ is hereby designated as the administrator for the Prosperity Bank Credit Cards.

CONSIDERED AND APPROVED THIS THE _____ DAY OF _____, 2016.

Mayor W. Kelly Henderson

ATTEST:

City Secretary, Cindy Cook

**CITY OF FRITCH
RESOLUTION 2016 - 10**

**A RESOLUTION BY THE CITY OF FRITCH AUTHORIZING OPENING A NEW BANK ACCOUNT
FOR CDBG GRANTS**

WHEREAS, The City of Fritch was recently awarded a Community Development Block Grant for Water Distribution System Improvements; and,

WHEREAS, staff desires to open a new account for the inflow and disbursement of the grant proceeds and to avoid comingling funds; and,

WHEREAS, the Bank needs a corporate resolution from the City Council authorizing the establishment of this account;

NOW THEREFORE, BE IT RESOLVED BY THE FRITCH CITY COUNCIL;

That Cindy Cook, City Secretary, is hereby authorized to open a new account at Amarillo National, Berger Branch, Bank for the Community Development Block Grant.

CONSIDERED AND APPROVED THIS THE _____ DAY OF _____, 2016.

Mayor W. Kelly Henderson

ATTEST:

City Secretary, Cindy Cook

New Business: Item 5

New business:

A. Discuss and take action on bid for 108 N. Sheridan Ave, Fritch Texas legally described as lots seventeen (17) and eighteen (18), block twenty-one (21) Original Town of Fritch, Hutchinson County, Texas.

Executive Summary:

Suggested Action: I, _____ move the City Council (approve/not approve) the bid of _____ for 108 N. Sheridan Ave, Fritch Texas legally described as lots seventeen (17) and eighteen (18), block twenty-one (21) Original Town of Fritch, Hutchinson County, Texas

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

B. Discuss and take action on well repairs.

Executive Summary: On March 22, 2016 the City Council authorized entering into an agreement with Etter Water Well of Canadian for inspection, cleaning and test pumping of Fritch water system wells no. 1, 3 and 4. Subsequently, Brandt Engineering produced a Preliminary Report for the Water Distribution System. In this report, it was recommended that wells 1, 3 and 4 be placed in service and piped to the well field tank. According to the studies and report these wells would provide an estimated additional 1,000 gallons per minute (GPM) production capacity – doubling the current production to 2,000 GPM. The minimum well capacity should currently be 1,580 GPM with the largest well out of service. In order to meet certain TCEQ requirements it is imperative to begin bringing these wells on-line. Funds were included in the current budget in the amount of \$150,000 for each well which was to include replacement piping, as well as, the pumps and motors. Cody has shared he does not anticipate needing to replace piping and the pumps and motors are satisfactory on #4 & #3, therefore the anticipated cost more approximate at \$20,000 each. Well #1 will need additional equipment and will be considerably more. Cash flow may dictate that we pursue one well at a time beginning with #4 then #3 this year and hold on #1 until next year. Or, if we decide to pursue all three this year - the other factor involved is; if we anticipate spending \$50,000 or more with one company, in a given year, then we must go through the competitive bid process, as required by Chapter 252 of the Local Government Code. Cody Bengé will provide additional details and be available to answer questions during the meeting.

Suggested Action: I, _____ move the City Council (authorize/not authorize) staff to pursue the necessary repairs on wells #4 and #3 at a cost not to exceed \$20,000 each for a total of \$40,000.

OR

Suggested Action: I, _____ move the City Council (authorize/not authorize) staff to prepare specifications and seek bids for necessary repairs for wells #4, #3 and #1.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

C. Discuss and take action on High Tide SCADA System.

Executive Summary: In order to become more efficient at well operation, staff is recommending the purchase of a Supervisory Control and Data Acquisition (SCADA) [computerized] system for implementation at the well-field. This technology has been available for some-time now but advances have made it more affordable. Currently staff must manually monitor the volume of water in storage, physically drive to the well-field to activate a pump then return to deactivate it once the storage has been filled. A SCADA system would actually allow the storage tank levels to call for or shut off pumps at the well locations – creating an automated system. Significant savings for the City would be realized in a reduction of wear and tear on vehicles and overtime. Additionally, this system is capable of sending alarms to operators so they can take care of problems before they escalate in critical state. These systems now provide operational capability through a smart-phone, as-well-as, a desk top computer. The system being proposed is “cloud-based” so the equipment required is limited to the Remote Terminal Units (RTUs) at each of the wells and storage tanks. It can also easily be expanded as additional wells are brought back on-line. Funds were allocated in the budget for the purchase of this system. Cody Benge will provide additional details during the meeting.

Suggested Action: I, _____ move the City Council (authorize/not authorize) the purchase of the High-Tide SCADA system for the two operational wells and two related storage tanks at a price not to exceed _____ through Odessa Pump Company.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

D. Discuss and seek guidance on Public Works maintenance schedule.

Executive Summary: During the summer months the Public Works staff went to a 4 day - 10 hour/day work schedule – Monday through Thursday. Recently that schedule has been modified so there is staff available five days a week with part of the staff off on Mondays and part off on Fridays. City management is interested in allowing staff to share with the Council how this scheduling has been working and opening a dialogue with the Council regarding continuance.

Suggested Action: No specific action required

E. Discuss properties and report presented by Diane Hartweg of 500 S. Railroad.

Executive Summary: At the regular Council meeting in October Ms. Hartweg presented the Council with information regarding a potential Code violation at 500 S. Railroad. She has requested to speak at this meeting regarding this location and this agenda item should also allow Police Chief Leggett to update all on the steps taken to rectify the situation reported.

Suggested Action: No specific action required

F. Discuss and take action on donations to Police Department made by the 100 Club and Walmart and the requested expenditures of these funds.

Executive Summary: A donation of \$8,000 from 100 Club and \$2,000 from Walmart was recently received for the Police Department. Staff is requesting action by the Council to accept the donation and authorize utilization of the funding for upgrade and/or repair to video equipment, radar equipment and emergency lights on the 2010 Charger and 2015 Explorer. A future agenda will have the budget adjustments necessary to incorporate and appropriate these funds in the current budget.

Suggested Action: I, _____ move the City Council (accept/not accept) the donation of \$10,000 from the 100 Club and Walmart and authorize staff to proceed with upgrade and/or repair to video equipment, radar equipment and emergency lights on the 2010 Charger and 2015 Explorer.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

G. Discuss and take action on leasing copier with copy/print/scan features from Remco Copy Service.

Executive Summary: A few years ago the full-sized and shared office copier/scanner/printer ceased to be operational. At the time, it was determined funds were not available for a replacement and staff opted for smaller desktop units. Now one of those has "died." These smaller units with the cost of ink or toner are actually more expensive to operate than the larger capacity copiers. Staff is recommending to enter into a lease purchase agreement with Remco Copy Service to provide a centralized networked shared copier/scanner/printer for the administrative offices.

Suggested Action: I, _____ move the City Council (authorize/not authorize) a 48 month lease/purchase agreement with Remco Copy Service for a Black & White copier/scanner/printer per the proposal provided.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

H. Discuss and take action for Carissa Purcell concerning payment arrangements for water leaks.

Executive Summary: Ms Purcell came in to pay her water bill a couple of weeks ago and advised staff that she had had a leak. She asked for consideration to assist with taking care of a large bill. The City Manager advised only the Council has the authority, as the current ordinances are written, to do anything different than require that the bill be paid in full. However, a decision was made to charge her an amount equal to her average bill over the last several months and allow her the opportunity to appear before the Council.

The City is responsible for taking care of leaks on our side of the meter and the customer is responsible for maintenance of their service lines and household plumbing. The City has cost involved in acquiring the water, disinfecting it and pumpage, distribution and storage. Ownership transfers as the water flows through the meter. Some cities maintain this approach and require customers to pay for everything that flows through the meter. Other Cities try assist customers who have a leak. Where Fritch is not a "cash rich" utility staff advises that we require payment for all metered flow; however, the Council could authorize a payment plan to make it easier for Ms Purcell to meet this obligation.

Suggested Action: I, _____ move the City Council (authorize/not authorize) a Payment Plan, not to exceed 12 months, for the amount due over and above Ms Purcell's average bill.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

I. Discuss and seek guidance on vehicles for maintenance crew.

Executive Summary: Cody provided a presentation on the state of the Public Works vehicle fleet last year. A summary of the details of that presentation is provided in the Council packet. Funds were included in the Capital Expenditures Line item for payments on two vehicles set-up on a 3-year loans. The purpose for including this item on the agenda is to have a dialogue about pursuing this as it was intended in the budget. The City Manager would like to recommend repairing the 2005 F-150 extended cab to provide immediate relief and get some staff out of operating their own personal vehicles for City business. This will give us a little bit of room to shop for a couple of good quality used vehicles and get the loans set-up to pay for them.

Suggested Action: I, _____ move the City Council (authorize/not authorize) staff to make repairs to the 2005 F-150 extended cab pick-up and seek to procure two late model vehicles, with loans through Amarillo National Bank for no more than 3 years at a cost not to exceed \$30,000 in any of the three fiscal years.

Seconded by Councilmember _____

_____ Ayes _____ Nays Motion: Carried Failed

City Officers' Reports

Item 6

- A. Report from City Manager.
 - B. Report from Chief of Police.
 - C. Report from Public Works Director.
 - D. Report from Fire Chief.
 - E. Museum Report
 - F. E.D.C. Report.
 - G. Crime Control Report.
-

Mayoral/councilmember announcements

Item 7

Questions from the Media

Item 8

Future agenda items

Item 9

Executive Session

Item 10

Executive Session

Adjourn into Executive Session: *Mayor Kelly Henderson* "The Fritch City Council will adjourn into executive session at _____ p.m. as authorized by the Texas Government Code under." (*check all that apply and provide specifics under the heading*)

- A. Section 551.071 (consultation with attorney)
 - B. Section 551.072 (deliberations regarding real property)
 - C. Section 551.073 (deliberations regarding prospective gift)
 - D. Section 551.074 (personnel matters)
 - E. Section 551.076 (deliberations about security devices)
 - F. Section 551.087 (Economic Development)
-

Item 11

Reconvene out of Executive Session

Mayor Kelly Henderson "The Fritch City council is coming out of executive session at _____ p.m.

Action from discussion held in Executive Session

Adjournment Item 12

Adjournment

Executive Summary:

Adjournment -- *Mayor Kelly Henderson* –

- The City Council will be meeting for a:
 - Regular Meeting at the City Annex on Tuesday December 20, 2016 at 7:00 pm.
 - Persons desiring to present business to the city council at that meeting are directed to submit a request in writing to the City Secretary by Monday, December 12, 2016 in order to be included on the agenda.
- There being no other business, the meeting is hereby adjourned.

Called Adjournment at _____pm