

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

- 1. Call to order. Welcome Citizens and Visitors.** Meeting called to order at 7:00 p.m. by Mayor W. Kelly Henderson. Councilmembers present: Dwight Kirksey, Arturo Gutierrez, Arlin Audrain and Denise Campbell. Mayor Pro Tem Richard Hein was absent. City Employees present: Monte Leggett, Carrie Driscoll, Cody Bengé, Ed Adamson, Cindy Cook and Interim City Manager Jeff Howell.
- 2. Invocation and Pledge of Allegiance.** Prayer led by Councilmember Audrain. Pledge of allegiance led by Councilmember Kirksey.
- 3. Open forum – Comments/Concerns from Citizens**
Jason Sanders, representing the Sandlot Baseball League, spoke to the Council about building restroom facilities at the baseball field. He stated that the Sandlot League would not be having games this season. He said there is \$3,000 in their account and he would like to donate it toward building a restroom. He also stated that he would like to do some fund raising to build new dugouts at the field. Since the Council was unable to respond to this during open forum, it will be placed on next month's agenda.
- 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 -9** to appoint an administrator for the City of Fritch Prosperity credit cards.
 - e. Consider **Resolution No. 2016 - 10** to approve the opening of a new grant account for the City of Fritch to accommodate the new block grant.

Motion made by Councilmember Campbell: I move that the City Council approve the consent items as submitted. Councilmember Kirksey made the second. Vote 4/0. City Secretary Cindy Cook asked for an amendment to the motion to address item d. An amended motion was made by Councilmember Campbell to approve the consent items as submitted and that the City Secretary, Cindy Cook, be appointed the administrator for the City of Fritch Prosperity credit cards for item d. Second made by Councilmember Gutierrez. Vote 4/0.
- 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.** Councilmember Audrain made the motion to accept the bid of \$4,000 offered by Joseph and Kara Badeaux III. Second made by Councilmember Gutierrez. Vote 4/0.
 - B. Discuss and take action on well repairs.** Public Works Director Bengé presented quotes to repair wells #1, #3 and #4. One quote was to go back as the wells are currently with shaft driven pumps at a total cost of \$34,651. The other quote was to install submersible pumps at a total cost of \$75,759.90. Director Bengé recommended to stay with the shaft driven pumps. Councilmember Kirksey made the motion to authorize Director Cody Bengé to pursue the necessary repairs on well #4, #3, and #1 at a total estimated cost not to exceed \$50,813. (this figure was a miscalculation provided by Mr. Howell; the true anticipated cost based on Mr. Bengé's recommendation is \$34,651) Second made by Councilmember Audrain. Vote 4/0.
 - C. Discuss and take action on High Tide SCADA System.** The SCADA system is a supervisory control and data acquisition computerized system for implementation at the well field. This system would allow the storage tank levels to call for or shut off pumps at the well locations – creating an automated system. The City would see significant savings in the reduction of wear and tear on the vehicles and in overtime. Motion made by Councilmember Kirksey to 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 \$22,913. Second made by Councilmember Audrain. Vote 4/0.
 - D. Discuss and seek guidance on Public Works maintenance schedule.** Director Bengé presented the council with the current maintenance schedule. This schedule was adopted in the summer and is based on a four-day ten-hour schedule. Staff is available five days a week with part of the staff off on Mondays and part off on Fridays.

Director Bengé said it has improved the morale of the staff. They look forward to time off. There are four employees on Monday and Friday and seven on Tuesday and Thursday. Interim Manager Howell said there are other cities that do odd shifts. At times, in Fort Worth, the street crews were on four tens. He said we need maintenance staff five days a week and this seems to be working quite well. Councilmember Audrain said this should be evaluated over time so we can assess how it is working. We need to know if things are getting done. Are the costs more or less? Is the same amount of work or more being accomplished? Mayor Henderson commented that the staggered schedule is better than four tens. We have a high turnover rate so maybe this will help us keep an employee that might otherwise take a rise somewhere else.

- E. **Discuss properties and report presented by Diane Hartweg of 500 S. Railroad.** Ms. Hartweg told the Council that Chief Leggett sent an officer right away. She believes the individual has moved out of the motorhome now. Chief Leggett reported that he sent a certified letter and the individual asked to have until the first of the year to get the area cleaned up. Chief Leggett agreed to give him to the first of the year but Chief calls and checks on his progress periodically. Ms. Hartweg also commented about 400 S. Railroad and the poor condition it is in. Mayor Henderson said someone is trying to purchase the Railroad property but the bid has to be approved by all of the entities before it can be sold.
- F. **Discuss and take action on donations to Police Department made by the 100 Club and Walmart and the requested expenditures of these funds.** Chief Leggett informed the Council that \$10,934.62 had been donated toward the police vehicles. These donations include \$2,000 from Walmart, \$8,000 from The 100 Club and \$934.62 from independent donors and a Go Fund Me account that had been set up. Chief Leggett stated he would like to use the money to refit and repair equipment on the existing cars since it was not budgeted at this time to purchase new vehicles. Motion made by Councilmember Campbell to accept the donations of \$10,934 to be used to make repairs and upgrade equipment and lights on the police vehicles. Second made by Councilmember Gutierrez. Vote 4/0.
- G. **Discuss and take action on leasing copier with copy/print/scan features from Remco Copy Service.** Interim Manager Howell presented information from Remco Copy Service. City Hall currently does not have a centralized large copier but uses small ones located in various offices. The cost per page is considerably more on the small printers than it would be on a large one. Councilmember Kirksey had very good things to say about the Remco company. His church has used the company and has been very impressed with their service. Manager Howell recommended leasing for 48 months. This would make the payment \$127.00 a month. Councilmembers also discussed whether it would be better or cheaper to purchase the copier outright. Councilmember Campbell stated that it would cost less to purchase the unit and the service agreement. Councilmember Kirksey stated that with large technology items, they are usually obsolete after three or four years. Once the lease is over, the machine could be traded in for a new model. Councilmember Campbell made the motion to enter into a 48-month lease agreement with Remco Copy Service for a black and white copier/scanner/printer from Remco. Second made by Councilmember Audrain. Vote 4/0.
- H. **Discuss and take action for Carissa Purcell concerning payment arrangements for water leaks.** Carissa Purcell recently had two leaks which have been repaired. The resulting bill is \$934. She has requested to make payments. Interim Manager stated that a payment plan is reasonable but we as staff do not have the authority to make this plan. We have allowed her to pay her average bill until this is resolved. Councilmember Kirksey made the motion authorizing a payment plan, not to exceed twelve months, for the amount due over and above Ms. Purcell's average bill. Second made by Councilmember Gutierrez. Vote 4/0.
- I. **Discuss and seek guidance on vehicles for maintenance crew.** Director Bengé presented information on vehicles for the maintenance crew. Of the nine vehicles in the public works fleet, only four are operable. The 2005 Ford F-150 extended cab could be made operational for approximately \$3,203. Councilmember Campbell asked how many vehicles are needed for the maintenance crew. Director Bengé replied that he needs three. Currently, there are two vehicles being shared and some of the crew are driving their own personal vehicles for work. Council agreed to repair the 2005 F-150 extended cab and to allow Director Bengé to begin the process of purchasing two late model used vehicles. Interim Manager Howell said they have been looking auction sites including some outside of the area. No action taken on this item.

6. City officers' reports.

- A. **Report from City Manager.** Interim Manager Howell reported that according to our paying agent Bank of New York Mellon, the City of Fritch is completely caught up on past due debt payments and has been since August. In the October 14th issue of the Eagle Press, it was reported the city was still behind; however, that was incorrect.

He also reported that the \$96,000 in outstanding utility payments was a bit inflated as the report included customers who had moved away owing the city money. Those accounts will be turned over to the Texas Revenue Recovery Association. The report came out immediately after the 'due date' and many of the people have already paid their bills. Manager Howell also spoke about the new website and the items that have already been added to the web site. He also reported that he has been working on the budget making notation changes as to what is included. He commented that our sales tax remittance has come in this week and we are running ahead of last year. We should be on target for our budget expectations. Based on the ad valorem for debt support received, we will meet the obligation in February for the 2003 issue. The City is also setting funds aside for meeting the 2011 issue February interest payment.

- B. Report from Chief of Police.** Chief Leggett reported there were 220 citations issued last month. He reported that alcohol related items have declined since last year. Chief Leggett said animal control dealt with 14 dogs, 2 cats, 1 deer, 1 snake and 1 skunk during the last month. The calls to dispatch have gone down. Mayor Henderson asked how many tickets were issued in the school zones. Chief Leggett replied about 88% of the tickets were school zones violations. Chief Leggett also said that he plans to approach the crime board to see if they will purchase flashing lights to be put in the school zones. These lights are solar powered, overhead lights that are bolted on to existing bars.
 - C. Report from Public Works Director.** Director Benge reported the number of leaks has dropped considerably. Currently have five leaks on the books. Mayor Henderson also asked about how the work orders were made and who took the calls. Director Benge gave a breakdown of how the work orders were handled and completed out.
 - D. Report from Fire Chief.** Fire Chief Ed Adamson reported that the Fire Department had made 23 runs in the previous month. Three were inside the city, nineteen in the county and one in Moore County. He also reported that Hutchinson County is currently under burn ban. The annual fire summit will be held December 16th and 17th at Frank Phillips College. Friday meetings will be geared toward mayors and city managers. Saturday will be more toward fire training. Six more members recently signed up. They are going through the rookie training, at this time. By the first of the year, they should be on the trucks. The Fire Department is looking at grants but with little success. We have too much and make too much but yet it is not enough to meet the needs.
 - E. Museum Report** - No verbal report.
 - F. Court Report** - No verbal report.
 - G. E.D.C. Report** - No verbal report.
 - H. Crime Control Report** - No verbal report.
 - 7. Mayoral/councilmember announcements.** Mayor Henderson thanked Interim Manager Jeff Howell for coming and helping out. There have been about a dozen applications turned in to PRPC.
 - 8. Questions from the Media.** No questions.
 - 9. Future agenda items.** Restrooms at the baseball fields. Councilmember Kirksey requested to have a thirty-minute workshop before the January meeting for council orientation.
 - 10. Convene into Executive Session:** No 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.** No Executive Session.
 - 12. Adjournment.** Motion made by Councilmember Campbell to adjourn. Second made by Councilmember Kirksey. Vote 4/0. Time: 8:40 p.m.

READ, PASSED AND APPROVED on this ____ day of _____, 2016.

Mayor W. Kelly Henderson

Cindy Cook, City Secretary