

MINUTES
FRITCH CITY COUNCIL CALLED SESSION
TUESDAY October 18, 2016
CITY ANNEX 509 W. BROADWAY FRITCH, TEXAS
7:00 P.M.

1. **Call to order.** Meeting called to order at 7:00 p.m. by Mayor W. Kelly Henderson.
 - *Council in attendance: Denise Campbell, Richard Hein, Arlin Audrain, Arturo Gutierrez and Dwight Kirksey.*
 - *Council absent: None*
 - *Employees present: Jeff Howell, Abby White, Monte Leggett, Cody Bengel, and Ed Adamson.*
2. **Invocation – Pledge of Allegiance.** Prayer given by Councilmember Audrain. Pledge given by Mayor Henderson.
3. **Recognize visitors – Mayor Kelly Henderson.**
4. **Open Forum: Barbara Vaughn** addressed the council with five questions about the Water Distribution report presented on July 19, 2016 by Brandt Engineering Co. **Diane Riehl** addressed the council regarding her neighbor's property that has been accumulated for years and questions on zoning.
5. **New Business:**
 - a. **Introduction of Interim City Manager: Jeff Howell.** Mayor Henderson Introduced Interim City Manager Jeff Howell and Welcomed him to the City of Fritch.
 - b. **Approve minutes of the following meeting: September 26, 2016.** Mayor Pro Tem Hein moved to approve the minutes of September 26, 2016 meeting as presented. Second made by Councilmember Campbell. Vote 5/0.
 - c. **Approve minutes of the following meeting: October 7, 2016.** Councilmember Campbell moved to approve the minutes of October 7, 2016 meeting as presented. Second made by Councilmember Gutierrez. Vote 5/0.
 - d. **Accounts Payable.** Motion made by Mayor Pro Tem Hein to accept the Accounts payable as presented. Second made by Councilmember Audrain. Vote 5/0.
 - e. **Consider action regarding administrative services for the City of Fritch's 2016 Texas Community Development project.** Motion made by Councilmember Campbell to approve PRPC for the administrative services for the City of Fritch's 2016 Texas Community Development project. Second made by Mayor Pro Tem Hein. Vote 5/0.
 - f. **Consider a resolution designating the Mayor and City Manager to act as designated signatories in order to execute contractual documents between the Texas Department of Agriculture and the City of 2016 Community Development Block Grant Program and for the Mayor, City Secretary and Mayor Pro-tem to act as authorized signatories to execute the State of Texas Purchase Voucher and Request for Payment form documents required for requesting funds approved in the 2016 Texas Community Development Block Grant Program.**

Motion made by Councilmember Kirksey to approve the resolution to designate the Mayor and City Secretary as designated signatories to execute contractual documents between the TDA and the City of 2016 Community Development Block Grant Program. Also, include Mayor, City Secretary, Public Works Director and Mayor Pro-Tem to act as authorized signatories to execute the State of Texas Purchase Voucher and Request for Payment form documents required for requesting funds approved in the 2016 Texas Community Development Block Grant program as presented by Joe Price. Second made by Councilmember Audrain. Vote 4/0. Mayor Pro Tem Hein abstained.
 - g. **Consider and adopt the following for the purposes of Texas Community Development Program grant:**
 - i. **Appoint the City Secretary as the City's Civil Rights Officer.**
 - ii. **Appoint a labor standards officer.** Motion made by Mayor Pro Tem Hein to appoint the City Secretary as the City's Civil Rights Officer and Dustin Meyer from PRPC as the Labor Standards Officer. Second made by Councilmember Audrain. Vote 5/0.
 - h. **Consider and adopt a resolution regarding Civil Rights and the adoption of the following policies:**
 - a. **Citizen Participation Plan and Grievance Procedures**
 - b. **Section 3 Policy**
 - c. **Excessive Force Policy**
 - d. **Section 504 Policy and Grievance Procedures**

Mayor Pro Tem Hein moved to adopt the resolution regarding Civil Rights and the adoption of the following policies; Citizen Participation Plan and Grievance Procedures, Section 3 Policy, Excessive Force Policy, Section 504 Policy and Grievance Procedures and Limited English Proficiency plan. Second made by Councilmember

Campbell. Vote 5/0.

i. Consider and adopt a proclamation designating December 2016 as Fair Housing Month in the City of Fritch.

Motion made by Councilmember Audrain to adopt a proclamation designating December 2016 as Fair Housing month in the City of Fritch. Second made by Councilmember Gutierrez. Vote 5/0.

j. Receive and consider possible action of proposals received for engineering services for Texas Community Development Program grant.

Joe Price presented that a committee of 3 members conducted a proposal scoring for engineering services for the Community Development Program Grant. 2 companies submitted proposals; Brandt Engineering and KSA Engineers. 3 categories of scoring. Work performance, Experience and capacity to perform. Results of scoring Brandt Engineering placed first with total score of 300 total score with a 100 average and KSA's total score was 269 with an 89.7 average. It was the recommendation to award the project to Brandt Engineering. Motion made by Councilmember Campbell to accept the recommendation of the committee and award the Project as proposed by Texas Community Development Program Grant to Brandt Engineering. Second made by Councilmember Audrain. Vote 5/0.

k. Receive presentation from PRPC regarding their services in the search and recruitment of possible City Manager.

Joe Price present the services of PRPC in the search and recruitment of possible City Manager. Services offered: Job Posting and Notices. Put a city profile together (population, Bond rating, etc...) Resume review. Lead out in the interview process, Background review (Facebook, Twitter, Google). PRPC will not offer a recommendation. Total cost: \$3,000 to \$6,000.

l. Discuss and take action on property, owned by the City of Fritch, at 222 Cozart Lane-Lake Meredith Harbor.

Councilmember Kirksey moved to pay the past due balance of \$240 to LMHOA on the 222 Cozart Lane- Lake Meredith Harbor and to contact a local realtor for selling of the 222 Cozart Lane Property. Second made by Councilmember Audrain. Vote ded. Motion passed 5/0.

m. Discuss and take action on offer of \$1,400 on struck off property located at 809 S. Cornell Ave, Described as lots eleven (11), and twelve (12), all in block forty-on (41), Original Town of Fritch.

Councilmember Campbell moved to accept the offer of \$1,400.00 on struck off property located at 809.S. Cornell Ave, described as lots eleven (11), and twelve (12), all in block forty-on (41), Original Town of Fritch. Second made by Councilmember Hein. Vote 5/0.

n. Discuss and Take action on offer of \$5, 000.00 on struck off property located at 602 S. Longwood, described as lots three thru six (3-6) block fifteen (15), Original Town of Fritch.

Councilmember Hein moved to accept the offer of \$5,000.00 on struck off property located at 602 S. Longwood described as lots three thru six (3-6) block fifteen (15), Original Town of Fritch. Second made by Councilmember Audrain. Vote 5/0.

o. Discuss and Take action to approve Fire Department purchase for budgeted 02 Air Compressor in excess of \$10,000.00 as specified by Ordinance Section 1.03.035(10).

Mayor Pro Tem Hein moved to continue the purchase of 02 Purifier Air Compressor in the November meeting. Second made by Councilmember Audrain. Vote 5/0.

6. City Officers' Reports:

A. Chief Leggett presented for the PD/Code Enforcement/Animal Control/ and Court

- a. Reported the possible changes regarding the Borger dispatch.
- b. Discussed the process of Code Enforcement. 1. Door hanger and postcard notification. 2. Certified Letters
- c. Reviewed yearend report regarding Animal Control and Court.
- d. Discussed briefly about possible grants available for the city to consider for the future.

B. Chief Adamson presented for the FVFD

- a. Reports that all the Rancher surrounding Fritch are on Board to begin a control burn barrier for protection during the dry season. Control Burns will begin soon and continue through Dec.
- b. Monthly call report was reviewed.

C. Public Works report: Cody Bengé submitted to the council a report (Item #1-Attached). Report summary
There are 10 leaks on the books: 912 S. Ridgeland (Hydrant), 62 Meredith Way, Yantis & High Plains, 111 Scott, 404 Coronado, 334 Fritch Dr., 302 Boyd, 226 Sage Mesa, 201 S. Hoynes, 322 Mustang. 12 Leaks have been repaired this month. 28 Work orders have been completed. Bengé: Address the concern regarding the Hydrant leak on 912 S. Ridgeland, the Hydrant has been leaking for a week. Due to lack of equipment and cost of contracting the repair out. Our best options were to call on the services of Borger's Utility Depart. They are helping free of charge with the repairs. Cody stated that later tonight (10/18/16) around 9:30pm the water will be shut off in Fritch City limits, Double Diamond and Maverick Village areas for estimated about 2 to 4 hours to repair

the leaking fire hydrant. The time of day was chosen to limit the inconvenience to residences and business as much as possible. Pro-Tem Richard Hein asked about how the public was notified regarding the water shut off? Cody responded, he used the Fritch Chamber of Commerce's Facebook page. Richard suggested that in the future, that we use flyer or posters to be hung at the grocery store and other public gatherings in addition to the social media for notification of public water shut off. Cody agreed. Abby White stated that the chamber has 2700 to 2800 on Facebook page and the notification was shared 50 times.

D. Abby White presented for Museum

- a. Reported an increase in visitors to the museum in the last year.
- b. Discussed her involvement in area wide Historical boards and Educational committees.
- c. Provided information regarding an upcoming Christmas event at the Museum scheduled for December 3, 2016.

E. EDC Minutes were reviewed (attached #2)

F. Crime Control and Prevention report was not presented.

7. Mayoral/Council Member Announcements

8. Future Agenda Items. Next meeting is scheduled for November 15, 2016 at 7pm

9. Adjourn Mayor Pro Tem Hein moved to adjourn. Second made by Councilmember Campbell. Vote 5/0.

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

Mayor W. Kelly Henderson

Cindy Cook, City Secretary