**MINUTES**

**FRITCH CITY COUNCIL REGULAR SESSION**

**MAY 15, 2018**

**SFISD BOARD ROOM 540 EAGLE DRIVE FRITCH, TEXAS**

**6:30 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.**

- Invocation and Pledge led by Dwight Kirksey.

1. **Canvass the General Election of May 5, 2018 by Resolution.**

- Mayor Kelly Henderson read Resolution #2018-05 which stated that the ¼% sales and use tax was reauthorized for 4 more years, and that Dwight T. Kirsey received 181 votes and Carrie A. Gallagher received 15 votes for Mayor.

1. **Presentation of Certificates of Election, Statement and Oath of Office by Judge Shila Hart and Mayor Kelly Henderson.**

- Due to the absence of Judge Shila Hart, SFISD Superintendent Jim McClellan administered the oath of office to re-elected Councilmember Richard Hein, and newly elected Councilmember Billy Robbins and Mayor Dwight Kirksey.

1. **Recognize newly elected Council members and visitors – Mayor Kelly Henderson.**

**6. Presentation of Awards by City Council. Recognizing Fritch Volunteer Fire Dept. and Fritch PD**

- Mayor Kirksey recognized Fire Chief Ed Adamson, Police Chief Houston Gass, and Officers Chapmon and Lopez for their dedicated service during the most recent wildfires to threaten the City with a presentation of appreciation plaques.

**7. 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 on the agenda. By State law, the City Council is not allowed to respond to comments and questions asked of them by an open forum speaker. Any response by a member of the City Council must be limited to referring the matter to staff, a statement of specific factual information/ recitation of existing policy, or a proposal to place the subject on a future agenda for a future City Council meeting.*

- No one signed up to speak in open forum.

**8. 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 request an item be withdrawn for separate discussion and action.*

* 1. Approve minutes of the following meetings: April 17, 2018
	2. Approve accounts payable.
	3. Approve Tax Deeds.

- Due to illness and absence, the Council did not receive their packets in time to adequately review the consent items. Mayor Pro Tem Hein made a motion to move Items A and C to new business and approve Item B. Councilmember Robbins seconded. Vote 4/0. Motion passed.

**9. New business:**

1. **Approve minutes of the following meetings: April 17, 2018**

**-** Councilmember Campbell motioned to approve these minutes. Councilmember Ray seconded. Vote 4/0. Motion passed.

1. **Approve Tax Deeds.**

- Mayor Pro Tem Hein made a motion to approve the presented tax deeds. Councilmember Campbell seconded. Vote 3/0 with Councilmember Robbins abstaining. Motion passed.

1. **Workshop on Roads and Water System.**

- Dwight Brandt, with Brandt Engineers was present to give updated information on the improvements being done to the water system. \*\*\* City Manager Brassfield gave a report on the current state of City streets and what the City’s future plans are concerning these streets. He discussed the possibility of grant funding, the considerable progress made on pothole repairs, street signs, the City’s maintainer, alleys, curbs, and gutters. In the future, City Manager Brassfield stated that the City is looking to do chip-sealing on the unpaved City streets and that additional funding sources are being researched to ease the financial burden on the City’s budget. No action taken as this was an information-only segment of the regular meeting.

1. **Discuss and take action concerning resignation letter from Municipal Judge.**

- Mayor Kirksey informed the Council that Judge Shila Hart had submitted her letter of resignation and requested it to be effective June 1, 2018. Councilmember Ray motioned to accept the Municipal Judge’s letter of resignation. Mayor Pro Tem Hein seconded. Vote 4/0. Motion passed.

1. **Discuss and take action concerning Fire Department grant expenditures.**

- Due to incomplete financial information, this item was tabled.

1. **Discuss and take action concerning amending the budget to reflect payment by SBA Communications for lease buyout.**

- Due to incomplete financial information, this item was tabled.

**10. City Staff & Affiliated Entities reports**

A. Report from City Manager – City Manager Brassfield informed the Council about completed training City Secretary Schmidt, Police Chief Gass and he had completed since the previous month’s Council meeting. City Manager Brassfield also reported that some internal leadership development has been implemented for City employees. He also reported that the bid process has been opened to the public regarding the sale of City-owned property on Plains Drive. Sealed bids will be accepted until June 15, 2018. Finally, City Manager Brassfield informed the Council that the process has been started on opening the City Recycle Center up to six (6) days per week for the convenience of City residents. The budgeted totals for the Recycle Center would adequately support having the Center opened more often. In addition to having the Center open more often, Public Works employees are reporting that excessive construction materials are being disposed of at the Recycle Center and that it is increasing the number of times the roll-off containers are having to be replaced. City Manager Brassfield stated that he wanted to do more research before proposing changes to the ordinances pertaining to this activity before bringing a formal action request before the Council.

B. Report from Chief of Police – April report

* 1. Report from Public Works Director –
	2. Report from Fire Chief – April Report
	3. Museum Report –
	4. Court Report – April Report
	5. E.D.C. Report –
	6. Crime Control Report –

**11. Mayoral/councilmember announcements.**

 **12. Future agenda items.**

**13. Adjournment.**

**Persons who plan to attend this public meeting and who may require auxiliary aid or services are requested contact Tammy Schmidt, 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, Tammy Schmidt, 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: By:

 Tammy Schmidt, City Secretary Witness

Removed from posting:

Date: Time:

 Signature of person removing from posting

**Call to Order, Invocation, Pledge of Allegiance**

**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:

**Canvass the General Election of May 5, 2018 by Resolution**

**Item 3**

**Presentation of Certificates of Election, Statement and Oath of Office**

**Item 4**

**Recognize Newly Elected Council Members and Visitors**

**Item 5**

**Presentation of Awards by City Council**

**Item 6**

**Open Forum – Comments/Concerns from Citizens**

**Item 7**

**Open forum – Comments/Concerns from Citizens**

The following citizen(s) spoke to the council: Name; address; topic. Limit of 5 minutes.

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**Consent Items**

**Item 8**

**Consent Items:**

A. Approve minutes of the following meetings: April 17, 2018

B. Approve accounts payable.

C.Approve Tax Deeds.

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

Seconded by Councilmember

 Ayes Nays Motion: Carried Failed

**New Business:**

**Item 9**

**A.** Workshop on Roads and Water System.

**Executive Summary:** Update from City Manager and City Engineer (Brandt Engineers) on roads and the water system.

**Suggested Action~~:~~** ~~I \_\_\_\_\_\_\_ move the City Council (approve/not approve)~~ No action required.

 Seconded by Councilmember

 Ayes Nays Motion: Carried Failed

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**B. Discuss and take action concerning resignation letter from Municipal Judge.**

**Executive Summary:** Shila Hart requested to be placed on the agenda to present her letter of resignation and requested that the resignation be effective June 1st. An investigative committee and/or hiring committee could be formed to determine how to proceed with filling this position.

**Suggested Action:** I move the City Council (accept/reject) the Municipal Judge’s resignation letter (and nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be on the \_\_\_\_\_\_\_\_\_\_\_ committee).

 Seconded by Councilmember

 Ayes Nays Motion: Carried Failed

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**C. Discuss and take action concerning Fire Department grant expenditures.**

**Executive Summary:** The Fritch Volunteer Fire Department has received a grant in the amount of $20,000, as Chief Adamson predicted in the March 2018 Council Meeting. In order for the Fire Department to receive the full amount offered (which is 75% of full expenditure up to $20,000) the VFD will need to spend close to $26,000. Because some of these individual purchases will exceed the $10,000 cap, Council approval is needed prior to the purchases being made.

**Suggested Action:** I move the City Council (approve/not approve)

 Seconded by Councilmember

 Ayes Nays Motion: Carried Failed

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**D. Discuss and take action concerning amending the budget to reflect payment by SBA Communications for lease buyout.**

**Executive Summary:** SBA has submitted their lump sum payment for the lease buy-out. $123,796.77 was deposited on 04/23/2018. That amount is the $125,000 originally agreed upon, minus the separate May rent (which was a separate deposit) of $881.02 and the prorated ground rent amount of $322.21. This money was received into the budget under Franchise/Right-of-way Fees.

**Suggested Action:** I move the City Council (approve/not approve) amending the budget to reflect the payment made by SBA Communications.

 Seconded by Councilmember

 Ayes Nays Motion: Carried Failed

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**City Staff & Affiliate Entities Reports**

**Item 10**

* 1. Report from City Manager
	2. Report from Chief of Police
	3. Report from Public Works Director
	4. Report from Fire Chief
	5. Museum Report
	6. Court Report
	7. E.D.C. Report
	8. Crime Control Report

**Mayoral/Councilmember announcements**

**Item 11**

**Future agenda items**

**Item 12**

**Adjournment**

**Item 13**

Adjournment -- *Mayor Kelly Henderson –*

* The City Council will be meeting for a:
	+ Regular Meeting at the SFISD Admin Building on Tuesday, June 19, 2018 at 6:30 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, in order to be included on the agenda.
* There being no other business, the meeting is hereby adjourned.

 Called Adjournment at pm