**MINUTES**

**FRITCH CITY COUNCIL REGULAR SESSION**

**THURSDAY JANUARY 18, 2018**

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

**6:30 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: Tom Ray, Dwight Kirksey, Arlin Audrain and Denise Campbell. Mayor Pro Tem Richard Hein was absent. City employees present: Drew Brassfield, Cindy Cook, Houston Gass, Roger Pense, Jason Collins, Stephanie Davidson, and Ed Adamson.
2. **Invocation and Pledge of Allegiance.** Prayer given by Councilmember Audrain.
3. **Proclamation.** Mayor Henderson read a proclamation designating January 2018 as School Board Recognition Month.
4. **Open forum – Comments/Concerns from Citizens: No one spoke in open forum**
5. **Consent Items:**
	1. Approve minutes of the following meetings: December 19, 2017.
	2. Approve accounts payable**.**
	3. Approve counter offer of $700 for struck off property, described as Lots Three (3) thru Eight (8), all in Block Three (3), Original Town of Fritch, Hutchinson County, Texas located on N. Railroad Ave, Fritch Texas.
	4. Approve counter bid of $250 for struck off property, described as Lots One (1) and Two (2) all in Block Three (3), Original Town of Fritch, Hutchinson County, Texas located on N. Railroad Ave, Fritch Texas.
	5. Approve counter bid of $250.00 for struck off property, described as Lots Nine (9) and Ten (10) all in Block Three (3), Original Town of Fritch, Hutchinson County, Texas located on N. Railroad Ave, Fritch Texas.

Motion made by Councilmember Hein to approve the consent agenda items A-E. Second was made by Councilmember Campbell. Vote 5/0.

**6. New business:**

1. Discuss and take action on calling of May 5, 2018 election for the purpose of electing two (2) councilmembers and a mayor for two-year terms and for the renewal of the ¼% sales tax for street maintenance which expires on September 30, 2018 by Resolution 2018 – 1. Motion made by Councilmember Campbell to approve. Second was made by Councilmember Hein. Vote 5/0.
2. Discuss and take action on Resolution 2018 – 2 between the SFISD and the City of Fritch authorizing an agreement for a joint election. Motion made by Councilmember Audrain to approve. Second made by Councilmember Kirksey. Vote 4 in favor, 0 against, and 1 abstain.

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

**A. Report from City Manager – Over all status update.** Manager Brassfield stated that Danny Barrett with Texas Communities Group brought signs to put up on most of the properties available for sale. Some of the properties have the wrong picture with the correct address and some have the correct address but the wrong photograph in the book provided to the City by Texas Communities Group (TCG). TCG used Google Earth to obtain their photographs. Manager Brassfield said that TCG has a phone app that can be used on vacant lots or any property to determine what the availability of that property is. The app requires a photograph be taken and the photo is immediately sent to TCG to research. At the time of this meeting, two photographs had already been sent in to TCG, who reported back that one property is simply in need of code enforcement and the other property is available for seizure. Manager Brassfield also reported that a new computer has had to be purchased for the Utility Billing Supervisor. Looking ahead, Manager Brassfield informed the Council that meaningful progress has been made on getting equipment operational. The maintainer is running for the first time in 5-6 years but every hose is in need of replacement. Yellowhouse and Warren Cat have been out to make some assessments and repairs on the City’s backhoe and front-end loader. Additional equipment continues to be identified as surplus and will be added to the list for a future surplus auction. Building maintenance is also going to be a priority for 2018. Flooring at City Hall is in desperate need of replacement and exterior work needs to be done on the Police Department/Museum building. Councilmember Campbell asked about a status update on the water improvement projects known as Phases 1A and 1B. Manager Brassfield informed the Council that Brandt Engineers have completed their GPS mapping of the water lines in the well field which will allow the City to share those coordinates with anyone needing to conduct digging in that area. Councilmembers Campbell and Audrain questioned Manager Brassfield about completion dates and the viability of the existing City water tower vs. a new above-ground storage tank. Manager Brassfield stated that he would request, again, a projected timeline from Brandt Engineers and that Brandt had finished their assessment of the City’s water tower and had deemed it viable with some refurbishment.

**B. Report from Chief of Police – December report.** Chief Gass presented the details from the 2017 Racial Profiling Report he had submitted to the State. Chief Gass further informed the Council that Tyler Technologies was slowly being integrated at the police department and that, during the integration, they discovered that the existing server would not be sufficient to implement all the new changes. Chief Gass informed the Council that Councilmember Hein had been assisting with the integration and that a new server could potentially be purchased for $1,800-$2,000. Chief Gass elaborated on the building repairs needed by stating that the West side of the building is in terrible shape. There is extensive dry-rot due to years of bad drainage. Chief Gass stated that the new roof that was installed last year should significantly help preserve what is there but that he would like to go ahead and begin accepting bids to on these repairs since money was set aside in this year’s budget for those repairs. Chief Gass welcomed the Council to come by and see, first hand, the areas he was talking about.

**C. Report from Public Works Director – Update on water, sewer and streets.** Public Works Director Roger Pense reported there were 60 work orders generated for this reporting period and that 36 of those orders had been completed. Director Pense reported that 2 or 3 households, on Walnut, had changed their minds about wanting culverts installed which has delayed final completion of that project. Director Pense also informed the Council that he and his crew had finished off the first pallet of the new cold-mix patch and that it has worked very well in patching pot holes. Director Pense stated that there was nothing new to report concerning the parks and that routine maintenance has been performed on the sewer’s backflow valve on the irrigation system. Director Pense concluded by stating that 17 leaks had been repaired. Councilmember Audrain inquired if most of the leaks were on the Brinson system. Director Pense stated that they were and that waiting on Dig Tess was typically what delayed repairs being made.

**D. Report from Fire Chief – Call report for December.**  Fire Chief Adamson reported there was a total of 13 calls for the month of December. Of those calls, 9 were in Hutchinson County but that the Fire Department has already surpassed that number in the month of January. Chief Adamson informed the Council that the FVFD had a total of 220 runs. 1,651 man-hours spent on those runs, 397 hours spent at the station, 111 hours spent working on trucks, and 308 hours spent training for the 2017 year. By doing the work themselves, the volunteers saved the City approximately $8,000 on vehicle and equipment repairs. Chief Adamson informed the Council that he is looking at obtaining grants to purchase some new grass rigs and that they may have to park one of their trucks because he does not have the funds in the budget needed to make the repairs. Chief Adamson also reported that the burn plan is in place for a prescribed burn to be conducted on the acreage between the small Cefco, Sears, and Overland Trail. Chief Adamson also discussed CAMEO training in Amarillo and other trainings that would assist the FVFD in finding funding for equipment and improving the City’s emergency response plan. Chief Adamson also informed the Council that they had run out of time and daylight to complete the prescribed burn on Railroad. Mayor Henderson asked Chief Adamson whether he had received any complaints about these burns. Chief Adamson answered by stating that he had received more praise than anything but that he had received one complaint about the smoke later in the night on the day of the burn. Chief Adamson stated that he was looking into ways of notifying people of these burns either by phone or letter. Councilmember Kirksey commented that he thought we had already paid for a program that could be used for such notifications. Manager Brassfield stated that the City does pay for the PARIS notification system and that he thought something had already been advertised in the newspaper on this. Chief Adamson stated that it might be possible to use a reverse 911 system.

**E. Museum Report – Upcoming events and visitor report.** Museum Director, Stephanie Davidson, informed the Council that the Museum had received 26 visitors during the month of December. Director Davidson informed the Council of a photo contest she is planning on having for the museum and that the museum is now a member of the Amarillo Area Foundation.

**F. Court Report – December report.** Report was submitted to the Council. No discussion.

* 1. **E.D.C. Report – No report.** No member of the EDC present to give report.
	2. **Crime Control Report – No report.** Quorum was not met at the last meeting.

**7. Mayoral/councilmember announcements.** Mayor Henderson announced that the Council had looked into the accusations made by Terry Homan at the previous month’s Council meeting. Mayor Henderson stated that Manager Brassfield had received a check from the City to attend some training in San Antonio but was unable to attend that training. Manager Brassfield made the decision to pay the City back the money for this training since his inability to attend the training was due to his decision to run for office. Mayor Henderson stated that the accusations made were based on conjecture and that a simple Open Records Request would have cleared up any suspicion because this situation was well-documented. Manager Brassfield had been open with the Council about this entire event as it happened. However, someone called the District Attorney who, in turn, called the City Attorney who, then, contacted Manager Brassfield to inform him that the amount needed to have been paid in one lump sum. Manager Brassfield went that day to obtain a cashier’s check for the remaining balance and the entire amount has been paid back to the City. As to Mr. Homen’s complaint concerning the location of the Chief of Police’s residence, Mayor Henderson stated that there is no factual evidence in the Police Department’s Policy, City Policy, City Ordinances, or State law that requires the Chief of Police to reside within a 30-minute response time.

 **9. Future agenda items.** Mayor Henderson asked to discuss the start time of Council meetings on the next agenda concerning them being moved from 7:00 pm to 6:30 pm. The next Council meeting was set for February 20, 2018.

**10. Executive Session – Section 551.074 (personnel matters) - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal or to hear a complaint or charge regarding the City Secretary.**

**• Section 551.074 (personnel matters)- to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal or to hear a complaint or charge regarding the City Manager.**

**• Section 551.071 - to consult with attorney about pending or contemplated litigation or settlement of same, regarding a former police officer.**

Council entered into Executive Session at 7:25 p.m.

**11. Reconvene from Executive Session. Take action as necessary on any agenda action item that was**

 **discussed in closed session.** Council reconvened into Open Session at 10:04 p.m. Mayor Henderson stated that the Council would have a Called Meeting on Tuesday, January 23, 2018 for the purposes of appointing a committee to begin the process of searching for a new City Secretary following the resignation of Cindy Cook.

 **12. Adjournment.**  Motion to adjourn made by Councilmember Hein. Second made by Councilmember Audrain. Vote 4/0.

 **READ, PASSED AND APPROVED on this \_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017.**

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 **Mayor W. Kelly Henderson Cindy Cook, City Secretary**