**MINUTES**

**FRITCH CITY COUNCIL REGULAR SESSION**

**TUESDAY JULY 18, 2017**

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

**IMMEDIATELY AFTER REGULAR SESSION**

**1. Call to order. Welcome Citizens and Visitors.** Mayor W. Kelly Henderson called the meeting to order at 7:06 p.m. Councilmembers present: Denise Campbell, Richard Hein, Arlin Audrain, Tom Ray and Dwight Kirksey. City employees present: City Manager Drew Brassfield, Police Chief Houston Gass, Court Clerk Trisha Burris and City Secretary Cindy Cook. Also present: Crime Control and Prevention District Board President Brooklyn Bidwell and Fire Chief Ed Adamson.

**2. Invocation and Pledge of Allegiance.** Prayer given by Councilmember Audrain.

**3. Presentation of Certificate for five years of service.** Mayor W. Kelly Henderson presented Court Clerk Trisha Burris a certificate honoring her for five years of service.

**4. Open forum – Comments/Concerns from Citizens.** No one spoke on open forum.

**5. Consent Items:**

* 1. **Approve minutes of the following meetings: June 20, 2017 regular session and budget workshop.**
  2. **Approve accounts payable.**

Motion made by Councilmember Campbell to approve the consent items as presented. Second was made by Councilmember Audrain. Vote 5/0.

**6. New business:**

1. **Discuss and take action to approve Crime Control and Prevention District funding to order new ballistic vests and having the cars restriped for the Fritch Police Department.** Motion made by Mayor Pro Tem Hein to approve funding by Crime Control and Prevention District to order new ballistic vests and having the cars restriped for the Fritch Police Department. Second was made by Councilmember Kirksey. Vote 5/0.
2. **Discuss and take action to approve appointment of Stephanie Moore in Place 2 of the Fritch Crime Control and Prevention District.** Motion made by Councilmember Kirksey to approve the appointment of Stephanie Moore to Place 2 on the Fritch Crime Control and Prevention District Board. Second made by Mayor Pro Tem Hein. Vote 5/0.
3. **Discuss and take action on EDC Grant to David Wright with Wright-On Tackle and Bait.** This item was tabled. No action taken.
4. **Discuss and take action on renewing Article 8.04 Curfew for Minors, Ordinance Number 557.** Motion made by Councilmember Campbell to renew Article 8.04 Curfew for Minors, Ordinance Number 557. Second made by Mayor Pro Tem Hein. Vote 5/0.
5. **Discuss and take action on Right of Way Management Ordinance Number 558.** Mayor Pro Tem Hein made the motion to approve the enactment of the proposed Right of Way Management Ordinance Number 558. Second made by Councilmember Ray. Vote 5/0.
6. **Discuss and take action to amend Chapter 13, Division 2. Payment, Section 13.04.031 Billing Procedure and Policy, Ordinance 559.** City ManagerBrassfield explained to the Council that the ordinance currently states that the bill is due on the 15th of the month, but we don’t have any type of remedy if the 15th happens to fall on a weekend or a holiday. Standard practice from talking to other cities and the attorney that if the citizens lose a day because city hall is not open or it is a holiday or the weekend, then the reasonable thing is to give another day for the bill to be paid. This is also true in the case of the 25th for cutoffs. Motion made by Councilmember Kirksey to amend Chapter 13, Division 2. Payment, Section 13.04.031 Billing Procedure and Policy to include the additional sentences. Second made by Mayor Pro Tem Hein. Vote 5/0.
7. **Discuss and take action on setting cost for re-reading meters under Section 13.02.007 of the Fritch City Code, Ordinance 560.** City Manager Brassfield informed the Council that the maintenance crew and the utility billing staff is expending a large amount of man hours doing rereads. Most of the time the meters are normal. The code already had provision for charging the customer for the reread but no fee had been established. Councilmember Ray made a comment about one customer requested a reread five times during one month which he felt was a little extreme. The Mayor stated that if you have a legitimate reason for a reread you will not be charged but a re-read should not be done just because the customer received a water bill he didn’t like or to just be burdensome. Councilmember Campbell stated that she didn’t realize this was an ordinance and that she doesn’t agree with it. Our water customers and citizens should have some kind of recourse on disputing a bill and conflict resolution. Mayor Henderson stated he agreed but not if the reread is done late in the billing cycle to delay payment of the bill. Councilmember Kirksey mentioned that during his stay as Interim City Manager he went on at least twenty rereads himself in less than three weeks and typically the reason he was there was so customers could yell at him. He agreed that this fee is needed but $50 is a little high. He said for Fritch Texas, $30 to $35 would be more appropriate. Most of the calls he went on were for elderly citizens. Mayor Pro Tem Hein said there has to be some way for citizens to resolve a disputed reading. He didn’t think that a first time reread should be charged but repeated requests possibly. $50 is a hard pill to swallow. When people request a reread, the employees need to inform them of the possible charge. City Manager Brassfield said a person requesting a legitimate reread will not mind the fee and this will stop the repeat offenders who are doing it to delay the payment. Councilmember Ray said that when a reread is performed the customer should be notified so they can see the reading instead of leaving a card with the reading on their door. Mayor Henderson compared this to a missed appointment fee with a doctor’s office. Motion made by Councilmember Kirksey to approve setting the fee at $35 for checking meters at the customer’s request if meter is correct, Ordinance Number 560 Section 13.02.007. Second made by Councilmember Audrain. Vote 4/1. Councilmember Campbell voted against the amendment to Section 13.02.007.
8. **Presentation from Dustin Meyer with PRPC on updates concerning Community Development Block Grant, take action as necessary.** Dustin Meyer with the Panhandle Regional Planning Commission gave an update on the Community Development Block Grant.  This grant program is awarded every year with applications being accepted every two years.  The City of Fritch applied in February 2015.  The City was funded in the second year of the funding cycle of the program in 2016 and the City was awarded $275,000 to replace 4,500 linear feet of water line in the Lake Meredith Harbor area that was damaged by the Double Diamond fire which occurred in May of 2014.  The lowest bid came in at $272,000.  The City’s minimum matching requirement is in the amount of $53,570 however the bids slightly exceeded grant funds for construction and the City will be responsible for the overage in the amount of $8,030. The total City match requirement is $61,600.  There is an environment review report in the City Manager’s office at City Hall should anyone want to see it.  Mayor Henderson asked about when the City’s matching part would come due. Mr. Meyer said as invoices come in. The matching funds are split between engineering and construction costs. There is some flexibility as to when the matching funds are applied. The Mayor requested that the more we could do this budget year, the better it would be since we have money set aside for water system improvements.
9. **Discuss and take action on accepting bid by MH Civil Constructors for Water Distribution Systems Improvements.** Dustin Meyer with the PRPC informed the Council that bids for the CDBG for the water distribution systems improvements for the Lake Meredith Harbor area was opened on July 11, 2017 at 10:00 a.m. The lowest bid came from M. H. Civil Constructors in the amount of $272,000 with a projected completion timeframe of 180 days. Brandt Engineering and the PRPC both recommend accepting this bid. Mayor Henderson asked about when the City would need to pay the matching funds. Mr. Meyer said the project should begin about the beginning to the middle of August. Motion by Councilmember Campbell to accept the bid of M. H. Civil Constructors for water distribution systems improvements. Second by Councilmember Audrain. Vote 5/0.

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

**A. Report from City Manager.** Looking back at old business that is still lingering, Danny Barrett with Texas Communities Group is still working on getting the interlocal agreements signed. He is having difficulty with phone calls being returned. One of the things in our discussion is that the City of Borger has agreed to hire them as well. This should expedite the interlocal agreements since the City of Borger is on board. Water still remains the main priority for me. Brody has more details in his report. Well number 4 is up and running. The test results have come back good on it. We are not looking at having any kind of shortage any time soon. Progress is also continuing on project 1A on the capital improvement of the water system. One of the big things that the City Manager has spent quite a bit of time with is our surplus equipment. As we are going through the budget process looking at all the different expenditures and pulling the actual bills, it has come to our attention that we have been paying insurance on vehicles that have not been used in three plus years. We have since cut off insurance on those vehicles. One of the big questions is why do we have all of this equipment that we have not done anything with. We have a list of items that in 2014 the Council approved to be deemed as surplus and we still have them. Assiter Auctioneers was called to see what it would take to get at the very least an online auction done so we could get this equipment off of our hands and turn it around to some revenue with which we can buy equipment we can actually use. We are still working on the details such as titles and VIN numbers. We are trying to repair some of the vehicles to at least turn over to bring in more money instead of advertising that it doesn’t run. We are working on liquidating that inventory. On road repairs, we have quite a few dirt roads in town and we are trying to turn them into better dirt roads. As part of that effort, Manager Brassfield spoke with Addis Charless who owns the Charless Ranch south of Fritch and made a deal to purchase caliche at a dollar per yard under the going rate. He has agreed to sell it to us at $2.00 per yard. Caliche will be a much better product to put down on the roads. Manager Brassfield also stated that he had spoken with Commissioner Jerry Hefner. They have a few more projects that they need to wrap up and then they will send crews to Fritch to help us start building the roads back up to where they need to be. Pioneer Natural Resources has quite a few lines that run underground here and at the recycling center there is about a thousand feet of the line they need to replace. They pay $30 per rod for damages. This will be about $1800 they will be paying the city. Manager Brassfield also said he had been in discussions with Tom Keaty with Improve Group about bringing their Better Way Day training to the City so we can strategically align all of the different departments so we can work in the same direction for the same goal improving customer relations and services over all. We are trying to find a good price for this project. Councilmember Ray asked how many chug holes we have which need repaired. Manager Brassfield said there are a lot. The streets have been neglected for quite some time. Between water leaks, rereads and everything else the crew has been getting things done as quickly as they can. They have done a good job. They are now using hot mix to repair the holes instead of concrete. Councilmember Audrain asked about the size of the dump truck that would be used to haul caliche and what distance would be traveled. Director Crupe said we have a nine yard dump and it is between three or four miles to the caliche pit. Councilmember Campbell commented that when their neighborhood was paved, they gave each homeowner the opportunity to pay half and the city paid the other half. She wanted to know if this payment arrangement had been considered. Councilmember Ray said curb and gutters would have to be added on the dirt roads. Mayor Pro Tem Hein said that last year the Council had agreed to focus on the water system and not put a lot of money into the roads. Councilmember Ray said at one time the City had considered putting down black top with no gutter system on a lot of the dirt roads, but the rain and snow digs up the asphalt. Councilmember Audrain commented that caliche is very dusty when it is dry and very slick when it is wet. In the future, we would want to consider some type of gravel top coat. Manager Brassfield said one of the fundamental aspects of road repair is digging out the ditches and putting a proper crown on the road first. If the drainage issue is not fixed properly, any improvements to the roads will be washed away. From a cost effective standpoint, knowing that water still needs to remain the number one priority, we don’t want to drop the ball on all the other aspects that need improvement. Manager Brassfield said he had calculated the cost of purchasing just the materials alone, not including if we have to pay the County, enough caliche can be purchased to do all of the dirt roads on the south side of town for about $6,500 give or take.

**B. Report from Chief of Police.** Chief Houston Gass reported that last month they had 145 calls for service. 68 were traffic related, 7 agency assists with the National Park Service and County to help and the other calls were assaults, burglaries, etc. July 3rd and 4th turned out very well. There was enough assistance helping with traffic control. The activities of the fourth went off pretty well. There were not a lot of people there but the Police Department still had several calls inside the city regarding fireworks. Overall it was a good thing and the people seemed to enjoy it. When the storm came, it put a stop to everything. Over the weekend, Chief Gass received a resignation from one of his officers who has elected to go back into his family business, so there is an opening for a police officer. Officer Tullos is working on finishing his training. It is being expedited as much as possible, while making sure he is properly trained. The training should be complete in about four to five weeks. Chief Gass thanked the council for approving the funds from the Crime Board. Glassix has gone ahead and had their art department finish the design of the vehicles and it is ready to be ordered. Sheriff Coker loaned a couple of ballistic vests to the Police Department until the new ones are bought. The TXDOT paperwork regarding the roadways being used for “Howdy Neighbor Day” parade has been submitted. There are a couple of items that will need to be addressed either by an ordinance or a resolution and we will have it on the next month’s agenda. Chief Gass did not foresee any problem as long as it is enacted prior to the actual parade taking place.

* 1. **Report from Public Works Director.** Director Brody Crupe gave the Council an update on the leak on Railroad which has been open for quite a while. He said they had tried a few different clamps and have talked with their parts representative to see what is available, but it is still leaking some. He will plan to fix this late at night so fewer customers will be affected. Results came in good on the water well that has been repaired. A call was placed yesterday to the asphalt company about the hot mix to see when the next batch would be made. They have not heard back from them yet. He informed the Council that the maintenance crew has begun the early stages of getting the park ready for Howdy Neighbor Day. Darla Harriman asked if wells 1, 2, 3, and 4 were all working. Director Crupe said no, only 2 and 4.Well 1 needs a little bit of pipe work and some electrical work. Well 3 has two starters on it but one of them is out. It can be used in an emergency but it is single phase and will burn up everything. City Manager Brassfield asked about what was found when the engineers came out. Director Crupe said they looked at where they were going to hydrovac. They are going to hydrovac at the city tank where there has been a leak for a long time. The maps show a lot of underground wires so it cannot be dug with machinery. They are going to hydrovac at wells 2, 3, 4 and 1 to see what size lines they are and to decide if the size should be increased. Director Crupe explained that to hydrovac is to dig with water.
  2. **Report from Fire Chief.** Chief Adamson gave the following run count: City limits had two calls for June, Hutchinson County had twelve calls and Moore County had three. City – 12%, Hutchinson County 70.59% and Moore County 17.65%. Midyear update is as follows: Carson County – 3.61:, City limits – 11.45%, Hutchinson County – 75.90%, Moore County -5% and Potter County-3%. The majority of the calls are in Hutchinson County outside of the city limits. The Fourth of July program went relatively well. The Fire Department and the Police Department worked well together. Chief Adamson was not aware of any issues. Everyone was safe. We had to call it off when the storm blew in. Once the storm was over, people came back out to finish. He apologized for missing the budget workshop but he was at a fire near Dumas. Chief Adamson is working on the radios at city hall being able to communicate with the maintenance crew and also getting a base station set up at the Police Department. He said five watt radios do not reach out from buildings very well. They hope to set some antennas outside the building.
  3. **Museum Report –** No report.
  4. **Court Report –** Report in Council packet.
  5. **E.D.C. Report –** No report.
  6. **Crime Control Report** – President Brooklyn Bidwell thanked the Council for the training put on by the Underwood Law Firm on July 15, 2017. She stated the training showed some areas they need to fix moving forward. The Crime Control Board is in the middle of their budget and it is not complete yet. They found out some more things they need to work on and where they need to spend another $40,000. The account is sitting at about $51,000.

**8. Mayoral/councilmember announcements.** Mayor Pro Tem asked that at a future workshop that the Council, EDC and Crime Control Board be able to meet together to discuss goals. Councilmember Audrain asked what we can do to make Main Street of our metropolis a little more attractive. Mayor suggested that we add the beautification of Main Street into the combined workshop. Councilmember Audrain also stated that someday he would like Fritch to be known as the most patriotic city in the nation. He would like to see more American flags being flown.

**9. Questions from the Media –** No questions.

**10. Future agenda items –** Next regular Council meeting on August 15. There will be budget workshops before the next council meeting.

**11. Convene into Executive Session:** No Executive Session.

**The Fritch City Council reserves the right to adjourn into a 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;**

* 1. **Section 551.071 (consultation with attorney)**
  2. **Section 551.072 (deliberations regarding real property)**
  3. **Section 551.073 (deliberations regarding prospective gift)**
  4. **Section 551.074 (personnel matters)**
  5. **Section 551.076 (deliberations about security devices)**
  6. **Section 551.087 (Economic Development)**

**12. Reconvene into Open Session.**

**13. Adjournment.**  Motion to adjourn made by Mayor Pro Tem Hein. Second made by Councilmember Campbell. Vote 5/0. 8:15 p.m.

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

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