



450 Thunder Head Lane • P.O. Box 1150 • Annetta, Texas 76008 • (817) 441-5770

## City Council Meeting Minutes

The City Council of Annetta met in a regularly scheduled meeting on Thursday, November 17, 2022, at 7:00 p.m. in the Annetta Town Hall at 450 Thunder Head Lane to consider the following agenda:

- I. **Call to order.** Mayor Sandy Roberts called the meeting to order at 7:00 p.m.
- II. **Pledge of Allegiance/Invocation of Prayer.** Council Member Shane Mudge led the pledge and Council Member Danny Coffman gave the invocation.
- III. **Roll call/Quorum check.** A quorum check revealed that Mayor Sandy Roberts and Council Members, Kent Stasey, Shane Mudge, Jim Causey, Danny Coffman, and Bruce Pinckard were all present. Also present was City Secretary, Jamee Long.
- IV. **Public Comments:** Citizen, Fred Knopp, discussed the possibility of adding stop signs on Old Annetta Road at Briarwood. He handed out a map of a traffic-controlled area in Benbrook. Council Member Stasey asked Mr. Knopp to confirm that he is requesting for stop signs to be added on Old Annetta Road. Mr. Knopp stated "yes." Citizen, David Regier, discussed an abandoned home at 112 Rim Rock Road. Mr. Regier stated that he mows this yard occasionally, but he is concerned about the health and safety of the residents. Council Member Coffman stated that he has performed wellness checks at that address because he has also been concerned about the residents. He stated that he has not observed any residents at that address. Mr. Regier stated that their mail is delivered and that someone must pick up the mail. Council Member Coffman stated that he has seen vehicles at this residence recently on the weekend.
- V. **Consent Items: Reports from City Staff and Commission or Committees:**
  - a. Consider the approval of Minutes from the Regular City Council Meetings on October 20, 2022.
  - b. Public Works Report.
  - c. Financial Report.

Council Member Coffman moved to accept the consent items as presented, Council Member Causey seconded the motion, with all aye. Mayor Roberts stated that there were 68 leaks detected through AMI and that water customers were notified. Council Member Coffman stated that he was one of the notifications and he appreciates this service. Motion passed unanimously.

**VI. New Business:**

- a. **Public hearing on Town of Annetta zoning change:** Consider ordinance for a change from R-1 Residential to R-1 Residential with a Special Use Permit (SUP) to allow an accessory dwelling unit to be constructed on the same lot as the main dwelling unit. The accessory dwelling unit to be used by a person or persons related to occupants of the main dwelling unit. The property is located at 100 Inglewood Drive on .613 acre, platted as Lot 1, Block A, Meadow Park Estates Subdivision, Town of Annetta, Parker County, Texas. Mayor Roberts stated that the Planning & Zoning Commission continued their public hearing until December 8, 2022 at 7:00 p.m. Council Member Stasey moved to continue this zoning case and public hearing until the next City Council meeting on December 15, 2022 at 7:00 p.m. since there was no recommendation to act from the Planning & Zoning Commission, Council Member Coffman seconded the motion, with all aye. Motion passed unanimously.
  
- b. **Discussion and Action:** Consider authorizing the Mayor to give notice to the City of Hudson Oaks terminating the Agreement for Water Utility System Consulting Services. Council Member Pinckard moved to approve of authorizing the Mayor to give 90 days' notice to the City of Hudson Oaks terminating the Agreement for Water Utility System Consulting Services, Council Member Causey seconded the motion, with all aye. Council Member Pinckard stated that the Town's staff is doing a great job operating the systems. Mayor Roberts stated that the Town has contracted with the City of Hudson Oaks for many years, but she is happy that the Town now manages its own water and wastewater systems. She stated that the Town's operators did a fantastic job even with the high temperatures and water consumption this past Summer. Council Member Coffman stated that the Town is very proud of its Superior Water Rating with the state and that he is also happy that the Town manages the systems in-house now. Council Member Stasey stated that the Town does not burden the taxpayers with paying for the systems. He stated that the City of Hudson Oaks was a great partner, but it is time for the Town to manage its own systems. Council Member Stasey stated that the transition was very important to the Town. Motion passed unanimously.
  
- c. **Discussion and Action:** Consider an engagement letter with Taylor, Olson, Adkins, Sralla & Elam, L.L.P. regarding a Town prosecutor. Citizen, Justin Parker, stated that his neighbor at 109 Links Lane has 6 to 8 dogs that bark all the time. Mr. Parker stated that he is asking for the Town's assistance with this matter. He stated that he has had conversations with his neighbors, and they tell him that they will place bark collars on their dogs, but this does not happen. Mr. Parker stated that his life and his family's life is not what it should be, and he asked for the Council to put themselves in his shoes. Mr. Parker stated that he has multiple videos of the barking dogs. He stated that this has been going on for a while and his other neighbors are also affected by the barking dogs. Mr. Parker stated that they have lived there for two and a half years, and this has not gotten any better. He stated that he has engaged Michael Fowler who is their HOA president. He stated that Mr. Fowler is also doing everything he can do to assist with the matter. HOA president, Michael Fowler, stated that this has been going on for many years and has been a problem. Mr. Fowler stated that this needs to be stopped. He stated that the dogs urinate on Mr. Parker's holiday decorations on his property. He stated that he is in support of the Town hiring a prosecutor for situations like this. Mr. Fowler thanked City Secretary, Jamee Long, for her assistance in this matter. He stated that the HOA has limited funds for these types of situations. Mr. Fowler also thanked the City Council for their consideration. Council Member Causey stated that the Town has a nuisance ordinance and a Code Enforcement Officer and asked if this has gone through the process. City Secretary, Jamee Long, stated that the Town does have a Code Enforcement Officer but there has not been a citation issued because the Town's attorney does not want this done until a prosecutor is in place. Ms. Long stated that the Town already has approved a Municipal Court and Municipal Judge. She stated that the Town has a Code Enforcement Officer, but the prosecutor was needed to move forward on this

matter. Ms. Long stated that the Town has not had the need for a prosecutor until now. She stated that she has written multiple letters to the property owners and sent via certified mail, regular mail, hand delivery and taped to their front door. She stated that she has sent numerous emails, telephone calls and spoke to the property owners in person with no result. Council Member Causey stated that he wanted to make sure the Town has gone through all processes prior to moving to this level. Council Member Pinckard thanked Ms. Long for her diligence on this matter. Council Member Stasey stated that the engagement letter is only for services on an as needed basis. Council Member Pinckard moved to approve the engagement letter with Taylor, Olson, Adkins, Sralla & Elam, L.L.P. regarding a Town prosecutor, Council Member Coffman seconded the motion, with all aye. Motion passed unanimously.

- d. **Discussion and Action:** Consider adopting the prevailing wage rate as determined by the United States Department of Labor in accordance with the Davis-Bacon Act for public works projects. Council Member Pinckard moved to approve of adopting the prevailing wage rate as determined by the United States Department of Labor in accordance with the Davis-Bacon Act for public works projects, Council Member Stasey seconded the motion, with all aye. Motion passed unanimously.
- e. **Discussion and Action:** Consider amending personnel leave policy by adding definitions on full and part time employee hours. Council Member Coffman moved to open this item for discussion, Council Member Pinckard seconded the motion. Council Member Pinckard asked if the Town's attorney had reviewed the entire leave policy. City Secretary, Jamee Long, stated that the Town's attorney has reviewed the leave policy and added the definitions portion at the beginning of the policy. Council Member Pinckard read the definitions that have been added to the leave policy. Council Member Pinckard asked what other benefits are included for part-time employees. City Secretary, Jamee Long, stated that if the Town has no definition in the leave policy for full and part time employee hours, the Town will need to follow the definition in the Affordable Care Act. She stated that the Affordable Care Act requires employees that work 30 hours per week to be considered full-time employees with full benefits. Council Member Coffman stated that he does not believe the Affordable Care Act applies to the Town because of the small number of employees. Council Member Causey stated that the policy should be clear on the number of hours employees must work to be considered part-time and full-time employees. Council Member Pinckard asked what the Town's policy for health insurance is. Ms. Long stated that the Town's health insurance provider requires that employees that work more than 30 hours per week qualify for health insurance. Council Member Pinckard stated that the leave policy needs to be clear for the employees and for the citizens of the Town. Ms. Long stated that the Town's health insurance and retirement has separate requirements. She stated that TMRS requires that any employee that works over 1,000 hours annually qualifies for TMRS. She stated that this agenda item is for the leave policy only. Council Member Pinckard stated that he wants to make sure the Town is in compliance with the law. Council Member Pinckard stated that he wanted to withdraw his motion. Council Member Coffman confirmed that the Town needs to be in compliance with all laws and rules. Ms. Long stated that the Town's current part-time employee will begin working 32 hours a week effective January 1, 2023, so the leave policy will need definitions to be added. Council Member Causey stated that the leave policy needs a thorough review since we are adding employees. Ms. Long stated that she is unsure what additions the Council is requesting but will consult with the Town's attorney on the thoroughness of the leave policy. Mayor Roberts stated that the Council is wanting the policy to be clearer on the part-time employee hours. Ms. Long stated that she currently has a benefits package document that she gives full-time employees but that part-time employees do not currently receive benefits. She stated that the Town needs a definition for part-time employee hours. Council Member Coffman moved to table this item until the December 15, 2022 City Council meeting, Council Member Pinckard seconded the motion, with all aye. Motion passed unanimously. Council Member Pinckard stated that he would like for Ms. Long to work with the Town's attorney for some clarity on the leave policy.

- f. **Announce winners of Annetta's Second Annual Annetta Halloween Contest.** Mayor Roberts announced the winners of the Second Annual Halloween Contest as Liz Confiliano for best children's costume, Brianna Eltzroth for best family costume and Al Gloer for best house decorations. She thanked everyone for participating in the contest.
- g. **Announce winner of children's book contest.** This month's book is The Holly's Thanksgiving Wish: A Story of Triumph and Balloons, and the winner was 104 Thistlewood Lane.

VII. **Old Business:**

VIII. **Executive Session:** As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss the following:

- a. § 551.074. Deliberation regarding personnel matters. (1) The City Council may convene in executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee including deliberation regarding the following officers or employees:

1. Utility Clerk

The executive session began at 7:16 p.m. and closed at 7:31 p.m.

IX. **Items of Community Interest.** Council Member Stasey discussed the life of Charlie McClain and his recent passing. Mr. McClain was a pillar of the Annetta community and led the process for Annetta becoming a Town. Mr. Fowler thanked Council Member Stasey for honoring Mr. McClain. He stated that he is a realtor and has clients that request purchasing property in Annetta and he is very proud to live here. Council Member Coffman stated that Mr. McClain was a good person and loved his community. Mayor Roberts also thanked Ms. Mullins for her family's involvement in Annetta becoming a Town.

X. **Adjournment:** With no further business before the council, the Mayor adjourned the meeting at 8:37 p.m.

*These minutes were approved on the 15<sup>th</sup> day of December, 2022.*



Jamee Long, City Secretary



Sandy Roberts, Mayor