



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, July 19, 2018, 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 Bruce Pinckard called the meeting to order at 7:00 p.m.
- II. **Pledge of Allegiance/Invocation of Prayer.** Councilman Causey led the pledge and Councilman Coffman gave the invocation.
- III. **Roll call/Quorum check.** A quorum check revealed that Mayor Bruce Pinckard and Councilmembers Kent Stasey, Mark Wohl, Danny Coffman and Jim Causey were all present. Councilman Shane Mudge was absent. Also present was Jamee Long, City Secretary.
- IV. **Public Comments:** There were no public comments.
- V. **Consent Items: Reports from City Staff and Commissions or Committees:**
 - a. **Consider the approval of Minutes from the Regular City Council Meeting on June 21, 2018 and Special City Council Meeting on June 23, 2018.**
 - b. **Financial Report.**
 - c. **Public Works Report.**
 - d. **CCPD Report.**

Councilman Stasey moved to accept all consent items, Councilman Coffman seconded the motion, with all aye. Motion passed unanimously.

- VI. **New Business:**
 - a. **Presentation:** Andrew McCartney presentation on “Managing Risk Through Reserves.” Mr. McCartney currently works for the City of Fort Worth as a consultant. He discussed his handout titled “Cash Reserve Policy Guidelines” and passed around manuals he has co-authored for review. Mr. McCartney presented and discussed a Power Point presentation on cash reserves and investing regarding utilities. He also discussed revenue volatility, necessity for proper maintenance of infrastructure, need for written policies for handling reserves, and impact fees. Councilman Wohl discussed franchise fees on utilities. Councilman Stasey discussed Annetta water rates, revenues and expenditures. Mayor Pinckard and Councilman Coffman discussed the need for formalizing policies for the future. Councilman Causey discussed statutory regulations.
 - b. **Discussion and Action:** Consider authorizing the Mayor to issue a proclamation for the Town of Annetta to raise awareness of Monarch Butterfly conservation efforts and habitat creation and preservation. Councilman Coffman moved to authorize the Mayor to issue a proclamation for the Town of Annetta to

raise awareness of Monarch Butterfly conservation efforts and habitat creation and preservation, Councilman Causey seconded the motion, with all aye. Motion passed unanimously.

- c. **Discussion and Action:** Consider authorizing the Mayor to execute a letter of engagement for planning and legal training for appointment and elected officials with Mitchell Planning Group, LLC. Mayor Pinckard discussed the need to get up to speed regarding the new zoning ordinance. He discussed requesting Annetta North and Annetta South to also attend the training and to continue building relations with neighboring cities. Councilman Stasey discussed cost sharing with the other cities. Councilman Coffman moved to authorize the Mayor to execute a letter of engagement for planning and legal training for appointment of elected officials with Mitchell Planning Group, LLC, Councilman Wohl seconded the motion, with all aye. The cost of the training is \$3,600 and Council would like for the Mayor to invite Annetta North and Annetta South, and to request they pay a portion of the cost, if possible. Motion passed unanimously.
- d. **Discussion and Action:** Presentation of the draft 2018-2019 Town of Annetta Budget for Council consideration and approval. Authorize publication of the 2018-2019 Town of Annetta Budget Hearing in the Community News. Mayor Pinckard presented the draft budgets and discussed the enterprise, general, street maintenance, and CCPD funds. The street maintenance fund has been separated from the general fund for accounting purposes. He discussed budget coding, sales taxes and franchise fees. Councilman Causey discussed street maintenance fund and capital expenditures. Councilman Stasey discussed franchise fees and utility and sales tax revenue. He also discussed updating our franchise fee agreement with Tri-County Electric. Mayor Pinckard discussed capital expenditures requested by the water department. Councilman Stasey discussed priority of water department capital expenditures and automated meters. He also discussed sanitation franchise fees and conducting an audit of the addresses and fees. Councilman Coffman discussed citizens that are using other trash services. Mayor Pinckard, Councilmen Stasey and Coffman discussed our multi-city agreement to use Republic Services and the need to audit the address lists. Mayor Pinckard and Jaime Saenz, CCPD Coordinator, discussed the CCPD budget. An updated draft of the 2018-2019 Town of Annetta Budget will be presented at the August meeting.
- e. **Discussion and Action:** Consider the proposed draft of a longevity pay policy for Town employees and authorize the Mayor or staff to make changes as recommended by the Town Council and to bring back a final version at the August meeting for adoption. Mayor Pinckard discussed longevity pay for a year end reward for full-time employees. He discussed the proposed policy is for \$5 a month for every month with a maximum payout of \$1,500. Councilman Wohl discussed the possibility of having different amounts based on performance. Councilman Causey discussed the costs associated with employee turnover and the need for retention pay. Councilman Coffman discussed transferring employees from another city and how the policy would apply. Councilman Stasey discussed the need for Annetta to have a standard policy based on employers in our area, but to also be competitive with the market. Mayor Pinckard stated he will make edits to the policy and present again next month. No action taken.
- f. **Discussion and Action:** Consider the proposed draft of a Code of Conduct policy for Town employees and authorize the Mayor or staff to make changes as recommended by the Town Council and to bring back a final version at the August meeting for adoption. Mayor Pinckard discussed the need for a Code of Conduct policy. Councilman Stasey discussed the overreach of government and need to re-write the policy. Councilman Wohl discussed the need for a Code of Conduct policy for employees and events. Mayor Pinckard discussed needing guidance and recommendations for changes to the proposed Code of Conduct policy. Jaime Saenz, CCPD coordinator, also discussed the need for a Code of Conduct policy and legal issues regarding not having a policy. Councilman Coffman moved to make edits to the Code of Conduct policy eliminating reference to community members, adding community members at Town of Annetta events, being more specific, and presenting again at next month's meeting, Councilman Wohl seconded the motion, with all aye. Motion passed unanimously.

VII. Old Business:

- a. **Discussion and Action:** Consider modifications to employee payroll timing and structure. Councilman Stasey moved to adjust the payroll of the last pay period in November 2018 for current full-time employees be paid an adjustment of one week' pay, Councilman Coffman seconded the motion, with all aye. Motion passed unanimously.
- b. **Discussion and Action:** Consider an ordinance amending Ordinance No. 180, the Town's Subdivision Ordinance, adding survey and drainage requirements for plat submittals, and provisions related to street signage. Mayor Pinckard stated the Planning and Zoning Commission and Town Attorney are still reviewing the ordinance. No action taken.

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. City Secretary
 - 2. City Clerk

The executive session began at 8:42 p.m. and ended at 9:11 p.m.

IX. Items of Community Interest: Mayor Pinckard discussed his meeting with the new Aledo ISD superintendent and his positive outlook on local leaders coming together on community issues. Mayor Pinckard discussed that regarding Deer Creek Phase IX there is reluctance moving forward and could possibly move to litigation. He stated no developer's agreement has been signed due to drainage issues. Councilman Stasey discussed golf tournament at Squaw Creek Golf Course on October 18 benefitting the Parker County Animal Shelter. He also discussed Aledo ISD demographics and encouraged everyone to sign up for the Aledo ISD newsletter. Councilman Stasey discussed the water billing and "catch up" letter that was recently mailed to Annetta water customers.

X. Adjournment: With no further business before the council, the Mayor adjourned the meeting at 10:43 p.m.

These minutes were approved on the 16th day of August, 2018.



Jamee Long, City Secretary





Bruce Pinckard, Mayor