



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 15, 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 7:02 p.m.
- II. **Pledge of Allegiance/Invocation of Prayer.** Councilman Wohl 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, Shane Mudge, Jim Causey and Danny Coffman were all present. Also present was Jamee Long, City Secretary.
- IV. **Public Comments:** Jaime Saenz requested a plan for repayment of bonds. He stated that “each year there appears to be \$300,000-\$400,000 in additional revenue” and is inquiring as to why this revenue is not paid on the bonds. Mayor Pinckard stated this would be placed on next month’s agenda for discussion. He also stated that George, Morgan & Sneed will present the independent audit in December. Councilman Causey discussed this would be a good item for the long-range planning committee to discuss in the future. Jaime Saenz also inquired about the working plan for road repairs. Mayor Pinckard discussed adding this to next month’s agenda. Tim Pierce inquired as to the fee schedule. Mayor Pinckard stated the fee schedule is amended a couple of times per year and does not necessarily mean fees are increasing. Al Gloer discussed the need for amending the zoning ordinance regarding accessory buildings. Mayor Pinckard discussed the process for amending the zoning ordinance and stated that the Planning and Zoning Commission are working on a solution. Spencer Wright questioned the difference in the black top and chip seal surface on Deer Creek Drive. Mayor Pinckard discussed the black top portion of the road being in the county’s jurisdiction and was paid for by the county. Councilman Stasey discussed the Town’s revenue sources for road repairs. Robert Vanlandingham discussed his opposition to drilling another well in Lakes of Aledo. Mayor Pinckard discussed TCEQ regulations on well sites.
- V. **Consent Items: Reports from City Staff and Commissions or Committees:**
 - a. **Consider the approval of Minutes from the Regular City Council Meeting on October 18, 2018.**
 - b. **Financial Report.**
 - c. **Public Works Report.**

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

VI. New Business:

- a. **Discussion and Action:** Consider an ordinance adopting the Drought Contingency Plan. Councilman Stasey moved to approve and authorize the Mayor to sign an ordinance adopting the Drought Contingency Plan, Councilman Coffman seconded the motion, with all aye. Motion passed unanimously.
- b. **Discussion and Action:** Consider an ordinance amending the Fee Schedule. Mayor Pinckard read the ordinance and discussed the addition of fees for engineering that will be passed through to developers. Tim Pierce inquired as to the different base rates for Lakes of Aledo and Deer Creek water systems. Mayor Pinckard explained that the fee difference relates to the debt owed on the two separate systems. Councilman Mudge moved to approve and authorize the Mayor to sign an ordinance amending the Fee Schedule, Councilman Coffman seconded the motion, with all aye. Motion passed unanimously.
- c. **Discussion and Action:** Consider an ordinance regulating and requiring the maintenance of culverts within the Town. Councilman Coffman moved to not act on this item but to have a discussion, Councilman Stasey seconded the motion. Mayor Pinckard discussed the Town's platting and the necessity of maintaining culverts for diverting rainfall properly. The motion was withdrawn and no action taken.
- d. **Discussion and Action:** Consider the Town of Annetta's Speed Control Hump Installation Policy for Streets and Alleys. Mayor Pinckard discussed that the Town's engineers, Halff and Associates, drafted the policy and the need for standardized guidelines. Tim Pierce requested the policy be emailed to him for review. City Secretary, Jamee Long, emailed the policy to ostategrad@cs.com pursuant to his request. Councilman Coffman also discussed the need for guidelines. Robert Vanlandingham discussed the need for speed control on Old Annetta Road. Councilman Stasey discussed that it is his opinion that the policy was drafted for a larger city and needs to be rewritten. Councilman Coffman moved to table this item until next month's City Council meeting, Councilman Mudge seconded the motion, with all aye. Motion passed unanimously.
- e. **Discussion and Action:** Consider specifications and design for speed hump construction. No action taken.
- f. **Discussion and Action:** Consider a resolution appointing member to initial 9-1-1 district board. Mayor Pinckard discussed the 9-1-1 district board and how the funds are used. Councilman Coffman stated he could not attend the initial meeting, but would like to attend future meetings. Councilman Wohl also stated he could attend future meetings. Councilman Stasey moved to approve the resolution and appoint Mayor Bruce Pinckard as the Town's member to attend the initial 9-1-1 district board meeting on December 5, 2018 from 10:30-12:30 a.m. at NCTCOG in Arlington, Councilman Coffman seconded the motion, with all aye. Motion passed unanimously.
- g. **Discussion and Action:** Consider authorizing an expenditure up to \$2,500 for windshield, blinkers, mirrors and horn for UTV using CCPD funds. City Secretary, Jamee Long, discussed the breakdown of costs for the accessories. Councilman Mudge moved to authorize an expenditure up to \$2,500 for the plastic folding windshield and the blinkers, mirrors and horn kit for the UTV using CCPD funds, Councilman Coffman seconded the motion, with all aye. Motion passed unanimously.
- h. **Discussion and Action:** Consider authorizing an expenditure up to \$4,000 for purchase of a storage container using CCPD funds. Mayor Pinckard discussed a portion of the container being used for storing the Town's mowing equipment. Councilman Coffman discussed partitioning off the separate areas within the container. Mayor Pinckard discussed a future budget amendment to allocate funds properly. Councilman Coffman moved to approve an expenditure up to \$4,000 for the purchase of a 40 foot used storage container, with added roll up door on opposite end, Councilman Causey seconded the motion, with all aye. Motion passed unanimously.

- i. **Discussion and Action:** Consider an ordinance amending the 2018-19 Town of Annetta Budget. Mayor Pinckard discussed the amendment due to the changes in the CCPD budget. Councilman Coffman moved to approve an ordinance amending the 2018-19 Town of Annetta Budget, Councilman Stasey seconded the motion, with all aye. Motion passed unanimously.
- j. **Discussion and Action:** Consider appointing the Town's investment officer. Mayor Pinckard discussed the training required for the investment officer and that the City Secretary, Jamee Long, has completed the training. Councilman Coffman moved to appoint City Secretary, Jamee Long, as the Town's investment officer, Councilman Causey seconded the motion, with all aye. Motion passed unanimously.
- k. **Discussion and Action:** Consider an ordinance regulating damage to water meters and related appurtenances, and requiring reimbursement for same. Councilman Coffman moved to approve an ordinance regulating damage to water meters and related appurtenances, and requiring reimbursement for same, Councilman Stasey seconded the motion, with all aye. Tim Pierce questioned who makes the determination. Mayor Pinckard discussed that citizens damage the meter boxes with mowers, weed eaters and vehicles, and the Town should be reimbursed for the damages. Jamee Long, City Secretary, discussed the daily report the AMI generates that is emailed to staff that reports errors and unusual consumption. Councilman Wohl discussed shut off valves. Mayor Pinckard stated that customers need to call and have a water technician turn off the water, if necessary, and that customers can also have a shut off valve installed on their side of the meter. Motion passed unanimously.
- l. **Discussion and Action:** Consider quarterly notifications to water customers with a budget of approximately \$2,000 per fiscal year. Mayor Pinckard discussed the need for educating water customers on what not to flush, and how this will assist with costs related to the operation of the sewer plant. Councilman Causey asked how this expense would be allocated. Mayor Pinckard stated this expense would be categorized as customer billing. Councilman Coffman moved to approve quarterly notifications to water customers with a budget of approximately \$2,000 per fiscal year, Councilman Stasey seconded the motion, will all aye. Motion passed unanimously.
- m. **Discussion:** Discuss recommendations for Planning and Zoning Commission. The Commission's recommendation is that no changes be made to Ordinance 192 regarding the language related to exterior lighting and signs. The Commission recommends the definition of "barn" be added to Ordinance 192 and the language to be added is "A barn is an agricultural building usually on farms or ranches used for various purposes. A barn refers to structures that house livestock, including cattle and horses, as well as equipment and fodder, and often grain." Mayor Pinckard stated this is not an action item. He also discussed the procedures for amending the zoning ordinance and that the Planning and Zoning Commission is reviewing possible changes to the ordinance. Al Gloer had a lengthy discussion on special exceptions and the workshop he wants to build in his back yard. Councilman Causey suggested Mr. Gloer build a smaller building in order to be in compliance with the ordinance. Tim Pierce discussed the procedure for special exceptions, annexation and property taxes. Councilman Wohl discussed the need for the zoning ordinance. Mayor Pinckard discussed the special exception process within the standards of the ordinance and the need to amend the current zoning ordinance. Mike Herring discussed the rock and brick exterior portion of the zoning ordinance is due to fire control. Tim Pierce discussed future elections and changes in councilmembers and laws of the Town. Councilman Wohl discussed the lack of citizen input when public hearings and meetings are held. Mayor Pinckard discussed the Town's professionals and the need for the Town to contract with a planning consultant, attorney and engineers. Tim Pierce discussed water runoff, the aquifer and the footprint of property. Mayor Pinckard discussed protecting the betterment of the citizens of Annetta.

VII. Old Business:

- a. **Discussion and Action:** Consider a policy governing the use of a city owned UTV by members of the CCPD performing neighborhood watch activities. Jamee Long, City Secretary, discussed the policy and safety

classes for volunteers. Ms. Long discussed that the Parker County Tax Assessor will not register the UTV due to the UTV being titled as an "off road vehicle" but the vehicle is exempt from registration due to being used by a municipality for crime control and prevention. Councilman Causey moved to approve the policy presented governing the use of a city owned UTV by members performing neighborhood watch activities, Councilman Wohl seconded the motion, with all aye. Motion passed unanimously.

- b. **Discussion:** Discuss recommendations from Planning and Zoning Commission regarding Ordinance 192. The Commission's recommendation is that fences will not extend past the house. An exception will need to be filed if this is the desire of the homeowner.

VIII. Items of Community Interest. Drew Ryan discussed the Town's new well application for the Lakes of Aledo. Mayor Pinckard discussed that science shows that nearby wells will not be affected by a new well. He discussed the UTGCD is writing new rules and the Town is in need of a redundant well at Lakes of Aledo. Mayor Pinckard also discussed the need for fire flow on Old Annetta Road. Robert Vanlandingham discussed septic lines that are near his fence. Mayor Pinckard discussed that the county regulates septic systems. City Secretary, Jamee Long, discussed her attendance of the Hazard Mitigation meeting. Ms. Long stated the Town needs to form a HazMAP team and submit members prior to December 10. The purpose of the team is to determine vulnerable areas in the Town should a disaster occur and how this would be handled. This is in order to receive FEMA funds should a disaster occur. Councilman Wohl volunteered to be a team member. Ms. Long discussed the "match form" and how this is applied to our portion of the fee. Mayor Pinckard discussed the need for citizen participation in HazMAP.

IX. Adjournment: With no further business before the council, the Mayor adjourned the meeting at 9:48 p.m.

These minutes were approved on the 20th day of December, 2018.



Jamee Long, City Secretary



Bruce Pinckard, Mayor