



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, December 15, 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:** No public comments.
- V. **Consent Items: Reports from City Staff and Commission or Committees:**
 - a. Consider the approval of Minutes from the Regular City Council Meetings on November 17, 2022.
 - b. Public Works Report.
 - c. Financial Report.

Council Member Stasey moved to accept the consent items as presented, Council Member Coffman seconded the motion, with all aye. Council Member Causey asked for additional information regarding the capital improvements amount related to water system improvements. City Secretary, Jamee Long, stated that this expense is regarding the Lakes of Aledo water plant improvements. Council Member Causey asked how the leak numbers are determined in the Public Works Report. City Secretary, Jamee Long, stated that Town staff receives daily emails from the automated meter software. Council Member Causey asked if this is how the large leaks are found. City Secretary, Jamee Long, stated that the large leaks are usually called in by water customers. She stated that the Town's water operators also drive around searching for leaks in the system. Motion passed unanimously.

- VI. **New Business:**
 - a. **Presentation:** Presentation by George, Morgan and Sneed, P.C. regarding annual audit report. Daniel Hungerford with George, Morgan and Sneed, P.C. presented a summary of the audit report. Mr.

Hungerford stated that there is no separate audit requirement for the CLFR grant due to funds spent being less than \$700,000 within one fiscal year. Council Member Stasey thanked the staff, City Council and Finance Committee for a “clean audit.” Council Member Causey asked Mr. Hungerford if there is anything that the Town needs to pay closer attention to. Mr. Hungerford stated that he does not see anything that needs closer attention. He stated that the adjustments are mainly due to the fund splits and accruals. Mayor Roberts thanks Mr. Hungerford for his presentation of the clean audit.

- b. **Discussion:** Update regarding minor plat of Lots 1-3, Block A, Sudden Valley, more commonly known as 249 Duncan Road. Mayor Roberts stated that the plat has been signed and filed with the County Clerk and this is an update for City Council.
- c. **Discussion and Action:** Consider a recommendation from the Planning & Zoning Commission regarding flat roof for new home at 235 Duncan Road. Council Member Pinckard moved to approve the recommendation from the Planning & Zoning Commission regarding the site plan for 235 Duncan Road with an alternative roof pitch and alternative roof materials in accordance with the proposed elevations and sample roofing material that was submitted, Council Member Coffman seconded the motion, with all aye. Mayor Roberts noted for the record that approval of the plot plan/site plan as submitted does not include waiving the two-car garage, and unless a variance is granted by the Board of Adjustment, the property owner will need to provide one. Council Member Pinckard discussed the zoning ordinance and the exception process. Council Member Causey asked about the location of the proposed home. City Secretary, Jamee Long, stated that the location is north of the Precinct 4 Barn and is in between the Barn and the Rosemeade Subdivision. Motion passed unanimously.
- d. **Discussion and Action:** Consider authorizing the Mayor to execute a letter of engagement with Jake Weber for the Town’s financial reconciliations and payroll. Council Member Pinckard moved to approve and authorize the Mayor to execute a letter of engagement with Jake Weber for the Town’s financial reconciliations and payroll, Council Member Stasey seconded the motion, with all aye. Council Member Stasey stated that Jake Weber does a good job for the Town of Annetta and is an added layer of financial review. Motion passed unanimously.
- e. **Discussion and Action:** Consider authorizing the Mayor to execute a letter of engagement with Municipal Planning Services, LLC for the Town’s planning consultant. Mayor Roberts stated that the Town’s current planning consultant is Craig Farmer and will no longer be working with City Hall Essentials and will be working through his own company, Municipal Planning Services, LLC, effective January 1, 2023. Council Member Pinckard stated that Mr. Farmer has had his own company for a while but has been working for the Town through City Hall Essentials. Council Member Stasey stated that Mr. Farmer is already familiar with the Town’s ordinances. Council Member Mudge moved to approve and authorize the Mayor to execute a letter of engagement with Municipal Planning Services, LLC for the Town’s planning consultant, Council Member Coffman seconded the motion, with all aye. Motion passed unanimously.
- f. **Discussion and Action:** Consider a Professional Services Agreement with Juleah Sessom to handle the Town’s code enforcement. City Secretary, Jamee Long, stated that the Town’s Code Enforcement Officer resigned effective December 1, 2022. She stated that Officer Sessom is a Code Enforcement Officer for the City of Weatherford and has agreed to provide code enforcement services for the Town of Annetta on a contract basis. Ms. Long stated that the Town’s attorney has reviewed the Professional Services Agreement. Mike Fowler, Split Rail HOA President, stated that he appreciates the Mayor and City Council, and thanked Jamee Long for locating another Code Enforcement Officer so quickly. Ms. Long discussed the process regarding the code violation. Council Member Pinckard moved to approve a Professional Services Agreement with Juleah Sessom to handle the Town’s code enforcement, Council Member Stasey seconded the motion, with all aye. Motion passed unanimously.

- g. **Discussion and Action:** Consider authorizing the Mayor to negotiate with Patterson Professional Services. Council Member Pinckard moved to authorize the Mayor to negotiate and sign the contract with Patterson Professional Services, pending legal review, Council Member Mudge seconded the motion, with all aye. Council Member Pinckard stated that this is a good backup for operation of the water and wastewater systems. Motion passed unanimously.
- h. **Discussion and Action:** Consider a resolution calling for the May 6, 2023 General Election for Mayor and Council Places 3 and 5. Council Member Pinckard moved to approve the resolution calling for the May 6, 2023 General Election for Mayor and Council Places 3 and 5, Council Member Coffman seconded the motion. Motion passed unanimously.
- i. **Discussion and Action:** Consider authorizing the Mayor to execute a contract with Parker County Elections Office for the May 6, 2023 General Election. Council Member Coffman moved to authorize the Mayor to execute a contract with Parker County Elections Office for the May 6, 2023 General Election, Council Member Causey seconded the motion, with all aye. Motion passed unanimously.
- j. **Discussion and Action:** Consider scheduling a Community Clean-Up and Beautification Day. Council Member Coffman moved to schedule a Community Clean-Up and Beautification Day for February 25, 2023 from 9:00 a.m. until noon, Council Member Mudge seconded the motion, with all aye. Motion passed unanimously.
- k. **Announce winner of children's book contest.** This month's book is One Question a Day Journal for Kids – 365 Days All About Me, and the winner was 121 Pepperbush Lane.

VII. Old 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. (Note: The Planning & Zoning Commission allowed withdrawal of the rezoning and did not approve a recommendation to forward to the City Council. There will be no action on this item.) No action.
- i. **Discussion and Action:** Consider amending personnel leave policy by adding definitions on full and part time employee hours. Council Member Coffman moved to approve the amended personnel leave policy by adding definitions on full and part time employee hours, Council Member Mudge seconded the motion, with all aye. Motion passed unanimously.

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:

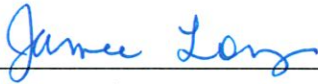
- a. § 551.074. Deliberation regarding personnel matters. (1) The City Council may convene in executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee including deliberation regarding the following officers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

1. Water/Wastewater Operator

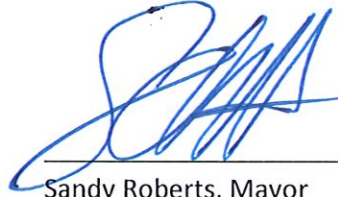
Executive Session began at 7:21 p.m. and ended at 7:56 p.m.

- IX. **Take any action from executive session, if needed.** No action.
- X. **Items of Community Interest.** Council Member Stasey discussed the Aledo Bearcat State Championship Game for a possible 11th Title at 11:00 a.m. on Saturday. Council Member Mudge and Mayor Roberts wished everyone a Merry Christmas. Council Member Coffman reminded everyone to check on those in need especially during the holiday season. Council Member Pinckard reminded everyone that the Center of Hope is continuing their food drive.
- XI. **Adjournment:** With no further business before the council, the Mayor adjourned the meeting at 8:22 p.m.

These minutes were approved on the 19th day of January, 2023.



Jamee Long, City Secretary



Sandy Roberts, Mayor