

# REGULAR MEETING OF STINNETT CITY COUNCIL

MINUTES

DECEMBER 8, 2014

6:00 PM

609 MACKENZIE

<b>CALLED TO ORDER</b>	COLIN LOCKE, MAYOR @ 6:04pm
<b>PRESENT</b>	COLIN LOCKE, Mayor; RUSTY SIMS, Alderman PL-1; JUSTIN HART, Alderman PL-3; JAMIE JIMENEZ, Alderman PL-4 & CDC Representative; JEFF IRVIN, Alderman PL-5
<b>ABSENT</b>	APRIL COUCH, Alderman PL-2
<b>STAFF</b>	LYNETTE SLOAN, City Secretary; ANDREW TRAHAN, Police Chief; DRENNAN ROGERS, Police Officer; TONIA EBERHARDT, EMS Director; ALAN WELLS, Fire Chief; LOGAN GARRARD, Maintenance Supervisor
<b>GUESTS</b>	Tara Huff, Eagle Press; Jerrie Hawthorne; Terry Washer, Wrangler Construction; Curtis & Kristen Floyd; Devin Cook; Bobby Cullon
<b>INVOCATION &amp; PLEDGE</b>	RUSTY SIMS

## Agenda

### ITEM 2 PUBLIC COMMENT

<b>DISCUSSION</b>	NONE
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### ITEM 3 APPROVE CDC GRANT REQUEST – BOBBY CULLON

<b>DISCUSSION</b>	Mr. Cullon requests a \$5830.00 reimbursing grant from the CDC for two 4 post, 9,000# rated vehicle lifts from Bend Pak. COLIN LOCKE directed an agreement be drafted by the city attorney stating the lifts will stay with the property.
<b>ACTION</b>	Motion to APPROVE w/signed agreement – JUSTIN HART; Second – JEFF IRVIN; VOTE: YEAS – 3 NAYS – 0 RUSTY SIMS abstained from the vote

### ITEM 4 AMBULANCE STATE HEALTH SERVICES – PERSONNEL VARIANCE

<b>DISCUSSION</b>	Sharon Tillman, State Representative unable to attend meeting, but was available by phone. The personnel variance requested from the state will allow one ambulance to run with only 1 licensed emergency personnel with the patient while an uncertified individual drove the ambulance. While using the variance an advanced lifesaving run can only be billed as basic lifesaving. The Mayor expressed concern about the wording of the variance request stating there are no other EMS services in the area. The county services our area. Tonia Eberhardt stated it is the fact that the county does not staff an ambulance within the city limits that allows this statement to be accurate. She asked if any citizens present had any questions or concerns. None were expressed.
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### ITEM 5 SEWER LINE – GROVES STREET

LOGAN GARRARD

<b>DISCUSSION</b>	The sewer service line to Curtis & Kristen Floyd's property approved March 10, 2014 needed clarification of state regulations as follows: the line must be at least 9ft laterally away from the city's water main, if this cannot be attained, then the line must be 4ft laterally and 2ft deeper than the city's water main. Regardless of the distance the sewer line must be 150# pressure rated pipe. Other clarifications: Don Schenk shall inspect the line prior to back filling. The sewer service will be maintained by the customer. It is recommended the line is not installed in the easement since it is a private service line.
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### ITEM 6 APPROVE / ADOPT PD SOP MANUAL

ANDY TRAHAN

<b>DISCUSSION</b>	The old procedures manual had no index and the wording was convoluted. The new Standard Operating Procedures Manual is verbatim with Kountze Police Department with additions of sections covering social media and body cameras.
<b>ACTION</b>	Motion to APPROVE & ADOPT – JEFF IRVIN; Second – JAMIE JIMENEZ; VOTE: YEAS – 4 NAYS – 0

### ITEM 7 BANKING-SIGNATORY & AUTHORIZED REPRESENTATIVES

<b>DISCUSSION</b>	All financial institutions presently and in the future doing business with the City of Stinnett will have the following representatives and signers: City Secretary, LYNETTE SLOAN, primary; Mayor, COLIN LOCKE; Alderman Place 2, APRIL COUCH; and Alderman Place 5, JEFF IRVIN. Police Chief ANDREW TRAHAN will be the emergency contact and have limited inquiry authority. A special meeting is set for December 15 <sup>th</sup> @ 6pm to approve these minutes for the purpose of finalizing all banking representative requirements
<b>ACTION</b>	Motion to APPROVE – JEFF IRVIN; Second – JAMIE JIMENEZ; VOTE: YEAS – 4 NAYS – 0

### ITEM 8 AFFIRM MAYOR PRO-TEM

<b>DISCUSSION</b>	JEFF IRVIN will remain the Mayor Pro-tem
<b>ACTION</b>	Motion to APPROVE – JUSTIN HART; Second – RUSTY SIMS; VOTE: YEAS – 4 NAYS – 0

### ITEM 9 HANDLING OF EUTHANIZED ANIMALS

<b>DISCUSSION</b>	JAMIE JIMENEZ stated she learned recently that our city maintenance men were still being required to bury the euthanized animals. JEFF IRVIN stated the city manager had previously been instructed to stop this practice. The council understood the agreement with Lee Veterinary Clinic included proper handling of the euthanized animal. Instructions for shopping around with other cities and clinics for better arrangements were given. Feedback set for Dec 15 <sup>th</sup> meeting. Carlos Ramon
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	is authorized to attend the Animal Management & Welfare courses in Amarillo on January 21 <sup>st</sup> & 22 <sup>nd</sup>
<b>ACTION</b>	Motion to APPROVE – JAMIE JIMENEZ; Second – JEFF IRVIN; VOTE: YEAS – 4 NAYS – 0

**ITEM 10 ORDINANCE NO 337 – ESTABLISHING NO PARKING ZONES**

<b>DISCUSSION</b>	SH 136, Main Street at Pioneer-Lawyers Land Title Services Company no truck tractor parking between the hours of 8 a.m. and 5 p.m. Bus HWY 152, 6 <sup>th</sup> Street at City of Stinnett Maintenance Building no parking at all times. Signs to say towed at owner's expense.
<b>ACTION</b>	Motion to APPROVE – JAMIE JIMENEZ; Second – JUSTIN HART; VOTE: YEAS – 4 NAYS – 0

**ITEM 11 APPROVE JACK LANE - DIRECTOR PDRA**

<b>DISCUSSION</b>	Jack Lane as director Palo Duro River Authority
<b>ACTION</b>	Motion to APPROVE – JEFF IRVIN; Second – JUSTIN HART; VOTE: YEAS – 4 NAYS – 0

**ITEM 12 APPROVE ELECTION CONFERENCE – LYNETTE SLOAN**

<b>DISCUSSION</b>	No calendar conflict currently exists for January 21st – 23rd. Attendance is approved with traveling on the 20 <sup>th</sup> .
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**ITEM 13 REVIEW BIDS MAINTENANCE VEHICLE PURCHASE LOGAN GARRARD**

<b>DISCUSSION</b>	Gene Messer is sending bid for extended cab @ \$1500 more than quote on single cab. 2-WD meets need. Will use Dodge and GMC as trade ins. Amanda Simpler will check BuyBoard for better pricing. Logan Garrard will check local auctions. City will purchase 2 trucks with work package and power window & locks. Progress report at Dec 15 <sup>th</sup> meeting
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**ITEM 14 CONSIDER POOL MAINTENANCE / REPAIR CLOSED BID PROCESS**

<b>DISCUSSION</b>	Council understood the city had a written agreement with Carrother's Construction for the Pool Facility repair. Lynette Sloan instructed to verify and report at the Dec 15 <sup>th</sup> meeting.
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**ITEM 15 DEPARTMENT REPORTS REPRESENTATIVES LISTED ABOVE**

<b>DISCUSSION</b>	<p>CDC – 4 children for Helen's Kids are still on the tree for adoption. Donations from past years that were not used fully were deposited into the CDC bank account. \$91.00, 2009; \$1855.00, 2010; \$3260.00, 2011; \$3628.00, 2012; \$5215.04, 2013. Donations this year are at \$2085.00. \$16,134.04 is available for Helen's kids. Heated blankets as well as hams will be delivered along with the presents. All the schools are competing in a food drive for Helen's Kids.</p> <p>EMS – Presented monthly report. ALS billed by any certification above Basic. The volunteers who attended the EMS conference earned 15 CE hours. Tonia Eberhardt took class for records administration. Payment from school for ambulance to be on stand-by at the football games has been received into the General fund since the city bears all the expenses of ambulance service. This practice is in question and the EMS Director believes the funds should be transferred to the volunteer fund. Mr. Wiggins will be invited to the May Council Meeting to discuss all agreements for next football season. COLIN LOCKE instructed the \$1000.00 payment will remain in the General fund until clarification is made. Tonia Eberhardt did not pass all of the skills on the EMT-P exam December 1<sup>st</sup>; she will take a refresher course and will retake the hands on skills test in 3 months.</p> <p>FIRE – the fire station doors were repaired / replaced. Will purchase 3 sets of turn out gear and boots. Fire does not have a uniform line item in the budget. Since turn out gear is not depreciable and is considered uniform then it is not a capital operating improvement. Lynette Sloan instructed to create a uniform line item and move the budgeted \$5000.00 from Cap Op Improve to it. Several fire vehicles are having pump problems. JEFF IRVIN requested a call be made about the old American Pump building, at 11<sup>th</sup> and Main, for sale to discuss price. Reimbursement – vs – allowance – vs – compensation and 1099's, volunteers concerned about the possibility of receiving 1099's for the fire runs. Nanette Lewis or James Allen will be invited to Dec 15<sup>th</sup> meeting to discuss this issue more in-depth. Instructions were given to check with other cities in area to investigate how they handle the volunteer pay. Check for formula to offset the reimbursement.</p> <p>PD – Presented monthly report. Ordinance 231 – Trash, rubbish is ready and will be on the January agenda for adoption. Dangerous building ordinance is being updated. Ofc. Rogers is certified as a 1<sup>st</sup> responder. The Chief suggested everyone drive the residential areas at 20mph and 30mph. He proposes that all residential streets be set to 20mph.</p> <p>MAINT – 3 water leaks repaired. The gas line for Floyds tied in today. Howard Electric loaned their bucket truck for hanging the Christmas street ornaments because our lift broke down. JEFF IRVIN suggested shopping around for a used bucket truck. Xcel energy might even donate one. Skid loader needs new tires, solid rubber tires will be priced. Congratulations to the Maintenance department on passing the Railroad Commission inspection of the city gas lines. JOB WELL DONE. The regulator understood to be the property of WTG actually belongs to the city. WTG will meet with Logan Garrard to provide maintenance documentation and train on the stroking of the regulator. The city will take the maintenance and care of this equipment back over. The belt on the golf cart broke again, it will be better to look for another utility vehicle like the gator to replace it rather than continuing to replace the belts at \$100.00/event. The gator used at the cemetery is actually for the maintenance department and needs to be utilized.</p> <p>MANAGER – Struck off property Lots 13-14, block 2 had no counter offer after it was rejected in the Sept. 15<sup>th</sup> meeting. City will bid for the property to clean up and get back on tax rolls. Contracted with Ron Perrin Water Technologies water storage tank yearly inspections. COLIN LOCKE will contact Mr. Wiggins about the road repairs still needed after the school construction. Brant Engineers will be on January agenda for the 2015 Seal Coat Project. Jesse Shuffield with Xcel will be on January agenda to discuss rate increase. JEFF IRVIN advised the correction of employee vacation problems in INCODE become a priority. Adjustment to the vacation accrual policy on Dec 15<sup>th</sup> agenda for approval.</p>
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**BREAK @ 8:49  
RETURN FROM BREAK @ 9:01**

**ITEM 16****APPROVE MINUTES NOV 17<sup>TH</sup> & 25<sup>TH</sup>, 2014**

<b>DISCUSSION</b>	NONE
<b>ACTION</b>	Motion to APPROVE – JEFF IRVIN; Second – JAMIE JIMENEZ; VOTE: YEAS – 4 NAYS – 0

**ITEM 17****APPROVE NOVEMBER 2014 TRANSACTIONS**

<b>DISCUSSION</b>	Charge on City card for \$1165.00 – Amanda’s L-shaped desk with hutch and lateral filing cabinet. Jesse’s Burrito catered lunch for our water school. JEFF IRVIN requested breakfast be purchased from Jesse’s for city staff to show appreciation.
<b>ACTION</b>	Motion to APPROVE – JEFF IRVIN; Second – JUSTIN HART; VOTE: YEAS – 4 NAYS – 0

**ITEM 18****EXECUTIVE SESSION**

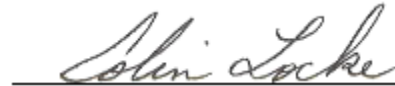
<b>DISCUSSION</b>	CLOSED DOOR SESSION BEGAN 9:09 pm RECONVENE TO OPEN MEETING 10:43 pm
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**ITEM 19****ACTION FROM CLOSED MEETING**

<b>DISCUSSION</b>	NONE
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**ITEM 13****ADJOURN**

<b>DISCUSSION</b>	NONE
<b>ACTION</b>	Motion to ADJOURN – JEFF IRVIN; Second – JAMIE JIMENEZ; VOTE: YEAS – 4 NAYS – 0

**MEETING ADJOURNED @ 10:45 PM****APPROVED**

**COLIN LOCKE  
MAYOR****ATTEST:**

**LYNETTE SLOAN  
CITY SECRETARY**