

**THE CITY COUNCIL OF THE CITY OF POTTSBORO, TEXAS MET
THURSDAY, DECEMBER 13th, 2012 6:00 P.M. AT 528 HWY 120 EAST.
FOR A REGULAR SESSION.**

Present: Mayor Frank Budra, Mayor Pro-Tem David Waller Council Members Lucy Hansen, Mary Helen Chapin, Landon Goins and Gary Watkins.

REGULAR SESSION

CALL TO ORDER

Notice is hereby given that the City Council of the City of Pottsboro, Texas has met in Regular called Session on **Thursday, December 13th, 2012** at 6:00 p.m. at 528 Hwy 120 E Pottsboro TX in the Council Chambers, pursuant to the Open Meeting Laws of the State of Texas.

Mayor Pro-Tem, David Waller called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE - to the flag of the United States.

CITIZENS TO BE HEARD

This time is set aside for any person having business before the Council that is not included on the agenda. Please submit a completed Speaker's Request Form to the City Secretary at the beginning of the Council meeting. All comments must be directed toward the Presiding Officer rather than an individual Council member or staff. Each speaker must limit their comments to the subject matter listed on the Speaker's Request Form and must refrain from personal attacks toward any individual. Speakers are limited to five minutes. Council may not comment publicly on matters brought to their attention during the Citizens' participation. Council may direct the City Manager to resolve or request the matter to be placed on a future agenda. Such public comments shall not include any "*deliberation*" as defined by Chapter 551 of the Government Code, as now or hereafter amended. If you have a subject that may require City Council action, you may obtain a form from the City Secretary's office and request to have the item placed on a future agenda.

No comments were made.

CITY MANAGER REPORT:

Update on the following: Texas Capital Fund, Cardinal Street Project, Street Paving Project, Monarch Waterline Project and upcoming events.

Kevin M. Farley, City Manager, updated the City Council on the status of the City's project.

CONSENT AGENDA:

Consent Agenda Items are considered to be routine in nature and may be acted upon in one motion. Any item requiring additional discussion may be withdrawn from the Consent Agenda by the Mayor, Council Member or City Manager, and acted upon separately.

1. Minutes

Consideration and/or action on the Minutes from the November 6th, 2012 Council meeting.

Denise Smith, City Secretary/ Comptroller

Gary Watkins motioned to approve the consent agenda item as presented. The motion was seconded by Lucy Hansen and carried unanimously.

ACTION ITEMS:

2. Revolving Loan Fund

Consideration and/or action on a recommendation from the Pottsboro Community Development Corporation regarding revolving loan fund award for H. H. Homes.

Kevin M. Farley, City Manager

The Pottsboro Community Development Corporation makes a recommendation to approve the request by H.H. Homes for revolving loan funds in the amount of \$15,000.00 at 3.25% interest for five years. The purpose of the loan will be to construct an office building which will retain the jobs of three full time employees.

Landon Goins motioned to approve the recommendation regarding the request by H.H. Homes for revolving loan funds in the amount of \$15,000.00 at 3.25% interest for five years as presented. The motion was seconded by Mary Helen Chapin and carried unanimously.

3. Engineering Services for the Texas Department of Agriculture- Texas Community Development Block Grant (TxCDBG#712299) Project

Consideration and/or action on procuring engineering services for Texas Community Development Block Grant (TxCDBG#712299) Project including:

- A. Rank and Score Engineering Request for Proposals received.
- B. Authorize the Mayor to negotiate an engineering contract with the first ranked engineering choice and authorize the Mayor to execute the contract, if consistent with TxCDBG requirements and grant budget.

The City Council ranked and scored the proposals received for engineering services relating to the TxCDBG project.

Mary Helen Chapin motioned to authorize the Mayor to negotiate an engineering contract with the first ranked engineering choice and authorize the Mayor to execute the contract, if consistent with TxCDBG requirements and grant budget. The motion was seconded by Lucy Hansen and carried unanimously.

4. Street Project

Consideration and/or action on a change order.

Kevin M. Farley, City Manager

Kevin M. Farley, City Manager informed the Council that the cost for the Street Project for phase I were lower than expected, therefore we would like to add additional streets and extend others.

Gary Watkins motioned to approve the change order #1 with C.E. Cook & Sons, Inc. in the amount of \$71,092.50 for additional street work as presented. The motion was seconded by Landon Goins and carried unanimously.

5. Greater Texoma Utility Authority

Consideration and/or action on all matters related to nominating a representative to serve on the Greater Texoma Utility Authority Board of Directors.

Kevin M. Farley, City Manager

No action taken. Item was table until next Council Meeting.

6. Part Time Officers

Consideration and/or action on all matters related to authorization to compensate reserve police officers on an as needed basis when asked to cover regular patrol shifts as a result of manpower shortages.

Brett Arterburn, Chief of Police

Gary Watkins motioned to approve compensating reserve police officers on an as needed basis when asked to cover regular patrol shifts. The motion was seconded by Mary Helen Chapin and carried unanimously.

7. Police Vehicles

Consideration and/or action on the purchasing of a new vehicle and the disposal of a vehicle for the Police Department.

Brett Arterburn, Chief of Police

Brett Arterburn, Chief of Police asked the Council for approval to dispose of an older patrol unit. Also due to an accident, which was no fault of the patrolman, the Police truck will be totaled. This has left the department short of patrolling units. We would like to go ahead and purchase a new Tahoe now and purchase another one in February. The insurance company will pay the actual cash value of the totaled unit, so we will need to take additional funds out of the CO Funds to cover the cost of the second unit.

Lucy Hansen motioned to approve the disposal of the older patrol unit and approve the purchase of two new patrol units. The motion was seconded by Gary Watkins and carried unanimously.

8. Texas Forest Service Grant

Consideration and/or action on all matters related to applying for a Texas Forest Service Grant for assistance with purchasing a new Fire Engine.

Kevin M. Farley, City Manager

The Fire Department would like to apply for a Texas Forest Service Grant in the amount of \$155,000 to go towards the purchase of a new Fire Engine.

Mary Helen Chapin motioned to approve the city applying for a Texas Forest Service Grant for assistance with purchasing a new Fire Engine. The motion was seconded by Landon Goins and carried unanimously.

9. 2013 Annual Chamber Banquet

Consideration and/or action on the City Council attending the 2013 Annual Chamber Banquet.

Kevin M. Farley, City Manager

Landon Goins motioned to approve the City purchasing two tables of eight for the 2013 Annual Chamber Banquet. The motion was seconded by Lucy Hansen and carried unanimously.

ADJOURNMENT:

Motion by Lucy Hansen to adjourn, seconded by Mary Helen Chapin and carried unanimously. Meeting adjourned at 6:45 p.m.

Frank Budarz

Mayor

Denise Smith

City Secretary

