

# REGULAR MEETING OF STINNETT CITY COUNCIL

MINUTES

NOVEMBER 9, 2015

6:30 PM

609 MACKENZIE

CALLED TO ORDER	COLIN LOCKE, MAYOR @ 6:37 pm
PRESENT	COLIN LOCKE, Mayor; RUSTY SIMS, Alderman PL-1; APRIL COUCH, Alderman PL-2; CHAR KERR, Alderman PL-4; JEFF IRVIN, Alderman PL-5
ABSENT	JUSTIN HART, Alderman PL-3; ALAN WELLS, Fire Chief
STAFF	ANDREW TRAHAN, City Administrator; LYNETTE SLOAN, City Secretary; DURK DOWNS, Police Chief; LOGAN GARRARD, Maintenance Supervisor; NANETTE LEWIS, City Advisor; MICHELLE AHLERS, EMS Director
GUESTS	Michael Sloan; Jerrie Hawthorne; Tania Poole; Russel & Tonia McCroskey; Alice Garrard; Greg Stout
INVOCATION & PLEDGE	JEFF IRVIN

## Agenda

### ITEM 2 PUBLIC COMMENT

DISCUSSION	<p>Lynette Sloan announced that the City of Stinnett welcomes Gayle Fristoe, PA-C as the new provider at Stinnett Medical Clinic. Ms. Fristoe comes to us from Dumas and the community is very blessed to have such an outstanding provider. The clinic's new hours are Mon, Tues, &amp; Thurs 7:30am – 7:30pm.</p> <p>Tonia McCroskey spoke representing the EMS volunteers. They are concerned that the new EMS Director is changing to SPEMS [South Plains EMS] from Dr. Paetzold for medical direction and protocols. She explained that every community in this region except Dumas &amp; Pampa uses Dr. Paetzold including the plant. Having one Medical Director over the region keeps everyone on the same page as far as knowing what can be done. They are displeased that the volunteers were not included in the discussion of a move to SPEMS. COLIN LOCKE stated the council could take no action on the matter; would take it under advisement; but that they support the EMS Director, Michelle Ahlers. Ms. McCroskey stated the volunteers felt Ms. Ahlers needed to be better informed before making decisions like this and their only desire is to be included in the discussion. Alice Garrard asked if we could just keep everything the same. The volunteers requested that Ms. Ahlers work under the current protocol and medical direction for a time before making a change. The Mayor asked what medical director Dumas &amp; Pampa were using. Ms. McCroskey stated that they use their own physicians. The Mayor again stated that no decision could be made at this time and asked if there were any other comments. None were offered.</p>
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### ITEM 3 STATE EASEMENT LEROY HUNT

DISCUSSION	Mr. Hunt is not present to discuss the matter.
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### ITEM 4 LAND EAST OF BALL FIELDS LARRY PENFOLD

DISCUSSION	Mr. Penfold is not able to attend. ANDY TRAHAN explained that Mr. Penfold wants to lease the city owned land east of the ball fields for the purpose of developing an area for lease to companies for truckers to park their vehicles overnight. The council discussed the location of the area. COLIN LOCKE stated he did not believe the land was large enough for more than 3 trucks and would require quite a bit of road work to accommodate 18-wheelers. The matter will be considered at another date when Mr. Penfold is available to make his presentation.
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### ITEM 5 DEPARTMENT REPORTS REPRESENTATIVES LISTED ABOVE

DISCUSSION	CDC – None.
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EMS – Presented monthly report, noting 6 calls since she began on Oct 19th. The arm of the south bay door has been replaced. The volunteer firefighters have been amazingly helpful in cleaning the ambulance station. All of the items that did not belong in the south bay have been stored in the basement. The 501c3 will have access to these items through the VFD. The trucks have been inventoried. Ms. Ahlers discovered expired meds as old as 2010. She found items on the ambulances like umbilical catheters that are not within the scope of practice even as paramedics. Tonia McCroskey interrupted to state the catheters are covered in the current protocols. The Director continued with her report and stated that the records are a mess. She has taken care of all the state required paperwork that needed filing immediately. The license to operate has been filed as a nonprofit and then as a government entity in the past. COLIN LOCKE stated that the city knew of this and had handled the issue the previous year. It was his understanding that our license was in good order with the state. Ms. Ahlers made the council aware that the furniture at the EMS station belongs to Tonia McCroskey. Ms. McCroskey advised the council that it was fine for the items to continue to be used but that they were to return the items to her rather than get rid of them. Ms. Ahlers resumed and stated the laptop in unit 66 is fried. JEFF IRVIN noted that the chief of police may have an extra tough book laptop available. The Director briefed the council regarding the variance to be filed by the end of this week. The State will accept the minutes from tonight's meeting. Uniform shirts will be available in 2 weeks. We did not go with Ameripride for uniforms as the availability was well into December, which is too late. She has experienced quite a few technical problems with her computer, fax, scanner, printer & router. All of these seem to be resolved. Regarding SPEMS, Dr. Addington is the Medical Director. Area EMS services, under his direction, include Dumas, Clarendon, Whitdeer, Groom, Tulecreek, Panhandle, and LaFors. Pampa is considering returning to SPEMS. The program provides medical direction online and written; RescueNet report writing system especially tailored to SPEMS protocols; Continuing Education hours & Conferences; Case Review 6/year; Skills training & testing 2/year; Direct reporting to Trauma, Cardiac, and Stroke Systems; Shorter out of service times due to report writing. Currently the city pays \$2995 for ESO report writing system and \$2085 for Dr. Paetzold's direction without the other benefits listed above. SPEMS normally charges \$3500 per county, but is offering Stinnett EMS full access to the above program for \$1750. There are some differences in the protocols with SPEMS –vs– those currently used, these include having paralytic medication available for intubation rather than just a facilitator; fewer meds, but more specialized. COLIN LOCKE inquired when the city needed to make the decision to move to SPEMS and if the reduced rate was a onetime offer. Ms. Ahlers stated she had a meeting scheduled for November 17<sup>th</sup> at 5pm for an official acceptance into the program and that she was not aware if the rate was a onetime offer or not. The Mayor expressed a desire for the city to discuss this option until the 1<sup>st</sup> of the year and then consider any change at that time.

FIRE – Not present.
<p>PD – Presented monthly report. Noting 93 contacts and 65 calls for service. ACO had 12 dog calls and euthanized 3 animals. Code Enforcement started 13 new cases; sent 15 certified letters from previous cases; and has approximately 19 cases to present the Council for approval to proceed. JEFF IRVIN inquired what this meant. The Chief explained that Code Enforcement would come to the Council for direction on the next path for the properties in violation and the possible cost to the city. Mr. Irvin noted consideration might be needed to amend the current ordinance. RUSTY SIMS stated if the property owners have already been contacted then we should just go ahead and fine them. Durk Downs explained that Carlos Ramon was following the current ordinance right down the line. The next step is to receive approval to proceed with the expense of cleaning up the properties and approaching the county judge for a lien on the property for the expense incurred. APRIL COUCH stated that the expense may not be recouped as some owners would never sale and not be concerned that the property was in violation. JEFF IRVIN asked if the vehicles were running ok. Yes. Rountree's unit received new tires and the Chief's tires need replacing soon. This is good considering they are 2 years old.</p>
<p>MAINT – 99 service orders. Received 3 violations from the Railroad Commission on the gas system. 1] No exposed pipe reports. These are required anytime we dig up the line for any reason. The line must be inspected and a report completed. 2] No current maps of the gas system. Brandt Engineering has provided maps, but they do not include the portion from the city limits to the point of origin for gas distribution. Logan Garrard will be updating the map. 3] 2013 paperwork is missing. The 1 ton pickup bumper has been replaced again. Maintenance built a specialized blade attachment for the excavator to facilitate ditch cleanup. Gas leak detection survey identified 9 new leaks; 8 grade 3 and 1 grade 1. The grade 1 leak was repaired the day it was identified, finishing at 2 the next morning. Tate Jewell quit to work elsewhere. RUSTY SIMS shared his conversation with Claudy Thompson regarding the need for 50 new dumpsters. 18 dumpsters were purchased in September of 2014 for \$280 per unit. The council instructed Logan Garrard to order 2 loads of 18 units at the same rate if possible. This will use the majority of Capital Operating Improvement budgeted for Sanitation.</p>
<p>ADMIN – Oscar with Brandt Engineering is ready to start the Seal Coat Project 2016. The council considered the street map and discussed options for seal coating. \$100,000 was budgeted for the project. \$10,000 will cover Brandt Engineering's fee. \$10,000 should cover the caliche needed for the road preparation prior to seal coating. This leaves \$80,000 available. Oscar needs the streets as soon as possible because Amarillo and Lubbock have very large street projects this year limiting access to local materials which affects the size of our project. Quite a few roads need sealing. The Mayor proposed a priority list to present to Oscar with the instructions to accomplish as much as possible. 1] 1400 &amp; 1500 blocks of Davis. 2] 12<sup>th</sup> St from Hwy 152 to Davis including the small portions of Williams, Davis, &amp; Wilhelm from 12<sup>th</sup> to the hwy. 3] Southern curve of Mesquite from Elm to Elwood. 4] Oak 5] Mesquite from Elwood to 6<sup>th</sup>/Bus 152. 6] ½ block of Davis near 2<sup>nd</sup>. 7] 2<sup>nd</sup> St from Morse to Allen. JEFF IRVIN noted exposed pipe near Lemons place. RUSTY SIMS &amp; APRIL COUCH discussed the need for culverts and bar ditches to be winter projects since gas line replacement and seal coat are summer projects. LYNETTE SLOAN reported continued efforts to streamline data processing. Laminated unit ID charts were provided to the council to use in deciphering the expense detail reports. James R. Allen, CPA will be here December 15<sup>th</sup> for the fiscal year 14-15 audit. The one he just completed in May was for fiscal year 13-14. The city is now on track with having its financial business audited within the 1<sup>st</sup> quarter following end of year. NANETTE LEWIS stated she is still seeing quite a few 'no receipts' noted for JP Morgan charges in the expense line items rather than in the garnishment line as the policy clarification signed by the council in 2014 states. The City Administrator noted the policy clarification states the expense related to a missing receipt is 'subject to' being garnished from the employee's wage. Ms. Lewis continued to explain that having a detailed receipt is not only important for data processing expenses properly but for instance, if alcohol were consumed at a meal paid for by the city that expense must be paid by the employee. Ms. Lewis is finalizing adjustments necessary to close fiscal year 14-15 prior to the audit. The internal controls put in place are working well and the monthly reporting is occurring in a timely manner. There is a concern regarding utility accounts that are 4+ months old. We need to develop and implement a policy for reporting these to TRRA and writing them off of our books. She will begin working on this policy after the audit. Ms. Lewis also identified quite a few individuals whose refund checks were returned to the city as undeliverable. We can set up an unclaimed asset link on our city website to manage these funds.</p>

**ITEM 6 REVIEW OCTOBER 2015 TRANSACTIONS**

<b>DISCUSSION</b>	<p>APRIL COUCH stated that she believed the policy clarification signed by the council in 2014 should be implemented. She stated if the employee had to reimburse the city, then the receipts would not get lost. Nanette Lewis noted with other cities it has taken about 6 months before all the employees were on board and receipts were not misplaced. April Couch stated she wanted it on the record that the policy was in place and it was our responsibility to implement it. She wants to see missing receipts on the garnish line instead of the expense line items. No one objected. COLIN LOCKE questioned the disparity in the actual amounts of the yearly property &amp; liability insurance payment verses the budget for that item. The fact that the budget was set prior to receiving a bill and the clarification of property in the correct department affected the outcome. Expense line items ending in 139, 141, &amp; 142 cover the property &amp; liability insurance, the council approved adjustments to the budgeted amount with in a department between these line items to match the actual expense prior to the budget install.</p>
<b>ACTION</b>	<p>Motion to APPROVE – APRIL COUCH; Second – RUSTY SIMS; VOTE: YEAS – 4 NAYS – 0</p>

**ITEM 7 REVIEW MINUTES – OCTOBER MEETING**

<b>DISCUSSION</b>	<p>COLIN LOCKE noted in item 10 the word "all" should be "allow". Minutes are approved with the change noted.</p>
<b>ACTION</b>	<p>Motion to APPROVE – APRIL COUCH; Second – JEFF IRVIN; VOTE: YEAS – 4 NAYS – 0</p>

**ITEM 8 EMS PERSONNEL VARIANCE – STATE HEALTH SERVICES**

<b>DISCUSSION</b>	<p>The variance will allow the ambulance to respond to calls with a driver and 1 certified care attendant. This is especially important during the day while the volunteers are at work. Rhett Creacy has been responding with Michelle Ahlers on these daytime runs. Plans for training to increase the number of volunteers available are progressing. The council approved the EMS Director to continue with the filing for the variance.</p>
<b>ACTION</b>	<p>Motion to APPROVE – JEFF IRVIN; Second – APRIL COUCH; VOTE: YEAS – 4 NAYS – 0</p>

**ITEM 9 ECIVIS – GRANT NETWORK**

<b>DISCUSSION</b>	<p>\$690/year on a 3 year contract. CHAR KERR inquired about the ease of access to the database and assistance from the company. ANDY TRAHAN explained the company provides assistance from finding grants to preparing the grant for</p>
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submission. The fee is for one person to access the network. The City Administrator will be the one responsible for pursuing grants through ECIVIS.

**ACTION** Motion to APPROVE – JEFF IRVIN; Second – RUSTY SIMS; VOTE: YEAS – 4 NAYS – 0

**ITEM 10 CONSIDER JAIL BED FOR TRASH SERVICE**

**DISCUSSION** In 12 months the jail pays \$3156.00 for city trash service. In the same time frame the city paid \$3160.00 in fees for a jail bed. Andy Trahan approached the Sherriff and proposed an exchange of services in an Interlocal agreement. The Sherriff is all for it but must present it to the county commissioners if the city council would like to pursue this option.

**ACTION** Motion to APPROVE – APRIL COUCH; Second – JEFF IRVIN; VOTE: YEAS – 4 NAYS – 0

**ITEM 11 HUTCHINSON CAD BOARD OF DIRECTORS BALLOT**

**DISCUSSION** City of Stinnett is entitled to 37 votes for the 5 positions to the Hutchinson County Appraisal District Board of Directors. The council resolved the votes would be distributed as follows: Rodney Franklin -6, Richard Hein-6, Carrie Kimmell-7, Rodney Kimmell-7, Leslie Sharp-6

**ACTION** Motion to APPROVE – JEFF IRVIN; Second – RUSTY SIMS; VOTE: YEAS – 4 NAYS – 0

**ITEM 12 CLOSE AMARILLO AREA FOUNDATION ACCOUNT**

**DISCUSSION** A representative of the foundation contacted the city and advised we close this account rather than allow the money to be reduced every month by account fees.

**ACTION** Motion to APPROVE – APRIL COUCH; Second – RUSTY SIMS; VOTE: YEAS – 4 NAYS – 0

**ITEM 13 STRUCK OFF PROPERTY – LOT 5, BLK 1, HH2 110 N MACKENZIE**

**DISCUSSION** Randy & Phyllis Heston offered \$1,000 for the property. The appraised value is \$2,800. The council rejects the offer and counter offered \$2,800.

**ACTION** Motion to APPROVE – JEFF IRVIN; Second – CHAR KERR; VOTE: YEAS – 4 NAYS – 0

**ITEM 14 CONSIDER NEW POLICE OFFICER**

**DISCUSSION** Tabled to after Executive Session; see item 16.

**ITEM 15 EXECUTIVE SESSION [TGC 551.074 & 551.072]**

**DISCUSSION** CLOSED DOOR SESSION BEGAN 8:24 pm RECONVENE TO OPEN MEETING 9:30 pm

**ITEM 16 APPROPRIATE ACTION FROM EXECUTIVE SESSION AS REQUIRED**

**DISCUSSION** ITEM 14 – Tanner Edwards is hired to fill the Police Officer position.  
Other personnel matters discussed:  
1] Regarding EMS and SPEMS; Michelle Ahlers is directed to meet with the volunteers to listen to their pros & cons of moving from Dr. Paetzold. After this meeting, the council authorizes the EMS Director to move forward with what she believes is best.  
2] The council reluctantly & sadly accepts Andrew Trahan's resignation from City Administrator effective November 27, 2015. The Mayor and Council thank him for his service and wish him well at the Sherriff's department.  
3] Durk Downs is promoted from Chief of Police to City Administrator effective November 27, 2015.  
4] Durk Downs is authorized to hire new Chief of Police  
5] The Mayor and Council thank Cody Hinders for his service as a Stinnett Police Officer and wish him luck in his new job.  
6] At this time the maintenance position left by Tate Jewell will not be filled

**ACTION #14** Motion to APPROVE – JEFF IRVIN; Second – APRIL COUCH; VOTE: YEAS – 4 NAYS – 0

**ACTION 3]** Motion to APPROVE – JEFF IRVIN; Second – CHAR KERR; VOTE: YEAS – 4 NAYS – 0

**ACTION 4]** Motion to APPROVE – JEFF IRVIN; Second – APRIL COUCH; VOTE: YEAS – 4 NAYS – 0

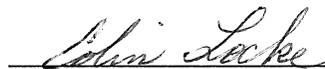
**ITEM 17 ADJOURN**

**DISCUSSION** None.

**ACTION** Motion to APPROVE – APRIL COUCH; Second – CHAR KERR; VOTE: YEAS – 4 NAYS – 0

**MEETING ADJOURNED @ 9:35 PM**

**APPROVED**



**COLIN LOCKE  
MAYOR**

**ATTEST**

  
**LYNETTE SLOAN  
CITY SECRETARY**