



City of Westworth Village  
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**REGULAR CITY COUNCIL MEETING MINUTES**

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**TUESDAY  
JUNE 12, 2012**

**PRE-COUNCIL SESSION: 6:45 PM  
REGULAR SESSION: 7:00 PM**

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<b>ATTENDEES:</b>	Mayor	Anthony Yeager
	Mayor Pro-Tem	Kelly Jones
	Council Member	Jill Patton
	Council Member	Nick Encke
	Council Member	Mike Coleman
	City Administrator	Roger Unger
	City Secretary	Carol Ann Borges
	Police Chief	Douglas Reim
	Fire Chief	John Rodriguez
	HC Director of Golf	David Curwen
	HC Superintendent	Sterling Naron
	Code Enforcement	Ryan Studdard
	Admin Specialist	Brandy Barrett
	City Attorney	George Staples
<b>ABSENT:</b>	Council Member	Steve Beckman
<b>GUESTS:</b>	Dunkin' Donuts Corp	Paul Williams & Lisa Griffin
	Freese & Nichols Engineers	Trey Shanks
	Sam Rosen Subdivision	Larry Weatherly, Construction Superintendent
	Queensland, Australia	Rhys Williamson
	Ex-Mayor	Ray Landy
	P&Z Chair	Melva Campbell

**PRE-COUNCIL SESSION CALLED TO ORDER at 7:06pm by Mayor Yeager.**

Action items announced individually. No discussion.

**PRE-COUNCIL CLOSED at 7:09pm by Mayor Yeager.**

**REGULAR COUNCIL MEETING CALLED TO ORDER at 7:10pm by Mayor Yeager.**

**INVOCATION offered by Pastor Mayberry of Baptist Temple Church.**

**PLEDGE OF ALLEGIANCE led by Mayor Yeager.**

**1. Approval of the Agenda**

**MOTION** to approve the Agenda: Jill Patton

**SECOND:** Nick Encke

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

**2. Approval of the Consent Agenda:**

**MOTION** to approve the Consent Agenda: Mike Coleman

**SECOND:** Nick Encke

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

The following consent agenda items were approved.

**A. Approval of the Minutes:**

- Regular Council Meeting – May 8, 2012
- Special Council Meeting – May 22, 2012

**B. Approval of May's Financial Reports:**

- TexPool Report
- Monthly Disbursements Report
- Monthly Variance Report

<b>FUND BALANCES MAY 2012</b>	<b>GENERAL FUND</b>	<b>WATER FUND</b>	<b>CAPITAL PROJECTS</b>	<b>CRIME CONTROL</b>	<b>DEBT SERVICE</b>	<b>WRA</b>	<b>HAWKS CREEK GOLF CLUB</b>
<b>Monthly Revenue</b>	\$ 181,472	\$ 88,947	\$ 1,580	\$ 41,017	\$ 2,374	\$ 22,690	\$ 207,683
<b>Monthly Disbursement</b>	\$ 232,101	\$ 68,137	\$ 66,706	\$ 31,885	\$ 0	\$ 89,995	\$ 180,990
<b>TexPool Balance</b>	\$ 150,249	\$ 399,830	\$ 669,539	\$ 59,205	\$ 343,573	\$ 374,759	N/A
<b>Cash on Hand</b>	\$ 79,433	\$ 212,639	\$ 19,076	\$ 77,773	\$ 743	\$ 30,087	\$ 514,048
<b>CDARS Investment</b>	\$ 1,472,378	\$ 490,841	\$ 689,878	N/A	N/A	\$ 1,709,690	N/A
<b>CDARS Interest to Date</b>	\$ 3,435	\$ 581	\$ 2,194	N/A	N/A	\$ 3,437	N/A

**C. Employee Changes**

- Erin Moss resigned from her Dispatcher position, effective May 16<sup>th</sup>.

### 3. Staff Updates:

#### A. Doug Reim, Police Chief

- **Police Dept & Municipal Court Reports** are consistent year-to-year.
- **ECA Training:** Final study sessions continue; expect all to certify next month.
- **PD Vehicles:** Two new vehicles, with new logo design, are expected to be rolled out in 30 days.

#### B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 32 code violations were addressed in May. Ryan discussed property on Kay Lane that is under foreclosure. The City cleaned up the lot and boarded the house. Liens for expenses have been placed on the property.

#### C. John Rodriguez, Fire Chief

- **Fire Dept Report:** New format for reporting with monthly summary and operations updates.

#### D. David Curwen, Director of Golf

- **Golf Club Report & Events Calendar:** Course was closed one day in May for aeration. A second assistant pro was hired. Eight events were held over nineteen days, in May.

#### E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** Carb/Holloway project went extremely well. The handicap ramps on Tanny are being redone at the contractor's expense. Engineering on Aton and Tracyne is in the design stage.
- **Budget/Disbursements:** Variance report shows PD overtime in dispatch to due vacancy and sick time; attorney fees are up due to WRA litigation.
- **Library Report:** Pending meeting with Burleson regarding the library consortium.

### 4. Committee Updates:

A. **Finance Committee** –Kelly Jones, Chair - The City is in sound financial condition. Kudos to Roger Unger for his work on budget.

B. **Fire Dept Consolidation Committee** –Kelly Jones, Chair - Chief Rodriguez is making positive changes to the department, as evidenced by the new reporting format.

C. **Library Committee** –Jill Patton, Chair – No committee meeting was held in May.

D. **Ordinance Committee** - Mike Coleman, Committee Member – Committee is through the comprehensive review. Further changes will be reviewed and presented as they become necessary. The new 'code book' is expected to be brought to Council in July.

### 5. Public Information

#### A. Communications:

- **Receive presentation from Trey Shanks of Freese & Nichols regarding TCEQ Municipal Separate Storm Water Sewer System (MS4) Phase II Requirements.**
- **The City's website** has been updated with the required storm water information: <http://www.cityofwestworth.com/storm-water-regulations>. There is very little left to do prior to the August deadline.

**B. Announcements:** None

**C. Proclamations:**

- **Proclamation to Promote Intercontinental Relationships** read aloud by Jill Patton. Mr Rhys Williamson thanked the Mayor and Council for the recognition.

**D. Citizen Comments:** None

**6. Action Items:**

**A. Mayor Yeager**

Discuss and take action with regard to **TCEQ MS4 Phase II Requirements.**

- **No action necessary.**

**B. Mayor Yeager**

Discuss and take action on **recommendation from P&Z Commission regarding Site Plan Review for the Dunkin Donuts, to be located at 6700 Westworth Blvd.**

- Staff and P&Z Commission have been working with representatives for several months. City Administrator Roger Unger and P&Z Chair Melva Campbell both recommend approval. Business is expected to open in early October.
- **MOTION** to accept recommendation from the P&Z and approve the Site Plan for Dunkin Donuts made by Kelly Jones. **SECOND** by Nick Encke. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

**C. Mayor Yeager**

Discuss and take action on **recommendation from P&Z Commission regarding the Re-plat of Lots C1 and E1, Block 11, of the Sam Rosen Subdivision.**

- Mr Gil Hernandez is consolidating three lots. Mr Larry Weatherly, construction superintendent of 3600sf home, was in attendance. P&Z recommends approval of the re-plat of property at 116 Waggoner Lane.
- **MOTION** to accept recommendation from the P&Z and approve the re-plat made by Kelly Jones. **SECOND** by Jill Patton. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

**D. Discuss and take action to adopt Ordinance No. 340, per recommendation(s) from P&Z Commission regarding administrative and clerical corrections to Article 10 of the Code of Ordinances, Subdivision Ordinance.**

- **MOTION** to adopt **Ordinance No. 340 and Ordinance No. 341**, as presented, made by Mike Coleman. **SECOND** by Kelly Jones. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

**E. Discuss and take action adopt Ordinance No. 341, per recommendation(s) from P&Z Commission regarding administrative and clerical corrections to Article 14 of the Code of Ordinances, Planning & Zoning Ordinance.**

- **See previous item.**

**F. Mayor Yeager**

Discuss and take action to **appoint (re-appoint) members to the Planning & Zoning Commission.**

- Commission Chair Melva Campbell recommended re-appointing all current members to the Commission.

- **MOTION** made by Jill Patton to re-appoint Melva Campbell, Darla Thornton, Jeanette Jones, Margaret Worthington, Michael Lewis, Jim Evans, and Tom Weaver to the P&Z Commission. **SECOND** by Kelly Jones. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.
- City Secretary Carol Borges will send letters to members and confirm acceptances.

#### G. Mike Coleman

Discuss and take action to **adopt Ordinance No. 342, replacing Chapter 4, Article 4.03, of the Code of Ordinances, to include solicitation and panhandling activities.**

- Admin Specialist, Brandy Barrett, stated that the ordinance revision addresses the manner, times, and locations of how solicitation can and cannot occur within the City.
- **MOTION** made to adopt Ordinance No. 342, as presented, made by Mike Coleman. **SECOND** by Nick Encke. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

#### H. Mayor Yeager

Discuss rental units in **single family zoning districts.**

- It has come to the attention of staff that there are homes within the City that have backyard sheds or trailers being used as rental property. These units do not fall within current zoning code, nor do they have appropriate and separate utility services and Certificates of Occupancy. Mayor Yeager, Roger Unger, Ryan Studdard, and City Attorney George Staples need to investigate further, with regard to health and safety laws and zoning restrictions, before bringing it back to Council. **No action taken.**

#### I. Mayor Yeager

Discuss and take action to **formally constitute a Vision Committee and name members thereof.**

- It is customary for a city to have a strategic plan to chart the vision for community development.
- **MOTION** made by Nick Encke to name Ryan Studdard, Melva Campbell, Mike Coleman, and Steve Beckman to a Vision Committee. **SECOND** by Kelly Jones. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.
- City Secretary Carol Borges will send letters to non-staff members and confirm acceptances.

#### J. Mayor Yeager

Discuss and take action to **appoint Dr Anil Bangale as the City's Health Officer.**

- This is an annual appointment.
- **MOTION** made by Jill Patton. **SECOND** by Nick Encke. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

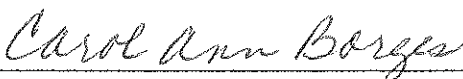
**ADJOURNED at 8:08 pm by Mayor Yeager.**

**MINUTES APPROVED BY:**

 This, the 10<sup>th</sup> day of July, 2012.

Anthony Yeager, Mayor  
City of Westworth Village, TX

**SIGNATURE ATTESTED BY:**



Carol Ann Borges, City Secretary  
City of Westworth Village, TX

