



City of Westworth Village
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PUBLIC HEARING and REGULAR CITY COUNCIL MEETING MINUTES

FEBRUARY 12, 2013

PRE-COUNCIL SESSION: 6:45 PM

PUBLIC HEARING & REGULAR SESSION: 7:00 PM

**MUNICIPAL COMPLEX
COUNCIL CHAMBERS
311 BURTON HILL ROAD**

ATTENDEES:	Mayor	Tony Yeager
	Mayor Pro-Tem	Kelly Jones
	Council Member	Jill Patton
	Council Member	Nick Encke
	Council Member	Steve Beckman
	Council Member	Mike Coleman
	City Administrator	Roger Unger
	City Secretary	Carol Ann Borges
	Police Lieutenant	Glenn Lipperdt
	Police Sergeant	Lee Risdon
	Police Corporal	Darren Clark
	Fire Chief	John Rodriguez
	HC Director of Golf	David Curwen
	HC Superintendent	Sterling Naron
	Municipal Court Judge	Ken Gordon
	Judge Appointee	Atticus J Gill
	Court Administrator	Melissa Westen
	Code Enforcement	Ryan Studdard
	City Attorney	George Staples
	P&Z Commission Chair	Melva Campbell
	P&Z Commission Secretary	Darla Thornton
	P&Z Commission Member	Tom Weaver
	P&Z Commission Member	Margaret Worthington
	Alex Garcia	Freese & Nichols Engineer
	Brown Family Dentistry	Dr and Mrs Kent Brown (Connie)
	Builder	Bob Shaw
	Baird Civil Engineer	Trace Strevey
	Architect	Mike Barnes
	KCP Springs	Nick Iberia
	Real Estate Agent	(unidentified by name)
	Baptist Temple Pastor	Bob Mayberry
ABSENT:	Police Chief	Doug Reim

PRE-COUNCIL SESSION CALLED TO ORDER at 6:46pm by Mayor Yeager.

Action items announced individually. Discussion of agenda items, as follows:

- 6B:** City Administrator Roger Unger stated the P&Z reviewed and approved the preliminary plat this evening. Several project representatives are present to answer questions.
- 6E:** Since capital improvement project bids have been coming in substantially below estimates, this item was requested by a Council Member. Moving forward will keep the City on track as it generally takes 8-12 months to engineer. Alex Garcia from Freese & Nichols confirmed that engineering reports are generally valid for several years, but would be reviewed for accuracy if the project did not go to bid within one year.
- 6F:** Mayor Yeager introduced Atticus Gill to the Council. Mr Gill stated his appreciation for the opportunity to work for the City. Judge Ken Gordon recommended Mr Gill for appointment to Associate Judge.
- 6H:** City Secretary Carol Borges stated Election Candidate Filing Period is underway with application deadline on March 1st at 5pm. All required filings and postings have been done.

PRE-COUNCIL CLOSED at 6:54 pm by Mayor Yeager.

REGULAR MEETING CALLED TO ORDER at 7:00pm by Mayor Yeager.

INVOCATION offered by Pastor Bob Mayberry.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

PUBLIC HEARING OPENED at 7:02pm.

The public hearing was held by the City Council to receive input from its citizens regarding the **creation of a Vision Plan and adoption of a Vision Statement for the City of Westworth Village.**

- Mayor Yeager stated his appreciation to Steve Beckman for his leadership over this project. Councilman Beckman noted the Vision Committee included himself, Councilman Coleman, Melva Campbell, and Ryan Studdard, with Carol Borges acting as Recording Secretary with participation in the deliberations. In the process, the Committee met with three groups: Developers and Realtors, Past Community Leaders, and Commercial Property Owners.
- Councilman Beckman presented the Vision Plan and Vision Statement, titled: "Our Pathway to the Future".
- No comments were received from the audience. Mayor Yeager thanked Steve and the Committee for their work. Mayor Pro-Tem Jones stated his agreement and appreciation of the committee. City Administrator Roger Unger acknowledged that the Vision Plan can be very impactful for the City, creating a roadmap for the future.

PUBLIC HEARING CLOSED at 7:16 pm.

REGULAR MEETING continued at 7:16pm.

1. Approval of the Agenda

MOTION to approve the Agenda: Jill Patton. **SECOND:** Mike Coleman
Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

2. Approval of the Consent Agenda:

MOTION to approve the Agenda: Steve Beckman. **SECOND:** Nick Encke.
Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

A. Approval of the Minutes:

- Regular Council Meeting – January 8, 2013
- Special Council Meeting – January 29, 2013

B. Approval of January's Financial Reports:

- TexPool Report
- A/P Disbursements Report
- Monthly Variance Report

FUND BALANCES JANUARY 2013	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$272,847	\$85,293	\$85,697	\$46,001	\$102,178	\$14,658	\$38,226
Monthly Disbursement	\$259,035	\$45,725	\$32,564	\$41,830	\$0	\$1,403	\$105,403
TexPool Balance	\$612,574	\$200,153	\$660,831	\$3,233	\$171,091	\$199,110	N/A
Cash on Hand	\$58,369	\$268,620	\$59,202	\$21,290	\$148	\$31,275	\$130,570
CDARS Investment	\$1,281,696	\$693,833	\$499,308	N/A	N/A	\$1,722,061	N/A
CDARS Interest as of 12/31/2012*	\$4,842	\$113	\$4,198	N/A	N/A	\$5,438	N/A

3. Staff Updates:

A. Glenn Lipperdt, Police Lieutenant

- **PD Report:** January Calls for Service 227, FYTD 1193; Self-Initiated 1200, FYTD 4661; January Jail 61, FYTD 194
- **Municipal Court Report:** January Citations 249, FYTD 926; Violations 352, FYTD 1336
- **Racial Profiling Report** is required by law, comprised of the City's data and put together by the State.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 29 warnings and 0 citations in January. Warnings for junk vehicles and expired permit applications caused the increase.
- **Building Inspection Report:** 51 inspections were performed in January.

C. John Rodriguez, Fire Chief

- **FD Report:** Total calls 36, including 20EMS, 16 Fire calls, and 8 Mutual Aid; average response “in city” was 5.63 minutes; total of 629.5 volunteer hours. There were 98 training hours on Vent Enter Search, Ropes & Knots, and Critique Structure Fire. Another training event was cancelled due to the number of firefighters out with the flu. Sick time is also responsible for increase in response time. Fire Marshall Lewis participated in a meeting with the Shady Oaks contractor regarding the relocation of a fire hydrant at the backside of the course, near the swimming pool. He conducted 1 fire investigation.
- Chief Rodriguez stated that ‘fire calls’ pertain to when the fire truck and equipment are rolled out and ‘EMS calls’ pertain to the use of the medical vehicle and equipment.
- Roger Unger confirmed that City employees, including the Fire Dept, are offered an annual flu shot. Councilman Jones strongly encourages employees to participate.

D. David Curwen, Director of Golf of the Hawks Creek Golf Club

- **Golf Club Report:** January rounds 1810, 10year record for rounds of golf played in the month of January; January revenue \$73,241. Four (4) full days and two (2) half days closed. Seventy-two (72) preferred players. Special twilight rate implemented for December and January brought in more players but did not increase revenue. Completed aggressive clean-up project throughout the course.
- **Special Olympics Golf Tournament on Tuesday, May 7th.** Contact Officer Jeramey Miller for more information.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** No projects currently going on. On agenda tonight are two project bids and another ready to be engineered.
- **Budget/Disbursements:** Four (4) months into the fiscal year, the City is on track with revenue and expenditures. Permit revenue is over budget by \$80K, which will translate to an increase in inspection service expense. Expect to be over expense budget in IT due to changing consultant firms and adding HCGC, FD, and Library to the service agreement. New company, CalTech, is much more responsive and thorough than previous company (Tower Digital). Roger confirmed that although newspapers are reporting low sales tax receipts in the area, our receipts are up 6%.
- **Public Works Report:** Included in packet.
- **Library Report:** Librarian Glenda Block and part-time employee Betty Kinchen are retiring. We’ve hired two part-time librarians that are working out very well. The bar-coding project had been delayed with these transitions; we are in need of new volunteers.

4. Committee Updates:

- A. Finance Committee - Kelly Jones, Chair –** The state of the City’s finances is very strong, particularly in the water department. We received a clean audit, which is on the agenda for acceptance tonight.
- B. Fire Dept Oversight Committee – Kelly Jones, Chair –** The FD is seeing improved morale and performance; budget is on track.
- C. Library Committee - Jill Patton, Chair –** Councilwoman Patton is very grateful to the new part-time staff and their substantial changes in library operations. We are looking for volunteers and will be leaning on Consortium members to continue the digital program.

D. Ordinance Committee - Mike Coleman, Committee Chair – Nothing to report. No activity at present.

E. Vision Committee - Steve Beckman, Chair – Councilman Beckman deferred his comments to the agenda item below.

5. Public Information

A. Communications:

- **Legislative Update from the Tarrant County Mayor's Council**
- **Airfield Falls Trailhead Update** – City Secretary Carol Borges stated that the trailhead project had been delayed seemingly due to staffing issues. They have designated funds to complete the project. Carol will follow-up with the TRWD before the next meeting. Councilman Coleman noted the data in the packet is available on the Trinity River Vision Authority (TRVA) website.

B. Announcements:

- **Mrs Melva Campbell, P&Z Chair**, asked interested parties to attend the P&Z Commission meetings. The P&Z reviews all development prior to Council. The preliminary plat and first look at the site plan for **Planned Development #2** (Brown Dental) was reviewed earlier this evening and is being brought to Council tonight.

C. Citizen Comments: None

6. Action Items:

A. Mayor Yeager

Discuss and take action to **adopt the City's Vision Statement entitled "Our Pathway to the Future"**.

- Mayor Yeager stated his appreciation for the great job completed by the Committee. He supports the Vision Plan and Statement. No comments or questions were received.
- **MOTION** made by Steve Beckman to adopt the City's Vision Statement, "Our Pathway to the Future", as presented during the Public Hearing. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

B. Mayor Yeager

Discuss and take action with respect to the **preliminary plat and site plan for Planned Development #2** (Shaw Stites' property).

- City Administrator Roger Unger provided an update on discussions held at the P&Z meeting earlier this evening. P&Z approved the preliminary plat and reviewed the site plan. This is the first project along the perimeter of the IL/AL complex. The design and materials presented by the development team can set the stage for the remaining 6 to 8 lots. Discussion continued regarding construction materials, curb cuts along Roaring Springs Road, retaining walls, landscaping and tree mitigation, and frontage view. The fire lane shown will be re-identified as a cross access easement. The six foot (6') fence between this property and the existing townhomes will be changed to an eight foot (8') masonry wall. Water and sewer lines are already in place for this project. Development of future lots will require placement of infrastructure. Roger recommends approval of the preliminary plat by Council.

- Roger introduced the development team, including Engineer Trace Strevey, property owner representative Nick Iberia, and Dr and Mrs Kent Brown. All briefly addressed Council. Mayor Yeager is very pleased in the development interest shown to the City.
- **MOTION** made by Kelly Jones to approve the preliminary plat for Planned Development #2, subject to [the City Administrator's] approval of the revised access easement parallel to Roaring Springs Road and the change in the designation of the masonry boundary fence on the southeast side from six feet (6') to eight feet (8'). **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

C. Mayor Yeager

Discuss and take action to **award the bid for paving, drainage, and water line improvements for East Aton and West Tracyne.**

- Alex Garcia, Freese & Nichols (F&N), read the bids aloud. Of the six bids received, Reliable Paving was lowest at \$788,162, which is over 25% lower than the engineer's estimate of \$1,107,000. F&N recommends awarding the project to Reliable Paving. Mayor Yeager confirmed previous experience with Reliable as being successful.
- **MOTION** made by Steve Beckman to award the bid for paving, drainage, and water line improvements for East Aton and West Tracyne to **Reliable Paving at a bid of \$788,162.** **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action to **award the bid for the CDBG 38th Year Project for paving and water line improvements of West Aton.**

- Alex Garcia read the bids aloud. Of the four bids received, Reliable Paving was lowest at \$283,732, which is again over 25% lower than the engineer's estimate of \$390,000. F&N recommends awarding the project to Reliable Paving.
- **MOTION** made by Mike Coleman to award the bid for the CDBG 38th Year Project for paving and water line improvements of West Aton to **Reliable Paving at a bid of \$283,732.** **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

E. Mayor Yeager

Discuss and take action to **authorize engineering for street reconstruction, including water and waste water lines on East Tracyne and Coleman.**

- Mayor Yeager stated that this item was put on the agenda as infrastructure bids are coming in much lower than estimated, providing an opportunity to continue on our aggressive capital improvements plan. Resident representation, included in the agreement proposal, means an engineering firm representative will be on-site for 4 hours/day throughout the construction phase. Councilman Coleman supports the City staying on track with the street projects.
- **MOTION** made by Steve Beckman to authorize Freese & Nichols to perform engineering services for street reconstruction, including water and waste water lines on East Tracyne and Coleman. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

F. Mayor Yeager

Discuss and take action to **adopt Ordinance No. 352, appointing Atticus J. Gill as Associate Judge to the Westworth Village Court of Record.**

- Mr Gill was introduced in Pre-Council. **MOTION** made by Kelly Jones to adopt Ordinance No. 352, appointing Atticus J. Gill as Associate Judge to the Westworth Village Court of Record. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

G. City Administrator Roger Unger

Discuss and take action to **accept the Fiscal Year 2011-2012 Audit as submitted by PB&H CPA Firm.**

- The minor grammatical errors on the draft audit have been corrected. Roger recommended approval. Councilman Jones stated the City received a very clean audit which is representative of the City's strong financial condition and reflects the leadership of officials and staff.
- **MOTION** made by Kelly Jones to accept the Fiscal Year 2011-2012 Audit. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.


H. Mayor Yeager

Discuss and take action to **pass Resolution 2013-01 to Call a General Election on May 11, 2013, to elect Mayor, Council Place 1, and Council Place 5.**

- Candidate applications must be submitted to the City Secretary's office by 5:00pm on March 1st.
- **MOTION** made by Nick Encke. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

ADJOURNED at 8:20 pm by Mayor Yeager.


MINUTES APPROVED BY:



Anthony Yeager, Mayor
City of Westworth Village, TX

This, the 12th day of MARCH, 2013.

SIGNATURE ATTESTED BY:



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

