



City of Westworth Village  
311 Burton Hill Road • Westworth Village, TX 76114  
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REGULAR CITY COUNCIL MEETING MINUTES

NOVEMBER 13, 2012  
PRE-COUNCIL SESSION: 6:45 PM  
REGULAR SESSION: 7:00 PM

MUNICIPAL COMPLEX  
COUNCIL CHAMBERS  
311 BURTON HILL ROAD

<b>ATTENDEES:</b>	Mayor	Anthony 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
	Fire Chief	John Rodriguez
	HC Director of Golf	David Curwen
	HC Superintendent	Sterling Naron
	Municipal Judge	Ken Gordon
	Court Administrator	Melissa Westen
	Code Enforcement	Ryan Studdard
	City Attorney	George Staples
<b>P&amp;Z</b>	Chairperson	Melva Campbell
	Member	Jeannette Jones
	Member	Margaret Worthington
<b>WRA BOARD</b>	Secretary	Ed VonKohn
<b>GUESTS:</b>	Robert Bullock, Covenant Group	
	Bill Baird, Baird Hampton & Brown Engineering	
	Alan Hucaby & Tim Whitehead, GHLA Architects	
	Robert McGee, Freese & Nichols Engineering	
	Chris McBee, Leonard Oaks property owner	
	Joe Howell, Leonard Oaks HOA President	
	James Zik, Pastor Burton Hill Baptist Church	
<b>ABSENT:</b>	Police Chief	Doug Reim

**PRE-COUNCIL SESSION CALLED TO ORDER at 6:51 pm by Mayor Yeager.**

Action items announced individually. No discussion.

Mayor Yeager stated that Chief Reim was out of state for his mother-in-law's funeral.

**PRE-COUNCIL CLOSED at 7:00 pm.**

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

**INVOCATION offered by Pastor James Zik of Burton Hill Baptist Church.**

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

**1. Approval of the Agenda**

**MOTION** to approve the Agenda: Nick Encke. **SECOND:** Jill Patton.

**Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

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

**MOTION** to approve the Consent Agenda by Nick Encke and, as a courtesy to our attending guests, made the motion to move the Executive Session to last on the agenda. **SECOND:** Kelly Jones.

**Motion passed unanimously** by a vote of 5 Ayes and 5 Nays.

The following consent agenda items were approved.

**A. Approval of the minutes:**

- Regular Council Meeting – October 9, 2012

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

- TexPool Report
- A/P Disbursements Report

<b>FUND BALANCES OCTOBER 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>	\$ 176,425	\$97,925	\$29,966	\$36,980	\$12,926	\$22,408	\$195,421
<b>Monthly Disbursement</b>	\$250,933	\$88,613	\$554,743	\$55,506	\$0	\$8,394	\$155,489
<b>TexPool Balance</b>	\$27,632	\$400,073	\$424,619	\$4,232	\$55,794	\$274,037	N/A
<b>Cash on Hand</b>	\$559,825	\$156,420	\$161,048	\$1,682	\$448	\$4,760	\$141,681
<b>CDARS Investment</b>	\$1,474,357	\$491,771	\$693,565	N/A	N/A	\$1,713,857	N/A
<b>CDARS Interest to Date</b>	\$6,798	\$1,273	\$4,306	N/A	N/A	\$7,096	N/A

### 3. Staff Updates:

#### A. Glenn Lipperdt, Police Lieutenant

- **PD and Municipal Court Reports:** 328 Calls for Service; 42 Jailed; 231 Citations; 320 Violations.
- Relationships with Lakeside and Westover Hills are good; no problems with service contracts.

#### B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 54 code violations were addressed in October.
- **Inspection Report:** total 54 of 5 category inspections were performed in October.
- Overgrown grass and alleyway cleanup is focus of this season. No current junk vehicle violations.

#### C. John Rodriguez, Fire Chief

- **Fire Dept Report:** Total 41 calls, including 16 EMS, 25 Fire calls; 7 Mutual Aid calls; average response "in city" was 4.53 minutes; total of 651.75 hours at the station. There were 110 training hours on Salvage & Overhaul, Search & Rescue, Search OPS Skills, staff meeting. Fire Marshall conducted 5 commercial inspections, found 1 violation, and 1 plan review.
- Engine 241 annual preventive maintenance scheduled. Engine 41 taken out of service due to throttle failure while working structure fire in River Oaks last night. Engine 313 pump available as backup. Chief coordinated with River Oaks to borrow engine for fire support.
- The dept is incurring a 29% run rate to one address for 'citizen lift assist' calls. This practice needs further discussion.

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

- **Golf Club Report:** Updated report to show comparison to previous year. October: 3410 total rounds played; \$154,922 net revenue; 75 memberships; 4 tournaments. Course was closed for only one half day. Summer staff let go – down to winter staff numbers. Obtaining bids for new #11 Tee Box and repairs to intake pipe at irrigation lake. Mayor Pro-Tem Jones requested a bid for #10 Tee Box as well.

- Number of rounds is up 50% but not same increase in revenue due to the reduction in fee schedule and number of discounted rounds. Although the Club's reputation is growing, we have not seen an increase in players due to the recent Z. Boaz course closing.

**E. Roger Unger, City Administrator**

- **Capital Projects/Infrastructure:** Carb Dr project is ahead of schedule. Aton/Tracyne project drawings are 90% complete. Expect to go out for bid in December.
- **Budget/Disbursements:** No variance report this early in fiscal year; available next month. The auditors are in their second of three weeks of work. Expect draft audit to Committee and Council in late December.
- **Public Works Report:** Roger is working with the design architect on the Public Works Bldg and FD sleeping quarters. Cost estimate should be available by end of next week. Expect to go out for bid in January.
- **Library Report:** Consistent patronage.

**4. Committee Updates:**

**A. Finance Committee - Kelly Jones, Chair**

- Nothing to report at this time.

**B. Fire Dept Oversight Committee – Kelly Jones, Chair**

- Chairman Jones met with the volunteers last night; morale is up; pleased with current operations.

**C. Library Committee - Jill Patton, Chair**

- Committee met in early October. Bar-coding project is 75-80% complete.

**D. Ordinance Committee - Mike Coleman, Committee Member**

- Animal control ordinance presented for action this evening. Changes to building regulations are being discussed and will be brought to Council at a future meeting.

**E. Vision Committee - Steve Beckman, Chair**

- Meeting was held this afternoon. Getting very good participation from the committee; developing data. Meetings will continue monthly.

**5. Public Information**

**A. Communications:** None

**B. Announcements:** None

**C. Proclamations: Veterans' Day Proclamation** read aloud by Councilwoman Patton.

**D. Citizen Comments:**

- Melva Campbell thanked the Police Dept for their participation in the Church's Halloween Trunk or Treat activities.

6. **Executive Session moved to later in the meeting, per earlier motion.**

7. **Action Items:**

A. **Mayor Yeager**

Discuss and take action **with regard to tax exemption litigation, as discussed in Executive Session.**

- **Item moved to later in the meeting.**

B. **City Administrator Roger Unger**

Discuss and take action with regard to the **final plat and re-plat of Lot 1, Block 1, Westworth Village II/AL Addition.**

- This re-plat incorporates small lots surrounding main property into one plat. P&Z met this evening to review and approve. P&Z recommended approval by Council.
- **MOTION** was made by Steve Beckman to approve the final plat and re-plat of Lot 1, Block 1, Westworth Village II/AL Addition. **SECOND** by Kelly Jones. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

C. **City Administrator Roger Unger**

Discuss and take action to **approve the site plan for the Assisted Living Complex.**

- Roger Unger discussed concerns over drainage and water supply to the facility. Engineers will run a computer model with peak flow and creek flow, to identify necessary mitigation action.
- Fire Marshall Mike Lewis has reviewed and is satisfied with plan. Fire Chief John Rodriguez reviewed plans at the meeting. P&Z approved with conditions and recommended Council do same.
- Discussion ensued at length with comments from Chris McBee, Joe Howell, and Attorney George Staples.
- **MOTION** made by Kelly Jones to approve the site plan for the Assisted Living Complex, subject to approval of the final drainage study, approval of the final water flow numbers, and upon meeting the criteria as set forth by the city engineers and city staff. **SECOND** by Nick Encke. **Motion passed unanimously**, by a vote of 5Ayes and 0 Nays.

D. **City Administrator Roger Unger**

**Set meeting dates for review of Planned Development #1 (PD #1) submittals.**

- **MOTION** made by Jill Patton to hold a joint meeting with the P&Z Commission, to review the PD #1 submittals, on December 11<sup>th</sup> at 6:00 pm. **SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

E. **City Administrator Roger Unger and Police Chief Doug Reim**

Discuss and take action with regard to **Warrant Collection.**

- Roger Unger stated current outstanding warrants are \$1.6M. Accounts are purged after 10 years due to the inability to collect them. Melissa Westen had been very successful in warrant collection, but, since her move to the Court Administrator position, the police officers have been trying to fill that need, which is time consuming and not producing revenue. Also, current detective cases are backlogged by 50%. Roger suggested dedicating a current officer to full-time warrant collection, who can also train as back-up for our detective, as well as fund the hiring of another police officer position. Funding will come from both Court Security and the added revenue generated by warrant collections. This would also delay engaging a collection agency.

- Discussion ensued at length. Roger stated that eliminating the Warrant Officer position led to unforeseen consequences to revenue collection. Judge Ken Gordon stated that this is a common problem, especially in small cities. Also, a Warrant Officer can act as the Court Bailiff therefore relieving PD overtime costs.
- Kelly Jones agreed that there is a problem, but is reluctant to add personnel. He would like to see other options. **MOTION** made by Kelly Jones to postpone action until the next Council meeting. **SECOND** by Mike Coleman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

**F. Councilman Mike Coleman**

Discuss and take action to **approve Ordinance No. 351, amending Chapter 2, Article 2.01 and Appendix A Fee Schedule, of the Westworth Village Code of Ordinances, modifying dog and cat registration requirements.**

- Mike Coleman stated that current required annual animal registration is inconsistent with enforcement. This ordinance changes to a one-time registration, but does not affect required animal vaccinations.
- **MOTION** made by Mike Coleman to adopt Ordinance No. 351 as presented. **SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

**G. Fire Chief John Rodriguez**

Discuss and take action to **approve the FY 2013 Mutual Aid Agreement with Tarrant County Emergency Services District No. 1.**

- This is an annual contract. Effective date is retroactive to October 1<sup>st</sup>. The agreement was not received until November 6<sup>th</sup>.
- **MOTION** made by Jill Patton to approve the FY 2013 Mutual Aid Agreement with Tarrant County Emergency Services District No. 1. **SECOND** by Nick Encke. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

**H. Mayor Yeager**

Discuss and take action to pass **Resolution #2012-09 designating The River Oaks News, a publication of Suburban Newspapers, as the City's official newspaper, for Fiscal Year 2012-2013.**

- **MOTION** made by Kelly Jones to pass Resolution #2012-09 as presented. **SECOND** by Mike Coleman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

**Executive Session called at 8:04 pm with Roger Unger and George Staples in attendance.**

**Convene into executive session to deliberate the following items pursuant to Texas Government Code, Chapter 551.071, Consultation with Attorney regarding pending or contemplated litigation:**

- Confer with City's Attorney to receive advice concerning tax exemption litigation.

**Reconvened into Regular Session at 8:45 pm.**

**Action Items Continued:**

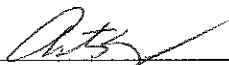
**A. Mayor Yeager**

Discuss and take action with regard to tax exemption litigation, as discussed in Executive Session.

- No action taken.

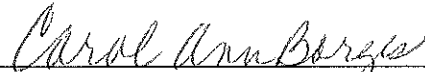
**ADJOURNED at 8:45 pm by Mayor Yeager.**

**MINUTES APPROVED BY:**

  
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**Anthony Yeager, Mayor**  
**City of Westworth Village, TX**

This, the 11<sup>th</sup> day of DECEMBER, 2012.

**SIGNATURE ATTESTED BY:**

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

