



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

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**MARCH 11, 2014**  
**PRE-COUNCIL SESSION: 6:45 PM**  
**REGULAR SESSION: 7:00 PM**

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

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**ATTENDEES:**

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 Borges
Police Chief	Doug Reim
Police Detective	Darren Clark
Senior Fire Chief	Don Day
HC Superintendent	Sterling Naron
Code Enforcement	Ryan Studdard
Librarian	Rhonda Hines
P&Z Commission Chair	Melva Campbell
City Attorney	Ashley Dierker

**ABSENT:**

Mayor	Tony Yeager
Fire Chief	Brian McKinney
HC Director of Golf	David Curwen

**GUESTS:** Aiden Feeler, Boy Scout

**PRE-COUNCIL SESSION CALLED TO ORDER at 6:47pm by Mayor Pro-Tem Kelly Jones.**

**PRE-COUNCIL SESSION:**

1. **MedStar Executive Director Doug Hooten presented a Teamwork Award to the Westworth Village Police and Fire Departments for joint efforts during the “Ice-Mageddon” events on December 5 – 10, 2013.**
  - Mayor Pro-Tem Jones stated his appreciation to the MedStar team on behalf of the Police and Fire Departments.

## **2. Discussion of Agenda Items**

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

- 7B:** Roger Unger stated the City paid the property owner for a large sewer line easement several years ago. Currently the City is looking for an 8' wide surface easement to incorporate into the trail system. The property is already outside the fenced area in which the owner's home sits. Roger asked the Council for the authority to offer the owner \$1,000 in compensation for the easement and, if not accepted, the authority to begin condemnation procedures. Mayor Pro-Tem Jones explained the legal condemnation process. Councilman Coleman stated this easement is a necessary component of the City's trail plan.
- 7C:** Councilman Coleman stated NCTCOG has \$28M available for hiking and biking trail grants. With support from the Base and surrounding communities, the City would apply for a \$3M maximum grant (with 20% City funding) for the completion of trail tie-ins throughout the community. The feasibility study will include a Highway 183 Crossover. The entire project package needs to be submitted to NCTCOG in early May.

**PRE-COUNCIL CLOSED and REGULAR SESSION CALLED TO ORDER at x7:04pm by Mayor Pro-Tem Jones.**

**INVOCATION offered by Tom Weaver.**

**PLEDGE OF ALLEGIANCE led by Mayor Pro-Tem Jones.**

**Mayor Pro-Tem Jones welcomed Boy Scout Aiden Feeler as he observes the municipal government process.**

### **1. Approval of the Agenda**

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

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

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

The following consent agenda items were approved.

#### **A. Approval of the Minutes:**

- Regular Council Meeting – February 11, 2014

#### **B. Approval of February's Financial Reports:**

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

<b>FUND BALANCES FEBRUARY 2014</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>	\$356,635	\$77,840	\$34,585	\$49,718	\$154,306	\$17,516	\$93,875
<b>Monthly Disbursement</b>	\$276,975	\$91,580	\$123,325	\$30,570	\$0	\$8,860	\$228,276
<b>TexPool Balance</b>	\$1,130,362	\$322,529	\$3,511,975	\$3,235	\$985,231	\$666,178	N/A
<b>Cash on Hand</b>	\$114,052	\$300,869	\$1,025,259	\$60,864	\$105,756	\$94,708	\$762,433
<b>CDARS Investment</b>	\$796,718	\$446,665	\$966	N/A	N/A	\$842,875	N/A
<b>CDARS Interest to Date *as of Jan 2014</b>	\$184	\$120	N/A	N/A	N/A	\$209	N/A

### 3. Staff Updates:

#### A. Doug Reim, Police Chief

- **Police Dept Report:** Priority Calls for Service 157, YTD 999; Self-Initiated Calls 1034, YTD 3945; 911 Calls 148, YTD 828; Citations 228, YTD 840; Violations 323, YTD 1251; Jail 42, YTD 268.
- **Chief Reim recognized Detective Darren Clark for outstanding performance** in the apprehension of an identity theft and record tampering suspect across state lines.

#### B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 15 code violations; 0 citations.
- **Inspection Report:** 37 inspections performed.
- **Thanks Larry Briones and PW crew** for their hard work in creating a stormwater location map, which is required for the City's TCEQ permit.
- Roger Unger stated Ryan has taken over all residential and ancillary inspections. Large commercial projects will continue to be served by our contract inspector.

#### C. Don Day, Senior Fire Chief

- **Fire Dept Report:** Total calls 53, including 26 EMS, 9 Fire calls, and 18 Mutual Aid; average response "in city" was 5.51 minutes; 94.5 volunteer shift hours; 338 part-time shift hours. There were 89 training hours on Hose Practices, Firefighter Protective Clothing, Fire Protection Systems, and EMS Continuing Education. Firefighters attended the mass casualty practice drills in preparation for the Air Show in April.
- The Department responded to the fire/explosion in Sansom Park on 2/9/14 the homeowner sustained suffering severe burns which resulted in his death.
- **Chief McKinney** graduated paramedic school on 02/27 and is scheduled to take the final Skills Assessment Exam on 03/26.
- Engine 241 has been out of service for maintenance. The brush truck should arrive by mid-July.

#### **D. Sterling Naron, Superintendent of the Hawks Creek Golf Club**

- **Golf Club Report:** 2002 rounds played; over \$79K in revenue generated; 7 days closed due to inclement weather (greens covered for 5<sup>th</sup> time this season). Revenue decrease is a direct result of preferred player billing conversion to a revenue line item. The preferred player program no longer offers a monthly option, only annual membership.
- Installation of GPS capable Digital Caddy is complete. Equipment was free.
- Hired Lead Mechanic Jerry Heady last week. Jerry will take over repairs and maintenance of golf and PW equipment.
- Construction improvements on driving range, Hole #10, and putting green have begun.
- Two tournaments were held in February – TCU SAE Father/Son and Brewer High School.
- Sterling thanked the Mayor, Council, and staff for the flowers sent on behalf of his son's birth.
- Councilman Beckman asked if the budget forecast will be negatively impacted by inclement weather closures. Roger Unger stated he is still confident in his revenue projections as the number of new players and the course's reputation are growing. Roger stated credit goes to David and Sterling for their leadership and care of the course.
- Councilman Encke asked if the rates would increase after course renovations. Roger stated rate increases have been discussed by decisions have not been made. Roger would like to hold increases until at least fall of 2014 or possibly spring 2015. Sterling Naron stated the Club is receiving great reviews as a result of their new partnership with GolfNow and improved marketing efforts.

#### **E. Rhonda Hines, Librarian**

- **Library Report:** 179 library cards have been issued, including 11 issued in February. Rhonda has been working on the state annual report to submit by end of March. North Richland Hills is joining the Consortium which will dramatically increase the volume of materials available to our patrons. Rhonda will be attending a reporting class hosted by the Consortium in two weeks. Plans for summer reading programs are underway; all have science themes this year.
- Rhonda's family welcomed a grandson in February.

#### **F. Roger Unger, City Administrator**

- **Capital Projects/Infrastructure:** Tracyne and Coleman project continues on schedule.
- **Budget/Disbursements:** Variance report included in the packet is consistent with expectations. The CCPD met earlier tonight to review the Preliminary FY 14-15 Budget. They will adopt in May. Roger will discuss meeting dates with the Finance Committee Chair to begin the review process for the City's FY 14-15 budget.
- **Public Works Report:** Previous engineering firm did not transfer sewer map information to Freese & Nichols. The PW team has identified and marked the storm sewer and sanitary sewer lines. As a result, \$1M worth of infrastructure reconstruction will not be needed as it had been completed within the last 10 years. These funds are then available for further infrastructure projects. F&N will update the City's maps and records. The PW team has performed jet cleaning of the sanitary sewer lines which will reduce our bill from Ft Worth.

#### **G. Carol Borges, City Secretary**

- Only the three incumbents up for election (Council Places 2, 3, and 4) filed an Application for Place on the Ballot. No one filed a Declaration of Write-In Candidacy. Therefore, the incumbents will be declared elected. The election Cancellation Order is on the agenda tonight. The Oaths will be administered on May 14<sup>th</sup>, in accordance with the Texas Election Code.

#### **4. Committee Updates:**

- A. Finance Committee** –Kelly Jones, Chair -- Chairman Jones will review preliminary information with the Mayor and schedule a Committee meeting.
- B. Fire Dept Consolidation Committee** –Kelly Jones, Chair – Chairman Jones stated after numerous meetings and a great deal of effort, the Tri-City Dept with River Oaks and Sansom Park is no longer a viable option. The Oversight Committee will meet later in the month to discuss how to proceed.
- C. Library Committee** –Jill Patton, Chair – Chairwoman Patton said she will be meeting with Roger Unger to discuss improvements to the library facility. The library programs are going very well. Mrs Patton has received many compliments on Rhonda's leadership and enthusiasm.
- D. Ordinance Committee** –Mike Coleman, Chair – Chairman Coleman will be presenting an ordinance change later in the meeting.
- E. Vision Committee** – Steve Beckman, Chair – Chairman Beckman held a committee meeting this afternoon to find ways to encourage residential property improvements and redevelopment.

#### **5. Public Information**

- A. Communications:** Mayor Pro-Tem recognized previous Councilman John Hearon's attendance.
- B. Announcements:**
  - The Westworth Police Dept will host the **Second Annual Special Olympics Golf Classic** at Hawks Creek Golf Club on Tuesday, May 6<sup>th</sup>, with shotgun start at 1:30pm. Chief Reim stated he has been appointed to the Special Olympics of Texas President's Advisory Board.
- C. Citizen Comments:**
  - Mrs Melva Campbell thanked the Council for their annual support of the children's **Easter Egg Hunt** to be held on **Saturday, April 19<sup>th</sup>**.

#### **6. Executive Session called at 7:53pm with all Council Members, City Administrator Roger Unger, and City Attorney Ashley Dierker in attendance.**

- A. Convene into executive session to deliberate the following item pursuant to Texas Government Code, Chapter 551.071(2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body conflicts with this chapter: receive legal advice related to the proposed Tri-City Fire Department contract.**
- B. Convene into executive session to deliberate the following item pursuant to Texas Government Code, Chapter 551.071(1)(A) Consultation with Attorney: receive legal advice related to pending or contemplated litigation related to condemnation proceedings.**

**Executive Session ended at 8:25pm.**

**Reconvened into Regular Session at 8:30pm.**

## 7. Action Items:

### A. Mayor Yeager

Discuss and take action with respect to the proposed **Tri-City Fire Department contract**.

- No action taken.

### B. Mayor Yeager

Discuss and take action **with respect to initiating condemnation proceedings for a surface easement to be included in the City's trail system, along the northeastern most point of the property located at 321 Burton Hill Road (TAD reference Carroll, Nathan H Survey, Abst 264, TR 86).**

- **MOTION** made by Mike Coleman to **authorize staff to initiate condemnation proceedings for a surface easement to be included in the City's trail system, along the northeastern most point of the property located at 321 Burton Hill Road. SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays

### C. Mayor Yeager

Discuss and take action to **authorize Freese & Nichols to perform a feasibility study in preparation to apply for a NCTCOG trail system grant.**

- **MOTION** made by Mike Coleman to **authorize Freese & Nichols to perform a feasibility study, in preparation to apply for a NCTCOG trail system grant, at a cost not to exceed \$20,000. SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

### D. Mayor Yeager

Discuss and take action to **adopt Ordinance No. 363, modifying the Westworth Code of Ordinances by removing the bond requirement for the Mayor, City Administrator, Finance Specialist, and Chief of Police.**

- Roger Unger stated bonds are to insure the City against malfeasance. The Officers of the City are covered by the City's TML insurance. This change eliminates current duplicate coverage. The only Officer that remains separately insured is the City Secretary as she is the City's Treasurer by ordinance, which requires separate insurance.
- **MOTION** made by Nick Encke to **adopt Ordinance No. 363, as presented. SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays

### E. Mayor Yeager

Discuss and take action to **adopt the Order of Cancellation, cancelling the May 10, 2014, General Election.**

- **MOTION** made by Kelly Jones to **adopt the Order of Cancellation, cancelling the May 10, 2014, General Election. SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays

**ADJOURNED at 8:36pm Mayor Pro-Tem Kelly Jones.**

**MINUTES APPROVED BY:**

  
\_\_\_\_\_  
Anthony Yeager, Mayor

This, the 8<sup>th</sup> day of APRIL, 2014.

**SIGNATURE ATTESTED BY:**

  
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Carol Ann Borges, City Secretary

