



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

NOVEMBER 12, 2013
PRE-COUNCIL SESSION: 6:45 PM
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 Borges
Police Chief	Doug Reim
Police Lieutenant	Glenn Lipperdt
Police Sergeant	John Coffey
Police Officer	Chris Aller
Police Officer	Jessica Klekar
Dispatcher	Breanna Saddler
Interim Fire Chief	Brian McKinney
Senior Fire Chief	Don Day
HC Director of Golf	David Curwen
Code Enforcement	Ryan Studdard
Librarian	Rhonda Hines
P&Z Chair	Melva Campbell
P&Z Member	Jeannette Jones
City Attorney	Ashley Dierker

GUESTS:

Pastor James Zik, Burton Hill Baptist Church
Alex Garcia, Freese & Nichols Engineer

PRE-COUNCIL SESSION CALLED TO ORDER at 6:45pm by Mayor Yeager.

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

- 7B:** Alex Garcia, Freese & Nichols Engineer, addressed Council. The City received six bid proposals for the Tracyne-Coleman project. The lowest bidder was The Fain Group at \$1,008,451.45, which is 7% under the engineer's estimate. F&N reviewed the references for Fain and recommends the City award the project to The Fain Group.
- 7C:** City Administrator Roger Unger reviewed potential projects with Public Works Supervisor Larry Briones and Freese & Nichols Engineer Robert McGee. They propose the next infrastructure project to include Wells Circle, Watters Place, and Randolph Court. Roger expects the entire project, including engineering to cost approximately \$1.121M. Bond funds are available for this project. Roger recommends moving forward on the engineering.
- 7D:** Chief McKinney confirmed this is an annual contract. The City has \$7500 from the County.
- 7E:** Councilman Coleman stated Ordinance No. 361 will tighten up the existing ordinance with regard to public nuisance and eliminate the use of tarps that are not specifically made and fitted for a vehicle.
- 7F:** Councilman Coleman stated Ordinance No. 362 will require a dirt work permit be submitted prior to dirt work beginning. This will ensure staff is aware of construction projects and they are completed in a timely manner. Currently a contractor can 'move dirt' without a permit. Most cities require a 'dirt work' permit. Procedures are being put in place to deal with timing concerns and follow-up checklists. Councilman Beckman stated his concern that the new ordinance is not going far enough to accomplish the City's goals. The committee and staff will continue to evaluate for further requirements.
- 7G:** Jim Norris is a new resident of the Fairways Subdivision. Although he could not attend tonight's meeting, he met with Chief Reim regarding the CCPD program. Chief recommends appointing Mr Norris to the CCPD Board.

PRE-COUNCIL CLOSED at 7:02pm by Mayor Yeager.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:02pm by Mayor Yeager.

INVOCATION offered by Pastor James Zik.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

1. Approval of the Agenda

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

The following consent agenda items were approved.

A. Approval of the Minutes:

- Regular Council Meeting – October 8, 2013

B. Approval of October's Financial Reports:

- TexPool Report
- A/P Disbursements Report

FUND BALANCES OCTOBER 2013	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$172,392	\$103,079	\$9,000	\$38,386	\$13,128	\$14,244	\$146,885
Monthly Disbursement	\$299,582	\$46,864	\$43,195	\$58,293	\$0	\$6,339	\$204,940
TexPool Balance	\$462,461	\$270,339	\$5,371,417	\$3,235	\$792,077	\$66,174	N/A
Cash on Hand	\$439,884	\$58,453	\$191,476	\$9,199	\$9,361	\$13,615	\$82,244
CDARS Investment	\$1,336,696	\$693,833	N/A	N/A	N/A	\$1,577,834	N/A
CDARS Interest to Date	\$2,348	\$1,507	N/A	N/A	N/A	\$3,281	N/A

3. Staff Updates:

A. Doug Reim, Police Chief

- **LT Lipperdt presented the PD Reports:** Priority Calls for Service 330; Self-Initiated Calls 841; 911 Calls 166; Citations 132; Violations 193; Jail 59; Westover Hills Jail 1; Lakeside Jail 9.
- LT Lipperdt thanked the Mayor, Council, staff, and citizens for their support of his participation in the **Special Olympics Over-the-Edge** fundraiser in Dallas on Saturday.
- **Introduction of Dispatcher Kailey Holmes:** Chief Reim stated Kailey was not able to attend the meeting; however, she is doing an exceptional job as Dispatcher.
- **Recognition of one year of service of Dispatcher Breanna Saddler:** Chief Reim recognized Breanna Saddler as having completed one year of service as Dispatcher. Breanna has proved to be an asset to the department. Ms Saddler thanked the Council and staff for their support.
- **Swearing in of Officer Jessica Klekar:** Chief Reim administered the Oath of Office to Officer Klekar, stating she is a positive addition to the team. Officer Klekar thanked the Mayor and Council for the opportunity to serve the community.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 27 code violations were addressed in October, resulting in 4 citations.
- **Inspection Report:** 74 inspections were performed in October, which is an all-time high. There were 54 inspections in October 2013.

C. Brian McKinney, Interim Fire Chief

- **Fire Dept Report:** Total calls 27, including 10 EMS, 4 Fire calls, and 13 Mutual Aid calls to River Oaks; average response "in city" was 6.14 minutes; total of 395.5 shift hours. There were 74 training hours on Search & Rescue (2), Vehicle Inspection/Ops, Power Tools, and Wildland Fire Training in Mineral Wells.
- Received **Texas Forest Service Grant** to purchase Wildland protection equipment.
- Received **Texas Forest Service Grant** for a small brush truck. Working on quotes.

- Dept personnel participated in the following **community events**: Westworth Public Safety Day on 10/17, White Settlement Settlers Day on 10/19, and the Trick or Treat Halloween event at the station on 10/31.

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

- **Golf Club Report**: 3257 Rounds; \$155,432 revenue; 72 Preferred Players; Course closed 3.5 due to weather. Four events: 10/2 White Settlement ISD, 10/4 Lena Pope Home, 10/11 TCU Letterman, and 10/13 Miller Golf Club
- Renewal of food and beverage handler permit training will be held on 11/18 at \$30 per person.
- Assistant Superintendent and Mechanic positions have not yet been filled.

E. Rhonda Hines, Librarian

- **Library Report**: Records have been processed through OCLC – 1200 matched, 500 did not. A catalog test search program is underway. The inter-library borrowing program is going well. Pre-School Story Time attendance is strong; children and parents are enjoying books and craft projects.
- Thanks to the Public Works Team for new entry ramp, removal of front hedges, new bike rack, and painting the restroom.
- Library will be closed over Thanksgiving weekend.

F. Roger Unger, City Administrator

- **Capital Projects/Infrastructure**: Final inspection on Tracyne/Aton project went well. Planting and replacing trees along Holloway and Carb will be completed over the next two months. Council is being asked to approve engineering on the next capital project. The City is about 3 years out to completing all projects. The new jet trailer/vacuum truck will improve the quality of waste in both sanitary and storm sewer lines, which will help keep costs down and achieve permit requirements under TCEQ regulations.
- **Budget/Disbursements**: FY 12-13 books are being audited this month. October being the first month of the current fiscal year, there is no variance report to review.
- **Public Works Report**: During installation of electrical lines for the IL/AL Center, workers bore through a 10" water line resulting in the loss of 24K gallons of water. Public Works team worked to repair the line quickly, shutting water off for only 9 hours. Roger commended Larry, Joey, and Joe for their teamwork and quick results.

4. Committee Updates:

A. Finance Committee –Kelly Jones, Chair – Nothing to report.

B. Fire Dept Consolidation Committee –Kelly Jones, Chair – Two committee meetings have been held to discuss capital expenses and operations/procedures. The next meeting is scheduled for 11/21 at 9:15am with MedStar representatives to attend. The committee is working methodically to evaluate the needs of the City and all available options.

C. Library Committee –Jill Patton, Chair – Sample data in the OCLC program is working well. Rhonda continues to do a fine job bringing the Library up-to-date.

D. Ordinance Committee –Mike Coleman, Chair – Two ordinances will be presented tonight, as discussed in Pre-Council. Committee is working on street signage throughout the City. Details will be brought to Council after the first of the year.

- E. **Vision Committee** – Steve Beckman, Chair – Updates were made to the Vision Presentation, specifically to current tax data and police protection. Police trends are being tracked for future revisions. Carol will post presentation to the web site.

5. Public Information

A. Communications:

- **Mosquito Trap Locations and Surveillance Reports** – There have not been any positive tests for WNV in the City.
- **Burton Hill Elementary** will hold a **Walk-a-Thon fundraiser** on Friday, November 22nd from 8:30 to 10:30 AM.

B. Announcements:

C. Citizen Comments:

- **Mr Jack Duff** asked Councilman Encke to convey his traffic concerns to Council as he could not attend tonight's meeting. City Secretary Carol Borges read Mr Duff's notes aloud: light at Burton Hill changes to red every 2-3 minutes without anyone coming causing a waste of fuel; yield sign on White Settlement Road westbound is too far west; at White Settlement and Hwy 183, yellow speed bumps are needed to force left merge.

6. Executive Session called at 7:42pm with Mayor Yeager and all Council Members in attendance.

Convene into executive session to deliberate the following item, pursuant to Texas Government Code, Chapter 551.074 Personnel Matters:

- **Appointing a City Attorney.**

Reconvened into Regular Session at 8:01pm.

7. Action Items:

A. Mayor Pro-Tem Jones

Discuss and take action **with respect to appointing a City Attorney.**

- Mayor Pro-Tem Jones stated he, Mayor Yeager, and Roger Unger met with TOASE Founding Partner Wayne Olson who highly recommended Ashley Dierker as their rising star.
- **MOTION to appoint Ashley Dierker as the City's attorney** made by Kelly Jones. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
- Ms Dierker thanked the Council for their support and appreciates the opportunity to work for the City.

B. Mayor Yeager

Discuss and take action with respect to the **construction bids for Tracyne East and Coleman Street infrastructure rehabilitation project.**

- Roger Unger recommended going with The Fain Group as recommended by Freese & Nichols Engineering staff.
- **MOTION to award the Tracyne East and Coleman Street infrastructure rehabilitation project to The Fain Group, as bid,** made by Nick Encke. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

C. City Administrator Roger Unger

Discuss and take action with respect to the **Fiscal Year 2014-2015 Infrastructure Project Plan.**

- Roger Unger stated engineering costs should be approximately \$160K to \$180K.
- **MOTION to authorize Freese & Nichols to begin project engineering for the Wells Circle, Watters Place, and Randolph Court infrastructure project, up to a cost of \$180,000, made by Mike Coleman. SECOND by Steve Beckman. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.**

D. Fire Chief Brian McKinney

Discuss and take action to **approve the FY 2014 Mutual Aid Agreement with Tarrant County Emergency Services District No. 1.**

- This is an annual contract. Effective date is retroactive to October 1st. The agreement was not received until October 11th, therefore did not make the October agenda.
- **MOTION to approve the FY 2014 Mutual Aid Agreement with Tarrant County Emergency Services District No. 1 made by Steve Beckman. SECOND by Nick Encke. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.**

E. Councilman Mike Coleman

Discuss and take action to **adopt Ordinance No. 361, amending Code of Ordinances Article 6, Health & Sanitation, with respect to tarps.**

- Councilman Coleman clarified that specifically made and fitted tarps that are maintained in good condition would be allowed on vehicles.
- **MOTION to adopt Ordinance No. 361 as presented made by Mike Coleman. SECOND by Jill Patton. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.**

F. Councilman Mike Coleman

Discuss and take action to **adopt Ordinance No 362, amending Code of Ordinances Article 3, Building Regulations, with respect to "dirt work" permits.**

- Roger Unger clarified that the purpose of this ordinance is not to hinder a homeowner from redesigning a flowerbed or other landscaping, but to manage dirt work and building permitting more closely. Carol Borges confirmed that this ordinance did not require prior publication. If it is passed the appropriate verbiage will be published in the next River Oaks News issue.
- **MOTION to adopt Ordinance No. 362 as presented made by Mike Coleman. SECOND by Kelly Jones. Motion passed by a vote of 4 Ayes (Coleman, Jones, Encke, and Beckman) and 1 Nay (Patton).**

G. Police Chief Doug Reim

Discuss and take action to **pass Resolution No. 2013-12, appointing Jim Norris to the CCPD Board.** [Appointment to replace Jim Evans who resigned in August.]

- **MOTION to pass Resolution No. 2013-12, appointing Jim Norris to the CCPD Board, made by Nick Encke. SECOND by Jill Patton. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.**

ADJOURNED at 8:18pm by Mayor Yeager.

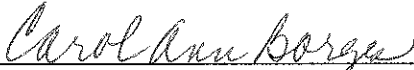
MINUTES APPROVED BY:



This, the 10th day of December, 2013.

Anthony Yeager, Mayor
City of Westworth Village, TX

SIGNATURE ATTESTED BY:



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

