



City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

MAY 12, 2015
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	Mike Coleman
Council Member	Jill Patton
Council Member	Nick Encke
Council Member	Steve Beckman
City Administrator	Roger Unger
City Secretary	Carol Borges
Police Chief	Kevin Reaves
Police Sergeant	Lee Risdon
HC Director of Golf	David Curwen
HC Superintendent	Sterling Naron
HC Pro	Tony Collins
Code Enforcement	Ryan Studdard
Librarian	Rhonda Hines
P&Z Commission Chair	Melva Campbell
City Attorney	Ashley Dierker
Municipal Judge	Ken Gordon
Alternate Judge	Atticus Gil

ABSENT: Council Member Carlos Zavala

GUESTS:

Freese & Nichols Engineer	Alex Garcia
Resident	Tom Weaver
Resident	Al Dias

PRE-COUNCIL SESSION eliminated by Mayor Yeager.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:04 pm by Mayor Yeager.

INVOCATION offered by Roger Unger.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

1. Approval of the Agenda

MOTION to approve the Agenda: Nick Encke. **SECOND:** Steve Beckman.
Motion passed unanimously by a vote of 4 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 4 Ayes and 0 Nays.

The following consent agenda items were approved.

A. Approval of the Minutes:

- Regular Council Meeting – April 14, 2015

B. Approval of April's Financial Reports:

- TexPool Report
- A/P Disbursements
- Variance Report

FUND BALANCES APRIL 2015	GENERAL	WATER	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HCGC
Monthly Revenue	\$291,640	\$93,509	\$0	\$34,447	\$87,179	\$2,986	\$182,751
Monthly Disbursement	\$223,273	\$89,911	\$265,164	\$29,707	\$0	\$1,091	\$163,193
Cash on Hand	\$353,713	\$345,015	\$1,681,033	\$36,458	\$986	\$217,178	\$390,384
TexPool	\$243,499	\$72,625	\$212,470	\$235	\$539,416	\$169,998	N/A
Money Market	\$750,000	\$500,000	N/A	N/A	\$400,000	\$1,750,000	N/A
CDARS Investment	\$402,761	\$248,372	N/A	N/A	N/A	\$277,662	N/A
CDARS Interest* as of 3/31/15	\$318	\$196	N/A	N/A	N/A	\$219	N/A

3. Staff Updates:

A. Kevin Reaves, Police Chief

- **Police Dept Report:** Priority 1 Calls 154; Priority 2 & 3 Calls 206; Self-Initiated Calls 1585; Others 623; 911 Calls 192 which is an 11% year to year. Citations 240; Violations 337; Jail 42. Warrants cleared 151. CRIMES program has been upgraded to include mobile application.
- Chief has embarked on a year-long project to evaluate and improve processes and procedures in order to apply for a state recognition program in FY 16-17. Mayor Pro-Tem Coleman stated Ordinance No. 371 on the agenda tonight will clean-up language referencing a police marshal and contribute to a 'best practices' program.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 93 code violations and 0 citations compared to 29 warning in April 2014.
- **Inspection Report:** 36 inspections performed in-house compared to 60 inspections in April 2014. 183 inspections performed year-to-date. On June 1st, Ryan will implement a new protocol that will require electrical meter inspections every time a new or reconnect service is established, as is currently performed on gas meters.

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

- **Golf Club Report:** 3591 rounds played; \$174,578 in revenue; closed 1 full and 3 half days due to weather. 75 Preferred Player Members. 8 events were held in April. Collecting responses to a twenty (20) question survey distributed to tournament clients.
- Eleven (11) vendors will conduct a second demo day this Saturday, 5/16.
- HC passed the TX Dept of Agriculture inspection, which included Sterling's license, chemical storage, and chemical application procedures. No violations were noted.
- Bunker maintenance due to rains amounted to 350 man-hours. Storms damaged several cottonwood trees. MT team working on debris removal, etc.
- Bulk fertilizer will be applied to entire course next week. Aerification program began.

D. Rhonda Hines, Librarian

- **Library Report:** Rhonda received Continuing Education (CE) credits for participating in IT training on new 3D technology soon to be introduced by the North Richland Hills Public Library. As Consortium members, our patrons will be able to use the technology. Rhonda will promote the program as soon as NRH opens it to the public. Rhonda is preparing summer programs.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** Projects are on track even with intense rains – six driveway approaches were poured today. Watters should be complete in two weeks. Wells Circle should be graded next week. Trigg/Lyle/Straley project is in the design phase.
- **TAP Grant Update:** TAP agreement is on the agenda tonight.
- **Budget/Disbursements:** Entering FY 15-16 budget planning season. Budget is stable with minor operations tweaking.
- **Public Works Service Order Report:** PW team is doing an excellent job. TCEQ audit/inspection will be conducted next week. Joey and Laura have been working very hard to prepare the reports, etc. A new building maintenance handyman started today.

4. Committee Updates:

- A. **Finance Committee** – Steve Beckman, Chair – First meeting of summer planning process held today.
- B. **Library Committee** – Jill Patton, Chair – Rhonda completed a “Knowing IT” class. Committee is looking to restart a 'Friends of the Library' program.
- C. **Ordinance Committee** –Mike Coleman, Chair – Two ordinances are on the agenda tonight.
- D. **Vision Committee** – Steve Beckman, Chair – Nothing to report.

5. Public Information

A. Communications:

- Mayor Yeager expressed his gratitude to the residents for supporting him and the Council. This new electoral term will be his seventh year as Mayor. He is honored to continue serving the community. Councilman Coleman agreed and stated his appreciation as well.

B. Announcements: None.

C. Proclamations:

- **National Military Appreciation Month** read aloud by Jill Patton.
- **National Police Week, May 10th – 16th, and Peace Officer’s Memorial Day on May 15th** read aloud by Mike Coleman.
- **Emergency Medical Services Week, May 17th – 23rd** read aloud by Steve Beckman.

6. Action Items:

A. Mayor Yeager

Discuss and take appropriate action to **administer the Oath of Office and issue Certificates of Election to the elected Council members.**

Municipal Court Judge Ken Gordon administered the Oaths and Certificates, as follows:

- **Mayor:** Tony Yeager
- **Place 1:** Carlos Zavala
- **Place 5:** Mike Coleman

B. Mayor Yeager

Discuss and take action to **elect a Mayor Pro-Tem.**

- **MOTION** made by Steve Beckman to nominate Mike Coleman for Mayor Pro-Tem. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

C. Mayor Yeager

Discuss and take action to **appoint members to the Finance Committee.**

- Current members are Carlos Zavala, Jill Patton, Nick Encke, Steve Beckman, and Mike Coleman.
- **MOTION** made by Steve Beckman to reappoint the existing members of the Finance Committee to another year. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action to **appoint members to the Planning & Zoning Commission.**

- Members are appointed to two year terms, Current members:
 - Due for reappointment, with a term to expire May 31, 2017: Darla Thornton, Margaret Worthington, Tom Weaver, and Cheryl Chrisman.
 - Term to expire May 31, 2016: Melva Campbell, Jeanette Jones, and Michael Lewis.
- P&Z Chair Melva Campbell suggested reappointing current members except to nominate Tom Weaver as an alternate and Al Dias as a primary member with a term to expire in 2017.
- **MOTION** made by Jill Patton to appoint Melva Campbell, Jeanette Jones, and Michael Lewis with the end of term on May 31, 2016 and Darla Thornton, Margaret Worthington, Cheryl Chrisman, and Al Dias with the end of term on May 31, 2017, and appoint Tom Weaver as an alternate member. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.
- Mr Al Dias thanked the P&Z Chair and the Council for the opportunity to serve the community.

E. Mayor Yeager

Discuss and take action to **designate Texas Health Harris Methodist Hospital Occupational Health Services physicians as the City's Health Officers.** [While this is an annual appointment, the City is working under a two-year agreement, effective 09/17/2014 – 09/17/2016.]

- **MOTION** made by Mike Coleman to designate Texas Health Harris Methodist Hospital Occupational Health Services physicians as the City's Health Officers. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

F. Mayor Yeager

Discuss and take action to **adopt Ordinance No. 370, appointing the Judge and Associate Judge to the Westworth Village Court of Record, and establishing a salary for such term.** [These appointments coincide with the term of the Mayor.]

- Mayor Yeager stated the Court is very well run by our judges, prosecutor, and administrator. Roger stated the Court Administrator is already certified as Level II and is working on Level III. This accomplishment is never heard of in a court our size.
- **MOTION** made by Nick Encke to **adopt Ordinance No. 370**, appointing Ken Gordon as Judge and Atticus Gil as Associate Judge to the Westworth Village Court of Record, and establishing a salary for such term as stated in the ordinance. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

G. Mayor Yeager

Discuss and take action to **adopt Ordinance No 371, modifying the duties of the Chief of Police, establishing the authority, duties and responsibilities of police officers, removing the auxiliary police force, providing for reserve officers, providing severability and penalty clauses, providing for publication, and an effective date.**

- Ordinance Chair Mike Coleman stated this change aligns the police department with current procedures and best practices model.
- **MOTION** made by Mike Coleman to **adopt Ordinance No. 371** as presented. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

H. Mayor Yeager

Discuss and take action to **adopt Ordinance No 372, amending Appendix A Fee Schedule of the Code of Ordinances by adding fees regarding Subdivision Ordinance 10.0 and Zoning Ordinance 14.1, providing for severability and penalty clauses, repealing and replacing conflicting provisions of ordinances, providing for publication, and an effective date.**

- Ordinance Chair Mike Coleman stated the update establishes a fee schedule and realigns current fees to ensure fairness.
- **MOTION** made by Mike Coleman to **adopt Ordinance No. 372** as presented. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

I. Mayor Yeager

Discuss and take action with respect to adopting **Resolution No. 2015-03, approving an Advance Funding Agreement with the State of Texas, acting by and through the Texas Dept of Transportation, for a Transportation Alternatives Project, and authorizing Mayor Yeager to execute the agreement and all other necessary documents.**

- Roger Unger stated the City did not agree with the original funding amounts and renegotiated with TxDOT. This updated agreement includes a reduction in fees and allows for a local-let contract. Freese & Nichols Engineer Alex Garcia addressed the Council to answer questions. Mayor Pro-Tem Coleman stated this is the first step to prepare engineering. Funds will be released after this is passed.
- **MOTION** made by Jill Patton to **adopt Resolution No. 2015-03** as presented. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

J. Mayor Yeager

Discuss and take action to **approve Tax Collection Contract with Tarrant County.**

- This is an annual contract for tax collection services provided by the County to its Municipalities.
- **MOTION** made by Steve Beckman to approve the Tax Collection Contract with Tarrant County. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

Council convened into Executive Session at 8:02 pm, with the Mayor, four Council Members, Roger Unger, and David Curwen in attendance.

7. Executive Session:

Convene into executive session to deliberate the following item, pursuant to Texas Government Code, Chapter 551.074 Personnel Matter: David Curwen and the position of Director of Golf.

Council reconvened into Regular Session at 8:28pm.

8. Action Item:

K. Mayor Yeager

Discuss and take action **with respect to David Curwen and the position of Director of Golf, as discussed in Executive Session.**

- No action was taken.

9. Citizen Comments:

- Mayor Yeager clarified the new building inspection protocol will not affect residents if damage occurs to a provider's electric line due to weather. The inspection protocol discussed is only on the residential portion of the line and will be necessary when new or restored service is connected.

ADJOURNED at 8:29 pm by Mayor Yeager.

MINUTES APPROVED BY:


_____ This, the 9th day of June, 2015.
Anthony Yeager, Mayor

SIGNATURE ATTESTED BY:


_____ **Carol Ann Borges, City Secretary**

