

**WILLOW PARK CITY COUNCIL SPECIAL MEETING MINUTES  
516 RANCH HOUSE ROAD, WILLOW PARK, TEXAS 76087  
MONDAY, JUNE 27, 2011**

**I. Call to Order**

Mayor Glasgow called the Special Meeting of the City Council to order at 6:35 PM

**II. Quorum Check**

Mayor Marvin Glasgow  
Council Member Richard Neverdousky  
Mayor Pro-tem Gene Martin  
Council Member Barry Brown  
Council Member Mark Hickerson  
Council Member Hale Alderman

**Also Present:**

City Administrator Candy Scott  
City Attorney Rider Scott  
City Secretary Yael Hoffman

**III. Invocation**

Mayor Glasgow gave the invocation

**IV. Pledge of Allegiance**

Mayor Glasgow led the pledge of Allegiance

**V. Approval of Minutes**

- A. Regular City Council Meeting of May 16, 2011
- B. Special Council Meeting of May 23, 2011

**\*\*Council Member Alderman moved to approve the minutes of May 15, 2011 Regular Meeting and the May 23, 2011 Special meeting, seconded by Council Member Hickerson**

Aye votes: Council Members: Neverdousky, Brown, Hickerson & Alderman

Nay votes: None

Abstained: Mayor Pro-tem Martin

Motion passed with a vote of 4-0-1

**VI. Community Announcements**

**VII. Citizens Presentations**

**Kay Davis** addressed the Council representing the East Parker County Genealogy and Historical society. She thanked the Mayor and Council for allowing them to use the office in the Community Center. Mrs. Davis stated that the Society has a collection between 1500-2000 items, books, cd's and other material that anyone in the city or outside the city is welcome to use. Mrs. Davis also thanked the Police Department and dispatch who legitimately allows people to go in the locked office upon presentation of a membership card. There have been almost 1800 people using the facility.

**Kay Davis** addressed the Council with concerns that there are no longer any line items for the Parks and Rec in the budget. She stated that there have been many agencies and entities come and ask for money from Tourism Fund which has to be used for increasing tourism activities in the city. The Library, the Willow Park Dinner Players theater group, and other entities have come and asked for money, that it is all well and good. She said that one of her concerns is that 1/3 of the city does not go to the Aledo ISD. She recognizes that Aledo ISD brings lots of tourism, but there is not any money left for Willow Park. Willow Park has expenses with the upkeep of our parks and whatever activities we pursue. Parkfest is one item and she said that she has more ideas. When the Master Gardeners do a project they can't just come and do the upkeep, they don't fund the plants, they don't fund the mulch. There needs to be money left over for some of these items.

### **VIII. Mayor's Update**

Mayor Glasgow made the following comments: When I was running for the office of Mayor I stated many times that I want to see the locked door at the hallway removed. I didn't like it there and I thought it was an affront to us. But, since I became Mayor I have learned that there is a good reason for this door to be there. It seems that there are times that individuals would come to the building and go straight back to the City Administrator's or the City Secretary's office without asking if they have time to visit with them. Maybe they were working on sensitive information that the General Public shouldn't see at that time, payroll for example. Also we have cash in the Post Office/Water Department. At times there is money laying on the desks when deposits are being made. Some one could very easily grab a hand full of cash. I elected with the City Administrator's request to leave this door up for those purposes.

If you drive around town you'll see a lot of tall grass, junk cars, and things that our Code Enforcement needs to take care of. The previous Mayor fired the Code Enforcement Officer plus 4 other individuals in the City staff, which greatly reduced our operating capabilities. We have no Code Enforcement person available right now to go out knock on doors and tell these people to mow their yard or take the junk out of their yard. So until our budget provides for this position or until we make other arrangements we need to live with these eye sores.

### **IX. City Administrator's Update**

City Administrator Scott addressed the Council on the budget vs. actual report that she had sent to them over the weekend. She mentioned that Yael, Angela and herself had worked very hard and for some long hours and have gotten all the receivables, expenses and journal entries in the new accounting program. The report is an example of the type of reports that can be expected from the new program. Mrs. Scott stated that she had spoken with the auditor and they are in the final stages of getting the financial policies and procedures manual finished.

### **X. Planning & Zoning Update**

Commissioner David Fritz presented a report from the Planning and Zoning Commission to the Mayor and Council. The commission is fully staffed and all are in good standing. Discussion continues with the developers behind Brookshire's. The Commission is currently revisiting the hearing for the I-20 corridor. Some of the new members did not get the advantage of taking the training last year. Mr. Fritz asked the Council to consider funding for the new members to go to this training. Mr. Fritz stated that he had taken the Public Information and the Public Meeting training and would ask Council to recommend that all P&Z Commissioner take the training. Mr. Fritz reported that the Commission will be addressing several items such as the Zoning Map, Comprehensive Plan and Impact Fees.

**\*\*Mayor Pro-tem Martin moved to amend the agenda of the meeting by moving new business C, D and I in that order prior to Item A and place Item B following Item K, seconded by Council Member Alderman**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

### **XI. New Business**

C. Discussion/Action – To consider and accept the written resignation of Richard Neverdousky from the Planning & Zoning Commission (David Fritz)

**\*\*Council Member Alderman moved to accept the letter of resignation of Richard Neverdousky from the Planning and Zoning Commission, seconded by Mayor Pro-tem Martin**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

- D. Discussion/Action – To consider Designation of a Chairman of the Planning and Zoning Commission (David Fritz)

**\*\*Council Member Neverdousky moved to consider David Fritz as the Chairman of Planning and Zoning Commission, seconded by Council Member Alderman**

No vote was taken

**\*\*Mayor Pro-tem Martin made the motion to verify the selection of the current P&Z members to designate David Fritz as Chairman and retain Debbi Kerrigan as Vice Chair, seconded by Council Member Brown**

Council Member Brown removed his Second.  
Council Member Alderman second this motion

Aye votes: Council Members: Neverdousky, Martin, Hickerson & Alderman

Nay votes: None

Abstained: Council Member Brown 4-0-1

Mayor Pro-tem Martin recommended that the Council take steps to repeal and revise Ordinance 475-01. The Council instructed City Attorney Scott to amend the Ordinance as discussed

- I. Discussion/Action – To consider and/or act on reconciling certain interfund transfer amounts receivable from Water and Waste Water to the General Fund as identified in note 5 to the audited financial statement of the City for Fiscal Year Ended September 30, 2010 (Mayor Glasgow)

**\*\* Council Member Alderman recommended transferring the amount of \$309,067.00 from the Wastewater fund and putting it back in the general fund, seconded by Council Member Hickerson**

Council member Hickerson withdrew his second.

Council Member Alderman removed his motion.

**\*\*Mayor Pro-tem Martin moved that the City Council authorize the Administration to transfer \$309,067.00 as appropriate from the Water and Wastewater utilities into the General Fund in accorded with note 5 of the recently approve audited financials at the earliest time in which funds are available to accommodate the transfer, this to reflect the Wastewater portion as recorded in the February 20, 2001 minutes under item D, seconded by Council Member Alderman**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman

Nay votes: None  
Abstained: None  
Motion passed with a vote of 5-0-0

- A. Discussion/Action – To consider and take action on modifying the hiring freeze implemented by the City Council on May 23, 2011 and consider filling personnel vacancy (Mayor Glasgow)

**\*\*Mayor Pro-tem Martin moved to modify the parameter of the hiring freeze establishing by the council on May 23, 2011 to allow department heads to replace any current employees who are terminated with the city for any reason and replace those persons keeping the department in operation, seconded by Council member Neverdousky**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman  
Nay votes: None  
Abstained: None  
Motion passed with a vote of 5-0-0

**\*\*Council Member Alderman moved to authorized the filling of the position of the code enforcement and building clerk seconded by Mayor Pro-tem Martin**

Aye votes: Council Members: Neverdousky, Martin & Alderman  
Nay votes: Brown & Hickerson  
Abstained: None  
Motion passed with a vote of 3-2-0

- E. Discussion/Action – To consider and/or act on a request for funding from the Tourism Fund for Willow Park Parkfest (Candy Scott)

**\*\*Mayor Pro-tem Martin moved to act on the City Administrator's recommendation to allocate \$5,600.00 from the Tourism Fund to promote Willow Park Parkfest to be held in 2011, seconded by Council Member Alderman**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman  
Nay votes: None  
Abstained: None  
Motion passed with a vote of 5-0-0

Mayor Glasgow called for a break at 8:05 PM  
Mayor Glasgow reconvened to open meeting at 8:17 PM

- F. Discussion/Action – To consider and/or act on defining or specifying the duties and responsibilities of the AD HOC Committee (Mayor Glasgow)

No action

- G. Discussion/Action – To consider and/or act on the creation of an Economic Development Committee (Mayor Glasgow)

**\*\*Council Member Brown moved to accept the appointment of Council Member Neverdousky to head the committee and draft a charter for Economic Development Committee for the Council approval, seconded by Council Member Hickerson**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

- H. Discussion/Action – To consider and/or act to take the necessary accounting measures to consolidate the Dyegard and Deer Creek enterprise funds with the respective municipal Water and Waste Water funds based on an approved allocation (Mayor Glasgow)

**\*\*Mayor Pro-tem Martin moved to allocate 70% of the funds to Water and 30% to Wastewater based on notes that were paid for the purchase of the system and the revenues for those funds, seconded by Council Member Brown**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

**\*\*Council Member Alderman moved to transfer the funds of the sale proceeds of Deer Creek and Dyegard respectfully into the Water and Wastewater fund using the allocation that was adopted, seconded by Mayor Pro-tem Martin**

Aye votes: Council Members: Neverdousky, Martin, Brown, Hickerson & Alderman

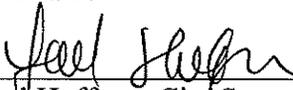
Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

  
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Marvin Glasgow, Mayor  
City of Willow Park, Texas

ATTEST:

  
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Yael Hoffman City Secretary  
City of Willow Park, Texas

