



**City of Willow Park
City Council
Regular Meeting
516 Ranch House Road, Willow Park, TX 76087
Tuesday, November 12, 2013 at 7:00 p.m.
Minutes**

Section I – Presentations

1. Call to Order

Mayor Neverdousky called the meeting to order at 7:00 PM

2. Determination Of Quorum

Mayor Richard Neverdousky
Council Member Brian Thornburg
Mayor Pro-tem Gene Martin
Council Member Amy Podany
Council Member Dan Stalling
Council Member Bernard Suchocki

Staff Present:

City Administrator Matt Shaffstall
City Secretary Yael Hoffman
City Attorney Rider Scott

3. Invocation & Pledge of Allegiance

Mayor Neverdousky gave the invocation and led the Pledge of Allegiance

4. Special Recognitions

A. Proclamation of appreciation for Parkfest Sponsors and Volunteers

Mayor Neverdousky read aloud a Proclamation recognizing the Parkfest Sponsors and Volunteers

5. Citizen Presentations & Public Comment

An opportunity for citizens to address the Mayor and City Council on matters which are not on the agenda for consideration by the City Council or another City Board or Commission but may be scheduled at a later date. In order to address the Council, please complete a Public Meeting Appearance Card and present it to the City Secretary prior to the start of the Council meeting. The Texas Open Meeting Act prohibits deliberation by the City Council of any subject which is not on the

posted agenda. Therefore, the Council will not discuss nor take action on any item presented during the citizen comment period.

Mr. Mike Farris Sr. from 2828 Marquita Drive, Fort Worth, TX requested information from the Mayor and Council regarding the El Chico Ramp.

Section II – Consent Agenda

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Council Member so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

6. Approve and Act on Consent Agenda

i. Regular Meeting Minutes – October 15, 2013

***** Council Member Thornburg moved to adopt the City Council minutes dated October 15, 2013, as submitted** Seconded by Council Member Martin

Aye votes: Council Members: Thornburg, Martin, Podany, and Suchocki

Nay votes: None

Abstained: Council Member Stalling

Motion passed with a vote of 4-0-1

ii. Special Meeting Minutes - October 22, 2013

***** Council Member Martin moved to adopt the City Council minutes dated October 22, 2013, as submitted** Seconded by Mayor Pro-tem Podany

Aye votes: Council Members: Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: Council Member Thornburg

Motion passed with a vote of 4-0-1

Section III – Planning & Development

7. Appointment of Planning and Zoning Commissioner (Mayor Neverdousky)

Mr. Zeeman introduced himself before the Mayor and Council.

***** Council Member Martin moved to accept Stephan Zeeman as Planning & Zoning Commissioner** Seconded by Council Member Thornburg

Aye votes: Council Members: Thornburg, Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

Section IV – Public Works

8. Receive and discuss preliminary engineering report on municipal water system improvements that could be submitted to the Texas Water Development Board for financing. (Mayor Neverdousky)

Derek Turner from Jacobs and Martin updated the Mayor and Council on the Status of the application that was submitted by the City to the Texas Water Development Board. As well as providing the Mayor and Council a report with recommendation of which lines need to be replaced and also provide the funding to the TWDB agency with the technical data to be used to evaluate the project.

***** Council Member Suchocki moved to move item 11 before item 9** Seconded by Mayor Pro tem Podany

Aye votes: Council Members: Thornburg, Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

11. Presentation of proposed municipal engineering services by firms responding to the RFQ

Neel-Schaffer Cheatham & Associates presented before Mayor and Council their firm for engineering services for the City of Willow Park

Schrackel, Rollins and associates presented before Mayor and Council their firm for engineering services for the City of Willow Park

9. Discussion/Action – To review options to be coordinated with the Texas Commission on Environmental Quality to resolve certain waste water system violations including, planning to participate in a TCEQ local government assistance program. (Mayor Neverdousky)

***** Council Member Martin made the following motion; the City administration is authorized to make application to the TCEQ to participate in compliance review and attempt to be a better partner with the State agency. Seconded by Mayor Pro tem Podany**

Aye votes: Council Members: Thornburg, Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

Section V- General Items

10. Receive and discuss a budget update and current financial report. (Mayor Neverdousky)

Budget and Financial analyst Candy Scott updated the Mayor and Council on budget status

11. Presentation of proposed municipal engineering services by firms responding to the RFQ. (Mayor Neverdousky)

Section VI – Council Requested Items

12. Discussion/Action- To consider and take action on Resolution No. 07-13 a resolution providing authorization for direction to municipal staff and others to review current code provisions, statutory enhancements, rules and requirements that relate to outdoor advertising, consider uniform regulations and their application and prepare conclusions and recommendations, including a draft ordinance. (Mayor Pro-tem Podany)

***** Council Member Podany moved to adopt Resolution No. 07-13 a resolution providing authorization for direction of municipal staff and others to review current code provisions, statutory enhancements, rules and requirements that relate to outdoor advertising, consider uniform regulation and application and prepare conclusions and recommendations, including a draft ordinance; and, providing for certain findings an effective date Seconded by Council Member Thornburg**

Aye votes: Council Members: Thornburg, Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

13. Discussion/Action – To consider and take action on Resolution No. 08-13 providing authorization for direction to municipal staff and others to review current pedestrian travel options, existing statutory or regulatory options for inclusion of municipal sidewalks, streetscapes or other landscape amenities. (Mayor Pro-tem Podany).

***** Council Member Podany moved to adopt Resolution No. 08-13 a resolution providing authorization for direction of municipal staff and others to review current pedestrian travel options, existing statutory or regulatory option for inclusion of sidewalks, streetscapes or other landscape amenities, and prepare findings, conclusions and recommendations; and providing for an effective date** Seconded by Council Member Thornburg

Aye votes: Council Members: Thornburg, Podany, Stalling and Suchocki

Nay votes: None

Abstained: Council Member Martin

Motion passed with a vote of 4-0-1

14. **Discussion/Action:** review and make modifications to the Willow Park Employee Manual, including any and all purported provisions or clarifications, including Administrative Directives. (Council Member Bernard R. Suchocki)

Council Member Martin will provide a checklist of all the items that need to be discussed.

15. **Discussion/Action:** status of plans leading to the Willow Park Fire Department including a presentation of (1) an updated Time Map, (2) ongoing action items, including distribution of information to City Council and the Willow Park Board of Directors, assets inventory, investigation of assignment and notice requirements and financial tasks (3) City Council action regarding the Resolution of Intent of the Willow Park Board of Directors (4) motion to initiate due diligence activities and (5) joint City Council/Board of Directors meeting. (Council Member Bernard R. Suchocki)

***** Council Member Suchocki made a motion that the City Council accept the Resolution of Intent passed by the Willow Park Fire/Rescue Department on October 24, 2013, to allow talks and discussion with the Board of Directors of the Fire Department to determine whether Willow Park Fire/Rescue should become a Department within the City of Willow park, the Resolution is entitled, "Willow Park Fire/Rescue Department Resolution of intent and attached to this motion exhibit "A" Seconded by Mayor Pro-tem Podany**

Aye votes: Council Members: Thornburg, Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

***** Council Member Suchocki moved to authorize the committee that is procuring the Willow Park Fire/Rescue Department project to initiate due diligence by compiling documentation including the assets bill of sales, the articles of corporation of the City of Willow Park Fire and Rescue department, the list purchase agreement for Emergency and Fire Protection Services and other relative documentation and produce such documentations to the City of Willow Park and the Board of Directors Fire Department by December the 6th, 2013 Seconded by Council Member Martin**

Aye votes: Council Members: Thornburg, Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

- 16. Discussion /Action:** establish an advisory committee accountable to the Willow Park City Council to (1) perform a comprehensive study of the existing water utility infrastructure including production, storage, piping, pressures and delivery capacities (2) develop a working deliverable which documents the existing water utility infrastructure, incorporates previous water studies, projects future water needs, considering approved developments, projected population growth, risks of water breaks and droughts and (3) produce a plan identifying tasks and significant milestones and goals to secure sufficient ground water pending the phasing in of surface water. Such committee to provide monthly status reports to City Council along with recommendations and any rationale for expenditures that may be necessary to complete the project. (Council Member Bernard R. Suchocki)

Council Member Suchocki withdrew his item.

Section VII - Informational

17. Mayor & Council Member Announcements

Council Member Martin sent to the City Secretary 10 documents being PDF files of chapters 1-10 of the Code of Ordinances of the City of Willow Park, to be published on the City Website for review.

18. City Administrator's Report

December Planning and Zoning meeting will be a Comprehensive Plan meeting with the P&Z and Fresse and Nicole's. In this work session we are inviting different developers/business owners from the area, to participate in this meeting. We would like to give these developers/business owners an opportunity to be heard in the committee.

The Mayor and the City Administrator attended the ICSC conference last week, where developers and retailers talk about their upcoming plans in Texas. It was a very good conference for the city and it will increase our economic development.

Section VII – Executive Session

Mayor Neverdousky recessed to executive session at 10:20PM

The City Council reserves the right to adjourn into executive session at any time during the course of the this meeting to discuss an matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 55.1071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.175-183 (Deliberations about Homeland Security Issues), and as authorized by the Texas Tax Code, including, but not limited, Section 321.3022 (Sales Tax Information). The City Council may take action on any agenda item listed for executive session consideration upon reconvening in open session.

19. Executive Session

A. Consultation with Attorney

- i. Legal update*
- ii. Personnel – City Departments including Evaluation of City Management*
- iii. Security - Release Request for Qualifications for Information Technology Security Assessment.*
- iv. Responsible City Government; Transparency; Integrity; honesty; authority to Bind City; Violations of City ordinance; Reporting/Government Code Violations;*

Mayor Neverdousky reconvened to open meeting at 11:49 PM

***** Mayor Pro-tem Podany moved to release a Request for Qualification for Technology Security Services** Seconded by Council Member Martin

Aye votes: Council Members: Thornburg, Martin, Podany, Stalling and Suchocki

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

Section VIII – Adjournment

20. Adjournment

Mayor Neverdousky adjourned the meeting at 11:50 PM

APPROVED

Richard Neverdousky, Mayor
City of Willow Park, Texas

ATTEST:

Yael Hoffman, City Secretary
City of Willow Park, Texas