**City of Willow Park**
**City Council**
**Special Meeting**
**516 Ranch House Road, Willow Park, TX 76087**
**Wednesday, March 27, 2013 at 7:00 p.m.**
**Minutes**

Section I – Presentations

1. Call to Order
   Mayor Neverdousky called the meeting to order at 7:00pm

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 the Parker County Master Gardeners

   Mayor Neverdousky read aloud a Proclamation recognizing the Master Gardener`s for their contribution to our community

5. Citizen Presentations & Public Comments
   An opportunity for citizens to address the Mayor and City Council on matters which are not scheduled for consideration by the City Council or another City Board or Commission 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 be able to discuss or take any action on items brought up during the citizen presentations.

   None

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.

A. Approve Minutes from February 12, 2013 regular meeting.
B. Approve Minutes from February 26, 2013 special meeting

***** Mayor Pro-tem Martin moved to approve the Minutes as presented with minor corrections** Seconded by Council Member 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 Podany moved to discuss item 14 before old business** 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

14. Discuss and take action to amend the City's contract with American Municipal Services to allow for debt collections to include credit card payments and collections for delinquent utility billing accounts.

***** Council member Suchocki moved to authorized the Mayor to sign a collection agreement contract with American Municipal Services to include 3 separate pages including page No. 3 an indemnity agreement with additional insertion that the indemnity agreement will not only apply to municipality but also to the officers, agents and collection representatives** 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 III – Old Business

6. Discuss and consider directing the City Administrator to develop standardized policy and procedures to identify qualified professional engineers to provide engineering services including: a standard Request For Qualifications (RFQ); procedures for bidding projects; contracting for a City engineer or contracting with an Engineering Firm for Plan Reviews and other Engineering as needed. Findings should include how to develop a scope of work and cost analysis. (Councilmember Podany)

   *Direct the City Administrator to research and present a report on engineering RFQ protocol, work with Council members on Engineering requirements and RFQ; research projects as relates to budget; the pros and cons of a contractor or in house engineer; scope of work for either of these positions.*

7. Discuss and consider directing the City Administrator to complete a study of policy and procedures for ordinance codification, including a cost analysis of online or business services to codify ordinances. The cost analysis should compare the cost of the online municipal ordinance services compared to the cost of attorney fees for same. (Councilmember Podany)

   *Direct the City Administrator to research to contract with a company that creates ordinance and codifying new ordinances and bring a proposal before council and put it in the upcoming year budget.*

8. A. Consider and Take Action on Ordinance No. ___, authorizing the Planning & Zoning Commission, to Designate Officers; by amending Ordinance 636-11 or amending Chapter 12 *"Zoning"*, Section 12.501 *"Organization and Procedure"* (Councilmember Suchocki).

   ***** Council member Suchocki moved to table this item until the next month agenda**
   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

***** Council member Suchocki moved to discuss item 9 before item 8B.** Seconded by Council Member Stalling

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

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

9. Consider and Take Action on a Final Plat for Willow Park Baptist Church, Lot 3 & 4, Block A, Lot 2, Block B Crown Pointe Addition, Phase II more commonly referred to as the north and west side of 180 Crown Pointe Boulevard.

***** Mayor Pro-tem Martin moved that the city council adopt the recommendation of the Planning and Zoning Commission to approve the Final Plat of the Willow Park Baptist Church, Lot 3 & 4, Block A, Lot 2, Block B Crown Pointe Addition, Phase II more commonly referred to as the north and west side of 180 Crown Pointe Boulevard the final plat is dated December 2012** 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

B. Consider and Take Action on Ordinance No. ___, Relating to the Office of City Administrator authorizing certain changes or amending Chapter 8, *"Personnel"*, Article 8.100 *"Office of the City Administrator"* in the Municipal Code of Ordinances (Council Member Suchocki).

***** Council member Suchocki moved to adopted ordinance No. 664-13 an ordinance amending chapter 8, "Personnel", article 8.100 "Office of the City Administrator" in the Code of Ordinances, City of Willow Park, Texas; establishing certain qualifications; making conforming amendments; providing for a repealer and an effective date including the changes that were made during the council meeting** Seconded by Mayor Pro-tem 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

Mayor Neverdousky called for a break at 8:05PM

Mayor Neverdousky reconvened to open meeting at 8:16PM

Section IV – Planning & Development

9. Consider and Take Action on a Final Plat for Willow Park Baptist Church, Lot 3 & 4, Block A, Lot 2, Block B Crown Pointe Addition, Phase II more commonly referred to as the north and west side of 180 Crown Pointe Boulevard.

Section IV – Public Works

10. Consider and Take Action on the Updated (2013-2040 Water and Wastewater) Capital Improvement Plan.
    A. Receive and discuss the filed written comments from the Capital Improvement Plan Review Committee.

    *James Mullins Chair of the CIP committee first would like to thank who ever served on the board and review the CIP, the changes that the committee discussed have been put in, the Committee like what they saw especially with Matt's help walk them through everything. The committee voted to recommend the city council to adopt the CIP.*

    B. Consider and Take Action on Ordinance No. ___, adopting the Updated (2013- 2040 Water and Wastewater) Capital Improvement Plan, adopting the Land Use Assumptions, and Capital Improvement Plan.

    ***** Council Member Thornburg moved to adopt the recommendation of the Capital Improvement Committee and approve ordinance No 662-13 an ordinance of the City of Willow Park, Texas Authorizing and adopting the Updated and amended land use assumptions and Capital Improvement Plan; providing for a repealer, savings and severability clauses and providing for an effective date;** Seconded by Council member 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

    C. Consider and take action on Resolution No. ___, authorizing a Public Hearing to discuss the imposition of impact fees.

***** Mayor Pro-tem Martin moved to adopt ordinance No 663-13 an ordinance providing authorization for and ordering of a public hearing by the governing body of the City of Willow Park, Texas, To discuss the proposed ordinance authorizing the adoption of proposed municipal impact fee; and providing for an effective date being today and providing post a public notice holding the public hearing at the regular meeting on May 14, 2013;** Seconded by Council Member Sochocki

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. Receive Third Party Engineering Report on Wastewater Lift Stations Project.

Kerry Maroney from Biggs and Matthew`s present the council his findings on the Wastewater lift Stations project. Mr. Maroney listed the modification that needed to be address by Wasteline Engineering to add this element to the plats, ran this by TCEQ and bring it back to prepare for bids to be brought for the council approval. Mr. Maroney agrees with Wasteline Engineering that all of the lift stations need to be upgraded and sooner is better. His recommendation was to start with the Kingsgate's Lifts Station as first priority, then The Beaver's Creek Station and last the Willow Park Village Station.

12. Receive Engineering Report on Trinity Wells.

Kerry Maroney updated the Mayor and Council on the 3 well projects. Mr. Marorey had some concern about the Surry Well and the El Chico Well that we have some water quality issues; they had seal off some of the bottom section of that. Surry and El Chico are 750 feet deep. We put a screen and only water that coming in is from the aqua fair. One of the things the Mr. Maorney made the decision to seal the bottom because Mr. Maroney believes that were is the contaminations coming from. Mr. Stalling disagreed with this approach. Mr. Maroney Explain his decision. The State will not approve these wells with a high chloride and the high iron.

13. Discuss and take action to authorize the Public Works Director to obtain quotations for in-line monitoring equipment such as a Total Dissolved Solids (TDS) meter for the purpose of improving detection of when Granular Activated Carbon (GAC) filters have been exhausted at the Circle Court Groundwater Plume well site. This item should be place for consideration in the proposed FY 2012-2013 Budget Amendment. (Councilmember Thornburg)

Research the cost of replacing these filters and bring it as a part of the Budget amendment.

Section V- General Items

14. Discuss and take action to amend the City's contract with American Municipal Services to allow for debt collections to include credit card payments and collections for delinquent utility billing accounts.

15. Make a formal request of Parker County Emergency District No. 1 to limit their debt service issuance as it related to proposed expansion of district boundaries that conflict with Willow Park Extra territorial jurisdiction.

    ***** Mayor Pro-tem Martin moved to authorize the Mayor and the City administrator to draft and send a letter to the management board of ESD 1 to fulfill the agreement made in the meeting which the ESD 1 committed to limit their debt service over a near time period ;** Seconded by Council Member 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

16. Discuss and consider directing the City Administrator to research available negotiation training opportunities for the purpose of improving the negotiation skills of City Staff in such matters as engineering contracts and developer's agreements and to schedule key personnel for said training pending approval by City Council. (Councilmember Thornburg)

    Direct the City Administrator to research training to improve negotiation skills of the City Stuff.

Section V – Informational

17. Mayor & Council Member Announcements
    The City Council may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city.

    None

18. City Administrator's Report
    Hear City Administrator's report on city's finances, capital improvement projects, and departmental operations.

    1. The new water bill will be in circulation next month.

2. CPR classes have been scheduled to all the City Employees by the Fire Department. These classes will be available to the public
3. Parkfest on October 50th years Anniversary

Section VII – Executive Session

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. *ES&CM v. Willow Park*, No. CV11-1093, 43rd District Court, Parker County
        ii. *Personnel – City Attorney*
        iii. *Personnel – City Administrator*

Section VIII – Adjournment

20. Adjournment

Mayor Neverdousky adjourned the meeting at 12:18AM

APPROVED

R. C. Neverdousky

Richard Neverdousky, Mayor
City of Willow Park, Texas

ATTEST:

Yael Hoffman

Yael Hoffman, City Secretary
City of Willow Park, Texas