



City of Willow Park
City Council
Special Meeting
516 Ranch House Road, Willow Park, TX 76087
Tuesday, June 25th 2013 at 7:00 p.m.
Minutes

Section I – Presentations

1. Call to Order

Mayor Neverdousky called the meeting to order at 7:01PM

2. Determination Of Quorum

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

Also Present:

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

3. Invocation & Pledge of Allegiance

Mayor gave the invocation and led the pledge of allegiance

4. Special Recognitions

Happy Birthday to Yael Hoffman it's her Birthday today

5. Citizen Presentations & Public Comment

None

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.

6. Budget Hearing

Recess to public hearing at 7:03 PM

Public Hearing to receive public comment on any priorities or requests for the FY 2013-2014 budget.

Closed the public hearing at 7:04PM

Section II – Consent Agenda

***** Council Member Martin moved to modify the agenda and move item 8 and 12 prior to item seven. 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

8. Discuss and take action on a proposed Site Plan for an 8,000 s.f. building at Lot 6, Block, 2 Willow Bend Drive in an "LI" Light Industrial zoned district, more commonly known as or referred to as Willow Park Crossing Medical Center.

***** Mayor Pro-tem Podany moved to approve Site Plan for an 8000 S.F building at Lot 6, Block 2, Willow Bend Drive in an "LI" Light Industrial zoned district, more commonly known as or referred to as Willow Park Crossing Medical Center 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

12. Receive and accept an audit report from HMSW C.P.A., the city's contracted auditors, on the City's FY 2011-2012 financial statements.

***** Mayor Pro-tem Podany moved to accept an Audit report from HMSW CPA for the City Fiscal year 2011-2012 Financial Statements Seconded by Council Member Thornburg**

Aye votes: Council Members: Thornburg , Podany, Stalling

Nay votes: Council Member Suchocki

Abstained: Council Member Martin

Motion passed with a vote of 3-1-1

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 Councilmember so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

7. Approve and Act on Releasing Request For Qualifications

A. Release Request For Qualifications – Auditing Services

***** Council Member Suchocki moved to accept the rewrite RFQ for the audit services which is going to be marked as "Exhibit A Page 2 to strike last sentence under the first paragraph "Qualifications – the firm also should provide resume for the team and information on relevant continuing professional education for the past 5 years and membership in professional organizations relevant to the performance of this audit" Page 3 the second bulletin to delete the following "each individual will perform examination should have at least five years of audit experience in municipal government" and delete the fourth bulletin "a statement of the hourly fee schedule for providing audit services proposed contract for services" Seconded by Council Member Martin**

Council Member Suchocki amended his motion to delete item 3 and 4 from page 1 and renumber item 5 to 3 and subsequently renumbering item 6-9 accordingly. 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

B. Release Request For Qualifications- Legal Services

***** Council Member Suchocki moved to accept the rewrite RFQ for City attorney by using what is labeled as Exhibit B. page 1 eliminating item 6 " represent the City in all matter....etc." and then renumber item 7 to 12 as 6-11. Page 2 under what would be item 9 change the word "charter" "to corporation", eliminate item 6 which is " a statement of the hourly fee schedule for providing legal services and all other fees including travel and other expenses, required to perform the duties of City Attorney" and then to add under "Element to include in the proposal" as what would be item 8 "describe any experience in the area of land use and zoning and property matters, including zoning laws, real estate acquisitions, sale, annexation, condemnation. Provide legal advice in public finance, and bond issuance."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

C. Release Request For Qualifications – Engineering Services

***** Council Member Suchocki moved to accept the rewrite RFQ for City Engineer which will be known as Exhibit C and C1. on page 1 to eliminate item 2 beginning with “work with the city council ect.” And then on page 2 to add the following items from exhibit C1 under scope of work item 3-5 and then on page 2 exhibit C1 item 8, 9 and item 11 add to item 11 the following; “draft a request for qualification for Electrical Engineering study with experience in control systems and draft a request for qualification for City Wide Drainage study and Flood Plain Analyses.” and to make the appropriate adjustment in the order of the items and renumber then ad appropriate. Exhibit C to eliminate under “elements to includes in the proposal” items 5 and 6Seconded by Mayor Pro-tem Podany**

**Mr. Suchocki amended his motion; deleting the reference to item 11 “draft to request for qualification a City wide drainage study , flood plain analyses” and item 11 changes that to “Draft a request for qualification for a Citywide drainage study and flood plain analyses”
Seconded by Mayor Pro-tem Podany**

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

Nay votes: Council Member Martin

Abstained: None

Motion passed with a vote of 4-1-0

D. Release Request For Qualifications – Codifications Services

***** Mayor Pro tem Podany moved to approve the RFQ for Codification ServicesSeconded
by Council Member Thornburg**

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

Nay votes: None

Abstained: Stalling and Suchocki

Motion passed with a vote of 3-0-2

E. Release Request For Qualifications – Utility Billings & Finance Software

This item will be tabled until the next Council Meeting.

Section III – Planning & Development

8. Discuss and take action on a proposed Site Plan for an 8,000 s.f. building at Lot 6, Block, 2 Willow Bend Drive in an “LI” Light Industrial zoned district, more commonly known as or referred to as Willow Park Crossing Medical Center.
(Moved to the beginning of the agenda)

Section VI – Public Works

9. Receive a Report and Update from the Director of Public Works on Capital Projects.
10. Receive a Report on City water system including production, storage, usage, system maintenance, and water rationing.
11. Receive a Report on prioritize infrastructure improvement plan detailing proposed street repairs.

Public Works Director updated the Mayor and Council on the Capital Projects, City Water System and Infrastructure improvement.

Section V- General Items

12. Receive and accept an audit report from HMSW C.P.A., the city’s contracted auditors, on the City’s FY 2011-2012 financial statements.
(Moved to the beginning of the agenda)

Section IV – Councilmember Requested Items

13. Discussion/ Action – on ordinance ____ amending chapter 8, “personnel”, article 8.100 “ Office of the City Administrator” in the Code of Ordinances, City of Willow Park, Texas; providing for a written report of the city government operations, clarifying the authority of the City Administrator and the Chain of Command; providing for repealer and effective date; (Council Member Suchocki)

***** Council Member Suchocki moved to table this item until the next regular meeting
.....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

- 14. Discussion/ Approve - discussion and approval of a working format for the City Administrator's monthly written report to provide City Council with a Comprehensive; core status of City Government, including, but not limited to (1) summary of staff meetings (2)P&Z and BOA activity (3) initial meeting with potential developers (4) cumulative summary of water and sewer demands (5) summary charts/graphs regarding (a) Willow Park Fire & Rescue activities (b) police activities (c) public works including Water production, main breaks, operating wells, storage and (6) pending or anticipated problems (Council Member Suchocki)**

No Action

- 15. Discussion/Approve; Discussion and approval of a plan to implement a philosophy/methodology for handling plat and site approvals including the engagement of appropriate, competent disciplines and establishment of guidelines/checklists to ensure and to document a comprehensive review/approval of plat and site plans (Council Member Suchocki)**

- 16. Discuss/Approve – Discussion and approval of a plan to refer the generation of Willow Park's Code of Ordinances to professional Legal Publishing firm (Council Member Suchocki)**

- 17. Discussion/Action – on Ordinance No. _____amending Chapter 12 "Zoning"; ARTICLE 12.000 "SCREENING FENCES AND LANDSCAPING REQUIREMENTS", Section 12.802 "LANDSCAPING REQUIREMENTS" Subsection G "General Standards" by Amending subparagraph 6 "LAWN GRASS" to specify certain top soil requirements. (Council Member Stalling)**

Refer to P&Z public hearing

- 18. Discussion/action – on Ordinance No. ____ authorizing an amendment to the municipal "FLOOD DAMAGE PREVENTION ORDINANCE" (Ordinance No. 582-08 adopted Sept. 15, 2008) by adding an additional paragraph to ARTICLE 5, Section B "SPECIFIC STANDARDS" regulating the placement and elevation of certain electrical equipment. (Council Member Stalling)**

Refer To P&Z public hearing

Section VII – Informational

19. 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.

20. City Administrator's Report

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

Section VIII – 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 any 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.

21. Executive Session

Mayor Neverdousky moved to recess to executive session at 11:26 PM

a. Consultation with Attorney

- i. *ES&CM v. Willow Park,*
- ii. *Personnel; contracts and temporary positions*
- iii. *Amending Hunters Glen Development Agreement*
- iv. *Legal; contracts*

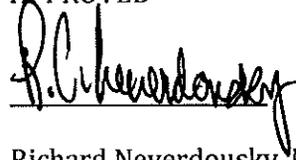
Mayor Neverdousky reconvened to open meeting at 12:20 AM

Section VIII – Adjournment

22. Adjournment

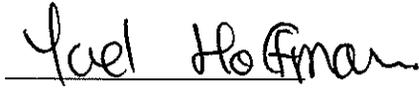
Mayor Neverdousky adjourned the meeting at 12:22 AM

APPROVED

Handwritten signature of Richard Neverdousky in black ink, written over a horizontal line.

Richard Neverdousky, Mayor
City of Willow Park, Texas

ATTEST:

Handwritten signature of Yael Hoffman in black ink, written over a horizontal line.

Yael Hoffman, City Secretary

City of Willow Park, Texas