



City of Willow Park  
City Council  
Special Meeting  
516 Ranch House Road, Willow Park, TX 76087  
Tuesday, September 24, 2013 at 7:00 p.m.  
Minutes

**Section I – Presentations**

**1. Call to Order**

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

**2. Determination Of Quorum**

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

**Also Present:**

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

**Absent:**

Council Member Dan Stalling - due to medical condition

**3. Invocation & Pledge of Allegiance**

Mayor Neverdousky gave the invocation and led the Pledge of Allegiance

**4. Citizen Presentations & Public Comment**

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.

**Sue Ellen Shaw** – East Parker Library presented before the Mayor and Council the past year's activities at the Library and thanked the City of Willow Park for their support.

**\*\*\* Council Member Thornburg moved to move item 9 before item 5** seconded by Council Member Martin

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

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

9. Discuss and authorize the Mayor to execute a contract with J. Stowe & Co. to complete a Water and Wastewater Rate study at a cost not to exceed \$28,350 and an Impact Fee Study at a cost not exceed \$16,500, pursuant to the terms set by the City.

*Mr. Chris Ekrut from J. Stow Company presented and updated the Mayor and Council on the Water and Wastewater study, and the projected time line. His goal is to set a workshop during the month of December so the new rates will go into effect in January 2014.*

**\*\*\* Council Member Suchocki moved to authorize the Mayor to execute what is marked as exhibit "A" which is the initial proposal for J. Stow Company with the additional provision to sign it and send it to J. Stow Company.** Seconded by Council Member Martin

Aye votes: Council Members: Thornburg, Martin and Suchocki

Nay votes: Council Member Podany

Abstained: None

Motion passed with a vote of 3-1-0

5. Discussion/Action – To Consider and Take Action on Ordinance No. \_\_\_\_\_, an Ordinance adopting an Ad Valorem Tax rate and Levy on assessed property not to exceed \$0.47050 per \$100 valuation for 2013-2014 Tax Year for the City of Willow Park, Texas including a Levy for Debt obligations (\$0.1552365) and a maximum levy for Maintenance and Operations (\$0.3152635) consistent with the Fiscal Year 2013-2014 Municipal Budget. (Mayor Neverdousky)

**\*\*\* Council Member Martin moved to adopt ordinance 675-13 modifying the proposed property tax rate from 0.47050 per \$100 valuation to assets property value of 0.45050 \$100 valuation and to make certain modifications to the draft version to adopt the change.** Seconded by Council Member Thornburg

*After the motion was made there was a discussion on how the proposed rate will affect the budget. During the discussion Mr. Shaffstall explained the way the Tax rate is being calculated by the County that determines the effective tax rate. Questions have been raised by the Council regarding some of the line items. The City Administrator gave explanations for the line items in questions.*

Aye votes: Council Members: Martin and Suchocki

Nay votes: Council Members: Thornburg and Podany

Mayor Neverdousky broke the tie

Abstained: None

Motion failed with a vote of 2-3-0

**\*\*\* Council Member Martin moved to adopt ordinance 675-13 an ordinance of the city Council of the City of Willow Park, Texas, providing for the adoption of the 2013 ad valorem tax of \$0.4605 per \$100 valuation, every occurrence to interest and sinking of 0.1552565 should be pertained all reference to \$0.4705 should be changed to \$0.4605 and the M&O rate and levy should read \$0.3052435 per hundred dollars valuation Seconded by Council Member Thornburg**

Aye votes: Council Members Thornburg, Martin and Suchocki

Nay votes: Council Member Podany

Abstained: None

Motion passed with a vote of 3-1-0

Mayor Neverdousky called for a short break at 9:00 PM

Mayor Neverdousky resumed to open meeting at 9:25 PM

**\*\*\*Council Member Martin amended his motion to insure that the final Document for ordinance No. 675-13 indicate that the 2013 Ad Valorem tax for debt rate and levy \$0.1552365 per \$100 of assessed valuation on all taxable property within the corporate limits of the city; and providing for the 2013 Ad Valorem tax maintenance and operation rate levy of 0.3052635 per \$100 of assessed valuation on all taxable property within the corporate limits of the City; providing for penalty and interest on delinquent taxes and a lien to enforce collection; and, providing an effective date. The sum of the proposed tax rate is: \$0.4605 per \$ valuation Second by Council Member Thornburg**

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

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

6. Public Hearing

Conduct a public hearing on the Fiscal Year 2013- 2014 Municipal Budget for the City of Willow Park, TX.

A. Open Public Hearing

Mayor Neverdousky opened the Public Hearing at 9:28 PM

B. Public Comments

None

C. Close Public Hearing

Mayor Neverdousky closed the Public Hearing at 9:29 PM

7. Discussion/ Action- To consider and take action on a Motion to Ratify the Property Tax increase reflected in the Municipal Budget.

No Action

8. Discussion /Action – To consider and take action on Ordinance No. \_\_\_\_\_, an Ordinance providing for adoption of a Municipal Budget for Fiscal Year 2013- 2014 for the City of Willow Park, TX.

**\*\*\*Council Member Thornburg moved to adopt ordinance No. 676-13 an ordinance of the City Council of the City of Willow Park, Texas, providing for the adoption of a municipal budget for the fiscal year beginning October 1, 2013 and ending September 30, 2014; providing that expenditures for said fiscal year shall be made in accordance with said budget; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; providing a savings clause; and, providing an effective date; with the following amendments: moving the contingency funds from the contingency line items for the Water Department into account 10-8110, Accrued comp and Vacation. Remove the contingency line items in Police, Development Services, Legislative, Admin, Municipal Court, Public Works, and Fire Department funds and moving any funds that remain after the tax reduction into development services account 20-8203, miscellaneous operating Economic Development Fund Second by Mayor Pro-tem Podany**

**\*\*\*Council Member Thornburg amended his motion by moving the Wastewater Contingency funds line item to Accrued Comp and Vacation line item. Second by Mayor Pro-tem Podany**

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

Nay votes: None

Abstained: None

Motion passes with a vote of 4-0-0

9. Discuss and authorize the Mayor to execute a contract with J. Stowe & Co. to complete a Water and Wastewater Rate study at a cost not to exceed \$28,350 and an Impact Fee Study at a cost not exceed \$16,500, pursuant to the terms set by the City.

*Motion was taken at the beginning of the meeting.*

10. Discussion/ Action - Review Procedure for Tourism Fund allocation; Discuss criteria for funding and the purpose of promoting Willow Park ( Mayor Pro Tem Podany)

**\*\*\* Mayor Pro-tem Podany moved to implement the new procedure for City of Willow Park Hotel Occupancy Tax disbursement for special events matching grants application. Seconded by Council Member Martin**

**Council Member Thornburg made a friendly amendment by adding "as amended"**

**Mayor Pro-tem Podany accepted the friendly amendment**

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

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

11. Discussion/ Action: Adoption of Guidelines for City Government, Rev 3, September 24, 2013. {Council Member, Bernard R. Suchocki}

*Mr. Suchocki presented revision 3 for the Policy and procedures for the City of Willow Park*

**\*\*\* Council Member Suchocki moved to approve the Guide Lines for City Government for the City of Willow Park, rev. 3 dated 09-24-2013 Seconded by Council Member Thornburg**

Aye votes: Council Members: Thornburg and Suchocki

Nay votes: None

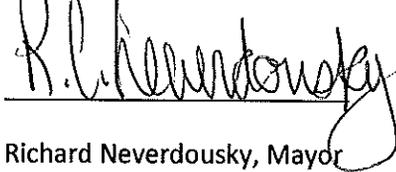
Abstained: Council Members; Martin and Podany

Motion passed with a vote of 2-0-2

**12. Adjournment**

Mayor Neverdousky adjourned the meeting at 10:58 PM

APPROVED

A handwritten signature in black ink, appearing to read "R. Neverdousky", written over a horizontal line.

Richard Neverdousky, Mayor  
City of Willow Park, Texas

ATTEST:

A handwritten signature in black ink, appearing to read "Yael Hoffman", written over a horizontal line.

Yael Hoffman, City Secretary  
City of Willow Park, Texas