



City of Willow Park  
City Council  
Regular Meeting  
516 Ranch House Road, Willow Park, TX 76087  
Tuesday, September 17th, 2013 at 7:00 p.m.  
Minutes

**Section I – Presentations**

**1. Call to Order**

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

**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 Neverdousky gave the invocation and led the Pledge of Allegiance

**4. Special Recognitions**

**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.

**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 Councilmember so

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

5. **Approve and Act on Consent Agenda**
  - A. Regular Meeting Minutes – August 13 2013
  - B. Budget Workshop Minutes - August 24, 2013
  - C. Special Meeting Minutes – August 29, 2013

**\*\*\* Council Member Thornburg moved to accept the minutes as presented** 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 III – Public Hearings

6. Conduct a Public Hearing on the Fiscal Year 2013-2014 Budget for the City of Willow Park, TX
  - A. Open Public Hearing.  
Mayor Neverdousky opened the Public Hearing at 7:04 PM
  - B. Public comments  
No comments
  - C. Close Public Hearing.  
Mayor Neverdousky Closed the public hearing at 7:05 PM
  
7. Conduct a Public Hearing on the Ad Valorem Tax rate and Levy on assessed valuation of taxable property of \$0.47050 per \$100 valuation for 2013-2014 tax year for the City of Willow Park, Texas including a Levy for debt obligations and a levy for maintenance and operation consistent with the Municipal Budget.
  - A. Open Public Hearing.  
Mayor Neverdousky opened the public hearing at 7:06 PM
  - B. Public Comments  
No comments
  - C. Close Public Hearing.  
Mayor Neverdousky closed the public hearing at 7:07 PM

#### Section IV – Public Works

8. Discuss and authorize the Mayor to accept a bid for Wastewater System Improvements including the construction of three lift stations from North Texas Contracting not to exceed \$1,125,168 with 5% contingency.

**\*\*\* Council Member Thornburg moved to follow the recommendation of city staff and City engineer to accept the bid for Wastewater system improvement including the construction of three lift station from north Texas Contracting not to exceed \$1,125,168 with 5% contingency**  
Seconded by Mayor Pro-tem Podany

Council member Thornburg withdrew his motion

Mayor Pro-tem Podany withdrew her second.

**\*\*\* Council Member Thornburg moved to follow the recommendation of city staff and City Engineer to accept the bid for Wastewater system improvement including the construction of three lift stations from north Texas Contracting not to exceed \$1,125,168 with 5% contingency and the stipulation that all changed orders must be approved by City Council prior to the work for that changed order and with the stipulation that the budget addendum that is presented to the council tonight must first be approved** 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

9. Discuss - Capital Improvement Plan project update

10. Discuss - project update of effluent water uses.

Public Works Director Lance Petty updated the Mayor and Council on Capital improvement plans and the Effluent Water use.

#### Section V- General Items

11. Discuss and authorize the Mayor to execute a contract with J. Stowe & Co. to complete a Water and Wastewater Rate not to exceed \$28,350 and an Impact Fee Study, not to exceed \$16,500.

**\*\*\* Council Member Thornburg moved to table this item until next week's meeting.** 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

12. Discussion/Action – To discuss and act on the selection of a qualified firm to provide annual audit services for the City of Willow Park.

**\*\*\* Council Member Suchocki moved to assign the Mayor or City Administrator to contact George Morgan and Sneed PC and inform them that the City of Willow Park selected their firm to provide annual audit 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

**\*\*\* Council Member Suchocki moved to assign the City Attorney an action item to generate a contract to hold the accounting firm to professional standards and to protect the interest of the city and to provide a draft contract to the council members by Oct. 1<sup>st</sup> 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

13. Discussion/ Action – To discuss and act on the procurement of certain Utility Billing software for municipal use.

**\*\*\* Council Member Suchocki moved to assign the Mayor or City Administrator to contact STW and inform them that we have accepted their RFP, subject to negotiate and entering into an agreement contract** 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 assign the City Attorney an action item to generate a contract to hold STW to professional standards and to protect the interest of the city and to provide a draft contract to the council members by Oct. 1<sup>st</sup> 2013. Seconded by Council Member Stalling**

Aye votes: Council Members: Stalling and Suchocki

Nay votes: Thornburg, Martin, Podany

Abstained: None

Motion fails with a vote of 2-3-0

14. Discussion/ Action – To discuss and act on retention or contracting for building or code inspection services consistent with the City's requirements.

**\*\*\* Council Member Suchocki moved to assign the Mayor or City Administrator to contact Bureau Veritas and inform them that the city has accepted their RFQ. Seconded by Council Member Stalling**

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

15. Discussion/Action – To discuss and act on the selection and retention of a company to provide codification services to the City for its existing and future ordinances.

**\*\*\* Council Member Martin moved to assign the City Secretary to schedule one of the two candidate firm for codification services to provide a presentation at the regular council meeting in October and the second firm at the special meeting on October 22. Seconded by Council Member Suchocki**

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. Staff to provide a status update on Parkfest 2013 and the City's 50<sup>th</sup> Anniversary Plans

Candy Scott the Parkfest coordinator updated the Mayor and Council on the status of the Parkfest

#### **Section IV – Councilmember Requested Items**

17. Discussion/Action – Extend the deadline and reissue a Request For Qualifications for legal services for a City Attorney (Councilmember Suchocki)

**\*\*\* Council Member Suchocki moved to accepted the redrafted RFQ for City Attorney with the following changes : Eliminate the fee schedule and add the Mayor title which the City attorney gives advise to. 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

18. Discussion /Action – Tourism fund availability; Disbursement of funds for the purpose of promoting Willow Park (Mayor Pro tem Podany)

**\*\*\* Council Member Martin moved that this item be readdressed in the Special meeting 09-24-2013 and a version of this information to be provided to the Council prior to the meeting. Seconded by Council member Suchocki**

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

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

19. Discussion/action City of Willow Park Rules of Procedure Rev 2, September 17, 2013, including supplemental section 5.0 City Budget. {Council Member Bernard R. Suchocki}

**\*\*\* Council Member Suchocki moved to adopt the rules and procedures as presented Seconded by Council Member Stalling**

**Council Member Suchocki withdrew his motion**

**Council Member Stalling withdrew his second**

**\*\*\* Council Member Thornburg moved place item No. 19 on the agenda for the special meeting**

**09-24-2013** Seconded by Mayor 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

20. Status Update: Presentation of Preliminary plans for the merger of the Willow Park Fire/Rescue Department into the City of Willow Park, including a Milestone Schedule [Rev 2.091713], an Action Item List [Rev 2.091713] and the working Merger Document, [Rev 2.091713.] {Council Member Bernard R. Suchocki; City Attorney Rider Scott; Fire Chief Brent Sauble}

*Council Member Suchocki presented before the Mayor and Council the Preliminary plan for the merger of the Fire/rescue Department into the City of Willow Park.*

21. Discussion/Action -review and made modification to the Willow Park Employee Manual, specifically including procedures for merit pay increases. {Council Member Bernard R. Suchocki}

**\*\*\* Council Member Suchocki moved to place this item to the next regular Council meeting**

Seconded by Mayor 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

#### **Section VII – Informational**

#### **22. 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.

*The City issued two CO's one to the Insurance Company and the second is to NTR center the corner of Chuckwagon and the access road.*

**23. City Administrator's Report**

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

Parkfest Oct. 19 2013

The Regular meeting needs to be rescheduled due the TML annual conference.

The next regular meeting will be at 10-15-2013

Special meeting – 10-22-2013

Comprehensive plan meeting 10-24-2013

Sales tax is up the city closed the year with a 7.3% increase.

Chamber Expo Oct. 17<sup>th</sup> 2013

Ribbon Cutting US Scrubs on Oct. 26<sup>th</sup> 2013

**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 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.

Mayor Neverdousky recessed to executive session at 9:40 PM

**24. Executive Session**

**a. Consultation with Attorney**

- i. ES&CM v. Willow Park*
- ii. Economic Development*
- iii. Personnel*

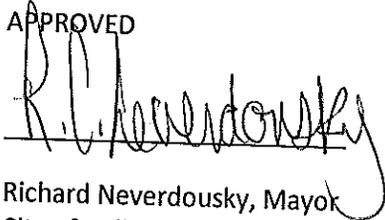
Mayor Neverdousky reconvened to open meeting at 10:28 PM

**Section VIII – Adjournment**

**25. Adjournment**

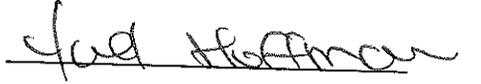
The mayor adjourned the meeting at 10:29 PM

APPROVED

A handwritten signature in black ink, appearing to read "Richard 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