



**City of Willow Park
City Council
Regular Meeting
City Hall**

**516 Ranch House Rd., Willow Park, TX 76087
Tuesday, May 12, 2015 at 7:00 p.m.
Minutes**

Section I – Presentations

1. Call to Order

Mayor Neverdousky called the meeting to order at 7:00 p.m.

2. Determination Of Quorum

Mayor Richard Neverdousky
Councilmember Brian Thornburg
Councilmember Gene Martin
Councilmember James Mullins
Councilmember Tim Griffiths

Staff Present:
City Administrator Matt Shaffstall
City Attorney Rider Scott
Josh Armstrong

***Councilmember Martin made a comment to excuse Councilmember Runnebaum from the meeting due to medical reasons.

3. Invocation & Pledge of Allegiance

Mayor Neverdousky started off the meeting with the invocation and by leading the room in the Pledge of Allegiance.

4. Special Recognitions

A. Police Department Profile – Corporal Mabry and Sam Minnich

5. Citizen Presentations & Public Comment

***No Comments

Section II – Consent Agenda

6. Approve and Act on Consent Agenda

i. Approve City Council Meeting Minutes – April 14, 2015

***Councilmember Martin made a motion to approve the consent agenda as presented.

Seconded by Councilmember Thornburg

Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths

Motion passed with a vote of 4-0

***Councilmember Martin made a motion to move item 10 before item 7.

Seconded by Councilmember Thornburg

Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths

Motion passed with a vote of 4-0

Section III – Planning & Development

[No Items]

10. Discussion/Action: Receive FY 2013-2014 Audited Annual Financial

***Councilmember Griffiths made a motion to accept the annual audit

Seconded by Councilmember Martin

Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths

Motion passed with a vote of 4-0

Section IV- Public Works Items

7. Public Discussion: Receive public comments on options available to the City to address municipal wastewater treatment requirements.

***No comments

8. Discussion/Action: Authorize staff to release a Request For Qualifications for Engineering and Financial Services for Wastewater System Improvements for a new treatment plant or collection system

***Councilmember Griffiths made a motion to authorize staff to draft and issue a Request for Qualifications for engineering and financial services for wastewater system improvements for a municipal wastewater collection system.

Seconded by Councilmember Martin

Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths

Motion passed with a vote of 4-0

- 9.** Discussion/Action: Authorize Fiscal Year 14-15 Budget Line Item to change for Wastewater and Water Fund Accounts plan for and fund necessary Infill and Infiltration ("INI") Remediation Activities.

***Councilmember Mullins made a motion to authorize staff to budget for seasonal help to assist in mowing and upkeep of Willow Park, not to exceed \$25,000.

Seconded by Councilmember Griffiths

Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths

Motion passed with a vote of 4-0

Section V – General Item

- 10.** Discussion/Action: Receive and accept Fiscal Year 2013-2014 Audited Annual Financial Report

***Moved up before Item 7

- 11.** Receive Mid-Year Financial Status and Investment Update Reports

***Received report from Candice Scott

- 12.** Discussion/Action: Set Summer Hours for City Hall

***Councilmember Martin made a motion to approve city staff request to modify summer hours of operation of the Willow Park City Hall from the period of May 25, 2015 through September 7, 2015, to ensure that the city hall offices are staffed 8am to 5pm, excluding the hour between noon and 1pm.

Seconded by Councilmember Griffiths

Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths

Motion passed with a vote of 4-0

- 13.** Discussion/Action: Discuss or Approve Interlocal Agreement with the United State Post Office to operate a Contract Postal Unit

***Councilmember Mullins made a motion to approve the Interlocal Agreement with the United States Post Office to operate a contract postal unit.

Seconded by Councilmember Griffiths

Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths
Motion passed with a vote of 4-0

14. Appointment of Josh Armstrong as City Secretary

***Councilmember Martin made a motion to make Josh Armstrong the designated official City Secretary for the City of Willow Park effective immediately.

Seconded by Councilmember Thornburg
Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths
Motion passed with a vote of 4-0

Section VI – Council Requested Items

15. Discussion/Action: Authorize a credit for utility billing customers who apply for and enroll in electronic paperless services payments

***Councilmember Martin made a motion to authorize a \$5 one-time credit for each utility billing customer who signs up for paperless electronic service for the utility billing service.

Seconded by Councilmember Thornburg
Aye votes: Councilmembers Thornburg, Martin, Mullins and Griffiths
Motion passed with a vote of 4-0

Section VII - Informational

16. Mayor & Council Member Announcements

17. City Administrator's Report

Section VIII – Executive Session

Mayor Neverdousky recessed to executive session at 8:45 p.m.

18. Executive Session

- A. Consultation with Attorney
- B. Personnel
- C. Economic Development

Mayor Neverdousky reconvened to open meeting at 9:44 p.m.

Section IX – Adjournment

19. Adjournment

***Councilmember Martin made a motion to adjourn.

Seconded by Councilmember Mullins

Aye votes: Councilmembers Thornburg, Martin, Mullins, and Griffiths

Motion passed with a vote of 4-0

Mayor Neverdousky adjourned the meeting at 9:45 p.m.

APPROVED

Richard Neverdousky, Mayor
City of Willow Park, Texas

ATTEST:

Josh Armstrong, City Secretary
City of Willow Park, Texas