



REGULAR CITY COUNCIL MEETING MINUTES

MARCH 13, 2018
PRE-COUNCIL SESSION: 6:45 PM
REGULAR SESSION: 7:00 PM

MUNICIPAL COMPLEX
COUNCIL CHAMBERS
311 BURTON HILL ROAD

ATTENDEES:

Mayor	Michael Coleman
Mayor Pro-Tem	Steve Beckman
Council Member	Nick Encke
Council Member	Dan Novak
Council Member	Tiffany Aller
City Administrator	Sterling Naron
City Secretary	Brandy Barrett
Police Chief	Kevin Reaves
City Attorney	Ashley Dierker
Director of Public Works	Joseph Alvarez
Building Official	Nader Jeri
Librarian	Courtney Jackson
Director of Cmty Dev	David Curwen

ABSENT: Council Member Carlos Zavala

PRE-COUNCIL SESSION:
No pre-council session was held.

CALL TO ORDER: 7:00pm by Mayor Coleman.

INVOCATION offered by Sterling Naron.

PLEDGE OF ALLEGIANCE led by Mayor Coleman.

Mayor Coleman opened Public Hearing #1 at 7:00pm:

Public Hearing to discuss the Specific Use Permit for the sale of alcohol for on-premise consumption, requested by Chipotle, located in the Shoppes of Hawks Creek, at 6706 Westworth Blvd, Westworth Village, Texas. *(This is the second of two public hearings on this item.)*

- **No citizen comments were made**

Mayor Coleman closed the public hearing at 7:01pm.

Mayor Coleman opened Public Hearing #2 at 7:01pm:

Public Hearing to discuss the Specific Use Permit for the sale of alcohol for off-premise consumption, requested by 7-Eleven, located in the Shoppes of Hawks Creek, at 6410 Westworth Blvd, Westworth Village, Texas. *(This is the second of two public hearings on this item.)*

- No citizen comments were made

Mayor Coleman closed the public hearing at 7:02pm.

Mayor Coleman opened Public Hearing #3 at 7:02pm:

Public Hearing to discuss the Specific Use Permit for three outdoor kiosks to sale propane, ice and DVD rentals, requested by 7-Eleven, located in the Shoppes of Hawks Creek, at 6410 Westworth Blvd, Westworth Village, Texas. *(This is the second of two public hearings on this item.)*

- No citizen comments were made

Mayor Coleman closed the public hearing at 7:03pm.

REGULAR SESSION:

1. MOTION to approve the Agenda

- **MADE BY:** Nick Encke. **SECOND:** Dan Novak.
- **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

2. MOTION to approve the Consent Agenda

- **MADE BY:** Steve Beckman. **SECOND:** Tiffany Aller.
- **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

The following consent agenda items were approved:

A. Approval of the Minutes:

- Council Meeting – February 13, 2018

B. Approval of the Financial Reports:

- TexPool Report
- A/P Disbursements

FUND BALANCES February 2018	GENERAL	WATER	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HCGC
Monthly Revenue	\$371,685	\$104,965	\$10,000	\$56,636	\$121,399	\$0.00	\$64,755
Monthly Disbursement	\$253,434	\$100,357	\$88,601	\$36,964	\$200,533	\$72,501	\$119,615
Cash on Hand	\$403,329	\$287,813	\$41,721	\$74,840	\$82,631	\$262,043	\$35,783
TexPool	\$328,828	\$81,085	\$256,301	\$237	\$615,479	\$163,127	N/A
Money Market	\$350,000	\$500,000	N/A	N/A	\$129,000	\$1,325,000	N/A

3. Staff Updates:

A. Police Department:

- Chief Kevin Reaves reported that in the month of February there were 272 traffic stops resulting in 274 violations, 158 written citations, and 116 warnings. There was a total of 1541 calls for service, including 369 - 911 calls, and 106 priority-one calls. This is a 16% decrease in calls from this time last year. There was a total of 19 arrests which resulted in 45 charges. Additionally, 120 warrants were cleared via Police Departments and Court actions.
- Chief Reaves introduced Scott Morgan, and announced his promotion to Corporal.

B. Code Enforcement & Building Inspection:

- Nader Jeri, Building Official, 118 Inspections were performed and 30 Code violations were resolved in January. There are 32 residential projects throughout the Village.
- Commercial projects include: Chipotle grand opening scheduled for March 16th; Reeder Office building anticipates completion in mid-July and Panera Bread site plan is recommended for approval.

C. Library

- Courtney Jackson, Librarian, reported that overall library usage continues to remain lower than previous years. Attendance at library programs remains higher than in prior years; and student cards continue to increase.
- Courtney also provided the Annual report as required for grants.
- Mayor Coleman thanked Courtney for her work with a Burton Hill Student who received a “Gold Student” award; as the student’s family attributed the honor to the work that Courtney helped her complete.

D. Public Works

- Joseph Alvarez, Public Works Director, reported 76 service orders.
- The TCEQ inspection is scheduled this month.
- The amount of rain received may require the Fort Worth wastewater impact testing to be redone.
- He reported that the Public Works building now has a lab, to process water sample testing. The new requirements take approximately 2 hours each day to complete.

E. Hawks Creek Golf Course and Community Development

- David Curwen provided the Hawks Creek Golf Club report, noting in the month of February 1594 rounds were played, resulting in \$60K revenue. The course was closed 10 days due to weather.
- David reported that the alleyway project was affected by weather delays.

F. Administration

- Sterling Naron, City Administrator, reported the TAP Grant remains at 99% complete. The environmental clearance has been received and the corrected comments have been submitted. He anticipates TxDOT will open the bid process in July.

4. Committee Updates:

- A. **Finance Committee** – Steve Beckman, Chair – No new activity to report.
- B. **Library Committee** – Tiffany Aller, Chair – No new activity to report.
- C. **Ordinance Committee** – Dan Novak, Chair – Three Ordinances are on the agenda.
- D. **Vision Committee** – Steve Beckman, Chair – No new activity to report.

5. Public Information/Announcements – Brandy Barrett, City Secretary

A. Announcements:

Meetings & Events:

- CCPD Meeting, April 10th, at 5:30pm
- Finance Committee Meeting, April 10th, at 6:00pm
- Regular Council Meeting, April 10th, at 7:00pm

General Election to be held May 5th:

- Candidate Introductions, April 10th, at noon, during the Community Luncheon
- Candidate Forum, April 17th, at 6:30pm, in the Council Chamber
- Early voting begins April 23rd, ending May 1st, at River Oaks City Hall
- Election May 5th, at Westworth Village City Hall

6. Action Items:

A. Mayor Coleman

Discuss and take action on the Specific Use Permit for the sale of alcohol for on-premise consumption, requested by Chipotle, located in the Shoppes of Hawks Creek, at 6706 Westworth Blvd, Westworth Village, Texas. *(The Planning and Zoning Commission recommended Council approval at the March 1st meeting.)*

- Sterling Naron provided a recap of the permitting process, noting that Chipotle was a national chain and well versed in the TABC rules and regulations.
- Dan Novak noted that 1 out of 10 suffer from alcohol abuse and he does not support such action.

MOTION: To approve the Specific Use Permit for the sale of alcohol for on-premise consumption, requested by Chipotle, located in the Shoppes of Hawks Creek, at 6706 Westworth Blvd.

- **MADE BY:** Tiffany Aller. **SECOND:** Nick Encke.

Motion passed by a vote of 3 Ayes and 1 Nays (Novak).

B. Mayor Coleman

Discuss and take action on the Specific Use Permit for the sale of alcohol for off-premise consumption, requested by 7-Eleven, located in the Shoppes of Hawks Creek, at 6410 Westworth Blvd, Westworth Village, Texas. *(The Planning and Zoning Commission recommended Council approval at the March 1st meeting.)*

- Sterling Naron provided a recap of the permitting process, noting that 7-Eleven was a national chain and well versed in the TABC rules and regulations.

MOTION: To approve the Specific Use Permit for the sale of alcohol for off-premise consumption, requested by 7-Eleven, located in the Shoppes of Hawks Creek, at 6410 Westworth Blvd, Westworth Village, Texas

- **MADE BY:** Steve Beckman. **SECOND:** Tiffany Aller.

Motion passed by a vote of 3 Ayes and 1 Nays (Novak).

C. Mayor Coleman

Discuss and take action on **the Specific Use Permit for three outdoor kiosks to sale propane, ice and DVD rentals, requested by 7-Eleven, located in the Shoppes of Hawks Creek, at 6410 Westworth Blvd, Westworth Village, Texas.** *(The Planning and Zoning Commission recommended Council denial at the March 1st meeting.)*

- Sterling Naron provided a recap of the permitting process, he reviewed several examples of other 7-Eleven, CVS and Walgreen's that had outdoor kiosks. The staff does not recommend approval as the purchase conveniences and increase sales do not outweigh the disadvantages; including non-conformance with the overall aesthetics of the Shoppes of Hawks Creek, creates a collection area for trash, debris and advertising, protrudes into sidewalk areas, and it increases potential for crime. He also reported that the Planning and Zoning Commission recommended the Council deny this request.
- Tiffany Aller questioned where the nearest location for these three items are for citizens, and it was reported that Walmart has all three and QT has ice.

MOTION: To deny the Specific Use Permit for three outdoor kiosks to sale propane, ice and DVD rentals, requested by 7-Eleven, located in the Shoppes of Hawks Creek, at 6410 Westworth Blvd, Westworth Village, Texas.

- **MADE BY:** Steve Beckman. **SECOND:** Nick Encke.

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

D. Mayor Coleman

Discuss and take action on Ordinance 428 approving a tariff authorizing an annual rate review mechanism ("RRM") as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code and as negotiated between Atmos Energy Corp., MID-TEX Division and the steering committee or cities served by Atmos; requiring the company to reimburse cities' reasonable ratemaking expenses. *(Approval is recommended by the City Attorney as Westworth Village is a member of the Atmos Steering Committee.)*

- Ashley Dierker reported that as a member of the Steering Committee actions taken result in better rate making abilities; if not adopted, Atmos has more discretion in the rate. Approval is recommended.

MOTION: To approve Ordinance 428 approving a tariff authorizing an annual rate review mechanism ("RRM") as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code and as negotiated between Atmos Energy Corp., MID-TEX Division and the steering committee or cities served by Atmos; requiring the company to reimburse cities' reasonable ratemaking expenses.

- **MADE BY:** Dan Novak. **SECOND:** Tiffany Aller.

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

E. Mayor Coleman

Discuss and take action on Ordinance 429 vacating and abandoning a portion of the alley that runs between Carb Drive and Dennis Avenue from Tanny Street to Roaring Springs Road, reserving a public easement, and authorizing the Mayor to execute quitclaim deeds, releasing public ownership interest to the owners of abutting properties and control of such right-of-way subject to the reservation of a public utility easement. *(This item as tabled at the December 12, 2017 Council Meeting pending the completion of a survey.)*

- Sterling Naron provided a brief recap of the action item from the December meeting, noting that the survey was completed and included in the Ordinance as required. All fees would be paid by the landowner, the city would incur no further expenses.
- Ashley Dierker confirmed that State Statutes allow for the municipality to turn land over to a landowner and recommended the quitclaim process.

MOTION: To approve Ordinance 429 vacating and abandoning a portion of the alley that runs between Carb Drive and Dennis Avenue from Tanny Street to Roaring Springs Road, reserving a public easement, and authorizing the Mayor to execute quitclaim deeds, releasing public ownership interest to the owners of abutting properties and control of such right-of-way subject to the reservation of a public utility easement.

- **MADE BY: Tiffany Aller. SECOND: Steve Beckman.**

Discussion took place regarding the reservation of a public utility easement. Ashley Dierker reported that the motion should be amended to drop the “subject to the reservation of a public utility easement.”

Motion withdrawn: Tiffany Aller stated she was not opposed to amending the motion with the recommended wording and withdrew her motion.

MOTION: To approve Ordinance 429 vacating and abandoning a portion of the alley that runs between Carb Drive and Dennis Avenue from Tanny Street to Roaring Springs Road, reserving a public easement, and authorizing the Mayor to execute quitclaim deeds, releasing public ownership interest to the owners of abutting properties and control of such right-of-way.

- **MADE BY: Steve Beckman. SECOND: Tiffany Aller.**

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

F. Mayor Coleman

Discuss and take action on the City Investment Policy. *(This is an annual requirement, the Finance Committee recommended approval with no changes at the February 13th meeting.)*

- Sterling Naron reported that he, the Mayor and City Secretary along with Councilman Beckman attended the training last year and would again in 2019. Having an Investment policy, approved and reviewed annually is a legal requirement.

MOTION: To approve the City Investment Policy.

- **MADE BY: Steve Beckman. SECOND: Nick Encke.**

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

G. Mayor Coleman

Discuss and take action on The Westover Group’s request to remove the median on Fairway Drive.

- Sterling reported that the City received a request from Westover Group to remove a portion of the median on Fairway Drive, adding a center strip with left hand straight and turn lanes. Chief Reaves and the staff support this request, as it complies with traffic laws and keeps with the overall

design of those commercial properties. If approved Sterling will notify Raising Canes and provide oversight and project approval.

MOTION: To approve The Westover Group's request to remove the median on Fairway Drive.

- **MADE BY:** Nick Encke. **SECOND:** Dan Novak.

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

H. Mayor Coleman

Discuss and take action on Ordinance 430, amending Chapter 12, "Traffic and Vehicles," Article 12.02, "Traffic Control Devices" and Article 12.03, "Speed Limits,"; providing for the installation of traffic control devices and the maximum prima facia speed limit for certain city streets.

- Sterling Naron reported that she recommends approval of Ordinance 430, as the alleys are completed traffic has started to increase, thereby creating a need for directions and enforcement. All alleyways will be one-way, opening onto Tanny. The speed limit in the alleys will remain 15MPH in accordance with State standards. In addition, the speed on Seymour Lane will be the minimum amount of 25MPH due to the narrow size and one-way direction.

MOTION: To approve Ordinance 430, amending Chapter 12, "Traffic and Vehicles," Article 12.02, "Traffic Control Devices" and Article 12.03, "Speed Limits,"; providing for the installation of traffic control devices and the maximum prima facia speed limit for certain city streets.

- **MADE BY:** Steve Beckman. **SECOND:** Tiffany Aller.

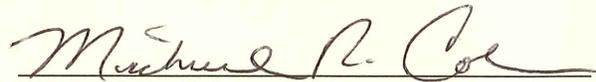
Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

7. Citizen Comments:

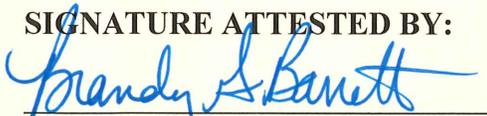
- Melva Campbell (124 Smallwood) thanked Courtney for her help with the children of Burton Hill Elementary School. In addition, she invited everyone to attend the Easter Sunrise Breakfast and Services. Mayor Coleman announced that Melva was the winner of the Annual Chili Cook Off that she invited everyone to last month.
- Brandy Barrett reported that she had been handed an unsigned written note, the police officer who delivered it reported it had been turned into be read during citizen comments: "Please place limit on # of fast food restaurants it has become fast food way and what little ground is left could Westworth purchase and leave as ground w/no concrete? My daughter asked why we can't have land w/grass and trees. Can we preserve some land as a "natural" habitat no matter how small."
- No other citizen comments.

ADJOURNED at 8:13 pm by Mayor Coleman.

MINUTES APPROVED BY:


Michael R. Coleman, Mayor

SIGNATURE ATTESTED BY:


Brandy G. Barrett, City Secretary