

## MINUTES OF WORKSHOP: MAY 3, 2022

Mayor Muska called the workshop to order at 5:33 pm.

Council members in attendance: Natalie Kelinske, David Pratka, Cody Harris, Steve Vanek, Joe Pustejovsky, and Mayor Tommy Muska.

Agenda item #20 – West Little League facilities. William Decker and Trevor Beuerlein, directors with the league, were present to discuss their need for a restroom renovation at the ballpark. The restroom facilities are over 38 years old, and the board doesn't feel comfortable putting in an action plan since the city owns the land at the ballpark. The league switched to Texas Teenage this year and they have plans to host district and select team tournaments, but the restrooms are in dire need of renovations. The board is asking for the city to come up with the plans, but Joe Pustejovsky and Steve Vanek both agree that the league needs to present a drawing of what they would like to see. Trevor asked what the city will pay for since it's city property, he asked who fronts the money/costs? Our city engineer, Jed Walker, recently had a prefab restroom put in for a customer and it was made with precast concrete, concrete roof and foundation with a 6 - 12 foot crushed limestone base. This type of structure would be easy to maintain. Jed said that this building cost around \$237,000 but he will research to see what other options are available. Mayor Muska asked the league directors to draw up sketches and to be sure that the facilities are handicap accessible.

Agenda item #20 – Leslie Long received a copy of the Grady Calvery Estates septic tank contract from the city attorney and is reviewing it.

Agenda item #12 – Leslie Long is requesting a utility easement along and beside the railroad track on Well #7 property for Grady Calvery Estates. CJ Gillaspie said that there is already a Hilco utility easement for the KC Hall. Joe Pustejovsky said that there is also an existing septic line as well running to KC Hall.

Agenda item #13 – Fillin' Station is requesting for the city to abandon the street (side alley for kitchen). CJ and Mayor Muska looked at the property and CJ does not foresee any issues with allowing this. The kitchen is already there, they just would like to extend it.

Agenda item #14 – College Street reimbursement for Robbie Mayes. CJ stated that the council did approve a \$37,222 reimbursement for replacement of an existing sewer main in September of 2020. The actual installation was performed in December 2021 and the cost for the installation services increased to \$58,320. Mr. Mayes is asking the council to pay the \$58,320 that he spent to replace the existing sewer main for the 16 homes that he is building.

Agenda item #15 – Wrecker rotation with police department. Gary Hoffman who owns Polansky's Wrecker Service was informed that they were not on wrecker rotation with the city. He spoke with Chief Barton, and he stated he did not have a new contract on file with him which is the reason he

wasn't on the current rotation. Once the contract was completed and turned in, he assured him that going forward he would be on the rotation.

The workshop adjourned at 5:54 pm.

#### **MINUTES OF MEETING: MAY 3, 2022**

1. Call to order: Mayor Muska called the meeting to order at 5:58 PM.
2. Mayor Muska recited the pledge and Joe Pustejovsky gave the invocation.
3. Roll Call: present council members – Natalie Kelinske, David Pratka, Cody Harris, Steve Vanek, Joe Pustejovsky, and Mayor Tommy Muska.
4. On a motion by David Pratka, seconded by Joe Pustejovsky; Approve minutes for April 5, 2022. All in favor, motion carried.
5. On a motion by David Pratka, seconded by Steve Vanek; Approve bills for April 2022. All in favor, motion carried.
6. On a motion by David Pratka, seconded by Natalie Kelinske; Approve monthly departmental reports. All in favor, motion carried
7. There were no citizen comments.
8. Water Pressure – Kyle Schulze with Walker Partners. This item was discussed during the engineer's report, no action was taken.
9. Water Meters - Gerald and Shelly Rabroker with Core and Main were present and spoke about Neptune water meters. CJ Gillaspie said that for the past 18 months we have been replacing dead meters, some even running backwards. The meters are the cash register for the city and most of them are over 14 years old and it is time to replace them. The drive-by-reads are the way to go, less employees are needed to take reads, so it frees them up to do other projects, less work for our office staff, and it eliminates human error. Shelly was a previous city manager and she said that within 30 days of putting in the Neptune system, they went from 46% to 8% water loss. She currently has 6 states that she reps for Neptune and she has not lost a customer yet. She mentioned several local cities that currently have Neptune systems in place, she encourages us to call them for references. Core and Main provides all our local support and there is never a charge for new training and/or re-training. They also maintain all inventory in stock. The system is compatible with our current water billing system, UB Max. Another positive feature, the Neptune meter stores 96 days of history including consumption usage, which is a great customer service tool. The cost to replace all meters would be around \$306,000 and the installation charge is estimated around \$79,000. Joe Pustejovsky asked if

there are any grants out there and Shelly said yes, but they are too time consuming and it's better to just finance them, since the project will pay for itself within a year. CJ Gillaspie asked the council to consider this project for next fiscal year. He will have the Rabroker's back to speak during budget workshops.

10. Leslie Long received a copy of the septic tank contract from our city attorney. He will review and get back to us once Grady Calvery Estates has been approved for annexation. No action was taken.

11. On a motion by Natalie Kelinske, seconded by David Pratka; Approved zoning for Grady Calvery Estates annexation of lots 1-8 with lots 1-6 being zoned as single family residential, and lots 7 and 8 being zoned M1 with restrictions/exception outlined in proposal, and contingent on approval of final plat. All in favor, motion carried.

12. Leslie Long- request for utility easement along and beside railroad track on Well #7 property for Grady Calvery Estates. CJ Gillaspie stated there is already a utility easement on this property. On a motion by David Pratka, second by Steve Vanek; Approve Leslie Long's request for utility easement along and beside railroad track on Well #7 property for Grady Calvery Estates. All in favor, motion carried.

13. On a motion by David Pratka, seconded by Joe Pustejovsky; Approve to abandon the street (side alley for kitchen) for Fillin' Station. All in favor, motion carried.

14. Robbie Mayse was not in attendance at the council meeting, but council had previously approved the reimbursement of him upgrading the existing clay sewer pipe up to \$37,222.00 as part of the 26 residential lot development along College Street. Since the request was originally made in September of 2020 and the actual installation was performed in December of 2021, the cost for the installation services increased from \$37,222 as requested to \$58,320 as the actual installed price. He is requesting reimbursement for the \$58,320. On a motion by Natalie Kelinske, seconded by David Pratka; Approve the reimbursement expense of \$58,320 to Robbie Mayse for the replacement of the existing sewer main for his subdivision development on College Street. All in favor, motion carried.

15. Gary Hoffman spoke during the workshop about being included in the wrecker rotation with the police department. He had a phone conversation with Chief Barton, and he added him to the wrecker rotation but advised him to be aware that he has no control over the DPS calling another wrecker service. No action was taken.

16. David Truitt with West ISD was present and gave an update on school district news. The new West Elementary School ribbon cutting ceremony will be Monday, August 12, 2022, which is also meet the teacher night. The first day of school will be Wednesday, August 17, 2022. The district is set to purchase approximately 47 acres during their regular May board meeting. At a future City Council meeting, the district will seek approval to annex the property. This property will be used for the new

West ISD AG and FFA facility and for future growth and expansion. No action was taken on this agenda item.

17. West ISD will put in sidewalks from the new West Elementary School to Trojan Field and West Middle/High School. New sidewalks are being considered along Jerry Mashek Drive (new signage too). Additional road crossing stations and crossing guards will be needed along Jerry Mashek Drive beginning in August 2022. The school district's greatest concern in regard to road safety is Spring Street and the railroad crossing. The railroad track goes up high almost like a hill, there needs to be some type of crosswalk for safety. The school is currently working with the flatwork and concrete contractor to get logistics and cost. No action was taken.

18. West ISD graduation parade will be held on May 14<sup>th</sup> at 10:00 AM. It will start and end at the high school with the route going from Jerry Mashek Drive to East Pecan, North Main to West Spruce, North Reagan to West Spring, back to Jerry Mashek Drive. Only one vehicle per senior is allowed in the parade. Trailers, ATV/motorsport-type vehicles, golf carts, or bicycles are not allowed. Also, Seniors may not walk or run the route. Senior parents and other family members may ride in the vehicle with their Senior. Last year the parade lasted about 45 minutes long. On a motion by David Pratka, seconded by Natalie Kelinske; Approve the West ISD graduation parade on May 14, 2022, at 10:00 am. All in favor, motion carried.

19. West High School is bringing back the UIL Tennis Program for the 2022-2023 school year. Until the district constructs its own courts, they would like to request to reserve the two courts at the City Park for each school day from 3:45 pm – 5:00 PM starting on Monday, February 13, 2023, through Friday, April 14, 2023, for the duration of the UIL tennis season. If signage needs to be added to the fencing, the district will seek approval from the City Council and pay all costs. If any damage is done to the courts (including nets) by any West ISD student, the district will pay for all repairs. On a motion by David Pratka, seconded by Joe Pustejovsky; Approve allowing West ISD tennis players exclusive use of the City Park tennis courts from 3:45 pm – 5:00 PM starting on Monday, February 13, 2023, through Friday, April 14, 2023, for the duration of the UIL tennis season. All in favor, motion carried.

20. Trevor Beuerlein with the West Youth Baseball & Softball League was present to discuss the restroom facilities at the ballpark. He asked who is responsible for the park facilities since the city owns the land? What is the league responsible for? The restrooms are in dire need of repair and the league is not sure who is responsible for what regarding plans, expenses, etc. Mayor Muska appointed Natalie Kelinske and Joe Pustejovsky to work with the league board on figuring out the logistics of this project. No action was taken.

21. Edward Klish addressed his issue with the street (Pareya Drive) that is located between his home (310 Northridge Circle) and Robert Payne's house (402 Northridge Circle). When it rains, that area is a mud pit. Right now, there are only two residents using that street, but it has been traveled on frequently in the past due to softball/baseball practices. The developer, Leslie Long is required to

remedy this situation since he is putting in the subdivision. CJ Gillaspie has been in contact with Leslie Long and it is on his punch list. No action was taken.

22. There were two engineering firms that submitted their qualifications to the city for consideration to serve as engineer for the HMA generator project funded by FEMA through TDEM; TRC Engineers, Inc. based out of Arlington, Texas and EHT Enprotec, Hibbs, & Todd based out of Abilene, Texas. Based on scoring, TRC Engineers, Inc. ranked higher than EHT. On a motion by Steve Vanek, seconded by Joe Pustejovsky; award procurement of an engineering firm to TRC Engineers, Inc. for pre-award and post award engineering; to help prepare scope of work, estimated budget, and Benefit Cost Analysis for FEMA Hazard Mitigation Grant Application DR 4485 for a hazard mitigation project (pre-award) and upon funding of a state awarded contract (post award) the engineering firm will be responsible for the development of preliminary and final design plans, bidding process, construction compliance and necessary interim and final inspections as required by the City for its proposed project. All in favor, motion carried.

23. Grant Management Solicitation emails were sent out to 11 grant management firms with read receipts sent back to the city. Only one proposal was received and scored, Langford Community Management Services. If the city were to advertise again for grant management services the outcome would most likely be the same and after reviewing Langford's proposals and pricing and knowing that Langford Community Management Services has previously provided very valuable services to the City of West at a fair price and with no negative feedback from any City staff that worked directly or indirectly with them, it was determined that hiring them would be in the best interest of the City. Also due to the short time window to complete the application, due to TDEM no later than June 30th, that going through the procurement process again when prevent the city the time needed to complete the application properly. On a motion by David Pratka, seconded by Joe Pustejovsky; Approve procurement of Langford Community Management Services as grant manager/administrative firm for pre-award and post award consulting services; to prepare with all supporting documentation the FEMA Hazard Mitigation Grant Application DR 4485 for a hazard mitigation project (pre-award) and upon funding of a state awarded contract (post award) to manage the grant from beginning to closeout. All in favor, motion carried.

24. Steve Vanek said that he received a quote of \$1,850 to paint the back of the City Hall lawn digital sign. This money can be taken out of the hotel/motel tax fund.

25. Tom Marek and Garret Uptmore from West EMS and members of the Hospital Authority Board (Marshal Croll and Becky Kolar) were present and asking the city for help with yearly West EMS expenditures. The city agreed to pay for 3 months of fuel at the last council meeting, but they are asking for more financial help. The council asked West EMS for an audited current and year-end financial statement and has not received that information. Mayor Muska asked Marsha Croll if the Hospital Authority Board thought about an election to implement a tax to the public which could help

fund the EMS. Marsha said they tried in the past but it did not go through but that was many years ago. Mayor Muska appointed Fire Marshal Harold Pfeiderer and Councilman Cody Harris to work with West EMS and the Hospital Authority Board to see how the problem can be remedied. No action was taken on this item.

26. Steve Vanek said that they are working on reducing the cost on the police department construction bid that came in the lowest but was still over budget. He will update us as soon as he hears something. No action was taken.

27. On a motion by Natalie Kelinske, seconded by Steve Vanek; Council resolves and does hereby revoke any hiring and firing authority from supervisors. All in favor, motion carried.

28. Executive Session: Under the provisions of Government Code 551, the Council will meet in Executive Session to discuss:

*1). Executive Session:* A closed meeting will be held pursuant to *Section 551.074 of the Government Code (V.C.T.A.)* to address personnel discussion regarding evaluation and potential disciplinary action of Chief of Police and Lieutenant.


\*Council went into executive session at 8:15 pm


\*Council adjourned out of executive session at 8:58 pm

29. Address personnel discussion regarding evaluation and potential disciplinary action of Chief of Police and Lieutenant. No action was taken.

30. There were no council member comments and requests for future agendas.

31. Council adjourned at 9:02 pm.

  
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Shelly Nors, City Secretary

  
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Tommy Muska, Mayor