

# **TOWN OF WESTOVER HILLS**

## **MINUTES**

**Town Council Meeting  
Tuesday, January 16, 2024 – 5:30 P.M.**

**Present:**

Mayor Kelly R. Thompson  
Councilmember Marcus Snyder  
Councilmember John Thompson III  
Councilmember Stephen L. Tatum  
Councilmember Philip Williamson

**Absent:**

Mayor Pro Tem Elliot Goldman

**Staff Present:**

Shannon Martinez, Police Chief  
Brenda Gurment, Town Secretary  
Jack Thompson, Community Development Director  
Tim Chambers, Public Works Director

The meeting of the Town of Westover Hills Town Council commenced at 5:30 p.m. Tuesday, January 16, 2024 at Westover Hills Town Hall pursuant to written notice posted Friday, January 12, 2024.

**1. Call to order.**

With a quorum of town councilmembers present, Mayor Kelly Thompson called the meeting to order at 5:33 P.M.

**2. Minutes of the December 5, 2023 Town Council Meeting.**

Councilmember John Thompson III made the motion, seconded by Councilmember Marcus Snyder, to approve the minutes of the December 5, 2023 council meeting. The motion carried unanimously.

**3. Citizen's Forum.**

Resident Brian McManus addressed the Council with requests (1) to restrict gas-powered leaf blowers and (2) for the Town of Westover Hills to provide internet access for residents. As required by state statute, no discussion occurred with regard to the citizen's request.

## **FINANCE**

### **4. Financial Statements.**

Paul Kelsey presented the October, November, and December, 2023 Financial Statements.

### **5. Property Tax Exemption.**

Mayor Kelly Thompson reported that a resident had inquired why the Town did not have a homestead exemption provision in its property tax policy. General discussion followed with no action contemplated.

### **6. Quarterly Investment Report.**

The Quarterly Investment Report was unavailable and will be presented next Council meeting.

## **PUBLIC WORKS**

### **7. Discuss and Take Action on the Shady Oaks, Deepdale Drive, and Arles Court Improvements.**

Public Works Director Tim Chambers presented a Project Activities Report. He reported that street milling and overlay projects planned for Shady Oaks Lane, Deepdale Drive and Arles Court scheduled to occur in 2024 will be delayed until October as a result of Atmos's desire to replace gas lines under certain affected streets before the streets are repaved. Mr. Chambers acknowledged frustration with Atmos as it had similarly delayed construction starts for the Town's prior two (2) major street projects.

### **8. Public Works Activities Report.**

Mr. Chambers proposed, at the request of the Public Works personnel, to adopt a four (4) day work week. There were no general objections from the Council although Mr. Chambers was asked how a four (4) day work week would work when someone was on vacation. Mr. Chambers responded that he would investigate and report back to Council.

Mr. Chambers reported that there were issues during the recent freeze where irrigation systems had sprayed water on streets causing icy road conditions, and that TCEQ prohibited irrigation systems from spraying water onto streets. He planned to address such occurrences individually during freeze events.

Mr. Chambers reported that the City of Fort Worth supplies water to Westover Hills and requires that the Town, as a customer, adopt and enforce its watering day rules.

Mr. Chambers reminded the Council that he believes the Town Hall roof requires replacement, presented quotes received from Southwest Roofing and Ramon Roofing,

and presented sample roof tiles provided by Southwest Roofing. Mr. Chambers recommended using Southwest Roofing and utilizing synthetic roof tiles given the weight and cost advantages. Mayor Thompson asked Mr. Chambers to request Southwest Roofing attend the next council meeting for further discussion.

## **POLICE**

### **9. Mutual Aid Task Force Agreement.**

Chief of Police Shannon Martinez presented a Regional Law Enforcement Mutual Aid Task Force Agreement. The Council requested more details and support material to be reviewed at the next council meeting.

### **10. Police Activities Report.**

The Police Department is currently working to correct Activity Report data.

## **COMMUNITY DEVELOPMENT**

### **11. Community Development Activities Report.**

Community Development Director Jack Thompson distributed a Building Project Report in the Council meeting packets.

## **NEW BUSINESS**

### **12. Use of Town Hall.**

A resident has requested to use the Town Hall for a wedding in October. The Council has expressed a willingness for residents to use the Town Hall for events subject to a mutually agreeable contract.

### **13. General Announcements.**

None.

### **14. Future Agenda Items or Reports.**

- Electric leaf blower discussion
- Town internet discussion
- Town Hall roof presentation
- Fort Worth water schedule ordinance
- Regional law enforcement mutual aid task force agreement

**15. Future Council Meeting Time.**

The next council meeting will commence at 5:30 P.M. on February 20, 2024

**EXECUTIVE SESSION**

**16. Closed Meeting.**

There was no closed meeting.

**17. Reconvene in Open Session.**

**18. Adjournment.**

There being no further business, Mayor Kelly Thompson adjourned the meeting at 7:14 P.M.

**Approved:**

  
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Brenda Gurment  
Town Secretary

  
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Kelly R. Thompson  
Mayor