



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, February 8, 2022, at 7:00 p.m.**

Call to Order

Mayor Moss called the meeting to order at 7:01 P.M.

Present:

Mayor Doyle Moss
Councilmember Eric Contreras
Councilmember Tyler VanSant
Councilmember Greg Runnebaum
Councilmember Nathan Crummel

Absent: Mayor Pro Tem Lea Young

Staff Present:

City Manager Bryan Grimes
City Attorney Pat Chesser
City Secretary Crystal Dozier

Pledge of Allegiance and Invocation

Mayor Moss gave the invocation followed by the pledge of allegiance.

Public Comments (Limited to three minutes per person)

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) minutes. The Texas Open Meetings Act provides the following:

- A. If, at a meeting of a governmental body, a member of the public or of the governmental body inquiries about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
 - (1) A statement of specific factual information given in response to the inquiry; or
 - (2) A recitation of existing policy in response to the inquiry.
- B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

No public comments.

Public Hearings

1. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to consider amending Zoning Ordinance Chapter 14; Article 14.17 Board of Adjustment; Sections 14.17.002(b)(1) and 14.17.002(b)(2) Organization and Procedure of the City of Willow Park Zoning Ordinance to provide for designating places on the Board of Adjustment; amending wording of meeting frequency; specifying chairman appointment and membership terms.

A. Open Public Hearing

The Public Hearing was opened at 7:07 P.M.

B. Close Public Hearing

The Public Hearing was closed at 7:08 P.M.

- C. Consider and Act on adopting an ordinance amending Zoning Ordinance Chapter 14; Article 14.17 Board of Adjustment; Sections 14.17.002(b)(1) and 14.17.002(b)(2) Organization and Procedure of the City of Willow Park Zoning Ordinance to provide for designating places on the Board of Adjustment; amending wording of meeting frequency; specifying chairman appointment and membership terms.

A motion was made by Councilman Contreras to adopt an ordinance amending Zoning Ordinance Chapter 14; Article 14.17 Board of Adjustment; Sections 14.17.002(b)(1) and 14.17.002(b)(2) Organization and Procedure of the City of Willow Park Zoning Ordinance to provide for designating places on the Board of Adjustment; amending wording of meeting frequency; specifying chairman appointment and membership terms. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

- D. Discussion/Action: to consider appointing Board of Adjustment Members for Place Numbers 2 and 4, and Alternate 1.

A motion was made by Councilman VanSant to reappointment of Steve Gould for Place 2 and Mike Barron for Place 4 to the Board of Adjustments, and appointment of Jason Frank for Alternate 1. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

2. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to consider amending Zoning Ordinance Chapter 14; Article 14.16 Commissions; Sections 14.16.003(A)(2); 14.16.003(A)(4); 14.16.003(B)(1), 14.16.003(B)(1)(A), (B) And (C); 14.16.004(A) and (C) Planning & Zoning Board Membership Terms, and Procedure of the City of Willow Park Zoning Ordinance.

A. Open Public Hearing

The Public Hearing was opened at 7:12 P.M.

B. Close Public Hearing

The Public Hearing was closed at 7:13 P.M.

- C. Consider and Act on adopting an ordinance amending Zoning Ordinance Chapter 14; Article 14.16 Commissions; Sections 14.16.003(A)(2); 14.16.003(A)(4); 14.16.003(B)(1), 14.16.003(B)(1)(A), (B) And (C); 14.16.004(A) and (C) Planning & Zoning Board Membership Terms, and Procedure of the City of Willow Park Zoning Ordinance.

A motion was made by Councilman Contreras to adopt amending Zoning Ordinance Chapter 14; Article 14.16 Commissions; Sections 14.16.003(A)(2); 14.16.003(A)(4); 14.16.003(B)(1), 14.16.003(B)(1)(A), (B) And (C); 14.16.004(A) and (C) Planning & Zoning Board Membership Terms, and Procedure of the City of Willow Park Zoning Ordinance. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

- D. Discussion/Action: to consider appointing Planning & Zoning Commissioners for Place numbers 2, 4, and Alternate 1.

A motion was made by Councilman Contreras to reappointment of Scott Smith for Place 2 and Sharon Bruton for Place 4 to the Planning & Zoning Commission, and appointment of Zachary Walker for Alternate 1. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.

3. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to consider amending Chapter 10, Subdivision Regulations; Division 7, Public Space Dedications, Sections

10.02.181(B); 10.02.182; 10.02.182(2), (3) and (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (A) and (B) of the City of Willow Park Code of Ordinances to provide for amending the Parkland Dedication terms.

A. Open Public Hearing

The Public Hearing was opened at 7:16 P.M.

B. Close Public Hearing

The Public Hearing was closed at 7:17 P.M.

C. Consider and Act to adopt AN ORDINANCE AMENDING CHAPTER 10, SUBDIVISION REGULATIONS; DIVISION 7. PUBLIC SPACE DEDICATIONS, SECTIONS 10.02.181(b); 10.02.182; 10.02.182(2), (3) AND (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (a) AND (b) OF THE CITY OF WILLOW PARK CODE OF ORDINANCES TO PROVIDE FOR AMENDING THE PARKLAND DEDICATION TERMS; AND PROVIDING AN EFFECTIVE DATE.

A motion was made by Councilman VanSant to adopt an ordinance amending Chapter 10, Subdivision Regulations; Division 7. Public Space Dedication, Sections 10.02.181(b); 10.02.182; 10.02.182(2), (3) AND (4); 10.02.183; 10.02.185; 10.02.186; 10.02.187 (a) AND (b) of the City of Willow Park Code of Ordinances to provide for amending the Parkland Dedication Terms: and providing an effective date. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

Mayor Moss recessed the open meeting at 7:18 P.M.

The meeting reconvened at 7:25 P.M.

4. A notice of public hearing to be held by the City Council of the City of Willow Park on Tuesday, February 8, 2022, at 7:00 p.m. at the Municipal Complex located at 516 Ranch House Rd., Willow Park, Texas 76087, to receive input regarding text amendments to the City of Willow Park Zoning Ordinance regarding commercial amusement uses.

A. Sec.14.06.014 – COMMERCIAL DISTRICT
USE REGULATIONS

Commercial Amusement – Indoor (Special Use Permit SUP Required)

Commercial Amusement – Outdoor (Special Use Permit SUP Required)

B. Sec.14.06.015 – LIGHT INDUSTRIAL DISTRICT

USE REGULATIONS

Commercial Amusement – Indoor (Special Use Permit SUP Required)

Commercial Amusement – Outdoor (Special Use Permit SUP Required)

- A. Open Public Hearing

The Public Hearing was open at 7:27 P.M.

KJ Hannah at 177 Melbourne Drive spoke before the council.

- B. Close Public Hearing

The Public Hearing was closed at 7:30 P.M.

- C. Consider and Act to adopt AN ORDINANCE PROVIDING FOR AN AMENDMENT TO CHAPTER 14 "ZONING REGULATIONS"; ARTICLE SEC. 14.06.014(a) "C" COMMERCIAL DISTRICT AND ARTICLE SEC.14.06.015(a) "LI" LIGHT INDUSTRIAL DISTRICT USE REGULATIONS COMMERCIAL AMUSEMENT – INDOOR SPECIAL USE PERMIT REQUIRED AND COMMERCIAL AMUSEMENT – OUTDOOR SPECIAL USE PERMIT REQUIRED OF THE CITY OF WILLOW PARK ZONING ORDINANCE; AS AMENDED PROVIDING FOR PUBLICATION; AND AN EFFECTIVE DATE.

A motion was made by Councilman VanSant to adopt an ordinance providing for an amendment to Chapter 14 "Zoning Regulations"; Article Sec. 14.06.014(a) "C" Commercial District and Article Sec. 14.06.015(a) "LI" Light Industrial District Use Regulation Commercial Amusement – Indoor Special Use Permit Required and Commercial Amusement – Outdoor Special Use Permit Required of the City of Willow Park Zoning Ordinance; as amended providing for publication; and an effective date. Councilman Contreras seconded the motion. The vote to approve the motion as unanimous.

Proclamation

Mayor Moss presented a Proclamation to the Zonta Club of Parker County.

Consent Agenda

All matters listed in the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

A. Approve City Council Meeting Minutes – Regular Meeting on January 25, 2022.

A motion was made by Councilman Runnebaum to approve the Regular City Council Meeting Minutes for January 25, 2022 and Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

Regular Agenda Items

1. Discussion/Action: to approve a Preliminary Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas.

A motion was made by Councilman Runnebaum to approve a Preliminary Plat of Blocks 2, 3, 4; Porter Addition, being 21.752 acres J.M. Froman Survey Abstract No. 471, City of Willow Park, Parker County, Texas and Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

2. Discussion/Action: to approve Final Plat of a Replat, Lot 10R1, Block B, being a replat of Lots 10R and 11R1, Block B, Crown Pointe Addition, City of Willow Park, Parker County, Texas, located on Shops Blvd.

A motion was made by Councilman Contreras to approve Final Plat of a Replat, Lot 10R1, Block B, being a replat of Lots 10R and 11R1, Block B, Crown Pointe Addition, City of Willow Park, Parker County, Texas, located on Shops Blvd. Council Runnebaum seconded the motion. The vote to approve the motion was unanimous.

3. Discussion/Action: to approve the City's 1st Quarter Financial Report.

Jake Webber, CPA gave a brief summary of the 1st Quarter Financial Report.

A motion was made by Councilman Contreras to approve the City's 1st Quarter Financial Report and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

4. Discussion/Action: to approve an Audit Firm for FY 2021/2022 and Subsequent Audits.

A motion was made by Councilman VanSant to approve the selection Snow Garrett Williams as the firm to perform the annual audits beginning with Fiscal Year 2021-2022 as recommended by staff. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.

5. Discussion/Action: to terminate the agreement with Bureau Veritas North America, Inc.

A motion was made by Councilman Runnebaum to approve the City to terminate the agreement with Bureau Veritas North America, Inc. and authorizes City Manager to give thirty days written notice and establish an ending service date based upon incomplete construction projects. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

6. Discussion/Action: water/wastewater rate study.

Chris Ekurt, CFO & Director of Newgen Strategies & Solutions presented a rate study to the Council. No action taken.

7. Discussion/Action: to amend the Social Media Usage Policy.

A motion was made by Councilman VanSant to amend the Social Media Usage Policy and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

8. Discussion/ Action: to consider any future agenda items.

The following are considered as future agenda items:

Public Hearing for the Water/Wastewater Treatment Plant

Public Comments Policy

Informational

A. Mayor & Council Member Comments

Mayor Moss encouraged everyone to get involved with one of the 21 non-profit organizations in Parker County.

B. City Manager's Comments

Bryan Grimes gave a brief update on city hall. He also gave an update on the current audit and audit firm.

Adjournment

Councilman Runnebaum moved to adjourn the meeting. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

Mayor Moss adjourned the meeting at 8:33 P.M.

These minutes were approved on the 8th of March, 2022.

APPROVED:


Doyle Moss, Mayor

ATTEST:


Crystal R. Dozier, TRMG, City Secretary