



**City of Willow Park  
City Council  
Regular Meeting Agenda  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, March 10, 2020 at 7:00 p.m.**

**Call to Order**

**Invocation & Pledge of Allegiance**

**Public Comments (Limited to five 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 Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to five (5) 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.

**Consideration of Minutes**

- A. Approve City Council Regular Meeting Minutes - February 11, 2020

**Regular Agenda Items**

- 1. Discussion/ Action: To consider and act on Ordinance 807-20, an ordinance cancelling the May General Election.

2. Discussion/ Action: To consider and act on the appointment of Scott Smith to the Tax Increment Reinvestment Zone Board.
3. Discussion/ Action: To consider and act on authorizing Jacob & Martin, LLC to perform a Stormwater Utility Rate Study and a Stormwater Impact Fee Study as required for the City to create a Stormwater Utility and adopt associated rates and fees.
4. Presentation by Derek Turner, City Engineer a Projects Update; Water, Wastewater and Streets
5. Discussion/ Action: To consider and act on allowing Dana Bowman to install a helipad on his property located at 100 Spanish Oak, in Willow Park.
6. Discussion/ Action: To consider and act on items to be considered for future council meetings.
7. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.

### **Executive Session**

The City Council may convene into a closed executive session pursuant to the provisions of the Texas Open Meetings Act, Texas Government Code Chapter 551, in accordance with the authority contained in the following sections:

#### **Section 551.072-Deliberations about Real Property**

##### **A. Possible purchase of real property;**

#### **Section 551.074-Personnel Matters**

##### **A. City Manager**

The City Council reserves the right to retire into closed, executive session on any of the regular agenda items listed above should the need arise and if authorized by Chapter 551, of the Texas Government Code, including but not limited to: Government Code Sections 551.071- Consultation with Attorney; 551.072-Deliberations about Real Property; 551.074-Personnel Matters; 551.087-Economic Development.

Following Executive Session, the City Council will reconvene into Regular Session and may take any action deemed necessary as a result of the Executive Session.

### **Regular Agenda Items**

8. Discussion/ Action: To consider and act on items as a result of the Executive Session.

### **Informational**

- A. Mayor & Council Member Comments
- B. City Manager's Comments

### **Adjournment**

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before March 6, 2020, at 5:00 p.m.

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Alicia Smith TRMC, CMC  
City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (817) 441-7108 ext. 6 or email at [asmith@willowpark.org](mailto:asmith@willowpark.org), at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

This public notice was removed from the official posting board at the Willow Park City Hall on the following date and time:

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By: \_\_\_\_\_  
City Secretary's Office  
City of Willow Park, Texas



**City of Willow Park  
City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, January 28, 2020 at 7:00 p.m.**

**Call to Order**

Alternate Mayor Pro Tem Greg Runnebaum called the meeting to order at 7:00 pm

Present:

Councilmember Eric Contreras

Councilmember Amy Fennell

Alternate Mayor ProTem Greg Runnebaum

Councilmember Gary McKaughan

Absent:

Mayor Doyle Moss

Mayor ProTem Lea Young

Staff present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

City Attorney Pat Chesser

**Invocation & Pledge of Allegiance**

Public Works Director, Ramon Johnson gave the invocation and led the pledge of allegiance.

**Public Comments**

None

## **Consideration of Minutes**

### **A. Approve City Council Regular & Workshop Meeting Minutes – December 10, 2019, workshop and December 10, 2019 regular meeting minutes**

Motion made by Councilmember McKaughan

To approve the council regular and workshop minutes, dated December 10, 2019, workshop and December 10, 2019.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Fennell, Contreras, Runnebaum, and McKaughan

Motion passed with a vote of 4-0.

## **Regular Agenda Items**

### **1. Discussion/ Action: To consider and act on Ordinance 806-20, an ordinance calling the May 2, 2020, general election.**

Motion made by Councilmember McKaughan

To approve Ordinance 806-20, an ordinance calling the May 2, 2020, general election.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and McKaughan

Motion passes with a vote of 4-0.

### **2. Discussion/ Action: To consider and act on allowing Dana Bowman to install a helipad on his property located at 100 Spanish Oak, in Willow Park.**

Motion made by Councilmember Fennell

To table item to a future meeting

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and McKaughan

Motion passes with a vote of 4-0.

Staff is instructed to create a letter to be sent out to all neighbors of 1,000 Spanish oak in order to inform them of the request to install a helipad.

**3. Discussion/ Action: To consider and act on appointment of members to a committee to evaluate and recommend needs and solutions for a Municipal Complex.**

Motion made by Councilmember McKaughan

To approve create a committee to evaluate and recommend needs and solutions for a Municipal Complex and appoint the following to said committee: Kay Davis, Steve Gould, Councilmember Eric Contreras, Councilmember Greg Runnebaum and Mayor Doyle Moss.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and McKaughan

Motion passes with a vote of 4-0.

**4. Discussion/ Action: To consider and act on City of Willow Park Communications Policy.**

Motion made by Councilmember Contreras

To adopt the Communications Policy as presented.

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Runnebaum and McKaughan

Abstain: Councilmember Fennell

Motion passes with a vote of 3-0.

**5. Discussion/ Action: To consider and act on approval of the purchase of a sponsorship of the Ben Hogan Foundation in the amount of \$5,000.00 to be paid out of HOT Funds.**

Motion made by Councilmember Contreras

To approve the purchase of a sponsorship of the Ben Hogan Foundation in the amount of \$5,000.00 to be paid out of HOT Funds.

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and McKaughan

Motion passes with a vote of 4-0.

**6. Discussion/ Action: To consider and act on approval of a site plan for the new playground.**

Motion made by Councilmember Fennell

To approve a site plan for the new playground.

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Contreras, Fennell, Runnebaum and McKaughan

Motion passes with a vote of 4-0.

**7. Presentation: Councilmember Amy Fennell will discuss the Economic Development Training that she attended in Bastrop, Texas.**

Councilmember Fennell discussed economic development trends and how they affect the City of Willow Park.

**8. Discussion/ Action: To consider and act on items to be considered for future council meetings.**

**No action taken**

**9. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.**

**No action taken.**

**Executive Session**

None

**Adjournment**

Motion made by Councilmember McKaughan

To adjourn

Seconded by Councilmember Contreras

Aye votes Councilmembers Contreras, Fennell, Runnebaum, and McKaughan

Motion passed with a vote of 4-0.

APPROVED:

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Doyle Moss, Mayor

ATTEST:

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Alicia Smith, City Secretary





**City of Willow Park  
City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, February, 11, 2020 at 7:00 p.m.**

**Call to Order**

Mayor Doyle Moss called the meeting to order at 7:00 pm

Present:

Councilmember Eric Contreras

Councilmember Amy Fennell

Councilmember Greg Runnebaum

Councilmember Gary McKaughan

Absent:

Councilmember Lea Young

Councilmember Gary McKaughan

Staff present:

City Administrator Bryan Grimes

City Secretary Alicia Smith

**Invocation & Pledge of Allegiance**

Mayor Moss called for a moment of silence and led the pledge of allegiance.

**Public Comments**

None

### **Consideration of Minutes**

#### **A. Approve City Council Regular & Workshop Meeting Minutes - January 28, 2020, Workshop and January 28, 2020 regular meeting minutes**

Motion made by Councilmember Contreras

To approve the council regular and workshop minutes, dated January 28, 2020, workshop and January 28, 2020.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Fennell, Contreras, and Runnebaum

Motion passed with a vote of 3-0.

Motion made by Councilmember Fennell

To amend the January 28, 2020 minutes to include the statement that staff has been directed to obtain a quote for price and scope of work from Verdunity.

Seconded Councilmember Contreras

Aye votes: Councilmembers Fennell, Contreras, and Runnebaum

Motion passed with a vote of 3-0.

### **Regular Agenda Items**

- 1. Discussion/ Action: To consider and act on a Final Plat of Lot 1, 2, 3, Block 1, Oak Hill Addition, being 2.745 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas, located in the 4800 Block of IH-20 Service Road N.**

Motion made by Councilmember Fennell

To approve a Final Plat of Lot 1, 2, 3, Block 1, Oak Hill Addition, being 2.745 acres J.M. Froman Survey, Abstract No. 471, City of Willow Park, Parker County, Texas, located in the 4800 Block of IH-20 Service Road N.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell and Runnebaum

Motion passes with a vote of 3-0

**2. Discussion/ Action: To consider and act on appointment/ reappointment of members to the Planning & Zoning Commission.**

Motion made by Councilmember Runnebaum

To appoint Billy Weikert, Sharon Bruton, and Jared Fowler to a two year term and alternate Scott Smith to the Planning and Zoning Commission

Seconded by Councilmember Fennell

Aye votes: Councilmembers Contreras, Fennell and Runnebaum

Motion passes with a vote of 3-0

**3. Discussion/ Action: To consider and act on the 2018-2019 City of Willow Park finance audit.**

Motion made by Councilmember Contreras

To accept the 2018-2019 City of Willow Park finance audit.

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell and Runnebaum

Motion passes with a vote of 3-0

**4. Presentation: Quarterly Finance report by Jake Weber.**

Jake Weber presented the quarterly financial report.

**5. Discussion/ Action: To consider and act on appointment of members to the Parks and Recreation Board.**

Mayor Moss nominated James McKibbon to the Parks and Recreation Board.

Motion made by Councilmember Runnebaum

To appoint James McKibbon to the Parks and Recreation Board.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras and Runnebaum

Nay votes: Councilmember Fennell

Motion passes with a vote of 2-1

**6. Discussion/ Action: To consider and act on the 2019 City of Willow Park Police Department Racial Profiling report.**

Motion made by Councilmember Runnebaum

To accept the 2019 City of Willow Park Police Department Racial Profiling report

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell and Runnebaum

Motion passes with a vote of 3-0

**7. Discussion/ Action: To consider and act on items to be considered for future council meetings.**

Items to be considered:      Heli Pad  
   Road Construction  
   Financial Outlook  
   Annexation

**8. Discussion/ Action: To consider and act on setting the date and time for the next council meeting.**

Motion made by Councilmember Runnebaum

To set the next council meeting date as March 10, 202, at 7:00 pm.

Seconded by Councilmember Contreras

Aye votes: Councilmembers Contreras, Fennell and Runnebaum

Motion passes with a vote of 3-0

## **Executive Session**

The City Council may convene into a closed executive session pursuant to the provisions of the Texas Open Meetings Act, Texas Government Code Chapter 551, in accordance with the authority contained in the following sections:

### **Section 551.074 Personnel Matters;**

#### **A. City Secretary Review**

## **Regular Agenda Items**

### **9. Discussion/ Action: To consider and act on items as a result of the Executive Session.**

Motion made by Councilmember Fennell

To increase the salary of the City Secretary to \$67,000 a year

Seconded by Councilmember Runnebaum

Aye votes: Councilmembers Contreras, Fennell and Runnebaum

Motion passes with a vote of 3-0

## **Adjournment**

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember CONTRERAS

Aye votes Councilmembers Contreras, Fennell, and Runnebaum

Motion passed with a vote of 3-0.

APPROVED:

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Doyle Moss, Mayor

ATTEST:

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Alicia Smith, City Secretary



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b>	<b>Department:</b>	<b>Presented By:</b>
March 10, 2020	Legislative	Alicia Smith

**AGENDA ITEM:**

To consider and act on Ordinance 807-20, an ordinance cancelling the May General Election.

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Up for election this year are places 3, 4 and 5. Since all races are unopposed then the City of Willow Park needs to adopt this ordinance to cancel the May general election

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ 0.00
	<b>Source of Funding</b>	\$ 0.00

## ORDINANCE NO. 807-20

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 2, 2020; DECLARING THE UNOPPOSED CANDIDATES FOR THREE AT-LARGE CITY COUNCIL MEMBER TO BE ELECTED TO OFFICE; DIRECTING THE CITY SECRETARY TO TAKE CERTAIN ACTIONS PERTAINING TO THE CANCELLATION OF THE GENERAL ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPEN MEETINGS CLAUSE.**

**WHEREAS**, a General Election was called for May 2, 2020, for the purpose of electing three(3) at large City Council members, each for a two (2) year term; and

**WHEREAS**, the City Secretary has certified in writing that each candidate is unopposed for election to office pursuant to the Certification of Unopposed Candidates attached hereto as Exhibit "A"; and

**WHEREAS**, the filing deadlines for placement on the ballot and declaration of write-in candidacy have passed; and

**WHEREAS**, under such circumstances, Chapter 2, Subchapter C, of the Texas Election Code (Section 2.051, *et seq.*), authorizes the City Council to declare each and every unopposed candidate elected to office and cancel the election.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, THAT:**

**Section 1. Findings of Fact.** All of the above premises and recitations are found to be true and correct and are incorporated into the body of this Ordinance as findings of fact, as if copied herein in their entirety.

**Section 2. Elected Candidates.** The following candidates, who are unopposed for the May 2, 2020 General Election, are hereby declared elected to office, and a certificate of election shall be issued to each candidate following the time the election would have been canvassed.

Councilmember, at-large, Place 3	<u>Greg Runnebaum</u>
Councilmember, at-large, Place 4	<u>Lea Young</u>
Councilmember, at-large, Place 5	<u>Nathan Crummel</u>

**Section 3. Cancellation of Election.** The May 2, 2020 General Election is hereby canceled, and the City Secretary is directed to cause a copy of this Ordinance to be posted on Election Day at each polling place used or that would have been used in the election.



**Section 4. Directions to City Secretary.** The City Secretary is hereby directed to post a copy of this Ordinance on the bulletin board at City Hall and, on Election Day, a copy of this Ordinance shall be posted on the door of the polling place. Such posting at the polling place shall be made in a manner to be readable to persons outside the polling place.

**Section 5. Severability.** It is declared to be the intent of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance since the City Council would have enacted them without the invalid portion.

**Section 6. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

**Section 7. Effective Date.** This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

**PASSED, APPROVED AND ADOPTED** this the 10<sup>th</sup> day of March, 2020.

**CITY OF WILLOW PARK**

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Doyle Moss, Mayor

ATTEST:

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Alicia Smith, City Secretary

APPROVED AS TO FORM:

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William P. Chesser, City Attorney

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR  
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)  
*CERTIFICACIÓN DE CANDIDATOS ÚNICOS  
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)***

**To: Presiding Officer of Governing Body**  
***Al: Presidente de la entidad gobernante***

**As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2020**

***Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el Mayo 2, 2020***

**List offices and names of candidates:**  
***Lista de cargos y nombres de los candidatos:***

**Office(s) *Cargo(s)***

Councilmember, Place 3  
Councilmember, Place 4  
Councilmember, Place 5

**Candidate(s) *Candidato(s)***

Gregory Runnebaum  
Lea Young  
Nathan Crummel

\_\_\_\_\_  
**Signature (*Firma*)**

Alicia Smith TRMC, CMC

\_\_\_\_\_  
**Printed name (*Nombre en letra de molde*)**

City Secretary

\_\_\_\_\_  
**Title (*Puesto*)**

March 10, 2020

\_\_\_\_\_  
**Date of signing (*Fecha de firma*)**

**(Seal) (*sello*)**

**See reverse side for instructions  
(*Instrucciones en el reverso*)**

The Willow Park City Council is acting on Ordinance No. 807-20, did on the 10<sup>TH</sup> day of March 2020 vote as follows:

	<u>FOR</u>	<u>AGAINST</u>	<u>ABSTAIN</u>
Doyle Moss	_____	_____	_____
Eric Contreras, Place 1	_____	_____	_____
Amy Fennell, Place 2	_____	_____	_____
Greg Runnebaum, Place 3	_____	_____	_____
Lea Young, Place 4	_____	_____	_____
Gary McKaughan, Place 5	_____	_____	_____



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> March 10, 2020	<b>Department:</b> Administrative	<b>Presented By:</b> Bryan Grimes
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**AGENDA ITEM:**

To consider and act on the appointment of Scott Smith to the Tax Increment Reinvestment Zone Board.

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Barry Tatum recently resigned his position on the TIRZ Board and staff is recommending the appointment of Scott Smith to this position.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Staff recommend appointment of Scott Smith to the Board

**EXHIBITS:**

ADDITIONAL INFO:	FINANCIAL INFO:	
	<b>Cost</b>	\$ 0.00
	<b>Source of Funding</b>	\$ 0.00



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> March 10, 2020	<b>Department:</b> Admin	<b>Presented By:</b> City Manager
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### AGENDA ITEM:

Discussion/ Action: To consider and act on allowing Dana Bowman to install a helipad on his property located at (address), in Willow Park.

### BACKGROUND:

Dana Bowman is requesting a special use permit to install a helipad on his property for a limited use—primarily for activates for Veterans, Wounded Warriors, and similar organizations. Additionally, Mr. Bowman is offering his services to the Willow Park PD and FD as needed. Staff recommendation is for a 6 month period with an automatic renewal.

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### STAFF/BOARD/COMMISSION RECOMMENDATION:

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### EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$