

******CANCELLED******

****Cancelled due to a lack of quorum****



City of Willow Park

City Council

Regular Meeting Agenda

Municipal Complex

516 Ranch House Rd, Willow Park, TX 76087

Tuesday, January 14, 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 inquires 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 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 Meeting Minutes – December 10, 2019, workshop and December 10, 2019, regular meeting minutes

Regular Agenda Items

- 1. 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.
- 2. Discussion/ Action: To consider and act on appointment of members to a committee to evaluate and recommend needs and solutions for a Municipal Complex.

3. 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.
4. Discussion/ Action: To consider and act on items to be considered for future council meetings.
5. 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:

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

6. 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 January 10, 2020, at 5:00 p.m.

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, 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:

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



**City of Willow Park
City Council - Special
Communications Policy Workshop Minutes
Municipal Complex
516 Ranch House Road, Willow Park, Texas
Tuesday, December 10, 2019, 6:30 PM**

Call to Order

Mayor Moss called the workshop to order at 6:30 pm.

Councilmembers Present:

Mayor Doyle Moss
Mayor ProTem Lea Young
Councilmember Amy Fennell
Councilmember Eric Contreras
Councilmember Greg Runnebaum
Councilmember Gary McKaughan

Staff Present:

City Manager Bryan Grimes
City Secretary Alicia Smith

Workshop Items:

- 1. Discussion Only: City of Willow Park Communications Policy.**
- 2. Discussion Only: City of Willow Park Web Site.**

City Manager Bryan Grimes and Communications Specialist Rose Kertok spoke giving the council an overview of the City's current means of communication with the public.

No action was taken at this meeting.

Adjournment

Workshop was adjourned at 6:55 PM.

ATTEST:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, December 10, 2019 at 7:00 p.m.**

Call to Order

Mayor Moss called the meeting to order at

Invocation & Pledge of Allegiance

Mayor Moss gave the invocation and led the pledge of allegiance.

Public Comments

None

Consideration of Minutes

A. Approve City Council Regular & Workshop Meeting Minutes – November 12, 2019.

Motion made by Councilmember McKaughan

To approve the council regular and workshop minutes, dated November 12, 2019.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0.

Regular Agenda Items

- 1. PUBLIC HEARING to consider comments on a petition requesting annexation of a 75.458-acre tract of land, situated in the J. M Froman Survey, Abstract No. 471, and the I& G.N. R.R. Company Survey, Abstract No. 1821, Parker County, Texas located in the 8500 Block East Bankhead Highway.**

A. Open Public Hearing

B. Close Public Hearing

Public hearing was opened at 7:05 pm.

Speaker for:

Mike Skaggs, Head of School for Trinity Christian Academy.

Speakers against:

None

Public Hearing was closed at 7:07 pm.

- 2. Discussion/ Action: Consider and act on adopting Ordinance 804-19, an ordinance annexing a 75.458-acre tract of land situated in the J.M. Froman Survey, Abstract No. 471, and the I.& G.N.R.R. Company Survey, Abstract 1821, Parker County, Texas.**

Motion made by Councilmember Contreras

To adopt Ordinance 840-19, an ordinance annexing a 75.458-acre tract of land, situated in the J. M Froman Survey, Abstract No. 471, and the I& G.N. R.R. Company Survey, Abstract No. 1821, Parker County, Texas located in the 8500 Block East Bankhead Highway.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0.

- 3. Discussion/ Action: PUBLIC HEARING to consider and on a request to rezone from PD/R-1 Planned Development/ Single Family Residential to C Commercial District, 7.587 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located at 2014 Clear Fork Circle.**

- A. **Open Public Hearing**
- B. **Close Public Hearing**
- C. **Act on Ordinance 805-19**

Public Hearing was opened at 7:10 pm.

Speakers for:

Carli Carter - 151 Crown Lane, Willow Park, Texas

Jennifer Bruns - 188 Crown point Blvd, Willow Park, Texas

Speakers against:

None

Public Hearing closed at 7:12 pm.

Motion made by Councilmember Runnebaum

To adopt ordinance 805-19, an ordinance to rezone from PD/R-1 Planned Development/ Single Family Residential to C Commercial District, 7.587 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located at 2014 Clear Fork Circle.

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0.

- 4. Discussion/ Action: To consider and act on a revised Site Plan for an assisted living center on Lot 4R-2R, Block A, Crown pointe Addition, Phase 2, located at 171 J.D. Towles Drive.**

Motion made by Councilmember Young

To approve a revised Site Plan for an assisted living center on Lot 4R-2R, Block A, Crown pointe Addition, Phase 2, located at 171 J.D. Towles Drive.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0.

5. Discussion Only: 2020 General Election Calendar.

City Secretary, Alicia Smith gave a summary of the election schedule for the May 202 election.

6. Discussion Only: City of Willow Park's quarterly financial reports, presented by Jake Weber.

Jake Weber gave a report of the City's finances for the last quarter.

7. Discussion/ Action: To consider and act on contracting with a new Web site provider.

Motion made by Councilmember Young

To approve contracting with Civic Plus for a new web site.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0.

8. Discussion/ Action: To consider and act on Resolution adopting a Water Conservation Plan.

Motion made by Councilmember Young

To approve Resolution 2019-10, a resolution adopting a water conservation plan.

Seconded by Councilmember Contreras

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

Motion passed with a vote of 5-0.

9. Discussion only: Storm water drainage fee and the process to establish fee.

Derek Turner, engineer spoke to council explaining the options for establishing a stormwater utility rate fee.

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

Motion made by Councilmember Young

To appoint Corey Tucker, Larry Johnston and Marisa Williams to a two-year term and David Wagner to a one year term, and Councilmember Lea Young as the ex-officio member of the Parks Board.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0.

11. Discussion/ Action: To consider and act on a City of Willow Park City Council Travel policy.

Motion made by Councilmember Fennell

To adopt a City of Willow Park City Council Travel policy.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0.

12. Discussion/ Action: To consider and act on the demolition of the old Public safety building.

Motion made by Councilmember Young

To accept a bid from Matrix Construction for the demolition of the old public safety building.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0.

13. Discussion Only: Municipal Complex options.

Assistant City Manager, Bernie Parker spoke to the council regarding possible options for obtaining a new Municipal Complex.

14. Discussion/ Action: To consider and act on approving the purchase of a brush truck

Motion made by Councilmember Runnebaum

To approve the purchase of a new brush truck and fund \$111,000 with an expected reimbursement of \$90,000 from the US Forest Service.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0.

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

Transportation Workshop for January

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

Motion made by Councilmember Young

To cancel the December 24, 2019, council meeting.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0.

17. Discussion/ Action: To consider and act on the purchase of real estate located at 203 El Chico Trail, Willow Park, Texas for the Fort Worth water project.

Motion made by Councilmember Young

To approve the purchase of real estate located at 203 El Chico Trail, Willow Park, Texas for the Fort Worth water project, including allowing the mayor to sign the assignment agreement, commercial real estate contract and authorizing the city administrator to sign all closing documents to purchase said property.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0.

Executive Session

Section 551.072 - Deliberation regarding real property;

Section 551.071 – Consultation with Attorney;

A. Purchase of real property for the Fort Worth Water Project

Section 551.074 Personnel Matters;

A. City Manager Review

Executive session was convened at 8:43 pm

Regular Session was reconvened at 9:11 pm

Regular Agenda Items

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

Motion made by Councilmember Runnebaum

To approve a 4% increase in pay for City manager Bryan Grimes

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0.

Adjournment

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0.

APPROVED:

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date:

January 14, 2020

Department:

Admin

Presented By:

City Manager

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.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date:

January 14, 2020

Department:

Admin

Presented By:

City Manager

AGENDA ITEM:

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

BACKGROUND:

Pursuant to Council direction at previous meetings, please consider the following citizen members for the Municipal Complex Committee:

Kay Davis
Steve Gould

The Mayor will chair the committee and may appoint 2 Council members to the Committee.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date:

January 14, 2020

Department:

Admin

Presented By:

City Manager

AGENDA ITEM:

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.

BACKGROUND:

The Ben Hogan Foundation is establishing a "First Tee Program" at Squaw Creek Golf Course. The City was approached by the organization about buying a Sponsorship of the Program. The \$5000 sponsorship will allow the City's name to be used on a plaque at the Squaw Creek Golf Course. This is a onetime expenditure.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

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

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLOW PARK, TEXAS, APPROVING THE SPONSORSHIP OF
THE BEN HOGAN FOUNDATION IN THE AMOUNT OF
\$5,000.00.**

WHEREAS, the mission of the Ben Hogan Foundation is to honor and enhance the legacy of Mr. Hogan by promoting the game of golf through expansion of Ben Hogan Learning Centers in association with The First Tee and through college scholarships for students involved in The First Tee and Northern Texas PGA; and

WHEREAS, the City of Willow Park desires to promote the Ben Hogan Foundation and the First Tee program which are dedicated to teaching young people life skills that form the building blocks of greatness – including a Code of Conduct, Nine Core Values and Nine Healthy Habits – to inspire, empower and elevate young people; and

WHEREAS, Squaw Creek Golf Course in Willow Park teaches the Life Skills Curriculum of the First Tee program and is the future home of a Ben Hogan Learning Center dedicated to promoting the betterment of the young people who participate in the programs; and

WHEREAS, the City of Willow Park desires to promote the Ben Hogan Foundation and First Tee program by sponsoring the Ben Hogan Foundation in the amount of \$5,000.00 which will allow the City's name to be used on a plaque at the Squaw Creek Golf Course; and

WHEREAS, the City of Willow Park finds that the sponsorship of the Ben Hogan Foundation and the First Tee program will benefit the youth of Willow Park and surrounding areas and will promote a public purpose of the City

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

Section 1: The City Council hereby finds that the premises and findings set forth above are true and correct and are incorporated herein.

Section 2: The City Council hereby authorizes the City Administrator to purchase a sponsorship of the Ben Hogan Foundation in the amount of \$5,000.00 to be used for the First Tee programs and other programs that benefit the youth of Willow Park at Squaw Creek Golf Course in Willow Park.

PASSED AND APPROVED this the _____ day of January, 2020.

Doyle Moss, Mayor

ATTEST:

Alicia Smith, City Secretary