



**City of Willow Park
City Council
Regular Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, January 08, 2019 at 7:00 p.m.**

Call to Order

Invocation & Pledge of Allegiance

Presentations & Proclamations

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.

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 – December 11 & December 18, 2018

Regular Agenda Items

1. Discussion/ Action: To consider and take action on appointments to the Board of Adjustment.

2. Discussion/ Action: To consider and take action on Ordinance 786-19, an ordinance ordering a municipal election to be held on May 4, 2019.
3. Discussion: Discussion only Willow Park Drought Contingency Plan
4. Discussion/ Action: To consider and take action on adopting an ordinance amending the number of members of the Board of the Tax Increment Reinvestment Zone from 9 to 5, the composition of the Board and requiring that the Board meet quarterly.
5. Discussion/ Action: To consider and take action on setting a date and time for the next council meeting.

Executive Session

§ 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- A. Any Posted Item

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 4, 2019 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 fax (817) 441-6900 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
Regular Council Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, December 11, 2018 at 7:00 p.m.**

Call to Order

Mayor Doyle Moss called the meeting to order at 7:03 pm.

Determination of Quorum

Present:

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

Staff Present:

City Administrator Bryan Grimes
City Secretary Alicia Smith
City Attorney Pat Chesser

Invocation & Pledge of Allegiance

Pastor Jim Witherow, Faith Presbyterian Church, Aledo, led the invocation and pledge to the U.S. flag.

Presentations and Proclamations

Mayor Moss read a proclamation celebrating the 50 year anniversary of the Aledo Lions Club.

Public Comments

Citizens participating:

Gene Martin 700 Kings Gate Rd Willow Park, Texas 76087

Consent Agenda

A. Approve City Council Meeting Minutes - November 13, 2018

Motion made by Councilmember McKaughan

To approve the minutes from the November 13, 2018, meeting.

Seconded by Councilmember Young

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

Motion passed with a vote of 5-0

Regular Agenda Items

1. Discussion/ Action: To consider and act on a request for a Special Use Permit for a hotel (60' main building height) in the PD Commercial/IH-20 Overlay District on Lot 12R, Block B, Crown Pointe Addition located 338 Shops Blvd.

a. Public Hearing was opened at 7:12 pm

Emails read by the city attorney AGAINST the request:

Marcy Galle – 500 Squaw Creek Willow Park, Texas 76087

The following spoke in favor of the request:

Josh Tarbay – owner Parker County Brewery – 225 Shops Blvd,
Willow Park, Texas

Kyle Wilks – owner Wilks Development – 225 Shops Blvd,
Willow Park, Texas

Jim Martin - Address unavailable

Gene Martin – Address unavailable

b. Public Hearing was closed at 7:19 PM

Public Hearing was reopened at 7:19 PM

The following spoke in favor of the request:

Shannon Byrd – owner Byrd Mill, 225 Shops Blvd, Willow Park, Texas

Mike Skaggs – 3301 Camelot, Willow Park, Texas

Public Hearing was closed at 7:25 PM

Motion was made by Councilmember Fennell

To approve a request for a Special Use Permit for a hotel (60' main building height) in the PD Commercial/IH-20 Overlay District on Lot 12R, Block B, Crown Pointe Addition located 338 Shops Blvd.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

2. Discussion/ Action: To consider and act on a Site Plan for a hotel in the PD Commercial/IH-20 Overlay District on Lot 12R, Block B, Crown Pointe Addition located at 338 Shops Blvd.

Motion was made by Councilmember Runnebaum

To approve a Site Plan for a hotel in the PD Commercial/IH-20 Overlay District on Lot 12R, Block B, Crown Pointe Addition located at 338 Shops Blvd.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

3. Discussion/ Action: To consider and act a request for a Special Use Permit to construct and operate a Construction Equipment sales, rental and service business in the Commercial/IH-20 Overlay District on Lot 2, Block A, Crown Bluff Addition located at 4500 IH-20 Service Road South.

a. Public Hearing was opened at 7:32 PM

Jim Martin signed up to speak, then declined to speak.

b. Public Hearing was closed at 7:33 PM

Motion was made by Councilmember Runnebaum

To approve a request for a Special Use Permit to construct and operate a Construction Equipment sales, rental and service business in the Commercial/IH-20

Overlay District on Lot 2, Block A, Crown Bluff Addition located at 4500 IH-20 Service Road South.

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

4. Discussion/ Action: To consider and act on a Site Plan for a Construction Equipment Retail Sales, Rental and Service Business on Lot 2, Block a, Crown Bluff Addition, located at 4500 I-H 20 Service Road South.

Motion made by Councilmember Runnebaum

To approve a Site Plan for a Construction Equipment Retail Sales, Rental and Service Business on Lot 2, Block a, Crown Bluff Addition, located at 4500 I-H 20 Service Road South.

Seconded by Councilmember Fennell

Motion was made by Councilmember Fennell

To approve the site plan with an amendment to require concrete instead of asphalt.

Seconded by Councilmember McKaughan

Aye votes: Councilmember Fennell

Nay votes: Councilmember Contreras, Runnebaum, Young and McKaughan

Amendment failed to pass with a vote of 1-4

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

Motion passed with a vote of 5-0

5. Discussion/ Action: To consider and act on a Final Plat of a Replat of Lot 2, Block A, Crown Bluff Addition, City of Willow Park, Parker County, Texas, located between the I-H-20 Service Road and Bankhead Hwy.

Motion made by Councilmember Runnebaum

To approve a Final Plat of a Replat of Lot 2, Block A, Crown Bluff Addition, City of Willow Park, Parker County, Texas, located between the I-H-20 Service Road and Bankhead Hwy.

Seconded by Councilmember McKaughan

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

Motion passed with a vote of 5-0

6. **Discussion/ Action: To consider and act on a Final Plat of a Replat on Lot 1 R, Block 1, The Village at Willow Park Addition, City of Willow Park, Parker County, Texas, located in the 100 Block of Willow Bend Drive.**

Motion made by Councilmember Young

To approve a Final Plat of a Replat on Lot 1 R, Block 1, The Village at Willow Park Addition, City of Willow Park, Parker County, Texas, located in the 100 Block of Willow Bend Drive.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

7. **Discussion/ Action: To consider and act on a final Plat of Willow Park Baptist Addition being 35.816 acres, Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.**

Motion made by Councilmember McKaughan

To approve a Final Plat of Willow Park Baptist Addition being 35.816 acres, Wesley Franklin Survey, Abstract No. 468, City of Willow Park, Parker County, Texas.

Seconded by Councilmember Contreras

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

Motion passed with a vote of 5-0

8. **Discussion/ Action: To consider and act on the creation and appointment of a Parks Plan Review Board.**

Motion made by

To appoint Asst City Manager Bernie Parker, Planning and Zoning Commissioner Billy Weikert, Parks Board Chairman Larry Johnston, Councilmember Amy Fennell and Councilmember Lea Young to the Parks Plan Review Board.

Seconded by Councilmember

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

Motion passed with a vote of 5-0

9. Discussion/ Action: To consider and act on the creation of the Communications and Marketing Specialist position and approve the job description.

Motion made by Councilmember Young

To approve the creation of the Communications and Marketing Specialist position and approve the job description

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

10. Discussion/ Action: To consider and act on purchasing a new ladder truck for the Fire Department.

Motion made by Councilmember Young

To authorize the purchase and financing of a new ladder truck for the Fire Department.

Seconded by Councilmember Fennell

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

Motion passed with a vote of 5-0

Executive Session

Council convened to executive session at 8:21 PM

Council reconvened the regular session at 9:21 PM

Regular Session

11. Discussion/ Action: To consider and take action on items discussed in executive session.

Motion made by Councilmember Young

To approve an increase for Bryan Grimes, City Manager's annual salary by 5%.

Seconded by Councilmember Runnebaum

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

Motion passed with a vote of 5-0

Adjournment@ 8:10 pm

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
City of Willow Park, Texas

ATTEST:

Alicia Smith TRMC, CMC
City Secretary
City of Willow Park, Texas



**City of Willow Park
Special Called Meeting Minutes
City Council
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, December 18, 2018 at 7:00 p.m.**

Call to Order

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

Present:

Mayor Moss
Councilmember Amy Fennell
Councilmember Greg Runnebaum
Councilmember Lea Young
Councilmember Gary McKaughan

Absent:

Councilmember Eric Contreras

Staff:

City Manager Bryan Grimes
City Attorney Pat Chesser
City Secretary Alicia Smith

Regular Agenda Items

- 1. The City Council shall conduct a public hearing on a request to rezone from R-3 Multifamily District to PD Planned Development District Zoning, 8.01 acres J. Ozer Survey, Abstract No. 1029, City of Willow Park, Parker County, Texas, located at 8892 East Bankhead Hwy to allow for the construction of a Senior Living Community Complex. Following the public hearing, the City Council may take action on the rezoning request.**

- a. Public Hearing was opened at 7:01 pm

The following spoke **FOR** the request:

KJ Hannah - 177 Melbourne Willow Park, Texas 76087

Pat Martin – 1843 E. Lake Dr Weatherford, Texas 76087

Mary Robb – 207 Fairway Dr Willow Park, Texas 76087

Mary Robb read an email for Judy Green (attached)

Chuck Stark - Fort Worth, Texas

Michael Mathews – 9911 Champa, Dallas, Texas 75218

The following people spoke **AGAINST** the request:

Paul Senter – 201 Jenkins Ridge Willow Park, Texas 76087

Ray Oujesky – 201 Main St, Fort Worth, Texas 76102

Audrey Duvall – 8540 E. Bankhead Hwy, Aledo, Texas

Emails were read for the following people:

Emails **FOR** the request:

Chris Farley – 3016 Mesa Willow Park, Texas

Judy Green - No address available

Emails **AGAINST** the request:

Fred McCulley – 433 Crown Road Willow, Park, Texas

Marcy Galle – 500 Squaw Creek, Willow Park

b. Public Hearing was closed at 7:30PM

c.

Motion made by Councilmember Runnebaum

To approve Ordinance 785-18, an ordinance to rezone from R-3 Multifamily District to PD Planned Development District Zoning, 8.01 acres J. Ozer Survey, Abstract No. 1029, City of Willow Park, Parker County, Texas, located at 8892 East Bankhead Hwy to allow for the construction of a Senior Living Community Complex.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Fennell, Runnebaum, and Young

Nay votes: Councilmember McKaughan

Motion passed with a vote of 3-1

- 2. Discussion/Action: The City Council shall consider and act on rescheduling the date of the January 2019, Regular Council meeting from January 8, to January 15, 2019.**

No action was taken on this item

3. Mayor's Comments

Adjournment

Motion made by Councilmember Runnebaum

To adjourn

Seconded by Councilmember McKaughan

Aye votes: Councilmembers Fennell, Runnebaum, Young and McKaughan

Motion passed with a vote of 4-0

APPROVED:

Doyle Moss, Mayor
City of Willow Park, Texas

ATTEST:

Alicia Smith TRMC CMC, City
Secretary
City of Willow Park, Texas



BRIEFING SHEET

Meeting Date: January 8, 2019	Department: Mayor	Presented By: Doyle Moss
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AGENDA ITEM: 1

Consider and act on appointments to the Board of Adjustment.

BACKGROUND:

There are 2 vacancies on the Board of Adjustment due to the appointment of Eric Contreras to the City Council and the resignation of James Doss.

STAFF/BOARD/COMMISSION RECOMMENDATION:

The Mayor recommends the Council confirm the following appointments:

Board of Adjustment Place 1 – Michael Chandler
Board of Adjustment Place 5 – Richard Kasparian

EXHIBITS:

Board of Commission Applications:

Michael Chandler
Richard Kasparian

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$ N/A
	Source of Funding	\$ N/A

CITY OF WILLOW PARK
APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: MICHAEL C CHANDLER

(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:

ADJUSTMENTS

☒ Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information	Occupational Information
Home Address: <u>204 KINGSWOOD RD.</u>	Business Name: <u>PARKER COUNTY PCT 4</u>
Mailing Address: <u>204 KINGSWOOD RD.</u>	Occupation: <u>HEAVY EQUIPMENT OPER.</u>
Telephone: <u>[REDACTED]</u>	Address: <u>1320 AIRPORT RD</u>
E-Mail: <u>[REDACTED]</u>	Telephone: <u>[REDACTED]</u>
Willow Park Resident for <u>2</u> years County: <u>2</u>	E-Mail: <u>N/A</u>
Voters Registration No.: <u>1140463268</u>	
Preferred method of contact: <u>CALL, TEXT, EMAIL</u>	

Have you served on a board in another city before? YES, SUBDIVISION

Prior or current work experience: (please include dates)

ALL ASPECTS ROAD & BRIDGE, RIGHT OF WAY, BUDGETING, BUILDING, ETC.
LAST 30 YRS.

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 6/1990

Business College, Correspondence School, Adult Education, Other? N/A

Name of College/University: N/A ☐ Bachelor's ☐ Master's ☐ PhD

Volunteer Work: (please include dates)

TRIATHLONS, BIKE RIDES, RUNS & WALKS FOR CANCER, FIREWORK SHOWS,
CHURCHES, LOW INCOME - SENIOR RE MODELS, CLEAN-UPS, FISH TOURNAMENTS,
BBQ FUNDRAISERS, ETC. LAST 30 YRS.

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? ☐ Yes ☒ No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

N/A

Application held for 12 months from date received

Are you presently serving on a City board or committee? ☐ Yes ☒ No

If so, which one? N/A

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

TO KEEP OUR HOME, NEIGHBORS, AND CITY GREAT

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1) PEOPLE/CITIZENS/VOTERS - WITH RESPECT AND THE KNOW HOW TO DIFFUSE A SITUATION IF IT SHALL ARISE.

2) FAIRNESS/EQUAL OPPORTUNITY - TREAT EVERYONE THE SAME AS PER THE SITUATION AND CODE, BYLAWS, LAWS WILL ALLOW.

3) DUE DILIGENCE - HAVE THE FACTS.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

MY KNOWLEDGE FROM EXPERIENCE AND BUSINESSES I HAVE OWNED.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

N/A

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? ☐ Yes ☒ No

Comments: N/A

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: 

Date: 12-11-18

CITY OF WILLOW PARK

APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Return completed application to:

City Secretary's Office
City of Willow Park
516 Ranch House Rd
Willow Park, Tx 76087
Fax: (817) 441-6900

Please type or use black ink
Please complete one application for each board or commission membership
Please limit attachments to two pages
For questions or additional information, call the City Secretary's Office, (817) 441-7108 ext.6

Name: Richard John Kasparian

(Please print legal name and your name as you wish it to appear, if different.)

Name of Board/Commission of Interest:

Board Of Appeals

☒ Yes, I would be interesting in serving on subcommittees that may be formed.

Personal Information

Home Address: 1167 Fox Hunt Trail

Mailing Address: _____

Telephone: [REDACTED] Fax: _____

E-Mail: [REDACTED]

Willow Park Resident for 11 years County: 11

Voters Registration No.: _____

Preferred method of contact: Phone via text

Occupational Information

Business Name: Lockheed Martin

Occupation: Engineer

Address: 1 Lockheed Blvd, Fort Worth, TX

Telephone: [REDACTED] Fax: _____

E-Mail: [REDACTED]

Have you served on a board in another city before? no

Prior or current work experience: *(please include dates)*

Educational Achievement:

High School Graduate? ☒ Yes ☐ No Year Graduated/Left School? 1980

Business College, Correspondence School, Adult Education, Other? _____

Name of College/University: Tufts University ☐ Bachelor's ☒ Master's ☐ PhD

Volunteer Work: *(please include dates)*

Habitat for Humanity

Have you ever been convicted of a crime (except for minor traffic offenses that resulted only in a fine)? ☐ Yes ☒ No

If yes, please explain in complete detail. State the nature and approximate date of the conviction, the sentence imposed, whether the sentence has been completed, and any other information you consider to be relevant.

Application held for 12 months from date received

Are you presently serving on a City board or committee? ☐ Yes ☒ No

If so, which one? _____

Why do you want to become a member of this particular board /commission (how would you use this experience to benefit the City)?

I would like to become a member of the board to give back to my community. I believe providing this service in a honorable manner will put the city in a favorable light.

Briefly explain what you believe are the three most important issues facing this board and how you believe this board or commission should address each issue?

1)

Provide consistent application of city codes

2)

Provide information to the public on the intent and operations of the board

3)

Insure that the variances granted by the Board are in the best interest of the citizens and city of Willow Park

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Ability to read blue prints, and have prior experience with home building, pipe fence building, electrical, plumber and ranching.

Please specify any business or personal relationships with the City or other activities, which might create a serious conflict of interest or affect your ability to serve if you should be appointed to this board:

Have you attended a meeting of the board you are applying to or talked to anyone currently on the board? ☒ Yes ☐ No

Comments: Mike Barron

Statement of Intent

I am aware of the requirements of the City regarding conflicts of interest of appointees to the City of Willow Park Parks Board Board and P & Z Commission, as noted in the overview. I am aware of meeting dates and times of the Parks Board or P & Z Commission for which I have applied, and that Board or Commission members are expected to attend a minimum of 75 percent of regularly scheduled meetings annually. If appointed, I agree to serve on the Board or Commission for which I have applied. Applications, including those received after the posted deadline, will remain on file for one year from the date of receipt.

Signature: Richard Kasparian

Date: 03 July 2018



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: January 8, 2019	Department: Legislative	Presented By: A. Smith
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AGENDA ITEM:

2. Discussion/ Action: To consider and take action on Ordinance 786-19, an ordinance ordering a municipal election to be held on May 4, 2019.

BACKGROUND:

This ordinance will order the election for May 4, 2019.

Up for election is : Mayor
 Place 1
 Place 2
 Place 4

STAFF/BOARD/COMMISSION RECOMMENDATION:

Approval

EXHIBITS:

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

CITY OF WILLOWPARK

ORDINANCE NO.786-18

AN ORDINANCE ORDERING A MUNICIPAL ELECTION TO BE HELD ON MAY 4, 2019 FOR THE ELECTION OF CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, MAYOR AND COUNCIL MEMBERS: PLACE 1, PLACE 2, AND PLACE 4; DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a general election for certain municipal officers of the City of Willow Park, Texas is ordered herein for May 4, 2019 under the authority of law; and

WHEREAS, Don Markum, the Elections Administrator for Parker County, is designated under §83.005 TEX. ELECTION CODE as the Early Voting Clerk for elections ordered on behalf of a municipality; and

WHEREAS, the City will enter into an agreement with Parker County for the provision of election services and said agreement provides for an election judge and the dates on which early voting shall occur; and

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

SECTION 1. INCORPORATION

All of the above precatory statements are true and correct and incorporated herein for all purposes.

SECTION 2. DATE OF ELECTION

It is hereby ordered that an election for certain municipal officers shall be held in and throughout the City of Willow Park, Texas on May 4, 2019.

SECTION 3. PURPOSE OF ELECTION

The purpose of the election is to provide for the general election of city officers, specifically: Mayor and Council Members Place No. 1, Place No. 2, and Place No. 4. The term for Mayor and Council Members Place No. 1, and Place No. 2, are for a term of two years, ending May 2021. Place 4 is for a term of one year, ending on May 2020.

SECTION 4. POLLING PLACE

The City of Willow Park polling place shall be: Willow Park City Hall, 516 Ranch House Road, Willow Park, Texas.

In accordance with §41.031(b) TEX. ELECTION CODE, said polling place shall be open between the hours of 7:00 a.m. and 7:00 p.m. on the date of election.

SECTION 5. ELECTION JUDGES

The Presiding Election Judge and Alternate Presiding Election Judge shall be as appointed by Parker County pursuant to an agreement with the County.

All Election Judges herein appointed, shall appoint not more than two eligible persons as clerks to serve and assist in the conduct of election. Provided, however, that if the Election Judge named herein actually serves, the Alternate Election Judge shall serve as one of the clerks. All election clerks shall be qualified voters of the City.

SECTION 6. EARLY VOTING CLERK

Don Markum, the Elections Administrator for Parker County, is hereby designated as the Early Voting Clerk pursuant to §83.05 TEX. ELECTION CODE for the election ordered herein. The official mailing address of the early voting clerk is 1112 Santa Fe Drive, Weatherford, Texas 76086. The City Secretary is further ordered to procure and allocate the supplies necessary to conduct the election pursuant to §51.003(3) TEX. ELECTION CODE and to provide written notice to the presiding and alternate presiding judge of the election as specified by §32.009 TEX. ELECTION CODE.

SECTION 7. PUBLICATION AND POSTING OF NOTICE

Notice of the City election shall be given by posting a Notice of Election at the City of Willow Park on the bulletin board or other location used for posting notices of the meetings of the City Council, not later than 21 days prior to the date of the election, and by publication of said notice at least once in the newspaper published in the City, or if none, in a newspaper of general circulation. The date of said publication to be not less than 10 days nor more than 30 days prior to the date set for the election. Upon publication of the election notice, the City Secretary shall secure a Publisher's Affidavit or copy of the notice which complies with the requirements of §4.005 TEX. ELECTION CODE.

SECTION 8. EARLY VOTING

Early voting shall commence in the City Hall on April 22, 2019, and shall continue Monday through Friday from 8:00 a.m. until 5:00 p.m. until May 1, 2019. Extended hours for Early Voting shall be on April 23, 2019 and April 25, 2019 from 7:00 a.m. to 7:00 p.m., as will be provided by in the agreement with Parker County. Early voting shall be conducted in accordance with the requirements of the TEX. ELECTION CODE.

Applications for early voting by mail shall be delivered to the Early Voting Clerk at the same address not later than the close-of-business on April 23, 2019.

The Early Voting Clerk's address to which ballots voted by mail may be sent is:

Don Markum
Early Voting Clerk 1112
Santa Fe Drive
Weatherford, TX 76086

SECTION 9. NECESSARY ACTIONS

The Mayor, City Council, or City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions with the TEX. ELECTION CODE in carrying out and conducting the election whether or not specifically authorized herein.

The City Secretary is directed to send a copy of the executed Order of Election to the Parker County Clerk and Election Administrator on or before March 1, 2019 pursuant to § 4.008 TEX. ELECTION CODE.

SECTION 10. SEVERABILITY

If for any reason any section, paragraph, subdivision, clause, phrase or provision of this Ordinance shall be held invalid, it shall not affect any valid provisions of this or any other Ordinance of the City of Willow Park to which these rules and regulations relate.

SECTION 11. EFFECTIVE DATE

This Ordinance shall take effect from and after the date of its adoption.

PASSED, APPROVED AND ADOPTED on this 8th day of January, 2019.

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

APPROVED AS TO FORM:

ORDINANCE 786-19
MAY GENERAL ELECTION

William P. Chesser

The Willow Park City Council is acting on Ordinance No. 786-19, did on the 8TH day of January 2019 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

Council Date: January 8, 2019	Department: Public Works	Presented By: City Manager
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AGENDA ITEM:

3. Discussion Only: City of Willow Park Drought Contingency Plan.

BACKGROUND:

As part of the upcoming agreement with Fort Worth, the City of Willow Park will be required to adopt certain aspects of the Fort Worth Drought Contingency Plan. Additionally, the current Stages of our Drought Plan need to be revised as several members of the public have expressed confusion about the Stages. Willow Park currently has 5 Stages that has various restrictions on water use. This proposed stage plan, which is concurrent with the City of Fort Worth and in line with surrounding communities, would simplify our Stages to 3. For the most part, Willow Park's current Stage 3, has restrictions that is similar to surrounding communities Stage 1.

The DRAFT of the Drought Contingency Plan will not be considered for any action on the January 8, 2019 meeting. It will be discussion only. Staff is recommending that we conduct one public hearing to gain citizen input on the changes. If Council decides to hold a public hearing, a quorum is required.

We are awaiting final revisions from staff members. A copy of this DRAFT Plan will be made available on the City's website. We will have a DRAFT emailed to Council by Monday afternoon.

STAFF/BOARD/COMMISSION RECOMMENDATION:

No action to be taken by Council; Staff recommends scheduling a public hearing to gain citizen input.

EXHIBITS:

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



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: Jan 8, 2019	Department: Administrative	Presented By: B. Grimes
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AGENDA ITEM:

4. To consider and take action on adopting an ordinance amending the number of members of the Board of the Tax Increment Reinvestment Zone from 9 to 5, the composition of the Board and requiring that the Board meet quarterly.

BACKGROUND:

The ordinance will amend Ordinance 739-16. The new ordinance will change the number of members from 9 to 5 and who makes up the members for the Board of the Tax Increment Reinvestment Zone. The new ordinance will also set meeting standards.

STAFF/BOARD/COMMISSION RECOMMENDATION:

Staff recommends approval

EXHIBITS:

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

ORDINANCE NO. 787-19

AN ORDINANCE AMENDING SECTION 4 OF ORDINANCE NO. 739-16 REGARDING THE NUMBER OF MEMBERS AND COMPOSITION OF THE BOARD OF DIRECTORS OF THE REINVESTMENT ZONE NUMBER ONE, CITY OF WILLOW PARK, TEXAS; PROVIDING THAT THE BOARD SHALL MEET QUARTERLY; PROVIDING A REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on or about October 25, 2016, the City Council approved Ordinance No. 739-16 designating a tax increment reinvestment zone known as the “Reinvestment Zone Number One, City of Willow Park, Texas” (hereinafter the “Zone”) and, as part of that ordinance, created a nine (9) member Board of Directors to make recommendations to the City Council concerning the administration, management, and operation of the Zone and appointed the initial Board for a two year term, consisting of the Mayor; Council Member, Place 1; Council Member, Place 2; Council Member, Place 3; Council Member, Place 4; Council Member, Place 5; the City Administrator; the City Engineer; and the City Attorney;

WHEREAS, the City Council desires to change the number of members and the composition of the Board Members of the Zone from 9 to 5 and require that the Board meet at least quarterly;

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

Section 1: Section 4(a) of Ordinance No. 739-16 shall be amended to reduce the number of Board Members from 9 to 5; Section 4(e) shall be amended to change the composition of the Board of Directors; and Section 4(f) shall be added to require that the Board of Directors meet at least quarterly, such amendments to read in their entirety as follows:

“(a) The City Council hereby creates a Board of Directors for the Zone (“Board”) consisting of five (5) members who are at least eighteen (18) years of age and are residents of the County. Members of the City Council may serve on the Board.”

(e) The members of the Board shall be:

1. Mayor;
2. City Council Member;
3. At-Large citizen of Willow Park;
4. At-Large citizen of Willow Park;
5. At-Large citizen of Willow Park.

The Mayor will serve as chairman of the Board.

(f) The Board shall meet as often as necessary to fulfill its responsibilities under this ordinance, the Texas Tax Code and all other applicable laws, such meetings to occur at least once every quarter

of a year.”

Section 2: The City Council of the City of Willow Park declares that any prior ordinance or any provision in any prior ordinance, as may be applicable, is hereby repealed to the extent that such ordinance or provision of an ordinance conflicts or contradicts the amendments and provisions enacted herein.

Section 3: It is hereby declared to be the intention of the City Council of the City of Willow Park that if any phrase, sentence, section, or paragraph of this Ordinance shall be declared unconstitutional or otherwise invalid by final judgment of a court of competent jurisdiction such unconstitutionality or invalidity shall not affect any of the remainder of this Ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

Section 4: This Ordinance shall become effective after enactment as provided by State law.

PASSED, APPROVED AND ADOPTED on this the 8th day of January, 2019.

Doyle Moss, Mayor

ATTEST:

Alicia Smith TRMC, City Secretary

APPROVED AS TO FORM:

William P. Chesser

The Willow Park City Council is acting on Ordinance No. 787-19, did on the 8th day of January 2019, vote as follows:

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