



**City of Willow Park  
City Council  
Regular Meeting  
City Hall  
516 Ranch House Road, Willow Park, TX 76087  
Tuesday, June 13, 2017 at 7:00 p.m.  
Minutes**

**Section I – Presentations**

**1. Call to Order**

Mayor Moss called the meeting to order at 7:01 p.m.

**2. Determination of Quorum**

Mayor Doyle Moss  
Councilmember Norman Hogue  
Councilmember Amy Fennell  
Councilmember Greg Runnebaum  
Councilmember John Gholson  
Councilmember Marcy Galle

Staff Present:  
City Administrator Scott Wall  
Interim City Secretary Kandice Garrett

**3. Invocation & Pledge of Allegiance**

Mayor Moss started the meeting with the invocation led by Ted Kitchens, Sr. Pastor at Christ Chapel. Scout Troop 1099 led in the Pledge of Allegiance.

**4. Citizen Presentations & Public Comments**

\*\*\*Corey Tucker, 1207 Saddle Trail, addressed council on behalf of the Saddle Ridge Homeowner's Association, regarding street repair on Saddle Trail by the City after work performed on a water line in the spring. He informed council the street was repaired with asphalt instead of concrete, which is not holding up, and the repairs are unacceptable. He asked the street be repaired to previous condition.

**Section II – Minutes**

**5. Approve and Act on Minutes**

**A. Approve City Council Regular Meeting Minutes – May 9, 2017**

\*\*\*Councilmember Galle made a motion to approve the City Council Regular Meeting Minutes.

Seconded by Councilmember Gholson

Aye votes: Councilmembers Hogue, Runnebaum, Gholson, Galle

Abstain: Councilmember Fennell

Motion passed with a vote of 4-0

**B. Approve City Council Called Meeting Minutes – May 18, 2017**

\*\*\*Councilmember Runnebaum made a motion to approve the City Council Called Meeting Minutes.

Seconded by Councilmember Galle

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

**Section III – General Items**

6. Discussion/Action: To discuss and consider authorization of the execution of an easement with The Shops at Crown Park, LLC. for the use of public street right of way for the installation of two monument signs.

\*\*\*Councilmember Runnebaum made a motion to approve the easement.

\*\*\*Councilmember Galle suggested a change to the Right-Of-Way Agreement in paragraph one to omit “previously dedicated to” and replace with “upon dedication by.”

Seconded by Councilmember Gholson

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

7. Discussion/Action: To discuss and consider approval of Resolution No. 08-17, providing authorization for the execution by the City of an Interlocal Cooperation Agreement with Parker County, TX for the repair, maintenance and construction of roads, thoroughfares or streets.

\*\*\*Councilmember Gholson made a motion to approve Resolution No. 08-17, an Interlocal Cooperation Agreement with Parker County.

Seconded by Councilmember Galle

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

8. Discussion/Action: To adopt Ordinance No. 753-17, an Ordinance providing authorization to grant Texas Gas Service Company, a franchise to use the present and future streets, alleys, highways, utility easements, municipal rights of way and public property in consideration of certain compensation; and providing for a term and an effective date.

\*\*\*Councilmember Galle made a motion to adopt Ordinance No. 753-17.

\*\*\*Larry Graham and Wyatt Irby, Texas Gas Service Company, addressed council regarding the franchise agreement.

Seconded by Councilmember Gholson.

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson

Abstain: Councilmember Galle

Motion passed with a vote of 4-0

9. Discussion/Action: To discuss and consider approval of Ordinance No. 754-17, an Ordinance to adopt the new Code of Ordinances as presented by Franklin Legal Publishing.

\*\*\*Councilmember Hogue made a motion to approve Ordinance No. 754-17.

\*\*\*Councilmember Galle suggested a change to add "February 2017" in SECTION 3.

Seconded by Councilmember Galle

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

10. Discussion/Action: To discuss and consider accepting recommendation to declare Public Works Department equipment as Surplus and selling by Public Auction.

\*\*\*Councilmember Gholson made a motion to accept Public Works Department equipment as Surplus and sell by Public Auction.

\*\*\*City Administrator, Scott Wall and Public Works Director, Ramon Johnson addressed council on the outcome of the Surplus inventory process conducted by Mr. Johnson. The necessity to handle item numbers 10. Asphalt Milling Machine and 11. Asphalt Laydown Machine alternatively were explained. Mr. Wall's recommendation was to sell those items to another public sector utilizing TML Classified Sales. The revenue from the sale would go into an escrow account until the callable date in 2021 to pay towards the bond debt. Proceeds from all other Surplus items sold at Public Auction will go into the general fund.

\*\*\*Councilmember Gholson added to accept the amendment to the sale of the Surplus equipment at Public Auction excluding the sale of the Asphalt Milling Machine and the Asphalt Laydown Machine, which will be sold to another public sector and the proceeds put into an escrow account until the eligible date to release the money to pay down the bond debt.

Seconded by Councilmember Galle

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

11. Presentation: To discuss and consider appointment of Kandice Garrett as City Secretary.

\*\*\*Councilmember Gholson made a motion to appoint Kandice Garrett as City Secretary.

Seconded by Councilmember Fennell  
Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle  
Motion passed with a vote of 5-0

**12. Discussion/Action:** To discuss and consider approval of the FY 2017/18 Budget Calendar.

\*\*\*Councilmember Galle made a motion to approve the FY 2017/18 Budget Calendar setting the Budget Workshop to be held on Saturday, August 5 (9 am – 5 pm).

Seconded by Councilmember Gholson  
Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle  
Motion passed with a vote of 5-0

**13. Discussion/Action:** To discuss and consider prioritizing the FY 2017/18 Budget Goals.

\*\*\*City Administrator Scott Wall addressed council to consider these items as a basis to get started and add or subtract from the list as council determines. Further stating some items need to be identified now to be built in the budget, if needed.

\*\*\*Councilmember Galle recommended looking at funding for continuing to upgrade the water lines.

\*\*\*Councilmember Gholson recommended funding for asphalt road repair to the Episcopal Church on Ranch House Rd. as a priority. Mr. Wall informed council he has met with Derek of Jacob Martin and Father Jay to discuss the repair. He stated this as being an add alternate to the street project to save money on mobilization and get some economies out of it. The bid will go before council to be awarded as usual and this repair will be a segregated item to be awarded.

\*\*\*Councilmember Fennell recommended the street repair to Saddle Trail be corrected by the City.

\*\*\*Councilmember Fennell recommended the City look at hiring a marketing company for rebranding the City of Willow Park to her current status.

\*\*\*Several councilmembers and the mayor brought up interest in putting into place funding for a Parks Master Plan Study.

\*\*\*Councilmember Gholson made a motion to approve the FY 2017/18 Budget Goals

Seconded by Councilmember Galle  
Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle  
Motion passed with a vote of 5-0

#### **Section IV – Council Requested Items**

- 14. Discussion/Action:** To discuss and consider assigning a team to investigate alternatives for wastewater utility operations. (Mayor Pro-Tem John Gholson)

\*\*\*Councilmember Gholson addressed council regarding the possibility of sending our wastewater to Weatherford with the formation of a team to include Kyle Wilks, and the assistance of Trent Petty, President of Petty & Associates, and Councilmember Hogue. In addition, Mr. Wilks has offered to participate in the funding of this initiative.

\*\*\*Councilmember Runnebaum made a motion to assign Councilmembers Gholson and Hogue, Kyle Wilks, and Trent Petty to a team for investigating negotiations with the City of Weatherford for wastewater utility operations.

Seconded by Councilmember Galle

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

- 15. Discussion/Action:** To discuss and consider setting a date for a called meeting for the purpose of discussing future wastewater treatment plant site. (Councilmembers Marcy Galle & Amy Fennell)

\*\*\*Councilmember Galle made a motion to table this item.

Seconded by Councilmember Fennell

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

- 16. Discussion/Action:** To approve Ordinance No. 751-17 changing the appointment and supervision of the City Attorney. (Councilmember Marcy Galle)

\*\*\*Councilmember Galle made a motion to approve Ordinance No. 751-17.

As there were no seconds, the motion failed.

#### **Section V - Informational**

- 17. Mayor & Council Member Announcements**

\*\*\*Councilmember Hogue addressed council regarding the construction at I-20 & Mikus Exit and informed the group that TXDot confirmed the project was going out for bids in August and anticipate construction to begin on October 1, 2017. It is a fourteen-month project. There will not be any bridge construction work and essentially rebuilding the frontage roads, the interchange underneath; cut back the concrete retaining walls similar to work done at Ranch House and permanent signalization poles. They will be changing the two-way frontage road west of Mikus to a one-way. Water and sewer pipes will also be put in place for future use.

- 18. City Administrator's Report**

\*\*\*City Administrator Scott Wall announced the corporal promotion ceremony for Officer Sam Minnich and Officer Doug Garnet on June 23, 2017 at 1:30 pm to be held at the Public Safety building. He also announced he and the police chief have been invited to meet with State Representative, Phil King regarding updates within the State Legislature and put forth his appreciation for the invitation. He'll update council with any pertinent information. Mr. Wall further shared an update from the Capital Improvement Report (CIP) pointing out a bid has been accepted for the force main work through the Wilk's property and will be on next month's agenda for consideration by council. Also the City is nearing the project of having a well site near City Hall at the park that is a \$75K project and will be added as a budget item. Finally the discussion of the water supply project with Hudson Oaks, Willow Park and the City of FW will be coming up on next month's agenda and specifically the consideration of Fort Worth's desire to see Willow Park change their ETJ with the City of Weatherford, as Mr. Wall also pointed out, needs to be looked at.

## **Section VI – Adjournment**

### **19. Adjournment**

\*\*\*Councilmember Runnebaum made a motion to adjourn.

Seconded by Councilmember Gholson

Aye votes: Councilmembers Hogue, Fennell, Runnebaum, Gholson, Galle

Motion passed with a vote of 5-0

Mayor Moss adjourned the meeting at 8:17 p.m.

APPROVED

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Doyle Moss, Mayor  
City of Willow Park, Texas

ATTEST:

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Kandice Garrett, City Secretary  
City of Willow Park, Texas