



## CITY COUNCIL REGULAR MEETING MINUTES

City Hall, 120 El Chico Trl., Willow Park, TX 76087

Tuesday, February 14, 2023 at 6:00 PM

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### **CALL TO ORDER AND THE ROLL OF ELECTED AND APPOINTED OFFICERS WILL BE TAKEN**

Mayor Moss called the meeting to order at 6:01 p.m.

Quorum was confirmed.

### **PLEDGE OF ALLEGIANCE AND INVOCATION**

Pledge & Invocation was presented by Jon Sherman, Trinity Bible Church

### **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 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 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.

There were no public comments.

### **PROCLAMATION**

1. Steve Wood, Aledo ISD Athletic Director  
Postponed due to inability to attend.
2. Tim Buchanan, Aledo Head Football Coach

Postponed due to inability to attend.

3. Aledo Football State Championship

Postponed due to inability to attend.

4. Pastor Jon Sherman, Trinity Bible Church

Mayor Moss presented Pastor Sherman with a proclamation for his service.

5. Teen Violence Dating Awareness Month, Freedom House

Postponed due to absence.

## **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.*

6. Approve City Council Meeting Minutes - Regular Meeting on January 24, 2023.

Minutes were approved.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

## **REGULAR AGENDA ITEMS**

7. Discussion/Action: to approve the City's 2022-2023 1st Quarter Financial Report.

Jake Weber, CPA for the City of Willow Park, presented financial reports for the quarter with a "strong start for the year", noted changes from last year, and predictions.

Motion made by Councilmember Gilliland, Seconded by Councilmember Young.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

8. Discussion/Action: to approve the 2022 Racial Profiling Report.

Assistant Chief Franklin gave annual racial profiling report, as required, and stated that no patterns of racial profiling are detected in Willow Park.

9. Project Updates

El Chico Pump Station/Fort Worth Water

Street Update/Bond Update/Crown Road

Drainage

Wastewater Treatment Plant

Michelle Guelker, Public Works Director, updated Council on El Chico Pump Station project: Electrical and sewer lines are now complete; testing for frequency drives are scheduled; tank may be leaking slightly or run-off, but being observed; Scada finished and online; Landscaping to be finished in mid-March.

Gretchen Vazquez, City Staff Engineer, updated Council on progress of Street project. Project contract date: 375 days, which started in late November; work thus far has mostly been on Crown Rd; traffic continues to be southbound on Crown Rd. Schedule update: about 4 weeks behind schedule but looking to add more crews to make up some time.

Derek Turner, City Engineer, updated Council on Drainage project. April 1 is anticipated start date; delay due to material lag. He reviewed the areas to receive attention and the scope of work.

Mr. Turner also updated Council on the Wastewater Treatment Plant. It is expected to open for bids early April with a 5-week bid time; adding a couple of months to prepare; looking at July 2024 for anticipated start time.

10. Budget Update

New City Hall Costs and Funding Recommendations

City Manager, Bryan Grimes, updated on estimate for moving expenses to new City Hall, utility costs, and lease expenses. Mr. Grimes discussed strategies reviewed by Jake Weber and himself to cover unbudgeted expenses, and suggested to amend the budget and adjust projections for sales tax.

A motion to adjust the revenue budget was requested by Mayor Pro Tem, Lea Young.

Motion made by Councilmember Young, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

## 11. Development and Permit Updates

### Utility Connections

### Building Permits

Bill Funderburk, Assistant City Manager, updated Council with 2021 vs. 2022 to-date comparisons for permitting and stated that Council will be getting quarterly reports from Development for permit count. Mr. Funderburk reviewed valuations on commercial projects, and reported new sewer connections of 2021: 50 vs. 2022: 20, the discrepancy due to residential housing and the housing market.

12. Discussion/Action: to consider and take action on authorizing the opt-in of the City of Willow Park in the settlements reached by the Texas Attorney General with Allergan, CVS, Walgreens and Walmart, and authorizing the City Manager to execute all documentation necessary to participate in the settlements, including execution of the Subdivision Participation Forms.

Pat Chesser, City Attorney, reviewed status of forms necessary for disbursement, yet no funds have been received to date for the \$25,195 allocation for the City of Willow Park. Mr. Chesser encouraged Council to opt-in for this settlement, instead of awaiting grant opportunities whose qualifications are obtuse.

Motion was requested by Lea Young, Mayor Pro Tem, to accept settlement:

Motion made by Councilmember Young, Seconded by Councilmember Crummel.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

13. Discussion/Action: to Form Committee to Build / Construct / Plan a Police Station.

Bryan Grimes, City Manager, discussed the potential for building a new police station if the Parker County ESD1 decides to purchase the Public Safety Building. He stated that Lea Young, Mayor Pro Tem, requested that a needs assessment Committee be

placed on the Agenda. This committee would assess the long term needs of the Willow Park Police Department well into the future.

Council discussed that a Committee would likely have at least five members; Mayor Pro Tem Young suggested three of which to be WPPD Police Chief Ellis and Assistant Chief Franklin, and Councilmember Gilliland due to his law enforcement experience. Per Attorney Chesser, 3 or fewer Councilmembers and the Mayor may be included without violating a Council quorum. Councilmember Contreras requested to be considered for the committee and Mayor Moss stated he'd be interested in chairing the committee.

Motion to form committee:

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

14. Discussion/Action: to award a base bid schedule A through D for the Wastewater Effluent Line to B&L Construction Company for a total of \$1,383,285.00.

Derek Turner, City Engineer, presented the bids for the project to Council, with his recommendation for second bidder for all of the line work, who has done work for the city before. Mr. Turner recommended to accept the second bid to begin the project, and confirmed that the funding is in place.

Motion to rescind award to JRM & RK; Motion to award the contact to to B&L Construction:

Motion made by Councilmember Young, Seconded by Councilmember Crummel.  
Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

## **INFORMATIONAL**

Mayor and Council Comments

City Manager Comments

Councilmembers Gilliland and Conteras thanked the staff for a great job of getting us in this building and the great turn-out of the Open House. Mayor Moss thanked his wife and his appreciation for Council "making a move" on the new City Hall and for staff's efforts. Mr. Grimes also thanked his wife.

Mr. Grimes announced that Crystal Dozier, City Secretary, gave birth to a son and wished them congratulations. He also thanked the citizens of Willow Park and City Council for

allowing us to have such a professional environment in which to work and spoke to staff's increase in productivity and enjoyment from having their own space.

**EXECUTIVE SESSION** *It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.*

None.

**RECONVENE** *into Open Session and consider action, if any, on the item discussed in Executive Session.*

N/A

### **ADJOURNMENT**

*As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.*

Meeting was adjourned at 6:59 p.m. by Mayor Moss.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.  
Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, Councilmember Crummel

*The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.*

N/A.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: February 10, 2023, at 1:30 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Posted by Toni Fisher, Planning & Development Director, in absence of Crystal Dozier, City Secretary.

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Crystal R. Dozier, TRMC

City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at [cdozier@willowpark.org](mailto:cdozier@willowpark.org). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at [www.willowpark.org](http://www.willowpark.org)