



**City of Willow Park
City Council
Regular Meeting Minutes
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, December 14, 2021 at 7:00 p.m.**

Call to Order

Mayor Doyle Moss called the meeting to order at 7:00 P.M.

Present:

Mayor Doyle Moss
Councilmember Eric Contreras
Councilmember Tyler VanSant
Councilmember Greg Runnebaum
Mayor Pro Tem Lea Young
Councilmember Nathan Crummel

Staff Present:

City Manager Bryan Grimes
City Attorney Pat Chesser
City Secretary Crystal Dozier

Invocation & Pledge of Allegiance

Mike Patterson with the Willow Park Baptist Church gave the invocation followed by the pledge of allegiance.

Presentation

Rose Hoffman, Communications and Marketing Director presented a \$3,000 check to Parker Paws.

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.

Consent Agenda

- A. Approve City Council Meeting Minutes – Regular Meeting on November 9, 2021.

A motion was made by Councilman Contreras to approve the City Council Meeting Minutes of the Regular Meeting on November 9, 2021 and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

Regular Agenda Items

1. Discussion/Action: to consider all matters incident and related to the issuance and sale of "City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Revenue Certificates of Obligation, Series 2022" including the adoption of an ordinance authorizing the issuance of such certificates in the amount not to exceed \$5,775,000 to finance the costs of paying contractual obligations to be incurred for (i) acquiring, constructing, improving and maintaining streets, thoroughfares, bridges, alleyways and sidewalks within the City, including related storm drainage improvements, traffic signalization and signage, streetscaping and median improvements, and utility relocations and the acquisition of rights of way therefor, (ii) constructing, acquiring, purchasing, renovating, enlarging, and equipping park facilities and the acquisition of rights of way therefor, and (iii) professional services rendered in relation to such projects and the financing thereof.

A motion was made by Councilman Young to adopt an ordinance to consider all matters incident and related to the issuance and sale of "City of Willow Park, Texas, Combination Tax and Waterworks and Sewer System Revenue Certificates of Obligation, Series 2022" including the adoption of an ordinance authorizing the issuance of such certificates in the amount not to exceed \$5,775,000 to finance the costs of paying contractual obligations to be incurred for (i) acquiring, constructing, improving and maintaining streets, thoroughfares, bridges, alleyways and sidewalks within the City, including related storm drainage improvements, traffic signalization and signage, streetscaping and median improvements, and utility relocations and the acquisition of rights of way therefor, (ii) constructing, acquiring, purchasing, renovating, enlarging, and equipping park facilities and the acquisition of rights of way therefor, and (iii) professional services rendered in relation to such

projects and the financing thereof. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

- 2. Discussion/Action: to approve a resolution authorizing professional service provider(s) selection for the American Rescue Plan Act.**

A motion was made by Councilman Contreras to approve a resolution authorizing professional service provider(s) selection for the American Rescue Plan Act and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

- 3. Discussion/Action: to consider amending the water and wastewater utility fee schedule to reflect the new Fort Worth impact fees collection rates.**

A motion was made by Councilman VanSant to consider amending the water and wastewater utility fee schedule to reflect the new Fort Worth impact fees collection rates. Councilman Young seconded the motion. The vote to approve the motion was unanimous.

- 4. Discussion/Action: to approve a resolution appointing a voting member and alternate to the Wholesale Water and Wastewater Customer Advisory Committee.**

A motion was made by Councilman Contreras to approve a resolution appointing City Manager, Bryan Grimes as the voting member and Public Works Director, Michelle Guelker as alternate to the Wholesale Water and Wastewater Customer Advisory Committee. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.

- 5. Discussion/Action: to consider a Final Plat Lot 1R4, Block A, and Lot 1, Block B, Crown Bluff Addition, being a Replat of Lot 1R2 and Lot 1R3, Block A, Crown Bluff Addition and 7.591 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located in the 4400 Block of IH-20 Service Road and Clear Fork Circle.**

A motion was made by Councilman Contreras to approve a Final Plat Lot 1R4, Block A, and Lot 1, Block B, Crown Bluff Addition, being a Replat of Lot 1R2 and Lot 1R3, Block A, Crown Bluff Addition and 7.591 acres, David Addington Survey, Abstract No. 21, City of Willow Park, Parker County, Texas, located in the 4400 Block of IH-20 Service Road and Clear Fork Circle. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.

6. Discussion/Action: to authorize the Mayor's signature on a Chapter 380 Agreement between the City and Unco.

A motion was made by Councilman VanSant to authorize the Mayor's signature on a Chapter 380 Agreement between the City and Unco and Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

7. Discussion/ Action: to consider any future agenda items.

City discussed and considered adding street maintenance fees to a future agenda.

Reports

Michelle Guelker, Public Works Director gave a brief summary of the following:

Emergency Preparedness

- Installed heat trace and wrapped all wells and exposed piping at each well site.
- Anti-gelling agent has been added to diesel in generators and other emergency equipment.
- All generators, on site and portable, have been inspected and are run on a weekly basis.
- Purchased additional load of sand and have salt remaining from last year to put on roads during icy conditions.
- Generators on order for locations deemed critical that do not currently have on-site generators.

Water Line Replacement

- Working with Derek Turner to develop a water line replacement program and identify areas most in need.
- Small sections of Willow Park where the line may be undersized or in general, needs replacement due to age.
- Project cost of \$100,000 to \$150,000.
- Currently area of focus is streets south of City Hall to the North Service Road and Willow Springs and Willow Springs Oak area.

Water Meters and Customer Portal

- All residential and most of smaller commercial meters have been installed.
- Plan is in place to change out the larger meters during the next year and as meters become available.
- Customer Portal is set to go live January 4.

Derek Turner, City Engineer gave a brief summary of the following:

Drainage Update

- CIP data shows \$3.78 M for total improvements
- Approximately \$1.8 M for main projects

- 2-3 Months to prepare a bond package
- 6 months of drainage fee income at that point
- Schedule per Attached

Fort Worth Water

- Tank foundation 98% complete
- Erection and subsurface piping should start shortly after the first of the year
- The project appears to be on schedule

Rose Hoffman, Communications and Marketing Director gave a brief summary on the report regarding the number of notices for the drainage fees.

Betty Chew, Planning and Development Director gave a brief summary of the following:

Ambulatory Surgery Center @ 125 Mary Lou Dr.

- Revised Civil Plans awaiting review
- Pre-Construction Meeting to be scheduled Jan/Feb per ASC Engineering firm

Medical Office Building @ 110 Mary Lou Dr.

- Civil Plans Approved
- Pre-Construction Meeting done 12/02/21
- Awaiting Performance & Maintenance Bonds
- Construction Plans under review as of 11/22/21

G.I. Alliance (Endoscopic Center) @ 130 Jimma Dr.

- Civil Work complete
- Building Permit issued 9/22/21
- Ready for construction as of 11/18/21

Willow Park RV Storage @ Lot 1R2 & 1R3, Crown Bluff Add'n (4450 E. I-20)

- Final Plat combining lots to create 1R4, Block A & Lot 1, Block B
 - P&Z approved 11/16/21
 - To be presented to City Council for approval on 12/14/21
- Civil Plans have been reviewed; Public Safety issue being addressed
- Pre-Construction Meeting expected w/c 12/06/21 upon resolution of Civil issue

The District @ 460 Shops Blvd. (Core & Shell only)

- Civil Plans reviewed & approved
 - Will not be released until Final Plat is approved (replat req'd)
- Replat required
 - To be presented to P&Z in January 2022

- To be presented to City Council in February 2022 pending P&Z approval
- Once Replat approved, may proceed with Pre-Construction Meeting

Canvas at Willow Park @ Meadow Place & Kings Gate (110 townhomes)

- Preliminary virtual meeting with GC on 11/18/21
- Plat approved
- Civil Plans approved
- Awaiting Construction plans

Trinity Christian Academy Athletic Complex @ 7700 E. Bankhead Hwy

- Street connections still to be completed
- Eastern driveway to be set

Extra Space Storage @ 4600 E. I-20

- Currently at Dry-In stage (exterior walls) of construction

Forney Fence @ 4910 E. I-20

- Construction Permit issued
- Currently at Framing stage of construction

Willow Crossing Townhomes @ 402 - 538 Willow Crossing E.

- (Pods A-H)
- Currently at Framing stage of construction

The Preserves @ 149 Mary Lou

- Currently at Final stage (punch list) of construction
- Final inspection has not yet been done
- Certificate of Occupancy has not yet been issued

MK Office Building @ 151 JD Towles (3,332 sq. ft. office building)

- Currently at HVAC phase

First Texas Bank @ 100 Willow Bend

- Certificate of Occupancy issued 11/29/21 on 3rd Floor North
- Certificate of Occupancy previously released on Floors 1&2

Executive Session

Mayor Moss recessed into Executive Session at 8:04 P.M.

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.

A. Section 551.074 Personnel Matters; City Manager Review

RECONVENE

Mayor Moss reconvened into Open Session at 8:38 P.M.

A motion was made by Councilman VanSant to approve an amended City Manager Agreement with City Manager Bryan Grimes that will provide:

the term of the Agreement will continue through December 1, 2023; a 4 percent pay raise for Mr. Grimes over his current compensation; and an amended severance amount and benefits from 6 months to 8 months that will increase 1 month for each year served by Mr. Grimes from this day forward, such severance to be capped at 12 months. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.

Informational

A. Mayor & Council Member Comments

Mayor Moss wished everyone a Merry Christmas and thanked staff for all of their hard work.

Councilman Crummel recommended city staff progressively communicate with the public as the city begins to grow.

B. City Manager's Comments

City Manager Bryan Grimes thanked staff for doing a great job and wished them a merry Christmas.

Adjournment

Councilman Young moved to adjourn the meeting. Councilman VanSant

seconded the motion. The vote to approve the motion as unanimous.

Mayor Moss adjourned the meeting at 8:41 P.M.

These minutes were approved on the 25th of January, 2022.

APPROVED:



Doyle Moss, Mayor

ATTEST:



Crystal R. Dozier, TRMO, City Secretary