



**City of Willow Park  
City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, January 25, 2022 at 7:00 p.m.**

**Call to Order**

Mayor Pro Tem Lea Young called the meeting to order at 7:00 P.M.

**Present:**

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

**Absent:** Mayor Doyle Moss

**Staff Present:**

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

**Invocation & Pledge of Allegiance**

Councilman Contreras led the pledge of allegiance.

**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 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.

**Tim Mandolia spoke before the council to introduce himself as a candidate running for Justice of the Peace Precinct 4.**

**Allison Bedore spoke before the council to introduce herself as a candidate running for Justice of the Peace Precinct 4.**

### **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 – Regular Meetings on December 14, 2021 and January 11, 2022.

**A motion was made by Councilman Contreras to approve the Regular City Council Meeting Minutes for December 14, 2021, and January 11, 2022. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.**

### **Regular Agenda Items**

- 1. Discussion/ Action: to consider and act on the annual Racial Profiling Report.

**Captain Franklin gave a summary of the annual Racial Profiling Report. A motion was made by Councilman VanSant to accept the annual Racial Profiling Report and Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.**

- 2. Discussion/Action: update on Municipal Court.

**Judge Gauntt gave an update on the Municipal Court. No action taken.**

- 3. Discussion/Action: to approve a resolution appointing a Capital Improvement Advisory Committee and appointing an ETJ Representative.

**A motion was made by Councilman VanSant to approve a resolution to appoint the current Planning and Zoning Commission and add Randy L Pack as the ETJ representative to serve as the Capital Improvements Advisory Committee. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.**

- 4. Discussion/Action: to adopt an amendment to Ordinance No. 848-22 Ordering the 2022 General Election.

**A motion was made by Councilman VanSant to adopt an ORDINANCE AMENDING ORDINANCE NO. 848-22 ORDERING A GENERAL MUNICIPAL ELECTION TO BE**



HELD ON MAY 7, 2022 FOR THE PURPOSE OF ELECTING, COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR PLACE NO. 5; DESIGNATING A DIFFERENT POLLING PLACE FOR ELECTION DAY, 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. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.

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

The following are considered as future agenda items:

**Public Hearing for the Water/Wastewater Treatment Plant**

**Water and Wastewater Rate Study**

**1<sup>st</sup> Quarter Financial Report**

**Appointments to Boards and Commissions**

**Alcohol Permit Policy**

**Alcohol Permit Fees**

**Amendment to the Communications Policy**

### **Reports**

Public Works Director Michelle Guelker gave a brief summary on the 2021 Water Production and Average Daily Usage.

City Engineer Derek Turner gave brief summary on the following:

1. Fort Worth – Willow Park Pipeline progress – Mountain Cascade
  - a. Fort Worth water turned on 8/4, turned off mid-October
  - b. SCADA Communication tower finished.
  - c. Remaining work is to pressure test and disinfect the small portion of 16-inch pipeline that is part of the pipeline to Hudson Oaks. To be done once pump station is operational.
2. Willow Park-Hudson Oaks pipeline progress - Wildstone
  - a. Pipeline is 100% installed
  - b. Remaining items include pipeline testing, clean up, and restoration. Pipeline testing and disinfection to be done once pump station is operational.
3. Pump Station project update – MELA Contracting, Inc.

- a. Shop drawing submittals/review continues
- b. Supply chain issues are occurring all over, and unfortunately MELA has not been immune to these. So, pressure has been mounting on whether MELA can meet the contractual Completion Date of 5/3/22. The Halff Team has been working with MELA to help identify these issues early and assist where we can in mitigating schedule delays. Here is a summary to date:
  - i. Significant delay on delivery of emergency power generator. Resolution – Cities to rent a portable generator temporary, to not delay startup.
  - ii. Delay on pump delivery – MELA to tightly schedule installation and testing to only slightly delay startup (1 to 2 weeks)
  - iii. Delay on SCADA related parts/programming. MELA has coordinated an expedited schedule with Halff and SCADA programmers to stay on schedule
  - iv. Valves delayed. MELA is switching to a different manufacturer that can deliver valves on time.
- c. Suffice to say that given the current global situation, additional delays may pop up. Therefore, the Halff Team has been working with Willow Park staff to ensure there is a backup plan to get through this summer without the pump station, etc. We now plan to keep the temporary meter station and connection in place and usable through the summer. Bryan authorized us to seek an extension of the temporary agreement with Fort Worth. Those negotiations have begun, and it appears it will be possible to utilize the temporary meter station again, if needed. To be confirmed soon. MELA has instructions to hold off on any demolition of the temporary meter station, until further notice.

Planning and Development Director Toni Fisher gave a brief summary on the current new construction commercial projects under production to date; **New progress is noted in red:**

1. **Ambulatory Surgery Center @ 125 Mary Lou Dr.**
  - **Revised Civil Plans approved**
  - Awaiting go-ahead from Wier's Engineers to schedule Pre-Construction Meeting
2. **Medical Office Building @ 110 Mary Lou Dr.**
  - **Construction Plans Approved by BV & Fire**
  - **Performance & Maintenance Bonds received**
3. **G.I. Alliance (Endoscopic Center) @ 130 Jimma Dr.**
  - **Under construction**



4. **Willow Park RV Storage @ 4450 E. I-20**
  - Final Plat approved
  - Pre-Construction Meeting complete
  - Civil Work underway as of w/c 1/04/22
5. **The District @ 460 Shops Blvd. (Core & Shell only)**
  - Replat approved by P&Z on 1/18/22
    - City Council on February 8, 2022
    - Scheduling Pre-Construction Meeting
6. **Canvas at Willow Park @ Meadow Place & Kings Gate (110 townhomes)**
  - Awaiting Construction plans
7. **Trinity Christian Academy Athletic Complex @ 7700 E. Bankhead Hwy**
  - Street connections still to be competed
  - Eastern driveway to be set
  - The main entrance has been realigned to connect with the Bankhead Highway and Eagle Drive extensions
8. **Extra Space Storage @ 4600 E. I-20**
  - Currently under construction
9. **Forney Fence shell @ 4910 E. I-20**
  - Currently under construction
10. **Willow Crossing Townhomes @ 402 - 538 Willow Crossing E.**
  - (Pods A-H)
  - Currently under construction
11. **The Preserves @ 149 Mary Lou**
  - Currently at Final stage of construction (punch list)
12. **MK Office Building @ 151 JD Towles (3,332 sq. ft. office building)**  
Currently under construction

Fire Chief LeNoir Fire gave a brief summary of the following:

### Operations

The operations personnel are the backbone of the department providing the workforce to respond to emergency calls, operate and maintain the department's apparatus, equipment, stations, and fulfill the Department's operational mission.

With the support of the city and the council the operations division grew by three new firefighter positions. The three firefighter positions allowed the department to operate with three fire personnel on each 24-hour shift. The new positions also allowed the department to staff the ladder truck on a consistent basis.

Operations personnel remained busy throughout the year handling the workload of operating and maintaining the department to a high standard. The Department was inspected by the Texas Commission on Fire Protection this year. The department passed the inspection and was commended by state inspectors based on operational personnel maintaining the department to such a high standard.

This year staff responded to 985 calls to service, provided fire prevention education presentations at schools, daycares, and church organizations. The department provided other support functions like providing and installing free smoke detectors for citizens in cooperation with American Red Cross.

### **Training**

1581 Hours of Department level training completed for the year. In addition to the normal training subjects taught on a regular and ongoing basis, the department identified two primary objectives for training this year. The first primary objective was to orient new employees to the operations of the department. The second objective was to provide the training to transition the primary response from an Engine company to a Truck Company responding in a Ladder Truck.

The department was able to orient the new employees to operations with training within the department and Tarrant County College. Employees travel once a month to Tarrant County College Fire Training Center where they can study, drill, and operate with industry experts on a world class fire training field. This year the department received quality hands on training in the following subjects: Fire Lab with flashover simulator, Rapid Intervention Training, Ladders, Ventilation, Aerial Operations, Rope Rescue drills, Hazardous Materials Technician level CE, Vehicle stabilization and lifting, Standpipe Hose Deployment, Building construction, and Live Fire Scenarios.

### **Prevention**

The prevention division has remained busy this year conducting plan reviews and inspections for new construction and existing buildings alike. The prevention division conducted 157 on-site inspections, attended preconstruction meetings, and investigated fires that occurred within the city.

The prevention division also hosted a six-week internship in partnership with Weatherford ISD. The internship allowed high school students that are interested in entering the emergency services an opportunity to experience the roles, responsibilities, and process of becoming a Firefighter.



## **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.

## **RECONVENE**

### **Informational**

A. Mayor & Council Member Comments

**No comments.**

B. City Manager's Comments

**Bryan Grimes, City Manager gave a brief report on city hall and the new City Building Official will start on Monday, February 14<sup>th</sup>.**

### **Adjournment**

**Councilman Runnebaum moved to adjourn the meeting. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

**Mayor Moss adjourned the meeting at 7:42 P.M.**

These minutes were approved on the 8<sup>th</sup> of February, 2022.

APPROVED:

  
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Doyle Moss, Mayor

ATTEST:

  
\_\_\_\_\_  
Crystal R. Dozier, TRMC, City Secretary