



CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, April 25, 2023 at 6:00 PM

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

Mayor Moss called the meeting to order at 6:00 PM.

PRESENT

Mayor Doyle Moss
Councilmember Eric Contreras
Councilmember Chawn Gilliland
Councilmember Greg Runnebaum
Councilmember Lea Young

ABSENT

Councilmember Nathan Crummel

STAFF PRESENT

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

PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Moss requested a moment of silence followed by the pledge of allegiance led by Willow Park Municipal Judge, Josh Norrell.

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

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.

1. Approve City Council Meeting Minutes - Regular Meeting on April 11, 2023.

To approve the City Council Meeting Minutes - Regular Meeting on April 11, 2023.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

REGULAR AGENDA ITEMS

2. Discussion/Action: City Council may consider, discuss and take action to approve a Joint Resolution and Boundary Agreement to exchange land in their ETJs and adjust the boundary between the ETJs of the two cities.

To approve a Joint Resolution and Boundary Agreement to exchange land in their ETJs and adjust the boundary between the ETJs of the two cities.

Motion made by Councilmember Young, Seconded by Councilmember Runnebaum.

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

3. CONSIDERATION/ACTION: Final Plat for Lot 1, Block 1, Willow Park Water Reclamation Area, being 8.610 acres, Wesley Franklin Survey, Abstract No. 468, in the City of Willow Park, Parker County, Texas.

To approve a Final Plat for Lot 1, Block 1, Willow Park Water Reclamation Area, being 8.610 acres, Wesley Franklin Survey, Abstract No. 468, in the City of Willow Park, Parker County, Texas.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

4. CONSIDERATION/ACTION: Final Plat for Lots 1-5, Block 1, Nolte Addition, being 29.99 acres, David Addington Survey, Abstract No. 21, in the Extraterritorial Jurisdiction of the City of Willow Park, Parker County, Texas.

To approve a Final Plat for Lots 1-5, Block 1, Nolte Addition, being 29.99 acres, David Addington Survey, Abstract No. 21, in the Extraterritorial Jurisdiction of the City of Willow Park, Parker County, Texas.

Motion made by Councilmember Contreras, Seconded by Councilmember Young.

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

REPORTS

5. Public Works

Michelle Guelker, Public Works Director gave a brief summary on her report. As of today the City is on Fort Worth water.

Fort Worth Water Project

Completed in the last 30 days.

- **North sidewalk and drive poured; west sidewalk poured.**
- **Permanent Fort Worth meter and chlorine analyzer installed and talking with Fort Worth SCADA.**
- **Willow Park pumps and PLC (Programmable Logic Control) installed and communicating with SCADA.**
- **Drainage berm and piping installed along west side of property.**
- **City's attended onsite training for using emergency power generator and switchover unit.**

In the next 30 days

- **Pour south approach and sidewalk (end of April).**
- **Landscaping, irrigation, and fencing is set to be installed.**
- **The alarm system for the pump station is scheduled for installation.**
- **Schneider Electric will schedule "classroom" training on pump's vfd (Variable Frequency Drives) with City personnel.**

New Wastewater Treatment Plant

- **The bid request was published in last week's Community News.**
- **There will be a Prebid meeting on May 4, 2023, at 10:00 a.m. here at City Hall.**
- **Bids are do and be opened on May 18, 2023, at 3:00 p.m. here at City Hall.**
- **Several plan sets have been picked up by prospective bidders.**
- **The effluent line construction meeting was held on Monday, April 10, 2023, with Notice to Proceed issued at the same time.**

6. Planning and Development

Toni Fisher, Planning and Development Director, gave a brief summary on the Planning and Development report regarding the amount and types of permits that have been issued in the last quarter. She also reported the new city hall sign has been installed.

7. Police

Interim Chief Franklin gave a brief summary on the following report.

- **Established First School Resource Officer at Trinity Christian Academy**

- **Faced vehicle and equipment shortages**
 - Re-designed and equipped Administrative Tahoes
 - Recently received two (2) Ford Explorer Interceptors
 - Sending to Blue Ridge for graphic install
- **Manpower shortages and hiring issues**
 - Recently hired cadet in Weatherford Police Academy who will graduate in May to begin FTO process
 - Only leaves one unfilled position – the posting has been listed online
- **Update to department firearms.**
 - Ordered 20 new Glock 47 weapons to replace our older weapons that Glock is no longer producing
 - Ordered 20 red dot pistol optics
 - Ordered new holsters to accommodate the new weapons and optics
- **Beginning new Citizens Police Academy – Class 004 with record high attendance (13)**
- **Installed the department’s first LPR (license plate reader) system**
- **Applied and received TXDOT STEP grants**
 - Successful deployment of two STEP Grant waves
 - Future deployment of click it or ticket
 - Future deployment of operation slow down
- **Active with Weatherford High School’s internship program**
 - Receive positive feedback from instructor at WISD.
- **Continued compliance with Texas Police Chief’s Best Practice Standards**
 - Submitted annual report
- **Continued engagement in the community**
 - Active Facebook engagement
 - Patrol walk-throughs and talks with residents at the Preserve
 - Continue to participate and host car seat safety checks
 - Hosting 3 blood drives for American Red Cross
 - Sgt. Ramirez was voted in as a chair person to represent Parker County in the Cook’s and Safe Kids group related to child passenger seat safety.
- **Focus on training and development**
 - Corporal Hamilton is currently attending drug recognition expert training (72 hours of class room as well as an intense field certification phase)
 - Only approximately 350 DRE’s in the state of Texas

STATS as of 4/17/2023

999 Calls for Service

81 arrest – 125 criminal charges

554 Citations - 770 violations

1015 Warnings

8. Municipal Court

Judge Norrell gave a brief summary on the following report.

I. JUDICIAL PRIORITY: “SAFETY THROUGH EFFICIENCY”

II. JUDICIAL ACTION PLAN:

1. Coordination with Willow Park Police Department

2. Standing Orders

- Enhanced reliability of options by which to resolve cases
- Greater adherence to detail to allow for solutions to anticipated common problems

3. Streamlined Court Dockets

- Incentivize resolution at first appearance, reduce redundancy to dispose of cases
- Increased Use of Driver Safety Courses for Case Disposition
- Increased Use of Deferred Disposition of Cases

4. Optimized Communication by Court and Collection of Fines and Fees Through New Collections Firm

III. RESULTS: ENHANCED PUBLIC SAFETY WITH INCREASED DISPOSITION OF CASES AND INCREASED REVENUE

	<u>October 2021 – March 2022</u>	<u>October 2022 – March 2023</u>	
New Cases Filed	1318	1384	
Completed Driving Safety	67	196	(+290%)
Completed Deferrals	186	302	(+160%)
Total cases Disposed	678	1124	(+165%)

9. City Engineer

Gretchen Vasquez, City Engineer gave a brief summary on the city projects. Attached to the minutes is the report.

10. Communications and Marketing

Rose Hoffman, Communications and Marketing Director gave a brief summary on the City’s communication analytics.

INFORMATIONAL

Mayor and City Council Comments

Mayor Moss thanked City Manager Bryan Grimes and Rose Hoffman for their assistance in hosting the Parker County Mayor's Breakfast at city hall. It was well attended. He also thanked Toni Fisher, Planning and Development Director for the new city hall sign. Mayor Moss said the city has a great city council and staff and he is very thankful.

Councilman Runnebaum thanked the City Staff and City Manager for the progress on all of the projects.

Councilman Contreras echoed Councilman Runnebaum's comments regarding the City Staff and projects. He thanked Rose for hosting the Willow Bark event.

Councilman Gilliland thanked everyone from Public Works Department down to the Communications Department on doing a great job. He said it was a positive meeting and he is happy to be part of the positive progress moving forward with the city.

City Manger Comments

Bryan Grimes, City Manager thanked the City Staff. He said this is by far the best staff he has worked with. He thanked the City Council for giving him the ability and resources to hire the staff and they are very good at their jobs. The staff seeks to be better and understand what they are here for and that is for the citizens of Willow Park. City Staff is very competent and knowledgeable of their jobs. He thanked City Council for their leadership and said it is a pleasure to work with a group like this.

Mr. Grimes reported on the May 9th agenda there will be an Interlocal Agreement with the City of Hudson Oaks to place a repeater on our water tower for their water meter readings. He also reported that property appraisals went out last week. As the City starts working on the budget, the City will see a significant tax rate decrease.

EXECUTIVE SESSION

Mayor Moss convened into Executive Session at 6:48 pm.

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

Mayor Moss reconvened into Open Session at 7:15 pm.

11. Agreement with Parker County ESD No. 1 to sell 516 Ranch House Road. 551.071 - Consultation with attorney.

No action taken.

12. Discussion of purchase contracts for the purchase of 120 El Chico along with adjoining unimproved property. - Section 551.071 Consultation with Attorney; Section 551.072 Deliberations Regarding Real Property

To approve an improved property contract with Parker County RE Partners, LLC for the purchase of 120 El Chico Trail and to approve an unimproved property contract with I20 KC LLC for the purchase of 120 El Chico Trail.

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

ADJOURNMENT

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

Mayor Moss adjourned the meeting at 7:30 pm.

These minutes were approved on the 9th of May, 2023.

_____/s/
Doyle Moss, Mayor

_____/s/
Crystal R. Dozier, TRMC
City Secretary

2022 Street Improvements Project

Engineer: Jacob & Martin, LLC

Contractor: XIT Paving & Construction, Inc.

Project is 25% complete

The project consists of removing and replacing approximately 36,500 square yards of existing asphalt pavement with concrete paving and replacing approximately 18,600 square yards of asphalt pavement with 2” HMA.

List of Streets:

- ✓ Crown Road
- ✓ King’s Gate Road
- ✓ Ranch House Road
- ✓ Sam Bass Road
- ✓ Sam Bass Court
- ✓ Trinity Drive
- ✓ Trinity Court
- ✓ Old Ford Road
- ✓ Crested Butte Court
- ✓ Ridge Haven Court
- ✓ Pleasant Court

Latest Project Updates:

Crown Road, Phase 1 - (Northbound Lane)

- The contractor continues to work on the drive approaches and concrete riprap along Crown Road (northbound lane). The northbound section is substantially complete.
- The contractor will switch traffic to start construction on the southbound lane of Crown Road - April 24, 2023.
- Approximately 5,400 square yards of concrete have been poured to date.

King’s Gate Road, Phase 1 (Southbound Lane)

- The existing asphalt has been removed and hauled off to meet final pavement grade. The crew continues to work on the subgrade preparation.
- The contractor has completed the installation of the 24” storm sewer pipe on the west side of King’s Gate Road north of the Clear Fork Trinity River and will begin working on the 2-20’ curb inlets.
- The contractor started setting up the concrete paving forms.

Ranch House Road, Phase 1 (Eastbound Lane)

- Construction on the eastbound lane of Ranch House Road will start April 24, 2023.
- Site Barricades personnel will install barricades, warning/detour signs, and traffic cones.



Crown Road looking south



Crown Road looking north



King's Gate Road looking south



King's Gate Road looking north

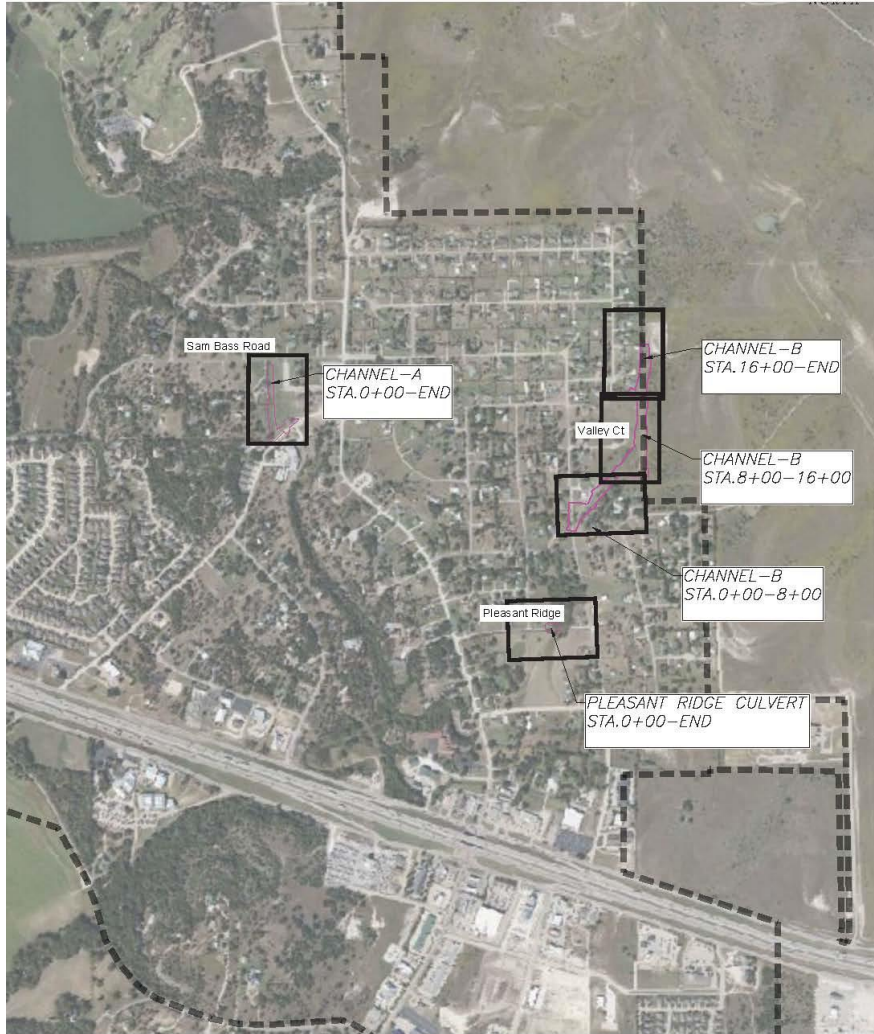
2022 Drainage Improvements, Phase I

Engineer: Jacob and Martin, LLC

Contractor: Humphrey & Morton Construction Company, Inc.

Project is 10% complete

The project consists of a 4' x 8' box culvert and associated headwalls under Pleasant Ridge Road, regrading of an earthen channel off Sam Bass Road, and channel improvements including a three barrel 3' x 5' box culvert, concrete channel lining and grading along the east city limits down to El Chico Trail.



Project Location Map

Latest Project Updates:

- The 180-calendar day construction project started April 4, 2023.
- Contractor has mobilized and completed the construction of the headwall at the upstream end of the existing 48" culverts on El Chico Trail.
- Drainage improvements continue east along the channel. Approximately 600 linear feet of channel has been graded.

Wastewater Treatment Plant Effluent Line

Engineer: Jacob and Martin, LLC

Contractor: B&L Construction Company

Project is 0% complete

The project consists of furnishing and installing approximately 5,200 linear feet of 10-inch HDPE effluent force main, 1,980 linear feet of 12-inch HDPE effluent force main, and effluent lift station and associated appurtenances.

Latest Project Updates:

- A preconstruction meeting was held on April 10, 2023.
- The 270-calendar day construction project will start April 20, 2023.

Wastewater Treatment Plant Improvements

Engineer: Jacob and Martin, LLC

Contractor: TBD

The project consists of construction of a new 1.0 MGD wastewater treatment plant and all associated appurtenances.

Project is 0% complete

Latest Project Updates:

- A non-mandatory Pre-Bid conference will be held on May 4, 2023.
- Bid Opening will be held May 18, 2023.

King's Gate Road Bridge Replacement

Engineer: Texas Department of Transportation (TxDOT)

Contractor: TBD

Design is 30% complete

The proposed work is a partnership with the City of Willow Park/TxDOT to remove and replace the King's Gate Road bridge over Clear Fork Trinity River and construct the approach roadways. Bridge length and width is approximately 109' long and 44' wide, (2 - 12' lanes, with 2 - 8' shoulders, 1' offset to each bridge rail and 1' width for each bridge rail).

Latest Project Updates:

- TxDOT is preparing right-of-way documents for acquisition and utility conflict matrix to determine the utilities that need to be relocated. Environmental documentation has started.
- Letting Date is July 2024.

CSJ 0008-03-124 IH20 - Parker County

Engineer: TxDOT

Contractor: Northeastern Pavers, LLC

Project is 0% complete

Project consists of milling and overlaying of IH 20 main lanes from US 180 to the IH20/30 Split.

- A preconstruction meeting was held on April 13, 2023.
- The 256-calendar day construction project will start May 20, 2023.
- Project workdays are Sunday thru Thursday, 7pm-6am.
- Total contract amount for this project is \$18,575,904.96.