



## PARKS BOARD MEETING 10/29/24 AGENDA

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

Tuesday, October 29, 2024 at 6:00 PM

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### CALL TO ORDER

### DETERMINATION OF QUORUM

### 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.

### APPROVAL OF MEETING MINUTES

1. Parks Board Meeting Minutes: August 6, 2024.

### AGENDA ITEMS

None.

### INFORMATIONAL

2. Staff would like to introduce the new Parks Director, Mandy McCarley. Mandy will be taking over the duties for all city parks, including all upcoming programming and improvements.
3. Parks Board Places 1, 3, and 5 are expiring in January 2025. Those places are currently occupied by Lea Young, Ex-Officio, James McKibbin, and David Wagner. All interested persons for appointment/reappointment consideration should contact Mandy McCarley, Parks Director, at City Hall for applications and submittals. Mayor Moss will make appointments at the City Council meeting in January 2025.

4. Town Hall Meeting is scheduled for Tuesday, 10/29/24 at 6:30 p.m. to discuss potential future improvements to the parks and the preferred order of their priorities. This will be decided by city staff by a culmination of information from the Town Hall Meeting and surveys provided to the public.

Board appointments will take place at the January City Council meeting and the next regularly scheduled Parks Board Meeting is scheduled for Tuesday, February 4, 2025 at 6:00 p.m. at Willow Park City Hall.

## **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.*

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, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: OCTOBER 25, 2024, at or before 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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Toni Fisher, Assistant City Manager – Development & Parks and Interim 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)



## PARKS BOARD MEETING 08/06/24 MINUTES

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

Tuesday, August 06, 2024 at 6:00 PM

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### CALL TO ORDER

Meeting was called to order by Ever Gomez, Board Chair, at 6:00 p.m.

### DETERMINATION OF QUORUM

Quorum confirmed.

### PRESENT

David Wagner  
Ever Gomez  
James McKibben  
Lea Young  
Cynthia White  
Barry Noggle

### ABSENT

Corey Tucker

Staff present: Toni Fisher, Planning & Development Director and Parks

### PUBLIC COMMENTS (Limited to three minutes per person)

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None.

### APPROVAL OF MEETING MINUTES

1. Parks Board Meeting Minutes: May 07, 2024

Minutes approved as presented.

Note: Board Member, Cynthia White, entered the meeting late, thereby not being available for voting on this item.

Motion made by Wagner, Seconded by McKibben.

Voting Yea: Wagner, Gomez, McKibben, Noggle

Voting Abstaining: Young, White

## AGENDA ITEMS

2. **Discussion & Action: Purchase of Security Camera for Cross Timbers Park.**

Note: Board member, Cynthia White, entered the meeting at the presentation of this item.

Fisher read the brief in the packet which discussed the vandalism damage to the restrooms at Cross Timbers Park and the necessity for an additional security camera.

Mr. Gomez asked about the cost of the camera, to which Fisher told of the quote received for \$1,511.50, but she later stated that there may be additional wiring or transmitters necessary to reach the existing system.

Mr. Wagner, Co-chair board member, suggested that additional signage may not be necessary to warn patrons of camera usage, but there was discussion that the signs could deter unwanted behavior. It was also discussed that repeated vandalism requires staff hours and resources, repairs, and the cost for prosecution, all of which were more costly than the camera. It was clarified that the camera would not show into the restroom to not infringe on users' privacy.

Motion made by Gomez, Seconded by White.

Voting Yea: Wagner, Gomez, McKibben, White, Noggle

Voting Abstaining: Young

3. **Discussion: Concept for Kings Gate Park improvements by Westwood Professional Services.**

Fisher read the brief in the packet which reviewed the Kings Gate Park improvements as prepared by Westwood Professional Services. She referenced the Engineer's Preliminary Opinion of Probable Construction Cost (OPC), which was given to the

Board at the meeting, totaling \$7,813,950, split into three areas. She also indicated that the OPC also showed a cost for the relocation of Memorial Park to the front of the City Hall site, but it related to a separate parking lot project which was not a topic for discussion at this meeting.

Ms. Young told of the meeting with Westwood, which she attended, and pointed out that the engineers and designers were very intentional to photograph and highlight the historic elements in our city. She also discussed the plan's items and how a new survey would address whether these are things that our community wants. Ms. Young also discussed the potential for fundraising for a few of these amenities. She identified that a first town hall meeting would identify what questions our residents want us to ask in an on-line survey, and the second town hall meeting would share the results and allow discussion before the Parks & Trails Master Plan is updated with the new survey information. She stated that this update was necessary for the selection of current amenities, but also for possible grant opportunities moving forward.

Mr. Wagner asked about the use of temporary restrooms (port-a-potties) which could minimize vandalism. Fisher stated that she looked into these and the costs were very reasonable. She stated that they could be shielded with a fence-type surround which would improve their aesthetics, but also deter tipping and vandalism. Mr. Wagner issued his concern of creating an opportunity for homeless persons to live within permanent restrooms. Ms. Young said that there have been many requests for restrooms, and she and Mr. Gomez agreed that the port-a-potty would be a good temporarily solution and see how they work out. Once our improvements are made, the restrooms could be transformed into a more appropriate and more attractive permanent restroom facility.

Mr. Gomez stated that he was concerned about the pricing for some of the items and asked that we get competitive bids for each item. Fisher stated that purchases over \$50,000 must go out for bid [unless it is through a buying co-op, like BuyBoard]. Ms. Young agreed that the pricing is intentionally very high for fewer surprises, but that a lot of the costs would likely be reassessed and lowered once the project was ready for construction drawings. Fisher also stated that it's possible that City staff can source some of these items internally versus contracting all of it out.

This was a discussion item only; no action was called.

## INFORMATIONAL

4. The Weatherford Mountain Bike Club and the City of Willow Park will be hosting a Ribbon Cutting by the Parker County Chamber of Commerce for the "Trinity Track" at **Kings Gate Park on Thursday, August 15, 2024 at 11:00 a.m.** All are invited to attend.

Mr. Gomez announced the Ribbon Cutting and Fisher added that the event was expanded to be for the Kings Gate Park in addition to the Trinity Track, for a more significant event.

The next Parks Board meeting is scheduled for November 2024, but the Board will be advised of the town hall meeting schedule.

## **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 adjourned by Ever Gomez, Chair, at 6:31 p.m.

Motion made by Gomez, Seconded by McKibben.

Voting Yea: Wagner, Gomez, McKibben, White, Noggle

Voting Abstaining: Young

## **MINUTES APPROVED:**

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**EVER GOMEZ, CHAIRPERSON**

**DATE**

**DAVID WAGNER, CO-CHAIRPERSON**

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, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: August 2, 2024 at/before 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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Toni Fisher

Planning and Development Director

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