



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, January 28, 2025 at 6:00 PM

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

Meeting called to order at 6:00 p.m. by Mayor Pro Tem Lea Young.

Quorum confirmed.

#### PRESENT

Councilmember Eric Contreras  
Councilmember Chawn Gilliland  
Councilmember Greg Runnebaum  
Councilmember Lea Young  
Councilmember Nathan Crummel

#### ABSENT

Mayor Doyle Moss

Staff present:

Bryan Grimes, City Manager

Pat Chesser, City Attorney

Toni Fisher, Interim City Secretary

### PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Pro Tem Young called for a moment of silence, followed by 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 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.

Public comments were given during the Item.

## **PROCLAMATION**

None.

## **PUBLIC HEARINGS**

### **1. PUBLIC HEARING:**

Hold a Public Hearing, Consideration and take appropriate action on the Creation of Tax Increment Reinvestment Zone No.2 (the "Zone"), consisting of approximately 317 acres of land generally located south of IH 20, west of FM 1187, and north of E Bankhead Highway within the extraterritorial limits of the City of Willow Park; authorizing issuance of notice; and providing a preliminary Project Plan and Finance Plan, prepared by the City's TIRZ Administrator, pursuant to Chapter 311, Texas Tax Code. (MuniCap)

**Public Hearing Open at: 6:02 p.m.**

KJ Hannah, Willow Park

Jennifer Sloan, MuniCap - addressed the public and Council regarding the company; Mr. Grimes, City Manager, reported the purpose of the TIRZ and board, and addressed Ms. Hannah's questions. Councilmember Runnebaum included information as to the TIRZ board formation history.

**Public Hearing Closed at: 6:08 pm.**

## **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.*

None.

## **REGULAR AGENDA ITEMS**

### **2. Discussion & Approval: City Council Meeting Minutes - Regular Meeting: January 14, 2025.**

MOTION TO APPROVE CITY COUNCIL MEETING MINUTES OF JANUARY 14, 2025, AS PRESENTED.

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

**3. Discussion & Approval: City Council Meeting Minutes - Special Meeting: January 23, 2025.**

MOTION TO APPROVE CITY COUNCIL SPECIAL MEETING MINUTES OF JANUARY 23, 2025, AS PRESENTED.

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

**4. Consideration and take appropriate action: on the Creation of Tax Increment Reinvestment Zone No.2 (the “Zone”), consisting of approximately 317 acres of land generally located south of IH 20, west of FM 1187, and north of E Bankhead Highway within the extraterritorial limits of the City of Willow Park; authorizing issuance of notice; and providing a preliminary Project Plan and Finance Plan, prepared by the City’s TIRZ Administrator, pursuant to Chapter 311, Texas Tax Code. (MuniCap)**

MOTION TO APPROVE THE CREATION OF TAX INCREMENT REINVESTMENT ZONE NO.2 (THE “ZONE”), CONSISTING OF APPROXIMATELY 317 ACRES OF LAND GENERALLY LOCATED SOUTH OF IH 20, WEST OF FM 1187, AND NORTH OF E BANKHEAD HIGHWAY WITHIN THE EXTRATERRITORIAL LIMITS OF THE CITY OF WILLOW PARK; AUTHORIZING ISSUANCE OF NOTICE; AND PROVIDING A PRELIMINARY PROJECT PLAN AND FINANCE PLAN, PREPARED BY THE CITY’S TIRZ ADMINISTRATOR, PURSUANT TO CHAPTER 311, TEXAS TAX CODE. (MUNICAP)

Jennifer Sloan, Municap, provided a presentation to explain the TIRZ and its performance through intended build-out of the project.

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

**5. Discussion & Action: to adopt a revised ordinance ordering the May 3, 2025 General Election with updated polling location.**

MOTION TO ADOPT A REVISED ORDINANCE ORDERING THE MAY 3, 2025 GENERAL ELECTION WITH UPDATED POLLING LOCATION.

KJ Hannah spoke to ask for clarification with regard to election information, to which Mr. Grimes responded.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

**6. Discussion & Action: to authorize a change in signatories for certificate of deposits at Texas First Bank**

MOTION TO AUTHORIZE A CHANGE IN SIGNATORIES FOR CERTIFICATE OF DEPOSITS AT TEXAS FIRST BANK

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

**7. Discussion & Action: to adopt a resolution approving the 2025 Steering Committee Membership Assessment for cities served by Oncor.**

MOTION TO ADOPT A RESOLUTION APPROVING THE 2025 STEERING COMMITTEE MEMBERSHIP ASSESSMENT FOR CITIES SERVED BY ONCOR.

Attorney Chesser provided background information and recommended continued participation.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.

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

**8. Discussion & Action: to authorize Staff to post employment position for Police Chief.**

MOTION TO AUTHORIZE STAFF TO POST EMPLOYMENT POSITION FOR POLICE CHIEF AS SOON AS POSSIBLE

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

## **REPORTS**

None.

## **INFORMATIONAL**

Mr. Grimes, City Manager, announced the exciting collaboration with Aledo ISD's Architecture II class to design the Kings Gate Park restrooms. And, he requested that the Council begin thinking about the March 11 Council Meeting, which is during Spring Break, to determine if the meeting will have a quorum.

**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.*

Mayor Pro Tem Young stated that she was required to leave early for another commitment and would not be available to return.

ADJOURN TO EXECUTIVE SESSION AT 6:29p

**9. Section 551.071 - Consultation with Attorney; City of Willow Park v. Halff & Associates.**

**10. Section 551.074 – Personnel Matters: City Council may interview candidates for City Secretary Position; application review, discussion, and consideration of candidates**

**11. Section 551.071 (Consultation with Attorney); 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements**

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

RECONVENED FROM EXECUTIVE SESSION BY ALTERNATE MAYOR PRO TEM NATHAN CRUMMEL AT 7:21 PM.

No action.

## **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.*

MOTION TO ADJOURN.

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

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: January 24, 2025 by/before 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

\_\_\_\_\_/s/\_\_\_\_\_

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 [tfisher@willowpark.org](mailto:tfisher@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 <http://www.willowparktx.gov/>

**THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:**

\_\_\_\_\_  
Lea Young, Mayor Pro Tem

\_\_\_\_\_  
Date

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Nathan Crummel, Alternate Mayor Pro Tem

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Antonette A. Fisher, Interim City Secretary