



## CITY COUNCIL MEETING - FEBRUARY 11, 2025 MINUTES

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

Tuesday, February 11, 2025 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

Meeting called to order by Mayor Moss at 6:00 p.m.

Quorum confirmed.

### PRESENT

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

### Staff Present:

Bryan Grimes, City Manager  
Pat Chesser, City Attorney  
Toni Fisher, Interim City Secretary

### PLEDGE OF ALLEGIANCE AND INVOCATION

Invocation and Pledge led by Pastor Eric Kuykendall of Trinity Bible Church.

### 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.

None.

## **REGULAR AGENDA ITEMS**

### **1. Approval of City Council Regular Meeting Minutes: January 28, 2025.**

Approval of City Council Regular Meeting Minutes: January 28, 2025.

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

### **2. Discussion & Action: for approval of the 1st Quarter Financial Update Report by Jake Weber, CPA.**

Councilmember Runnebaum asked Staff about the Hudson Oaks investment of the Waste Water Treatment Plant, to which City Manager Grimes clarified. Mayor Pro Tem Young asked when that reimbursement was expected which was answered potential for the second quarter.

Approval of the 1st Quarter Financial Update Report.

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

### **3. Discussion & Action: for approval of an Ordinance annexing approximately 7,313 feet or 10.98 acres of East Bankhead Highway Right-of-Way from the City's existing City limits to FM1187 more particularly described as property out of the Eliza Ozer Survey, Abstract No. 1031, James R. Brown Survey, Abstract No. 9, Thomas Freeman Survey, Abstract No. 475, Francisco Sanchez Survey, Abstract No. 2346, and F.H. Hammon Survey, Abstract No. 673; and approving a Service Plan for the annexed property.**

**ORDINANCE NO. 917-25:**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS ANNEXING APPROXIMATELY 7,313 FEET OF EAST BANKHEAD RIGHT-**

**OF-WAY, COMPRISING APPROXIMATELY 10.98 ACRES OF LAND, PURSUANT TO SECTION 43.1055, SUBCHAPTER C-1 OF CHAPTER 43 OF THE TEXAS LOCAL GOVERNMENT CODE, AND PROVIDING FOR THE EXTENSION OF THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID 10.98 ACRES WITHIN THE CITY LIMITS, AND GRANTING TO SAID PROPERTY AND TO ALL FUTURE INHABITANTS OF SAID PROPERTY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID FUTURE INHABITANTS BY ALL OF THE ACTS AND ORDINANCES OF THE SAID CITY; APPROVING AN ANNEXATION SERVICE PLAN FOR THE AREA; DIRECTING FILING OF A CERTIFIED COPY OF THE ORDINANCE AND ANNEXATION SERVICE PLAN WITH THE PARKER COUNTY CLERK; AND DECLARING AN EFFECTIVE DATE.**

City Attorney Chesser explained the annexation, its purpose and process.

Approval of an Ordinance annexing approximately 7,313 feet or 10.98 acres of East Bankhead Highway Right-of-Way from the City's existing City limits to FM1187 more particularly described as property out of the Eliza Ozer Survey, Abstract No. 1031, James R. Brown Survey, Abstract No. 9, Thomas Freeman Survey, Abstract No. 475, Francisco Sanchez Survey, Abstract No. 2346, and F.H. Hammon Survey, Abstract No. 673; and approving a Service Plan for the annexed property.

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

- 4. Discussion & Action: for approval of Ordinance annexing approximately 317.732 acres of land owned by the Beall-Dean Ranch, Ltd., more particularly described as part of the F.H. Hammon Survey, Abstract No. 673, the Heirs of Francisco Sanchez Survey, Abstract No. 2346, and H.T. & B.R.R. Co. Survey No. 5, Abstract No. 647 situated in Parker County, Texas; embracing all of Parcel 4, the 323-336/1000 acres tract described in the deed to John Henry Dean III recorded in volume 1441, page 424 of the Official Public Records of Parker County, Texas; and approving a Services Agreement for the annexed property.**

**ORDINANCE NO. 918-25:**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS ANNEXING APPROXIMATELY 317.732 ACRES OF LAND PURSUANT TO A PETITION SUBMITTED BY THE OWNERS OF THE LAND AND PROVIDING FOR THE EXTENSION OF THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID 317.732 ACRES WITHIN THE CITY LIMITS, AND GRANTING TO SAID PROPERTY AND TO ALL FUTURE INHABITANTS OF SAID PROPERTY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID FUTURE INHABITANTS BY ALL OF THE ACTS AND ORDINANCES OF THE SAID CITY; APPROVING AN ANNEXATION SERVICES AGREEMENT FOR THE AREA; DIRECTING FILING OF A CERTIFIED COPY OF THE ORDINANCE AND ANNEXATION SERVICES AGREEMENT WITH THE PARKER COUNTY CLERK; AND DECLARING AN EFFECTIVE DATE.**

City Attorney Chesser explained the annexation as it relates to the previously approved Developers Agreement, its purpose and process.

Approval of Ordinance annexing approximately 317.732 acres of land owned by the Beall-Dean Ranch, Ltd., more particularly described as part of the F.H. Hammon Survey, Abstract No. 673, the Heirs of Francisco Sanchez Survey, Abstract No. 2346, and H.T. & B.R.R. Co. Survey No. 5, Abstract No. 647 situated in Parker County, Texas; embracing all of Parcel 4, the 323-336/1000 acres tract described in the deed to John Henry Dean III recorded in volume 1441, page 424 of the Official Public Records of Parker County, Texas; and approving a Services Agreement for the annexed property.

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

**5. Discussion & Action: for approval of an Interlocal Agreement with Parker County ESD No. 1 for the allocation of sales tax on the approximately 317.732 acre tract being annexed by the City.**

Mr. Grimes reviewed the 2021 Agreement with ESD#1 and its revision.

Approval of an Interlocal Agreement with Parker County ESD No. 1 for the allocation of sales tax on the approximately 317.732 acre tract being annexed by the City.

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

**6. Discussion & Action: to add and revise 2025 Board of Adjustment appointments and correct the roster.**

To add and revise 2025 Board of Adjustment appointments and correct the roster, as presented.

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

**7. Discussion & Action: for approval of sponsorship for 760FEST Art & Music Festival.**

Communications Director, Rose Hoffman, explained the sponsorship and that it was an expenditure that can be paid from Hotel Tax.

For approval of sponsorship for 760FEST Art & Music Festival.

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

**8. Discussion Only: Parks Survey analytics and results.**

Communications Director Hoffman reviewed the Park survey analytics, methodology and comparison with 2019 survey response, and ways in which the public were reached to sign up for the survey. She was very pleased with the results but expressed improvements for the next survey for higher participation. The next survey is expected to review communication preferences by our residents and community.

Councilmember Runnebaum asked what the next step is. Mayor Pro Tem Young explained taking the conceptual plan for Kings Gate Park scaling back what Westwood did for us and creating phases for improvements.

**9. Discussion & Action: to form a Chief of Police hiring committee.**

Approval to form a Chief of Police hiring committee, and appointment of the following:

1. Mayor Doyle Moss
2. Eric Contreras
3. Chawn Gilliland

Alternate: Nate Crummel

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

**EXECUTIVE SESSION** *It is anticipated that all, or a portion of the discussion of the foregoing items will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. In addition, the following items shall be discussed in executive session. However, no action will be taken on any item discussed in executive session until the City Council reconvenes in open session.*

The Council adjourned to Executive Session at 6:27 p.m.

10. **Section 551.071 - Consultation with Attorney; City of Willow Park v. Halff & Associates.**
  
11. **Section 551.074 – Personnel Matters: City Council may interview candidates for City Secretary Position; application review, discussion, consideration, and/or employment offers among candidates.**
  
12. **Section 551.071 (Consultation with Attorney); 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.**
  
13. **Chapter 380 Agreement between the City and Pulido's Westland Willow Park, LLC.**
  
14. **Chapter 380 Agreement between the City and Far Out Hospitality.**

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

The Council reconvened into Open Session at 8:15 p.m.

Action Item:

Motion to offer Deanna McMullen position of City Secretary for a salary of \$80,000.

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

### **INFORMATIONAL COMMENTS**

City Council Comments: Councilmember Runnebaum thanked Toni Fisher for filling in as Interim City Secretary. Councilmember Contreras stated that some social media comments were disappointing and commended interim Police Chief Hamilton as a person and for his service to the city.

City Manager Comments: Mr. Grimes announced that February 17 is a city holiday and informed Council of an upcoming staff session for retirement.

Mayor Comments: Mayor Moss informed the Council that on Monday, February 10, 2025, Parker County Commissioners Court recognized the City of Willow Park for its strategic planning and development, attended by himself, Councilmembers Eric Contreras and Chawn Gilliland, and staff's Bryan Grimes, Toni Fisher, and Rose Hoffman. He expressed his appreciation for the Commissioners' comments for the city. Mayor Moss also thanked Mr. Grimes and staff for their work on the annexation from its inception in 2023.

## **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 at 8:17 p.m.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.  
Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, Councilmember Young, 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/by the following date and time: February 7, 2025, at 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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/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 [dmcullen@willowpark.org](mailto:dmcullen@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:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary