



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, December 10, 2024 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 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.

No public comments.

## **PROCLAMATION**

### **1. Service Award Proclamation for Candice Scott**

A Service Award Proclamation was presented to Ms. Candice Scott Jock for her retirement following 25 years of dedicated service to the City of Willow Park. Additional proclamations were presented by Mayor Moss on behalf of Senator Drew Springer and Congressman Roger Williams, and Ms. Judy Flannigan from Senator Phil King's Office also presented a proclamation, thanked Ms. Jock for her service, and wished her a happy retirement.

## **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.*

**Approval of all Consent Agenda Items, as shown.**

### **2. City Council Meeting Minutes - Regular Meeting: November 26, 2024**

**Motion to approve minutes, as presented.**

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

## **REGULAR AGENDA ITEMS**

### **3. Discussion/Action: for the approval of a contractual agreement providing engineering services by Jacob & Martin for the extension of water and sewer to the Beall-Dean Ranch property**

Michelle Guelker, ACM - Public Works stated that the Beall-Dean Developer's Agreement required the hiring of an engineering firm within 90 days of its execution, but explained that the city was already working with an engineering firm for creation of

the Developer's Agreement. She requested approval for the engineering contract with Jacob Martin, as presented.

**Motion to approve a contractual agreement providing engineering services by Jacob & Martin for the extension of water and sewer to the Beall-Dean Ranch property.**

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

**4. Discussion/Action: for the authorization of a professional services agreement with Jacob Martin, LLC for the water line replacement and street improvements project in the Squaw Creek Estates West subdivision**

City Manager Grimes asked Council to postpone this item to allow Staff additional time to provide different funding options.

**Motion to postpone until January 14, 2025.**

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

**5. Discussion/Action: on authorizing the opt-in of the City of Willow Park in the settlements reached by the Texas Attorney General with Kroger and authorizing the City Manager to execute all documentation necessary to participate in the settlement, including execution of the Subdivision Participation Form**

City Attorney Chesser explained that this was another opioid settlement as was presented to him by the Attorney General, and recommended the city's participation.

**Motion authorizing the opt-in of the City of Willow Park in the settlements reached by the Texas Attorney General with Kroger and authorizing the City Manager to execute all documentation necessary to participate in the settlement, including execution of the Subdivision Participation Form.**

Motion made by Councilmember Runnebaum, Seconded by Councilmember Contreras.

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

**6. Discussion/Action: to approve a Resolution of the City of Willow Park, Texas, accepting a petition seeking the creation of the Beall-Dean Ranch Public Improvement District within the extraterritorial jurisdiction of the City and calling for a public hearing for the City Council's January 14, 2025 meeting**

City Manager Grimes explained that at the previous meeting we were scheduled to have a Public Hearing on the PID, but due to a typographical issue with publication, the notice of public hearing was to be republished in the newspaper of record. Jordan Sawyer from Norton, Rose, Fulbright, reiterated the situation of an incorrect street reference by the developer team, and request to postpone acceptance of the petition from this meeting, as originally scheduled, to the January 14 meeting, upon which date Council will also be presented with acceptance of the TIRZ. Mr. Grimes also added that the annexations will be heard on that date, as well.

**Motion to approve a Resolution of the City of Willow Park, Texas, as presented, accepting a petition seeking the creation of the Beall-Dean Ranch Public Improvement District within the extraterritorial jurisdiction of the City and calling for a public hearing for the City Council's January 14, 2025 meeting.**

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

## **INFORMATIONAL**

Council member Runnebaum wished everyone a merry Christmas and thanked everyone for a great year by Staff and expressed his appreciation for them. Mayor Pro Tem Young congratulated Candy [Jock] on her retirement and expressed how much she will be missed. Mayor Moss agreed, and thanked everyone: Staff, Mr. Grimes, and City Council for all they do, and wished everyone a merry Christmas.

City Manager Grimes announced that there will be no second meeting in December as it is Christmas Eve, and notified Council of City Hall closures and reduced staff due to the holidays.

**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.*

**Adjourned to Executive Session at 6:15 p.m.**

- 7. Section 551.071 (Consultation with Attorney); 551.072 (Deliberation Regarding Real Property) - possible purchase of tract of property on Kings Gate Road and adjoining tract off I-20 Service Road**
- 8. Section 551.074 – Personnel Matters: City Council may interview candidates for City Secretary Position; application review, discussion, and consideration of candidates**
- 9. Section 551.074 - Personnel Matters: City Manager Evaluation**

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

**Reconvened into Open Session at 7:30 p.m.**

**Actions taken:**

**Item #7: Possible purchase of tract of property on Kings Gate Road and adjoining tract off I-20 Service Road.**

**Motion to approve a contract of sale for real property for the purchase of one parcel of land being 0.0807 acres for the Kings Gate Bridge project.**

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

**Item #9: City Manager Evaluation**

Councilmember Gilliland praised City Manager Bryan Grimes on a "great job" and how the city has advanced and moved forward this past year, much of that attributed to his hard work.

**Motion to approve a 5% annual pay increase to Bryan Grimes.**

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

**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.**

Meeting adjourned at **7:32 p.m.**

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

**These minutes were approved on the 14th of January, 2025.**

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Doyle Moss, Mayor

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Antonette A. Fisher, Interim City Secretary

*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: December 6, 2024 at/by 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

\_\_\_\_\_/s/\_\_\_\_\_  
Antonette A. Fisher  
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 [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/>