



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, August 22, 2023 at 6:00 PM

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

#### PRESENT

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

#### ABSENT

Councilmember Greg Runnebaum

#### STAFF PRESENT

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

### PLEDGE OF ALLEGIANCE AND INVOCATION

Jonathan Mansur with Cross Timbers Baptist Church 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.

**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 Minutes - Regular City Council Meeting August 8, 2023.

**To approve City Council Minutes - Regular City Council Meeting August 8, 2023.**

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

## REGULAR AGENDA ITEMS

2. **The City Council may conduct a public hearing on the City of Willow Park Fiscal Year 2023-2024 Proposed Budget.**

**Mayor Moss opened the Public Hearing at 6:04 pm**

**Hearing was none.**

**Mayor Moss closed the Public Hearing at 6:05 pm**

3. Discussion/Action: to adopt an ordinance providing for the adoption of the City of Willow Park Municipal Budget for Fiscal Year 2023 - 2024.

**To approve Ordinance No. 879-23 approving and adopting a budget for the City of Willow Park for the fiscal year beginning October 1, 2023, and ending September 30, 2024.**

**Motion made by Councilmember Young, Seconded by Councilmember Contreras.**

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

**Voting Nay: None**

4. The City Council may conduct a public hearing on the City of Willow Park Proposed Ad Valorem Tax Rate for Tax Year 2023.

**Mayor Moss opened the Public Hearing 6:08 pm**

**KJ Hannah at 177 Melbourne Drive and Charlie Hodges at 122 Pony Express Trail both spoke before the City Council during the Public Hearing.**

**Mayor Moss closed the Public Hearing at 6:12 pm**

5. Discussion/Action: to adopt an ordinance adopting an Ad Valorem Tax Rate and levy on assessed property not to exceed \$0.397597 per \$100 valuation for tax year 2023 for the City of Willow Park, Texas including a Levy of Debt obligations (\$0.208872) and a levy for Maintenance and Operations (\$0.188725) consistent with the Fiscal Year 2023-2024 Municipal Budget.

**To adopt an ordinance adopting an Ad Valorem Tax Rate and levy on assessed property not to exceed \$0.397597 per \$100 valuation for tax year 2023 for the City of Willow Park, Texas including a Levy of Debt obligations (\$0.208872) and a levy for Maintenance and Operations (\$0.188725) consistent with the Fiscal Year 2023-2024 Municipal Budget.**

**Motion made by Councilmember Contreras, Seconded by Councilmember Young.**

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

**Voting Nay: None**

6. Discussion/Action: to authorize the request for Bank Depository Services Proposal.

**To authorize Staff to advertise for Bank Depository Services Proposal.**

**Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.**

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

7. Discussion/Action: to approve the City's 2022-2023 3rd Quarter Financial Report.

**Jake Weber gave a brief summary of the FY 2022-2023 3rd Quarter Financial Report.**

**To approve the City's 2022-2023 3rd Quarter Financial Report.**

**Motion made by Councilmember Young, Seconded by Councilmember Crummel.**

**Voting Yea: Councilmember Contreras, Councilmember Young, Councilmember Crummel**

8. Discussion/Action: to accept the water and wastewater study from NewGen Strategies and Solutions.

**To accept the water and wastewater study from NewGen Strategies and Solutions.**

**Motion made by Councilmember Young, Seconded by Councilmember Contreras.**

**Voting Yea: Councilmember Contreras, Councilmember Young, Councilmember Crummel**

9. Discussion/Action: the City Council may consider authorizing staff to amend the bid specifications for the new wastewater plant to reduce the plant from a 1 million gallon capacity plant to a 750K gallon capacity plant and authorize City staff to re-advertise to seek competitive proposals.

**I move to authorize staff to amend the bid specifications for the new wastewater plant to reduce the plant from a 1 million gallon capacity plant to a 750K gallon capacity plant and authorize City staff to re-advertise to seek competitive proposals.**

**Motion made by Councilmember Young, Seconded by Councilmember Contreras.**

**Voting Yea: Councilmember Contreras, Councilmember Young, Councilmember Crummel**

10. Consideration/Action: to approve a replat of 4900 IH-20 Service Road South, Lot 3R, Block 1, Porter Addition, City of Willow Park, Parker County, Texas.

**To approve a replat of 4900 IH-20 Service Road South, Lot 3R, Block 1, Porter Addition, City of Willow Park, Parker County, Texas.**

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

11. Consideration/Action: to approve a final Plat for Lots 1-4, Block 1, Broadway Business Park Addition, being 8.046 acre tract in the McKinney & Williams Survey, Abstract No. 954, in the Extraterritorial Jurisdiction of the City of Willow Park, Parker County, Texas.

**To approve a final Plat for Lots 1-4, Block 1, Broadway Business Park Addition, being 8.046 acre tract in the McKinney & Williams Survey, Abstract No. 954, 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 Young, Councilmember Crummel**

12. Discussion/Action: to adopt an ordinance regarding the City of Willow Park's Texas Municipal Retirement System Benefits: (1) Adopting Non- Retroactive Repeating COLAS, For Retirees and Their Beneficiaries Under TMRS Act ACT §853.404(f) and (f-1), and (2) Authorizing Annually Accruing Updated Service Credits and Transfer Updated Service Credits.

**To adopt an ordinance regarding the City of Willow Park's Texas Municipal Retirement System Benefits: (1) Adopting Non- Retroactive Repeating COLAS, For Retirees and Their Beneficiaries Under TMRS Act ACT §853.404(f) and (f-1), and (2) Authorizing Annually Accruing Updated Service Credits and Transfer Updated Service Credits.**

**Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.**

**Voting Yea: Councilmember Contreras, Councilmember Young, Councilmember Crummel**

## **DEPARTMENT REPORTS**

### 13. Quarterly Department Reports

**City Manager, Bryan Grimes gave a brief summary of the following quarterly reports.**

- a. Municipal Court
- b. Police
- c. Fire Marshal
- d. Public Works
- e. City Engineer
- f. Planning and Development
- g. Communications and Marketing

## **INFORMATIONAL**

### Mayor and Council Comments

**Mayor Pro Tem Young commended the Staff on the quality and the amount of information given on the quarterly department reports. She also mentioned the availability of the information is accessible on our website. She requested staff to come up with some recommendations for the Tourism Fund.**

**Mayor Moss concurred with the Mayor Pro Tem in regard to City Manager, Bryan Grimes putting together a great staff. He thanked Fire Chief Watson with ESD 1 for taking care of the grass fire on White Settlement Road on Sunday, August 20th. He also mentioned the passing of former Planning and Zoning Commissioner, Fred McCully.**

**Councilman Contreras acknowledged and praised Chief Watson with ESD 1 and his team for doing a great job and quickly responding to the grass fire.**

### City Manager Comments

**City Manager Bryan Grimes praised city staff on a job well done on some significant challenges in the last twelve months. He thanked city council for their approval on the TMRS COLA.**

**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.*

14. Section 551.071 - Consultation with Attorney; Halff & Associates Litigation.

**City Council did not convene into Executive Session.**

**ADJOURNMENT**

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

**Mayor Moss adjourned the meeting at 7:07 pm.**

These minutes were approved on the 12<sup>th</sup> of September, 2023.

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Mayor Doyle Moss

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Crystal R. Dozier, TRMC  
City Secretary