



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, November 26, 2024 at 6:00 PM

---

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

Mayor Moss called the meeting to order 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**

### **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.

1. Carol Braken, 73 Crown Rd., Willow Park
2. Dennis Evans, 75 Crown Rd., Willow Park
3. Garrison Wayne Gillespie, 39 Crown Rd., Willow Park
4. Eric Hoopes, 41 Crown Rd., Willow Park
5. Teresa Palmer, 3521 Ranch House Rd., Willow Park
6. Samuel Minnich, 35 Crown Rd., Willow Park
7. Marsh Weirshausen, 70 Crown Rd., Willow Park

## **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. Approval of **City Council Meeting Minutes - Regular Meeting November 12, 2024.**

**Motion to Approve City Council Meeting Minutes - Regular Meeting November 12, 2024.**

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

## **REGULAR AGENDA ITEMS**

2. **Discussion/Action: to approve resolution for Parker County Appraisal District Board of Directors nomination.**

**Motion to approve resolution electing candidates for the Parker County Appraisal District Board of Directors and cast all 55 votes for Cody Lane.**

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

3. **Discussion/Approval: for the renewal of North Texas Inspection Service (NTIS) Contract.**

**Motion to approve the agreement with North Texas Inspection Service to provide inspection services.**

Motion made by Councilmember Contreras, Seconded by Councilmember Runnebaum.

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

- 4. Discussion/Approval: for the renewal of two Lamar Billboard contract leases for City Hall frontage at eastbound and westbound I-20.**

**Motion to authorize use of Hotel Occupancy Tax Funds for renewals of board advertising, as presented.**

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

- 5. Discussion/Action: for approval of a Resolution declaring the City's intent to begin annexation of approximately 7,313 feet of East Bankhead Highway right-of-way, comprising approximately 10.98 acres of land into the territorial limits of the City of Willow Park; directing city staff to prepare a service plan for the extension of municipal services to the proposed annexation area; and setting two Public Hearings on annexation.**

**Motion to approve of a Resolution declaring the City's intent to begin annexation of approximately 7,313 feet of East Bankhead Highway right-of-way, comprising approximately 10.98 acres of land into the territorial limits of the City of Willow Park; directing city staff to prepare a service plan for the extension of municipal services to the proposed annexation area; and setting two Public Hearings on annexation.**

City Attorney Chesser explained the process of annexation. Public Hearing scheduled for January 14, 2025.

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

- 6. Discussion/Action: to authorize Jacob and Martin to produce a spacing study and plan for the use of the City's building located at 120 El Chico, and form a committee to oversee the project.**

Mayor Pro Tem Young and Councilmember Contreras requested to be on the spacing plan committee, joined by Mayor Moss, and it was determined that City Manager Grimes may select city staff for the other members.

**Motion to authorize the City Manager to execute a Contract with Jacob & Martin for the purpose of producing a spacing plan for 120 El Chico Trail, and forming a**

**committee including the following members: Eric Contreras, Lea Young, and Mayor Doyle Moss**

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

**7. Discussion/Action: to consider the Squaw Creek Street and Utility Improvement Project.**

**Motion to approve the Squaw Creek Estates West Subdivision Street and Water Line Upgrade Project.**

City Engineer, Gretchen Vazquez, presented slideshow in the packet, and explained the recommended improvements. Public Works Director, Chase McBride, commented as to the condition of the water line proposed to be upgraded. Ms. Vazquez addressed questions from Councilmember Runnebaum and Councilmember Crummel regarding concrete surfacing vs. others. Mayor Pro Tem Young provided comments to the total financing number and its allocation to which Mr. Grimes responded. Councilmember Runnebaum asked about other areas within the city.

Mayor Pro Tem Young asked if we felt comfortable moving forward before the paving study for the whole city (which was previously approved) is complete, to which Ms. Vazquez replied, "yes".

Engineering contract can be presented to Council at a future meeting.

No action taken.

**8. Discussion/Action: Crown Road Update.**

Public Comments were heard at this time as all related to this item.

In response to Public Comments received, Mayor Pro Tem Young provided various explanations for the delay in the speed hump installation: firstly, the speed hump product originally considered was determined it was "not going to work"; secondly, it was decided to only install three humps to ensure they were done correctly; and, lastly, to allow the residents the opportunity to experience the humps, and provide feedback that the remaining four were necessary and wanted as their removal after the fact was not an option. She continued that the engineering study reflected that the need was for seven speed humps, and seven was intended, but the delay was intentional.

Staff changed its recommendation to add the remaining four speed humps prior to the meeting. This action was approved by City Council in June; therefore, no action was required.

**REPORTS**

**9. Report regarding update on Flash Vote survey tool.**

Rose Hoffman, Communications Director, provided the status regarding the survey tool being used to reach our community, and encouraged the audience to sign up. She expressed the need for educating our community as to how city government works as many of the preliminary responses appear to be due to misunderstandings.

## **INFORMATIONAL**

Mayor Moss thanked Council, City Manager Grimes, department heads, and city staff for all of their work on the Beall-Dean Development proceedings which transpired at the last Council meeting, which was historic for the City of Willow Park.

City Manager Grimes reminded City Council of the Christmas Tree Lighting ceremony, scheduled for Tuesday, December 3, 2024 at 6:00 p.m. at City Hall.

**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 6:55 p.m.**

**10. City Secretary Position application review, discussion, and consideration.**

11. Sec. 551.071 (Consultation with Attorney): **The Bluffs of Willow Park Development Agreement**

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

**Reconvene into Open Session at 7:43 p.m.**

No action taken.

## **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 7:45 p.m.**

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

**These minutes were approved on the 10th of December, 2024.**

---

Doyle Moss, Mayor

---

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: November 22, 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/>