



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, May 14, 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 pm.

#### PRESENT

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

#### STAFF PRESENT

City Manager Bryan Grimes  
Assistant City Manager Bill Funderburk  
City Secretary Crystal Dozier  
City Attorney Pat Chesser

### PLEDGE OF ALLEGIANCE AND INVOCATION

Pastor Jon Sherman with Trinity Bible Church gave the invocation and Troop 1099 led 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.

**Marina Sears at 1925 Kelly Rd. spoke before the council regarding an invitation to the Supernova documentary. Sam Minnich at 35 Crown Rd.; Jon Ivonen at 49 Crown Rd.; Tara Hoopes at 41 Crown Rd.; Elizabeth Ivonen at 49 Crown Rd.; Clifford Voorhees at 116 Sam Bass Rd.; Dennis Evans at 75 Crown Rd.; Ruth Taylor at 81 Crown Rd.; Roy Ramos at 101 Trinity Dr.; Ned Hannah at 66 Crown Rd.; Teresa Palmer at 3521 Ranch House Rd.; Marsh Weiershausen at 70 Crown Rd.; Ellen Wilson at 713 W. Jockey; Brad McKerley at 109 Trinity Dr.; Jordan Phillips at 80 Crown Rd.; and James Smith at 45 Crown Rd. all spoke before the city council regarding various issues on Crown Rd. and Ranch House Rd. Eric Hoopes at 41 Crown Rd. submitted his public comment request via email along with a petition addressing Crown Rd. construction and speeding.**

## **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 Meeting Minutes - Regular Meeting April 23, 2024.

**To approve the City Council Meeting Minutes - Regular Meeting April 23, 2024.**

**Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.**

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

## **REGULAR AGENDA ITEMS**

2. Discussion/Action: City Secretary will issue the certificate of election, administer the statement of elected officials and the oaths of office to the newly elected council members:

Place 3 - Greg Runnebaum

Place 4 - Lea Young

Place 5 - Nathan Crummel

**Crystal Dozier, City Secretary administered the oaths and statement of elected officials of City Council Place No. 3 Greg Runnebaum; Place No. 4 Lea Gore Young; and Place No. 5 Nathan Crummel.**

3. Discussion/Action: to consider appointing a Mayor Pro Tem.

**To appoint Councilmember Lea Young as Mayor Pro Tem.**

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

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

4. Discussion/Action: to consider appointing an Alternate Mayor Pro Tem.

**To appoint City Councilmember Nathan Crummel at the Alternate Mayor Pro Tem.**

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

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

5. Discussion/Action: to approve the 2nd Quarter Financial Report.

**To approve the 2nd Quarter Financial Report as present by the City's CPA, Jake Weber.**

**Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.**

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

6. Discussion/Action: to approve an agreement with Westwood Professional Services for Kings Gate Park.

**To approve the agreement with Westwood Professional Services in the amount of \$32,400.00 for the 2024 Parks Master Plan Addendum Project.**

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

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

7. Discussion/Action: to adopt an ordinance reorganizing, renumbering, restating and amending Chapter 13 "Utilities" of the Willow Park Code of Ordinances, including amending the City's ordinance and regulations regarding On-Site Sewage Facilities ("OSSF").

**To adopt an Ordinance Reorganizing, Renumbering, Restating and Amending Chapter 13, "Utilities" of the Willow Park City Code of Ordinances; Providing the Following Regulations Governing Utilities: General Provisions; A Public Works Director; A Water System; A Sewer System; Solid Waste; Private Water Wells; On-Site Sewage Facilities; Impact Fees; Pollution Control Near Public Water Supply Wells; Drought Contingency and Emergency Water Management; Cross-Connection Control; Drainage; Drainage Impact Fees; Providing For Penalties For Violations of the Ordinance In The Amount Of \$500.00; Providing a Repealer Clause; Providing a Severability Clause; and Providing An Effective Date.**

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

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

8. Discussion/Action: to adjust the City's operating hours on a trial basis from May 20th through September 13, 2024.

**To approve adjusted work hours on a trial basis from May 20th through September 13, 2024 and authorize the City Manager to amend or extend the work schedule as presented.**

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

**Voting Yea: Councilmember Runnebaum, Councilmember Young**

**Mayor Moss declared the motion failed as the motion only received two Aye votes.**

## **INFORMATIONAL**

### Mayor and City Council Comments

**Mayor Moss informed everyone of the passing of former Mayor Marvin Glasgow. His memorial service will be held on Saturday, May 18th at 2:00 pm at the Cross Timber Baptist Church in Willow Park. He stated Marvin was a great Mayor and supporter of the city and the staff. Mayor Moss thanked Councilmembers Nate, Greg and Lea for their service again and willingness to serve Willow Park.**

**Councilman Runnebaum requested to have the Crown Road construction on as a future agenda item. City Manager Grimes stated the City has requested punch list items for the street construction by May 31st. Councilman Contreras asked if the City can begin addressing the speeding issue on Crown Road and Mayor Moss stated the City has been working with the police department regarding the speeding. Mayor Pro Tem Young requested full staff reports addressing all of the issues regarding Crown Road and Ranch House Road.**

### City Manager Comments

**City Manager Bryan Grimes echoed Mayor Moss's comments on Mayor Glasgow. He stated city hall will be closed on Memorial Day. The next city council meeting will be the Tuesday after Memorial Day.**

**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 Moss recessed into executive session at 7:29 pm.**

9. Section 551.072 - Discussing the purchase, exchange, lease, or value of real property; 205 Canyon Ct. and Kings Gate Road

10. 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement.

11. Section 551.074 Personnel Matters; Police Chief Review

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

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

**Mayor Moss reconvened into open session at 8:15 pm.**

**No action was taken.**

**ADJOURNMENT**

**Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.**

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

**Mayor Moss adjourned the meeting at 8:20 pm.**

These minutes were approved on the 28<sup>th</sup> of May, 2024.

---

Mayor Doyle Moss

---

Crystal R. Dozier, TRMC, CMC  
City Secretary