



CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, December 12, 2023 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 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

Mayor Moss requested a moment of silence 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.

Dave Laurenzo at 133 Sam Bass Road spoke before the City Council.

PROCLAMATION

1. Presentation of a Proclamation to Louie Lu.

Mayor Moss presented a proclamation to Louie Lu for his contributions to the City of 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.

2. Approve City Council Minutes - Regular City Council Meeting November 28, 2023.

To approve City Council Minutes - Regular City Council Meeting November 28, 2023.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

REGULAR AGENDA ITEMS

3. The City Council shall conduct the first public hearing on the following proposed annexation: voluntary annexation proceedings pursuant to Section 43.1055, Subchapter C-1 of Chapter 43 of the Local Gov't Code, to enlarge and extend the boundary limits of said city to include an approximately 7,815 feet of East Bankhead Highway Right-of-Way, a description of which is as follows:

Being 7,815 feet more or less of East Bankhead Highway (a variable width right-of-way) out of the following Surveys and Abstracts in Parker County, Texas: I&G.N.R.R. Co. Survey, Abstract No. 1821, John Cole Survey, Abstract No. 218, James Oxer Survey, Abstract No. 1029, A.J. Hood Survey, Abstract No. 2587, and Eliza Oxer Survey, Abstract No. 1031, containing approximately 10.95 acres of land. The survey and field notes of said approximately 10.95 tract is available in the City Secretary's office and on the City's website.

Mayor Moss Opened the Public Hearing at 6:08 pm.

Pat Chesser, City Attorney gave a brief summary on Chapter 43 of the Local Government Code regarding annexation.

Hearing was none.

Mayor Moss closed the Public Hearing at 6:09 pm.

4. The City Council shall conduct the second public hearing on the following proposed annexation: voluntary annexation proceedings pursuant to Section 43.1055, Subchapter C-1 of Chapter 43 of the Local Gov't Code, to enlarge and extend the boundary limits of said city to include an approximately 7,815 feet of East Bankhead Highway Right-of-Way, a description of which is as follows:

Being 7,815 feet more or less of East Bankhead Highway (a variable width right-of-way) out of the following Surveys and Abstracts in Parker County, Texas: I&G.N.R.R. Co. Survey, Abstract No. 1821, John Cole Survey, Abstract No. 218, James Oxer Survey, Abstract No. 1029, A.J. Hood Survey, Abstract No. 2587, and Eliza Oxer Survey, Abstract No. 1031, containing approximately 10.95 acres of land. The survey and field notes of said approximately 10.95 tract is available in the City Secretary's office and on the City's website.

Mayor Moss opened the Public Hearing at 6:10 pm.

Hearing was none.

Mayor Moss closed the Public Hearing at 6:11 pm.

5. The City Council shall conduct a public hearing on the following proposed annexation: voluntary annexation proceedings pursuant to a landowner petition submitted by Dustin Kyle Haney and Jayme Lynne Haney, to enlarge and extend the boundary limits of said city to include an approximately 31.247 acre tract of land owned by them, a description of which is as follows:

Being a tract of land situated in the Eliza Oxer Survey, Abstract Number 1031, Parker County, Texas, and being all of Tracts 1-3 as described by deed to Dustin Kyle Haney and Jayme Lynne Haney as recorded in Document Number 202200494, Deed Records, Parker County, Texas (DRPCT), containing approximately 31.247 acres of land. The survey and field notes of said approximately 31.247 tract is available in the City Secretary's office and on the City's website.

Mayor Moss opened the Public Hearing at 6:12 pm.

Hearing was none.

Mayor Moss closed the Public Hearing at 6:13 pm.

6. Discussion/Action: to adopted an ordinance to allow the City Administrator the authority to make minor changes to the "PD" Planned Development District for the single-family dwelling subdivision of Country Hollow, 19.16 acres John H. Phelps Survey, Abstract No. 1046, City of Willow Park, Parker County, Texas, thereby amending Ordinance No. 882-23.

To adopt an ordinance to allow the City Administrator the authority to make minor changes to the "PD" Planned Development District for the single-family dwelling subdivision of Country Hollow, 19.16 acres John H. Phelps Survey, Abstract No. 1046, City of Willow Park, Parker County, Texas, thereby amending Ordinance No. 882-23.

Motion made by Councilmember Gilliland, Seconded by Councilmember Crummel.

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

7. Discussion/Action: to approve a contract proposal for professional services with Westwood Professional Services, Inc.

To approve a contract proposal for professional services with Westwood Professional Services, Inc., for all services proposed in the amount not to exceed \$88,600.

Motion made by Councilmember Young, Seconded by Councilmember Gilliland.

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

8. Discussion/Action: to approve the sale of a 2002 John Deere 310G Backhoe by online auction.

To approve the sale of a 2002 John Deere 310G Backhoe by online auction.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

9. Discussion/Action: to authorize staff to accept bids to demolish the building located at 516 Ranch House Road.

To authorize staff to accept bids to demolish the building located at 516 Ranch House Road.

Motion made by Councilmember Young, Seconded by Councilmember Gilliland.

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

REPORTS

10. Quarterly Department Reports

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

- a. Development
- b. Parks
- c. Public Works
- e. Projects

f. Police

g. Court

h. Communications

INFORMATIONAL

Mayor and City Council Comments

Mayor Moss wished everyone a Merry Christmas. He stated it has been a great year and he is looking forward to 2024.

Mayor Pro Tem Young requested sometime in the first quarter for staff to get with the former architect Jacob & Martin regarding a long term plan for city hall office space.

City Manager Comments

City Manager, Bryan Grimes thanked city council for extending his contract an additional year along with the salary increase. He stated his wife Heather and son Zach will be very happy as they love living here. He thanked senior staff for always doing a great job. He also stated there will not be a December 26th city council meeting.

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 convened into executive session at 6:28 pm.

11. 551.087 - Economic Development Negotiations; 551.071 Consultation with Attorney; Wilks Development 380 Agreement.
12. 551.072 - Discussing the purchase, exchange, lease, or value of real property; 516 Ranch House Road.
13. Section 551.071 - Consultation with Attorney; Halff & Associates Litigation.
14. Section 551.074 - Personnel Matters; City Manager Review.

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

Mayor Moss reconvened into open session at 7:09 pm.

11. 551.087 - Economic Development Negotiations; 551.071 Consultation with Attorney; Wilks Development 380 Agreement.

To authorize staff to draft a Chapter 380 Agreement with Wilks Development in an amount not to exceed \$300,000; and that 50% of the eligible incentives are to be reimbursed to Wilks Development after 6 months after the initial permit request,

and the remainder of the 50% of eligible expenses be reimbursed to Wilks Development upon the issuance of a Certificate of Occupancy.

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

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

12. 551.072 - Discussing the purchase, exchange, lease, or value of real property; 516 Ranch House Road.

No action taken.

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

No action taken.

14. Section 551.074 - Personnel Matters; City Manager Review.

To extend the City Manager's contract an additional year with a 7.5% salary increase.

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

ADJOURNMENT

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

Mayor Moss adjourned the meeting at 7:12 pm.

These minutes were approved on the 9th of January, 2024.

Mayor Pro Tem Young

Crystal R. Dozier, TRMC, CMC
City Secretary