



**City of Willow Park  
City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, March 8, 2022, at 7:00 p.m.**

**Call to Order**

Mayor Moss called the meeting to order at 7:00 P.M.

Present:

Mayor Doyle Moss  
Councilmember Greg Runnebaum  
Mayor Pro Tem Lea Young  
Councilmember Nathan Crummel

Absent: Councilmember Eric Contreras

Staff Present:

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

**Pledge of Allegiance and Invocation**

Pastor Jonathan Mansur with the First Baptist Church Willow Park gave the invocation followed by the pledge of allegiance.

**Proclamation**

Mayor Moss presented a proclamation to the Children's Advocacy Center of Parker County.

**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.

**Hope Olsen at 509 Willow Park, Chad Dotson at 1236 Sam Bass Rd., and Brandon Rives at 108 Lariat Ct. all spoke before the council regarding Parker County Ice House.**

### **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.

A. Approve City Council Meeting Minutes – Regular Meetings on February 8, 2022.

**A motion was made by Councilman Crummel to approve the Regular City Council Meeting Minutes for February 8, 2022 and Councilman Young seconded the motion. The vote to approve the motion was unanimous.**

### **Regular Agenda Items**

1. Discussion/Action: to accept a letter of resignation from Councilman Tyler VanSant, Place 2.

**A motion was made by Councilman Young to accept a letter of resignation from Councilman Tyler VanSant, Place 2 and Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

**Mayor Moss presented former Councilman Tyler VanSant with an award of appreciation for his dedication and service to the city and our country.**

2. Discussion/Action: to appoint a candidate to fill the vacant City Councilmember, Place 2 Seat.

**A motion was made by Councilman Young to appoint Chawn Gilliland to fill the vacant City Councilmember, Place 2 Seat and Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

**Crystal Dozier, City Secretary swore in newly appointed Chawn Gilliland into office. Councilman Gilliland took his seat at the dais. Councilman Runnebaum left the meeting due to being ill.**

3. Discussion/Action: to adopt an ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 7, 2022;

DECLARING THE UNOPPOSED CANDIDATES FOR COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR PLACE NO. 5; TO BE ELECTED TO OFFICE; DIRECTING THE CITY SECRETARY TO TAKE CERTAIN ACTIONS PERTAINING TO THE CANCELLATION OF THE GENERAL ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPEN MEETINGS CLAUSE.

**A motion was made by Councilman Young to adopt an ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 7, 2022; DECLARING THE UNOPPOSED CANDIDATES FOR COUNCILMEMBER FOR PLACE NO. 3, A COUNCILMEMBER FOR PLACE NO. 4, AND A COUNCILMEMBER FOR PLACE NO. 5; TO BE ELECTED TO OFFICE; DIRECTING THE CITY SECRETARY TO TAKE CERTAIN ACTIONS PERTAINING TO THE CANCELLATION OF THE GENERAL ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN OPEN MEETINGS CLAUSE. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

4. Consideration/Action: Approving Agreement with Jacob & Martin to Provide Professional Services to Analyze/Study Water and Wastewater Impact Fees.

**A motion was made by Councilman Young to approve and agreement with Jacob & Martin to Provide Professional Services to Analyze/Study Water and Wastewater Impact Fees and Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

5. Discussion/Action: to consider engineering service provider to complete project implementation for the American Rescue Plan Act (ARP Act) funding administered by the U.S. Department of the Treasury, other Federal or State Agency.

**A motion was made by Councilman Young to Jacob Martin for engineering service provider to complete project implementation for the American Rescue Plan Act (ARP Act) funding administered by the U.S. Department of the Treasury, other Federal or State Agency. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

6. Discussion/Action: to consider awarding a contract for Mowing & Lawn Maintenance Services for 2022-24.

**A motion was made by Councilman Crummel to award I & E Services, Inc a contract for Mowing & Lawn Maintenance Services for 2022-24. Councilman Young seconded the motion. The vote to approve the motion was unanimous.**

7. Discussion/Action: to adopt an ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN UPDATED RECORDS MANAGEMENT POLICY OF THE CITY OF WILLOW PARK; AMENDING ARTICLE 1.08 OF THE CITY OF WILLOW PARK CODE OF ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CUMULATIVE/REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS OF THE ORDINANCE IN THE AMOUNT OF \$500.00; AND PROVIDING AN EFFECTIVE DATE.

**A motion was made by Councilman Young to adopt an ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN UPDATED RECORDS MANAGEMENT POLICY OF THE CITY OF WILLOW PARK; AMENDING ARTICLE 1.08 OF THE CITY OF WILLOW PARK CODE OF ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CUMULATIVE/REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS OF THE ORDINANCE IN THE AMOUNT OF \$500.00; AND PROVIDING AN EFFECTIVE DATE. Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

8. Discussion/Action: to authorize the City Manager to approve proposals with Records Consultants, Inc. (RCI), for the processing of inactive records at the City of Willow Park in accordance with the Records Retention Schedules published by the Texas State Library and Archives Commission (TSLAC).

**A motion was made by Councilman Young to authorize the City Manager to approve proposals with Records Consultants, Inc. (RCI), for the processing of inactive records at the City of Willow Park in accordance with the Records Retention Schedules published by the Texas State Library and Archives Commission (TSLAC). Councilman Crummel seconded the motion. The vote to approve the motion was unanimous.**

9. Discussion/Action: The City Council shall consider participation in the settlements reached by the Texas Attorney General with Endo Pharmaceuticals and Teva Pharmaceuticals and authorize the City Administrator to sign election and release forms and any other documents necessary to participate in the settlements.

**A motion was made by Councilman Young that the City of Willow Park participate in the settlements reached by the Texas Attorney General Endo Pharmaceuticals**

**and Teva Pharmaceuticals and authorize the City Administrator to sign election and release forms and any other documents necessary to participate in the settlements.**

10. Discussion/Action: to consider future agenda items.

**The following are considered as future agenda items:**

Audit Report

Surplus Property

Rules for Public Participation

Noise Ordinance

Executive Session

**Informational**

A. Mayor & Council Member Comments

Mayor Moss announced on Saturday, March 26<sup>th</sup> is Streetside Cleanup Day. Volunteers will meet at city hall and the cleanup will be from 9:00 AM to noon.

Mayor Moss also thanked former Councilman VanSant and newly appointed Councilman Gilliland for their service.

B. City Manager's Comments

City Manager Bryan Grimes also thanked former Councilman VanSant and newly appointed Councilman Gilliland for their service.

He also announced that he and the Chief Financial Officer, Candy Scott will be attending the PFIA training in Austin on April 26<sup>th</sup>.

**Adjournment**

**Councilman Crummel moved to adjourn the meeting. Councilman Gilliland seconded the motion. The vote to approve the motion was unanimous.**

**Mayor Moss adjourned the meeting at 7:49 P.M.**

These minutes were approved on the 12<sup>th</sup> of April, 2022.

APPROVED:

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Doyle Moss, Mayor

ATTEST:

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Crystal R. Dozier, TRMC, City Secretary

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