



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, October 22, 2024 at 6:00 PM

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

Mayor Pro Tem Young called the meeting to order at 6:00 pm.

### PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Pro Tem Young 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.

**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 Meeting Minutes - Regular Meeting October 8, 2024.

**To approve City Council Meeting Minutes - Regular Meeting October 8, 2024.**

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

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

## **REGULAR AGENDA ITEMS**

2. Discussion/Action: to consider all matters incident and related to the issuance and sale of "City of Willow Park, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2024A" including the adoption of an ordinance authorizing the issuance of such certificates in the amount not to exceed \$5,135,000 to finance the costs of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving water and wastewater system properties or facilities, including the acquisition of land and rights-of-way therefor, and (ii) professional services rendered in connection with such projects and the financing thereof.

**To table the item to executive session.**

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

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

**After executive session, the City Council moved to postpone consideration of all matters relating to the issuance and sale of "City of Willow Park, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2024A" to the regular City Council meeting on November 12, 2024.**

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

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

3. Quarterly Department Reports
  - a. Development
  - b. Parks
  - c. Public Works
  - e. Projects
  - f. Police
  - g. Court
  - h. Fire Marshal
  - i. Communications

**Staff gave a brief summary of their quarterly reports.**

4. Discussion/Action: to consider authorizing a professional services agreement with Infrastructure Management Services (IMS) for the 2024 Pavement Condition Assessment.

**To approve of professional services agreement with IMS Infrastructure Management Services in the amount of \$31,320.**

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

5. Section 551.074 - Personnel; deliberate City Secretary resignation; possible appointment of interim City Secretary.

**To accept the resignation of the City Secretary.**

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

## **INFORMATIONAL**

Mayor and City Council Comments

**Councilman Runnebaum requested to see a review of the existing lease agreement with current tenants in the building.**

**Mayor Pro Tem Young mentioned she requested about a year ago future plan for use of space.**

**Councilman Gilliland requested a walk through tenant space. He also thanked the City Secretary for all her hard work and she will be missed.**

**Councilman Crummel thanked the City Secretary for her dedication to the job.**

City Manager Comments

**City Manager Grimes announced the Town Hall meeting next Tuesday, October 29th at 6:00 pm regarding the future of the city's park system.**

**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 Pro Tem Young convened into closed session at 6:21 pm.**

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

7. Section 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement; and Brothers In Christ Annexation.
8. Section 551.074 - Personnel; to authorize Staff to advertise the City Secretary Position.

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

Mayor Pro Tem Young reconvened into open session at 7:52 pm.

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

**No action taken.**

Section 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement; and Brothers In Christ Annexation.

**No action taken.**

Section 551.074 - Personnel; deliberate City Secretary resignation; possible appointment of interim City Secretary.

**To appoint Toni Fisher as the interim City Secretary.**

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

Section 551.074 - Personnel; to authorize Staff to advertise the City Secretary Position.

**To authorize Staff to advertise the City Secretary Position.**

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

**ADJOURNMENT**

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

**Mayor Pro Tem Young adjourned the meeting at 7:58 pm.**

These minutes were approved on the 12<sup>th</sup> of November, 2024.

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Mayor Pro Tem Young

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Toni Fisher  
Interim City Secretary

DRAFT