



**City of Willow Park  
City Council  
Special Meeting Agenda  
Municipal Complex**

**516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, November 9, 2021 at 7:00 p.m.**

The City Council of the City of Willow Park reserves the right to meet in closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.

**Call to Order**

With a quorum of the Council Members present, Mayor Doyle Moss called the meeting to order at 7:01 P.M.

Present:

Mayor Doyle Moss  
Mayor Pro Tem Lea Young  
Councilmember Eric Contreras  
Councilmember Tyler VanSant  
Councilmember Greg Runnebaum  
Councilmember Nathan Crummel

Staff Present:

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

**Invocation & Pledge of Allegiance**

Pastor Jack Hunt with The Well Church gave the invocation followed by Councilman VanSant leading the pledge of allegiance.

**Public Comments**

**Amy Fennel at 1304 Saddle Trail and KJ Hannah at 177 Melbourne spoke before the Council.**

**Consent Agenda**

- A. Approve City Council Meeting Minutes – Regular Meeting on October 12, 2021 and Special Meeting on October 19, 2021.

**A motion was made by Councilman Young to approve the City Council Meeting Minutes – Regular Meeting on October 12, 2021 and Special Meeting on October 19, 2021 and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.**

### **Regular Agenda Items**

1. Discussion/Action: to consider and act on designating the official newspaper of the City of Willow Park for the fiscal year 2021-2022.

**A motion was made by Councilman Young to designate The Community News as the official newspaper of the City of Willow Park for the fiscal year 2021-2022. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.**

2. Discussion/Action: to approve a Resolution establishing rules for public participation in city council meetings.

**A motion was made by Councilman Young to postpone the item to a future meeting with the following revisions made to section 3. Time limitations: one-five minute period; and the City Council to vote on one-three minute period for unusually large number of speaker request. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.**

3. Discussion/Action: correction of City Limits Boundary of IH-20 Service Road East and Bay Hill Drive.

**A motion was made by Councilman Young to approve the correction of City Limits Boundary of IH-20 Service Road East and Bay Hill Drive as presented in Exhibit A. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.**

4. Discussion/Action: to consider a petition requesting annexation of a 19.16 acre tract of land located east of Bay Hill Drive, in the City of Willow Park Extraterritorial Jurisdiction.

**A motion was made by Councilman VanSant to adopt an ordinance annexing a 19.16 acre tract of land located east of Bay Hill Drive, in the City of Willow Park Extraterritorial Jurisdiction. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.**

5. Discussion/Action: financial update from Jake Weber, CPA.

**Jake Weber, CPA gave a brief update on the City's financials. No action taken.**

6. Discussion/Action: to appoint Chawn Gilliland to the TIRZ Board.

**A motion was made by Councilman Contreras to appoint Chawn Gilliland to the TIRZ Board and Councilman Young seconded the motion. The vote to approve the motion was unanimous.**

7. Discussion/Action: to appoint Steven Gould to the Board of Adjustment.

**A motion was made by Councilman Young to appoint Steven Gould to the Board of Adjustment and Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.**



8. Discussion/Action: to approve a Resolution setting a public hearing for the reduction of the boundaries of Tax Increment Reinvestment Zone Number One.

**A motion was made by Councilman Runnebaum to approve a Resolution setting a public hearing for the reduction of the boundaries of Tax Increment Reinvestment Zone Number One for December 14, 2021 at 7:00 pm. Councilman VanSant seconded the motion. The vote to approve the motion was unanimous.**

9. Discussion/Action: drainage update from the City Engineer.

**No action taken.**

10. Discussion/Action: update on Street and Park System Improvement Projects.

**A motion was made by Councilman Young to direct staff to prepare a Certificate of Obligation not to exceed \$5.5 million. Councilman Contreras seconded the motion. The vote to approve the motion was unanimous.**

11. Discussion/Action: a Resolution Joining the State of Texas and Political Subdivisions as a party in the Texas Opioid Settlement Agreement; Authorizing City Manager to execute settlement participation forms.

**A motion was made by Councilman Contreras to approve a Resolution Joining the State of Texas and Political Subdivisions as a party in the Texas Opioid Settlement Agreement; Authorizing City Manager to execute settlement participation forms. Councilman Runnebaum seconded the motion. The vote to approve the motion was unanimous.**

12. Discussion/ Action: to consider and act on items to be considered for future council meetings.

**No action taken.**

### **Informational**

Mayor Moss reported partnering with Willow Park Baptist Church as a place of shelter in the event of another winter storm. Local pastors have also agreed to help supply the shelters. Mayor Moss thanked the Parks Board and Mayor Pro Tem Lea Young for their work on the new city park.

Councilman Runnebaum requested a street maintenance cost and budget for street maintenance on asphalt streets done within the last couple of years. He also requested staff prepare an interim plan and cost for the current city hall. The city offices are congested. In addition, he has requested a winter preparedness plan and update for the Water/Waste Water Treatment Plant from Michelle Guelker, Public Works Director.

Mayor Pro Tem Lea Young requested an update from the City Engineer regarding Water/Waste Water infrastructure and funds. She also requested a update on the Water/Waste Water rate study and the list of ordinances to be cleaned up and updated. Mayor Pro Tem Young directed staff to work on the boards and commissions reappointments and to prepare interim office plan.

Councilman Contreras requested an update from the Public Works Director on winterizing and a preparedness plan. He also requested an update from Halff & Associates on the pumpstation and on the new Water/Waste Water Plant.

Councilman VanSant requested an update on commercial development and new restaurants. He also requested information on what the Wilks are doing by the river.

City Manager, Bryan Grimes reported that staff is working on preparing the Certificate of Obligation in the amount of \$5.5 million. There will be a drainage update at the next meeting. He gave a brief update on the ARPA Funds. He confirmed the City will not have to mandate vaccinations to accept the funds. He also reported there have been some staff changes and more to come. Staff is working cancelling a contract with a provider and hiring an in house staff. This hire will save the city some money. City hall will be closed for Veterans Day.

Assistant City Manager, Bill Funderburk gave a brief update on the new restrooms at the new city park.

### **Adjournment**

**Councilman Runnebaum moved to adjourn the meeting. Councilman VanSant seconded the motion. The vote to approve the motion as unanimous.**

**Mayor Moss adjourned the meeting at 8:13 P.M.**

These minutes were approved on the 14<sup>th</sup> of December, 2021.

APPROVED:

  
\_\_\_\_\_  
Doyle Moss, Mayor

ATTEST:

  
\_\_\_\_\_  
Crystal R. Dozier, TRMC, City Secretary