



CITY COUNCIL REGULAR MEETING MINUTES

Municipal Complex, 516 Ranch House Rd, Willow Park, TX 76087

Tuesday, January 24, 2023 at 6:00 PM

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

PLEDGE OF ALLEGIANCE AND INVOCATION

Pastor Jack Hunt with the Well Church gave the invocation 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 City Council Meeting Minutes December 13, 2022.

To approve City Council Meeting Minutes - Regular City Council Meeting Minutes December 13, 2022.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

REGULAR AGENDA ITEMS

2. Discussion/Action: to adopt an ordinance to Order the May 6, 2023 General Election.

TO ADOPT AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 6, 2023 FOR THE PURPOSE OF ELECTING CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, SPECIFICALLY A MAYOR AND CITY COUNCILMEMBERS FOR PLACES NO. 1 AND NO. 2; DESIGNATING A POLLING PLACE, WITHIN THE MUNICIPAL LIMITS; APPOINTING A PRESIDING ELECTION JUDGE AND ALTERNATE PRESIDING ELECTION JUDGE; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION OF NOTICE; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

3. Discussion/Action: Consider and Reappoint Board of Adjustment Commissioners for Place Numbers 1, 3, and 5.

To reappoint Board of Adjustment Commissioners Michael Chandler, Place 1; Cynthia Neverdousky, Place 3; and Michael Caldwell, Place 5.

Motion made by Councilmember Contreras, Seconded by Councilmember Young.

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

4. Discussion/Action: Consider and Reappoint Planning & Zoning Commissioners for Place Numbers 1, 3, 5, and Alternate 1.

To reappoint Planning and Zoning Commissioners Rodney Wilkins, Place 1; Billy Weikert, Place 3; Jared Fowler, Place 5; and Zachary Walker, Alternate 1.

Motion made by Councilmember Young, Seconded by Councilmember Gilliland.

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

5. Discussion/Action: Consider and Reappoint Parks Board Members for Place Numbers 1, 3, and 5.

To reappoint Parks Board Members Lea Young, Ex-Officio, Place 1; James McKibben, Place 3; and David Wagner, Place 5.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

6. Discussion/Action: Consider approval of proposal by Baird, Hampton & Brown to amend Parks & Trails Master Plan.

To approve the proposal by Baird, Hampton & Brown to amend Parks & Trails Master Plan.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

7. Discussion/Action: to approve furniture purchase for New City Hall.

To approve a purchase agreement with T.G. Mercer for the sale of the following goods in the amount of \$23,000: The entirety of furniture/furnishings at 120 El Chico Trail office, including but limited to: desks, office chairs, various television/monitors, IT paraphernalia, installed camera system/security system, coffee machines, refrigerator, etc.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

8. Consideration/Action: award construction contracts to JRM Construction Services, LLC, and RK Construction, LLC for the Wastewater Effluent Line project.

To award a contract to JRM Construction Services, LLC in the amount of \$908,889.00 and a separate contract to RK Construction, LLC in the amount of \$315,000.00. Award of the construction contracts for the Wastewater Effluent Line are contingent upon the Texas Water Development Board (TWDB) approval.

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

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

9. Consideration/Action: to Approve Agreement with NewGen Strategies & Solutions to Provide Water and Sewer Rate Analysis Study.

To approve Open Services Agreement with NewGen Strategies & Solutions.

Motion made by Councilmember Young, Seconded by Councilmember Crummel.

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

10. Discussion/Action: to adopt a resolution approving the 2023 Steering Committee Membership Assessment for cities served by Oncor.

To adopt a resolution approving the 2023 Steering Committee Membership Assessment for cities served by Oncor.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

INFORMATIONAL

Mayor and Council Comments

Councilman Contreras mentioned looking forward to the new city hall and requested updates on the pump station on El Chico and the Crown Road Street Project.

Councilman Gilliland mentioned he was also looking forward to the new city hall and the staff having adequate workspace. He also congratulated Chief Carrie Ellis on her nuptials.

Mayor Pro Tem Young requested a financial report for the next meeting.

Councilman Crummel requested an update on a sewer study.

Mayor Moss thanked the City Council for helping move forward with staff on the new city hall.

City Manager Comments

City Manager Grimes mentioned staff are very happy to have their own offices and desks. Staff have been more responsive since the move. He thanked everyone and mentioned new carpet will be installed next week. There will be a ribbon cutting with the East Parker County Chamber at the new city hall located at 120 El Chico Trl. on Tuesday, February 14th at 11:00 AM.

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.*

11. 551.072 Discussing the purchase, exchange, lease, or value of real property - Willow Park Public Safety Building.

City Council did not convene into Executive Session.

ADJOURNMENT

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

Mayor Moss adjourned the meeting at 6:27 PM.

These minutes were approved on the 14th of February, 2023.

Doyle Moss, Mayor

Crystal R. Dozier, TRMC
City Secretary