



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, October 08, 2024 at 6:00 PM

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

#### 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  
Assistant City Manager Bill Funderburk  
City Secretary Crystal Dozier

### PLEDGE OF ALLEGIANCE AND INVOCATION

Pastor Jon Sherman with Trinity Bible 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.**

## **PROCLAMATION**

1. Presentation of Proclamation for Domestic Violence Month.

Mayor Moss presented a proclamation Patti Wilson with Freedom House for Domestic Violence Month.

## **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 Meeting Minutes - Regular Meeting September 24, 2024.

**To approve City Council Meeting Minutes - Regular Meeting September 24, 2024.**

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

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

## **REGULAR AGENDA ITEMS**

3. Discussion/Action: to approve the 2024-2025 City Holiday Schedule.

**To approve the 2024-2025 City Holiday Schedule.**

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

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

4. Discussion/Action: to designate the official newspaper of the City of Willow Park for the fiscal year 2024-2025.

**To retain The Community News a the official Newspaper of Record for the City of Willow Park.**

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

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

5. Discussion Only: Staff Transitions and Appointments.

**City Manager Bryan Grimes gave an update on the following staff transition and appointments:**

- **Candy Jock, CFO/HR official retirement date is December 30, 2024, after 25 years of service.**
  - **Bill Funderburk, Assistant City Manager official retirement date is in January 2025, after 31/2 years of service.**
  - **Mandy McCarley has been appointed at the new Parks Director.**
  - **Chelsea Kirkland is the new Public Works Administrative Assistant.**
  - **Andi Saylor has been appointed as the new Finance and Human Resource Director.**
  - **Chase McBride has been appointed at the new Public Works Director.**
  - **Toni Fisher has been appointed as the new Assistant City Manager over Development and Parks Departments.**
  - **Michelle Guelker has been appointed as the new Assistant City Manager over Public Works, Finance, and Communication Departments.**
- All promotions and appointments are effective as of October 1, 2024.**

## **INFORMATIONAL**

Mayor and City Council Comments

**Councilman Gilliland congratulated everyone who were appointed to new positions.**

**Mayor Pro Tem Young stated she met with Councilman Runnebaum and staff regarding road and transportation projects for the next 5-10 years. She also announced the November 5th Parks Board has been moved to October 29th. It will be a Town Hall meeting to get feedback from citizens on different ideas on parks.**

**Councilman Contreras wished Councilman Runnebaum a happy birthday.**

**Mayor Moss congratulated the staff on their promotions and appointments. He announced the Mayors food drive going on during the month of October. He asked to keep Florida in your prayers as the hurricane heads to their way.**

City Manager Comments

**City Manager Grimes announced staff members that will be traveling to Houston for the annual Texas Municipal League Conference.**

**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 closed session at 6:10 pm.**

6. Section 551.071 - Consultation with Attorney; Halff & Associates Litigation.
7. 551.087 - Economic Development Negotiations; 551.071 Consultation with City Attorney; Beall Development Agreement; and Brothers In Christ Annexation.

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

**Mayor Moss reconvened into open session at 6:41 pm.**

**No action was taken.**

**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 6:45 pm.**

These minutes were approved on the 22<sup>nd</sup> of October, 2024.

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/s/  
Mayor Doyle Moss

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/s/  
Crystal R. Dozier, TRMC, CMC  
City Secretary