



## **CITY COUNCIL REGULAR MEETING MINUTES**

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

**Tuesday, January 14, 2025 at 6:00 PM**

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

**Meeting called to order at 6:00 p.m. by Mayor Moss.**

**Quorum confirmed.**

#### **PRESENT**

Mayor Doyle Moss  
Councilmember Eric Contreras  
Councilmember Chawn Gilliland  
Councilmember Greg Runnebaum  
Councilmember Lea Young  
Councilmember Nathan Crummel

#### **Staff Present:**

Bryan Grimes, City Manager  
Pat Chesser, City Attorney  
Toni Fisher, Interim City Secretary

### **PLEDGE OF ALLEGIANCE AND INVOCATION**

Invocation and the Pledge was presented by Father Jonathan Mohler of St. Francis Church.

### **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.

- 1. Teresa Palmer, Willow Park, Texas
- 2. KJ Hannah, Willow Park, Texas

## **PUBLIC HEARINGS**

### **1. PUBLIC HEARING:**

The City Council shall conduct the first public hearing on the following proposed annexation: voluntary annexation proceedings pursuant to Section 43.1055, Subchapter C-1 of Chapter 43 of the Local Gov't Code, to enlarge and extend the boundary limits of said city to include an approximately 7,313 feet of East Bankhead Highway Right-of-Way, a description of which is as follows:

Being 10.98 acres, more or less, having a centerline of 7,313 feet, more or less, of East Bankhead Highway (a variable width right-of-way) out of Eliza Oxe Survey, Abstract No. 1031, James R. Brown Survey, Abstract No. 69, Thomas Freeman Survey, Abstract No. 475, Francisco Sanchez Survey, Abstract No. 2346, and F. H. Hammon Survey, Abstract No. 673. The survey, field notes and map of said approximately 10.98 tract is available in the Interim City Secretary's office and on the City's website.

Public Hearing Opened: 6:03 p.m.

- 1. KJ Hannah, Willow Park, Texas

Public Hearing Closed: 6:05 p.m.

Per City Attorney Chesser, East Bankhead Road will become part of the City of Willow Park, as will its maintenance after the road is reconstructed by Parker County.

### **2. PUBLIC HEARING:**

The City Council shall conduct the second public hearing on the following proposed annexation: voluntary annexation proceedings pursuant to Section 43.1055,

Subchapter C-1 of Chapter 43 of the Local Gov't Code, to enlarge and extend the boundary limits of said city to include an approximately 7,313 feet of East Bankhead Highway Right-of-Way, a description of which is as follows:

Being 10.98 acres, more or less, having a centerline of 7,313 feet, more or less, of East Bankhead Highway (a variable width right-of-way) out of Eliza Oxer Survey, Abstract No. 1031, James R. Brown Survey, Abstract No. 69, Thomas Freeman Survey, Abstract No. 475, Francisco Sanchez Survey, Abstract No. 2346, and F. H. Hammon Survey, Abstract No. 673. The survey, field notes and map of said approximately 10.98 tract is available in the Interim City Secretary's office and on the City's website.

Public Hearing Opened: 6:07 p.m.

No comments.

Public Hearing Closed: 6:08 p.m.

### **3. PUBLIC HEARING:**

The City Council shall conduct a public hearing on the following proposed annexation: voluntary annexation pursuant to a landowner petition submitted by Beall-Dean Ranch, Ltd, to enlarge and extend the boundary limits of said city to include an approximately 317.732 acre tract of land owned by it, a description of which is as follows:

BEING a tract of land in the F.H. HAMMON SURVEY, Abstract No. 673, the HEIRS OF FRANCISCO SANCHEZ SURVEY, Abstract No. 2346, and H.T. & B.R.R. CO. SURVEY NO. 5, Abstract No. 647 situated in Parker County, Texas, described in the deed to John Henry Dean III recorded in volume 1441, page 424 of the Official Public Records of Parker County, Texas, containing approximately 317.732 acres, more or less. The survey, field notes and map of said approximately 317.732 acre tract is available in the Interim City Secretary's office and on the City's website.

Public Hearing Opened: 6:09 p.m.

#### **1. KJ Hannah, Willow Park, Texas**

City Manager Grimes explained SB2038 and the past and present ETJ boundaries. Beall-Dean Ranch is now in the City of Willow Park's ETJ (Parker County does not have an ETJ); the property between cannot be forcibly annexed into any city, but only by voluntary annexation. It is projected that many of those properties will request annexation for access to the city water/sewer. He continued to explain the broad transfer of lands within ETJs.

Mr. Robert Beall spoke to the boundaries of the Beall-Dean Ranch (showing Ms. Hannah), and explained that this development came to Willow Park because this would be the furthest point of Fort Worth for utility supply, which is not expanding rapidly west, and, with Willow Park's expansion, the Beall-Dean Ranch is the entrance to Willow Park.

Public Hearing Closed: 6:16 p.m.

**4. PUBLIC HEARING:**

The City Council shall conduct a public hearing on the following proposed resolution: creating of the Beall-Dean Ranch Public Improvement District within the extraterritorial jurisdiction of the City.

Public Hearing Opened: 6:17 p.m.

- 1. KJ Hannah, Willow Park, Texas

Mr. Robert Beall spoke to the acceptable land use which will be as per the City's uses as per the DA, in compliance with the City ordinances.

Attorney Rick Rosenberg, consultant to Beall-Dean project, explained what a PID is and its purpose. He explained that the amount of the PID may not actually be the total, but less; however, its amount is designated as this is a long-term project. The PID is not a general obligation of the city and it does not affect its credit rating. The only property which can be improved are those within the PID boundaries, by State statute. The PID administrator and his company keep account of those improvements as related to the PID. The \$75M is using phased bonds, not an immediate expense. Those who are affected by the PID are those who voluntarily purchase within that PID; no other property owner is affected by the expense of that PID, but may benefit from its improvements. Mr. Beall reiterated that those PID funds can only be used for project improvements, not private improvements.

Public Hearing Closed: 6:28 p.m.

**5. PUBLIC HEARING:**

Hold a Public Hearing, Consideration and take appropriate action on the Creation of Tax Increment Reinvestment Zone No.2 (the "Zone"), consisting of approximately 293.45 acres of land generally located south of IH 20, west of FM 1187, and north of E Bankhead Highway within the extraterritorial limits of the City of Willow Park; authorizing issuance of notice; and providing a preliminary Project Plan and Finance Plan, prepared by the City's TIRZ Administrator, pursuant to Chapter 311, Texas Tax Code. (MuniCap)

Item requested to be postponed to January 28, 2025 due to a discrepancy in the Notice of Public Hearing.

MOTION TO POSTPONE PUBLIC HEARING, AS PRESENTED.

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

**REGULAR AGENDA ITEMS**

**6. City Council Meeting Minutes - Regular Meeting: December 10, 2024.**

MOTION TO APPROVE THE CITY COUNCIL MINUTES OF DECEMBER 10, 2024.

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

**7. Discussion/Action: to consider and act upon a resolution creating the Beall-Dean Ranch Public Improvement District.**

MOTION THAT THE WILLOW PARK CITY COUNCIL PASS A RESOLUTION OF THE CITY OF WILLOW PARK AUTHORIZING AND CREATING THE BEALL-DEAN RANCH PUBLIC IMPROVEMENT DISTRICT IN ACCORDANCE WITH CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE; RESOLVING OTHER MATTERS INCIDENT AND RELATED THERETO, AND PROVIDING AN EFFECTIVE DATE.

Motion made by Councilmember Contreras, Seconded by Councilmember Runnebaum.

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

**8. Discussion/Action: to adopt an ordinance ordering the May 3, 2025 General Election.**

MOTION TO ADOPT AN ORDINANCE ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 3, 2025 FOR THE PURPOSE OF ELECTING CERTAIN MUNICIPAL OFFICERS FOR THE CITY OF WILLOW PARK, SPECIFICALLY MAYOR AND CITY COUNCILMEMBERS FOR PLACE NO. 1 AND PLACE 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 Young, Seconded by Councilmember Gilliland.

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

**9. Discussion/Action: to approve a contract with Parker County for 2025 General Election Services.**

City Manager Grimes said that the polling site could be secured at the Public Safety Building or City Hall; we have until Feb. 3 to make that designation. The cost is \$6-7,000 for us to host the early election and election day. The Contract can be done tonight, and Council can determine the site now or the Contract can be amended once the site is determined.

MOTION TO APPROVE THE CONTRACT WITH PARKER COUNTY FOR 2025 GENERAL ELECTION SERVICES, AND FOR ELECTION POLLING TO TAKE PLACE AT THE WILLOW PARK PUBLIC SAFETY BUILDING.

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

**10. Discussion/Action: for the adoption of Film-Friendly Designation and acceptance of the Filming Guidelines policy.**

Public Comment:

1. KJ Hannah, Willow Park, Texas

Rose Hoffman, Communications Director, explained why this designation is important, how it can positively impact the city, and how she became involved. Its notification and policy is a part of the Guidelines Policy, another reason why she felt this was a good practice for the city to adopt.

Councilmember Crummel asked about the permitting process, to which Ms. Hoffman responded that all permitting will be approved by her.

Mayor Pro Tem Young asked if there was a cost for permitting, to which Ms. Hoffman replied that there would be no cost for permitting.

MOTION TO ADOPT THE FILM-FRIENDLY DESIGNATION AND ACCEPT THE FILMING GUIDELINES POLICY, AS PRESENTED.

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

**11. Discussion/Action: to appoint 2025 Board of Adjustment Members: Place No. 1, 3, 5, and Alternate.**

MOTION TO APPOINT 2025 PLANNING & ZONING COMMISSIONERS AND ALTERNATE, AS STATED.

Motion made by Councilmember Young, Seconded by Councilmember Contreras.

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

**12. Discussion/Action: to appoint 2025 Planning & Zoning Commissioners for Place No. 1, 3, 5, and Alternate.**

MOTION TO APPOINT 2025 PLANNING & ZONING COMMISSIONERS AND ALTERNATE, AS PRESENTED.

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

**13. Discussion/Action: to appoint 2025 Parks Board Members for Place No. 1, 3, 5, and Alternates.**

MOTION TO APPOINT 2025 PARKS BOARD MEMBERS AND ALTERNATES, AS PRESENTED.

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

**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.*

ADJOURNED TO EXECUTIVE SESSION AT 6:49 P.M.

**14. Section 551.071 - Consultation with Attorney; City of Willow Park v. Halff & Associates.**

**15. Section 551.074 – Personnel Matters: City Council may interview candidates for City Secretary Position; application review, discussion, and consideration of candidates**

**16. Section 551.071 (Consultation with Attorney); 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements**

**17. Section 551.074 - Personnel Matters; Police Chief Review**

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

RECONVENED INTO OPEN SESSION AT 7:32 P.M.

**INFORMATIONAL**

Mayor Moss presented a proclamation to Bill Funderburk, Assistant City Manager, in recognition for his dedication to the City of Willow Park for 3.5 years and appreciation for his 44 years service in the public service industry, and celebrated his retirement.

Proclamation from Texas State Representative Glenn Rogers' office

Proclamation: from Texas Senator Phil King's office

Proclamation from Texas State Senator Drew Springer's office

Certificate of 44 years of public service - U.S. Representative Roger Williams

City Manager Grimes congratulated Rose Hoffman, Communications Director, for the article in The Community News newspaper which highlighted her educational growth and that of other employees within the City of Willow Park which fortify the city's culture of learning.

Councilmember Gilliland congratulated Bill Funderburk on his retirement.

## **ADJOURNMENT**

*As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.*

MOTION TO ADJOURN.

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

MEETING ADJOURNED AT 7:33 P.M.

**These minutes were approved on the 28th of January, 2025.**

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Doyle Moss, Mayor; Lea Young, Mayor Pro Tem

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Antonette A. Fisher, Interim City Secretary



*The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.*

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: January 11, 2025 on or before 5:59 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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Antonette A. Fisher  
Interim City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at [tfisher@willowpark.org](mailto:tfisher@willowpark.org). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://www.willowparktx.gov/>