



## CITY COUNCIL MEETING MINUTES

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

Tuesday, August 23, 2022 at 7:00 PM

---

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

With a quorum of the City Council Members present, the Regular City Council Meeting of Willow Park was called to order by Mayor Moss at 7:00 p.m.

#### **PRESENT**

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

#### **STAFF PRESENT**

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

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

Pastor Ted Kitchens 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.**

## **PRESENTATION**

1. Pinning of John Schneider, Fire Chief.

Mayor Moss gave a brief summary of Chief Schneider's accomplishments. City Secretary, Crystal Dozier administered the oath of office followed by his wife pinning him as the new Fire Chief for the City of Willow Park.

## **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 on August 9, 2022.

**To City Council Meeting Minutes from August 9, 2022.**

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

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

## **REGULAR AGENDA ITEMS**

3. Discussion /Action: to discuss, consider, and act on to setting the date, time, and place for a public hearing on a proposed budget for the period beginning October 1, 2022 thru September 30, 2023.

**The City of Willow Park hold a public hearing on the budget for FY 22 – 23, a period beginning on October 1, 2022 and ending on September 30, 2023 on September 13, 2022 at 7:00 PM at the Willow Park City Hall located at 516 Ranch House Road and authorize staff to place public notices as required.**

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

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

4. Discussion /Action: to discuss, consider, and act on to setting the date, time, and place for a public hearing on a proposed ad valorem tax rate for the period beginning October 1, 2022 thru September 30, 2023.

**The City of Willow Park hold a public hearing on the tax rate for FY 22 – 23, a period beginning on October 1, 2022 and ending on September 30, 2023 on September 13, 2022 at 7:00 PM at the Willow Park City Hall located at 516 Ranch House Road and authorize staff to place public notices as required.**

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

5. 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 2022A" including the adoption of an ordinance authorizing the issuance of such certificates in the amount not to exceed \$4,250,000 to finance the costs of paying contractual obligations to be incurred for (i) designing, constructing, acquiring, improving, enlarging, and equipping the City's municipal drainage utility system, including any repair, replacement, and relocation of streets and utilities in connection therewith, and the acquisition of land and rights-of-way therefor, and (ii) professional services rendered in relation to such projects and the financing thereof.

**To adopt the ordinance authorizing the issuance of the "City of Willow Park, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2022A" and resolving other matters incident and relating to the issuance, payment, security, sale and delivery of said Certificates.**

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

6. Discussion/Action: to approve a Resolution adopting Electronic Signature Policy.

**To approve a Resolution adopting an Electronic Signature Policy.**

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

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

7. Discussion/Action: to consider and approve a proposal from Granicus for Public Information Software.

**To approve a proposal from Granicus for Public Information Software.**

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

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

8. Discussion/ Action: to consider the recommendation from Tommy Morris Agency to award a contract for City Employee Health, Dental, Vision and Life Insurance for the 2022-2023 Fiscal Year.

**To award a contract to Blue Cross and Blue Shield for City Employee Health, Dental, Vision and Life Insurance for the 2022-2023 Fiscal Year.**

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

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

9. Discussion/Action: City Engineer report on the following topics: road bond project; drainage, wastewater treatment plant, effluent line to Squaw Creek and other City projects. Following the report, the City Council may direct staff on procurement for the projects.

**Derek Turner gave a brief report on upcoming City Projects.**

**No action taken.**

## **INFORMATIONAL**

### **Mayor and Council Comments**

Mayor Moss announced Chief Carrie West's 5-year anniversary with the city. He also mentioned the Ludwig Family Athletic Complex Dedication at Trinity Christian Academy on September 9<sup>th</sup>.

Councilmember Contreras requested to see financials for funding the Fire Department with Maintenance and Operations and ESD along with over 65 exemptions.

Councilmember Runnebaum requested an update on city hall renovations or offsite offices. Mayor Moss said there will be a decision to be made at the September 13<sup>th</sup> meeting.

Mayor Pro Tem Young reported there will be a Parks Department presentation at the November or December meeting.

### **City Manager Comments**

City Manager, Bryan Grimes will not be at the September 13<sup>th</sup> city council meeting. Assistant City Manager, Bill Funderburk will be filling in for him. The Budget and Tax rate will be adopted at the next meeting. He also reported the Public Safety Building was struck by lightning which caused severe damage to the city's entire communications and network services. The Public Safety Building and City Hall should be back up and running by Wednesday afternoon.

## **ADJOURNMENT**

**Alternate Mayor Moss adjourned the meeting at 7:56 pm.**

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

These minutes were approved on the 13<sup>th</sup> of September, 2022.

\_\_\_\_\_  
/s/  
Doyle Moss, Mayor

/s/

---

Crystal R. Dozier, TRMC  
City Secretary