



## CITY COUNCIL REGULAR MEETING MINUTES

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

Tuesday, May 23, 2023 at 6:00 PM

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

Mayor Pro Tem Young called the meeting to order at 6:00 PM.

#### **PRESENT**

Councilmember Eric Contreras  
Councilmember Chawn Gilliland  
Councilmember Greg Runnebaum  
Councilmember Lea Young  
Councilmember Nathan Crummel

#### **ABSENT**

Mayor Doyle Moss

#### **STAFF PRESENT**

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

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

Mayor Pro Tem Young requested a moment of silence followed by the pledge of allegiance led by Councilman Runnebaum.

### **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 Meeting May 9, 2023.

**To approve City Council Meeting Minutes - Regular Meeting on May 9, 2023.**

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

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

## **REGULAR AGENDA ITEMS**

2. Discussion/Action: City Secretary will issue the certificate of election, administer the statement of elected officials and the oath of office to the newly elected mayor and council members:  
Mayor - Doyle Moss  
Place 1 - Eric Contreras  
Place 2 - Chawn Gilliland

**City Secretary, Crystal Dozier administered oaths of office to the Mayor on Friday, May 18, 2023 and administered oath of office to Councilmen Eric Contreras and Chawn Gilliland at the City Council meeting held on Tuesday, May 23, 2023.**

3. Discussion/Action: to consider appointing a Mayor Pro Tem.

**To appoint Councilwoman Lea Yong as Mayor Pro Tem.**

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

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

4. Discussion/Action: to consider appointing a Alternate Mayor Pro Tem.

**To appoint Councilman Nathan Crummel as Alternate Mayor Pro Tem.**

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

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

5. Discussion/Action: to establish a hiring committee for the Chief of Police Position.

**To appoint Mayor Moss, Councilman Contreras, Councilman Gilliland, City Manager Bryan Grimes and Human Resource Director/Chief Financial Officer Candy Scott.**

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

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

6. 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 2023" including the adoption of an ordinance authorizing the issuance of such certificates in the amount not to exceed \$4,420,000 to finance the costs of paying contractual obligations to be incurred for (i) acquiring, renovating, improving and equipping an existing building for public safety facilities, judicial facilities, a city hall and municipal facilities for administrative offices for city departments responsible for designated infrastructure, including streets, roads, parks, water and wastewater utilities, information technology systems and cybersecurity and various other city departments, and (ii) professional services rendered in connection with such projects and the financing thereof.

**To adopt an ordinance authorizing the issuance of the "City of Willow Park, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2023" and resolving other matters incident and relating to the issuance and sale of such certificates of obligation.**

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

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

7. 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, Taxable Series 2023A" 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) acquiring, renovating, improving and equipping an existing building for public safety facilities, judicial facilities, a city hall and municipal facilities for administrative offices for city departments responsible for designated infrastructure, including streets, roads, parks, water and wastewater utilities, information technology systems and cybersecurity and various other city departments, and (ii) professional services rendered in connection with such projects and the financing thereof.

**To adopt an ordinance authorizing the issuance of the "City of Willow Park, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2023 A" and resolving other matters incident and relating to the issuance and sale of such certificates of obligation.**

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

## **INFORMATIONAL**

Mayor and Council Comments

**Councilman Runnebaum thanked staff and contractors for doing a great job with the street improvement project.**

**Councilman Gilliland said we did some good things for the City by approving agenda items 6 and 7 regarding the purchase of City Hall.**

City Manager Comments

**City Manager, Bryan Grimes informed everyone City Hall will be closed at noon on Friday, May 26<sup>th</sup> and will be closed all day Monday, May 29<sup>th</sup> in observance of Memorial Day. He mentioned the I20 resurfacing project is underway and will probably take a couple of months to complete. He also stated he will be on vacation starting Wednesday, May 24<sup>th</sup> and will return to the office next week. He wished Laverne Funderburk, the wife of Assistant City Manager, Bill Funderburk a happy birthday.**

**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.*

## **ADJOURNMENT**

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

**Mayor Pro Tem Young adjourned the meeting at 6:25 pm**

These minutes were approved on the 13<sup>th</sup> of June, 2023.

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*/s/*  
Lea Young, Mayor Pro Tem

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