



## CITY COUNCIL MEETING MAY 13 2025 MINUTES

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

Tuesday, May 13, 2025 at 6:00 PM

### CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Doyle Moss called the meeting to order at 6:00 pm. Mayor Moss asked if a quorum was present. City Secretary Deana McMullen confirmed a quorum was present for this meeting.

#### PRESENT

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

#### ABSENT

Councilmember Lea Young

#### STAFF PRESENT:

Bryan Grimes, City Manager

Pat Chesser, City Attorney

City Secretary, Deana McMullen

### PLEDGE OF ALLEGIANCE AND INVOCATION

Pastor Clark Bosher of Willow Park Baptist Church was present do the Invocation. The Pledge of Allegiance was given by all present.

### 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 inquiries 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.

Mr. Ron Miller of 708 Queens Way was present to Thank Mayor Doyle Moss for his 8 years of Service to the City of Willow Park.

Ms. Mary Robb of 207 Fairway Drive was present to Thank Mayor Doyle Moss for his 8 years of Service to the City of Willow Park. She also presented him with a gift.

## **REGULAR AGENDA ITEMS**

### **1. Approval of Regular City Council Meeting Minutes: April 22, 2025**

Motion was made to approve the regular City Council Meeting Minutes from April 22, 2025 as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

### **2. Discussion/Action: to approve 2nd Quarter Financial Report**

CPA Jake Webber presented the 2nd Quarter Financial Report to the Council. He stated that we are half way through the year and the City is where it should be at regarding revenues and expenditures. He gave detail information to the Mayor and Council.

Motion was made to approve the 2nd Quarter Financial Report as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

### **3. Canvass Votes from May 3, 2025, General Election and approve Resolution 2025-04**

Alternate Mayor Pro Tem Nate Crummel was the presiding officer for the Canvassing of the Votes from the May 3, 2025 General Election.

City Secretary Deana McMullen presented the Official Election results and asked for approval of Resolution 2025-04 to accept the Official results from the May 3, 2025 General Election.

Motion was made to approve Resolution 2025-04 to accept the Official results from the May 3, 2025 General Election.



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

#### **4. Mayor Doyle Moss Farewell Comments**

Outgoing Mayor Doyle Moss gave a farewell speech thanking his fellow council members and staff and highlighting the infrastructure work done in his time as mayor, particularly related to the wastewater treatment facility plans stating that a new wastewater plant would be opening in September of this year.

"With the projects we have done in the past few years, together, we have made Willow Park a better place for our citizens and our neighboring communities," Moss said. "My hope is you will continue the work you were elected to do. It has been my honor and privilege to serve with you. Thank you for letting me serve as your Mayor- it has been my honor. May God Bless our City and Everyone in it."

#### **5. Administer Oath of Office to Newly Elected Officials**

City Secretary Deana McMullen administered the Oath of Office to Mayor Elect Teresa Palmer, City Councilmember Place 1 Elect, Eric Contreras and City Councilmember Place 2 Elect, Chawn Gilliland.

#### **6. Mayor Teresa Palmer Acceptance Comments**

New Mayor Teresa Palmer spoke about her commitment to the people of Willow Park and how she would prioritize transparency regarding the goings on in City Hall.

"We work for the people," Teresa Palmer said. "Every decision and every dollar must reflect our accountability to the taxpayers who employ us."

Palmer also introduced a proposal to the board to begin the process to change the government system of Willow Park from a Type A general law city to a home rule class city. This designation means the City would be governed by a Municipal Charter- A document created and approved by citizens rather than by State defined General Law. Palmer also called for a charter commission with residents from Willow Park to be formed. "Willow Park is operating under an outdated government concept, one that no longer reflects the size, complexity, and aspirations of our growing city," she said. The City surpassed 5,000 residential threshold for Home Rule in 2015. We are on track to reach 9,000 residents this year. The time has come to have a serious deliberate conversation about the future.

#### **7. Discussion and Action- Appointment of Mayor Pro Tem**

Motion was made to appoint Lea Young as the Mayor Pro Tem for a one year term.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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



## 8. Discussion and Action - Appointment of Alternate Mayor Pro Tem

Motion was made to appoint Eric Contreras as Alternate Mayor Pro Tem for a one year term.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.

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

## 9. Discussion and action approving Resolution 2025-07 updating signatories for City bank accounts.

Motion was made to approve Resolution 2025-07 removing Doyle Moss and Bill Funderburk as authorized signatories on all city bank accounts held with financial institutions and that the following names will be the authorized signatories on all city accounts held with financial institutions: Teresa Palmer, Lea Young, Bryan Grimes, Andrea Saylor, and Michelle Guelker. City Manager Bryan Grimes asked City Attorney if it would be allowed to add a 3rd Councilmember to the list in the event others are out of town. City Attorney said yes it would be a good idea. The motion was amended to also include Eric Contreras to the list.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

## 10. Discussion and Action to Approve Resolution 2025-08 updating signatories for the Police Seizure Fund.

Motion was made to approve Resolution 2025-08 to remove Candace Scott, Daniel Franklin, and Garry Garrett from the authorized signatories for the Police Seizure Fund (State) and the First Responder Fund Police at First Financial Bank and that the following names will be the authorized signatories for those respective accounts: Andrea Saylor, Ray Lacy and Brian Roberts.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Contreras.

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

## 11. Discussion and Action to Approve Resolution No. 2025-05 Supporting the City of Willow Park's Active Transportation Plan application to TXDOT 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion was made to approve Resolution 2025-05 Supporting the City of Willow Park's Active Transportation Plan application to TXDOT 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

**12. Discussion and Action to Approve Resolution 2025-06 Supporting Application to the TXDOT Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.**

Motion was made to approve Resolution 2025-06 Supporting Application to the TXDOT Transportation's 2025 Transportation Alternatives Set-Aside (TA) Call for Projects.

Motion made by Councilmember Gilliland, Seconded by Councilmember Contreras.

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

**13. Discussion and Action: Approve appointments for 2025 Parks Board.**

Parks Director Mandy McCarley advised the Council of an alternate position on the Parks Board and stated that Cindi Neverdousky would like to serve on this board.

Motion was made to appoint Cindi Neverdousky to the alternate position on the Parks Board.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Runnebaum, 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.*

Mayor Teresa Palmer adjourned the regular meeting of the City Council at 6:53 pm into Executive Session to discuss Section 551.071; Consultation with City Attorney; City of Willow Park vs. Halff and Associates.

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

**Mayor Teresa Palmer adjourned the regular session of the City Council at 6:33 for Executive Session per Section 551.071; Consultation with Attorney; City of Willow Park vs Halff & Associates.**

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

**Mayor Teresa Palmer called the regular meeting of the City Council back to order at 7:25 p.m.**



**No action was taken on any items discussed in Executive Session.**

## **INFORMATIONAL COMMENTS**

### **15. Mayor and City Council Comments**

Mayor Palmer stated that she was excited about meeting all the City employees, everyone. Especially the ones that put the cement in the holes. And have spoken to Chief Lacy and look forward to meeting all of the Police Officers as well.

Eric Contreras - Thanked everyone for turning out to vote on May 3, 2025. He also thanked everyone who turned out for the meeting tonight saying it was much appreciated. Eric stated that since we are approaching the middle of the year, we need to do the mid-year review of the City Manager so that would need to be on the next Council meeting Agenda. Eric asked if we could also have an update on the Waste Water Treatment Plant project to make sure we are on track with that. Eric congratulated Mayor Palmer on her win and stated he looked forward to working with her and continue to move forward.

Mayor Palmer announced that more than likely the May 27th Council meeting would be cancelled due to the Holiday. The announcement will be made later.

Chawn Gilliland - Thank you to Mayor Doyle Moss, I enjoyed serving with him. I think he did a fantastic job for the City of Willow Park. Welcome to Mayor Palmer- look forward to working with you and moving forward.

### **16. City Manager Comments**

City Manager Bryan Grimes - Welcome Mayor Palmer. This is the easiest job, but Congratulations. I look forward to working with you and hearing your ideas. We will be closed on Memorial day. We will have three employees out for a TML Small Town Seminar so will be short staffed the rest of this week. I will be out the 29th and 30th at my study club. We will be starting the Budget Process. We received the tax roll information and we have some work to do.

## **ADJOURNMENT**

With no further items to discuss or consider Mayor Teresa Palmer called for a vote to adjourn the regular meeting of the Willow Park City Council.

Motion was made to adjourn the meeting at 7:26 pm.

Motion made by Councilmember Gilliland, Seconded by Councilmember Runnebaum.

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

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

  
\_\_\_\_\_  
Mayor

6-24-2025  
Date

  
\_\_\_\_\_  
City Secretary

