



CITY COUNCIL MEETING MINUTES

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

Tuesday, February 28, 2023 at 6:00 PM

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

Meeting was called to order by Mayor Pro Tem, Lea Young, at 6:01 pm.

PRESENT

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

ABSENT

Mayor Doyle Moss

PLEDGE OF ALLEGIANCE AND INVOCATION

Pledge and Invocation was led by Associate Pastor, Tyler Kelso, of Christ Chapel - West Campus.

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.

None.

PUBLIC HEARINGS

None.

PROCLAMATION

1. Teen Violence Dating Awareness Month, Freedom House

Proclamation was presented to Freedom House by Mayor Pro Tem, Lea Young.

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. City Council Meeting Minutes of February 14, 2023.

Minutes approved.

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

REGULAR AGENDA ITEMS

3. **CONSIDERATION & ACTION:** Final Plat for Country Hollow residential subdivision, 101 Lots, being 19.17 acres, John H. Phelps Survey Tract, Abstract No. 1046, in the City of Willow Park, Parker County, Texas.

Teague, Nall & Perkins' engineers, Anthony Milbitz and Chris Hartke, were present, representing Scott Moehlenbrock and Red River Development.

Milbitz presented an overview of the Country Hollow Final Plat and project, consisting of 101 lots, 98 of which are minimum 5,000 sq. ft. for residential single-family dwellings.

Councilman Runnebaum inquired about protective fencing around the detention ponds to which Milbitz replied that staggered ledges around the ponds are planned.

Councilman Contreras asked if a water feature was going to be included in the detention ponds to keep the water moving. Milbitz replied that this was still in discussion.

Councilman Contreras also inquired as to the buffers along the walking trail and privacy of those which are against its higher elevation. Milbitz said that the existing fences are in place but additional landscaping or another solution could be considered.

Councilman Contreras also questioned City Manager Grimes about added traffic in the area and construction damage would cause damage to the adjacent neighborhood. Milbitz interjected that construction traffic would be directed from the I-

20 Service Road down Bayhill Dr., not through the existing neighborhood, provided by signage/barricade.

Councilman Crummel asked if all of the subdivision was annexed, which Mayor Pro Tem Young confirmed; and he asked about drainage regarding northern properties and if [County Hollow] could handle more development. Milbitz explained the drainage detail.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Crummel.

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

4. Discussion & Action: To approve amending the FY 22 – 23 budget to reflect increased sales tax

City Manager Grimes explained the increased sales tax status and recommendation to amend the sales tax revenue projection from \$1,720,000 to \$2 million.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

5. Discussion & Action: To approve amending the FY 22 – 23 budget to include unbudgeted expenses:

- A. Rent on 120 El Chico Trail

- B. Moving Expenses

City Manager Grimes recapped the two lines items as shown for about \$50,000 for the moving expenses and \$140,000 for rent, and asked Council to add those expenses to the current fiscal budget, paid by the previous action item.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

6. Discussion & Action: To appoint members to a newly formed Police Station Committee.

City Manager Grimes presented that, as previously discussed at the last Council meeting and upon the recommendation of Mayor Pro Tem Young, that a police station committee be assembled to plan and design a new stand-alone police station in the likelihood that we need to build one. Grimes continued that he visited with Mayor Moss about his being the Chair, accompanied on the committee by Mayor Pro Tem Young and Council member Gilliland, Chief Ellis and Assistant Chief Franklin. Mayor Pro Tem Young commented additionally that staff members, such as City Manager Bryan Grimes and current Fire Chief John Schneider, would be consulted, as needed. City Manager Grimes stated the city staff support will be led by Betty Chew based on her previous experience of such a project. It was proposed by City Manager Grimes that this process would take about 24 months.

Council member Runnebaum asked about the budgeting process to which City Manager Grimes replied we would want to procure professional services within the next 90 to 120 days, or sooner, but here are different ways to proceed; by the first meeting, we will have options from which to consider. He also discussed some of the things that need to be done, some of which can be done simultaneously to, ideally, have construction under way this time next year.

Mayor Pro Tem Young asked that if the committee was appointed, that the first meeting could potentially take place within the next 2-4 weeks, to have an agenda item for selecting the contractor or how to proceed with the budget.

Motion made to appoint members to Committee by Councilmember Gilliland,
Seconded by Councilmember Runnebaum.

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

7. Discussion & Action: To amend the Police Department Budget:

A. Overtime

Assistant Chief Franklin presented to the Council, informing them that February's ice storm incurred extra overtime by the Willow Park Police Department at a cost of \$17,193.42 in overtime, and requested a budget amendment to reflect that cost.

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 OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ORDERING THE CANCELLATION OF THE GENERAL ELECTION SCHEDULED FOR MAY 6, 2023; DECLARING THE UNOPPOSED CANDIDATES FOR MAYOR, COUNCILMEMBER FOR PLACE NO. 1, COUNCILMEMBER FOR PLACE NO. 2; TO BE ELECTED TO OFFICE.

City Manager Grimes stated that no candidates filed for Mayor and two seats expiring, and requested to cancel the May election.

Council member Contreras asked if we send the notice to the County, to which Mr. Grimes confirmed.

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

REPORTS

None.

INFORMATIONAL

Requests for future meeting items:

Council member Contreras requested updates for Water and Wastewater, effluent line - project start date, and road update with next scheduled roads.

Mayor Pro Tem Young requested to visit the lift station project for which ARPA funds were used. As the project was underbudget, she suggested that we discuss what the additional funds are to be used for. Council member Contreras asked about the time frame to use funds, to which Mr. Grimes replied what he believed was 2025, and proposed consideration for use on sewer.

Mr. Grimes announced that an audit report was due to be presented on March 14.

Mayor Pro Tem Young stated that the March 14 meeting was Spring Break, to which all Council members stated they would be present, and the March 28 meeting is Parker County Day at the Capitol, which would make Mayor Moss and Mr. Grimes absent from the meeting.

Chief Carrie Ellis announced that she was retiring from the Willow Park Police Department at the end of March. She expressed her gratitude to the City Council for their confidence in her for the past six years. Council member Gilliland expressed his thanks to Chief Ellis and her superior job. Mr. Grimes commended Chief Ellis and her commitment to our city.

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.*

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

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.

Mayor Pro Tem Young adjourned the meeting at 6:45 p.m.

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

These minutes were approved on the 14th of March, 2023.

/s/
Doyle Moss, Mayor

/s/
Toni Fisher
Planning and Development Director