



**City of Willow Park City Council  
Regular Meeting Minutes  
Municipal Complex  
516 Ranch House Rd, Willow Park, TX 76087  
Tuesday, July 27, 2021 at 7:00 p.m.**

The City Council of the City of Willow Park reserves the right to meet in closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.

**Call to Order**

Mayor Moss called the meeting to order at 7:00 P.M.

**Present:**

Mayor Doyle Moss  
Councilmember Eric Contreras  
Councilmember Tyler VanSant  
Mayor Pro Tem Lea Young  
Councilmember Nathan Crummel

**Absent:**

Councilmember Greg Runnebaum

**Staff Present:**

City Manager Bryan Grimes  
City Attorney Pat Chesser  
Acting City Secretary Candy Scott

**Invocation & Pledge of Allegiance**

Mayor Moss gave the invocation and led the pledge of allegiance.

**Proclamations**

**1. Susan Bohn (Aledo ISO)**

Presented by Mayor Moss

**2. Aledo ISO School Board**

Presented by Mayor Moss

**Public Comments (Limited to five 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 Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to five (5) 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 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.

- A. Approve City Council Meeting Minutes - Regular Meeting July 13, 2021.

Mayor Pro Tem Young moved to approve the minutes of the July 13, 2021, Regular City Council Meeting as presented. Councilmember VanSant seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

**Regular Agenda Items**

- 1. Discussion/Action: Accept the Letter of Resignation of City Secretary Alicia Smith and approve a severance agreement between the City and Ms. Smith.

Councilmember Contreras moved to accept the resignation of City Secretary Alicia

Smith and approve the severance package. Mayor Pro Tem Young seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

2. Discussion/Action: Appoint Interim City Secretary

a. Candy Scott

Mayor Pro Tem Young moved to appoint Candy Scott as Interim City Secretary. Councilmember VanSant seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

3. Discussion/Action: Discussion of Preliminary Budget for the FY 2021 - 2022 period.

City Manager Grimes explained to Council the situation with the Appraisal District being delayed on submitting the tax worksheets and requested that Council table items 4 and 5.

Councilmember VanSant moved to table items 4 and 5 until a later date as recommended by the City Manager. Councilmember Crummel seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

4. Discussion/Action: To discuss, consider and act on to set the date, time, and place for a public hearing on a proposed ad valorem tax rate and budget for the period beginning October 1, 2021 thru September 30, 2022

Tabled

5. Discussion/Action: To discuss, consider and act on approving a proposed ad valorem tax rate for the period beginning October 1, 2021 thru September 30, 2022

Tabled

6. Discussion/Action: To discuss, consider and act on the proposals received for Employee Health benefits, including health insurance, and act on awarding a

contract(s) for Employee Health benefits, including health insurance

Nancy Johnson of Tommy Morris Agency presented the bid for insurance to Council.

Councilmember Contreras moved that the City Council direct staff to renew the City Health Insurance and Benefits plan, including Health, Vision, and Dental with the providers that have been recommended by staff and direct staff to work with Nancy Johnson of the Tommy Morris agency to broker those benefits. Councilmember VanSant seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

7. Discussion Only: Update on Fort Worth Water Project

Preston Dillard of Halff & Associates updated the Council on the Fort Worth water project.

8. Discussion Only: Update on Wastewater Treatment Plant

Derek Turner updated the Council on the wastewater treatment plant

9. Discussion/Action: To discuss and act upon amending certain Public Comment Procedures

a. Email and written public comments to Council

Councilmember VanSant moved that the City of Willow Park no longer read into the record email or written comments received prior to 5:00 PM of the date of any City Council meeting and that such communications be made available as an attachment to the minutes of said meeting. Councilmember Crummel seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

10. Discussion/Action: Extension of Land Exchange Agreement between the City and the Willow Park Baptist Church of Texas

Councilmember Contreras moved that the City of Willow Park extend the land exchange agreement deadline with Willow Park Baptist Church of Texas until August 31, 2021. Mayor Pro Tem Young seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel  
Nay votes: None  
Motion passed with a vote of 4 to 0.

11. Discussion/Action: on Cause No. CV10-0429, City of Willow Park v. Todd C. Brennan, et. al. v. Parker County Appraisal District, Parker County Appraisal Review Board, City of Aledo, Larry Hammonds in his official capacity as Parker County Appraisal District Director

Moved to Executive Session

12. Discussion/Action to authorize the City staff to seek proposals through an RFP for a professional service provider to assist in administration services for the Coronavirus Local Fiscal Recovery Fund programs through the American Rescue Plan Act of 2021

Mayor Pro Tem Young moved to authorize staff to develop and proceed with a Request for Proposal for Administrative Services in compliance with the American Rescue Plan Act of 2021. Councilmember Contreras seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel  
Nay votes: None  
Motion passed with a vote of 4 to 0.

13. Discussion/Action to authorize the City staff to seek proposals through an RFP for a professional service provider to assist in engineering services for the Coronavirus Local Fiscal Recovery Fund programs through the American Rescue Plan Act of 2021

Mayor Pro Tem Young moved to authorize staff to develop and proceed with a Request for Proposal for Engineering Services in compliance with the American Rescue Plan Act of 2021. Councilmember Contreras seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel  
Nay votes: None  
Motion passed with a vote of 4 to 0.

14. Discussion / Action on approve ordinance 835-21: An ordinance of the City of Willow Park, Texas, providing authorization to amend "appendix a - fee schedule" of the municipal code of ordinances, by adjusting the water base rate table to remove the 5/8 meter and setting the 5/8 inch base rate as the 3/4 inch base rate, providing for a penalty a severability clause and an effective date

Mayor Pro Tem Young moved to approve Ordinance No. 835-21, an Ordinance of the

City of Willow Park, Texas, providing authorization to amend "Appendix A - Fee Schedule" of the Municipal Code of Ordinances, by adjusting the water base rate table to remove the 5/8 meter and setting the 5/8 inch base rate as the 3/4 inch base rate, providing for a penalty a severability clause and an effective date. Councilmember Contreras seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

15. Discussion/ Action: To consider and act on items to be considered for future council meetings

Items for the next agenda will be setting the tax rate, approving the budget, financial update

16. Discussion/ Action: To consider and act on setting the date and time for the next council meeting

The next regular Council Meeting will be on August 10, 2021 at 7:00 P.M.

### **Informational**

- A. Mayor & Council Member Comments
- B. City Manager 's Comments

### **Executive Session**

Mayor Moss recessed to Executive Session at 7:41 P.M.

The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- A. § 551.071. Texas Government Code. Consultation with Attorney
- B. Any Posted item

Following Executive Session, the City Council will reconvene into Regular Session and may take any action deemed necessary as a result of the Executive Session

Mayor Moss reconvened the open meeting at 7:52 P.M.

Item 11: Cause No. CV10-0429, City of Willow Park v. Todd C. Brennan, et. al. v. Parker County Appraisal District, Parker County Appraisal Review Board, City of Aledo, Larry Hammonds in his official capacity as Parker County Appraisal District Director.

Mayor Pro Tem Young moved to approve the Rule 11 Mediated Settlement Agreement in the above referenced cause. Councilmember Contreras seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

### **Adjournment**

Councilmember Contreras moved to adjourn the meeting. Councilmember VanSant seconded the motion.

Aye votes: Councilmembers Contreras, VanSant, Young and Crummel

Nay votes: None

Motion passed with a vote of 4 to 0.

Mayor Moss adjourned the meeting at 7:55 P.M.

APPROVED:

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

ATTEST:

\_\_\_\_\_/s/\_\_\_\_\_  
Candice J Scott, Interim City Secretary