



CITY COUNCIL MEETING AUGUST 12, 2025 MINUTES

**LOCATION CHANGE: Trinity Christian Academy Eagle Gymnasium, 4954 E Interstate
20 Service Rd S Willow Park, TX 76087**

Tuesday, August 12, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the regular City Council meeting to order at 6:00 pm. There was confirmation that a quorum was present for this meeting.

PRESENT

Mayor Teresa Palmer
Councilmember Chawn Gilliland
Councilmember Greg Runnebaum
Councilmember Scott Smith
Councilmember Nathan Crummel

ABSENT

Councilmember Eric Contreras

STAFF PRESENT

City Manager Bryan Grimes
Communication Director Rose Hoffman

PLEDGE OF ALLEGIANCE AND INVOCATION

Ray Ramos gave the Invocation and led the Pledge of Allegiance 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. to five (5) minutes for each speaker provided that there are no more than ten (10) speakers. If there are more than ten (10) speakers, the Mayor and/or the City Council may reduce the applicable time limits to speak 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.

Roy Ramos

Cliff Voorhies

Gene Martin

Mary Diedrich

Dixie Smith

REGULAR AGENDA ITEMS

1. Discussion/Action: appoint a Mayor Pro Tem and Alternate Mayor Pro Tem. (Greg Runnebaum)

Motion was made to appoint Nathan Crummel as Mayor Pro Tem and the City Councilmember with most Seniority that is present at the meeting as Alternate Pro Tem.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Smith

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

2. Discussion/Action: Amend Ordinance 740-19 changing the City Attorney to an Officer of the City and reporting to City Council (Bryan Grimes)

Motion was made to approve an amendment to Ordinance 740-19 changing the City Attorney to an Officer of the City and reporting to the City Council.

Motion made by Councilmember Crummel, Seconded by Councilmember Gilliland.

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

3. Discussion/Action: Consider approval of Engagement Letter for Interim City Attorney Services (Chawn Gilliland).

Attorney Andy Messer of Messer & Fort described his letter of engagement, the list of fees and terms and conditions.

Motion was made to hire Messer & Fort as an Interim Attorney and to place on the Agenda at the next meeting to consider approval of the Engagement letter for services.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Gilliland.

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

4. 3rd Quarter Financial Update - CPA Jake Weber

CPA Jake Weber gave an update to the City Council regarding the 3rd quarter financials. This report goes through June 30, 2025. It will cover the General Fund, Water Fund and Wastewater Fund.

In the General fund, the sales tax is coming in better than originally thought and that has given us a surplus in the General Fund revenue. The expenditures for General Fund are down and we do not expect to purchase any big ticket items before the end of the year.

Water Fund is low on Revenue, but largest amounts usually come in the last quarter due to people watering their lawns, etc. There were a couple of big expenditures during the 3rd quarter.

5. Budget Update for Fiscal Year 2025-2026. (Staff)

City Manager Bryan Grimes gave an update for the City Council regarding the Upcoming Vote(s) to adopt the 2025-2026 FY Budget and Tax Rate.

The Next Regular City Council Meeting - August 26, 2025 we will have to to a roll call vote of the City Council and set the Public Hearing Date for the Adoption of the Budget.

September 9, 2025 will be the Public Hearing for the Budget and Adoption of the Budget for 2025-2026 FY

September 10, 2025 will be the Public Hearing for the TAX Rate and Approval of the Tax Rate for the FY 2025-2026. The new law that went into effect does not allow for the Budget and the Tax rate to be approved and adopted at the same time.

There was no action on this item.

6. Discussion/Action: to allow Developer and Staff to proceed with the creation of the Development Agreement for the proposed residential development consisting of approximate 82.37-acres, situated in the McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract Number 468, The M.M. Edwards Survey, Abstract 1955, & the J.B. Wynn Survey, Abstract 1637, a portion being within the Extraterritorial Jurisdiction and remainder within the city limits of the City of Willow Park, Parker County, Texas.

City Planner Chelsea Kirkland presented the information regarding the Development for Clearion to the Council and had Mark Wagner and Bryan Holland to answer any questions.

Motion was made for the developer and the staff to proceed with the creation of the Development Agreement for the proposed residential development consisting of approximate 82.37 acres, situated in the McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract 1637, a portion being within the Extraterritorial Jurisdiction and remainder within the city limits of the City of Willow Park, Parker County, Texas.

Motion made by Councilmember Crummel, Seconded by Councilmember Runnebaum.

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

7. Discussion/Action: to consider approval of Christmas Lighting Contract with Murphy Christmas Lights in the amount of \$46,955.16 (Nathan Crummel/Staff)

Mayor Pro Tem Nathan Crummel stated that while he loves Christmas and likes the idea of decorating that the price of \$46,955.16 was a little high. He suggested that the lighting contract be approved for just a certain amount for this year and see if we could possibly get sponsorships from our Businesses for the remainder. Discussion brought a number that Council could vote on, \$34,600. Resident and Business owner Rod Foreman said that he and his business would pick up the additional cost of the lighting for the City.

Motion was made to approve a lighting contract with Murphy Lighting not to exceed the amount of \$34,670 and to leave off the Christmas Tree and take the parks off the list.

Motion made by Councilmember Crummel, Seconded by Councilmember Runnebaum.

Voting Yea: Councilmember Runnebaum, Councilmember Smith, Councilmember Crummel

Voting Nay: Councilmember Gilliland

8. Discussion/Action: for Approval of Contract Proposal for Professional Services by Westwood Professional Services, Inc. for TXDOT Green Ribbon Grant Program Award in the amount of \$80,000 (Staff)

Parks Director Mandy McCarley addressed the Council in reference to consideration of approval for a contract proposal for professional services by Westwood Professional Services, Inc. for the TXDOT Green Ribbon Grant Program Award in the amount of \$80,000. This is as the result of the award of the Grant from TXDOT and we will hire a contractor to do the work for the entry way into the City.

Motion was made to approve the Contract for Professional Services with Westwood Professional Services, Inc, as presented in the amount not to exceed \$80,000.

Motion made by Councilmember Smith, Seconded by Councilmember Crummel.

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

9. Consideration/Action: to appoint 2025 Planning & Zoning Commissioners for Place No. 2 and Alternate. (Staff)

Mayor Teresa Palmer stated that she would like to appoint the following to the Planning & Zoning Commission:

Michael Chandler - to Place 2 vacated by Scott Smith who was appointed as Councilmember Place 4.

Marcy Galle - Place 1 Alternate

Levi Adler - Place 2 Alternate

Motion was made to accept the recommendations of appointments to the Planning & Zoning Commission as stated by Mayor Palmer.

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

10. Discussion/Action: consider approval of 2016 Chevrolet Tahoe PPV vehicle as surplus and approval to sale to Aledo ISD Police or send to auction. (Lt. Hamilton)

Lieutenant Quincy Hamilton addressed the City Council asking them to consider approval of listing 2016 Chevrolet Tahoe PPV vehicle as surplus and approval to sale the Vehicle to Aledo ISD Police or send it to Auction.

Motion was made to approve listing the 2016 Chevrolet Tahoe PPV as surplus and approve the sale of the Vehicle to Aledo ISD Police if they want to purchase it or send to auction.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

11. Discussion/Action: Consider approval of 2025-2026 agreement for police radio dispatching service by Parker County. (Chief Lacy)

Police Chief Ray Lacey addressed the Council asking them to consider approval of 2025-2026 agreement for police radio service by Parker County.

Motion was made to approve the 2025-2026 agreement for police radio service by Parker County.

Motion made by Councilmember Gilliland, Seconded by Councilmember Crummel.

Voting Yea: Councilmember Gilliland, Councilmember Runnebaum, Councilmember Smith, Councilmember Crummel.

12. Proclamation on the next step enabling the City of Willow Park to adopt a Home Rule Charter (Mayor Teresa Palmer)

Mayor Teresa Palmer read aloud a Proclamation for the next step enabling the City of Willow Park to adopt a Home Rule Charter. Mayor Palmer appointed the following individuals to serve on the Home Rule Charter:

Tandy Blackstock	David Lorenzo	Darrell Boughner
Gene Martin	Carol Bracken	Dixie Smith
Michael Chandler	Johnathan Stickland	Mary Diedrich
Brian VonHatten	Charles Gilchrist	Charles Hodges
Gwendolyn Galle	Roy Kurban	

Mayor Palmer asked that copies of the Proclamation be shared.

There was no action on this item.

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 session of the Willow Park City Council at 7:50 pm to go in to Executive Session to discuss the items listed on the Agenda under Executive Session.

The Session was attended by Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Greg Runnebaum, Councilmember Chawn Gilliland and Councilmember Scott Smith, City Attorney Andy Messer to discuss the items listed on Agenda.

13. Section 551.071, Consultation with Attorney, Section 551.87, Economic Development Negotiations, Pulido's 380 agreement (Staff)

14. Section 551.071, Consultation with Attorney; Section 551.87 Far Out Hospitality 380 Agreement (Staff)

15. Section 551. 071, Consultation with City Attorney; Section 551.87, Economic Development Negotiations, proposed residential development consisting of approximate 82.37-acres, situated in the McCarver Survey, Abstract 910, the W. Franklin Survey, Abstract Number 468, The M.M. Edwards Survey, Abstract 1955, & the J.B. Wynn Survey, Abstract 1637, a portion being within the Extraterritorial Jurisdiction and remainder within the city limits of the City of Willow Park, Parker County, Texas (Chawn Gilliland)

- 16. Section 551. 071, Consultation with City Attorney; Section 551.87, Economic Development Negotiations, Dean Ranch Development (Chawn Gilliland)**
- 17. Section 551.071, Consultation with Attorney; Section 551.074 Personnel Matters - City Manager Bryan Grimes (Chawn Gilliland)**
- 18. Section 551.071, Consultation with Attorney; Section 551.074 Personnel Matters, Interim City Manager (Mayor Teresa Palmer)**

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 Willow Park City Council back to order at 10:45 pm.

19. Discussion/Action: Possible Terms of Severance Agreement for City Manager Bryan Grimes (Mayor Teresa Palmer and Chawn Gilliland)

For the item of Possible Terms of Severance for City Manager Bryan Grimes motion was made to have City Attorney work up a Severance package for City Manager Bryan Grimes with his attorney with final approval by Mayor Palmer and the City Attorney.

Motion made by Councilmember Crummel, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Gilliland, Councilmember Runnebaum, Councilmember Smith, Councilmember Crummel.

20. Discussion/Action: City Council may discuss appointment of Interim City Manager with terms/agreement.

No action was taken on this item.

INFORMATIONAL COMMENTS

21. Council Comments

Councilmember Greg Runnebaum stated that he knew it had been a rough few months for Staff and wanted to say Thank you to all staff for all they have been dealing with and all their hard work.

Councilmember Chawn Gilliland also thanked staff for all their hard work and asked for continued prayers for Deana McMullen and her family and we also have some staff members out sick so thoughts are with them.

22. City Manager Comments

City Manager Bryan Grimes stated he wanted to echo what Councilmember Chawn Gilliland stated.

23. Mayor Teresa Palmer Comments

Mayor Palmer stated she would like to cancel the regular meeting on August 26th due to everyone having meeting fatigue. Staff can push out the budget calendar two weeks and we will have plenty of time to get the budget adopted.

She also asked that staff prepare the Agenda and packet and get it out to the City Council and herself at least 10 days prior to the next meeting. This is to give more time for everyone to review the packet and would be less stressful on staff. She asked for a motion.

Motion made by Councilmember Runnebaum, Seconded by Councilmember Smith.

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

ADJOURNMENT

With there being nothing further to discuss or consider Mayor Teresa Palmer called for a motion to adjourn the regular meeting of the Willow Park City Council at 10:45 pm.

Motion was made to adjourn the regular meeting of Willow Park City Council at 10:45 pm.

Motion made by Councilmember Crummel, Seconded by Councilmember Gilliland.

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

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

Mayor

Date

City Secretary