



CITY COUNCIL MEETING NOVEMBER 17, 2025 MINUTES

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

Monday, November 17, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the regular meeting of the Willow Park City Council to order at 6:00 pm and confirmed a quorum of the City Council was present for this meeting.

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

The Invocation was given by Judge Roy Kurban. Followed by the Pledge of Allegiance and the Texas Pledge given by all present.

Mayor Comments

1. Mayor Opening Comments - Billed Legal Expenses; Cork & Pig

Mayor Comments: Mayor Teresa Palmer stated that she would be discussing the billed legal expenses in an Agenda item below. The City Attorney Fees for FY 2025 was budgeted at \$50,000 and for the last 2 months the City has spent \$114,000 and that is without the month of October. This is unsustainable.

Mayor Palmer also wanted to bring to everyone's attention that we now have the Cork & Pig Tavern in the City and they have very yummy food. I would encourage everyone to go and visit their restaurant. We are very blessed to have them in our City.

PUBLIC COMMENTS (Limited to five minutes per person)

To address the City Council, residents must complete a speaker form and turn it in to the City Secretary at least five (5) minutes before the start of the meeting. The Rules of Procedure state that all comments are to be limited 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. Pursuant to the Texas Open Meetings Act, the Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; (3) propose the item be placed on a future agenda (Tex. Govt. Code §551.042). Each speaker shall approach the podium or designated speaker location and state his/her name and address before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers may only address the City Council and not individual officials, commission members, committee members, or employees. The public cannot speak from the gallery, but only from the podium or designated speaker location.

The following people spoke under Public Comments following items 3, 4 & 5 to allow the speakers for those items to give their presentations and would be able to leave.

Motion was made to move items 3, 4 & 5 up on the Agenda for speakers to be able to make presentations and leave.

Motion made by Councilmember Smith, Seconded by Councilmember Contreras.
Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel

CONSENT AGENDA

These items consist of non-controversial or "housekeeping" items required by law. Items may be considered individually by any Council member making such request prior to a motion and vote on the Consent Items.

2. Approval of Regular City Council Meeting Minutes:

October 14, 2025

October 28, 2025

Motion was made to approve the Consent Agenda as presented.

Motion made by Councilmember Smith, Seconded by Councilmember Crummel.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel

REGULAR AGENDA ITEMS

3. 4th Quarter Financial Update - CPA Jake Weber

CPA Jake Weber gave the City Council a Finance Update on the 4th (Final) Quarter of the 2024-2025 Fund Year.

Jake Weber gave the Council an update on the 4th and Final quarter of the 2024-2025 Fund Year stating there were no major surprises and things came in close to projections and were pretty much a break even scenario for the General Fund. For the Water Fund there was around a \$600,000 overall deficit stating that water impact fees were around \$250,000 thousand of that. The water reserves were at \$3.1 million and will be around \$2.3 million for the close of the year. Something we need to keep an eye on. With the growth expected in the area it should not be an issue. For the Waste Water Fund this is also at break even status and we will continue to strive to boost the reserve funds.

No action was taken on this item.

4. Discussion and Action: Presentation by Erick Macha of Hilltop Securities; Consideration of funding for the Squaw Creek Road Project (Interim City Manager Michelle Guelker, Councilmember Buddy Wright)

Mr. Erick Macha of Hilltop Securities was present to discuss consideration of funding options for the Squaw Creek Road Project. He discussed whether taxes can sustain any new debt. He gave a presentation to the City Council and went over the Financial information and possible scenarios to pass CO Bonds to do this project. He also went over the possibility of GO Bonds for the project, however those have to be approved by the voters. If they are not approved then the project would be on hold for at least 3 years before the Council could do anything further.

If debt is issued in FY 2026 the first payment would not be until 2027. In FY 2026/2027 the city will have a \$400,000 tax reduction so there would be flexibility in the next budget cycle for the payment. And with the expected growth it would be doable. The going interest rate would be approximately 4.33% if you move forward at the next meeting. This would impact a homeowner with about an \$80 per year increase on their property tax bill. The water project is not supported by tax money, it is supported by water rates. If the debt is issued it could be internally split. This is information to consider and only preliminary numbers. It is informational and using preliminary numbers. This can be on the next meeting, December 9th and would be funded by February 2026.

Mayor Teresa Palmer stated that \$10m is a huge ask and it should go to the voters for consideration.

Mayor Pro Tem Nathan Crummel stated that he has an issue with this if the funding mechanism can't be done for 3 years then it leaves the citizens stranded if a vote does not pass. I am more in favor of issuing Certificates of Obligation.

Councilmember Buddy Wright stated that the opportunity is now without raising rates and can cover multiple projects at one time. We are representatives of the citizens. I am in favor of issuing Certificates of Obligation. Councilmember Scott Smith and Councilmember Eric Contreras also stated they would be in favor of the Certificates of Obligation.

Motion was made to move forward on the next Agenda to take steps needed to issue Certificate of Obligation Bonds to cover the Squaw Creek project and the water project as discussed.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel

5. Discussion and Action: to consider approval of contract for professional services with Jacob & Martin for update to the City of Willow Park Comp Plan and CIP (*Interim City Manager Michelle Guelker*)

Motion was made to approve the contract for professional services with Jacob & Martin for the update to the City of Willow Park Comp Plan and CIP.

Mr. Derel Turner of Jacob & Martin were present to discuss the contract for professional services for the CIP and Comp Plan update. As discussed at the last

meeting I have brought forward a Scope of Work and Professional Service Agreement for the update of the CIP and COMP Plan update.

Motion was made to approve the Professional Services Agreement as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel

6. Discussion and Action: to review a process/policy approving legal work. (Mayor Teresa Palmer)

Mayor Palmer asked if there can be some sort of process or policy that staff would have to go by before seeking legal advice from the Attorney's office. Mayor Palmer questioned why the Attorney fees had come over the budget by \$ 64,000 in the months of August and September.

Interim City Manager Toni Fisher stated that there were several incidents that were unforeseen in the 2024-2025 Budget that required staff to utilize the attorney's office.

The July – September 2025 Messer Fort attorneys' fees are as follows:

\$20,231.50 (+ attorney's fees by Pat Chesser, Esq.) for separation of contract with Bryan Grimes whose contract would have expired in December.

\$19.00 for resignation of Council Member Greg Runnebaum

\$4,730.80 for Open Records reviews, not needed prior to May 2025

\$3,388.75 for Home Rule Charter, which was unbudgeted and unplanned

\$9,643.70 Demand Letter from Aledo

For a total of \$38,013.75 of unexpected legal expenses.

All of these items were unforeseen and would have raised the Attorney bill no matter who the Attorney is. The City Manager(s) have the authority to approve what needs to go to the Attorney for review or for advice.

There was no further discussion or action on this matter.

7. Discussion: Update on Home Rule Committee Meeting(s) and Town Hall Meeting by Gene Martin (Mayor Teresa Palmer)

Mr. Gene Martin was present to give the Council an update on the Home Rule Charter Committee meeting(s) as well as the Town Hall meeting that was held on Wednesday, November 12, 2025.

Mr. Martin informed the Council that the Home Rule Committee had one more meeting and then would be presenting the Charter to the Council for Review in January.

There was no action taken on this item.

8. Presentation: New City Website (*Communications Director Rose Hoffman*)

Communications Director Rose Hoffman was present to give an update and presentation on the new city website.

Ms. Hoffman went over the various upgrades on the new website stating that the City strived to make the website more user friendly.

There was no action following the demonstration.

9. Discussion and Action: to consider a Partnership with local elementary schools to provide Thanksgiving Meals to families in need with project not to exceed \$2,000.00 (*Mayor Teresa Palmer*)

Mayor Teresa Palmer asked the Council for approval to consider partnership with the local elementary schools to provide Thanksgiving meals to families in need with the amount not to exceed \$2,000.

Discussion from Council was that they wanted to do this, but with the short window of time it would be hard to do the background etc... for the families in need, who would do that. Marcy Galle asked the council to consider an expenditure of up to \$5,000.

It was also asked of the City Attorney if the City Could allocate funds for this purpose. The Attorney said as long as say in the motion Funds for a public purpose.

Motion was made to approve funds for a public purpose not to exceed \$5,000 and be presented to the Aledo Advocats.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel

10. Discussion & Action: To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 "General Provisions", Article 1.05 "Boards, Commissions And Committees", Division 1 adding §1.05.001 "Commissions And Advisory Boards", adding §1.05.002 "Appointments for Committees, Boards and Commissions", adding §1.05.003 "Member Conduct and Removal from Committees, Boards and Commissions", and adding §1.05.004 "Operations of Committees, Boards and Commissions"; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance. (*Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel*)

Motion was made to approve with the changes as discussed, an Ordinance of the City of Willow Park, Texas, amending the City of Willow Park Code of Ordinances, Chapter 1 "General Provisions", Article 1.05 "Boards, Commissions And Committees", Division

1 adding §1.05.001 “Commissions And Advisory Boards”, adding §1.05.002 “Appointments for Committees, Boards and Commissions”, adding §1.05.003 “Member Conduct and Removal from Committees, Boards and Commissions”, and adding §1.05.004 “Operations of Committees, Boards and Commissions”; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel

- 11. Discussion only: to discuss and consider an Ordinance of the City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 “Commissions”, § 14.16.003 “Membership And Terms”, § 14.16.004 “Procedure”, § 14.16.005 “Duties And Powers”, And §14.16.006 “Staff Support”; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date. (Interim City Manager Toni Fisher; Mayor Pro Tem Nathan Crummel)**

The City Council had discussion to consider an Ordinance of the City of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 “Commissions”, § 14.16.003 “Membership And Terms”, § 14.16.004 “Procedure”, § 14.16.005 “Duties And Powers”, And §14.16.006 “Staff Support”; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date.

This ordinance will have to come back to the City Council for consideration of approval after discussion and action is taken with the Planning & Zoning Commission.

No action was taken on this ordinance at this time.

- 12. Discussion & Action: to approve the Creation of a Citizen Financial Oversight Advisory Committee. (Mayor Teresa Palmer)**

Mayor Teresa Palmer wanted the Council to consider and approve the Creation of a Citizen Financial Oversight Advisory Committee. Mayor Palmer stated that the Committee would oversee and review all of the bills of the City on a quarterly basis to be transparent.

The City Council was not in favor of a Financial oversight committee.

No action was taken on this item.

- 13. Discussion & Action: to consider approval of amending Ordinance 802-19, an Ordinance of the City of Willow Park, Texas, Amending Chapter 1 "General Provisions", Article 1.03 "City Council", Division 2 "Governance Policy and Rules of Procedure", 1.03.035 "Meetings" Subsection (m) "Agenda" providing the mayor and city administrator have control of the city council agenda including supplements and amendments, Providing for a Savings Clause and Severability Clauses and an Effective Date. (City Attorney Andy Messer)**

This item was brought up from a previous meeting for clarification purposes. Following the discussion, a tight formal timeline was set for Mayor and City Manager to set the Council Agenda before each meeting.

Motion was made to approve this ordinance with the changes as were discussed.

Motion made by Councilmember Crummel, Seconded by Councilmember Wright.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel

14. Discussion: regarding October 30, 2025 Water Leak and Boil Notice (Mayor Teresa Palmer; Councilmember Scott Smith; Interim City Manager Toni Fisher)

Interim City Manager Toni Fisher gave an after action report on the water leak of October 30th stating that all protocols had been handled professionally by staff.

Mayor Palmer stated that she had a complaint from the headmaster at the TCA school asking if in the future we have a scheduled interruption in water service if they could receive advance notice in order to prepare for the day or delay or cancel school due to no water.

No action was taken on this item.

Mr. Scott Caron was left off of the Public Comments list and wanted to speak. He stated in the Squaw Creek area anyone selling the land there needs to be aware of the dam's that are there and anyone living in the immediate area would have a zero chance to get out. Interim City Manager Toni Fisher stated that staff has been discussing this with engineers that specialize in dam's.

EXECUTIVE SESSION

In accordance with the Texas Government Code, Chapter 551, Subchapter D, the City Council will recess in Executive Session (closed meeting) to discuss the following:

Mayor Teresa Palmer adjourned the regular meeting of the Willow Park City Council at 9:48 pm into Executive Session to discuss the items listed on the Agenda. Those present in this session was Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Chawn Gilliland, Councilmember Buddy Wright, Councilmember Scott Smith, Interim City Manager Toni Fisher and City Attorney Andy Messer.

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

16. Section 551.071, Consultation with City Attorney regarding pending or contemplated litigation: Beall Dean Ranch Development and East Bankhead Highway/claims of Aledo, Fort Worth against Willow Park.

17. Section 551.074; Personnel Matters,

Assistant City Manager, Toni Fisher

Assistant City Manager, C. Michelle Guelker

Public Works Director, Chase McBride

Finance Director, Andi Saylor

Utility Billing Clerk, Priscilla Brown

Chief Building Official, Randy Law

Certified Permits Technician, Christine Rosas

City Engineer, Gretchen Vazquez

City Planner, Chelsea Kirkland

Parks Director, Mandy McCarley

Communications & Marketing Director, Rose Hoffman

Fire Marshal/Code Enforcement, John “Charlie” Schneider

Assistant Fire Marshal/Code Enforcement, Kevin Lockwood

City Secretary, Deana McMullen

Police Chief, Ray Lacy

18. Section 551.074, Personnel Matters; review of City Manager resumes/applications

RECONVENE INTO OPEN SESSION

In accordance with the Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

Mayor Teresa Palmer called the regular meeting of the Willow Park City Council back to order at 11:11 p.m. There was no action on any item discussed in Executive Session.

19. Discussion & Action: to consider a budget amendment for potential one-time incentive, (retention) payout to the staff listed in item 17. (Scott Smith)

There was no action on this item at this meeting.

INFORMATIONAL COMMENTS

20. City Council Comments:

Councilmember Smith: Responsiveness and professionalism with Staff

Councilmember Contreras: Thanksgiving message

Councilmember Scott Smith: Responsiveness and professionalism with Staff

Councilmember Eric Contreras: Thanksgiving Message. Mr. Contreras wished everyone a Happy Thanksgiving and Safe Travels to all the families that may be going to visit friends and family members.

21. Interim City Managers' Comments: Thanks to Veterans

Interim City Manager Toni Fisher thanked all of the Veterans and their families for thier sacrifices and making the United States and the World a safer place for us to do what we do.

Ms. Fisher also announced that the Parks Department received word today that we have been awarded the AFA Sidewalk Grant from TXDOT. This is an 80/20 grant and will be used on Meadow Place and King Gate Park. Congratulations to Mandy McCarley Parks Director and City Engineer Gretchen Vazquez.

22. Mayor Comments

Mayor Teresa Palmer had no comments.

23. Items of Community Interest:

City of Willow Park's **4th Annual Tree Lighting** - *"How Willow Park Stole Christmas" with Who-ish Family Fun, Food Trucks, and Santa* - **Tuesday, December 2, 2025 at 5:30 p.m.** at Willow Park City Hall.

Christmas Charity Donation opportunities at City Hall:

***Angel Tree gift tags** to benefit the **Children's Advocacy Center, Parker County**, will be available for selection the week of November 10, 2025 in City Hall.

***Fluffy Friends gift drop box** to benefit the dogs and cats of the **Weatherford Animal Shelter** will be available for drop-off donations. There is a gift list available on the City of Willow Park's Facebook Page and in City Hall which includes new toys, unopened food/treats, and new blankets/towels.

Items of Community Interest: Interim City Manager Toni Fisher announced the following information about upcoming Events in Willow Park.

City of Willow Park's **4th Annual Tree Lighting** - *"How Willow Park Stole Christmas" with Who-ish Family Fun, Food Trucks, and Santa* - **Tuesday, December 2, 2025 at 5:30 p.m.** at Willow Park City Hall.

Christmas Charity Donation opportunities at City Hall:

***Angel Tree gift tags** to benefit the **Children's Advocacy Center, Parker County**, will be available for selection the week of November 10, 2025 in City Hall.

***Fluffy Friends gift drop box** to benefit the dogs and cats of the **Weatherford Animal Shelter** will be available for drop-off donations. There is a gift list available on the City of Willow Park's Facebook Page and in City Hall which includes new toys, unopened food/treats, and new blankets/towels.

24. Future Agenda Items requested by Mayor, City Councilmembers or Staff

Councilmember Eric Contreras asked if an item can be on a future Agenda regarding the Waste Water Treatment Plant update.

ADJOURN

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

Motion was made to adjourn the meeting at 11:15 pm.

Motion made by Councilmember Crummel, Seconded by Councilmember Smith.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Smith, Councilmember Crummel.

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:

Mayor Teresa Palmer

Date

City Secretary Deana McMullen