



CITY COUNCIL MEETING AUGUST 25, 2026 MINUTES

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

Tuesday, August 25, 2026 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 determined there was a quorum present for this meeting.

PRESENT

Mayor Teresa Palmer
Councilmember Eric Contreras
Councilmember Buddy Wright
Councilmember Scott Smith
Councilmember Nathan Crummel

STAFF PRESENT:

City Manager Toni Fisher

City Secretary Deana McMullen

City Attorney Judy El Masri

Mayor Palmer asked everyone to keep all of the people that are affected by the Fires in Palo Pinto County in their prayers.

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE - Pastor Jonathan Mansur of Cross Timbers Baptist Church will be present to give the Invocation and lead the Pledge of Allegiance and the Texas Pledge.

Pastor Johnathan Mansur of Cross Timbers Baptist Church was present to give the Invocation and lead the Pledge of Allegiance and the Texas Pledge given by all present.

1. Mayor Comments: 1) Bible Verse 2) Business Recognition

Mayor Teresa Palmer read Bible Verse: Mayor Palmer read Elations 6:9

Mayor Palmer recognized Business: Mayor Palmer recognized a New Business to Willow Park, Sour Boule - 280 Willow Bend, Suite 300. They have a great menu. This is their second location and they are excited to be in Willow Park.

PROCLAMATION: IN HONOR OF DIXIE SMITH

Mayor Teresa Palmer and KJ Hannah read aloud a Proclamation in honor of Ms. Dixie Smith who was a community advocate engaging in the civic life of Willow Park and passed who away from this life on August 26, 2025 leaving a community that is better for her prescence and poorer for her absence.

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 Citizens were present to speak:

- 1) Marcy Galle
- 2) Kenna Hannah
- 3) Chris Wood
- 4) Gene Martin
- 5) Lee Miller

CONSENT AGENDA

All items listed below are considered routine or "housekeeping" by the City Council and will be enacted with one motion. There will be no separate discussion of items unless a Council Member requests, in which event the item will be removed from the general order of business and considered in its normal sequence. Approval of the Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendation

2. Approval of Regular City Council Meeting Minutes:

July 18, 2026 Special Meeting

August 11, 2026 Regular Meeting

Motion was made to approve the minutes from the July 18th Special Meeting and the August 11th regular meeting as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

REGULAR AGENDA ITEMS

3. Discussion: Review of the proposed FY 2026-2027 budget and tax rate (*City Manager Toni Fisher, CPA Jake Weber*)

CPA Jake Weber was present to review the proposed FY 2026-2027 Budget with the City Council. Mr. Weber stated that we have a balanced budget for the 2026-2027 FY. The tax rate was proposed as \$0.429041 as the no new revenue rate. This is a slight increase of the rate over last year but because some of the property values have gone down it is possible that citizens could see a decrease by \$46.00. The I&S Tax rate will be \$0.2599.29 and the M&O Tax Rate will be \$0.169112. In the budget there is a 3% pay increase for all staff and a 5% increase for Police Department Staff. The half cent Sales Tax was used to help determine the Ad Valorem Tax Rate. If we had gone up by 0.01 cent that would have generated an additional \$98,000 in revenue overall. The Development Revenue has increased to \$340,500. The Home Rule Charter Election was figured in to the cost for the postage and mailing by a cost of \$50,000 to \$75,000. Attorney fees are in the budget at \$350,000 for expenditures. The Water/Wastewater budget is pretty flat. Not much changes in it. There was discussion by Council regarding the need for Road Repairs. Mr. Weber stated that to add \$500,000 to the budget for Road Repairs the City Ad Valorem Tax would increase by 12% or up to \$0.47 cents per \$100 valuation per tax payer. Mr. Weber was asked about using reserves for road repairs and he stated he would not be comfortable using any more than \$450,000 out of reserves. Councilmember Eric Contreras stated that the staff did an incredible job preparing the budget.

Following more discussion Mayor Teresa Palmer gaveled out of the meeting at 6:37 pm and left the room.

Motion was made by Councilmember Eric Contreras, seconded by Councilmember Scott Smith Challenging the Chair for interrupting the meeting during his speech.

Mayor Pro Tem Nathan Crummel called the meeting back to order at 6:39 pm. Mayor Palmer returned to the dias. City Attorney Judy El Masri advised Mayor Palmer that she should not stop the meeting without approval of the City Council. She would need to ask for a break and have someone make a motion and second then take a vote for a break.

The vote on the motion passed with three votes in approval and one vote abstained (Councilmember Buddy Wright)

4. **Discussion/Action: to discuss, consider, and act on setting the date, time, and place for a public hearing on the proposed budget and proposed tax rate for the period beginning October 1, 2026 thru September 30, 2027.** (*City Manager Toni Fisher, CPA Jake Weber*)

Motion was made to set the date, time and place for a public hearing on the proposed budget and the proposed tax rate for the period beginning October 1, 2026 thru September 30, 2027 for the September 8, 2026 Regular City Council meeting.

Motion made by Councilmember Wright, Seconded by Councilmember Crummel.

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

5. **Discussion/Action: to discuss, consider, and act with a roll call vote on the proposed ad valorem tax rate for the period beginning October 1, 2026 thru September 30, 2027.** (*City Manager Toni Fisher, CPA Jake Weber*)

This notice informs taxpayers of the potential impact of the Proposed Tax Rate for Fiscal Year 2025-26, comparing what would be paid under the No-New-Revenue Tax Rate versus the Proposed Tax Rate.

A roll call vote on the proposed ad valorem tax rate for the period beginning October 1, 2026 thru September 30, 2027 as M&O rate as \$0.169112 and the I & S as \$0.259929 for a total Ad Valorem Tax Rate of \$0.429041 as presented and discussed.

City Secretary Deana McMullen did the Roll Call vote. The vote was as follows:

Mayor Pro Tem Nathan Crummel: Yes

Councilmember Eric Contreras: Yes

Councilmember Buddy Wright: Yes

Councilmember Scott Smith: Yes

There were four votes in approval with no votes opposed and no votes abstained.

6. **Discussion/Action: Review of draft 2026 Capital Improvement Projects (CIP) document** (*Engineer Derek Turner, Jacob & Martin; City Manager Toni Fisher*)

Mr. Derek Turner with Jacob & Martin is the contract City Engineer. He was here to give an update on the Capital Improvement Plan (CIP). Mr. Turner stated that we are working on updating the current plan that was done in 2022. My company and I are working on the Draft CIP. Please note this will not be the final document. There will be changes. Once my staff has the draft complete we will get with Willow Park Staff to review and add comments and then we will make those changes and come back to the Council. This will be a fluid document. It is not changing drastically. Population will raise from 6,100 to around 17,000 in 25/30 years. The Capital Improvement Plan should be updated no less than every five (5) years. There is expected to be a 4.5% growth in

population each year. The current water supply is sufficient beyond the year 2050. There are \$20.34 million dollars worth of waste water projects included in the plan. The new plant will provide .75 MGD with the expansion that is happening now. It will be good up to 1.0 MGD. The City will need to be in planning process for expansion in order to be able to expand the capacity before it reaches the 1.0 MGD.

There is \$27.25 million for 43 listed street projects. It is recommended that the city place \$100,000 in the street budget each year for maintenance, (milling and seal coating) this will help offset issues on the lower priority problems. Out of the 43 streets listed 25 are listed as 1st priority. the lower priority streets can be captured later by doing the milling and seal coating each year as discussed. You want to protect the pavement condition before costs escalate and conditions worsen.

Drainage is also part of the Capital Improvement Program. In the plan we have identified areas that are or could be of concern regarding flooding and drainage:

a) Sam Bass/Stage Coach Area; b) Ranch House Road at Canyon Court; Live Oak at Cook and Squaw Creek.

The CIP is most effective when treated as a living document not just a one time project list.

There was no action taken on this item.

7. Discussion/Action: Projects expected with the approved \$6.43M Tax Note
(Engineer Derek Turner, Jacob & Martin; City Manager Toni Fisher)

Derek Turner of Jacob and Martin discussed with Council projects that can be expected with the approved \$6.43M tax note.

Mr. Turner stated that the Street System Bond Projects were a priority. We will need to do a classification of the Roadways to determine the condition of the roads as well as the traffic that travels that roadway. Total project estimate at this time is \$5,966,000. We will also prepare a timeline for start to finish in order to keep the citizens informed as we move along.

There was no action on this item.

8. Discussion/Action: Explanation & differences between Certificate of Convenience & Necessity (CCN) vs. Property Annexation
(Engineer Derek Turner, Jacob & Martin, City Manager Toni Fisher)

Derek Turner of Jacob & Martin gave a short explanation of the differences between Certificate of Convenience & Necessity (CCN) vs. Property Annexation. Mr. Turner stated that the Texas Water Code, Chapter 13, The Local Government Code Chapter 43 and PUC regulate each of these.

There was no action on this item.

- 9. Discuss and receive a report from the City Engineer on the Certificates of Convenience and Necessity (CCN) boundaries with the Public Utilities Commission. The report should include when, how, and by whom the task was authorized.** (Mayor Teresa Palmer)

City Manager Toni Fisher informed the Mayor that we did not have a current report on this item. Mr. Turner stated he would answer any questions the City Council had. There were no questions and there was no action taken on this item.

- 10. Discussion: The methodology of road repair prioritization and history of road project selection.** (*Engineer Derek Turner, Jacob & Martin; City Manager Toni Fisher*)

Derek Turner with Jacob & Martin discussed with the Council the methodology used for road repair prioritization and the history of road project selection. He explained that he and his staff along with the City staff do a visual inspection of the streets. We drive every street in town and we scale them as good/bad and causes of deterioration. If they have the alligator cracks, this indicates a sub grade failure. My staff and I create a table with a scale from 1-10 and grade them. We then meet with the Public Works Staff and discuss each street and where they fall on the chart to determine which one(s) need to be repaired first, second, etc....

No action was taken on this item.

- 11. Discussion/Action: Upcoming State/Federal Grant Availability vs. Project Opportunities, and Pending Funding Requests** (*Engineer Derek Turner, Jacob & Martin; City Manager Toni Fisher*)

Derek Turner with Jacob & Martin discussed possible State/Federal Grant Availability vs. Project Opportunities and Pending funding requests.

He stated there are monies available from the following:

a) Water Supply/Infrastructure Grants - These can be used for multiple water line replacements throughout the City as well as replacement roofs on 2 of the ground storage tanks.

b) The TWDB Drinking Water State Revolving Fund - This could be used for the Westoak Subdivision and the MHI for that area should help get the grant. Small System grants are the best possibility to get the grant for this upgrade.

c) TX CDBG provided through HUD - water/sewer/streets can be upgraded and repaired with this grant. This year they have grants up to \$750,000 however the MHI could disqualify us from this grant. We will look into it for the City.

d) TWDB Clean Water SRF/SRF/Sewer/Water/Drainage Projects.

These are various avenues the City can use to possibly obtain different avenues for funding of various projects needed throughout the City.

No action was taken on this item.

12. Discuss and receive a report on water projects identified by the City in the application to the Texas Water Development Board for \$10 million in water system improvements. (Mayor Teresa Palmer)

Mayor Teresa Palmer stated to Engineer that he had questions that he could give answers for regarding a report on water projects identified by the City in the application to the Texas Water Development Board for the \$10 million in water system improvements. Mr. Turner stated that he did not have any questions, but he would be happy to answer any questions the Mayor or Council may have. City Manager Toni Fisher also informed the Council that there was no report on this item at this time.

There was no discussion or action on this item. Mayor Palmer moved to the next item on the Agenda.

13. Discussion/Action: to consider approval of an updated Development Fee Schedule (City Planner Chelsea Kirkland; Chief Building Official Randy Law)

Motion was made to approve Ordinance 946-26 to approve the updated fee schedule as presented by staff.

Motion made by Councilmember Smith, Seconded by Councilmember Crummel.

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

14. Discussion/Action: to consider approval of an Economic Development Agreement between the City of Willow Park and Bandidas Willow Park, LLC (City Planner Chelsea Kirkland, City Manager Toni Fisher)

Motion was made to approve the Economic Development Agreement between the City of Willow Park and Bandidas Willow Park, LLC. as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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

15. Discussion/Action: to consider approval of a Resolution to deactivate public comments on the city's social media pages. (City Manager Toni Fisher)

City Manager Toni Fisher asked the Council to consider approving a Resolution that would allow staff to deactivate the public comments on the City's Social media pages. Ms. Fisher stated that this request is due to the City not having a staff member that can monitor the Social Media pages at this time, since Rose Hoffman left the City of Willow Park. Council was not in favor of de-activating public comments.

Following discussion motion was made for staff to add a disclaimer to the Social Media platforms that explain there is no one monitoring this page from the City at this time. For immediate service, please contact the City Hall at 817-441-7108 to talk to a staff member.

Motion made by Councilmember Crummel, Seconded by Councilmember Contreras.

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

16. Discussion/Action: to consider approval of a Resolution to direct open records requests to the portal, or delivered in person vs. direct email

City Manager Toni Fisher asked Council to consider adopting a Resolution to direct open records requests to the portal provided on the City Web Site vs. requests being sent via email. This helps staff keep track of the requests coming in. If someone is out and requests are sent to emails it is possible for the request to not be taken care of in a timely manner or get overlooked all together. The software system helps staff to keep track of all requests and timelines are added when they are entered into the system.

Following discussion motion was made to table this item until the new software staff brought up is in place and we get a feel on how it is going to work compared to the one we have in place now.

Motion made by Councilmember Crummel, Seconded by Councilmember Wright.

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

17. Discussion/Action: to consider approval to amend City Ordinance 1.03.035 for the reduction of City Council meetings from the required two (2) meetings per month to one (1) meeting per month, beginning October 1, 2026, on the 3rd Tuesday of each month, with as many special meetings as may be necessary to conduct city business. (City Manager Toni Fisher)

Motion was made to approve to amend City Ordinance 1.03.035 for the reduction of City Council meetings from the required two (2) meetings per month to one (1) meeting per month, beginning October 1, 2026, on the 3rd Tuesday of each month, with as many special meetings as may be necessary to conduct city business, for a period of three (3) months and reconsider in January, 2027.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

18. Discussion/Action: to consider approval to amend City Ordinance 927-25 for the Planning & Zoning Commission Meeting to be scheduled the 2nd Tuesday of each month, or as necessary to conduct city business. (City Manager Toni Fisher)

City Manager Toni Fisher stated that the Planning & Zoning Ordinance does not specify a specific date/time for thier meetings. They can be set as needed by staff.

No action is needed on this item.

19. Discussion/Action: to discuss a City Emergency Management Team
(Councilmember Scott Smith)

Councilmember Scott Smith discussed the City Emergency Management Team. He stated that he would like to see a Local Team reinstated. He felt it was important for the Community to have someone at the local level who can push information out, etc. in the event of a weather emergency or fire, or any other type of situation. City Manager Toni Fisher stated that the Team we had in place who resigned their positions are not interested in doing it any longer. Their schedules do not allow for it. Mayor Palmer stated that by law she is the Emergency Management Director and she works with Jason Lane the Emergency Management Coordinator for Parker County and they take care of any issues that come up that would affect the City of Willow Park.

There was no further discussion and no action on this item.

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 8:55 pm. Those in attendance of this Executive Session were Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Buddy Wright, Councilmember Scott Smith, City Manager Toni Fisher and City Attorney Judy El Masri. Attorney Melissa Cranford was in attendance via video conference.

- 20. Section 551.071, Consultation with City Attorney: City of Aledo, Texas and City of Fort Worth, Texas v. City of Willow Park, Texas, Beall-Dean Ranch and Parker County cause number: CV26-0175 in Parker County District Court, 43rd District.**
- 21. Section 551.071, Consultation with Attorney: City of Willow Park v. Halff & Associates. (Fort Worth Water Project)**
- 22. Section 551.074 Personnel; Section 551.071 Consultation with Attorney: Police Chief Position**
- 23. In accordance with Texas Government Code, Section 551.001, et seq., the City Council will recess into Executive Session (closed meeting) to discuss the following:**

§ 551.071(2): Consultation with the City Attorney 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 Texas Open Meetings Act regarding: Discussion of employee complaints.

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 back to order at 10:03 pm and asked if there was any action to take on any item discussed in Executive Session.

Council stated there is no action for any items discussed in Executive Session.

INFORMATIONAL COMMENTS

24. City Manager Comments -

Thanks to Staff; Staff recognition; Response/Reaction to Meeting.

Community Interest: "National Night Out" Event - October 6, 2026 @ The District of Willow Park"

City Manager Toni Fisher wanted to recognize Staff.

Thank you to Michelle Guelker and Jake Weber for their hard work on putting together the budget for the new year. Thank you to Derek Turner with Jacob & Martin for his presentations at tonight's meeting. Congratulations for Assitant Fire Marshal Kevin Lockwood on passing his exams for Fire Inspector.

Tuesday, October 6, 2026 will be the "National Night Out" event for the Police Department with Hudson Oaks and Aledo collaborating with Willow Park for this event. This event will be held at "The District of Willow Park" Everyone is invited to attend.

Our next Muniversity event will be on Tuesday, September 15, 2026 from 4-5 pm. We hope that everyone can attend.

25. City Council/Mayor Comments: Response/Reaction to meeting

Councilmember Eric Contreras thanked Michelle Guelker and Toni Fisher for their incredible job on the preparation of the 2026-2027 FY Budget. They had to make some hard decisions and make alot of cuts on this budget to keep costs down. Also, would like to ask everyone to pray for all of the FireFighters, the Families and all of the Animals that are affected by the Palo Pinto Fires. We need to get involved as a City to help our neighbors out.

Councilmember Scott Smith reminded everyone that Next Friday, September 4th will be the Coffee with a Councilmember meeting. We start promptly at 8:30 am and finish at 9:30 am. We hope to see everyone there.

26. Future Agenda Items requested by Mayor, City Council or City Staff

Councilmember Eric Contreras would like to bring back an Ordinance that would regulate Flock Camera's and Data Centers in Willow Park.

ADJOURN

With there being nothing further to discuss or consider, Mayor Teresa Palmer asked for a motion to adjourn the regular meeting of Willow Park City Council at 10:08 pm.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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