



## CITY COUNCIL MEETING NOVEMBER 17, 2025 AGENDA

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

Monday, November 17, 2025 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

### INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

### Mayor Comments

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

### 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.*

### 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

### REGULAR AGENDA ITEMS

3. 4th Quarter Financial Update - CPA Jake Weber

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*)
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*)
6. **Discussion and Action: to review a process/policy approving legal work.** (*Mayor Teresa Palmer*)
7. **Discussion: Update on Home Rule Committee Meeting(s) and Town Hall Meeting by Gene Martin** (*Mayor Teresa Palmer*)
8. **Presentation: New City Website** (*Communications Director Rose Hoffman*)
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*)
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*)
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*)
12. **Discussion & Action: to approve the Creation of a Citizen Financial Oversight Advisory Committee.** (*Mayor Teresa Palmer*)
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*)



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

## **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:*

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.*

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

## **INFORMATIONAL COMMENTS**

20. **City Council Comments:**

**Councilmember Smith:** Responsiveness and professionalism with Staff

**Councilmember Contreras:** Thanksgiving message

21. **Interim City Managers' Comments:** Thanks to Veterans

22. **Mayor 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.

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


## **ADJOURN**

*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.*

*The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, § 551.071; (2) discussing the purchase, exchange, lease, or value of real property, § 551.072; (3) discussing a prospective gift or*

*donation, § 551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, § 551.076.*

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times and was posted on the city website, and said Notice was posted on the following date and time: November 10, 2025, at/by 6:00 p.m. and remained so posted continuously for at least three (3) business days before said meeting is to convene.



Deana McMullen  
City Secretary



The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at [dmcmullen@willowpark.org](mailto:dmcmullen@willowpark.org). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://www.willowparktx.gov/>