



CITY COUNCIL MEETING MARCH 10, 2026 MINUTES

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

Tuesday, March 10, 2026 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the meeting to order at 6:00 pm and determined a quorum was present. Those present were:

PRESENT

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

STAFF PRESENT:

Interim City Manager - Toni Fisher and Michelle Guelker

City Secretary - Deana McMullen

City Attorney - Fritz Quast

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

Mr. Bill Green gave the Invocation and led the Pledge of Allegiance and the Texas Pledge given by all present.

1. Mayor Comments - Bible Verse, Welcoming New Businesses to Willow Park

Mayor Teresa Palmer read Bible Verse: Luke 6:31; Do unto others as you would have done unto you.

She also welcomed all of the new businesses, Pulidos and Rotolo's that have just opened in Willow Park and encouraged everyone to go there and eat and shop at all the businesses in Willow Park.

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 after Mayor Palmer went over the rules for speakers.

Amy Fennell - 1304 Saddle Trail

During the comments from Ms. Fennel, Mayor Palmer asked Ms. Fennell to leave the room due to the content of her comments. Councilmember Eric Contreras made a motion to appeal the ruling of the Chair. There was no second on that motion.

Mayor Teresa Palmer gaveled out the meeting for a short recess at 6:08 pm and called the meeting back to order at 6:14 pm

Ms. Fennell - was speaking again stating the same content and was escorted from the room.

Motion was made by Councilmember Chawn Gillilan, seconded by Councilmember Scott Smith to move the Public Comments to the bottom of the Agenda right before we adjourn into Executive Session. Motion carried with all voting in favor. Zero votes opposed.

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:

February 10, 2026

February 24, 2026

Motion was made to approve the minutes from the February 10, 2026 and February 24, 2026 minutes as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

REGULAR AGENDA ITEMS

3. **Discussion and Action: Presentation from Snow Garrett and Williams Certified Public Accountants of the Annual Financial Report for the Fund Year Ending September 2025**

Reba Long from Snow Garrett and Williams Certified Public Accounting firm gave a report of the Annual Financial Report for the Fund Year Ending in September 2025.

Reba Long went over the highlights of the Audit with an overview of the results from the 2025 audit as it compared to the 2024 audit. She discussed the balance sheet accounts, going over the revenues, liabilities and Fund balances for each area of the audit and answered questions of the Council. She stated that there were no deficiencies and that Andi Saylor - Finance Director and Interim City Manager Toni Fisher did a great job in their first year. This is a clean audit.

Motion was made to approve the Audit for the Fund Year ending in September 2025 as presented.

Motion made by Councilmember Crummel, Seconded by Councilmember Contreras.

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

4. **Discussion and Action: Water Conservation Impact Fee Credit** (*City Engineer Gretchen Vazquez, Public Works Director Chase McBride*)

This item was removed from the Agenda.

No action on this item.

5. **Discussion and Action: to consider approval of a contract increase for City Prosecutor Ashley McSwain** (*Court Administrator Michelle Lowe, Interim City Manager Toni Fisher*)

Court Administrator Michelle Lowe spoke on this item, to consider approval of a contract increase of \$250 per month for the City Prosecutor Ashley McSwain.

Motion was made to approve a contract increase for Prosecutor Ashley McSwain in the amount of \$250 per month.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

6. **Discussion and Action: to consider approval of the Advanced Funding Agreement (AFA) for Transportation Alternative grant** (*Parks Director Mandy McCarley, Interim City Manager Toni Fisher*)

This item has been removed from the Agenda to come back at a later date.

No action taken on this item.

7. Discussion and Action: to consider approval of the Bar-ko Land Company LLC Development Agreement. (*City Planner Chelsea Kirkland, Interim City Manager Toni Fisher*)

Motion was made to approve the Development Agreement for the Bar-ko Land Company as presented.

Motion made by Councilmember Smith, Seconded by Councilmember Wright.

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

8. Discussion and Action: Non-Disclosure Agreement for confidential meetings with the City (*City Attorney Andy Messer, Interim City Manager Toni Fisher*)

City Attorney Fritz Quast discussed this item regarding a Non-Disclosure Agreement for Confidential meetings with the City. Mr. Messer stated that employees and City Officials would be required to sign a non-disclosure agreement for any confidential meetings that they may be apart of that would promise they would not expose Confidential or proprietary information. City Council members have a Special right of access to information. Mr. Quast said they could sign an agreement as a blanket agreement that would cover them over a period of time or they could do this on a case by case basis. This could also include any verbal information that is not a public/posted meeting, staff meetings and private meetings designated as confidential.

Motion was made to approve the Non-Disclosure agreement for confidential meetings with the City as proposed by City Attorney Fritz Quast.

Motion made by Councilmember Crummel, Seconded by Councilmember Wright.

Voting Yea: Councilmember Contreras, Councilmember Wright, Councilmember Crummel

Voting Nay: Councilmember Gilliland, Councilmember Smith

9. Discussion & Action: for approval of a Policy and Sponsorship Request Application regarding Hotel Occupancy Tax (HOT) funds. (*Communications Director Rose Hoffman, Councilmember Eric Contreras*)

This item was tabled at the last meeting and brought back tonight for consideration.

Council stated that Communications officer Rose Hoffman did a great job putting all of this together.

Motion was made to approve ordinance No. 934-26 amending the City of Willow Park Code of Ordinances, Chapter 11, Taxation, Article 11.04 "Hotel Occupancy Tax" by adding 11.04.08 "Use of Revenue from Hotel Occupancy Tax" providing for Savings and Severability Claus; Providing for Publication and Establishing an Effective Date, as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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

10. Discussion and Action: to consider approval of the sponsorship application from "The District of Willow Park", an open-air, mixed-use development with restaurants, retail and amphitheater for HOT (Hotel Occupancy Tax). (*Communication Director Rose Hoffman, Interm City Manager Toni Fisher*)

Communications Director Rose Hoffman addressed the Council regarding approval of the sponsorship application from "The District of Willow Park" an open-air, mixed-use development with restaurants, retail and amphitheater for HOT (Hotel Occupancy Tax).

The District has a line up of events for 2026 and they have made application for the HOT tax funds for the rest of the year. The amount they are applying for is \$20,000. The events they have through the year brings many visitors to the City of Willow Park increasing our sales tax and HOT funds.

Motion was made to approve the sponsorship application for The District of Willow Park in the amount of \$20,000.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

11. Discussion and Action: to review the Trademark application and brand guidelines (*Communications Director Rose Hoffman, Interim City Manager Toni Fisher*)

Communication Director Rose Hoffman discussed with the Council the Trademark Application process as well as the brand guidelines. Ms. Hoffman stated that the 2025 Trademark Guidelines needed to be amended and she was working with the Attorneys to come up with the Logo usage guidelines. There was also discussion regarding possible rebranding.

Following discussion motion was made to table this item to a future meeting.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

12. Discuss Emergency Management Program and Establish a New Team (*Mayor Teresa Palmer*)

Mayor Teresa Palmer discussed the Emergency Management Program and establishing a new team.

Mayor Palmer stated that during the Ice Storm in late January, that she was kept out of the loop of what steps were being taken regarding the safety of the citizens. She said she was unaware of a street that had been shut down. Mayor Palmer stated that the law states that the Mayor is the Emergency Management Coordinator. She reached out to Parker County Emergency Management office and discussed the situation with them. Mayor Palmer stated that she has since been notified that the Team consisting of Fire Marshal, Charlie Schnieder, Interim City Manager Michelle Guelker and Communications officer Rose Hoffman had turned in their resignations as the Emergency Management Coordinators.

Interim City Manager Toni Fisher stated that Mayor Palmer had been notified of the actions being taken among the Emergency Management Team and the reason they resigned was because the item was added to the Agenda to appoint a new team.

Councilmember Scott Smith stated so we do not have a local team for Willow Park.

Mayor Palmer stated that there was no action requested on this item as the County would be handling the emergencies and staying in touch with her and that the Chief of Police will be added to be involved as well.

Mayor Pro Tem Nathan Crummel stated that in the future maybe people could meet and hash this stuff out in offices rather than waiting to do it at the Council table.

No action was taken 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:

Prior to adjourning into Executive Session, Mayor Palmer opened the floor back up for the Citizen Comments that were moved following a motion to do so.

Those speaking were:

Carol Wagner

Shannon Brown

Kenny Webb

Preston Galle

Houston Wingard

Bill Green

Carol Bracken

Mayor Teresa Palmer then adjourned the regular meeting of the Willow Park City Council into Executive Session at 7:45 pm.

Those in attendance were: Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Chawn Gilliland, Councilmember Buddy Wright, Councilmember Scott Smith, City Attorney Fritz Quast, Interim City Manager Toni Fisher, Interim City Manager Michelle Guelker, City Attorney Mellisa via Video Conference, City Secretary Deana McMullen.

- 13. Section 551.071, Personnel Matters regarding a date for City Manager Finalist Interviews**
- 14. Section 551.071, Consultation with City Attorney; *City of Aledo, Texas and City of Fort Worth, Texas v. City of Willow Park, Texas*, cause number: CV26-0175 in Parker County District Court, 43rd District.**
- 15. Section 551.071, Consultation with City Attorney; City of Willow Park vs. Halff & Associates**
- 16. Section 551.071, Consultation with City Attorney regarding Police Investigation**
- 17. Section 551.071, Consultation with City Attorney regarding Police Department request**
- 18. Section 551.071, Consultation with City Attorney regarding Police Procedures for public meetings**
- 19. Section 551.071, Consultation with City Attorney; communication with Mayor and governing body**

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 8:45 pm to consider action on any items discussed in Executive Session.

There was no action on items discussed in Executive Session.

INFORMATIONAL COMMENTS

20. City Manager Comments

There were no City Manager Comments

21. City Council/Mayor Comments- Response/Reply to Meeting Items/Comments

There were no City Council or Mayor Comments.

