



## CITY COUNCIL MEETING JANUARY 13, 2026 MINUTES

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

Tuesday, January 13, 2026 at 6:00 PM

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### CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the meeting to order at 6:00 pm and confirmed there was a quorum present for this meeting.

#### PRESENT

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

#### ABSENT

Councilmember Scott Smith

#### Staff Present:

Interim City Manager Toni Fisher  
Interim City Manager Michelle Guelker  
City Secretary Deana McMullen  
Deputy City Secretary Andi Saylor  
City Attorney Andy Messer

**INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE.- Christ Chapel Bible Church West Associate Pastor Michael Fernihough will be present to give Invocation and lead the Pledge.**

Associate Pastor of Christ Chapel Bible Church West, Michael Fernihough was present to give the Invocation and lead the Pledge of Allegiance and the Texas Pledge.

#### 1. Mayor Comments

Happy New Year message.

## **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.*

Bill Green

Carol Wagner

Carol Bracken

Houston Wingard

Scott Caron

Janette Kurban

Marcy Galle

## **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.*

Mayor Teresa Palmer and City Secretary Deana McMullen asked that all of the minutes presented on Consent Agenda be pulled from the Agenda and postponed to the next regular meeting of the Willow Park City Council to allow for corrections to be made.

No action was taken on this item. All minutes will be placed on the Regular City Council Agenda on January 27, 2026 for approval.

- 2. Approval of Minutes from November 17, 2025 Regular City Council Meeting**
- 3. Approval of Minutes from December 9, 2025 Regular City Council Meeting**
- 4. Approval of Minutes from December 16, 2025 Special City Council Meeting**

## **PUBLIC HEARING**

- 5. PUBLIC HEARING: 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.**

**OPEN PUBLIC HEARING:**

**CLOSE PUBLIC HEARING:**

**PUBLIC HEARING: 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.**

**OPEN PUBLIC HEARING:** Mayor Teresa Palmer opened the Public Hearing at 6:26 PM fro anyone wishing to speak for or against this item.

Ms. Marcy Galle asked the question regarding the removal of Alternate Members to the P&Z.

**CLOSE PUBLIC HEARING:** Mayor Teresa Palmer closed the public hearing at 6:30 pm

- 6. PUBLIC HEARING: to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK, TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**OPEN PUBLIC HEARING:**

**CLOSE PUBLIC HEARING:**

**PUBLIC HEARING: to consider AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS PROVIDING FOR AN AMENDMENT TO EXISTING PD ZONING ORDINANCE 830-21 ALLOWING FOR CERTAIN COMMERCIAL USES WITHIN THE PLANNED DEVELOPMENT WITH A SPECIAL USE PERMIT PROVISION, FOR 12.49 ACRES SITUATED IN THE DAVID ADDINGTON SURVEY, ABSTRACT NO. 468 AND MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 21, CITY OF WILLOW PARK,**

**TEXAS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**OPEN PUBLIC HEARING:** Mayor Teresa Palmer opened the Public Hearing for anyone wishing to speak for or against this item at 6:32 pm.

There was no one wishing to speak on this item.

**CLOSE PUBLIC HEARING:** Mayor Teresa Palmer closed this public hearing at 6:32 pm

**REGULAR AGENDA ITEMS**

**7. Discussion and Action: to adopt an Ordinance ordering the May 2, 2026 General Election. (City Secretary Deana McMullen)**

Motion was made to approve Ordinance 930-26 ordering the May 2, 2026 General Election to elect City Council Place 3, City Council Place 4 and City Councilmember Place 5.

Motion made by Councilmember Crummel, Seconded by Councilmember Gilliland.

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

**8. Discussion and Action: to consider approval of the Water Conservation Plan. (Interim City Manager Michelle Guelker)**

Motion was made to approve the Water Conservation Plan as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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

**9. Discussion and Action: 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. (Mayor Pro Tem Nathan Crummel, Interim City Manager Toni Fisher)**

**Motion was made to approve 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**

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

**10. Report and Discussion: on the progress and status of the Home Rule Charter.**  
*(Commission Chairperson Gene Martin; Mayor Teresa Palmer)*

Mr. Gene Martin addressed the Council in reference to the progress and status of the Home Rule Charter.

There were several questions regarding the Ethics Language that is included in the Charter. Mr. Martin stated that the board had another meeting on January 14, 2026. We will present a final copy to the City Council at the January 27, 2026 meeting. The largest expenditure will be the mail out of the proposed Charter to every registered voter in the City of Willow Park. The board plans to hold 3 three additional Town Hall meetings once the Charter has been mailed out.

There was no action on this item at this meeting.

**11. Discussion and Action: for approval of a Policy and Sponsorship Request Application regarding Hotel Occupancy Tax (HOT) funds.** *(Communications Director Rose Hoffman, Interim City Manager Michelle Guelker, Interim City Manager Toni Fisher)*

Mayor Teresa Palmer called for a short break at 7:50 pm. Mayor Teresa Palmer called the meeting back to order at 7:58 pm.

Communications/Marketing Director Rose Hoffman explained to the City Council what the Hotel Occupancy Tax funds (HOT Funds) are and how they work. Essentially it is heads in beds at the local hotels and the City of Willow Park collects taxes for the 2 hotels we have in town. There are very strict rules as to how this money can be used. Willow Park mainly uses it for Advertising.

We would like to pause on this and create a policy that outlines all of the criteria for what funds can be used for. There would then be an ordinance that would approve and adopt the policy. Council feels it would be smart to have a policy.

No action was taken on this item.

**12. Discussion and Action: to consider the renewal of two Lamar Billboard contract leases for City Hall frontage at eastbound and westbound I-20.** *(Parks Director Mandy McCarley, Interim City Manager Toni Fisher)*

There was discussion regarding the 2 bill board signs that sit in front of City Hall on the highway frontage road. Approximately 230,000 cars go past the sign each week. Mayor Teresa Palmer asked what the cost is for the 2 boards. It is approximately \$66,000 for the 2 contracts and that money comes from the HOT Funds that was just discussed. This is for advertisement of the City of Willow Park and all it has to offer. If the City does not have a contract on the boards then we do not get to decide what would be displayed on the boards. It could be alcohol/CBD/Vape advertising, and is that what

we would want to be displayed on the board in front of City Hall?

Following discussion motion was made to approve the renewal of two Lamar Billboard contract leases for City Hall frontage at eastbound and westbound I-20 as presented and discussed.

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

- 13. Discussion Only: regarding a Policy and a Sponsorship Request Application for community fundraising, donation contributions, etc. (Mayor Teresa Palmer; Interim City Manager Michelle Guelker; Interim City Manager Toni Fisher; Communications Director Rose Hoffman)**

Mayor Palmer asked for this item to be on the Agenda. She stated that in the past the City had sponsored a table at the TCA Legacy Dinner. There was a question about the money that was budgeted for Sponsorships and why this was taken away in the current year budget. Mayor Palmer stated that we want Willow Park to be good community partners and why would we stop doing this. Interim City Manager Toni Fisher stated that there is misinformation about the Sponsorship accounts. The money is still there. Ms. Fisher stated that if they would send in an invoice for the dinner the City would pay for the event and sponsorship. Ms. Fisher also stated that staff would be working on a policy to bring back at a later date for Council to consider that would spell out the various events the City could Sponsor. No action was taken on this item.

- 14. Discussion and Action: to consider an Ordinance Of The City Of Willow Park, Texas Providing For An Amendment To Existing PD Zoning Ordinance 830-21 Allowing For Certain Commercial Uses Within The Planned Development With A Special Use Permit Provision, For 12.49 Acres Situated In The David Addington Survey, Abstract No. 468 And Mckinney & Williams Survey, Abstract No. 21, City Of Willow Park, Texas; Repealing Conflicting Ordinances; Providing For A Severability; And Providing For An Effective Date. (City Planner Chelsea Kirkland; Interim City Manager Toni Fisher)**

City Planner Chelsea Kirkland addressed this item stated that this was a proposed amendment to the existing PD Ordinance 830-21 allowing for an SUP on the remaining 12.49 acres of the development that would allow for certain Commercial uses. The owners were requesting to modify this for storage usage for RV's and Boats. Staff recommended approval.

Motion was made to approve an Ordinance Of The City Of Willow Park, Texas Providing For An Amendment To Existing PD Zoning Ordinance 830-21 Allowing For Certain Commercial Uses Within The Planned Development With A Special Use Permit Provision, For 12.49 Acres Situated In The David Addington Survey, Abstract No. 468 And Mckinney & Williams Survey, Abstract No. 21, City Of Willow Park, Texas; Repealing Conflicting Ordinances; Providing For A Severability; And Providing For An Effective Date as proposed.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

## **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 8:57 pm into Executive Session to discuss the items listed on the Agenda.

- 15. Section 551.071, Consultation with Attorney; Section 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.**
- 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 551.071, Consultation with City Attorney; Section 551.87, Economic Development Negotiations, proposed residential development (currently known as "Clearion") 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.**
- 18. Section 551.074, Personnel Matters; review of City Manager resumes and selection of five (5) applicants for interviewing.**
- 19. Section 551.074, Personnel Matters; Interim City Manager performance - Toni Fisher.**

## **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 9:45 pm to consider taking any action on items discussed in Executive Session.

There was no action taken regarding any items discussed in the Executive Session.

## **INFORMATIONAL COMMENTS**

### **20. City Council Comments**

There were no Council comments at this time.

### **21. City Manager Comments**

A huge "thank you" to Council Member **Eric Contreras** for the purchase of the entree for our employee Christmas potluck luncheon; Resident & P&Z Commissioner, **Michael Chandler**, for the donation of his time and cooking expertise smoking the incredible entree with the variety of delicious meat; and, Resident, **Chris Bryant** for his amazing buttermilk pies. Staff greatly appreciates your exceptional kindness and generosity.

Interim City Manager Toni Fisher gave a huge "thank you" to Council Member **Eric Contreras** for the purchase of the entree for our employee Christmas potluck luncheon; Resident & P&Z Commissioner, **Michael Chandler**, for the donation of his time and cooking expertise smoking the incredible entree with the variety of delicious meat; and, Resident, **Chris Bryant** for his amazing buttermilk pies. Staff greatly appreciates your exceptional kindness and generosity.

## 22. Mayor Comments

There were no Mayor Comments.

## 23. Future Agenda Items Requested by Mayor, City Council or Staff

Mayor requests:


1. Updating the Comprehensive Plan
2. Updating Employee Handbook with job descriptions/roles & responsibilities


There were no items to discuss for future meetings.

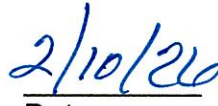
## ADJOURN

Motion was made to adjourn the regular meeting of the Willow Park City Council at 9:55 pm.

**THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Secretary

  
\_\_\_\_\_  
Date

