



CITY COUNCIL MEETING OCTOBER 28, 2025 MINUTES

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

Tuesday, October 28, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Pro Tem Nathan Crummel called the meeting to order at 6:00 pm. A quorum was present for this meeting.

PRESENT

Councilmember Chawn Gilliland
Councilmember Buddy Wright
Councilmember Scott Smith
Councilmember Nathan Crummel

ABSENT

Mayor Teresa Palmer

Councilmember Eric Contreras

Staff Present were:

Interim City Manager Toni Fisher

Interim City Manager Michelle Guelker

City Secretary Deana McMullen

City Attorney Andy Messer

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

Councilmember Scott Smith gave the Invocation and Led the Pledge of Allegiance and the Texas Pledge given by all present.

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.

1) Gene Martin - gave an update about the Home Rule Charter Committee meetings and the attendance at the Town Hall meeting held last week. A second Town Hall meeting will be held on Thursday, November 13, 2025 at 6:30 pm at the Fellowship Hall at Willow Park Baptist Church.

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.

1. Approval of Regular City Council Meeting Minutes:

September 24, 2025 Special meeting minutes

Motion was made to approve the minutes from the September 24, 2025 Special meeting without the addendum attached.

Motion made by Councilmember Smith, Seconded by Councilmember Gilliland.

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

REGULAR AGENDA ITEMS

2. Discussion & Action: to approve a revised Chapter 380 Agreement with an amendment to Developer's obligations between the City of Willow Park and Pulido's Westland Willow Park, LLC. (Interim City Manager Toni Fisher; City Planner Chelsea Kirkland)

Motion was made to approve the revised Chapter 380 agreement with the amendment to the Developer's obligations between the City of Willow Park and Pulido's Westland Willow Park, LLC as presented.

Motion made by Councilmember Wright, Seconded by Councilmember Gilliland.

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

3. Discussion & Action: for a possible City Council meeting date change for November due to the holidays of Veterans Day & Thanksgiving. (Interim City Manager Toni Fisher)

At the last City Council meeting on October 14, 2025 the City Council approved the 2025-2026 Holiday Calendar. There was no clear answer for Veterans Day holiday on November 11, 2025. This holiday falls on a regular scheduled City Council date. Staff recommends that the City Council meeting be held on Monday, November 10, 2025 and the City offices be closed on Tuesday, November 11, 2025.

Motion was made to move the City council meeting that was regularly scheduled for November 11, 2025 to Monday, November 17, 2025 at 6:00 pm due to the Veteran's Day Holiday. City Offices will be closed on November 11, 2025 in observance of Veteran's Day.

Motion made by Councilmember Gilliland, Seconded by Councilmember Wright.

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

4. 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 table item number 4 and 5 to the next regular meeting.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

5. Discussion: 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)

Motion was made to table this item until the next regular meeting.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

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

Due to Mayor Palmer not being present at this meeting, this item was postponed to the next regular council meeting.

Motion was made to move this item to the next regular city council meeting.

Motion made by Councilmember Smith, Seconded by Councilmember Wright.

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

7. Discussion & Action: Derek Turner of Jacob and Martin to present proposed update of the City's Comprehensive Plan and Capital Improvement Plan; and, to authorize Staff to proceed with the proposed update. *(Mayor Teresa Palmer, Councilmember Buddy Wright)*

Mr. Derek Turner of Jacob & Martin presented a proposed update of the City's Comprehensive Plan and Capital Improvement Plan. Mr. Turner stated that the current Plan was updated in 2022 with wastewater updates in July 2024. CIP's are typically updated every five (5) years and contain: Water System; Sewer System; Streets; Drainage. The 2022 plan did not anticipate expanded areas to FM1187. The 2024 update included this area. The possible funds needed for updating new CIP = updating the current CIP \$25,000-\$20,000 Create a new document - \$75,000 - \$100,000. The Possibilities for creating a new Comp Plan would be \$50,000 -\$75,000 for an update. To create a new document in line with the City's current goals would be \$200,000 - \$250,000. City Attorney informed the Council that they should consider doing new documents as this would bring everything current and would benefit the city in the long run.

Motion was made for staff to start working on a new CIP/COMP Plan for the City of Willow Park and to have Jacob & Martin to come back at a later date with a Scope of Work and contract to consider for approval.

Motion made by Councilmember Wright, Seconded by Councilmember Crummel.

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

8. Discussion & Action: Update on Squaw Creek Road Project's communication efforts and feedback, engineering status, and pursuit of funding. *(Council Member Buddy Wright)*

Communications Director Rose Hoffman addressed the Council regarding the Squaw Creek Road Project communication efforts and feedback.

Ms. Hoffman stated that the City has had positive feedback on the communication efforts of the City. The City Staff has sent out letters to all the citizens that will be affected by the Squaw Creek Road Project. There have been two (2) Town Hall meetings to discuss the project. There have been one on one meetings with property owners. Letters mailed to update the residents. Door notices placed on the properties. Notices on City hall bulleting boards and social media as well as in the community news, Notifications on the City Alert System.

Most of the Public concerns fall under the following categories:

Traffic disruption during the project; Damage to property/driveway approaches; Communication during the project; Road quality/durability expectations/ asphalt vs. concrete; Impact to taxpayers.

Completion of engineering is 90% done. We will secure funding; Take bids and award contract; Once the first shovel turns the project will take approximately one year; The City will stay in contact with the residents; emergency services; and the schools to make sure the disruption is minimal.

There was no action on this item.

9. Presentation: New City Website. (*Communications Director Rose Hoffman, I.T. Contractor Todd Covington*)

This item was postponed to a future council meeting due to staff working out issues on the website and conflicting schedules.

10. Discussion & Action: to consider approval of Resolution 2025-16 updating signatories for City bank accounts. (*Interim City Manager Michelle Guelker*)

Motion was made to consider approval of Resolution 2025-16 updating signatories for City bank accounts with the following to be named as signatories:

Motion was made to approve Resolution 2025-16 updating signatories for the City Bank accounts to remove former Councilmember Lea Young and former City Manager Bryan Grimes and to have signatories listed as Mayor Teresa Palmer, Councilmember/Mayor Pro Tem Nathan Crummel, City Councilmember Eric Contreras, Finance Manager Andrea Saylor and Assistant City Manager Michelle Guelker.

Motion made by Councilmember Crummel, Seconded by Councilmember Wright.

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

11. Discussion & Action: to consider approval of proposed ordinance that amends Ordinance 740-19 changing City Attorney to Officer of City and reports to Council. (*Interim City Manager Toni Fisher*)

Interim City Manager Toni Fisher asked the council to consider approval of a proposed ordinance that will amend Ordinance 740-19 that will change the City Attorney to an officer of the city and report to the City Council. This item was acted upon and approved by City Council in August of 2025, however a new ordinance was never passed.

Motion was made to approve Ordinance 928-25 that will change the City Attorney to an officer of the City and will report to the City Council.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

12. 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 tabled at the regular meeting on October 14, 2025. After much discussion it was asked by Council to have the City attorney amend the ordinance according to the discussion at the previous council meeting.

The ordinance 926-25 amends 802-19 the Governance policy per city council direction.

Motion was made to table this item until the next regular meeting.

Motion made by Councilmember Smith, Seconded by Councilmember Gilliland.

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

REPORTS- For Informational Purposes only. (Staff available for Council Questions)

The Quarterly Staff reports were for informational purposes only with Staff present to answer any questions.

There were no questions of staff at this time.

13. 2024 - 2025 4th QUARTER STAFF REPORT - PUBLIC WORKS

14. 2024-2025 4th QUARTER STAFF REPORT - ENGINEERING PROJECT UPDATE

15. 2024-2025 4th QUARTER STAFF REPORT - DEVELOPMENT DEPARTMENT

16. 2024-2025 4th QUARTER STAFF REPORT - PARKS DEPARTMENT

17. 2024-2025 4th QUARTER STAFF REPORT - COMMUNICATIONS DEPARTMENT

18. 2024-2025 4th QUARTER STAFF REPORTS - POLICE DEPARTMENT

19. 2024-2025 4th QUARTER STAFF REPORT - MUNICIPAL COURT

20. 2024-2025 4th QUARTER STAFF REPORT - FIRE MARSHAL'S OFFICE

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 Pro Tem Nathan Crummel adjourned the regular session into Executive Session at 6:48 pm. to discuss the items listed on the Agenda.

Those in attendance were Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Chawn Gilliland, Councilmember Buddy Wright, Councilmember Scott Smith, Interim City Manager Toni Fisher, Interim City Manager Michelle Guelker and City Attorney Andy Messer.

21. Section 551.071 (Consultation with Attorney); Section 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.

22. Section 551.071, Consultation with City Attorney regarding pending or contemplated litigation: Beall Dean Ranch Development (Demand Letter from City of Fort Worth and City of Aledo).

23. Section 551.071, Consultation with City Attorney, Section 551.087, Economic Development negotiations, Bearcat Blooms.

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 Pro Tem Nathan Crummel reconvened the regular session at 7:49 pm to consider action on any items discussed in Executive Session.

For item #22 motion was made to direct the city attorney to prepare notice

For item #23 motion was made to approve the Mayor Palmer, Mayor Pro Tem Crummel, Interim City manager(s) Toni Fisher and Michelle Guelker and City attorney to start negotiations for a new boundary agreement with City of Fort Worth and City of Aledo.

Motion made by Councilmember Smith, Seconded by Councilmember Gilliland.

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

There was no action for item number 23.

INFORMATIONAL COMMENTS

24. City Council Comments:

City Councilmember Buddy Wright: Would like to express personal thanks to the Willow Park PD and Parker County Emergency Services for their help last week.

Councilmember Buddy Wright expressed his personal thank you to Willow Park Police Department and Parker County Emergency Services for their help last week. It was the best possible outcome. So Thank you to everyone involved.

25. City Managers' Comments:

Interim City Manager Toni Fisher: Thank you to Mayor & City Council; Notice of upcoming Staff Training; Happy Birthday, Scott

Interim City Manager Toni Fisher thanked the Mayor and City Council for having confidence in herself and Michelle Guelker by appointing them as Interim City Managers until a permanent City Manager can be hired. She also thanked the Mayor and City Council for giving the staff an extra day off for the Christmas and New Year Holiday.

Ms. Fisher stated that personnel would be out of the office for training on October 29, 30, 31, 2025. Michelle Guelker will be out of the office next week to attend Water School. Ms. Fisher also wanted to wish Councilmember Scott Smith a Happy Birthday.

26. Mayor Comments:

Mayor Teresa Palmer is out of town for this meeting. There were no Mayor comments.

27. Items of Community Interest

Interim City Manager Toni Fisher stated that the Kings Gate Bridge repair will begin on Monday and could take up to 6 months to be completed.

The Christmas Tree Lighting will be held on December 2, 2025 at 5:30 at City hall. There will be an Angel Tree at City hall that will benefit the Children's Advocacy Program of Parker County and a box for donations for the Weatherford Animal Shelter. Staff is also considering taking donations for the Senior center around Valentines day.

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

Councilmember Buddy Wright asked if the item regarding the West Side Bankhead project could come back to the Agenda for further discussion and the next steps.

ADJOURN

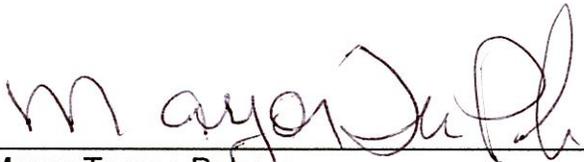
With there being nothing further to discuss or consider Mayor Pro Tem Nathan Crummel asked for a motion to adjourn the regular meeting of the Willow Park City Council 7:56 pm.

Motion was made to adjourn the regular meeting of the Willow Park City Council at 7:56 pm

Motion made by Councilmember Gilliland, Seconded by Councilmember Wright.

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

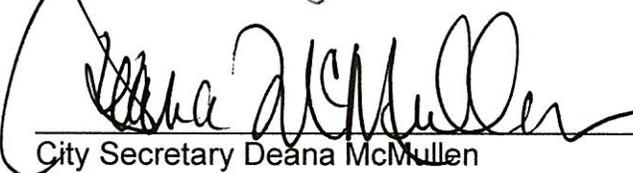
THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:



Mayor Teresa Palmer

11-17-25

Date



City Secretary Deana McMullen

