



CITY COUNCIL MEETING AUGUST 11, 2026 MINUTES

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

Tuesday, August 11, 2026 at 6:00 PM

CALL TO ORDER AND DETERMINATION OF QUORUM

Mayor Teresa Palmer called the meeting to order at 6:00 pm.

PRESENT

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

STAFF PRESENT:

City Manager - Toni Fisher

City Secretary - Deana McMullen

City Attorney - Judy El Masri

INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE: Pastor Matt Lantz of Christ Chapel Bible Church will give the Invocation and lead the Pledge of Allegiance and Texas Pledge.

High School Pastor Corbin Garner, for Pastor Matt Lantz with Christ Chapel 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:: Roman 12:21

Mayor Teresa Palmer recognized business: The Little Gym down the street from City Hall. Gym Director Hanna was present to give information regarding the business, The Little Gym. they provide services for children from 4 months of age to 12 years of age. They also participate in Camps/Birthday Parties/City Events. They want to enrich the children of the community with confidence and courage and provide a family atmosphere. Children learn to climb, tumble and bounce.

Presentation: North Texas representative for TCCA to present plaque to Court Administrator Michelle Lowe.

2. Texas Court Clerks Association's North Texas representative plaque presentation to Certified Municipal Court Clerk, Michelle Lowe.

Jennifer Northcutt, representative of Texas Court Clerk's Association of North Texas was present to present a plaque in recognition to Certified Municipal Court Clerk Michelle Lowe. Ms. Lowe is one of 163 out of around 3,000 Municipal Court Clerks to be level 3 Certified.

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 for Public Comments:

- 1) Tandy Blackstock
- 2) Chris Wood
- 3) Kay Green - Changed her mind
- 4) Gene Martin
- 5) Marcy Galle

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.

3. Approval of Regular City Council Meeting Minutes:

- a) July 14, 2026 original - Regular meeting**
- b) July 14, 2026 revised - Regular meeting (with correction)**
- c) July 18, 2026 Special Meeting**
- d) July 28, 2026 Regular Meeting**

Motion was made by Mayor Pro Tem Nathan Crummel, seconded by Councilmember Chawn Gilliland, to pull the minutes from the July 18, 2026 Special Meeting as they were not included in the packet.

Motion carried with five (5) votes in approval and zero (0) votes opposed.

Motion was made by Mayor Pro Tem Nathan Crummel, seconded by Councilmember Chawn Gilliland to revise the July 14, 2026 Minutes to reflect verbatim to what was said regarding possible action to approve an Ordinance to approve a new City Code of Conduct to ensure the professional conduct of City Council, Staff, Boards and Commissions to increase public confidence and efficient, respectful governance. This motion failed with two (2) votes in approval, Mayor Pro Tem Nathan Crummel and Councilmember Chawn Gilliland, and three (3) votes against, Councilmember Eric Contreras, Councilmember Scott Smith and Councilmember Buddy Wright.

Motion was then made to approve regular city council meeting minutes from July 14, 2026 as originally written and presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

Voting Nay: Councilmember Gilliland, Councilmember Crummel

REPORTS

4. Department Report - 3rd Quarter Public Works Report.

Public Works Director Chase McBride gave the 3rd Quarter Public Works Report and answered questions of the Mayor and Council.

No action was taken on this item.

REGULAR AGENDA ITEMS

5. Discussion/Action: Consider approval of 3rd Quarter Finance Report (CPA Jake Weber)

CPA Jake Weber gave the Council a report on the 3rd quarter finances.

Mr. Weber stated that the General Fund is still showing a surplus for the year. Right now Sales tax is showing an income of \$2.35 million and this number should increase by the end of the year. The M & O is below budget and there is a settlement from PCAD that is a refund of \$47,000 so this is causing us to be a little behind, but nothing to be concerned about. We are where we should be for the time of year.

For expenditures in General Fund contractual is sitting at 73% which is partially due to the continued legal expenses that we have addressed at past meetings. Everything else is on target for where we should be.

For Water and Waste Water Revenues user fees are a little low, but typically will be higher during the summer months, so we should catch up by the end of year especially with the long period of dry and very hot weather. Waste water is low and should not be higher than expected. So we are doing find on those accounts. Most everything is where it should be for this time of year.

A question was asked, how much money could the city take out of General Reserves if needed for a project. Mr. Weber stated that the City now has around \$1.6 million in reserves and could comfortably spend \$400k to \$500k out of those reserves if needed.

Following this discussion a motion was made to approve the 3rd quarter finance report as presented.

Motion made by Councilmember Gilliland, Seconded by Councilmember Wright.

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

6. **Discussion/Action: to Consider all matters incident and related to the issuance and sale of "City of Willow Park, Texas, Tax Note, Series 2026", including the adoption of an ordinance authorizing the issuance of such tax note in the amount not to exceed \$6,430,000 to finance the costs of paying contractual obligations to be incurred for (i) constructing, acquiring, maintaining, improving and equipping streets, roads, and intersections, including drainage, landscaping, curbs, gutters, sidewalks, entryways, pedestrian pathways, signage and traffic signalization, the relocation of utilities in connection therewith and the acquisition of land and the rights-of-way therefor, and (ii) paying the costs associated with the issuance of the Note.***(Erick Macha, Hilltop Securities; Assistant City Manager Michelle Guelker)*

Citizen Bill Green spoke on this item.

Motion was made to approve ordinance 943-26 as presented, related to the issuance and sale of "City of Willow Park, Texas, Tax Note, Series 2026," including the adoption of the ordinance authorizing the issuance of such tax note in the amount not to exceed \$6,430,000 to finance the costs of paying contractual obligations to be incurred for (i) constructing, acquiring, maintaining, improving and equipping streets, roads, and intersections, including drainage, landscaping, curbs, gutters, sidewalks, entryways, pedestrian pathways, signage and traffic signalization, the relocation of utilities in connection therewith and the acquisition of land and the rights-of-way therefor, and (ii) paying the costs associated with the issuance of the Note as presented to Council.

Motion made by Councilmember Wright, Seconded by Councilmember Gilliland.

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

7. **Discussion/Action: to consider all matters incident and related to calling a special election to determine whether the City Council of the City of Willow Park, Texas shall be authorized to issue certificates of obligation in the principal amount of \$10,110,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving waterworks and sewer system properties and facilities, including the acquisition of land and rights-of-way therefor, (ii) constructing, acquiring, maintaining, improving and equipping streets, roads, and intersections, including drainage, landscaping, curbs, gutters, sidewalks, entryways, pedestrian pathways, signage and traffic signalization, the relocation of utilities in connection therewith and the acquisition of land and rights-of-way therefor, (iii) designing, constructing, acquiring, improving, enlarging, and equipping the City's municipal drainage utility system and the acquisition of land and rights-of-way therefor; and (iv) professional services rendered in connection with such projects and the financing thereof, including the adoption of an ordinance pertaining thereto. (Council Member Eric Contreras; Kristen Savant Hilltop Securities)**

Motion was made to approve calling a special election to determine whether the City Council of the City of Willow Park, Texas shall be authorized to issue certificates of obligation in the principal amount of \$10,110,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving waterworks and sewer system properties and facilities, including the acquisition of land and rights-of-way therefor, (ii) constructing, acquiring, maintaining, improving and equipping streets, roads, and intersections, including drainage, landscaping, curbs, gutters, sidewalks, entryways, pedestrian pathways, signage and traffic signalization, the relocation of utilities in connection therewith and the acquisition of land and rights-of-way therefor, (iii) designing, constructing, acquiring, improving, enlarging, and equipping the City's municipal drainage utility system and the acquisition of land and rights-of-way therefor; and (iv) professional services rendered in connection with such projects and the financing thereof, including the adoption of an ordinance 944-26 pertaining thereto.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

8. **Discussion/Action: for approval of Rey-Mar to decommission the "old" Wastewater Treatment Plant (Public Works Director Chase McBride, Cruz Trevino with Jacob & Martin)**

Director of Public Works Chase McBride presented this item to the City Council for consideration of awarding the bid for decommission of the "old" Wastewater Treatment Plant. The City has initiated the decommissioning of the existing wastewater treatment plant following the successful completion and commissioning of the new wastewater

treatment facility. The project includes the demolition and removal of the obsolete treatment plant structures and the relocation of the existing package plant to the site of the new wastewater treatment plant for storage until a final determination is made regarding its future use. The City solicited competitive bids for the project and received proposals from Gracon and Rey-Mar Construction, LLC. After reviewing the bids, Rey-Mar Construction, LLC submitted the lowest responsive bid in the amount of \$674,370.00.

To restore the existing wastewater treatment plant site, Public Works staff will remove the existing crushed rock after the plant has been removed and reuse the material at other City facilities where it is needed.

Motion was made by Councilmember Eric Contreras, seconded by Councilmember Chawn Gilliland to award a contract to Rey-Mar Construction, LLC in the amount of \$674,370.00 for the decommissioning of the old wastewater treatment plant as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

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

Following discussion and action of this item Mayor Teresa Palmer recessed the meeting at 7:16 pm for a five (5) minute break. Mayor Palmer called the meeting back to order at 7:20 pm

9. **Discussion/Action: to consider a Resolution accepting a voluntary petition for annexation and calling a public hearing for the proposed annexation of property owned by Bar-Ko Land Company LLC, to annex approximately 0.82 Acres of land being situated in the James Oxer Survey, Abstract Number 1029, Parker County, Texas into the city limits and being more particularly described in Exhibit A attached and incorporated into this Agenda. (City Planner Chelsea Kirkland)**

Motion was made to approve Resolution No. 2026-33 accepting a voluntary petition for annexation and calling a public hearing for the proposed annexation of property owned by Bar-Ko Land Company LLC, to annex approximately 0.82 Acres of land being situated in the James Oxer Survey, Abstract Number 1029, Parker County, Texas into the city limits and being more particularly described in Exhibit A attached and incorporated into this Agenda.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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

10. **Discussion & Action: to consider a Resolution accepting a voluntary petition for annexation and calling a public hearing for the proposed annexation of property owned by Willow Park Services LLC, to annex approximately 0.33 Acres of land being situated in the James Oxer Survey, Abstract Number 1029, Parker County,**

Texas into the city limits and being more particularly described in Exhibit A attached and incorporated into this Agenda. (City Planner Chelsea Kirkland)

Motion was made to approve Resolution 20226-32 accepting a voluntary petition for annexation and calling a public hearing for the proposed annexation of property owned by Willow Park Services LLC, to annex approximately 0.33 Acres of land being situated in the James Ozer Survey, Abstract Number 1029, Parker County, Texas into the city limits and being more particularly described in Exhibit A attached and incorporated into this Agenda as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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

11. Discussion/Action: to create a social media policy for elected officials (Council Member Buddy Wright)

Councilmember Buddy Wright wanted to start a discussion regarding the creation of a social media policy for elected officials. He said this was prompted from discussion at a previous meeting. Mr. Wright has spoken with the attorney's office to see if other cities have policies regarding personal social media accounts. City Attorney Judy El Masri stated that she does have other cities who have policies, however there are very few enforcement provisions. It is mainly for encouragement to have two separate accounts, one personal and one city council/mayor page to keep content separated.

Motion was made to empower city staff to review a potential policy and present it to City Council as prepared at such that it is complete.

Motion made by Councilmember Wright, Seconded by Councilmember Smith.

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

12. Discussion/Action: to enable staff to make the initial determination of an ordinance change, followed by review of City Council for passage (Council Member Buddy Wright; City Manager Toni Fisher)

Councilmember Buddy Wright asked for this item to be on the Agenda. He said there had been previous discussions regarding some of the ordinances that are out of date or overlap or have conflicts with other ordinances.

Motion was made to allow staff to make the necessary recommendations to ordinances that need to be updated and or created to meet certain laws as necessary and bring those to the Council for approval.

Motion made by Councilmember Wright, Seconded by Councilmember Contreras.

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

13. Discussion: receive report on the Federal Grant Funding application for West Oaks Subdivision water improvements. (Mayor Teresa Palmer)

Mayor Teresa Palmer asked for this item to be on the Agenda. She stated she wanted a report on the Federal Grant Funding application for the West Oaks Subdivision.

Staff stated that this grant would be through the Texas Water Development Board and the application process has not even opened yet and will not be open or awarded until sometime in the Mid-late Spring of 2027.

Staff stated they will have a presentation available for this item at a later date.

No action was taken on this item..

14. Discussion/Action: City Manager Toni Fisher's employment contract (Mayor Teresa Palmer)

Mayor Teresa Palmer asked for this item to be on the Agenda. Mayor Palmer stated that she wanted the Council to make a motion to amend the contract for newly appointed City Manager Toni Fisher, that Mayor Palmer signed, to take out the wording that the City Manager is the Chief appointed official that handles the operations of the City on a daily basis and Mayor Palmer feels as though that sentence violates the state law because it says that the Mayor is the Chief Elected Official. City Attorney Judy El Masri warned the Mayor to be careful what was discussed in open session because this item was discussed as personnel matters in Executive Session at a previous meeting, stating that the Mayor could be in violation of attorney-client privilege as the contract has still not been discussed in public.

Following discussion between Mayor Palmer and the City Council no action was taken on this item.

15. Discussion/Action: to consider approval of Ordinance calling for a Special Election for November 3, 2026 for the purpose of submitting the Home Rule Charter to the qualified voters of Willow Park to vote on the Charter document as presented by the Home Rule Charter Commission (Mayor Teresa Palmer)

Motion was made to adjourn into Executive Session to discuss this item and take possible action upon reconvening the meeting.

Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.

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

16. Discussion/Action: to consider approving the Joint Election Agreement and Contract for Election Services with Parker County Elections. (City Secretary Deana McMullen)

Motion was made to approve the Joint Agreement with the Parker County Elections office for the Special Election services for the November 3, 2026 election date.

Motion made by Councilmember Contreras, Seconded by Councilmember Gilliland.

Voting Yea: Councilmember Contreras, Councilmember Gilliland, Councilmember Wright, Councilmember Smith, 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 City Council into executive session to discuss the items listed on the Agenda 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 Manager Toni Fisher, City Attorney Judy El Masri.

- 17. 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.**
- 18. Section 551.074 Personnel; Section 551.071 Consultation with Attorney: City Manager Contract**
- 19. Section 551.074 Personnel; Section 551.071 Consultation with Attorney: Police Chief Position**

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 8:56 pm

Mayor Palmer asked if there was any action by City Council on items discussed in Executive Session.

On item #15 Motion was made to approve Ordinance 945-26 calling for Special joint election with Parker County Elections to present the Home Rule Charter to the registered voters of Willow Park on November 3, 2026 as discussed and presented.

Mr. Gene Martin and Ms. Carol Bracken spoke on this item and thanked the Council for moving forward with the election.

Motion made by Councilmember Gilliland, Seconded by Councilmember Smith.

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

INFORMATIONAL COMMENTS

20. 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 gave a Special Thank you to Mandy McCarley for attending and representing Willow Park at the Bearcat 101 Back to School event at the Aledo ISD on Saturday August 1st.

Ms. Fisher also thanked Assitant City Manager for her tireless efforts working on the FY 2026-2027 Budget.

Ms. Fisher informed the City Council that Friday August 14, 2026, would be Communication Director Rose Hoffman's last day with the City of Willow Park. Ms. Fisher Thanked Ms. Hoffman for her almost 8 years of hard work and dedication to the City of Willow Park. We love her and wish her the best in her future endeavors.

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

Councilmember Eric Contreras also wanted to Thank Rose for her great job over the years with the City of Willow Park. She did a fantastic job. She is also born and raised her and served for many years. We will miss her.

Councilmember Scott Smith echoed the same as Councilmember Contreras. He stated that Ms. Hoffman was one of the first people that he met that worked with the City of Willow Park. I share all the blessings for Ms. Hoffman. Also, wanted to remind everyone that the first Friday of every month we hold Coffee with a Councilmember. We had a great turn out at the August 7th meeting. Please come if you are able. We start at 8:30 am and end promptly at 9:30 am.

Councilmember Chawn Gilliland stated it is a sad day for Ms. Hoffman leaving Willow Park. She accomplished many things during her time and will be greatly missed.

Councilmember Buddy Wright stated that Rose is Awesome and wish the very best.

Mayor Teresa Palmer thanked Rose for her service to Willow Park.

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

Councilmember Eric Contreras wants to have an ordinance in place that will keep data centers and flock cameras out of the City of Willow Park.

Mayor Teresa Palmer - Wants more information on how to move forward with meetings on the Home Rule Charter Commission that presented the Home Rule Charter.

Councilmember Scott Smith - Would like to revisit the Local Emergency Management Team.

ADJOURN

With there being nothing further to discuss or consider, Mayor Palmer asked for a motion to adjourn the regular meeting.

Motion was made to adjourn the regular meeting at 9:14 pm.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

THESE MINUTES WERE APPROVED BY WILLOW PARK CITY COUNCIL:



Mayor



City Secretary

8/25/26

Date

