



## CITY COUNCIL MEETING APRIL 14, 2026 AGENDA

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

Tuesday, April 14, 2026 at 6:00 PM

---

### CALL TO ORDER AND DETERMINATION OF QUORUM

### INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

1. Mayor Comments: 1) Bible Verse 2) Business Recognition

**PROCLAMATION:** Mayor to present Proclamation to Alyssa Lively of Freedom House for "Sexual Assault Awareness Month for April"

**PRESENTATIONS:** Home Rule Charter Commission Certificate of Recognition.

### 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.*

### PUBLIC HEARINGS

2. Public Hearing for the proposed annexation of property owned by Bar-Ko Land Company LLC, to annex approximately 7.290 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.

**OPEN THE PUBLIC HEARING:**

**CLOSE THE PUBLIC HEARING:**

## 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.*

3. **Approval of Regular City Council Meeting Minutes: March 24, 2026**

## REGULAR AGENDA ITEMS

4. **Discussion Only: Future Parker County Transportation Bond - Presentation by Parker County Judge Pat Deen, Precinct #4 Commissioner Mike Hale, Director of Strategic Projects Bryan Grimes, and Freese and Nichols' Engineer Chris Boscoe.**
5. **Discussion/Action: to award a construction contract to Skyblue Utilities, Inc. for the Bankhead Utility Extension Project, Phase 2 (Jacob & Martin Engineer Nic Kirk; Interim City Manager Michelle Guelker)**
6. **Discussion Only: Construction update on Waste Water Treatment Plant (Public Works Director Chase McBride; Interim City Manager Michelle Guelker)**
7. **Discussion/Action: to consider approval of an Ordinance annexing into the corporate limits of Willow Park of approximately 7.290 Acres of land being situated in the James Ozer Survey, Abstract Number 1029, Parker County, Texas thereby extending the boundary limits, amending the official map, and providing for matters related thereto. (City Planner Chelsea Kirkland; Interim City Manager Toni Fisher)**
8. **Discussion/Action: regarding Presentation for City of Willow Park Rebranding Strategy, and approval to proceed. (Communications Director Rose Hoffman; Interim City Manager Toni Fisher)**
9. **Discussion/Action: to approve an Ordinance of the City of Willow Park, Texas amending the City of Willow Park Code Of Ordinances, Chapter 9 "Personnel", Article 9.02 "Officers and Employees", Division 2 "City Manager" amending 9.02.033 "Nature and Duties of Position"; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date of This Ordinance. (Councilmember Chawn Gilliland; Mayor Teresa Palmer)**
10. **Discussion/Action: to approve a Disannexation Ordinance addressing a Scrivner's Error regarding 2,603 sq. ft. right-of-way. (Interim City Manager Toni Fisher; City Attorney Andy Messer/Andy Sims)**

## 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:*

11. **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**
12. **Section 551.071, Consultation with City Attorney; regarding Police Investigation**
13. **Section 551.071, Consultation with Attorney; City of Willow Park v. Halff & Associates**
14. **Section 551.071, Consultation with Attorney; renewal of contract with Trinity Christian Academy for SRO Officer**
15. **Section 551.074, Personnel Matters; City Manager selection process**
16. **Section 551.074, Personnel Matters; Municipal Court Judge**

## **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.*

## **INFORMATIONAL COMMENTS**

17. **City Manager Comments - Response/Reaction to meeting - Thank You; Staff Responsibilities**
18. **City Council/Mayor Comments - Response Reaction to meeting**
19. **Items of Community Interest: Save the date - July 4, 2026 @ The District of Willow Park, More details coming soon!**
20. **Future Agenda Items requested by Mayor, City Council or City 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: April 8, 2026 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/>

**NOTICE OF PUBLIC HEARING ON VOLUNTARY ANNEXATION**

**NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS, THAT:**

The City Council of the City of Willow Park, Texas, will hold a public hearing, on **April 14<sup>th</sup>, 2026, at 6:00 p.m.** at **Willow Park City Hall**, located at **120 El Chico Trail, Suite A, Willow Park, Texas 76087**, giving all interested persons the right to appear and be heard on the following proposed voluntary annexations by the City of Willow Park, Texas. A map and detailed information on the properties proposed for annexation is available at the City Hall.

The City of Willow Park, Texas, proposes to institute voluntary annexation proceedings to enlarge and extend the boundary limits of said city to include the following territories, to wit:

**APPROXIMATELY 7.290 ACRE TRACT OF LAND BEING SITUATED IN THE JAMES OXER SURVEY, ABSTRACT NUMBER 1029, PARKER COUNTY, TEXAS. PROPERTY ID #118980**

To learn more about this case or if you have any questions, contact the development department, at (817)441-7108 x100 or email [ckirkland@willowpark.org](mailto:ckirkland@willowpark.org).

**Posted this the \_\_\_\_\_ day of March, 2026 at \_\_\_\_\_ am/pm**

\_\_\_\_\_  
**City Secretary Deana McMullen**



## CITY COUNCIL MEETING MARCH 24, 2026 MINUTES

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

Tuesday, March 24, 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 there was a quorum present for the meeting.

#### PRESENT

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

#### ABSENT

Councilmember Chawn Gilliland

#### STAFF PRESENT:

Interim City Manager Toni Fisher

City Secretary Deana McMullen

City Attorney Andy Messer

### INVOCATION, PLEDGE OF ALLEGIANCE AND TEXAS PLEDGE

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

- 1. MAYOR COMMENTS: Bible Verse; Discussion regarding Decorum regarding Public Comments.**

**Mayor Palmer read bible verse: Isaih 43:19**

**Mayor Palmer then explained how the decorum regarding public comments were going to work.**

**Executive Session Items were moved to the top of the Agenda at the request of the City Attorney. Mayor Teresa Palmer asked for a motion to adjourn the regular meeting of the Willow Park City Council into Executive Session at 6:06 pm. to discuss the items listed on the Agenda in Executive Session.**

**Motion was made to adjourn the regular meeting into Executive Session.**

**Motion made by Councilmember Crummel, Seconded by Councilmember Smith.**

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

**Those in attendance at this session included:**

**Mayor Teresa Palmer, Mayor Pro Tem Nathan Crummel, Councilmember Eric Contreras, Councilmember Buddy Wright, Councilmember Scott Smith, City Attorney Andy Messer, Interim City Manager Toni Fisher and Interim City Manager Michelle Guelker.**

### **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 residents spoke during Public Comments:**

**Scott Caron**

**Carol Wagner**

**Amy Fennell**

**Gene Martin**

### **PUBLIC HEARINGS**

- 2. Public Hearing: to consider a request for change in zoning from “Class II: Residential: ‘R-1’ Single-Family District” to a “Class III - Business: “C” Commercial District” being a 0.80 acre tract of land in the HAVINS SUBDIVISION Block 1 of said Havins Sub-division of Lot 7 of the C.E. Beavers Subdivision of a**

part of the following Surveys, McKinney and Williams Abstract 954, J.M. Moore Abstract 882 and I&G.N. RR. Co. Abstract 1998 all in Parker County, Texas further identified as being a portion of Parker County Appraisal District as Property ID#9527.

**Public Hearing:** to consider a request for change in zoning from “Class II: Residential: ‘R-1’ Single-Family District” to a “Class III - Business: “C” Commercial District” being a 0.80 acre tract of land in the HAVINS SUBDIVISION Block 1 of said Havins Sub-division of Lot 7 of the C.E. Beavers Subdivision of a part of the following Surveys, McKinney and Williams Abstract 954, J.M. Moore Abstract 882 and I&G.N. RR. Co. Abstract 1998 all in Parker County, Texas further identified as being a portion of Parker County Appraisal District as Property ID#9527.

**OPENED HEARING:** Mayor Teresa Palmer opened the Public Hearing at 7:31 p.m. for anyone wishing to speak for or against this item.

Mr. Bill Green -- 224 Vista Drive spoke on this item

Mr. Joe the owner of 6603 Bankhead Highway spoke on this item explaining what the purpose of the request and what the property would be used for.

**CLOSED HEARING:** Mayor Teresa Palmer closed the Public Hearing at 7:37 p.m.

3. **Public Hearing:** to consider approval of a Specific Use Permit (SUP) to allow for an existing static (non-electronic) sign to a Digital Message Sign for a 3.14 acre tract of land legally described as “Shopping Center” Lot 1-A & 1-B Block 5 of the Willow Springs Oak Abstract, City of Willow Park, TX. Identified as being in a portion of the Parker County Appraisal District as Parcel#33643, Parker County, TX.

**Public Hearing:** to consider approval of a Specific Use Permit (SUP) to allow for an existing static (non-electronic) sign to a Digital Message Sign for a 3.14 acre tract of land legally described as “Shopping Center” Lot 1-A & 1-B Block 5 of the Willow Springs Oak Abstract, City of Willow Park, TX. Identified as being in a portion of the Parker County Appraisal District as Parcel#33643, Parker County, TX.

**OPENED HEARING:** Mayor Teresa Palmer opened the Public Hearing for anyone wishing to speak for or against this item at 7:38 pm

Mr. Bill Green 224 Vista Drive asked some questions regarding this item.

Ms. Libby Afflerbach, 421 Big Creek Road asking questions regarding the sign in question

**CLOSED HEARING:** Mayor Teresa Palmer closed the Public Hearing at 7:41 pm

4. **Public Hearing:** To consider approval of an ordinance annexing into the corporate limits of the City of Willow Park, an approximate 61.405 acre tract of land situated in Abstract No. 468, W. Franklin Survey, and in Abstract No. 910, A. McCarver

**Survey, Parker County, Texas, as further identified as being a portion of Parker County Appraisal District as Property ID #106134, thereby extending the boundary limits, amending the official map, and providing for matters related thereto**

**Public Hearing: To consider approval of an ordinance annexing into the corporate limits of the City of Willow Park, an approximate 61.405 acre tract of land situated in Abstract No. 468, W. Franklin Survey, and in Abstract No. 910, A. McCarver Survey, Parker County, Texas, as further identified as being a portion of Parker County Appraisal District as Property ID #106134, thereby extending the boundary limits, amending the official map, and providing for matters related thereto**

**Opened Public Hearing: Mayor Teresa Palmer opened the Public Hearing for anyone wishing to speak for or against this item at 7:42 pm.**

**Bill Green 224 Vista Drive - asked questions about this item.**

**Closed Public Hearing: Mayor Teresa Palmer closed the Public Hearing at 7:43 p.m.**

## **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.*

### **5. Approval of Regular City Council Meeting Minutes: March 10, 2026**

**Motion was made to approve the minutes from the March 10, 2026 Regular City Council meeting.**

**Motion made by Councilmember Smith, Seconded by Councilmember Wright.**

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

## **REGULAR AGENDA ITEMS**

### **6. Discussion only: Home Rule Charter Update by City Attorney Andy Messer.**

**City Attorney Andy Messer stated that the Charter was presented to the Council on February 10, 2026 and this item was tabled to the next regular Election date which will be in November 2026. There were some questions from the Council regarding some legalities. I will have to work on this and get back in two to four weeks to have the answers.**

**No action was taken on this item.**

### **7. Discussion/Action: Home Rule Charter appointment process (Councilmember Eric Contreras)**

**Motion was made to table this item until we get the information back from the City Attorney.**

**Motion made by Councilmember Contreras, Seconded by Councilmember Crummel.**

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

- 8. Discussion/Action: to consider approval of Water conservation Impact Fee Credit** (*City Engineer Gretchen Vazquez, public Works Director Chase McBride*)

**Motion was made to adopt Ordinance 933-26 approving the Water Conservation Impact Fee Credit as presented.**

**Motion made by Councilmember Contreras, Seconded by Councilmember Wright.**

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

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

**Motion was made to approve the Advanced Funding Agreement (AFA) for Transportation Alternative Grant as presented by Resolution No. 2026-22.**

**Motion made by Councilmember Smith, Seconded by Councilmember Wright.**

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

- 10. Discussion/Action: Traffic Control/Speeding Enforcement issue on Kingsgate** (*Police Commander Quincy Hamilton, Public Works Director Chase McBride*)

**Commander Quincy Hamilton spoke on this item stating the Police Department had placed a speed trailer in the are in question. However there were some issues on the trailer, so we had it repaired and now is placed once more. Will bring back information once we are able to retrieve the date.**

**Motion was made to table this item until we can get the date from the Police department.**

**Motion made by Councilmember Wright, Seconded by Councilmember Contreras.**

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

11. **Discussion/Action:** to consider and approve an application from 760 Fest for presenting sponsorship of the festival (*Communications Director Rose Hoffman*)

Motion was made to approve an application from 760 Fest presenting sponsorship of the festival in the amount of \$15,000 using HOT (Hotel Occupancy Funds) as presented.

Motion made by Councilmember Contreras, Seconded by Councilmember Wright.

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

12. **Discussion/Action:** Decorum Rules for Public Comments (*Councilmember Scott Smith*)

Motion was made to withdraw and remove this item.

Motion made by Councilmember Crummel, Seconded by Councilmember Smith.

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

Amy Fennel spoke on this item.

13. **Discussion/Action:** To approve an Ordinance of the City of Willow Park, Texas amending the City of Willow Park Code Of Ordinances, Chapter 9 "Personnel", Article 9.02 "Officers and Employees", Division 2 "City Manager" amending 9.02.033 "Nature and Duties of Position"; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date of This Ordinance. (*Mayor Teresa Palmer, Councilmember Chawn Gilliland*)

Motion was made to table this item until Councilmember Chawn Gilliland was in attendance to discuss.

Motion made by Councilmember Contreras, Seconded by Councilmember Smith.

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

14. **Discussion & Action:** to consider approval of a Specific Use Permit (SUP) to allow for an existing static (non-electronic) sign to a Digital Message Sign for a 3.14 acre tract of land legally described as "Shopping Center" Lot 1-A & 1-B Block 5 of the Willow Springs Oak Abstract, City of Willow Park, TX. Identified as being in a portion of the Parker County Appraisal District as Parcel#33643, Parker County, TX. (*City Planner Chelsea Kirkland, Interim City Manager Toni Fisher*)

Motion was made to approve a Specific Use Permit (SUP) to allow for an existing static (non-electronic) sign to a Digital Message Sign for a 3.14 acre tract of land legally described as "Shopping Center" Lot 1-A & 1-B Block 5 of the Willow

**Springs Oak Abstract, City of Willow Park, TX. Identified as being in a portion of the Parker County Appraisal District as Parcel#33643, Parker County, TX.**

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

- 15. Discussion & Action: to consider a request for change in zoning from “Class II: Residential: ‘R-1’ Single-Family District” to a “Class III - Business: “C” Commercial District” being a .80 acre tract of land in the HAVINS SUBDIVISION Block 1 of said Havins Sub-division of Lot 7 of the C.E. Beavers Subdivision of a part of the following Surveys, McKinney and Williams Abstract 954, J.M. Moore Abstract 882 and I&G.N. RR. Co. Abstract 1998 all in Parker County, Texas further identified as being a portion of Parker County Appraisal District as Property ID#9527 (City Planner Chelsea Kirkland, Interim City Manager Toni Fisher)**

**Motion was made to deny a request for change in zoning from “Class II: Residential: ‘R-1’ Single-Family District” to a “Class III - Business: “C” Commercial District” being a .80 acre tract of land in the HAVINS SUBDIVISION Block 1 of said Havins Sub-division of Lot 7 of the C.E. Beavers Subdivision of a part of the following Surveys, McKinney and Williams Abstract 954, J.M. Moore Abstract 882 and I&G.N. RR. Co. Abstract 1998 all in Parker County, Texas further identified as being a portion of Parker County Appraisal District as Property ID#9527 due to it opening up for any type of business that would classify as a Commercial Business. It needs to come back to P&Z and City Council as a Specific Use Permit vs. the Commercial Zone Change.**

**Motion made by Councilmember Contreras, Seconded by Councilmember Smith.**

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

- 16. 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 7.290 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. (City Planner Chelsea Kirkland, Interim City Manager Toni Fisher)**

**Motion was made to approve Resolution 227-26 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 7.290 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 and discussed.**

**Motion made by Councilmember Smith, Seconded by Councilmember Crummel.**

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

17. **Discussion/Action:** to consider approval of an Ordinance annexing into the corporate limits of the City of Willow Park an approximate 61.405 acre tract of land situated in Abstract No. 468, W. Franklin Survey, and in Abstract No. 910, A. McCarver Survey, Parker County, Texas, as further identified as being a portion of Parker County Appraisal District as Property ID #106134, thereby extending the boundary limits, amending the official map, and providing for matters related thereto. (*City Planner Chelsea Kirkland, Interim City Manager Toni Fisher*)

Motion was made to approve Ordinance 935-26 annexing into the corporate limits of the City of Willow Park an approximate 61.405 acre tract of land situated in Abstract No. 468, W. Franklin Survey, and in Abstract No. 910, A. McCarver Survey, Parker County, Texas, as further identified as being a portion of Parker County Appraisal District as Property ID #106134, thereby extending the boundary limits, amending the official map, and providing for matters related thereto as presented.

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

18. **Discussion & Action:** to consider approval of Preliminary Plat for the Beall-Dean Ranch Development, being a tract of land in the F.H. HAMMON SURVEY, Abstract No. 673, the HEIRS OF FRANCISCO SANCHEZ SURVEY, Abstract No. 2346, and H.T. & B.R.R. CO. SURVEY NO. 5, Abstract No. 647, described in the deed to John Henry Dean III recorded in volume 1441, page 424 of the Official Public Records of Parker County, Texas, containing approximately 317.732 acres, more or less, and within the City of Willow Park, Texas. (*Chelsea Kirkland, City Planner; Toni Fisher, Interim City Manager*)

Motion was made to approve a Preliminary Plat for the Beall-Dean Ranch Development, being a tract of land in the F.H. HAMMON SURVEY, Abstract No. 673, the HEIRS OF FRANCISCO SANCHEZ SURVEY, Abstract No. 2346, and H.T. & B.R.R. CO. SURVEY NO. 5, Abstract No. 647, described in the deed to John Henry Dean III recorded in volume 1441, page 424 of the Official Public Records of Parker County, Texas, containing approximately 317.732 acres, more or less, and within the City of Willow Park, Texas as presented.

Motion made by Councilmember Crummel, Seconded by Councilmember Wright.

Voting Yea: Councilmember Contreras, 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 asked for a motion to adjourn into Executive Session to discuss the items listed on the agenda at the beginning of the meeting.**

**Motion was made to adjourn the regular session into Executive Session at 6:06 pm.**

**Motion made by Councilmember Crummel, Seconded by Councilmember Smith.**

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

**This session was attended by Mayor Teresa Palmer, Councilmember Contreras, Councilmember Wright, Mayor Pro Tem Crummel, Councilmember Smith, Interim City Manager Toni Fisher and City Attorney Andy Messer.**

- 19. Section 551.071; Consultation with City Attorney regarding revised rules of decorum**
- 20. Section 551.072 (Consultation with Attorney); Section 551.072 (Deliberation Regarding Real Property) - 120 El Chico Trail Lease Agreements.**
- 21. 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.**
- 22. Section 551.071, Consultation with City Attorney regarding Police Investigation**

#### **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 reconvened the Executive Session at 7:03 pm. and asked if there was any action on any item discussed.**

**There was no action on any item discussed in Executive Session.**

#### **INFORMATIONAL COMMENTS**

- 23. City Manager Comments: Response/Reaction to meeting**

**There were no City Manager Comments**

- 24. City Council/Mayor Comments: Response/Reaction to meeting**

**There were no Mayor/Council comments**

- 25. Items of Community Interest**

**There was no information for items of Community Interest**

**26. Future Agenda Items Requested by Mayor, City Council or City Staff**

**Mayor Teresa Palmer asked for Certificates of Recognition to be given to the Home Rule Charter Committee members who worked so hard during the process of creating a Home Rule Charter.**

**Councilmember Eric Contreras asked for Michelle Guelker and Chase McBride to give an update on the Wastewater Treatment Plant.**

**ADJOURN**

**Mayor Teresa Palmer asked for a motion to adjourn the regular meeting of the Willow Park City Council meeting.**

**Motion was made to adjourn the regular meeting at 8:32 pm.**

**Motion made by Councilmember Contreras, Seconded by Councilmember Smith.**

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

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

\_\_\_\_\_  
Mayor Teresa Palmer

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary Deana McMullen



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> April 14, 2026	<b>Department:</b> Admin	<b>Presented By:</b> Nic Kirk with Jacob and Martin, Michelle Guelker
--	-----------------------------	---

**AGENDA ITEM**

Discussion and action: to award a construction contract to Skyblue Utilities, Inc. for the Bankhead Utility Expansion, Phase 2.

**BACKGROUND:**

Council approved to go out for bids for phase 2 of the Bankhead Utility Expansion in December 2025.

Phase 2 of the Bankhead Utility Expansion is to provide sewer to the Beall Dean development and runs water down Bankhead which will allow the system to be looped once the Beall Dean utilities are installed.

Phase 2 also includes re-routing an existing sewer force main from between houses out along the existing right-of-way of Bankhead Highway and Willow Bend.

Seven bids were received and Skyblue Utilities, Inc, was the lowest bid.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

Staff recommend awarding the construction contract to Skyblue Utilities, Inc.

**EXHIBITS:**

Bid tabulation sheet

Bid Tabulation

Engineer: Jacob & Martin, LLC  
 Weatherford, Texas

For all Labor, Materials, Equipment, and Incidentals to Furnish and Install the Following:																	
Item #	Item Description	Quantity	Unit	Skyblue Utilities, Inc.		Grey Sky Construction, LLC		BRCT, LLC dba Blackrock Construction		FM Utilities, LLC		Atkins Bros. Equipment Co., Inc.		Acadia Services, LLC		Canary Construction, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Bonds, and Insurance	1	LS	\$ 131,750.00	\$ 131,750.00	\$ 300,000.00	\$ 300,000.00	\$ 400,000.00	\$ 400,000.00	\$ 169,636.88	\$ 169,636.88	\$ 25,000.00	\$ 25,000.00	\$ 100,000.00	\$ 100,000.00	\$ 220,000.00	\$ 220,000.00
2	10" DR 18 SDR26 PVC Gravity Sewer Line (0'-5' Depth)	1270	LF	\$ 122.85	\$ 156,019.50	\$ 105.00	\$ 133,350.00	\$ 235.00	\$ 298,450.00	\$ 166.40	\$ 211,328.00	\$ 690.00	\$ 876,300.00	\$ 340.00	\$ 431,800.00	\$ 160.00	\$ 203,200.00
3	10" DR 18 SDR26 PVC Gravity Sewer Line (5'-10' Depth)	2460	LF	\$ 175.62	\$ 432,025.20	\$ 110.00	\$ 270,600.00	\$ 235.00	\$ 578,100.00	\$ 201.00	\$ 494,460.00	\$ 690.00	\$ 1,697,400.00	\$ 380.00	\$ 934,800.00	\$ 170.00	\$ 418,200.00
4	10" DR 18 SDR26 PVC Gravity Sewer Line (Over 10' Depth)	1230	LF	\$ 240.42	\$ 295,716.60	\$ 120.00	\$ 147,600.00	\$ 235.00	\$ 289,050.00	\$ 269.00	\$ 330,870.00	\$ 690.00	\$ 848,700.00	\$ 430.00	\$ 528,900.00	\$ 180.00	\$ 221,400.00
5	8" DR11 HDPE Force Main	6175	LF	\$ 119.48	\$ 737,789.00	\$ 100.00	\$ 617,500.00	\$ 125.00	\$ 771,875.00	\$ 189.00	\$ 1,167,075.00	\$ 96.00	\$ 592,800.00	\$ 230.00	\$ 1,420,250.00	\$ 365.00	\$ 2,253,875.00
6	14" Bore & Encasement	670	LF	\$ 370.05	\$ 247,933.50	\$ 850.00	\$ 569,500.00	\$ 275.00	\$ 184,250.00	\$ 467.00	\$ 312,890.00	\$ 267.00	\$ 178,890.00	\$ 700.00	\$ 469,000.00	\$ 850.00	\$ 569,500.00
7	16" Open Cut & Encasement	115	LF	\$ 284.43	\$ 32,709.45	\$ 400.00	\$ 46,000.00	\$ 150.00	\$ 17,250.00	\$ 282.00	\$ 32,430.00	\$ 130.00	\$ 14,950.00	\$ 400.00	\$ 46,000.00	\$ 950.00	\$ 109,250.00
8	16" Bore & Encasement	385	LF	\$ 458.36	\$ 176,468.60	\$ 950.00	\$ 365,750.00	\$ 497.00	\$ 191,345.00	\$ 722.00	\$ 277,970.00	\$ 297.00	\$ 114,345.00	\$ 800.00	\$ 308,000.00	\$ 1,050.00	\$ 404,250.00
9	16" Steel Encasement	585	LF	\$ 318.42	\$ 186,275.70	\$ 400.00	\$ 234,000.00	\$ 265.00	\$ 155,025.00	\$ 315.00	\$ 184,275.00	\$ 131.00	\$ 76,635.00	\$ 450.00	\$ 263,250.00	\$ 1,200.00	\$ 702,000.00
10	Manhole (Sealed)	4	EA	\$ 8,036.85	\$ 32,147.40	\$ 12,500.00	\$ 50,000.00	\$ 9,295.00	\$ 37,180.00	\$ 10,840.00	\$ 43,360.00	\$ 6,000.00	\$ 24,000.00	\$ 14,000.00	\$ 56,000.00	\$ 17,000.00	\$ 68,000.00
11	Manhole (Under 5' Depth)	2	EA	\$ 9,058.60	\$ 18,117.20	\$ 11,500.00	\$ 23,000.00	\$ 8,405.00	\$ 16,810.00	\$ 9,650.00	\$ 19,300.00	\$ 3,100.00	\$ 6,200.00	\$ 10,250.00	\$ 20,500.00	\$ 14,000.00	\$ 28,000.00
12	Manhole (Over 5' Depth)	17	EA	\$ 15,130.27	\$ 257,214.59	\$ 13,500.00	\$ 229,500.00	\$ 9,545.00	\$ 162,265.00	\$ 15,340.00	\$ 260,780.00	\$ 3,600.00	\$ 61,200.00	\$ 15,000.00	\$ 255,000.00	\$ 16,000.00	\$ 272,000.00
13	Connection to Existing Manhole	1	EA	\$ 7,800.00	\$ 7,800.00	\$ 2,500.00	\$ 2,500.00	\$ 2,840.00	\$ 2,840.00	\$ 5,145.00	\$ 5,145.00	\$ 2,000.00	\$ 2,000.00	\$ 20,000.00	\$ 20,000.00	\$ 2,500.00	\$ 2,500.00
14	Connection to Existing Lift Station	4	EA	\$ 5,751.83	\$ 23,007.32	\$ 10,000.00	\$ 40,000.00	\$ 6,000.00	\$ 24,000.00	\$ 7,925.00	\$ 31,700.00	\$ 2,000.00	\$ 8,000.00	\$ 44,000.00	\$ 176,000.00	\$ 4,000.00	\$ 16,000.00
15	Metal Detectable Tape	11135	LF	\$ 1.26	\$ 14,030.10	\$ 1.00	\$ 11,135.00	\$ 0.10	\$ 1,113.50	\$ 0.85	\$ 9,464.75	\$ 0.10	\$ 1,113.50	\$ 1.00	\$ 11,135.00	\$ 1.00	\$ 11,135.00
16	Tracer Wire	12305	LF	\$ 1.49	\$ 18,334.45	\$ 1.00	\$ 12,305.00	\$ 0.54	\$ 6,644.70	\$ 0.95	\$ 11,689.75	\$ 0.28	\$ 3,445.40	\$ 1.00	\$ 12,305.00	\$ 1.00	\$ 12,305.00
<b>TOTAL BASE BID A (Items 1 - 16)</b>					\$ <b>2,767,338.61</b>		\$ <b>3,052,740.00</b>		\$ <b>3,136,198.20</b>		\$ <b>3,562,374.38</b>		\$ <b>4,530,978.90</b>		\$ <b>5,052,940.00</b>		\$ <b>5,511,615.00</b>
<b>TOTAL PROPOSED NUMBER OF DAYS FOR COMPLETION</b>					300 Days		75 Days		240 Days		260 Days		250 Days		250 Days		300 Days

BASE BID B

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Bonds, and Insurance	1	LS	\$ 53,000.00	\$ 53,000.00	\$ 180,000.00	\$ 180,000.00	\$ 114,875.05	\$ 114,875.05	\$ 58,013.79	\$ 58,013.79	\$ 5,000.00	\$ 5,000.00	\$ 100,000.00	\$ 100,000.00	\$ 85,000.00	\$ 85,000.00
2	8" DR 11 HDPE Water Line	4850	LF	\$ 78.76	\$ 381,986.00	\$ 100.00	\$ 485,000.00	\$ 150.00	\$ 727,500.00	\$ 89.50	\$ 434,075.00	\$ 67.00	\$ 324,950.00	\$ 120.00	\$ 582,000.00	\$ 150.00	\$ 727,500.00
3	14" Open Cut & Encasement	725	LF	\$ 203.11	\$ 147,254.75	\$ 400.00	\$ 290,000.00	\$ 82.00	\$ 59,450.00	\$ 167.50	\$ 121,437.50	\$ 90.00	\$ 65,250.00	\$ 200.00	\$ 145,000.00	\$ 500.00	\$ 362,500.00
4	14" Bore & Encasement	710	LF	\$ 369.58	\$ 262,401.80	\$ 850.00	\$ 603,500.00	\$ 240.00	\$ 170,400.00	\$ 410.00	\$ 291,100.00	\$ 190.00	\$ 134,900.00	\$ 700.00	\$ 497,000.00	\$ 850.00	\$ 603,500.00
5	8" Gate Valve & Box	29	EA	\$ 4,089.13	\$ 118,584.77	\$ 5,250.00	\$ 152,250.00	\$ 2,820.00	\$ 81,780.00	\$ 3,980.00	\$ 115,420.00	\$ 2,775.00	\$ 80,475.00	\$ 3,500.00	\$ 101,500.00	\$ 3,800.00	\$ 110,200.00
6	Fire Hydrant w/ 6" Gate Valve & Other Appurtenances	12	EA	\$ 9,862.62	\$ 118,351.44	\$ 10,000.00	\$ 120,000.00	\$ 8,520.00	\$ 102,240.00	\$ 13,890.00	\$ 166,680.00	\$ 7,250.00	\$ 87,000.00	\$ 12,000.00	\$ 144,000.00	\$ 12,000.00	\$ 144,000.00
7	Connection to Existing Water Main	2	EA	\$ 8,055.19	\$ 16,110.38	\$ 5,000.00	\$ 10,000.00	\$ 3,615.00	\$ 7,230.00	\$ 10,735.00	\$ 21,470.00	\$ 3,000.00	\$ 6,000.00	\$ 24,000.00	\$ 48,000.00	\$ 4,500.00	\$ 9,000.00
8	Metal Detectable Tape	4850	LF	\$ 1.26	\$ 6,111.00	\$ 1.00	\$ 4,850.00	\$ 0.10	\$ 485.00	\$ 0.85	\$ 4,122.50	\$ 0.10	\$ 485.00	\$ 1.00	\$ 4,850.00	\$ 1.00	\$ 4,850.00
9	Tracer Wire	6285	LF	\$ 1.49	\$ 9,364.65	\$ 1.00	\$ 6,285.00	\$ 0.55	\$ 3,456.75	\$ 0.95	\$ 5,970.75	\$ 0.28	\$ 1,759.80	\$ 1.00	\$ 6,285.00	\$ 1.00	\$ 6,285.00
<b>TOTAL BASE BID B (Items 1 - 9)</b>					\$ <b>1,113,164.79</b>		\$ <b>1,851,885.00</b>		\$ <b>1,267,416.80</b>		\$ <b>1,218,289.54</b>		\$ <b>705,819.80</b>		\$ <b>1,628,635.00</b>		\$ <b>2,052,835.00</b>
<b>TOTAL PROPOSED NUMBER OF DAYS FOR COMPLETION</b>					150 Days		65 Days		120 Days		100 Days		250 Days		250 Days		200 Days

DEDUCTIBLE ALTERNATE FOR BID SCHEDULE A

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
DA1	Deduct Encasement for Open Cut & Encasement (Sanitary Sewer)	115	LF	\$ 284.43	\$ 32,709.45	\$ 400.00	\$ 46,000.00	\$ 150.00	\$ 17,250.00	\$ 282.00	\$ 32,430.00	\$ 130.00	\$ 14,950.00	\$ 400.00	\$ 46,000.00	\$ 60.00	\$ 6,900.00
DA2	Deduct Metal Detectable Tape (Sanitary Sewer)	11,135	LF	\$ 1.26	\$ 14,030.10	\$ 1.00	\$ 11,135.00	\$ 0.10	\$ 1,113.50	\$ 0.85	\$ 9,464.75	\$ 0.10	\$ 1,113.50	\$ 1.00	\$ 11,135.00	\$ 1.00	\$ 11,135.00
DA3	Deduct Tracer Wire (Sanitary Sewer)	12,305	LF	\$ 1.49	\$ 18,334.45	\$ 1.00	\$ 12,305.00	\$ 0.55	\$ 6,767.75	\$ 0.95	\$ 11,689.75	\$ 0.28	\$ 3,445.40	\$ 1.00	\$ 12,305.00	\$ 1.00	\$ 12,305.00
<b>TOTAL DEDUCTIBLE ALTERNATE BID (Items DA1 - DA3)</b>					\$ <b>65,074.00</b>		\$ <b>69,440.00</b>		\$ <b>25,131.25</b>		\$ <b>53,584.50</b>		\$ <b>19,508.90</b>		\$ <b>69,440.00</b>		\$ <b>30,340.00</b>

ADDITIVE ALTERNATE FOR BID SCHEDULE A

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
AA1	Add 2" HMAC Asphalt Repair per the Specifications	7,550	LF	\$ 30.00	\$ 226,500.00	\$ 40.00	\$ 302,000.00	\$ 84.50	\$ 637,975.00	\$ 81.60	\$ 616,080.00	\$ 38.00	\$ 286,900.00	\$ 55.00	\$ 415,250.00	\$ 150.00	\$ 1,132,500.00
<b>TOTAL ADDITIVE ALTERNATE BID for Base Bid A (Item AA1)</b>					\$ <b>226,500.00</b>		\$ <b>302,000.00</b>		\$ <b>637,975.00</b>		\$ <b>616,080.00</b>		\$ <b>286,900.00</b>		\$ <b>415,250.00</b>		\$ <b>1,132,500.00</b>

DEDUCTIBLE ALTERNATE FOR BID SCHEDULE B

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
DB1	Deduct Encasement for Open Cut & Encasement (Water)	725	LF	\$ 203.11	\$ 147,254.75	\$ 400.00	\$ 290,000.00	\$ 82.00	\$ 59,450.00	\$ 167.50	\$ 121,437.50	\$ 190.00	\$ 137,750.00	\$ 200.00	\$ 145,000.00	\$ 500.00	\$ 362,500.00
DB2	Deduct Metal Detectable Tape (Water)	4,850	LF	\$ 1.26	\$ 6,111.00	\$ 1.00	\$ 4,850.00	\$ 0.10	\$ 485.00	\$ 0.85	\$ 4,122.50	\$ 0.10	\$ 485.00	\$ 1.00	\$ 4,850.00	\$ 1.00	\$ 4,850.00
DB3	Deduct Tracer Wire (Water)	6,285	LF	\$ 1.49	\$ 9,364.65	\$ 1.00	\$ 6,285.00	\$ 0.55	\$ 3,456.75	\$ 0.95	\$ 5,970.75	\$ 0.28	\$ 1,759.80	\$ 1.00	\$ 6,285.00	\$ 1.00	\$ 6,285.00
<b>TOTAL DEDUCTIBLE ALTERNATE BID (Items DB1 - DB3)</b>					\$ <b>162,730.40</b>		\$ <b>301,135.00</b>		\$ <b>63,391.75</b>		\$ <b>131,530.75</b>		\$ <b>139,994.80</b>		\$ <b>156,135.00</b>		\$ <b>373,635.00</b>

ADDITIVE ALTERNATE BID FOR BID SCHEDULE B

Item #	Item Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
AA1	Add 2" HMAC Asphalt Repair per the Specifications	500	LF	\$ 30.00	\$ 15,000.00	\$ 50.00	\$ 25,000.00	\$ 86.00	\$ 43,000.00	\$ 81.60	\$ 40,800.00	\$ 38.00	\$ 19,000.00	\$ 55.00	\$ 27,500.00	\$ 150.00	\$ 75,000.00
<b>TOTAL ADDITIVE ALTERNATE BID for Base Bid B (Item AA1)</b>					\$ <b>15,000.00</b>		\$ <b>25,000.00</b>		\$ <b>43,000.00</b>		\$ <b>40,800.00</b>		\$ <b>19,000.00</b>		\$ <b>27,500.00</b>		\$ <b>75,000.00</b>

(\*) - Extension Error



INTEGRITY  
EXCELLENCE  
TRUST

04/08/2026

Teresa Palmer, Mayor  
City of Willow Park  
120 El Chico Trail  
Willow Park, TX 76087

RE: Letter of Recommendation

Dear Mayor Palmer:

On March 20, 2026, bids were opened for the East Bankhead Water and Sewer Extension – Phase 2 project. This project included approximately 4,850 linear feet of 8" HDPE water line, 4,970 linear feet of 8" HDPE sewer line, bores, valves, manholes and associated appurtenances. There were 8 bids received with the low Base Bid A of \$2,767,338.61, and the low Base Bid B of \$1,113,164.79, both being turned in by Skyblue Utilities, Inc., out of Kingsland, Texas. The low total bid for approximately 4,850 linear feet of 8" HDPE water line, 4,970 linear feet of 8" HDPE sewer line, bores, valves, manholes and associated appurtenances which included the additive alternates for Bid Schedule A and Bid Schedule B was \$4,122,003.40 and was turned in by Skyblue Utilities, Inc., out of their Kingsland, Texas office.

We have completed previous projects with Skyblue Utilities, Inc., and see no reason not to award the contract. Based on our communication with the City, we recommend awarding the base bid as well as the additives discussed above to Skyblue Utilities, Inc., for the total contract amount of \$4,122,003.40.

Based on the Council’s preference for awarding the project, we will prepare documents for execution by the Contractor and the City.

Sincerely,  
  
**JACOB | MARTIN**

Nic Kirk, P.E.  
Attachments – Recommended Budget, Bid Tabulation



**CITY OF WILLOW PARK**  
**EAST BANKHEAD WATER & SEWER**  
**IMPROVEMENTS PHASE 2**

**PRELIMINARY OPINION OF PROBABLE COST**

APRIL 8, 2026

**CONSTRUCTION COSTS**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>SEWER IMPROVEMENTS</b>					
1	Mobilization	1	LS	\$35,000.00	\$35,000
2	10" DR 18 SDR26 PVC Gravity Sewer Line (0'-5' Depth)	1,270	LF	\$150.00	\$190,500
3	10" DR 18 SDR26 PVC Gravity Sewer Line (5'-10' Depth)	2,460	LF	\$190.00	\$467,400
4	10" DR 18 SDR26 PVC Gravity Sewer Line (Over 10' Depth)	1,230	LF	\$250.00	\$307,500
5	8" DR11 HDPE Force Main	6,175	LF	\$225.00	\$1,389,375
6	14" Bore & Encasement	670	LF	\$400.00	\$268,000
7	16" Open Cut & Steel Encasement	585	LF	\$350.00	\$204,750
8	16" Bore & Encasement	385	LF	\$700.00	\$269,500
9	16" Open Cut & Encasement	115	LF	\$300.00	\$34,500
10	Manhole (Under 5')	2	EA	\$8,000.00	\$16,000
11	Manhole (Over 5')	17	EA	\$15,000.00	\$255,000
12	Manhole (Sealed)	4	EA	\$12,500.00	\$50,000
13	Connection To Existing Lift Station or MH	5	EA	\$15,500.00	\$77,500
14	Metal Tape	11,135	LF	\$0.70	\$7,795
15	Tracer Wire	12,305	LF	\$1.50	\$18,458
<b>WATER IMPROVEMENTS</b>					
Mobilization					
1	8" DR 11 DHPE Water Line	4,850	LF	\$125.00	\$606,250
2	14" HDPE Open & Encasement	725	LF	\$300.00	\$217,500
3	14" HDPE Bore & Encasement	710	LF	\$850.00	\$603,500
4	8" Gate Valve	29	EA	\$3,200.00	\$92,800
5	Fire Hydrant	12	EA	\$8,500.00	\$102,000
6	Connect to Existing Water Line	2	EA	\$10,000.00	\$20,000
7	Metal Tape	4,850	LF	\$0.70	\$3,395
8	Tracer Wire	6,285	LF	\$1.50	\$9,428
<b>SUBTOTAL PHASE 2</b>					<b>\$5,246,150</b>
Phase 2 Owner's Allowance (10%)					\$525,000
<b>TOTAL CONSTRUCTION COSTS:</b>					<b>\$5,771,150</b>

NOTES:

The above Opinion of Probable Cost (OPC) is only an opinion and is supplied only for the guidance of the client. The Opinion represents Jacob|Martin's best judgement as design professionals. The Opinion is based on recent experience and adjusted to accommodate factors known to the design professional at the time the Opinion is prepared. Jacob|Martin has no control over the cost of labor and material, competitive bidding, or market conditions. Jacob|Martin does not guarantee the accuracy of the Opinion as compared to actual bids or cost to the Client.



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b>  April 14, 2026	<b>Department:</b>  Public Works	<b>Presented By:</b>  Chase McBride, Director of Public Works
--	--	---

**AGENDA ITEM:** Discussion only: update on the Wastewater Treatment Plant

**BACKGROUND:** Construction on the new plant, which will have a capacity of 1 million gallons/day, began in 2024. Estimated completion is expected in the second half of 2026.

---

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

---

**EXHIBITS:** Construction timeline schedule

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$









# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b>  April 14 <sup>th</sup> , 2026	<b>Department:</b>  Planning & Development	<b>Presented By:</b>  Chelsea Kirkland, City Planner Toni Fisher, Interim City Manager
---	--	---

**AGENDA ITEM:**

**Discussion/Action:** to approve the request for annexation of property owned by Bar-Ko Land Company LLC, to annex approximately 7.290 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.

**BACKGROUND:**

Mayor and Council, this is a requirement in our next steps for annexation of the tract owned by Bar-Ko Land LLC. City staff received the ordinance from the City Attorney’s office, and it is attached for your review and approval.

**STAFF RECOMMENDATION:**

City staff has reviewed and recommend the ordinance’s approval as presented.

**EXHIBITS:**

- Bar-Ko Ordinance

**RECOMMENDED MOTION:**

**Motion to approve Ordinance annexing into the corporate limits of the City of Willow Park as presented.**

## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS, ANNEXING THE HEREINAFTER DESCRIBED PROPERTY CONSISTING OF APPROXIMATELY 7.29 ACRES OF LAND, OUT OF THE JAMES OXER SURVEY, ABSTRACT NUMBER 1029, PARKER COUNTY, TEXAS, BEING GENERALLY LOCATED AT THE NORTHWEST CORNER OF E. BANKHEAD HIGHWAY AND TORRI COURT, AND MORE PARTICULARLY DESCRIBED AND DEPICTED IN EXHIBIT “A”, INTO THE BOUNDARY LIMITS OF THE CITY OF WILLOW PARK, PARKER COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF THE CITY SO AS TO INCLUDE THE DESCRIBED PROPERTY WITHIN THE CITY LIMITS; FINDING AND DETERMINING THAT ALL REQUIREMENTS FOR ANNEXATION, INCLUDING PUBLIC HEARINGS, NOTICES, OPEN MEETINGS, AND EXECUTION OF A WRITTEN SERVICES AGREEMENT HAVE BEEN MET ACCORDING TO LAW; PROVIDING FOR THE INCORPORATION OF PREMISES; GRANTING TO ALL THE INHABITANTS OF THE PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING THE INHABITANTS BY ALL OF THE ORDINANCES, RESOLUTIONS, ACTS, AND REGULATIONS OF THE CITY; PROVIDING INSTRUCTIONS FOR AMENDING THE OFFICIAL MAP AND BOUNDARIES OF THE CITY; PROVIDING INSTRUCTIONS FOR FILING THIS ORDINANCE; PROVIDING SEVERABILITY AND CUMULATIVE CLAUSES; FINDING THAT THE MEETING AT WHICH THIS ORDINANCE WAS ADOPTED WAS LAWFULLY HELD IN ACCORDANCE WITH THE TEXAS OPEN MEETINGS ACT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Willow Park, Texas (the “City”) is a Type-A general law municipality located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the City is authorized, pursuant to Chapter 43 of the Texas Local Government Code, to annex property and extend the boundary limits of the City; and

**WHEREAS**, the City received a C-3 voluntary annexation petition (the “Petition”) from the property owner (the “Owner”) requesting the annexation into the boundary limits of the City of a certain tract of land being approximately 7.29 acres of land, further described and depicted in Exhibit “A”, attached and incorporated as if set forth fully herein (the “Property”); and

**WHEREAS**, in accordance with Chapter 43 of the Texas Local Government Code, all requirements for the annexation, including required notices and public hearings, have been provided, held, and met; and

**WHEREAS**, in accordance with Chapter 43 of the Texas Local Government Code, a written services agreement for the area to be annexed was negotiated and executed prior to the adoption of the annexation by City Council; and

**WHEREAS**, the City Council of the City (the “City Council”) has investigated into, has determined, and officially finds that no part of such territory is within the extraterritorial jurisdiction of any other incorporated city or town; and

**WHEREAS**, the City Council finds and determines that annexation of the property hereinafter described as requested by the property owner is in the best interests of the citizens of the City and the owners and residents of the area.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:**

**SECTION 1. Findings.** It is hereby officially determined that the findings and recitations contained above in the preamble of this Ordinance are true and correct and are incorporated herein by reference.

**SECTION 2. Annexation.** The Property is hereby annexed into the City, and the boundary limits of the City are hereby extended to include the Property, and the same shall hereafter be included within the boundary limits of the City, and the inhabitants of the Property shall hereafter be entitled to all the rights and privileges of other citizens of the City and shall be bound by the acts, ordinances, resolutions, and regulations of the City enacted pursuant to and in conformity with the general laws of the State of Texas.

**SECTION 3. Official Map.** The official map and boundaries of the City, previously adopted, are amended to include the Property as part of the City. The City Secretary is directed and authorized to perform or cause to be performed all acts necessary to correct the official map of the City to add the annexed Property as required by applicable law.

**SECTION 4. Filing Instructions.** The City Secretary is hereby directed and authorized to file a certified copy of this Ordinance with the County Clerk of Parker County, Texas, and with other appropriate officials and agencies as required by state and federal law.

**SECTION 5. Severability Clause.** It is hereby declared by the City Council that if any of the sections, paragraphs, sentences, clauses, phrases, words, or provisions of this Ordinance should be declared unconstitutional or otherwise invalid for any reason, such event shall not affect any remaining sections, paragraphs, sentences, clauses, phrases, words, or provisions of this Ordinance.

**SECTION 6. Cumulative Clause.** This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION 7. Public Meeting.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required by law, and that public notice of the time, place, and purpose of said meeting was given, all as required by Section 551.041, Texas Government Code.

**SECTION 8. Effective Date.** This Ordinance shall be in full force and effect immediately upon its passage and approval by the City Council.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DENISON, TEXAS,** this 14<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Teresa Palmer, Mayor

**ATTEST:**

\_\_\_\_\_  
Deana McMullen, City Secretary

**Exhibit A**  
**Legal Description and Depiction**

WHEREAS BAR-KO LAND COMPANY LLC IS THE OWNER OF ALL THAT CERTAIN 7.290 ACRE TRACT OF LAND BEING SITUATED IN THE JAMES OXER SURVEY, ABSTRACT NUMBER 1029, PARKER COUNTY, TEXAS AND BEING ALL OF A CALLED 2,518 SQUARE FOOT TRACT OF LAND DESCRIBED IN A DEED TO BAR-KO LAND COMPANY LLC, RECORDED IN DOCUMENT NUMBER 202515735 OF THE DEED RECORDS OF SAID COUNTY AND BEING PART OF A CALLED 24.365 ACRE TRACT OF LAND DESCRIBED IN A DEED TO BAR-KO LAND COMPANY LLC, RECORDED IN DOCUMENT NUMBER 202142647 OFF SAID DEED RECORDS, AND SAID 7.290 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**COMMENCING** AT A 1/2 INCH IRON REBAR WITH CAP STAMPED "STEVENS SURVEYING" FOUND FOR THE CORNER OF A CALLED 0.82 ACRE RIGHT-OF-WAY DEDICATION DESCRIBED IN DOCUMENT NUMBER 202515356 OF SAID DEED RECORDS, BEING IN THE SOUTH LINE OF LOT 1, BLOCK 1 OF BANKHEAD COMMONS, RECORDED IN DOCUMENT NUMBER 202313961 OF THE PLAT RECORDS OF SAID COUNTY, AND THE NORTHEAST CORNER OF A TRACT OF LAND DESCRIBED IN A DEED TO J.P. ELDER FAMILY LIMITED PARTNERSHIP RECORDED IN DOCUMENT NUMBER 201931531 OF SAID DEED RECORDS;

**THENCE** SOUTH 11°48'12" WEST, WITH THE COMMON LINE OF SAID 0.82 ACRE RIGHT-OF-WAY TRACT AND SAID J.P. ELDER FAMILY LIMITED PARTNERSHIP TRACT, A DISTANCE OF 112.85 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "RPLS 7068" FOUND FOR THE SOUTHWEST CORNER OF SAID 0.82 ACRE RIGHT-OF-WAY TRACT,

AND THE **POINT OF BEGINNING**, FOR THE NORTHWEST CORNER HEREIN DESCRIBED;

**THENCE** WITH THE SOUTH LINE OF SAID 0.82 ACRE RIGHT-OF-WAY TRACT, THE FOLLOWING COURSES AND DISTANCES;

NORTH 89°32'01" EAST, A DISTANCE OF 73.66 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "BARRON/STARK" FOUND FOR THE BEGINNING OF A CURVE TO THE LEFT, WITH A RADIUS OF 60.00 FEET AND A CHORD WHICH BEARS NORTH 51°48'16" EAST, A DISTANCE OF 73.54 FEET;

ALONG SAID CURVE TO THE LEFT, WITH A CENTRAL ANGLE OF 75°35'11" AND AN ARC DISTANCE OF 79.15 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "BARRON/STARK" FOUND FOR THE BEGINNING OF A REVERSE CURVE TO THE

RIGHT, WITH A RADIUS OF 20.00 FEET AND A CHORD WHICH BEARS NORTH 51°46'21" EAST, A DISTANCE OF 24.48 FEET;  
 ALONG SAID CURVE TO THE RIGHT, WITH A CENTRAL ANGLE OF 75°28'22" AND AN ARC DISTANCE OF 26.34 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "BARRON/STARK" FOUND FOR CORNER;

NORTH 89°32'01" EAST, A DISTANCE OF 95.05 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "RPLS 7068" SET FOR THE BEGINNING OF A CURVE TO THE LEFT, WITH A RADIUS OF 330.00 FEET AND A CHORD WHICH BEARS NORTH 83°17'46" EAST, A DISTANCE OF 71.71 FEET;

ALONG SAID CURVE TO THE LEFT, WITH A CENTRAL ANGLE OF 12°28'31" AND AN ARC DISTANCE OF 71.85 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "BARRON/STARK" FOUND FOR CORNER;

NORTH 77°03'30" EAST, A DISTANCE OF 73.10 FEET TO A 1/2 INCH IRON REBAR WITH CAP STAMPED "RPLS 7068" SET FOR THE BEGINNING OF A CURVE TO THE RIGHT, WITH A RADIUS OF 270.00 FEET AND A CHORD WHICH BEARS NORTH 83°18'06" EAST, A DISTANCE OF 58.72 FEET;

ALONG SAID CURVE TO THE RIGHT, WITH A CENTRAL ANGLE OF 12°29'11" AND AN ARC DISTANCE OF 58.84 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "BARRON/STARK" FOUND FOR CORNER;

NORTH 89°32'41" EAST, A DISTANCE OF 141.16 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "BARRON/STARK" FOUND FOR THE BEGINNING OF A CURVE TO THE LEFT, WITH A RADIUS OF 180.00 FEET AND A CHORD WHICH BEARS NORTH 64°20'38" EAST, A DISTANCE OF 153.28 FEET;

ALONG SAID CURVE TO THE LEFT, WITH A CENTRAL ANGLE OF 50°23'57" AND AN ARC DISTANCE OF 158.33 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "RPLS 7068" SET FOR CORNER;

NORTH 38°51'37" EAST, A DISTANCE OF 17.15 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "RPLS 7068" SET FOR THE NORTH CORNER OF SAID 2,518 SQUARE FOOT TRACT, BEING IN THE SOUTHWEST RIGHT-OF-WAY LINE OF EAST BANKHEAD HIGHWAY, A 80-FOOT-WIDE PUBLIC RIGHT-OF-WAY, FOR THE NORTHEAST CORNER HEREIN DESCRIBED;

**THENCE** SOUTH 51°09'59" EAST, WITH THE NORTHEAST LINE OF SAID 2,518 SQUARE FOOT TRACT, THE NORTHEAST LINE OF SAID 24.365 ACRE TRACT, AND SAID SOUTHWEST RIGHT-OF-WAY LINE OF EAST BANKHEAD HIGHWAY, A DISTANCE OF

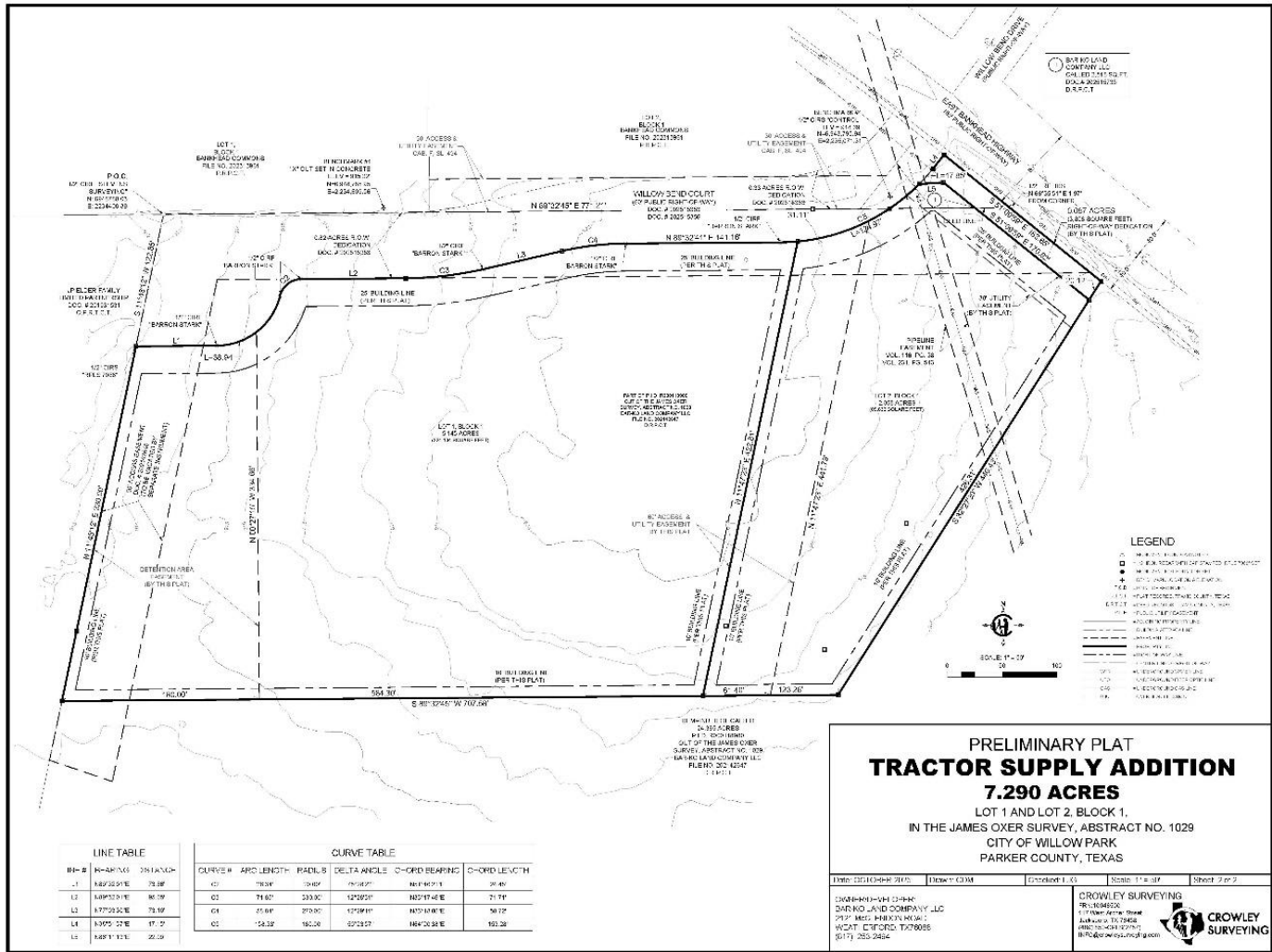
183.65 FEET TO A 1/2 INCH IRON REBAR WITH CAP STAMPED "RPLS 7068" SET FOR CORNER;

**THENCE**, IN OVER, AND THROUGH SAID 24.365 ACRE TRACT THE FOLLOWING COURSES AND DISTANCES:

SOUTH 32°27'39" WEST, A DISTANCE OF 446.43 FEET TO A 1/2 INCH IRON REBAR WITH CAP STAMPED "RPLS 7068" SET FOR THE SOUTHEAST CORNER HEREIN DESCRIBED;

SOUTH 89°32'45" WEST, A DISTANCE OF 707.58 FEET TO A 1/2 INCH IRON REBAR WITH A CAP STAMPED "RPLS 7068" SET IN THE COMMON LINE OF SAID 24.365 ACRE TRACT AND SAID J.P. ELDER FAMILY LIMITED PARTNERSHIP TRACT, FOR THE SOUTHWEST CORNER HEREIN DESCRIBED;

**THENCE** NORTH 11°48'12" EAST, WITH SAID COMMON LINE, A DISTANCE OF 330.00 FEET TO THE **POINT OF BEGINNING**, CONTAINING 7.290 ACRES, (317,544 SQUARE FEET) OF LAND



LINE #	BEARING	DISTANCE
L1	N 89° 22' 45" E	75.39'
L2	S 89° 22' 45" E	75.39'
L3	S 89° 22' 45" E	75.39'
L4	S 89° 22' 45" E	75.39'
L5	S 89° 22' 45" E	75.39'

CURVE #	ARC LENGTH	RADIUS	DELTA ANGLE	C-ORD BEARING	C-ORD LENGTH
C1	75.39'	75.39'	90° 00' 00"	N 89° 22' 45" E	75.39'
C2	75.39'	75.39'	90° 00' 00"	S 89° 22' 45" E	75.39'
C3	75.39'	75.39'	90° 00' 00"	S 89° 22' 45" E	75.39'
C4	75.39'	75.39'	90° 00' 00"	S 89° 22' 45" E	75.39'
C5	75.39'	75.39'	90° 00' 00"	S 89° 22' 45" E	75.39'

**PRELIMINARY PLAT**  
**TRACTOR SUPPLY ADDITION**  
**7.290 ACRES**  
 LOT 1 AND LOT 2, BLOCK 1,  
 IN THE JAMES OXER SURVEY, ABSTRACT NO. 1029  
 CITY OF WILLOW PARK  
 PARKER COUNTY, TEXAS

DATE: 03/10/2021	DRAWN BY: CSM	CHECKED BY: CS	SCALE: 1" = 20'	SHEET: 2 OF 2
DWIGHT-HALL SURVEY SURVEY AND COMPANY, LLC 217 WEST HICKORY STREET WILLOW PARK, TEXAS 75086 972.255.9886			<b>CROWLEY SURVEYING</b> 1717 West Loop West Suite 100 Dallas, TX 75246 972.255.9886 BR@crowleysurveying.com	



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> April 14, 2026	<b>Department:</b> Communications	<b>Presented By:</b> Rose Hoffman
--	--------------------------------------	--------------------------------------

**AGENDA ITEM:** Discussion/Action: regarding presentation for City of Willow Park Rebranding Strategy, and approval to proceed.

**BACKGROUND:** Per a request from Mayor Palmer and Council, Communications Director Hoffman will present a strategy, including design, implementation, and cost. Council may direct staff to proceed with a rebrand and set a budget.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$

CITY OF WILLOW PARK, TEXAS  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS AMENDING THE CITY OF WILLOW PARK CODE OF ORDINANCES, CHAPTER 9 PERSONNEL, ARTICLE 9.02 "OFFICERS AND EMPLOYEES", DIVISION 2 "CITY MANAGER", § 9.02.033 "NATURE AND DUTIES OF POSITION"; PROVIDING FOR REPEAL; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Willow Park, Texas is a Type-A general law municipality (the "City") located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, pursuant to Chapter 51 of the Texas Local Government Code, the City Council has the general authority to adopt and publish an ordinance that is for the good government, peace or order of the municipality and is necessary or proper for carrying out a power granted by law to the municipality; and

**WHEREAS**, the City of Willow Park desires to revise its personnel ordinance regarding the nature and duties of the city manager; and

**WHEREAS**, the City of Willow Park City Council finds and determines that the revision of the personnel ordinance regarding the nature and duties of the city manager will be in the best interests of the citizens of Willow Park.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WILLOW PARK, TEXAS, THAT:

**SECTION 1.** All the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2: Amendment.** That Chapter 9 "Personnel", Article 9.02 "Officers and Employees", Division 2 "City Manager", § 9.02.033 "Nature and Duties of Position"; of the City's Code of Ordinances is hereby amended and revised and replaced as set forth below with all other provisions of Chapter 9, Article 9.02 not herein affected to remain in full force and effect:

**§ 9.02.033. Nature and duties of position.**

(3) Appoint and remove all department directors and subordinate employees with the exception of the city secretary, city attorney, municipal judge, chief of police and any employee with an employment contract approved by the city council. The city council shall draft and approve all contracts with the city, including all employment contracts.

(4) Be responsible for the overall administration of the city, including all departments, offices and agencies of the city, including but not limited to the public works director, city inspector, fire chief, fire marshal, and court clerk

(14) Investigate all complaints in relation to the administration of the city with the exception of the city secretary, city attorney, municipal judge, chief of police and any employee with an employment contract approved by the city council. Notification of any complaint related to these exceptions shall be submitted to the city council immediately.

**SECTION 3: Savings/Repealing Clause.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

**SECTION 4: Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Crandall hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION 5: Effective Date.** This Ordinance shall become effective upon its passage and publication.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026.

\_\_\_\_\_  
Teresa Palmer, Mayor

ATTEST:

\_\_\_\_\_  
Deana McMullen, City Secretary

DIVISION 2  
City Manager<sup>1</sup>

**§ 9.02.031. Creation of office; appointment and tenure; qualifications; compensation.**

- (a) The office of city manager is hereby re-established.
- (b) The city council shall appoint a city manager for an indefinite term, who shall be the chief administrative officer of the city. The city manager shall be chosen by the city council by a majority vote of its entire membership and on the basis of executive and administrative training, experience, ability and character without regard to political consideration.
- (c) The city manager shall receive compensation as may be fixed by the city council.  
(Ordinance 664-13 adopted 3/27/2013)

**§ 9.02.032. Basic function.**

- (a) This position is responsible for carrying out all the legal responsibilities, as defined by the state, of a city manager, and section 9.02.033 of this division.
- (b) The city manager, or his or her designee, is hereby authorized and directed to implement the applicable provisions of the ordinances of the city.  
(Ordinance 664-13 adopted 3/27/2013)

**§ 9.02.033. Nature and duties of position.**

As city manager the incumbent shall:

- (1) Serve as an ex-officio member of the city council, with the right to take part in discussions, but without the right to vote.
- (2) Conduct all city staff meetings and manage the day-to-day operations of the city.
- (3) Appoint and remove all department directors and subordinate employees with the exception of the city secretary, city attorney, municipal judge, chief of police and any employee with an employment contract approved by the city council. The city council shall draft and approve all contracts with the city, including all employment contracts.
- (4) Be responsible for the overall administration of the city, including all departments, offices and agencies of the city, including but not limited to the public works director, city inspector, fire chief, fire marshal, [~~chief of police~~] and court clerk.
- (5) Generate and maintain job descriptions for all city employees and establish and maintain a methodology for evaluating the performance of all city employees.
- (6) Attend all board and commission meetings; however, the city manager may designate a representative to attend in his or her place.
- (7) Assist the mayor and city council in the preparation of the annual draft budget and draft

---

1. Editor's note—At the direction of the city, as part of the 2024 recodification, the term "city administrator" was changed to "city manager" throughout the code.

City of Willow Park, TX

§ 9.02.033

§ 9.02.033

capital improvement budget.

- (8) Authorize department heads to transfer resources in the amount budgeted within their respective departments.
- (9) Assist the mayor in recommending to the city council adoption of such policies, measures, ordinances and resolutions as may be deemed necessary or expedient for the health, safety or welfare of the community, or for the improvement of the operation of the city, including the finances, police, health, security and comfort.
- (10) Assist the mayor in ensuring that the laws of the state and ordinances of this city and other acts of the city council are implemented.
- (11) Keep the city council advised as to the financial condition and future needs of the city.
- (12) Make such other reports as the city council may require concerning the operations of city departments, offices and agencies which are subject to the city manager's direction and supervision.
- (13) Assume responsibility for developing and maintaining effective relationships with the citizens of the city and governmental and community agencies at the local, state and federal levels and with other cities in the general proximity of the city.
- (14) Investigate all complaints in relation to the administration of the city[-] with the exception of the city secretary, city attorney, municipal judge, chief of police and any employee with an employment contract approved by the city council. Notification of any complaint related to these exceptions shall be submitted to the city council immediately.
- (15) Administer the purchase of all materials, supplies and equipment for which funds are provided in the budget; and purchase materials and supplies necessary for operation of city services in accordance with city ordinances, resolutions or policy and procedures. No purchase shall be made, contract let, or obligation incurred which exceeds the current budget appropriation without a supplemental appropriation by the city council.
- (16) Perform other duties as are specified or may be required or directed by the city council.
- (17) Recommend to the city council a standard schedule of pay, including minimum, intermediate and maximum ranges, and a uniform personnel policy for all city employees.
- (18) Serve as the chief executive officer of the city in all areas, excepting those powers and responsibilities specifically assigned to the office of the mayor by the Local Government Code and the laws of the state.
- (19) Keep the city council informed of the operations of city government via but not limited to:
  - (A) Emails regarding emergencies, such as damage to city property, water/sewer breaks, road closures, road work and significant breaking events;
  - (B) A monthly report regarding the status of each city department, addressing such items as water usage, cumulative history of sewer/water breaks, significant expenditures, permit applications, plat applications, entities interested in pursuing development in the city, traffic stops, citations, court rulings, code violations, comp time status and any other matters of interest.
- (20) Execute policy and procedures approved by the city council, including, but not limited to,

City of Willow Park, TX

§ 9.02.033

§ 9.02.036

strategic plans, the comprehensive plan, prioritized capital improvement plans, employee personnel manual, investment policy, budget formats, agenda procedures, and financial policies.

(21) The city manager shall be responsible to the city council to make city employees' documents or reports available to officials.

(Ordinance 664-13 adopted 3/27/2013; Ordinance adopting 2024 Code)

**§ 9.02.034. Removal or suspension.**

The city manager may be removed or suspended from office at the will of the city council by a 2/3 vote of its entire membership. The action of the city council in removing the city manager shall be final, it being the intention to vest authority and fix all responsibility for such removal on the city council.

(Ordinance 664-13 adopted 3/27/2013)

**§ 9.02.035. Acting city manager.**

By letter filed with the city secretary, the city manager shall designate a qualified administrative employee of the city to exercise the powers and perform the duties of the city manager during the city manager's temporary absence or disability. The council may revoke such designation at any time and appoint another such employee of the city until the city manager returns.

(Ordinance 664-13 adopted 3/27/2013)

**§ 9.02.036. through § 9.02.060. (Reserved)**