



CITY COUNCIL SPECIAL MEETING JULY 28, 2025 MINUTES

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

Monday, July 28, 2025 at 6:00 PM

CALL TO ORDER AND DETERMINE IF QOURUM IS PRESENT

PRESENT:

MAYOR Teresa Palmer

COUNCILMEMBER Chawn Gilliland

COUNCILMEMBER Eric Contreras

COUNCILMEMBER Greg Runnebaum

COUNCILMEMBER Nathan Crummel

City Manager Bryan Grimes

City Secretary Deana McMullen

PLEDGE OF ALLEGIANCE AND INVOCATION

The Invocation was given by Nancy Brown. The Pledge of Allegiance was given by all present.

PUBLIC COMMENTS (Limited to five minutes per person)

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the City Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that 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. The Texas Open Meetings Act provides the following:

A. If, at a meeting of a governmental body, a member of the public or of the governmental body inquiries about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

- (1) A statement of specific factual information given in response to the inquiry; or
- (2) A recitation of existing policy in response to the inquiry.

B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

The Following gave Public Comments:

REGULAR AGENDA ITEMS

1. Mayor Comments - Resignations of Councilmembers Lea Young and Greg Runnebaum

Mayor Teresa Palmer stated that as a housekeeping measure and recommendation from City Manager Bryan Grimes to establish a record of the resignations in our meeting minutes, I want to clarify when I received resignations from Councilmembers Lea Young and Greg Runnebaum.

Lea Young issued her resignation from council on on Friday, July 18, 2025 and it automatically became effective on the 8th day, Saturday, July 26, 2025.

Greg Runnebaum issued his resignation from City Council on Monday, July 21, 2025, and it would have become effective on Tuesday, July 29, 2025, but he then withdrew his resignation on Friday, July 25, 2025.

2. Discussion/Action: to accept letter of resignation of Lea Young from City Council Place 4

Motion was made to accept the resignation of Lea Young-City Council Place 4.

Motion made by COUNCILMEMBER Contreras, Seconded by COUNCILMEMBER Gilliland.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, COUNCILMEMBER Runnebaum, COUNCILMEMBER Crummel

3. Discussion/Action: the process of filling vacancy for Councilmember Place 4

Mayor Teresa Palmer stated that we should take steps to fill the vacancy that now exists for the unexpired term for Place 4. We need to take immediate action to ensure that our ability to hold special meetings, approve the 2025 tax rate and all other necessary business of Willow Park is not prohibited by a two-thirds quorum requirement.

The following individuals have expressed interest and provided their qualifications for consideration: Judge Roy Kurban, Michael Chandler, Johnathan Stickland, Paul Kenney, Scott Smith and Catherine Davis.

There was a brief break at 6:45 pm for a medical emergency with an audience member.

Mayor Teresa Palmer called the meeting back to order at 7:04 pm.

Motion was made to postpone this decision for one week to post on the City Website for anyone interested in being selected for City Council and we we have a clear

definition on procedure with all transparency to hear from everyone who is interested and can meet again to make our decision, based on that once we have had time to review properly.

Motion made by COUNCILMEMBER Crummel, Seconded by COUNCILMEMBER Runnebaum.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, COUNCILMEMBER Runnebaum, COUNCILMEMBER Crummel

Councilmember Nathan Crummel made an additional motion to have the deadline for submitting an application for City Council until noon on Friday, August first. Councilmember Greg Runnebaum seconded the motion.

Voting Yea, Councilmember Runnebaum, Councilmember Crummel, Councilmember Gilliland, Councilmember Contreras.

4. Discussion/Action: to consider appointment to fill vacancy City Council Place 4

This item was not acted upon at this time. The deadline to accept applications for the vacancy of City Council Place 4 will be extended to August 1, 2025.

A Special meeting will be held on August 5, 2025 to discuss this item further.

No formal action was taken on this item.

5. Administer Oath of Office by Mayor Palmer

This item was not acted upon at this time.

6. Discussion/Action to consider approval of Resolution 2025- 2011 suspending July 31, 2025, effective date of Oncor Electric Delivery Company's Rate Increase Request.

Motion was made to deny the Oncor Electric Delivery Company's Rate Increase Request.

Motion made by COUNCILMEMBER Gilliland, Seconded by COUNCILMEMBER Contreras.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, COUNCILMEMBER Runnebaum, COUNCILMEMBER Crummel

7. Discussion/Action: to consider approval of Interlocal Agreement with the City of Hudson Oaks

Motion was made to approve the Interlocal Agreement with the City of Hudson Oaks as discussed.

Motion made by COUNCILMEMBER Contreras, Seconded by COUNCILMEMBER Runnebaum.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, COUNCILMEMBER Runnebaum, COUNCILMEMBER Crummel

8. Discussion/Action: to consider approval of expanding the wastewater treatment plant from 0.075 MGD to 1.0 MGD

Motion was made to approve the expansion of the wastewater treatment plant from 0.075 MGD to 1.0 MGD as discussed.

Motion made by COUNCILMEMBER Contreras, Seconded by COUNCILMEMBER Runnebaum.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, COUNCILMEMBER Runnebaum, COUNCILMEMBER Crummel

9. Discuss/Action: consider approval of advertising RFQ for a City Attorney

Mayor Teresa Palmer asked the Council to consider approval of advertising an RFQ for a City Attorney due to the current City Attorney submitting his resignation on July 18, 2025. During discussion Councilmembers brought up several discrepancies in the RFQ document that was presented to them. It was also discussed that currently the City of Willow Park has an ordinance # 749-17 passed in March of 2017 that puts the City Attorney under the supervision of the City Administrator who also determines the pay for the Attorney. This ordinance does not make the City Attorney an officer of the City.

There was additional discussion regarding the RFQ as well as the procedural steps needed to make this happen.

The ordinance should be changed to make the City Attorney an Officer of the City and report to the City Council rather than the City Administrator.

Criteria needs to be made for the RFQ before sending it out for advertising.

Needs to be decided if a Simple majority of the Council can do this or does it need to be a Super Majority requiring 2/3 members votes to take any action on.

This item can be discussed on the August 5, 2025 Special City Council meeting Agenda.

Motion was made to add discussion of procedures to hire a City Attorney on the Agenda for the August 5, 2025 City Council meeting.

Motion made by COUNCILMEMBER Gilliland, Seconded by COUNCILMEMBER Contreras.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, COUNCILMEMBER Runnebaum, COUNCILMEMBER Crummel

EXECUTIVE SESSION *It is anticipated that all, or a portion of the discussion of the foregoing item will be conducted in closed executive session under authority of the Section 551 of the Texas Open Meetings Act. However, no action will be taken on this item until the City Council reconvenes in open session.*

10. Section 551.074, Personnel Matters-City Manager Bryan Grimes

Mayor Palmer adjourned the regular session into Executive Session at 7:42 pm to discuss items regarding Section 551.074, Personnel Matters - City Manager Bryan Grimes.

Those in attendance were Mayor Teresa Palmer, Mayor Pro Tem Eric Contreras, Councilmember Chawn Gilliland, Councilmember Greg Runnebaum and Councilmember Nathan Crummel.

RECONVENE *into Open Session and consider action, if any, on the item discussed in Executive Session.*

11. Discussion/Action: Possible terms of Severance Agreement for City Manager Bryan Grimes

Mayor Palmer called the regular meeting back to order at 8:39 pm.

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

INFORMATIONAL

12. CLOSING COMMENTS FROM CITY COUNCIL

Councilmember Eric Contreras stated that he was praying that David Allen health issues were better. I want the best for him

Councilmember Nathan Crummel - Quoted Proverbs

13. CLOSING COMMENTS FROM MAYOR

Allow us some grace while we are pushing to try to get things done.

Keep showing up at the meetings.

Thank you all for coming. Heard from David Allen's mom and he is doing fine.

We have ordered more chairs for the Council chambers.

ADJOURNMENT

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

Motion was made to adjourn the Special meeting of Willow Park City Council at 8:43 pm.

Motion made by COUNCILMEMBER Crummel, Seconded by COUNCILMEMBER Contreras.

Voting Yea: COUNCILMEMBER Gilliland, COUNCILMEMBER Contreras, COUNCILMEMBER Runnebaum, COUNCILMEMBER Crummel

These minutes were passed and approved on this the _____ day of _____ 2025.

Mayor, Teresa Palmer

ATTEST:

Deana McMullen
City Secretary



Willow Park

TEXAS

**REQUEST FOR QUALIFICATIONS (RFQ) AND
STATEMENT OF QUALIFICATIONS
CITY ATTORNEY SERVICES
FOR**

CITY OF WILLOW PARK

RFQ NO. CWP-2025-07

DUE DATE: WEDNESDAY, AUGUST 27, 2025 AT 12:00 P.M.

CITY OF WILLOW PARK, TEXAS

120 El Chico Trail

Willow Park, Texas 76087

(817) 441-7108

<https://www.willowpark.org>

I. Purpose

The City of Willow Park, a Home Rule Municipality, is soliciting a Statement of Qualifications (SOQ) from experienced Professional Legal Firms for the purpose of providing City Attorney services to the City of Willow Park on a contractual basis.

The firm/individual will be tasked with providing general municipal counsel, basic legal services, guidance on special projects, and advice to the City Council. The City requests that one attorney be designated as the point of contact or lead attorney.

II. Services Required

The firm/individual selected is to possess a Juris Doctorate from an accredited law school by the American Bar Association, a license to practice law in the State of Texas, and be a member in good standing with the Texas Bar. Five (5) years experience of legal services for Texas municipality(ies) with a comprehensive knowledge of municipal law, municipal finance, personnel law, and employment law, as well as land use and regulation, is required. Approved as defense counsel for Texas Municipal League Intergovernmental Risk Pool is preferred.

Basic legal services required include:

- a. Providing a variety of proactive, high-quality and timely legal opinions to the City Council and City Staff.
- b. Reviewing and drafting ordinances, resolutions, contracts, agreements, deeds, and easements;
- c. Negotiating and administering contracts, as well as assisting with the resolution of contractual disputes;
- d. Providing timely advice regarding government operations, elections, open meetings, public information, City Ordinances, State law, property matters, and real estate matters, including annexation, zoning, and condemnation;
- e. Providing proactive legal counsel on issues pertaining to personnel policies and procedures and providing counsel in all compliance employment matters such as, but not limited to state and federal employment law, Workers Compensation, EEOC, FLSA, FMLA and OSHA requirements

- f. Reviewing agendas and materials for the City Council meeting, preparing legal advice;
- g. Attending regular meetings of the City Council and occasional special meetings.
(Generally two regular meetings monthly – typically the 2nd and 4th Tuesday);
- h. Attending Board and Commission meetings only on an “as – needed” basis;
- i. Staying abreast and informing the City of new or proposed State and Federal legislations affecting the City;
- j. Knowledge of Texas Public Information Act and Texas Open Meeting Act;
- k. Knowledge of the creation of Public Improvement Districts (PID), Municipal Utility Districts (MUD), Tax Increment Reinvestment Zones (TIRZ), and Municipal Management Districts (MMD).
- l. Knowledge of laws and methods to facilitate effective code enforcement to improve deteriorating areas in the City, including demolition procedures and property maintenance code provisions;
- m. Providing counsel and advice to City Council, Staff, and Boards and Commissions; and
- n. Assisting City Officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
- o. Providing prosecutor services for municipal court Class C misdemeanor cases.

III. Proposal Requirements

Each Statement of Qualifications (SOQ) must address, but does not need to be limited to the following issues:

- 1. Introductory letter with a general description and background of the firm and the services it provides. The letter should indicate your firm’s understanding of the scope and requirements relating to this proposal. A person who is authorized by the organization to enter into an agreement with the City of Willow Park will sign the letter.
- 2. Firm or individual name, including the owner, address, and telephone number. Provide the address of all firm offices, identifying in which office the work will be performed, the number of years of continuous operation under the current law firm name, and if less than ten years, provide the former name of the firm.
- 3. Attach a list of Principals in the firm. Include a biographical sketch of each, including education, years of experience, years of municipal law experience, and any areas of specialty within the field of municipal law.

4. Provide the name and complete resume of the assigned Attorney who will have primary responsibility for the City of Willow Park's legal matters.
5. Provide a list of attorneys who will provide services to the City. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience, and any areas of specialty within the field of municipal law.
6. Provide a complete list of all current municipal clients, including email and phone contact information. Please identify five clients that you think are most comparable to the City of Willow Park.
7. If your firm has represented a city in the last five years that you no longer serve as City Attorney, please provide the following information:
 - a. Name of the city.
 - b. Name of City Manager (or appropriate reference) and contact information.
 - c. Explanation regarding why you no longer represent that city.
8. Provide a brief summary of the firm's experience in each of the following areas and your strategy for managing those areas in which your firm does not have experience and would be required to outsource:
 - Business contracts and agreements.
 - Bidding and procurement.
 - Ordinances and resolutions.
 - Real estate matters, including condemnations, platting, deeds and easements.
 - Subdivision Regulations.
 - Zoning matters.
 - Annexation and Extraterritorial Jurisdiction issues.
 - Election procedures and law.
 - Eminent Domain.
 - Open meetings and open records.
 - State law as it pertains to municipalities.
 - Personnel matters, including non-civil service police and fire.
 - Zoning and development processes.
 - Economic development incentives, including Chapter 380 provisions.
 - Economic development corporations.
 - Tax Increment Reinvestment Zones.
 - Police and Public Safety specialty law.
 - Special Districts (e.g. MDD; PID, MUD, etc...)
 - Utility districts, water supply corporations, and emergency service districts.
 - Charter and charter amendments.
 - Municipal Court Prosecution of Class C Misdemeanor cases.

9. Please list any client that you currently represent that could cause a potential conflict of interest with the City of Willow Park. Describe how you would resolve these current or future potential conflicts of interest.
10. If your firm has represented any client in the past fifteen years against the City of Willow Park or one of its employees, please describe the case(s).
11. If you have filed any litigation in the last five years in which a municipality or the Texas Municipal League was a defendant, please describe the case(s).
12. Any other items that the firm/individual deems necessary. Each submittal should also provide a summary detailing the experience and understanding of the role of providing consulting legal services, including how the City Attorney balances the relationship between the Mayor and Council as well as the City Manager and staff.
13. The proposing firm must have all professional licenses required by the State of Texas to provide the services that are required. Proof of these licenses must be included as a part of the submittal.
14. Demonstrate methodologies that your firm has used in the past to create efficiencies in the delivery of your services, thus reducing costs to your clients. Examples might be remote participation in meetings, reduced rates for travel time, use of paralegals for some services, etc. Propose how those efficiencies might be applied to Willow Park.
15. The firm must utilize computer equipment, software and systems compatible with current City computer equipment, software, and systems. The City has largely converted to Microsoft 365 and primarily uses Microsoft Teams.

IV. Evaluation Process

The City reserves the right to accept or reject any and all submissions in the best interest of the City. In connection with the evaluation, the City may invite one or more applicants to make an oral presentation to the City Council at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

The following information will be taken into consideration during the evaluation process:

- Meets qualifications identified in the Request for Qualifications.
- Proposals included complete and clear responses to items.
- Demonstrated expertise in municipal law as outlined in Section III, Question 7.

- Available support staff and range of services offered.
- Demonstration of workload and a level of experience commensurate with the level of service required by the City.
- The professional reputation for providing high-quality services, ability to work cooperatively with the City Council, City Manager, City staff and demonstrates sound judgment, integrity, and reliability as determined by the references provided.

Based on the Council's review of submittals, it is expected that several firms may be shortlisted for further consideration and may be required to submit supplemental information. Additionally, the selected firm(s) may be required to make a presentation before the Mayor and City Council.

Interviews of short-listed firms will be scheduled on Tuesday, May 27, 2025 starting at 5:00 p.m. The targeted date for the formal selection of firms and approval of contracts is at the June 10, 2025, Council meeting.

Please submit one (1) original and one (1) electronic (USB flash drive) PDF copy of the Qualifications Statement by 2:00 p.m. local time on Thursday, May 8, 2025. Submittals received after the submittal date and time will not be considered.

The submittal may be hand-delivered to the physical address or mailed. Facsimile and Email transmittals will not be accepted. The outside of the envelope or container must state: Request for Qualifications: City Attorney Services

Mailing Address:

City of Willow Park
Attn: City Secretary
120 El Chico Trail Suite A
Willow Park, TX 76087

Physical Address for Courier Service:

City of Willow Park
Attn: City Secretary
120 El Chico Trail Suite A
Willow Park, TX 76087

All responses submitted become the property of the City of Willow Park and are subject to the Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information identified by the firm as such. All confidential information should be specifically and conspicuously marked as such in red. The City of Willow Park will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

V. Contract award

The contract will be awarded for an initial period of one year. The agreement will then be automatically renewed for additional one-year periods unless terminated by either party. However, the City Attorney shall work at the pleasure of the Willow Park City Council, and nothing herein shall limit their ability to terminate the contract at will with no notice or penalty.

All costs directly or indirectly related to the preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ, which may be required, shall be the sole responsibility of and shall be borne by your firm. There is no expressed or implied obligation on the part of the City of Willow Park to reimburse responding firms for any expenses incurred in preparing or presenting a Statement of Qualifications in response to this request.

The City reserves the right to require additional technical and pricing information, have discussions with Respondents regarding all elements which comprise the Respondents' proposals, to accept all or part of any proposal, to reject any or all proposals, and to re-solicit for proposals.

VI. Inquiries

Respondents shall direct all inquiries and communications concerning this Request for Qualifications to the Point of Contact listed below:

City Secretary Office

City of Willow Park, TX

Willow Park, TX 76087

dmcmullen@willowpark.org

(817) 441-7108

Proposed Schedule of Events*

July 28, 2025	Council reviews Request for Qualifications.
July 29, 2025	Request for Qualifications are sent to List of Vendors.
July 29, 2025	Advertise Notice in The Community News – 1 of 2.
August 5, 2025	Advertise Notice in The Community News – 2 of 2.
August 27, 2025	Statement of Qualifications Due at 12:00 p.m. (Copies of SOQs will be delivered to each Councilmember for review).
September 9, 2025	SPECIAL Executive Session to review SOQs and select short list for interviews.
September 23, 2025	Council interviews Firms from Short List; Executive Session posted for deliberation. Select Finalist. (Start at 5:00 p.m. to get the interviews in before Council meeting begins.)
Sept. 24 – Oct. 1, 2025	Check references & Finalize contract.
Oct. 14, 2025	Council approves Contract and appoints City Attorney.

***SCHEDULE IS SUBJECT TO CHANGE.**