



**CITY COUNCIL  
CALLED SPECIAL SESSION  
MINUTES  
FEBRUARY 23, 2022**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Vacant, Place 6

**CITY STAFF:**

Scott Dunlop, Interim City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Lydia Collins, Director of Finance  
Debbie Charbonneau, Heritage and Tourism Manager  
Tracey Vasquez, HR Manager  
Michael Tuley, Director of Public Works  
Sarah Friberg, Court Administrator  
Paige Saenz, City Attorney  
Pauline Gray, P.E. City Engineer

**SPECIAL SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Harvey at 7:02 p.m. on Wednesday, February 23, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

Mayor Harvey led the Pledge of Allegiance.

## PROCLAMATIONS.

### A. Declaring the month of February, as “*Career and Technical Education Month*”

Mayor Harvey read and presented proclamation to Erica Hill, Director of College & Career Readiness with Manor ISD.

## PUBLIC COMMENTS

Shanetra Fowler from Manor, Texas spoke in regards of the New Tech High School Championship game. She stated her son is part of the team and their next game would be a few hours away. She is requesting the City’s and Manor ISD support to help organize a sendoff on Friday, February 25<sup>th</sup> at 1:30 p.m.

Naomi Edwards from Manor, Texas spoke in regards of New Tech High School Championship game. She’s also a proud parent and asked for the community’s support for the team to be sendoff and also asked for a Charter Bus and/or fan bus to support the team.

No one else appeared at this time.

## PUBLIC HEARINGS

### 1. Conduct a public hearing regarding amending the Community Impact Fees for Water and Wastewater.

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the public hearing.

City Engineer Gray discussed the Community Impact Fees for Water and Wastewater.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to close the Public Hearing.

The discussion was held regarding clarification on fees not affecting residents.

There was no further discussion.

**Motion to close carried 6-0**

## CONSENT AGENDA

### 2. Consideration, discussion, and possible action on the acceptance of the January 2022 Departmental Reports.

- **Police – Ryan Phipps, Chief of Police**
- **Development Services – Scott Dunlop, Development Services Director**
- **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Michael Tuley, Director of Public Works**
- **Finance – Lydia Collins, Director of Finance**
- **Human Resources – Tracey Vasquez, HR Manager**

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Harvey stated that Items Nos 10 and 11 would be conducted after Executive Session.

Council Member Wallace advised she would be abstaining from discussion and consideration of the following item, as she is part of the Leadership Manor Class. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

Council Member Wallace removed herself from the dais.

**REGULAR AGENDA**

**3. Consideration, discussion, and possible action on Hotel Occupancy Tax Funds for the Sesquicentennial Leadership Manor Class project.**

The city staff recommended that the City Council approve the amount of up to \$100,000 from the Hotel Occupancy Tax Funds to be used for the City of Manor's Mobile Visitor Center.

At that the direction of Heritage and Tourism Manager Charbonneau the Leadership Manor Class introduced themselves.

Heritage and Tourism Manager Charbonneau discussed the team's proposed project.

Brandon Drayden spoke on behalf of the Sesquicentennial Leadership Manor class and presented the attached PowerPoint presentation.

Discussion was held regarding the importance of a visitor's center for the City of Manor.

Discussion was held regarding the H.O.T. Funds Criteria for the Manor Mobile Center.

Discussion was held regarding staffing and sustainability and maintenance for the mobile visitor center.

Discussion was held regarding who would be oversee the mobile center.

Discussion was held regarding how the mobile center would provide input regarding visitors from other parts of the region.

Discussion was held regarding volunteer opportunities.

Discussion was held regarding reaching out to other cities on how their mobile visitor center are being promoted and used.

Mayor Harvey is requesting additional information for the overage cost of the mobile center. He is in support of the project but is requesting an estimate amount of the total cost for budget purposes.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, to table item until further information is provided regarding estimate amount of total cost.

Council Member Amezcua expressed her support for the project and thanked the team for providing all the information but is in support that additional information is needed.

Mayor Harvey clarified that additional information was being requested for cost analysis purposes.

There was no further discussion.

**Motion to table carried 4-1 (Mayor Pro Tem Hill voted against)**

Council Member Wallace returned to the dais.

**4. Consideration, discussion, and possible action on a 4.8% modification of rate for solid waste hauling and disposal services per the terms of the agreement with Waste Connections.**

The city staff recommended that the City Council approve the modification of rate requested at 4.8% to take effect on April 1, 2022.

Director of Finance Collins discussed the proposed modification of rate for solid waste hauling and disposal services.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Hill, to approve the modification for rate requested at 4.8% to take effect on April 1, 2022.

There was no further discussion.

**Motion to approve carried 6-0**

**5. Consideration, discussion, and possible action on an ordinance amending the City of Manor's Impact Fee Ordinance.**

The city staff recommended that the City Council approve Ordinance No. 639; Amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents.

Ordinance No. 639: An Ordinance of the City of Manor, Texas, Amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents; Providing Severability, Open Meeting and Effective Date Provisions; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace, to approve Ordinance No. 639; Amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents.

There was no further discussion.

**Motion to approve carried 6-0**

**6. Consideration, discussion, and possible action on a Purchase Contract with Catholic Diocese of Austin for the benefit of St. Joseph Catholic Church for a water and wastewater utility easement with temporary construction easement; and a release of easement for an existing 15' wastewater easement.**

The city staff recommended that the City Council approve the Purchase Contract with Catholic Diocese of Austin for the benefit of St. Joseph Catholic Church for a water and wastewater utility easement with temporary construction easement; and a release of easement for an existing 15' wastewater easement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve the Purchase Contract with Catholic Diocese of Austin for the benefit of St. Joseph Catholic Church for a water and wastewater utility easement with temporary construction easement; and a release of easement for an existing 15' wastewater easement.

There was no further discussion.

**Motion to approve carried 6-0**

**7. Consideration, discussion, and possible action on a utility easement with temporary construction easement from Geraldine Timmermann.**

The city staff recommended that the City Council approve the easement with temporary construction easement from Geraldine Timmermann.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Wallace, to approve the easement with temporary construction easement from Geraldine Timmermann.

There was no further discussion.

**Motion to approve carried 6-0**

At the direction of Interim City Manager Dunlop, Item Nos 8 and 9 were conducted in one motion.

**8. Consideration, discussion, and possible action on the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Manor ISD K-8 Campus Project.**

The city staff recommended that the City Council approve the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Manor ISD K-8 Campus Project and authorize the Interim City Manager to execute the agreement.

**9. Consideration, discussion, and possible action on the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Butler Family Partnership Project.**

The city staff recommended that the City Council approve the Deposit Agreement for the Proposed Water Service Transfer for the Butler Family Partnership Project and authorize the Interim City Manager to execute the agreement.

Interim City Manager Dunlop discussed both deposit agreements for Manor ISD K-8 Campus Project and Butler Family Partnership Project regarding the proposed Water Service Transfers.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno to approve the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Manor ISD K-8 Campus Project and authorize the Interim City Manager to execute the agreement; and approve the Deposit Agreement for the Proposed Water Service Transfer for the Butler Family Partnership Project and authorize the Interim City Manager to execute the agreement.

There was no further discussion.

**Motion to approve carried 6-0**

**12. Consideration, discussion, and possible action on a tree mitigation fee-in-lieu for Manor Independent School District for 957 caliper inches and located at the proposed K-8 Campus near N. FM 973 and Shadowglen Trace, Manor, TX.**

The city staff recommended that the City Council approve on a tree mitigation fee-in-lieu for Manor Independent School District for 957 caliper inches and located at the proposed K-8 Campus near N. FM 973 and Shadowglen Trace, Manor, TX.

Olivia P.H. Perez with Coleman & Associates, 9890 Wilver Mountain, Austin, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to ask any questions posed by the City Council.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Weir to approve on a tree mitigation fee-in-lieu for Manor Independent School District for 957 caliper inches and located at the proposed K-8 Campus near N. FM 973 and Shadowglen Trace, Manor, TX.

Discussion was held regarding the clarification on planted trees.

Discussion was held regarding assessment fee of \$75 per caliper inch.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Weir to approve \$75 per caliper fee.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Harvey adjourned the special session of the Manor City Council into Executive Session at 8:12 p.m. on Wednesday, February 23, 2022, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in - *Sections 551.087 and 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Lagos PID; Section 551.071, Tex. Gov't Code, and Rule 1.05, Tex. Rules of Professional Conduct, to consult with legal counsel regarding the necessity for and to authorize condemnation of a twenty (20) foot wide permanent easement and a thirty (30) foot wide temporary construction easement on land located Old Highway 20 (aka FM 973), Manor, Texas near Llano Street for construction of a portion of the 973 Waterline CIP 5-15 Project; and Section 551.071, Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct (Consultation with Attorney) to consult with legal counsel regarding Capital Metropolitan Transportation Authority at 8:12 p.m. on Wednesday, February 23, 2022.*

The Executive Session was adjourned at 9:34 p.m. on Wednesday, February 23, 2022

## OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 9:34 p.m. on Wednesday, February 23, 2022.

Mayor Harvey opened the floor for action to be taken on the items discussed in the Executive Session.

### **10. Consideration, discussion, and possible action on the request by developer to move forward with levying assessments while the bond closing is delayed for the Lagos Public Improvement District.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to authorize the assessment amount to be set at 30 cents plus an amount required to make the development whole for funding downtown drainage improvements and to include true up language based on the actual cost of the drainage improvements before bond issuance and authorize legal counsel to draft agreements to document the developer's obligations.

There was no further discussion.

**Motion to approve carried 6-0**

### **11. Consideration, discussion, and possible action on a Resolution authorizing and directing the acquisition of land required for a permanent and temporary construction easement for the City's water system known as FM973 Waterline CIP 5-15; ratification of prior offers and actions to obtain such land; and stating intent to exercise the power of eminent domain if necessary to acquire the land.**

The city staff recommended that the City Council approve Resolution No. 2022-04 authorizing and directing the acquisition of land required for a permanent and temporary construction easement for the City's water system known as FM973 Waterline CIP 5-15; ratification of prior offers and actions to obtain such land; and stating intent to exercise the power of eminent domain if necessary to acquire the land.

Resolution No. 2022-04: A Resolution Authorizing and Directing the Acquisition of Land Required for a Permanent and Temporary Construction Easement for the City's Water System Known as Fm 973 Waterline Cip-5-15; Ratification of Prior Offers and Actions to Obtain Such Land; and Stating Intent to Exercise the Power of Eminent Domain if Necessary to Acquire the Land.



**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Hill to approve Resolution No. 2022-04 authorizing and directing the acquisition of land required for a permanent and temporary construction easement for the City's water system known as FM973 Waterline CIP 5-15; ratification of prior offers and actions to obtain such land; and stating intent to exercise the power of eminent domain if necessary to acquire the land.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 9:38 p.m. on Wednesday, February 23, 2022.

These minutes approved by the Manor City Council on the 1<sup>st</sup> day of March 2022. *(Audio recording archived)*

**APPROVED:**

\_\_\_\_\_  
Dr. Christopher Harvey  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary

# Leadership Manor #2- Sesquicentennial Class

Project Presentation  
Manor Mobile Visitor Center

CITY OF MANOR



150<sup>TH</sup>

*Anniversary*



# Leadership Manor 2021-2022 Class Members

Lluvia Almaraz  
Anthony Butler  
Brandon Drayden  
Neal Edwards  
Bobby Orr  
Gloria Rock  
Sonia Wallace



# Why a Mobile Visitor Center for the City of Manor & Who is it for?

Reasons Manor should invest in a Mobile Visitor Center

## City of Manor

- More effectively market the city's attractions and hotels at festivals, conferences, trade functions, and similar events around the region ("Heads in Beds")

## Local Businesses

- Increase the visibility of the City of Manor & its businesses to tourists and residents
- Possible sponsorship & marketing opportunities

## Current Residents

- Raise community awareness of the City of Manor & activities the city is involved

## Tourists & Potential Residents

- Serves as a mobile contact station at outreach and community engagement events

# How would the Manor Mobile Visitor Center be Advertised?

- The Mobile Visitor Center would be marketed in all of City of Manor event advertising. For instance, we would announce an event and tell our guests that they can pick up more information on the event and Manor from the mobile visitor center.
- For this year, Texas Highways, Austin Monthly, TourTexas.com, TexasHighways.com, local and television advertising.
- Also, it would be mentioned in all of the City's promotional materials.
  - Social Media
  - Local Newspaper
  - City's Website

# Does the Manor Mobile Visitor Center meet criteria for H.O.T Funds?

✓ Criteria #1: First, every expenditure must DIRECTLY enhance and promote tourism AND the convention and hotel industry.

Criteria #2: Every expenditure of the hotel occupancy tax must clearly fit into one of nine statutorily provided categories for expenditure of local hotel occupancy tax revenues.

✓ 1) Funding the establishment, improvement, or maintenance of a convention center or visitor information center  
2) Paying the administrative costs for facilitating convention registration.

✓ 3) Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the city or its vicinity.

4) Expenditures that promote the arts.

5) Funding historical restoration or preservation programs.

6) Funding certain expenses, including promotional expenses, directly related to a sporting event within counties with a population of under 1 million.

7) Funding the enhancement or upgrading of existing sports facilities or sports fields for certain municipalities.

8) Funding transportation systems for tourists

✓ 9) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.