



**CITY COUNCIL  
CALLED SPECIAL MEETING MINUTES  
FEBRUARY 24, 2021  
Via Telephone/Video Conference  
(Zoom Meeting)**

The meeting was live streamed on Manor Facebook Live beginning at 7:00 p.m.  
<https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council special meeting scheduled for Wednesday, February 24<sup>th</sup>, was only open to the public via remote access.*

The following instructions were provided to the general public.

***Instructions for Public Speaking:***

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

***Upon receiving instructions to join zoom meeting the following rules will apply:***

- All speakers must address their comments to the Mayor rather than to individual Council Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

Mayor Wallace advised that all votes would be conducted by a Roll Call Vote, meaning each City Council Member would be called on separately to cast their vote.

**PRESENT VIA ZOOM:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

Dr. Christopher Harvey, Mayor Pro Tem, Place 3  
Emily Hill, Place 1  
Anne Weir, Place 2  
Sonia Wallace, Place 4  
Deja Hill, Place 5  
Gene Kruppa, Place 6

**CITY STAFF:**

Lydia Collins, Acting City Manager/Director of Finance  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Assistant Development Services Director  
Ryan Phipps, Chief of Police  
Tracey Vasquez, HR Manager  
Debbie Charbonneau, Heritage and Tourism Manager  
Michael Tuley, Director of Public Works  
Heath Ferguson, IT Manager  
Samuel D. Kiger, P.E., City Engineer

**SPECIAL SESSION – 7:00 P.M.**

With a quorum of the Council Members present via video/telephone conference, the special session of the Manor City Council was called to order by Mayor Wallace at 7:00 p.m. on Wednesday, February 24, 2021.

**PLEDGE OF ALLEGIANCE**

At the direction of Mayor Wallace, Chief Phipps led the Pledge of Allegiance.

**PUBLIC COMMENTS**

HR Manager Vasquez invited everyone to the Free PPE Event scheduled for Saturday, February 27, 2021, from 10:00 a.m. – 2:00 p.m. at Manor City Hall.

Mayor Wallace thanked City Hall staff and Mayor Pro Tem Harvey for the support and the hard work that was done during the winter storm.

There were no other public comments received prior to the meeting.

## REPORTS

*Reports about items of community interest on which no action was taken.*

### A. Capital Improvements Committee

At the direction of Mayor Wallace, Mayor Pro Tem Harvey discussed the Capital Improvements Projects for the City and possibility of a Capital Improvements Committee.

The discussion was held regarding Transportation meetings with CapMetro.

The discussion was held regarding streets/roads projects for the city.

The discussion was held regarding an assessment process for the city regarding transportation and street/road construction projects.

## PUBLIC HEARINGS

### 1. Conduct a public hearing upon a rezoning request for 10.01 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, Travis County Texas, and being located at 14719 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).

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

Mayor Wallace opened the public hearing.

Assistant Development Services Director Dunlop discussed the proposed rezoning request.

The discussion was held regarding clarification on the size of acreage.

The discussion was held regarding the site development plans.

The discussion was held regarding sale tax regulations for the development.

The discussion was held regarding job opportunities for citizens of Manor.

The discussion was held regarding the relocation of the business from Austin, Texas.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 7-0**

2. **Public Hearing**: Conduct a public hearing upon a rezoning request for 8.93 acres, more or less, out of the A.C. Caldwell Survey, Travis County Texas, and being located at 13300 US Hwy 290 E, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

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

Mayor Wallace opened the public hearing.

Assistant Development Services Director Dunlop discussed the proposed rezoning request.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Mayor Pro Tem Harvey, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 7-0**

#### CONSENT AGENDA

3. **Consideration, discussion, and possible action to approve the City Council Minutes of February 3, 2021, Regular Meeting.**
4. **Consideration, discussion, and possible action on the acceptance of the January 2021 Departmental Reports.**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Asst. Dev. 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**
5. **Second and Final Reading**: Consideration, discussion, and possible action on an ordinance annexing 52.019 acres, more or less, adjacent and contiguous to the city limits and being located at 14704 US Hwy 290 E, Manor, TX.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Mayor Pro Tem Harvey, to approve and adopt all items on the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

At the Direction of Mayor Wallace, Item No. 6 and Item No. 7 were presented together and approved in one motion.

At the Direction of Mayor Wallace, Item No. 9 was pulled, and no action was taken.

## REGULAR AGENDA

6. **First Reading: Consideration, discussion, and possible action on an ordinance rezoning 10.01 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, Travis County Texas, and being located at 14719 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).**

The City staff recommended that the City Council approve the first reading of an ordinance rezoning 10.01 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, Travis County Texas, and being located at 14719 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).

Assistant Development Services Director Dunlop was available to address any questions posed by the City Council.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land from Agricultural (A) to Heavy Commercial (C-3); Making Findings of Fact; and Providing for Related Matters.

7. **First Reading: Consideration, discussion, and possible action on an ordinance rezoning 8.93 acres, more or less, out of the A.C. Caldwell Survey, Travis County Texas, and being located at 13300 US Hwy 290 E, Manor, TX from Agricultural (A) to Medium Commercial (C-2).**

The City staff recommended that the City Council approve the first reading of an ordinance rezoning 8.93 acres, more or less, out of the A.C. Caldwell Survey, Travis County Texas, and being located at 13300 US Hwy 290 E, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

Assistant Development Services Director Dunlop was available to address any questions posed by the City Council.

Ordinance: An ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land from Agricultural (A) to Medium Commercial (C-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to approve the first reading of an ordinance rezoning 10.01 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, Travis County Texas, and being located at 14719 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3); and approve the first reading of an ordinance rezoning 8.93 acres, more or less, out of the A.C. Caldwell Survey, Travis County Texas, and being located at 13300 US Hwy 290 E, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

There was no further discussion.

**Motion to approve carried 7-0**

**8. Consideration, discussion, and possible action on an award of a Construction Contract for the 2020 Wastewater Collection System Improvements to Guerra Underground, LLC in the amount of \$418,097.**

The City staff recommended that the City Council approve and award a Construction Contract for the 2020 Wastewater Collection System Improvements to Guerra Underground, LLC in the amount of \$418,097.

City Engineer Kiger discussed the proposed award of a construction contract for the 2020 Wastewater Collections System Improvements.

The discussion was held regarding the size of water lines for the development.

The discussion was held regarding the clarification on the manhole fees if necessary.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve and award a Construction Contract for the 2020 Wastewater Collection System Improvements to Guerra Underground, LLC in the amount of \$418,097.

There was no further discussion.

**Motion to approve carried 7-0**

**10. Consideration, discussion, and possible action to approve the Purchase Contract with Krantz Properties, LLC for a wastewater easement with temporary construction easement.**

The City staff recommended that the City Council approve the purchase contract with Krantz Properties, LLC for a wastewater easement with temporary construction easement.

City Engineer Kiger discussed the proposed purchase contract.

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve the purchase contract with Krantz Properties, LLC for a wastewater easement with temporary construction easement.

There was no further discussion.

**Motion to approve carried 7-0**

**11. Consideration, discussion, and possible action on a Development Agreement for the Palomino Development.**

The City staff recommended that the City Council approve a Development Agreement for the Palomino Development.

Assistant Development Services Director Dunlop discussed the proposed development agreement.

The discussion was held regarding the specifications of the street size.

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Kruppa, to approve a Development Agreement for the Palomino Development.

There was no further discussion.

**Motion to approve carried 7-0**

**12. Consideration, discussion, and possible action on an award of a Professional Services Contract for the 2050 Comprehensive Plan to Freese and Nichols, Inc. in the amount of \$319,168.00.**

The City staff recommended that the City Council approve a Professional Services Contract for the 2050 Comprehensive Plan to Freese and Nichols, Inc. in the amount of \$319,168.00

Assistant Development Services Director Dunlop discussed the proposed contract for the 2050 Comprehensive Plan.

Chance Sparks, Freese and Nichols, Inc., 1251 Sadler Drive, Suite 1150, San Marcos, Texas, submitted a card in support of this item.

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Weir, to approve a Professional Services Contract for the 2050 Comprehensive Plan to Freese and Nichols, Inc. in the amount of \$319,168.00.

Mayor Pro Tem Harvey gave a brief discussion on how the RFP Committee did the scoring of all proposals submitted.

Mr. Sparks with Freese and Nichols, Inc. discussed the timeline for the kick-off meetings with the community. He discussed different options that would be used for community engagement participation.

The discussion was held regarding a potential Advisory Committee to gather information.

Mr. Sparks gave a brief overview of the process that would be completed within fifteen (15) months. He briefly discussed the different type of tools that would be used for public engagement. He gave a summary of the implementation of the comprehensive plan for the city.

The discussion was held regarding additional services that would be provided by the consultant if requested by the city.

There was no further discussion.

**Motion to approve carried 7-0**

**13. Tabled Item: Consideration, discussion, and possible action on City Council Committees Meetings.**

Mayor Wallace recommended that the City Council approve the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday's (9-5pm) as Council Days to hold committees, workshops, etc., as approved and/or needed by the Mayor and City Manager before presenting alternative dates to Council for approval.

The discussion was held regarding the clarification of set dates for committee meetings.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Hill, to approve the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday's (9-5pm) as Council Days to hold committees, workshops, etc., as approved and/or needed by the Mayor and City Manager before presenting alternative dates to Council for approval.

There was no further discussion.

**Motion to approve carried 7-0**

**ADJOURNMENT**

The Called Special Meeting of the Manor City Council Adjourned at 8:19 p.m. on Wednesday, February 24, 2021.



These minutes approved by the Manor City Council on the 3<sup>rd</sup> day of March 2021.

**APPROVED:**

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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes