



**CITY COUNCIL
REGULAR SESSION MINUTES
APRIL 3, 2024**

This meeting was live-streamed on Manor's YouTube Channel
<https://www.youtube.com/@cityofmanorsocial/streams>

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
Deja Hill, Place 6 (Absent)

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Development Services Director
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Tracey Vasquez, HR Director
Yalondra Valderrama Santana, Heritage & Tourism Manager
Paige Saenz, City Attorney
Frank Phelan, City Engineer
Gregory Miller, Bond Counsel
Christina Lane, Finance Consultant

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:02 p.m. on Wednesday, April 3, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Mayor Harvey gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PROCLAMATIONS

A. Declaring Monday, April 22, 2024, as "Earth Day"

Mayor Harvey read and presented the Earth Day Proclamation to the Park Committee and the Public Tree Advisory Board.

EVENTS/ANNOUNCEMENTS

A. Community Shred Day Event, April 13, 2024, at Manor City Hall

City Secretary Almaraz invited the community to attend the free Shred Day event being held on April 13th at Manor City Hall.

B. Keep Manor Beautiful Downtown Cleanup, April 20, 2024

Development Services Director Dunlop invited the community to attend the KMB's Downtown Cleanup event being held on April 20th.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns, and requested for an item to be added to the next council agenda regarding the Harriet Tubman Mural. He also discussed his opposition to Agenda Item Nos 4 and 5.

Sam Samaripa with Manor Education Foundation submitted a speaker card and invited the community to attend the Manor Mobile Resource Fair event being held on Saturday, April 13, 2024, at Manor Lions Club from 10am-1pm.

Debbie Young, 11712 Pillon Pl., Manor, Texas, submitted a speaker card and spoke regarding a metal detecting policy she had found by doing her search and stated she had forwarded it to staff for review. She also addressed the city's concerns regarding the reasons why the city did not allow the public to conduct metal detection. She requested for the council to consider her request to allow metal detection in city parks.

No one else appeared at this time.

CONSENT AGENDA

1. **Consideration, discussion, and possible action to approve the City Council Minutes of the March 20, 2024, Regular Meeting.**
2. **Consideration, discussion, and possible action on a Purchase Agreement with Cube HHF Limited Partnership for a waterline easement and temporary construction easement for Parcel No. 5.**
3. **Consideration, discussion, and possible action on a Purchase Agreement with Tuan V. Nguyen and Nhieu T. Nguyen for a wastewater easement and temporary construction easement for Parcel No. 1.**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to accept and approve the Consent Agenda.

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

4. **First Reading: Consideration, discussion, and possible action on a Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, Texas. *Applicant: Retail Connections; Owner: Retail Connections***

The city staff recommended that the City Council approve the first reading of a Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, Texas.

Development Services Director Dunlop discussed the proposed request.

Economic Development Director Jones confirmed that the developer was aware of the request for a specific use permit for medical offices and had approved it.

A discussion was held regarding the P&Z Commission recommendation to reduce the sq. ft. to 10,000.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve the first reading of a Specific Use Permit for Medical Offices in Manor Crossing allowing 10,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, Texas.

Mayor Harvey asked the council if they would consider reducing the sq. ft to 7500 to be able to acquire sales taxes with retail vendors as it was agreed in the approved development agreement.

MOTION: Upon an amendment motion made by Council Member Weir and seconded by Council Member Wallace to approve the first reading of a Specific Use Permit for Medical Offices in Manor Crossing allowing 7500 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, Texas.

There was no further discussion.

Motion to approve carried 6-0

5. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance amending Ordinance 698 to modify the Planned Unit Development (PUD) Site Plan for the New Haven Final Planned Unit Development rezoning from Planned Unit Development to Planned Unit Development and being located near the corner of Gregg Ln and FM 973, Manor, Texas. *Applicant: Quiddity Engineering; Owner: Gregg Lane Dev., LLC*

The city staff recommended that the City Council approve the second reading of ordinance no. 737 amending Ordinance 698 to modify the Planned Unit Development (PUD) Site Plan.

Development Services Director Dunlop discussed the proposed rezoning request.

Brad Carabajal with Quiddity Engineering submitted a speaker card; however, he did not wish to speak but was available to address any questions posed by the City Council.

Ordinance No. 737: An Ordinance of the City of Manor, Texas, Amending Ordinance 698 to Modify the Planned Unit Development Site Plan for the New Haven Final Planned Unit Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the second reading of ordinance no. 737 amending Ordinance 698 to modify the Planned Unit Development (PUD) Site Plan for the New Haven Final Planned Unit Development rezoning from Planned Unit Development to Planned Unit Development and being located near the corner of Gregg Ln and FM 973, Manor, Texas with the additions of parallel parking spaces adjacent to the Nature Preserve and trail areas and pedestrian safety measures at the intersection of the Primary Collector and 70'ROW.

There was no further discussion.

Motion to approve carried 6-0

6. Consideration, discussion, and possible action on a Development Agreement establishing development standards for Exxon Price Sign.

The city staff recommended that the City Council approve a development agreement establishing development standards for Exxon Price Sign and authorize the City Manager to execute the agreement.

Development Services Director Dunlop discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve a development agreement establishing development standards for Exxon Price Sign and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 6-0

7. Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas amending Manor Code of Ordinances Chapter 13 Utilities by amending the chapter title, amending definitions, declaring stormwater drainage to be a public utility, establishing a municipal stormwater utility system, providing for the establishment and calculations of stormwater drainage utility charges and credits, providing for penalties and appeals, providing a severability clause, providing savings, effective date, and open meetings clauses, and providing for related matters.

The city staff recommended that the City Council discuss and provide direction to city staff regarding the proposed Stormwater Drainage Utility Ordinance.

Development Services Director Dunlop discussed the proposed stormwater utility fees amended ordinance.

A discussion was held regarding the properties that would be exempt from fees.

A discussion was held regarding the publication requirements for the notice.

A discussion was held regarding the creation of the new revenue dedicated to the city's stormwater system.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno to approve the publication of the notice to be published on April 12th, April 19th, and April 26th in the Manor Journal and for the ordinance to be presented to the City Council for approval on May 15th with exemptions as presented.

There was no further discussion.

Motion to approve carried 6-0

8. Consideration, discussion, and possible action on a Resolution accepting the petition for voluntary annexation of 1.273 acres, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, providing for open meeting, and other related matters.

The city staff recommended that the City Council approve Resolution No. 2024-08 accepting the petition for voluntary annexation of 1.273 acres, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, providing for open meeting, and other related matters.

Development Services Director Dunlop discussed the proposed petition.

Resolution No. 2024-08 A Resolution of the City of Manor, Texas, Accepting the Petition for Annexation of 1.273 Acres of Land, More or Less; Being Located in Travis County, Texas, and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Resolution No. 2024-08 accepting the petition for voluntary annexation of 1.273 acres, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, providing for open meeting, and other related matters.

There was no further discussion.

Motion to approve carried 6-0

9. Consideration, discussion, and possible action on an Assignment of Easement Rights with the Texas Department of Transportation for a drainage easement.

The city staff recommended that the City Council approve an Assignment of Easement Rights between the City of Manor and the Texas Department of Transportation, on behalf of the State of Texas.

Development Services Director Dunlop discussed the proposed drainage easement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve an Assignment of Easement Rights between the City of Manor and the Texas Department of Transportation, on behalf of the State of Texas.

There was no further discussion.

Motion to approve carried 6-0

10. Consideration, discussion, and possible action on reimbursement of project management fees and services for the Bell Farms and Carriage Hills Lift Station.

The city staff recommended that the City Council accept the reimbursement of project management fees and services for the Bell Farms and Carriage Hills Lift Station from George Butler Associates, Inc. in the amount of \$173,513.90.

City Engineer Phelan discussed the overbilling that occur regarding the management fees and services for the Bell Farms and Carriage Hills Lift Station.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to accept the reimbursement of project management fees and services for the Bell Farms and Carriage Hills Lift Station from George Butler Associates, Inc. in the amount of \$173,513.90.

There was no further discussion.

Motion to approve carried 6-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 7:51 p.m. on Wednesday, April 3, 2024, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.074 Personnel Matters to discuss duties of the City Manager; Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen PID; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding ShadowGlen development; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation related to daycares; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Mustang Valley PID; and Sections 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Dalfen annexation .at 7:51 p.m. on Wednesday, April 3, 2024.*

The Executive Session was adjourned at 9:26 p.m. on Wednesday, April 3, 2024.

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 the Closed Executive Session at 9:26 p.m. on Wednesday, April 3, 2024.

11. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas approving and authorizing the Mustang Valley Public Improvement District Reimbursement Agreement.

The city staff recommended that the City Council approve Resolution No. 2024-07 authorizing the Mustang Valley Public Improvement District Reimbursement Agreement.

Resolution No. 2024-07: A Resolution of the City of Manor, Texas Approving and Authorizing the Mustang Valley Public Improvement District Reimbursement Agreement.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve a resolution approving the Mustang Valley Public Improvement District Reimbursement Agreement and authorize the mayor to sign the final form approved by the city attorney.

There was no further discussion.

Motion to approve carried 6-0

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 9:27 p.m. on Wednesday, April 3, 2024.

These minutes were approved by the Manor City Council on April 17, 2024.

APPROVED:

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary