



**CITY COUNCIL  
REGULAR SESSION MINUTES  
AUGUST 18, 2021**

**PRESENT:**

Dr. Larry Wallace Jr., Mayor (Absent)

**COUNCIL MEMBERS:**

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

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Denver Collins, Captain  
Scott Dunlop, Development Services Director  
Tracey Vasquez, HR Manager  
Debbie Charbonneau, Heritage and Tourism Manager  
Michael Tuley, Director of Public Works  
Sarah Friberg, Court Administrator  
Paige Saenz, City Attorney

**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 Pro Tem Harvey at 7:05 p.m. on Wednesday, August 18, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Harvey led the Pledge of Allegiance.

## PRESENTATIONS

### A. Recognition of outgoing City Manager Thomas Bolt, presented by Mayor Wallace.

HR Manager Vasquez read a declaration in recognition on City Manager's retirement.

City Manager Bolt thanked everyone and City Council for their support throughout his years of service.

Council Member Kruppa thanked City Manager Bolt for his service to the city and the community and wished him well on his retirement.

Council Member Deja Hill thanked City Manager Bolt for his guidance and for his commitment to serve the City of Manor.

Council Member Wallace thanked City Manager Bolt for his kindness.

Council Member Emily Hill thanked City Manager Bolt for his professionalism and for his care to the community.

Mayor Pro Tem Harvey thanked City Manager Bolt for being a champion to the City of Manor and presented a plaque of recognition.

## PUBLIC COMMENTS

No one appeared at this time.

## REPORTS

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

### A. 2050 Comprehensive Plan

Chance Sparks with Freese and Nichols presented and discussed the attached PowerPoint Presentation on the Manor Comprehensive Plan. Mr. Sparks gave an overview of the Community Survey #1.

The discussion was held regarding senior housing and affordability.

There was no further discussion.

At the direction of Mayor Pro Tem Harvey, Mayor Wallace was connected via telephone to thanked City Manager Bolt for his dedication and service to the city. Mayor Wallace also expresses his gratitude for his mentorship and support while in office. Mayor Wallace read and presented the Mayors Impact Award to City Manager Bolt.

## PUBLIC HEARINGS

1. **Public Hearing:** Conduct a public hearing on an ordinance rezoning 1.103 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Johnson Road, Manor, TX from Two-Family (TF) to Medium Commercial (C-2). *Applicant: BGE, Inc. Owner: DR Horton*

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

Mayor Pro Tem Harvey opened the public hearing.

Development Services Director Dunlop discussed the rezoning request.

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

There was no further discussion.

**Motion to close carried 5-0**

2. **Public Hearing:** Conduct a public hearing on an ordinance rezoning 39.995 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX from Light Industrial (IN-1) to Institutional Large (I-2). *Applicant: ADM Group Owner: Manor Independent School District*

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

Mayor Pro Tem Harvey opened the public hearing.

Development Services Director Dunlop discussed the rezoning request.

TJ Sanders, ADM Group Inc., 100 Congress Ave., Suite 2000 Austin, TX 78701, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any question posed by the City Council.

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

There was no further discussion.

**Motion to close carried 5-0**

3. **Public Hearing:** Conduct a public hearing on an ordinance rezoning 75.37 acres, more or less, out of the Sumner Bacon Survey No. 62, and being located at 14832 N. FM 973, Manor, TX from Agricultural (A) to Institutional Large (I-2). Applicant: Claycomb Associates Owner: Manor Independent School District

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

Mayor Pro Tem Harvey opened the public hearing.

Development Services Director Dunlop discussed the rezoning request.

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

There was no further discussion.

**Motion to close carried 5-0**

4. **Public Hearing:** Conduct a public hearing on an ordinance rezoning 1.004 acres, more or less, Lot 2A, Block 1, Knoll-Lundgren Acres Lot 2 Revised Plat, and being located at 14409 N. FM 973, Manor, TX from Medium Commercial (C-2) to Heavy Commercial (C-3). Applicant: CLGann, LC Owner: LEKCAM Communications, LLC

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

Mayor Pro Tem Harvey opened the public hearing.

Development Services Director Dunlop stated that the applicant had submitted a withdrawal on this request.

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

There was no further discussion.

**Motion to close carried 5-0**

## CONSENT AGENDA

5. Consideration, discussion, and possible action to approve the City Council Minutes of the August 11, 2021, City Council Called Special Session.

**6. Consideration, discussion, and possible action on the acceptance of the July 2021 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**
- **IT – Heath Ferguson, IT Manager**

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve the Consent Agenda with the Police Department Report revisions.

There was no further discussion.

**Motion to approve carried 5-0**

**REGULAR AGENDA**

**7. First Reading: Consideration, discussion, and possible action on an ordinance rezoning 1.103 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Johnson Road, Manor, TX from Two-Family (TF) to Medium Commercial (C-2). Applicant: BGE, Inc. Owner: DR Horton**

The city staff recommended that the City Council approve a first reading of an ordinance rezoning 1.103 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Johnson Road, Manor, TX from Two-Family (TF) to Medium Commercial (C-2).

The discussion was held regarding the development of sidewalks and stop lights.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve the first reading of an ordinance rezoning 1.103 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Johnson Road, Manor, TX from Two-Family (TF) to Medium Commercial (C-2).

There was no further discussion.

**Motion to approve carried 5-0**

8. **First Reading: Consideration, discussion, and possible action on an ordinance rezoning 39.995 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX from Light Industrial (IN-1) to Institutional Large (I-2).** *Applicant: ADM Group Owner: Manor Independent School District*

The city staff recommended that the City Council approve a first reading of an ordinance rezoning 39.995 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX from Light Industrial (IN-1) to Institutional Large (I-2).

TJ Sanders, ADM Group Inc., 100 Congress Ave., Suite 2000 Austin, TX 78701, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any question posed by the City Council.

- MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve a first reading of an ordinance rezoning 39.995 acres, more or less, out of the Greenbury Gates Survey No. 63 and being near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX from Light Industrial (IN-1) to Institutional Large (I-2).

There was no further discussion.

**Motion to approve carried 4-1 (Council Member Deja Hill voted against)**

9. **First Reading: Consideration, discussion, and possible action on an ordinance rezoning 75.37 acres, more or less, out of the Sumner Bacon Survey No. 62, and being located at 14832 N. FM 973, Manor, TX from Agricultural (A) to Institutional Large (I-2).** *Applicant: Claycomb Associates Owner: Manor Independent School District*

The city staff recommended that the City Council approve a first reading of an ordinance rezoning 75.37 acres, more or less, out of the Sumner Bacon Survey No. 62, and being located at 14832 N. FM 973, Manor, TX from Agricultural (A) to Institutional Large (I-2).

- MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to approve a first reading of an ordinance rezoning 75.37 acres, more or less, out of the Sumner Bacon Survey No. 62, and being located at 14832 N. FM 973, Manor, TX from Agricultural (A) to Institutional Large (I-2).

There was no further discussion.

**Motion to approve carried 5-0**

**10. Consideration, discussion, and possible action on an ordinance rezoning 1.004 acres, more or less, Lot 2A, Block 1, Knoll-Lundgren Acres Lot 2 Revised Plat, and being located at 14409 N. FM 973, Manor, TX from Medium Commercial (C-2) to Heavy Commercial (C-3). Applicant: CLGann, LC Owner: LEKCAM Communications, LLC**

The city staff recommended that the City Council accept the withdrawal request for 1.004 acres, more or less, Lot 2A, Block 1, Knoll-Lundgren Acres Lot 2 Revised Plat, and being located at 14409 N. FM 973, Manor, TX from Medium Commercial (C-2) to Heavy Commercial (C-3).

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to accept the withdrawal request for 1.004 acres, more or less, Lot 2A, Block 1, Knoll-Lundgren Acres Lot 2 Revised Plat, and being located at 14409 N. FM 973, Manor, TX from Medium Commercial (C-2) to Heavy Commercial (C-3).

There was no further discussion.

**Motion to accept carried 5-0**

**11. Consideration, discussion, and possible action on a Final Plat for the Compass Rose Subdivision, one (1) lot on 13.189 acres, more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX. Applicant: Kimley-Horn and Associates Owner: FM 973 Building Hope, LLC**

The city staff recommended that the City Council approve a Final Plat for the Compass Rose Subdivision, one (1) lot on 13.189 acres, more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

Development Services Director Dunlop discussed the proposed final plat for the Compass Rose Subdivision.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve a Final Plat for the Compass Rose Subdivision, one (1) lot on 13.189 acres, more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

There was no further discussion.

**Motion to approve carried 5-0**

**12. Consideration, discussion, and possible action on the Rose Hill Public Improvement District Amended and Restated Service and Assessment Plan.**

The city staff recommended that the City Council approve the Rose Hill Public Improvement District Amended and Restated Service and Assessment Plan.

Alison Snyder with P3Works discussed the Rose Hill PID Amended and Restated Service Plan.

The discussion was held regarding the clarification on the addition of the Definitions Section.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to approve the Rose Hill Public Improvement District Amended and Restated Service and Assessment Plan.

There was no further discussion.

**Motion to approve carried 5-0**

**13. Consideration, discussion, and possible action on the Lagos Public Improvement District 2021 Annual Service Plan Update.**

The city staff recommended that the City Council approve the Lagos Public Improvement District 2021 Annual Service Plan Update.

Alison Snyder with P3Works briefly discussed the Lagos PID 2021 Annual Service Plan Update.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve the Lagos Public Improvement District 2021 Annual Service Plan Update.

There was no further discussion.

**Motion to approve carried 5-0**

**14. Consideration, discussion, and possible action on a purchase of a restroom building from CorWorth BuyBoard contract#592-19 and the site preparation fee in the amount of \$30,000.**

The city staff recommended that the City Council approve the purchase of the CorWorth restroom building and the site preparation fee in the amount of \$30,000.

Director of Finance Collins discussed the proposed purchase of a restroom building for Timmermann Park.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve the purchase of the CorWorth restroom building and the site preparation fee in the amount of \$30,000 and for the Model to be picked on a later date.



The discussion was held regarding the clarification on the different models that were being presented.

Director of Finance Director stated that staff was recommending the purchase of Model B212 for the amount of \$137, 836.00 due to the additional features that were being provided.

The discussion was held regarding ADA compliance requirements for the facility.

The discussion was held regarding the clarification on no's of stalls and size of restrooms.

The discussion was held regarding the clarification on the preparation fees.

Council Member Kruppa amended his motion.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve the purchase of the CorWorth restroom building Model B212 for the amount of \$137, 836.00 and the site preparation fee in the amount of \$30,000.

There was no further discussion.

**Motion to approve carried 5-0**

**15. Consideration, discussion, and possible action on canceling the October 6, 2021, Regular City Council Meeting and setting a Called Special Session.**

The city staff recommended that the City Council cancel the October 6, 2021, Regular City Council Meeting and set a Called Special Session for Wednesday, October 27, 2021, at 7:00 p.m.

City Manager Bolt stated due to the TML 109<sup>th</sup> Annual Conference on October 6<sup>th</sup> and the majority of City Council was attending there would be no quorum present for the meeting. He stated there were development deadlines that had to be met before a certain time; therefore, staff was recommending a Called Special Session.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to cancel the October 6, 2021, Regular City Council Meeting and set a Called Special Session for Wednesday, October 27, 2021, at 7:00 p.m.

There was no further discussion.

**Motion to approve carried 5-0**

Mayor Pro Tem Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:42 p.m. on Wednesday, August 18, 2021, 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 - *Section 551.074 (Personnel Matters) to deliberate the employment and appointment of the City Manager; and to deliberate the appointment of an Interim City Manager* at 8:42 p.m. on Wednesday, August 18, 2021.

The Executive Session was adjourned at 9:54 p.m. on Wednesday, August 18, 2021.

## 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 9:54 p.m. on Wednesday, August 18, 2021.

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

There was no action taken.

## ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:54 p.m. on Wednesday, August 18, 2021.

These minutes approved by the Manor City Council on the 1<sup>st</sup> day of September 2021.

## APPROVED:

---

Dr. Larry Wallace Jr.  
Mayor

## ATTEST:

---

Lluvia T. Almaraz, TRMC  
City Secretary