



**CITY COUNCIL
REGULAR SESSION MINUTES
MARCH 17, 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 meeting scheduled for Wednesday, March 17th, 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 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. 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 (joined zoom meeting at 7:07 p.m.)
Deja Hill, Place 5
Gene Kruppa, Place 6 (Absent)

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Lydia Collins, Director of Finance
Debbie Charbonneau, Heritage and Tourism Manager
Scott Dunlop, Assistant Development Services Director
Heath Ferguson, IT Manager
Michael Tuley, Director of Public Works
Tracey Vasquez, HR Manager
Frank T. Phelan, P.E., City Engineer
Veronica Rivera, Legal Counsel
Gregory Miller, Bond Counsel
Christina Lane, Finance Counsel

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present via video/telephone conference, the regular session of the Manor City Council was called to order by Mayor Wallace at 7:00 p.m. on Wednesday, March 17, 2021.

PLEDGE OF ALLEGIANCE

At the direction of Mayor Wallace, Assistant Development Services Director Dunlop, led the Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments received prior to the meeting.

PROCLAMATIONS

A Declaring the Month of March 2021, as “*Women’s History Month*”

Mayor Wallace read a proclamation declaring the month of March 2021, as “*Women’s History Month.*”

B. Declaring the Month of March 2021, as “*National Colorectal Cancer Awareness Month*”

Mayor Wallace read a proclamation declaring the Month of March 2021, as “*National Colorectal Cancer Awareness Month.*”

C. Declaring the Month of March 2021, as “*Youth Art Month*”

Mayor Wallace read a proclamation declaring the Month of March 2021, as “*Youth Art Month.*”

D. Declaring March 25, 2021, as “*National Medal of Honor Day*”

Mayor Wallace read a proclamation declaring March 25, 2021, as “*National Medal of Honor Day.*”

PUBLIC HEARINGS

- 1. Public Hearing: Conduct a public hearing on a Concept Plan for the Manor Wolf Subdivision, one hundred twenty-five (125) lots and being 50.34 acres, more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.**

Item pulled; no action taken.

CONSENT AGENDA

- 2. Consideration, discussion, and possible action to approve the City Council Minutes of the March 3, 2021, City Council Regular Meeting.**
- 3. Consideration, discussion, and possible action on the acceptance of the February 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**

Heritage and Tourism Manager Charbonneau discussed the Spring Fling Event.

Director of Public Works Tuley explained the bidding phase for 2020 Cap Metro Paving Improvements.

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

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

- 4. Consideration, discussion, and possible action on a Concept Plan for the Manor Wolf Subdivision, one hundred twenty-five (125) lots and being 50.34 acres, more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.**

Item pulled; no action taken.

- 5. Consideration, discussion, and possible action on a resolution approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #1 and Improvement Area #2).**

The City staff recommended that the City Council approve Resolution No. 2021-02 approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #1 and Improvement Area #2)

Talley Williams with Metcalfe Wolff Stuart & Williams LLP, 221 W. 6th Street, Suite 1300, Austin, Texas, submitted a card in support of this item and was available to answer any questions posed by City Council.

Gregory Miller with Bickerstaff Heath Delgado Acosta LLP, 3711 S. Mo-Pac, Building One, Suite 300, Austin, Texas, was available to answer any questions posed by City Council.

City Manager Bolt discussed the Manor Heights Public Improvement District Reimbursement Agreement.

The discussion was held regarding the clarification on the reimbursement amount.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Deja Hill, to approve Resolution No. 2021-02 approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #1 and Improvement Area #2).

There was no further discussion.

Motion to approve carried 6-0

6. Consideration, discussion, and possible action on a Statement of Work for George Butler Associates, Inc. for the Manor Pavement Management Program.

The City staff recommended that the City Council approve the proposed Statement of Work #3 to the existing Master Services Agreement with George Butler Associates, Inc. for the Pavement Management Program in the amount of \$130,350.00.

City Engineer Phelan discussed the Statement of Work for the Pavement Management Program.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill, to approve the proposed Statement of Work #3 to the existing Master Services Agreement with George Butler Associates, Inc. for the Pavement Management Program in the amount of \$130,350.00.

The discussion was held regarding funding for the project.

The discussion was held regarding the assessment of roads within the city limits of Manor only.

There was no further discussion.

Motion to approve carried 6-0

7. Consideration, discussion, and possible action on an ordinance amending the Code of Ordinances to formally create the Budget Committee.

The City staff recommended that the City Council approve Ordinance No. 607 to formally create the Budget Committee.

Ordinance No. 607: An Ordinance of the City of Manor, Texas, Amending the Code of Ordinances to Formally Create the Budget Committee; Providing for Members of the Committee and its Purpose; Providing for Related Matters.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Mayor Pro Tem Harvey to approve Ordinance No. 607 to formally create the Budget Committee.

There was no further discussion.

Motion to approve carried 6-0

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 7:39 p.m. on Wednesday, March 17, 2021, in accordance with the requirements of the Open Meetings Law.

Legal Counsel Rivera, Finance Counsel Lane, City Engineer Phelan, Director of Finance Collins and HR Manager Vasquez joined Executive Session via zoom.

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 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel to discuss the ShadowGlen development agreement; and Section 551.074 Personnel Matters – Discussion of City Manager’s Employment* at 7:39 p.m. on Wednesday, March 17, 2021.

The Executive Session was adjourned at 8:45 p.m. on Wednesday, March 17, 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 8:45 p.m. on Wednesday, March 17, 2021.

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

8. Postponed Item: Consideration, discussion, and possible action on an amendment to the City Manager’s Contract.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Emily Hill, to approve the amendment to the City Manager’s Contract.

There was no further discussion.

Motion to approve carried 6-0

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 8:55 p.m. on Wednesday, March 17, 2021.

These minutes approved by the Manor City Council on the 7th day of April 2021.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes