



**CITY COUNCIL
REGULAR SESSION MINUTES
JUNE 18, 2025**

**This meeting was live-streamed on Manor's Webpage.
You can access the meeting at <https://www.manortx.gov/171/Public-Meetings-Livestreams>**

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

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Belen Peña, Finance Director
Ryan Phipps, Chief of Police
Tracey Vasquez, HR Director
Michael Burrell, Development Services Director
Mathew Woodard, Public Works Director
Timothy Lackland, Public Works Supervisor
Phil Green, IT Director
Melissa Sanchez, Public Works Administrative Assistant
Veronica Rivera, Assistant 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 Harvey at 7:09 p.m. on Wednesday, June 18, 2025, 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.

EVENTS/ANNOUNCEMENTS

A. Movie Night Out, June 13 – August 8, 2025, at Timmermann Park

Melissa Sanchez with Public Works invited everyone to the Movie Night Out Events held during the summer.

B. Juneteenth Celebration, June 19, 2025, at Timmermann Park

HR Director Vasquez invited everyone to the Juneteenth Celebration on June 19, 2025, at Timmermann Park.

C. The Fourth of July Event, July 4, 2025, at Timmermann Park

Mayor Harvey invited everyone to the Juneteenth Celebration on June 19, 2025, at Timmermann Park.

PUBLIC COMMENTS

Fay Carter, residing at 18128 Topsail Dr. in Manor, Texas, submitted a speaker card to express her heartfelt message about the celebration of Juneteenth for all Americans. She passionately highlighted the importance of coming together to celebrate our shared values and foster a sense of community among all individuals.

Ira Freilich, residing at 13512 Martha Washington Place in Texas, submitted a speaker card and requested that the council consider a proclamation for the Constitution of the United States. He also provided examples from other entities that have given similar proclamations.

No one else appeared at this time.

PUBLIC HEARINGS

- 1. Conduct a public hearing on a Preliminary Plat Amendment for the Monarch Ranch Subdivision, four hundred (400) lots on 120.833 acres, more or less, and being located at the southwest corner of the intersection of Gregg Lane and FM 973, Manor, TX. Applicant: Jamison Civil Engineering LLC; Owner: Blackburn Communities LLC**

The city staff recommended that the City Council hold a public hearing.

Mayor Harvey opened the Public Hearing.

Development Services Director Burrell discussed the proposed amendment.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to close the Public Hearing.

There was no further discussion.

Motion to close carried 7-0

- 2. Conduct a public hearing on a Specific Use Permit for a Commercial gas station development to include 8 MPD's and 4 EV charging stations in the Okra Subdivision, one (1) lot on 4.111 acres, more or less, and being located at the northwest intersection of Old Manor Taylor Rd and FM 973, Manor, TX.**

Applicant: Sotol Ventures; Owner: Okra Land Inc.

The city staff recommended that the City Council hold a public hearing.

Mayor Harvey opened the Public Hearing.

Development Services Director Burrell discussed the proposed permit.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to keep the Public Hearing open until the July 16th council meeting.

There was no further discussion.

Motion for the Public Hearing to remain open carried 7-0

- 3. Conduct a public hearing on a preliminary plat amendment for Shadowglen Phase 3 Sections 3-8 being six-hundred and ninety (690) lots on 247.029 acres, more or less, and being and being generally located to the east of Fuchs Grove Rd., to the north of Rector Loop, to the west of Misty Grove Blvd., and to the south of Arnham Ln., Manor, TX.**

Applicant: KTCivil; Owner: Meritage Homes of Texas LLC

The city staff recommended that the City Council hold a public hearing.

Mayor Harvey opened the Public Hearing.

Development Services Director Burrell discussed the proposed amendment.

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

There was no further discussion.

Motion to close carried 7-0

At Mayor Harvey's direction, Item No. 7 was removed from the Consent Agenda for separate consideration.

CONSENT AGENDA

- 4. Consideration, discussion, and possible action to approve the City Council Minutes of June 4, 2025, City Council Regular Meeting.**
- 5. Consideration, discussion, and possible action on accepting the May 2025 City Council Monthly Reports.**
- 6. Consideration, discussion, and possible action on accepting the May 2025 Departmental Reports.**
 - **Finance – Belen Peña, Finance Director**
 - **Police – Ryan Phipps, Chief of Police**
 - **Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief**
 - **Economic Development – Scott Jones, Economic Development Director**
 - **Development Services – Michael Burrell, Development Services Director**
 - **Municipal Court – Sofi Duran, Court Administrator**
 - **Public Works – Matt Woodard, Director of Public Works**
 - **Human Resources – Tracey Vasquez, HR Manager**
 - **IT – Phil Green, IT Director**
 - **Administration – Lluvia T. Almaraz, City Secretary**

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the consent agenda as presented.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

- 7. Consideration, discussion, and possible action regarding a letter to support the Travis County Active Transportation Plan 2050 Project.**

The city staff recommended that the City Council approve a letter to support the Travis County Active Transportation Plan 2050 Project and authorize the City Manager to sign the letter.

City Manager Moore discussed the proposed letter of support for the Travis County Active Transportation Plan 2050 Project.

The discussion covered various aspects of the plan.

Additionally, there was a conversation about clarifying the details of the Transportation Plan and its components.

Mayor Harvey and the council expressed concerns about supporting the letter without understanding all components of the grant and whether it includes the city.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to bring the item back for discussion on July 2nd. This will allow the county to present its plan that includes Highway 290 to the council.

There was no further discussion.

Motion to approve carried 7-0

- 8. Consideration, discussion, and possible action on a Preliminary Plat Amendment for the Monarch Ranch Subdivision, four hundred (400) lots on 120.833 acres, more or less, and being located at the southwest corner of the intersection of Gregg Lane and FM 973, Manor, TX. Applicant: Jamison Civil Engineering LLC; Owner: Blackburn Communities LLC**

The city staff recommended that the City Council approve a Preliminary Plat Amendment for the Monarch Ranch Subdivision, four hundred (400) lots on 120.833 acres, more or less, and being located at the southwest corner of the intersection of Gregg Lane and FM 973, Manor, TX.

MOTION: Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve a Preliminary Plat Amendment for the Monarch Ranch Subdivision, four hundred (400) lots on 120.833 acres, more or less, and being located at the southwest corner of the intersection of Gregg Lane and FM 973, Manor, TX.

There was no further discussion.

Motion to approve carried 7-0

- 9. Consideration, discussion, and possible action on a Specific Use Permit for a Commercial gas station development to include 8 MPD's and 4 EV charging stations in the Okra Subdivision, one (1) lot on 4.111 acres, more or less, and being located at the northwest intersection of Old Manor Taylor Rd and FM 973, Manor, TX. Applicant: Sotol Ventures; Owner: Okra Land Inc.**

The city staff recommended that the City Council postpone the item until July 16, 2025 council meeting.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to postpone Item No. 9 to July 16, 2025, council meeting.

There was no further discussion.

Motion to approve carried 7-0

At Mayor Harvey's direction, Item No. 10 was pulled from the Regular Agenda and not considered.

~~10. Consideration, discussion, and possible action on a preliminary plat amendment for Shadowglen Phase 3 Sections 3-8 being six hundred and ninety (690) lots on 247.029 acres, more or less, and being and being generally located to the east of Fuchs Grove Rd., to the north of Reector Loop, to the west of Misty Grove Blvd., and to the south of Arnham Ln., Manor, TX. Applicant: KTCivil; Owner: Meritage Homes of Texas LLC~~

11. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance rezoning the Manor Heights Subdivision, being located to the northeast of the intersection of US Highway 290 and Old Kimbro Road, Manor, Texas, from Planned Unit Development (PUD) to Planned Unit Development (PUD). *Applicant: Forestar (USA) Real Estate Group; Owner: Forestar (USA) Real Estate Group*

The city staff recommended that the City Council approve the second and final reading of Ordinance No.790 amending Ordinance No. 534 and Ordinance 721 to Modify the Planned Unit Development Land Use Plan for the Manor Heights Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD) with the proper phasing depicted on the map, being located to the northeast of the intersection of US Highway 290 and Old Kimbro Road, Manor Texas.

Ordinance No. 790: An Ordinance of the City of Manor, Texas, Amending Ordinances Nos. 534 and 721 to Modify the Planned Unit Development Site Plan for the Manor Heights 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 Wallace and seconded by Council Member Amezcua to approve the second and final reading of Ordinance No.790 amending Ordinance No. 534 and Ordinance 721 to Modify the Planned Unit Development Land Use Plan for the Manor Heights Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD) with the proper phasing depicted on the map, being located to the northeast of the intersection of US Highway 290 and Old Kimbro Road, Manor Texas.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on Ordinance amending Chapter 15, Site Development, of the Code of Ordinances of the City of Manor, Texas by providing for the amendment of Off-Site Signs; and Variances; providing for severability, savings, open meetings and effective date clauses; and providing for related matters.

The city staff recommended that the City Council approve Ordinance No. 791 amending Chapter 15, Site Development, of the Code of Ordinances of the City of Manor, Texas by providing for the amendment of Off-Site Signs; and Variances; providing for severability, savings, open meetings and effective date clauses; and providing for related matters.

Ordinance No. 791: An Ordinance of the City of Manor, Texas, Amending Chapter 15, Site Development, of the Code of Ordinances of the City of Manor, Texas by Providing for the Amendment of Off-Site Signs; And Variances; Providing for Severability, Savings, Open Meetings and Effective Date Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve Ordinance No. 791 amending Chapter 15, Site Development, of the Code of Ordinances of the City of Manor, Texas by providing for the amendment of Off-Site Signs; and Variances; providing for severability, savings, open meetings and effective date clauses; and providing for related matters.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on an ordinance correcting the name of the 50-foot right-of-way on the Final Plats Village at Manor Commons Phase 2 and Village at Manor Commons Phase 3 to "Cockatoo Crossing" and providing for related matters.

The city staff recommended that the City Council approve Ordinance No. 792 correcting the name of the 50-foot right-of-way on the Final Plats Village at Manor Commons Phase 2 and Village at Manor Commons Phase 3 as "Cockatoo Crossing" and authorizing the City Manager to implement the necessary actions for signage, notification, and updates.

Ordinance No.: 792: An Ordinance of the City of Manor, Texas, Correcting the Name of a Street to Cockatoo Crossing as Shown in the Final Plats for Manor Commons Phases 2 and 3; Providing for an Effective Date; Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Ordinance No. 792 correcting the name of the 50-foot right-of-way on the Final Plats Village at Manor Commons Phase 2 and Village at Manor Commons Phase 3 as "Cockatoo Crossing" and authorizing the City Manager to implement the necessary actions for signage, notification, and updates.

There was no further discussion.

Motion to approve carried 7-0

14. Consideration, discussion, and possible action on a commercial sign variance to the city's site development code for St. David's Emergency Medical Facility.

The city staff recommended that the City Council approve a commercial sign variance to the city's site development code for St. David's Emergency Medical Facility with a reduction of the requested height to 35 feet.

April Brown with St. David's Healthcare submitted a speaker card in support of this item.

A discussion took place about the material for the sign and pole.

A discussion was held about the signage regulations for the city, and St. David's was asked to provide the specifications to the council by email.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve a commercial sign variance to the city's site development code for St. David's Emergency Medical Facility with a reduction of the requested height to 35 feet.

There was no further discussion.

Motion to approve carried 7-0

15. Consideration, discussion, and possible action on selecting an appraiser for the Lagos Public Improvement District (PID) Improvement Area No. 1.

The city staff recommended that the City Council approve the selection of Flato as the appraiser for the Lagos PID Improvement Area No. 1 and authorize the City Manager to enter and execute the engagement letter for appraisal services with Flato Realty Advisors, LLC.

Finance Director Peña discussed the proposed engagement letter for Lagos PID.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the selection of Flato as the appraiser for the Lagos PID Improvement Area No. 1 and authorize the City Manager to enter and execute the engagement letter for appraisal services with Flato Realty Advisors, LLC.

There was no further discussion.

Motion to approve carried 7-0

16. Consideration, discussion, and possible action on selecting an appraiser for the Newhaven Public Improvement District (PID).

The city staff recommended that the City Council approve the selection of Flato as the appraiser for the Newhaven PID Improvement Area No. 1 and authorize the City Manager to enter and execute the engagement letter for appraisal services with Flato Realty Advisors, LLC.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the selection of Flato as the appraiser for the Newhaven PID Improvement Area No. 1 and authorize the City Manager to enter and execute the engagement letter for appraisal services with Flato Realty Advisors, LLC.

There was no further discussion.

Motion to approve carried 7-0

17. Consideration, discussion, and possible action on a Third Amendment to the Letter of Intent for the purchase of approximately 8.43 acres of land out of an 84.30-acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County.

The city staff recommended that the City Council approve the Third Amendment to the Letter of Intent as to form for the purchase of approximately 8.43 acres of land out of an 84.30-acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County and authorize the City Manager to execute the amendment once finalized

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the Third Amendment to the Letter of Intent as to form for the purchase of approximately 8.43 acres of land out of an 84.30-acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County and authorize the City Manager to execute the amendment once finalized

There was no further discussion.

Motion to approve carried 7-0

18. Consideration, discussion, and possible action on purchasing a Crane Service Body Truck for lifting and moving pumps, motors, and other equipment components for the water and wastewater systems.

The city staff recommended that the City Council approve the purchase of the Crane Service Body Truck with Rockdale Country Ford for an amount not to exceed \$165,730.00.

Public Works Director Woodard discussed the proposed purchase.

A discussion took place highlighting the significant benefits for the city in acquiring its own Crane Service Body Truck. Investing in this asset would not only enhance operational efficiency but also improve service capabilities and reduce long-term costs.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the purchase of the Crane Service Body Truck with Rockdale Country Ford for an amount not to exceed \$165,730.00.

There was no further discussion.

Motion to approve carried 7-0

19. Consideration, discussion, and possible action on a construction agreement for the road improvements of the City portions of roadway on Suncrest Road and Johnson Road.

The city staff recommended that the City Council approve the Construction Agreement with Texas Materials Group, Inc. to complete the milling, patchwork, pavement overlay, and stripping of the city's portions of Suncrest Road and Johnson Road and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$180,234.20.

Public Works Director Woodard discussed the proposed construction agreement.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the Construction Agreement with Texas Materials Group, Inc. to complete the milling, patchwork, pavement overlay, and stripping of the city's portions of Suncrest Road and Johnson Road and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$180,234.20.

There was no further discussion.

Motion to approve carried 7-0

20. Consideration, discussion, and possible action on an amendment to the City of Manor, Texas Public Improvement District (PID) Policy.

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The city staff recommended that the City Council give direction to city staff regarding the amendment to the PID Policy.

Assistant City Attorney Rivera discussed the proposed changes to the PID Policy.

There was no further discussion and no action was taken.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:39p.m. on Wednesday, June 18, 2025, in accordance with the requirements of the Open Meetings Law.

Mayor Pro Tem Emily Hill requested that public comments be opened so a visiting student could introduce herself and make her request.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 8:40 p.m. on Wednesday, June 18, 2025.

PUBLIC COMMENTS

Mayor Harvey invited the student to the podium. Ms. Salazar introduced herself and explained that she was attending a community college class that required proof of her attendance at a council meeting. She requested a picture with the City Council.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:42p.m. on Wednesday, June 18, 2025, 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 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct, to consult with legal counsel regarding retaining legal counsel and possible legal action in connection with the tax exemption asserted regarding the Grand at Manor Apartments; Sections 551.071, 551.072 and 551.087 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and deliberation of economic development negotiations; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct, to consult with legal counsel regarding removal of board and commission members due to lack of attendance at meetings; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct, to consult with legal counsel regarding procurement process for professional services* on Wednesday, June 18, 2025.

The Executive Session was adjourned at 10:03 p.m. on Wednesday, June 18, 2025.

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 10:03 p.m. on Wednesday, June 18, 2025.

At Mayor Harvey's direction, Item No. 21 was pulled from the Regular Agenda and not considered.

~~21. Consideration, discussion, and possible action on the removal of a Planning and Zoning Commission member and declare a vacancy.~~

There was no further discussion.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 10:03 p.m. on Wednesday, June 18, 2025.

The Manor City Council approved these minutes on the 2nd day of July 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary