



**CITY COUNCIL
REGULAR SESSION MINUTES
APRIL 16, 2025**

**This meeting was live-streamed on Manor's YouTube Channel
You can access the meeting at <https://www.cityofmanor.org/page/livestream>**

PRESENT:

Dr. Christopher Harvey, Mayor (Absent)

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1 (Absent)
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
Scott Jones, Economic Development Director
Lawrence Rideau, Lieutenant
Tracey Vasquez, HR Director
Michael Burrell, Development Services Director
Mathew Woodard, Public Works Director
Veronica Rivera, Assistant City Attorney
Gregory Miller, Bond Counsel
Christina Lane, Finance Consultant
Frank Phelan, P.E., City Engineer

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 Council Member Weir at 7:04 p.m. on Wednesday, April 16, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Council Member Wallace gave the invocation.

PLEDGE OF ALLEGIANCE

Council Member Weir led the Pledge of Allegiance.

EVENTS/ANNOUNCEMENTS

A. ManorPalooza May 2 – 3, 2025 at 15317 US Highway 290E.

HR Director Vasquez invited the community to attend ManorPalooza on May 2-3, 2025.

PUBLIC COMMENTS

Debbie Young with Manor Arts Council submitted a speaker card and invited the community to attend the Side Chalk Art Event on Saturday, April 26th, from 10:00 a.m. to 2:00 p.m.

No one else appeared at this time.

PUBLIC HEARINGS

1. Conduct a Public Hearing on the levying of assessments in Improvement Area #1 of the EntradaGlen Public Improvement District.

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

Council Member Weir opened the Public Hearing.

Assistant City Attorney Rivera requested that the Public Hearing be kept open until May 7, 2025.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to keep the public hearing open until May 7, 2025.

There was no further discussion.

Motion to keep open carried 5-0

2. Conduct a Public Hearing on the issuance of Improvement Area #1 Bonds for the EntradaGlen Public Improvement District.

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

Council Member Weir opened the Public Hearing.

Development Services Director Burrell requested that the Public Hearing be kept open until May 7, 2025.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to keep the public hearing open until May 7, 2025.

There was no further discussion.

Motion to keep open carried 5-0

- 3. Conduct a public hearing on a rezoning application for two (2) lots on 23.809 acres, more or less, and being TCAD parcel 236885, also known as 12522 and 12542 Old Kimbro Rd., Manor, TX, from (A) Agricultural to (IN-2) Heavy Industrial.
*Applicant: Jiwon Jung; Owner: Wonik Materials North America LLC***

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

Council Member Weir opened the Public Hearing.

Development Services Director Burrell discussed the rezoning application request and requested that the Public Hearing be kept open until May 7, 2025.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to keep the public hearing open until May 7, 2025.

There was no further discussion.

Motion to keep open carried 5-0

- 4. Conduct a public hearing on a rezoning application for one (1) lot on 0.3156 acres, more or less, and being TCAD parcel 238781, also known as 309 Lexington St., Manor, TX, from (SF-1) Single Family Suburban to (NB) Neighborhood Business.
*Applicant: Jeff Turner; Owner: Jeff Turner***

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

Council Member Weir opened the Public Hearing.

Development Services Director Burrell discussed the request for a rezoning application.

A discussion was held regarding neighborhood concerns.

A discussion was held regarding the type of business allowed in the location.

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 5-0

At Council Member Weir's direction, it was announced that Item No. 5 would be pulled and not considered.

5. ~~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.
6. **Conduct a public hearing on a Concept Plan 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 conduct the public hearing.

Council Member Weir opened the Public Hearing.

Development Services Director Burrell discussed the Concept Plan Amendment for the Monarch Ranch Subdivision.

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 5-0

CONSENT AGENDA

7. **Consideration, discussion, and possible action to approve the City Council Minutes.**
 - April 2 2025, City Council Workshop
 - April 2, 2025, City Council Regular Meeting
8. **Consideration, discussion, and possible action on accepting the March 2025 City Council Monthly Reports.**

9. **Consideration, discussion, and possible action on accepting the 2025 Second Quarter City Council Committee Fiscal Year Reports.**
10. **Consideration, discussion, and possible action on accepting the Departmental Reports March 2025.**
 - **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, Interim 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**

11. **Consideration, discussion, and possible action on a 0.209 acre tract of land wastewater utility easement in the Greenbury Gates Survey, Abstract 315, in Travis County, Texas.**

12. **Consideration, discussion, and possible action on an interlocal agreement with the Texas Municipal League Intergovernmental Risk Pool.**

13. **Consideration, discussion, and possible action on a Resolution authorizing a Multiple Use Agreement with the Texas Department of Transportation (TxDOT) to request the construction, maintenance, and operation of a public pedestrian bridge at 10598 E US HWY 290, adjacent to Shadow Glen Boulevard along the north side right-of-way on US290.**

Resolution No. 2025-18: A Resolution of the City of Manor, Texas Authorizing a Multiple Use Agreement with the Texas Department of Transportation (TxDOT) to Request the Construction, Maintenance, and Operation of a Public Pedestrian Bridge at 10598 East US Highway 290, Adjacent to Shadow Glen Boulevard Along the North Side Right-of-Way.

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 5-0

At Council Member Weir's direction, it was announced that Item No. 21 would be pulled and not considered.

REGULAR AGENDA

14. Consideration, discussion, and possible action on Rental Assistance Program for A & G Insurance Agency.

The city staff recommended that the City Council approve a grant to A&G Insurance Agency in the amount of \$7,499, reimbursed monthly upon request from the owner after proof of payment to the landlord is received by the city.

Economic Development Director Jones discussed the proposed grant request.

Joanna Gomez with A&G Agency introduced herself and her new Insurance business in Manor.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve a grant to A&G Insurance Agency in the amount of \$7,499, reimbursed monthly upon request from the owner after proof of payment to the landlord is received by the city as indicated in the chart provided in the backup.

There was no further discussion.

Motion to approve carried 6-0

15. Consideration, discussion, and possible action on the Second 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 Second Amendment to the Letter of Intent, providing the terms 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.

Economic Development Director Jones discussed the proposed amendment.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the Second Amendment to the Letter of Intent, providing the terms 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 with the extension to July 2, 2025.

There was no further discussion.

Motion to approve carried 5-0

At Council Member Weir's direction, it was announced that Item No. 16 and 17 would be considered after the Executive Session.

18. Consideration, discussion, and possible action on a service agreement implementing leak detection in the city's Water Distribution System for water pipelines.

The city staff recommended that the City Council approve a service agreement with Samco Leak Detection Services Inc., to implement leak detection in the city's water distribution system for water pipelines for an amount not to exceed \$64,480.

Public Works Director Woodard discussed the proposed service agreement.

A discussion was held regarding the terms of agreement for services.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve a service agreement with Samco Leak Detection Services Inc., to implement leak detection in the city's water distribution system for water pipelines for an amount not to exceed \$64,480.

There was no further discussion.

Motion to approve carried 5-0

19. First Reading: Consideration, discussion, and possible action on an Ordinance rezoning for two (2) lots on 23.809 acres, more or less, and being TCAD parcel 236885 also known as 12522 and 12542 Old Kimbro Rd., Manor, TX from (A) Agricultural to (IN-2) Heavy Industrial. Applicant: Jiwon Jung; Owner: Wonik Materials North America LLC

The city staff recommended that the City Council postpone the item to the May 7, 2025, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to postpone the item to the May 7, 2025, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 5-0

20. First Reading: Consideration, discussion, and possible action on an ordinance rezoning one (1) lot on 0.3156 acres, more or less, and being TCAD parcel 238781 also known as 309 Lexington St., Manor, TX from (SF-1) Single Family Suburban to (NB) Neighborhood Business. Applicant: Jeff Turner; Owner: Jeff Turner

The city staff recommended that the City Council approve the first reading of an ordinance rezoning one (1) lot on 0.3156 acres, more or less, and being TCAD parcel 238781 also known as 309 Lexington St., Manor, TX from (SF-1) Single Family Suburban to (NB) Neighborhood Business.

Development Services Director Burrell discussed the proposed rezoning request.

Jeff Turner, 309 N. Lexington St., Manor, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer 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 Single Family Suburban (SF-1) to Neighborhood Business (NB); Making Findings of Fact; Providing a Severability Clause; an Effective Date; Open Meeting Clauses, and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the first reading of an ordinance rezoning one (1) lot on 0.3156 acres, more or less, and being TCAD parcel 238781 also known as 309 Lexington St., Manor, TX from (SF-1) Single Family Suburban to (NB) Neighborhood Business.

There was no further discussion.

Motion to approve carried 5-0

~~**21. 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.**~~

22. Consideration, discussion, and possible action of a Concept Plan 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 Concept Plan 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.

Development Services Director Burrell discussed the proposed Concept Plan Amendment for the Monarch Ranch Subdivision.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve a Concept Plan 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 5-0

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

The city staff recommended that the City Council approve Resolution No. 2025-19 of the City of Manor, Texas, approving and authorizing the Newhaven Public Improvement District Reimbursement Agreement.

Development Services Director Burrell discussed the agreement.

Assistant City Attorney Rivera explained the difference between the finance and reimbursement agreements.

Resolution No. 2025-19: A Resolution of the City of Manor, Texas Approving and Authorizing the Newhaven Public Improvement District Reimbursement Agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2025-19 of the City of Manor, Texas, approving and authorizing the Newhaven Public Improvement District Reimbursement Agreement.

There was no further discussion.

Motion to approve carried 5-0

24. Consideration, discussion, and possible action on accepting the resignation of Planning and Zoning Commission Chair Felix Paiz from the Public Tree Advisory Board; declare a vacancy and appoint P&Z Commissioner member.

The city staff recommended that the City Council accept the resignation of Felix Paiz from the Public Tree Advisory Board, declare a vacancy and appoint P&Z Commissioner Prince Chavis to fill the vacancy.

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MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to accept the resignation of Felix Paiz from the Public Tree Advisory Board, declare a vacancy, and appoint P&Z Commissioner Prince Chavis to fill the vacancy.

There was no further discussion.

Motion to approve carried 5-0

Council Member Weir adjourned the regular session of the Manor City Council into Executive Session at 7:55 p.m. on Wednesday, April 16, 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 *Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EPCOR Notice of Right of First Refusal; Sections 551.071, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Mustang Valley PID; 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; Item No. 16 and Item No. 17 at 7:55 p.m. on Wednesday, April 16, 2025.*

The Executive Session was adjourned at 9:17 p.m. on Wednesday, April 16, 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 9:17 p.m. on Wednesday, April 16, 2025.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to reconsider Public Hearing No. 1.

There was no further discussion.

Motion to reconsider carried 5-0

PUBLIC HEARINGS

- 1. Conduct a Public Hearing on the levying of assessments in Improvement Area #1 of the EntradaGlen Public Improvement District.**

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

Council Member Weir opened the Public Hearing.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to keep the public hearing open until May 7, 2025.

There was no further discussion.

Motion to keep open carried 5-0

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to reconsider Public Hearing No. 2.

There was no further discussion.

Motion to reconsider carried 5-0

2. Conduct a Public Hearing on the issuance of Improvement Area #1 Bonds for the EntradaGlen Public Improvement District.

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

Council Member Weir opened the Public Hearing.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to keep the public hearing open until May 7, 2025.

There was no further discussion.

Motion to keep open carried 5-0

16. Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas Making a Finding of Special Benefit to the Property in the EntradaGlen Public Improvement District; Providing for the Method of Assessment of Special Assessments Against Property in the District; Approving Assessment Rolls for Improvement Area #1 of the District; Levying Special Assessments against Property within the District; Providing for Payment of the Special Assessments; Providing for Penalties and Interest on Delinquent Assessments; Establishing a Lien on Property within Improvement Area #1 of the District; Approving a Service and Assessment Plan; Providing for Related Matters in Accordance with Chapter 372, Texas Local Government Code; Providing an Effective Date; and Providing for Severability.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to postpone Item No. 16 to May 7, 2025, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 5-0

17. Consideration, discussion, and possible action on an Ordinance Authorizing the Issuance of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2025 (EntradaGlen Public Improvement District Improvement Area #1 Project); Approving and Authorizing an Indenture of Trust, a Bond Purchase Agreement, a Limited Offering Memorandum, a Continuing Disclosure Agreement, and Other Agreements and Documents in Connection Therewith; Making Findings with Respect to the Issuance of Such Bonds; and Providing an Effective Date.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to postpone Item No. 17 to May 7, 2025, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 5-0

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 9:22 p.m. on Wednesday, April 16, 2025.

The Manor City Council approved these minutes on the 7th day of May 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary