



**CITY COUNCIL  
REGULAR SESSION MINUTES  
MARCH 03, 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 3<sup>rd</sup>, 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](http://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](mailto: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 Jr. 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 (Absent)  
Deja Hill, Place 5  
Gene Kruppa, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Lydia Collins, Director of Finance  
Ryan Phipps, Chief of Police  
Scott Dunlop, Assistant Development Services Director  
Tracey Vasquez, HR Manager  
Heath Ferguson, IT Manager  
Frank T. Phelan, P.E., City Engineer  
Samuel D. Kiger, P.E., City Engineer

**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 7:02 p.m. on Wednesday, March 3, 2021.

**PLEDGE OF ALLEGIANCE**

At the direction of Mayor Wallace, City Manager Bolt led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments received prior to the meeting.

**REPORTS**

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

## A. Emergency Management Committee

At the direction of Mayor Wallace, Chief of Police Phipps gave an update on the Emergency Management Committee upcoming meeting.

The discussion was held regarding new implementations for the Emergency Management.

## B. Health Care Reports

- Black Mammas ATX Program

At the direction of Mayor Wallace, Council Member Deja Hill discussed the Black Mammas ATX Program.

- American Heart Association

At the direction of Mayor Wallace, Council Member Weir gave an update on the American Heart Association - Go Red for Women Awareness.

- Substance Abuse and Mental Health Services Administration (SAMHSA)

At the direction of Mayor Wallace, Council Member Emily Hill gave an update on SAMHS for the City of Manor.

## C. Education Committee

At the direction of Mayor Wallace, Council Member Emily Hill gave an update on the Education Committee meeting regarding libraries and education opportunities for the community.

Mayor Wallace announced that the Veterans Clinics were providing the COVID-19 Vaccine to all veterans.

## CONSENT AGENDA

1. **Consideration, discussion, and possible action to approve the City Council Minutes of February 24, 2021, Regular Meeting.**
2. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 10.01 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, Travis County Texas, and being located at 14719 US Hwy 290 E, Manor, TX from Agricultural (A) to Heavy Commercial (C-3).**

- 3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 8.93 acres, more or less, out of the A.C. Caldwell Survey, Travis County Texas, and being located at 13300 US Hwy 290 E, Manor, TX from Agricultural (A) to Medium Commercial (C-2).**

Ordinance No. 603: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) To Heavy Commercial (C-3); Making Findings of Fact; and Providing for Related Matters.

Ordinance No. 604: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to Medium Commercial (C-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, 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 Purchase Contract with Terrell Timmermann Farms, LP for a water easement with temporary construction easement.**

The City staff recommended that the City Council approve the Purchase Contract with Terrell Timmermann Farms, LP for a water easement with temporary construction easement.

City Engineer Kiger discussed the proposed purchase contract with Terrell Timmermann Farms, LLP.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to approve the Purchase Contract with Terrell Timmermann Farms, LP for a water easement with temporary construction easement.

There was no further discussion.

**Motion to approve carried 6-0**

- 5. Consideration, discussion, and possible action on a change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project.**

The City staff recommended that the City Council approve Change Order No. 5 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project with Excel Construction Services, LLC in the amount of \$53,592.00.

City Engineer Phelan discussed the proposed Change Order to the construction contract.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to approve Change Order No. 5 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project with Excel Construction Services, LLC in the amount of \$53,592.00.

The discussion was held regarding clarification on the amount of the project and funding.

There was no further discussion.

**Motion to approve carried 6-0**

**6. Consideration, discussion, and possible action on a change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project.**

The City staff recommended that the City Council approve Change Order No. 2 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project with Austin Engineering Company, Inc. in the amount of \$43,532.00.

City Engineer Phelan discussed the proposed Change Order to the construction contract.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to approve Change Order No. 2 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project with Austin Engineering Company, Inc. in the amount of \$43,532.00.

The discussion was held regarding clarification on the amount of the project and funding.

There was no further discussion.

**Motion to approve carried 6-0**

**7. Consideration, discussion, and possible action on an ordinance adopting the Amended Annual Budget for the City of Manor for the fiscal year beginning October 1, 2020, and ending September 30, 2021.**

The City staff recommended that the City Council approve Ordinance No. 605 adopting the Amended Annual Budget for the City of Manor for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

Director of Finance Collins discussed the proposed Amended Budget for FY 2020-2021.

Ordinance No. 605: An Ordinance of The City of Manor, Texas, Adopting an Amended Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Appropriating the Various Amounts Thereof, and Repealing all Ordinances or Parts of Ordinances in Conflict Therewith; and Providing for an Effective Date.

**MOTION:** Upon a motion made by Council Member Kruppa to approve adopting the Amended Annual Budget for the City of Manor for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

Council Member Kruppa amended his motion to include the approval of Ordinance No. 605.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Mayor Pro Tem Harvey, to approve Ordinance No. 605 adopting the Amended Annual Budget for the City of Manor for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

There was no further discussion.

**Motion to approve carried 6-0**

**8. Consideration, discussion, and possible action on an ordinance authorizing the temporary suspension of certain residential building permit fees.**

The City staff recommended that the City Council approve Ordinance No. 606 authorizing the temporary suspension of certain residential building permit fees.

Assistant Development Services Director Dunlop discussed the proposed ordinance for temporary suspension of certain building permit fees.

Ordinance No. 606: An Ordinance of The City of Manor, Texas, Authorizing the Temporary Suspension of Certain Residential Building Permit Fees; Making Findings of Fact; Providing a Savings Clause; Providing an Effective Date; and Providing for Certain Related Matters.

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Weir, to approve Ordinance No. 606 authorizing the temporary suspension of certain residential building permit fees.

The discussion was held regarding the possibility of extending the date a month further from the proposed date.

There was no further discussion.

**Motion to approve carried 6-0**

**9. Consideration, discussion, and possible action on the appointment of three (3) Capital Improvements Committee Council Members; and Chairperson to serve a one-year term.**

The City staff recommended that the City Council appoint three (3) Capital Improvements Committee Council Members; and Chairperson to serve a one-year term.

The discussion was held regarding the duties and responsibilities of the committee.

Mayor Wallace opened the floor for volunteers or nominations.

Council Member Kruppa and Mayor Pro Tem Harvey stated they would like to volunteer.

Council Member Weir nominated Council Member Wallace.

Mayor Pro Tem Harvey nominated Council Member Kruppa for Chairman.

**MOTION:** Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Emily Hill, to appoint Council Member Kruppa; Mayor Pro Tem Harvey; Council Member Wallace and possible backup for Council Member Deja Hill; and appoint Council Member Kruppa as Chairperson for a one-year term.

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 8:24 p.m. on Wednesday, March 3, 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 – Discussion of City Manager’s Employment* at 8:24 p.m. on Wednesday, March 3, 2021.

The Executive Session was adjourned at 9:30 p.m. on Wednesday, March 3, 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 9:30 p.m. on Wednesday, March 3, 2021.

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

**10. 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 postpone this item until the March 17, 2021, Regular Council Meeting.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 9:30 p.m. on Wednesday, March 3, 2021.

These minutes approved by the Manor City Council on the 17<sup>th</sup> day of March 2021.

**APPROVED:**

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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary