



**CITY COUNCIL
REGULAR SESSION MINUTES
JUNE 16, 2021**

PRESENT:

Dr. Larry Wallace Jr., Mayor (Arrived at 7:11 p.m.)

COUNCIL MEMBERS:

Dr. Christopher Harvey, Mayor Pro Tem, Place 3
Emily Hill, Place 1
Anne Weir, Place 2
Sonia Wallace, Place 4
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
Scott Dunlop, Development Services Director
Debbie Charbonneau, Heritage and Tourism Manager
Michael Tuley, Director of Public Works
Tracey Vasquez, HR Manager
Paige Saenz, City Attorney
Brad Bullock, Litigation Attorney
Zach Sperry, P.E., Business Development Manager (GBA)

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 7:03 p.m. on Wednesday, June 16, 2021.

PLEDGE OF ALLEGIANCE

At the direction of Mayor Pro Tem Harvey, Council Member Wallace, led the Pledge of Allegiance.

EVENTS/ANNOUNCEMENTS

- A. Juneteenth Celebration – Saturday, June 19th, 10:00 am - 12:00 pm, Jennie Lane Park**
Submitted by: Debbie Charbonneau, Heritage and Tourism Manager

Heritage and Tourism Manager Charbonneau briefly spoke on the Juneteenth Celebration and invited everyone to attend the event.

- B. July 4th Celebration - Sunday, July 4th, 7 - 10:00 pm, Manor Senior High School**
Submitted by: Debbie Charbonneau, Heritage and Tourism Manager

Heritage and Tourism Manager Charbonneau briefly spoke on the July 4th Celebration and invited everyone to attend the event.

- C. TML 109th Annual Conference, October 6-8, 2021, Houston, Texas**
Submitted by: Lhuvia T. Almaraz

City Secretary Almaraz reminded City Council on the upcoming TML Annual Conference in Houston, Texas. She also stated that the City of Manor would be hosting a TML Region 10 meeting on the first day of the seminar starting at 5:00 p.m.

PUBLIC COMMENTS

Manuel DaSilva with Manor Bocce League introduced himself and spoke in regard to the Manor Bocce League. He discussed future Bocce League Tournaments that would be coming into Manor. He is requesting for the city to help on the maintenance of the Bocce lanes at Timmermann Park and also requesting public restrooms for the park.

Development Services Director Dunlop announced that the new website was live for the Manor Comprehensive Plan Destination 2050 www.manor2050.com.

There were no other public comments.

PUBLIC HEARINGS

- 1. Public Hearing: Conduct a public hearing on amendments to the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.** *Submitted by: Scott Dunlop, Development Services Director*

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

Mayor Wallace opened the public hearing.

Development Services Director Dunlop discussed the proposed amendments to the zoning ordinance.

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

There was no further discussion.

Motion to close carried 6-0

CONSENT AGENDA

2. Consideration, discussion, and possible action to approve the City Council Minutes of the June 2, 2021, City Council Regular Meeting.

3. Consideration, discussion, and possible action on the acceptance of the May 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**

HR Manager Vasquez gave an update on the City Manager's recruitment process.

Heritage and Tourism Manager Charbonneau gave an update on Qwally.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill, to approve and adopt all items on the Consent Agenda.

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 7:47 p.m. on Wednesday, June 16, 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 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor RV Park, LLC v. City of Manor, ET AL; and Section 551.074 Personnel Matters – Interview Candidates for appointments to the Planning and Zoning Commission for Place No 's. 2 and 5* at 7:47 p.m. on Wednesday, June 16, 2021.

The Executive Session was adjourned at 9:12 p.m. on Wednesday, June 16, 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 9:12 p.m. on Wednesday, June 16, 2021.

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

There were no interviews conducted for the P&Z Commission due to applicants were a no show; therefore, there was no action taken on *Section 551.074 Personnel Matters – Interview Candidates for appointments to the Planning and Zoning Commission for Place No 's. 2 and 5*.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir, for legal to take action on items discussed in executive session.

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

4. Consideration, discussion, and possible action on an Assignment and Assumption of Development Agreement between IDEA Public Schools and 973 Building Hope, LLC.

The city staff recommended that the City Council approve an Assignment and Assumption of Development Agreement between IDEA Public Schools and 973 Building Hope, LLC.

Charley Dorsaneo, Drenner Grap, PC, 200 Lee Barton Drive, Suite 100, Austin, 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 City Council.

Development Services Director Dunlop discussed the proposed agreement.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Emily Hill, to approve an Assignment and Assumption of Development Agreement between IDEA Public Schools and 973 Building Hope, LLC.

There was no further discussion.

Motion to approve carried 6-0

5. Consideration, discussion, and possible action on an Escrow Deposit Agreement between 973 Building Hope, LLC, Cottonwood Holdings LTD, and the City of Manor.

The city staff recommended that the City Council approve an Escrow Deposit Agreement between 973 Building Hope, LLC, Cottonwood Holdings LTD, and the City of Manor.

Charley Dorsaneo, Drenner Grap, PC, 200 Lee Barton Drive, Suite 100, Austin, 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 City Council.

Development Services Director Dunlop discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir, to approve an Escrow Deposit Agreement between 973 Building Hope, LLC, Cottonwood Holdings LTD, and the City of Manor.

The discussion was held regarding an extension clause to be added to the agreement.

Mayor Wallace requested a friendly amendment to the motion to add an extension clause with a natural disaster occurrence.

Mr. Dorsaneo proposed changing the deadlines on the agreement.

The discussion was held that a Declaration of Disaster would suffice; therefore, the extension clause would not be needed in the agreement.

The discussion was held regarding safety protocols.

The discussion was held regarding fencing around the property.

There was no further discussion.

Motion to approve carried 5-1 (Mayor Pro Tem Harvey voted against)

6. Consideration, discussion, and possible action on a tree mitigation fee-in-lieu request for 37 caliper inches for the Grace Covenant Christian Center located at 14518 US Hwy 290 E.

The city staff recommended that the City Council approve a tree mitigation fee-in-lieu request for 37 caliper inches for the Grace Covenant Christian Center located at 14518 US Hwy 290 E. in the amount of \$175 per caliper inch.

Marco Castaneda, Ranger Engineering, 5524 Bee Caves Rd., J-3, Austin, 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 City Council.

Development Services Director Dunlop discussed the proposed tree mitigation fee-in-lieu request.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve a tree mitigation fee-in-lieu request for 37 caliper inches for the Grace Covenant Christian Center located at 14518 US Hwy 290 E. in the amount of \$175 per caliper inch.

The discussion was held regarding the involvement of the Tree Advisory Committee.

There was no further discussion.

Motion to approve carried 5-1 (Council Member Deja Hill voted against)

7. Consideration, discussion, and possible action on a Statement of Work for George Butler Associates, Inc. for the Manor I&I Program.

The city staff recommended that the City Council approve the proposed Statement of Work #4 to the existing Master Services Agreement with George Butler Associates, Inc. for the Manor I&I Program in the amount of \$143,324.00.

Business Development Manager Sperry with GBA discussed the Statement of Work for the Manor I&I Program.

Public Works Director Tuley discussed the issues regarding the inflow and infiltration (I&I) into the City's wastewater collection system.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace, to approve the proposed Statement of Work #4 to the existing Master Services Agreement with George Butler Associates, Inc. for the Manor I&I Program in the amount of \$143,324.00.

There was no further discussion.

Motion to approve carried 6-0

8. Consideration, discussion, and possible action on an Engagement Letter for Professional Services as General Counsel for the City of Manor.

The city staff recommended that the City Council approve the Engagement Letter for Professional Services as General Counsel with The Knight Law Firm, LLP.

City Attorney Saenz discussed the proposed Engagement Letter.

The discussion was held regarding records retention.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Weir, to approve the Engagement Letter for Professional Services as General Counsel with The Knight Law Firm, LLP.

There was no further discussion.

Motion to approve carried 6-0

9. Consideration, discussion, and possible action on an ordinance amending the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.

The city staff recommended that the City Council approve the first reading of an ordinance amending the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.

The discussion was held regarding the Residential Land Use Conditions for Athletic Facility lightning concerns.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Deja Hill, to approve the first reading of an ordinance amending the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.

Mayor Pro Tem Harvey amended his motion to include a time frame for Athletic Facilities lightning from 7am-10pm.

Council Member Deja Hill amended her motion to include certain merchandises to C-1.

There was no further discussion.

Motion to approve carried 6-0

10. Consideration, discussion, and possible action on an ordinance amending Ordinances No. 587 and No. 597 authorizing the suspension of the maximum time period a temporary sign may be displayed.

The city staff recommended that the City Council approve Ordinance No. 613 amending Ordinances No. 587 and No. 597 authorizing the suspension of the maximum time period a temporary sign may be displayed.

Development Services Director Dunlop discussed the proposed ordinance.

Council Member Weir recommended for extension until the end of the year.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve Ordinance No. 613 amending Ordinances No. 587 and No. 597 authorizing the suspension of the maximum time period a temporary sign may be displayed.

There was no further discussion.

Motion to approve carried 4-2

(Council Member Weir and Council Member Emily Hill voted against)

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 10:32 p.m. on Wednesday, June 16, 2021.

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

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes