



**CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 3, 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 (Absent)
Anne Weir, Place 2
Maria Amezcuia, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5 (Absent)
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Scott Jones, Economic Development Director
Michael Burrell, Development Services Director
Matthew Woodard, Public Works Director
Tracey Vasquez, HR Director
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 7:08 p.m. on Wednesday, December 3, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Mayor Harvey delivered the invocation.

City Council Regular Session Minutes
December 3, 2025

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

Robert Battaile, a resident of Manor, submitted a speaker card expressing his concerns and opposition to Agenda Items 4,5,7,8 and 9.

Bettany Battaile, a resident of Manor, submitted a speaker card expressing her concerns and opposition to Agenda Item 5.

Jon Beall with Wilbarger Creek Conservation Alliance submitted a speaker card expressing his support to Item No. 9.

No one else appeared at this time.

PUBLIC HEARINGS

1. Conduct a Public Hearing on the levying of assessments in the Mustang Valley Public Improvement District.

The city staff recommended that the City Council conduct a public hearing and remain open until December 17th council meeting.

Mayor Harvey opened the Public Hearing.

Robert Battaile, a resident of Manor, submitted a speaker card expressing his opposition to this item.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to keep the Public Hearing open until the Regular Council Meeting on December 17, 2025.

There was no further discussion.

Motion to remain open carried 5-0

2. Conduct a Public Hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ #3) containing approximately 2,941.6 acres of land within the city and the City's extraterritorial jurisdiction.

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

Mayor Harvey opened the Public Hearing.

City Council Regular Session Minutes
December 3, 2025

Robert Battaile, a resident of Manor, submitted a speaker card expressing his opposition to this item.

Mayor Harvey explained what a Tax Increment Reinvestment Zone is and how it benefits the city.

Jon Beall with Wilbarger Creek Conservation Alliance submitted a speaker card expressing his support to this item.

Economic Development Director Jones clarified that the proposed TIRZ #3 was designed to benefit property owners without any risk of increasing their taxes. This initiative promises to foster growth and development while ensuring financial stability for our community members.

Travis James from TXP explained the process for the Preliminary Project and Financing Plan for Tax Increment Reinvestment Zone #3.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to close the public hearing.

There was no further discussion.

Motion to close carried 5-0

CONSENT AGENDA

3. Consideration, discussion, and possible action to approve the City Council Minutes.

- November 19, 2025, City Council Regular Meeting

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 the direction of Mayor Harvey, Item No. 11 was presented next.

REGULAR AGENDA

11. Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 12, 2025.

The city staff recommended that the City Council approve the City Offices closing at 1:00 p.m. on Friday, December 12, 2025.

City Council Regular Session Minutes
December 3, 2025

HR Director Vasquez discussed the proposed closure.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the City Offices closing at 1:00 p.m. on Friday, December 12, 2025.

There was no further discussion.

Motion to approve carried 5-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 7:41 p.m. on Wednesday, December 3, 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 551.074, Texas Government Code, to consult with legal counsel regarding Item No. 4* at 7:41 p.m. on Wednesday, December 3, 2025.

The Executive Session was adjourned at 8:14 p.m. on Wednesday, December 3, 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 8:14 p.m. on Wednesday, December 3, 2025.

4. Consideration, discussion and possible action for a variance request under Manor Code of Ordinances, Chapter 8, Article 8.03 Sex Offender Residency.

The city staff recommended that the City Council deny a variance request under Manor Code of Ordinances, Chapter 8, Article 8, Article 8.03 Sex Offender Residency for Ms. Stephanie Lilly.

Stephany Lilly submitted a speaker card requesting a variance related to her residency in Manor.

Chief of Police Phipps provided an explanation about the residency regulations for sex offenders within the city.

A discussion took place regarding the definitions of a predator and a non-predator status for sex offenders, as well as the associated risk levels.

Additionally, there was a discussion on how frequently Ms. Lilly is required to register with Manor's sex compliance officer.

City Council Regular Session Minutes
December 3, 2025

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to deny a variance request under Manor Code of Ordinances, Chapter 8, Article 8.03 Sex Offender Residency for Ms. Stephanie Lilly.

There was no further discussion.

Motion to deny carried 4-1 (Mayor Harvey voted against)

5. Consideration, discussion, and possible action to remove a Heritage Tree in the Manor Downs Industrial project, being a 29" Pecan tree identified as #5019 in the tree survey for said project, and being located at 8916 Hill Lane, Manor, TX.

Applicant: Bowman Consulting Group, LTD

Owner: DG Manor Downs Property Owner, LP

The city staff recommended that the City Council review the appeal of the Planning and Zoning Commission's decision and approve the request to remove a tree for the Manor Downs Industrial Project.

Development Services Director Burrell presented information about the proposed appeal.

Maggie Carrion from Bowman Consulting Group, LTD submitted a speaker card in support of this item. Although she did not wish to speak, she was available to answer questions from the City Council.

A discussion took place regarding a proposed preservation area for habitat within a potentially developable zone.

Tim Kraftwon from Dalfen Industrial confirmed that over 1,000 trees would be planted in place of the trees being removed.

Mayor Harvey explained the reasons for considering the request during the meeting. While this discussion was ongoing, Mr. Battaile made unsolicited comments from the audience. Mayor Harvey reminded attendees that public comments were not permitted and requested that anyone who spoke out would be asked to leave. When Mr. Battaile continued to speak loudly, Mayor Harvey asked him to exit the meeting. Chief of Police Phipps intervened, informing Mr. Battaile that he was disrupting the meeting and needed to depart.

As a result, Mr. Battaile was escorted out for disorderly conduct, which disrupted the orderly proceedings of the City Council meeting and violated the Council Rules of Procedure, specifically Ordinance No. 771.

The meeting continued and a discussion took place regarding the project's constraints.

City Council Regular Session Minutes
December 3, 2025

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the request regarding the removal of a tree for the Manor Downs Industrial Project.

There was no further discussion.

Motion to approve carried 5-0

Following Item No. 5, there was a disruption during the meeting when Ms. Bethany Battaile was heard speaking loudly to the applicants related to Item No. 5 as she followed them out of the chambers. Mayor Harvey then requested the assistance of the officer to escort the applicants out for their safety.

6. **Second and Final Reading:** Consideration, discussion, and possible action regarding an ordinance rezoning one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.

Applicant: Radius Civil Engineering

Owner: Easy Jet Drive LP

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 809 rezoning one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.

Development Services Director Burrell discussed the proposed rezoning request.

Ordinance No. 809: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to Light Industrial (IN-1); 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 Wallace and seconded by Council Member Amezcua to approve the second and final reading of Ordinance No. 809 rezoning one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.

There was no further discussion.

Motion to approve carried 5-0

- 7. 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 Mustang Valley Public Improvement District; Providing for the Method of Assessment of Special Assessments Against Property in the District; Approving an Assessment Roll for Improvement Area #1 of the District; Levying Special Assessments against Property within Improvement Area #1 of the District; Providing for Payment of the Special Assessments; Providing for Penalties and Interest on Delinquent Assessments; Establishing a Lien on Property within 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.**

The city staff recommended that the City Council postpone item to December 17, 2025, Regular Council meeting.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to postpone item to December 17, 2025, Regular Council meeting.

There was no further discussion.

Motion to postpone carried 5-0

- 8. Consideration, discussion, and possible action on a Fifth 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 Fifth 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.

Economic Development Director Jones discussed the proposed amendment.

A discussion took place concerning the proposal to extend the contract.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve the Fifth 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 5-0

9. **First Reading:** Consideration, discussion, and possible action on an Ordinance designating a geographic area within the City of Manor, Texas and the City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known as Tax Increment Reinvestment Zone Number Three (TIRZ #3), City of Manor, Texas; approving the Preliminary and Financing Plan; describing the Boundaries of the Zone, creating a Board of Directors for the Zone and appointing Members of the Board; and establishing a Tax Increment Reinvestment Zone Fund for the Zone.

The city staff recommended that the City Council approve the first reading of an Ordinance designating a geographic area within the City of Manor, Texas and the City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known as Tax Increment Reinvestment Zone Number Two (TIRZ #3), City of Manor, Texas; approving the Preliminary and Financing Plan; describing the Boundaries of the Zone, creating a Board of Directors for the Zone and appointing Members of the Board; and establishing a Tax Increment Reinvestment Zone Fund for the Zone.

Economic Development Director Jones discussed the proposed Ordinance.

A discussion was held about the total appraised value of taxable real property, which is assessed at 50%.

Ordinance: An Ordinance of the City Council of The City Of Manor, Texas, Designating A Geographic Area Within The City And The City's Extraterritorial Jurisdiction As A Tax Increment Reinvestment Zone, Pursuant To Chapter 311 Of The Texas Tax Code, Known As Tax Increment Reinvestment Zone Number Three (TIRZ #3), City Of Manor, Texas; Approving The Preliminary Project And Financing Plan; Describing The Boundaries Of The Zone; Creating A Board Of Directors For The Zone And Appointing Members Of The Board; Establishing A Tax Increment Reinvestment Zone Fund For The Zone, Containing Findings And Provisions Related To The Forgoing Subject; Providing A Date For The Termination Of The Zone, Providing That The Zone Take Effect Immediately Upon Passage Of The Ordinance; Providing A Severability Clause; And Providing An Effective Date.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the first reading of an Ordinance designating a geographic area within the City of Manor, Texas and the City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known as Tax Increment Reinvestment Zone Number Two (TIRZ #3), City of Manor, Texas; approving the Preliminary and Financing Plan; describing the Boundaries of the Zone, creating a Board of Directors for the Zone and appointing Members of the Board; and establishing a Tax Increment Reinvestment Zone Fund for the Zone.

There was no further discussion.

Motion to approve carried 5-0

10. Consideration, discussion, and possible action regarding Amendment No. 2 for additional services for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements project (Statement of Work No.7).

The city staff recommended that the City Council approve the amendment to Statement of Work #7 with George Butler Associates, Inc. for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements, in the amount of \$228,900.00.

Public Works Director Woodard discussed the proposed amendment, which involves additional services for the Manor Commercial Park Wastewater Collection System and the Carriage Hills Lift Station #5 Improvements Project.

During the meeting, several topics were addressed, including:

- The dedication of easements from property owners to the city.
- Electrical upgrades in the panels.
- The project's completion timeline.
- Concerns regarding water pressure and discoloration of water in Carriage Hills. It was clarified that the project pertains only to wastewater and will not impact any other water sources in Carriage Hills.

Additionally, there was a discussion about listing projected companies on the website that are planning to move into the area as a return on investment (ROI) for the project.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the amendment to Statement of Work #7 to George Butler Associates, Inc. for the Manor Commercial Park Wastewater Collection System & Carriage Hills Lift Station #5 Improvements in the amount of \$228,900.00.

There was no further discussion.

Motion to approve carried 5-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:06 p.m. on Wednesday, December 3, 2025, in accordance with the requirements of the Open Meetings Law.

City Council Regular Session Minutes
December 3, 2025

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 551.074, Texas Government Code, to evaluate the performance and duties of the City Manager; Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel; and 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* at 9:06 p.m. on Wednesday, December 3, 2025.

The Executive Session was adjourned at 11:04 p.m. on Wednesday, December 3, 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 11:04 p.m. on Wednesday, December 3, 2025.

There was no further discussion.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 11:05 p.m. on Wednesday, December 3, 2025.

The Manor City Council approved these minutes on the 17th day of December 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary