



**CITY COUNCIL  
REGULAR SESSION MINUTES  
JANUARY 16, 2019**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1  
Maria Amezcua, Mayor Pro Tem, Place 2  
Anne R. Weir, Place 3  
Dr. Larry Wallace Jr., Place 4  
Deja Hill, Place 5  
Valerie Dye, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia Tijerina, City Secretary  
Lydia Collins, Director of Finance  
Ryan Phipps, Chief of Police  
Scott Dunlop, Assistant Development Services Director  
Sarah Friberg, Court Clerk  
Mike Tuley, Director of Public Works  
Tracey Vasquez, HR Coordinator  
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 Mayor Jonse at 7:00 p.m. on Wednesday, January 16, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Court Clerk Friberg, led the Pledge of Allegiance.

## **PUBLIC COMMENTS**

Jay Howard with Texas Disposal Systems Inc. spoke before City Council regarding solid waste and recycling services. Mr. Howard introduced himself and expressed his interest in submitting an RFP for Solid Waste Services for the City.

No one else appeared to speak at this time.

At the request of Mayor Jonse, Item No. 2 was removed from the Consent Agenda to discuss separately.

## **CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the January 2, 2019, Regular Meeting.**
- 3. Consideration, discussion, and possible action on the acceptance of the December 2018 Departmental Reports:**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Assistant Dev. Services Director**
  - **Community Development – Sammie Hatfield, Comm. Dev. Manager**
  - **Municipal Court – Sarah Friberg, Court Clerk**
  - **Public Works – Mike Tuley, Director of Public Works**
  - **Finance – Lydia Collins, Director of Finance**

**MOTION:** Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

- 2. Consideration, discussion, and possible action on the destruction of records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.**

Mayor Jonse asked if records were being kept electronically after destruction. City Secretary Tijerina explained the process for the destruction of all city records that have met the retention period. She stated the City followed the Texas State Library and Archives retention schedule. Ms. Tijerina explained what records were kept electronically and what records were not kept electronically.

The discussion was held regarding finance records. Director of Finance Collins explained what type of financial records are kept and what records are destroyed.

The discussion was held regarding the process for Records Management within each department.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve the destruction of records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor. The motion carried unanimously.

## **PUBLIC HEARINGS**

4. **Public Hearing: Consideration, discussion and possible action on a conditional use request for 3 acres out of Abstract 315 Survey 63 Gates G, locally known as 13812 Bois D’Arc Road, to allow for a service station. Applicant: Professional StruCIVIL Engineers, Inc. Owner: Dessau Road, LLC**

The City staff’s recommendation was that the City Council conduct the public hearing and approve a conditional use request for 3 acres out of Abstract 315 Survey 63 Gates G, locally known as 13812 Bois D’Arc, to allow for a service station with the condition the service station area is limited to the area shown on the presented Preliminary Site Plan submitted with the application and the number of fuel dispensers is limited to four (4) pumps.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Mayor Jonse opened the public hearing.

City Manager Bolt discussed the conditional use permit request.

The discussion was held regarding the notifications sent to residences within 300 feet.

Kim Perry, 13812 Bois D’Arc Road, Manor, Texas, submitted a card in support of this item; however, she did not wish to speak.

**MOTION:** Upon a motion made by Council Member Mayor Pro Tem Amezcua and seconded by Council Member Dye the Council voted seven (7) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Dye the Council voted five (5) For and two (2) Against to approve the first reading of a conditional use request for 3 acres out of Abstract 315 Survey 63 Gates G, locally known as 13812 Bois D’Arc, to allow for a service station with the condition the service station area is limited to the area shown on the presented Preliminary Site Plan submitted with the application and the number of fuel dispensers is limited to four (4) pumps. Council Member Weir and Mayor Pro Tem Amezcua voted against. The motion carried.

**5. Public Hearing: Consideration, discussion and possible action on an ordinance rezoning 1.0 acre of land out of Abstract 456, Survey 64 Kimbro L, locally known as 15108 Voelker Lane, from Single Family (R-1) to Agricultural (A). Applicant: Lena Ging. Owner: Lena Ging**

The City staff's recommendation was that the City Council conduct the public hearing and approve the first reading of an ordinance rezoning request for 1.0 acre of land out of Abstract 456, Survey 64 Kimbro, L, locally known as 15108 Voelker Lane, from Single Family (R-1) to Agricultural (A).

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Mayor Jonse opened the public hearing.

City Manager Bolt discussed the rezoning ordinance for 1.0 acres of land, known as 15108 Voelker Lane.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Dye the Council voted seven (7) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Kruppa the Council voted seven (7) For and none (0) Against to approve the first reading of an ordinance rezoning request for 1.0 acre of land out of Abstract 456, Survey 64 Kimbro, L, locally known as 15108 Voelker Lane, from Single Family (R-1) to Agricultural (A). The motion carried unanimously.

**REGULAR AGENDA**

**6. Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.003(c)(6) Required Plantings for Presidential Glen, Phase 1A, Block KK, Lot 3, locally known as 13201 Bois D'Arc Road, Manor, TX to reduce the number of trees to 86 and shrubs to 352. Applicant: Kimley-Horn & Associates. Owner: West Elgin Development Corporation**

The City staff's recommendation was that the City Council approve a waiver from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.003(c)(6) Required Plantings for Presidential Glen, Phase 1A, Block KK, Lot 3, locally known as 13201 Bois D'Arc Road, Manor, TX to reduce the number of trees to 86 and shrubs to 352.

Assistant Development Services Director Dunlop discussed the waiver request for 13201 Bois D'Arc Road. He explained the landscaping ordinance requirements of the City.

The discussion was held regarding the trees and shrubs for the property.

**MOTION:** Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve a waiver from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.003(c)(6) Required Plantings for Presidential Glen, Phase 1A, Block KK, Lot 3, locally known as 13201 Bois D’Arc Road, Manor, TX to reduce the number of trees to 86 and shrubs to 352. The motion carried unanimously.

**7. Consideration, discussion, and possible action on a Supplement to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor; and authorizing the City Manager to sign Supplements to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor.**

The City staff’s recommendation was that the City Council approve a Supplement to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor; and authorizing the City Manager to sign Supplements to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

City Manager Bolt explained the supplement agreement for street lighting services.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Dr. Wallace Jr., the Council voted seven (7) For and none (0) Against to approve a Supplement to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor; and Authorize the City Manager to sign Supplements to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor. The motion carried unanimously.

**8. Consideration, discussion, and possible action on Change Order No. 3 for the 2017 Paving Improvement Project.**

The City staff’s recommendation was that the City Council approve the proposed Change Order No. 3 for the 2017 Paving Improvements Project.

City Engineer Phelan discussed the proposed Change Order for the 2017 Paving Improvement Project.

Mayor Jonse expressed her concerns regarding the Change Orders requests on projects.

City Manager Bolt discussed the Change Orders that have been requested by the City on different projects.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve the proposed Change Order No. 3 for the 2017 Paving Improvements Project. The motion carried unanimously.

**9. Consideration and possible action on a Deposit and Reimbursement Agreement for Proposed Public Improvement District (Lagos).**

The City staff's recommendation was that the City Council approve a Deposit and Reimbursement Agreement for Proposed Public Improvement District (Lagos).

City Manager Bolt discussed the Deposit Agreement for the proposed Lagos PID.

**MOTION:** Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve a Deposit and Reimbursement Agreement for Proposed Public Improvement District (Lagos). The motion carried unanimously.

**10. Consideration, discussion, and possible action on selecting an appraiser for the Manor Heights Public Improvement District (PID).**

The City staff's recommendation was that the City Council approve the selection of Integra Realty Resources – DFW as the appraiser for the Manor Heights PID; and Authorize the City Manager to enter and execute any agreements necessary for appraisal services regarding the Manor Heights PID.

The discussion was held regarding the process for selecting an appraiser for the Manor Heights PID.

**MOTION:** Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve the selection of Integra Realty Resources – DFW as the appraiser for the Manor Heights PID; and Authorize the City Manager to enter and execute any agreements necessary for appraisal services regarding the Manor Heights PID. The motion carried unanimously.

**11. Consideration, discussion, and possible action on approving an agreement for Public Improvement District (PID) and Tax Increment Reinvestment Zone (TIRZ) creation and administration services.**



The City staff's recommendation was that the City Council approve entering into an agreement with P3Works, LLC to serve as the administrator for the Manor Heights PID.

The discussion was held regarding the administrative services fees for P3 Works, LLC.

Council Member Dr. Wallace Jr. inquired about the hourly rate fees for services. City Manager stated all fees would be paid by the PID.

The discussion was held regarding the Delinquency Management procedure.

**MOTION:** Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve entering into an agreement with P3Works, LLC to serve as the administrator for the Manor Heights PID. The motion carried unanimously.

**12. Consideration, discussion, and possible action on a contract with Municipal Code Corporation for the purpose of providing republication, supplementation, and web hosting of Manor City Code.**

The City staff's recommendation was that the City Council approve a contract with Municipal Code Corporation for the purpose of providing republication, supplementation, and web hosting of Manor City Code.

City Manager Bolt discussed the contract with Municode.

City Secretary Tijerina explained the different features that are being offered by Municode. She stated the online code would be user friendlier and the city would be saving money as well.

Council Member Weir inquired about the legal services review, legislature and copies of the code. City Manager Bolt stated the City's Attorney handled the legislature updates for the City. City Secretary Tijerina stated Municode would be providing attorney reviews as well and copies of the code would be available to anyone online.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Weir the Council voted seven (7) For and none (0) Against to approve a contract with Municipal Code Corporation for the purpose of providing republication, supplementation, and web hosting of Manor City Code. The motion carried unanimously.

**13. Consideration, discussion, and possible action on an ordinance adopting an amended annual budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018.**

The City staff's recommendation was that the City Council approve Ordinance No. 539 adopting an amended annual budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

Director of Finance Collins discussed the amended annual budget for the FY2017-2018.

City Manager Bolt discussed the expenses for Development Services and other city departments.

The discussion was held regarding the completion of the Audit for the City.

**MOTION:** Upon a motion made by Mayor Pro Tem Amezcua and seconded by Council Member Weir the Council voted seven (7) For and none (0) Against to approve Ordinance No. 539 adopting an amended annual budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 8:00 p.m. Wednesday, January 16, 2019, 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 Personnel Matters – Discussion of City Manager's Evaluation; and - Section 551.087 Deliberations regarding Economic Development Negotiations* at 8:00 p.m., on Wednesday, January 16, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:41 p.m. on Wednesday, January 16, 2019.

#### **OPEN SESSION**

The City Council reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 8:41 p.m. on Wednesday, January 16, 2019, in the Council Chambers of the Manor City Hall.

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

- *Section 551.087 Deliberations regarding Economic Development Negotiations*

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and one (1) Against to authorize the City Manager to negotiate for the management of the Lagos PID. Council Member Hill voted against. The motion carried.



- *Section 551.074 Personnel Matters – Discussion of City Manager’s Evaluation*

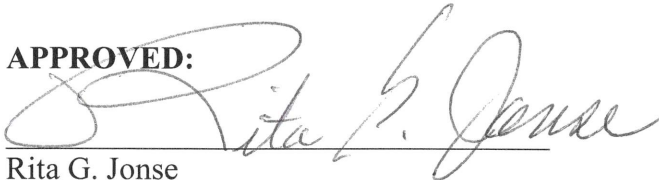
**MOTION:** Upon a motion made by Mayor Pro Tem Amezcua and seconded by Council Member Kruppa the Council voted seven (7) For and none (0) Against to approve and accept the City Manager’s Evaluation. The motion carried unanimously.

**ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 8:43 p.m. on Wednesday, January 16, 2019.

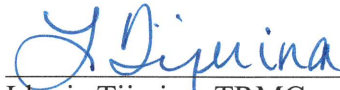
These minutes approved by the Manor City Council on the 6<sup>th</sup> day of February 2019.

**APPROVED:**

  
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Rita G. Jonse

Mayor

**ATTEST:**

  
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Lluvia Tijerina, TRMC  
City Secretary

