



**CITY COUNCIL
REGULAR SESSION MINUTES
MAY 15, 2019**

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

Gene Kruppa, Place 1 (Absent)
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
Denver Collins, Captain
Scott Dunlop, Assistant Development Services Director
Sarah Friberg, Court Clerk
Mike Tuley, Director of Public Works

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, May 15, 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, Captain Collins, led the Pledge of Allegiance.

PUBLIC COMMENTS

Don Ward, CEO, P.O. Box 6122, Austin, Texas, 78762, spoke before City Council regarding Laundris Corporation. He stated Laundris Corporation provided Smart Laundry Services. Mr. Ward discussed Laundris Corporation primary goal was to provide an enhanced and rewarding customer experience by leveraging the use of technology. Mr. Ward stated their current property was in Austin, Texas and due to Zoning issues, they are having to relocate. He stated he is in negotiation with Pete Dwyer Realty for a property located at 13700 FM973. He is asking for City and staff's support regarding any obstacles with the permitting for their location. He stated they would like to move their business in within forty-five (45) days and wishes for a smooth transaction.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, 78653, spoke before City Council regarding Manor Commons Park. Mr. Battaile is requesting for an item regarding the park development to be added to a future agenda. He stated he would like for the community and ETJ residents to get involved on the planning process for the park. He is suggesting for City Council to have three (3) to five (5) public meetings regarding the park development.

No one else appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the May 1, 2019, Regular Meeting.**
- 2. Consideration, discussion, and possible action on the acceptance of the April 2019 Departmental Reports:**
 - **Police – Denver Collins - Captain**
 - **Development Services – Scott Dunlop, Assistant Dev. Services Director**
 - **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 Mayor Pro Tem Amezcua and seconded by Council Member Weir the Council voted six (6) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

PUBLIC HEARING

- 3. Public Hearing and First Reading: Consideration, discussion, and possible action on a Rezoning Request for Capital Area Youth Soccer Association for 1.39 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, and being located at 15209 E. US Hwy 290, Manor, TX. from Agricultural (A) to Medium Commercial (C-2). Applicant: Capital Area Youth Soccer Association Owner: Capital Area Youth Soccer Association**

Mayor Jonse opened the public hearing.

The City staff's recommendation was that the City Council conduct the public hearing; and approve the first reading of a rezoning request for Capital Area Youth Soccer Association for 1.39 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, and being located at 15209 E. US Hwy 290, Manor, TX, from Agriculture (A) to Medium Commercial (C-2).

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

City Manager Bolt discussed the rezoning request for 1.39 acres for Capital Area Youth Soccer Association.

Council Member Weir inquired about the property owner's letters that were sent by Capital Area Youth Soccer Association (CAYSA). She stated there was a missing confirmation receipt from one owner. Assistant Development Services Director Dunlop explained that CAYSA had sent out their own letters and were not required to do so. He stated the required City letters were sent out to all property owners.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve the first reading of a Rezoning Request for Capital Area Youth Soccer Association for 1.39 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, and being located at 15209 E. US Hwy 290, Manor, TX. from Agricultural (A) to Medium Commercial (C-2). The motion carried unanimously.

REGULAR AGENDA

- 4. Consideration, discussion, and possible action to approve a Resolution granting authority to the City Manager to establish purchasing policies and procedures and authority to approve change orders subject to limitations set by state law, as amended, and authority to approve contracts subject to limitations.**

The City staff's recommendation was that the City Council approve Resolution No. 2019-05 granting authority to the City Manager to establish purchasing policies and procedures and authority to approve change orders subject to limitations set by state law, as amended, and authority to approve contracts subject to limitations.

City Manager Bolt discussed the resolution for granting authority to establish purchasing policies and procedures; and authority to approve change orders to the limitation set by state law, as amended, and authority to approve contracts subject to limitations.

Mayor Pro Tem Amezcua inquired about the amount set of a change order. City Engineer Phelan explained that there was no amount set and it all depended on the municipality.

City Engineer Phelan explained the process of a change order and the timeline. He stated with an amount set it would allow for flexibility to move quickly and allow the administration to approve a project in a timely manner.

Council Member Dr. Wallace Jr. suggested for a yearly review on the change orders that are being approved without Council approval. City Manager Bolt clarified that the resolution could be amended at any time and the amounts could be set then or they could be changed with a motion if approved.

Council Member Weir asked for clarification of Section 3 of the Resolution regarding the City's Annual Budget. City Manager Bolt explained the process of the Budget for approved contracts.

Finance Director Collins discussed the Budget Committee's responsibilities and the process that is done prior for recommendation and approval by City Council regarding the City's budget.

Mayor Jonse asked if limiting the amount to \$25,000 was enough for a change order on a project. City Engineer Phelan stated that it depended on the project size and he could not give an exact amount for that reason. He stated that the municipalities that he has worked with, all had a set amount for the City Manager to administer.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve Resolution No. 2019-05 granting authority to the City Manager to establish purchasing policies and procedures; and authority to approve change orders subject to limitations set by state law, as amended, and authority to approve contracts subject to limitations at 25% with a limit of \$25,000. The motion carried unanimously.

5. Consideration, discussion, and possible action on award of a construction contract for the 2018 Paving Improvements Project; and Approval of Change Order No. 1 for the project.

The City staff's recommendation was that the City Council award a construction contract to Alpha Paving Industries, Inc. in the amount of \$447,910.00 for all BASE BID work; and approve Change Order No. 1 to reduce the project costs by \$82,520.00.

City Engineer Phelan discussed the recommendation for Alpha Paving Industries for the 2018 Paving Improvements Project. He discussed the process of the bidding and the process of electing the contractor. He explained the Change Order request for the project.

The discussion was held regarding the paving of Hamilton Point Subdivision.

City Engineer Phelan stated that the amount of the project will be split with next year's city's budget.

Mayor Jonse inquired if the funding for the project was part of the Cap Metro BCT Program. City Engineer Phelan confirmed that the funding would be part of the Cap Metro BCT program.

The discussion was held regarding the timeline and the completion date of the project.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Hill the Council voted six (6) For and none (0) Against to award a construction contract to Alpha Paving Industries, Inc. in the amount of \$447,910.00 for all BASE BID work; and approve Change Order No. 1 to reduce the project costs by \$82,520.00. The motion carried unanimously.

6. Consideration, discussion, and possible action on the Manor Chamber of Commerce H.O.T. Funds application for reimbursement of actual expenses that meet the State of Texas Hotel Tax Law Requirements Section 351.101 for the Manor Heritage Festival.

The City staff's recommendation was that the City Council approve the application of up to \$4,600.00 once all qualified invoices and or receipts have been reviewed for reimbursement.

Vicki McFarland with the Manor Chamber of Commerce spoke before City Council regarding the Manor Heritage Festival. She thanked everyone that attended and stated the event had outgrown Burnet Street. She also thanked the City staff and the City Council for the assistance with the H.O.T funds for the event.

The discussion was held regarding the advertisement of the event for surrounding cities.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Weir the Council voted six (6) For and none (0) Against to approve the application of up to \$4,600.00 once all qualified invoices and or receipts have been reviewed for reimbursement. The motion carried unanimously.

7. Acknowledge the resignation of Council Member, Place 1 Gene Kruppa and vacancy.

The City staff's recommendation was that the City Council acknowledge the resignation of Council Member, Place 1 Gene Kruppa and vacancy.

There was no action taken on this item.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:43 p.m. Wednesday, May 15, 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 Place 1 vacancy* at 7:43 p.m., on Wednesday, May 15, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 7:50 p.m. on Wednesday, May 15, 2019.

OPEN SESSION

The City Council reconvene into Open Session Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action on item(s) discussed during Closed Executive Session at 7:50 p.m. on Wednesday, May 15, 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.

8. Take action as deemed appropriate in the City Council's discretion regarding the City Council, Place 1 vacancy.

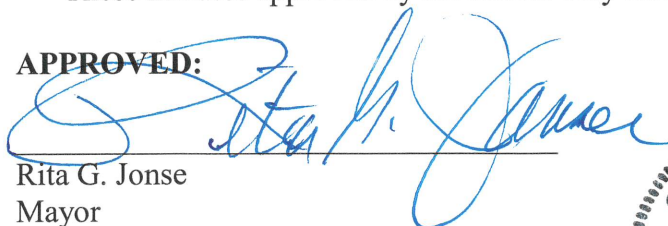
There was no action taken on this item.

ADJOURNMENT

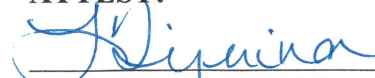
The Regular Session of the Manor City Council Adjourned at 7:51 p.m. on Wednesday, May 15, 2019.

These minutes approved by the Manor City Council on the 5th day of June 2019.

APPROVED:


Rita G. Jonse
Mayor

ATTEST:


Lluvia Tijerina, TRMC
City Secretary

