

CITY COUNCIL REGULAR SESSION MINUTES JUNE 19, 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
Ryan Phipps, Chief of Police
Scott Dunlop, Assistant Development Services Director
Gracie Montano, Senior Deputy Court Clerk
Tracey Vasquez, HR Coordinator
Michael 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, June 19, 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, Lydia Collins, Director of Finance led the Pledge of Allegiance.

PROCLAMATION

Declaring the Month of July 2019, as "National Parks and Recreation Month"

Mayor Jonse read and presented a proclamation declaring the month of July 2019, as "National Parks and Recreation Month" to Anthony Valchar, Streets/Parks Superintendent and Michael Tuley, Director of Public Works.

PUBLIC COMMENTS

Carter York, 2498 Palm Valley Blvd., Round Rock, Texas, 78665, spoke before City Council regarding Senior Access. Mr. York introduced himself and discussed the services provided by Senior Access. He stated that Senior Access was currently providing services around the Round Rock, Pflugerville, Hutto, and East Austin areas. Mr. York stated that Senior Access services for the Manor area would start in July of 2019. He discussed the vision and mission of Senior Access. Mr. York provided the customer service contact information for Senior Access as the following; (512) 310-1060 and/or www.senioraccesstx.org. He thanked the Manor residents, leaders, and community for the support and welcoming of Senior Access to the City of Manor.

Vicki McFarland, P.O. Box 936, Manor, Texas, spoke before City Council regarding the ribbon cutting for Senior Access. She stated Senior Access did not have an office in Manor, but the ceremony for the ribbon cutting would be taking place at Jennie Lane Part on Thursday, June 27, 2019, at 10:30 a.m. She invited everyone to attend.

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 June 5, 2019, Regular Meeting.
- 2. Consideration, discussion, and possible action on the acceptance of the April 2019 Departmental Reports:
 - Police Ryan Phipps, Chief of Police
 - 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

Council Member Weir commented that she was pleased to see the activity for the Drug Cases; Family Violence; and DWI Arrests gone down on the Police Report. She thanked the Police Department for their services.

Council Member Weir also thanked the Public Works Department for the irrigation system issue that was resolved before the ManorPalooza Event at Timmermann's Park.

3. Consideration, discussion, and possible action on changes to the City of Manor Personnel Policies and Procedures Handbook.

Council Member Hill inquired about the failure to report absence/abuse of sick leave. HR Coordinator Vasquez explained the changes to the policy. She stated the policy needed more clarification and formality for all City Departments. HR Coordinator Vasquez clarified that employees were given 4 hours of sick time biweekly and totaled 104 hours yearly.

4. Consideration, discussion, and possible action on a resolution regarding a contract for the purpose of financing public works equipment and vehicles.

<u>Resolution No. 2019-06:</u> A Resolution Regarding a Contract for the Purpose of Financing "Public Works Equipment and Vehicles".

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.

At the request of Mayor Jonse Agenda Item No. 9 was conducted before the Public Hearings.

REGULAR AGENDA

9. Consideration, discussion, and possible action on the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018.

The City staff's recommendation was that the City Council postpone the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018 until July 17, 2019, Regular Council Meeting.

Director of Finance Collins stated that the final audit report had not been completed and bank confirmations on a few items were still pending.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dr. Wallace Jr. the Council voted six (6) For and none (0) Against to postpone the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018 until July 17, 2019, Regular Council Meeting. The motion carried unanimously.

PUBLIC HEARINGS

5. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). Applicant: Kimley-Horn & Assoc. Owner: Las Entradas Development Corporation

Mayor Jonse opened the public hearing.

The City staff's recommendation was that the City Council postpone a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) until July 17, 2019, Regular Council Meeting.

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

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to postpone a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) until July 17, 2019, Regular Council Meeting. The motion carried unanimously.

6. <u>Public Hearing and First Reading:</u> Consideration, discussion and possible action on an ordinance rezoning 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2). Applicant: Pape Dawson Owner: Las Entradas Development Corporation

Mayor Jonse opened the public hearing.

The City staff's recommendation was that City Council deny a rezoning request for 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2).

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

Chris Rogers with Pape Dawson Engineers, 6800 West Freeway #200, Ft. Worth, Texas, submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

City Manager Bolt stated that the amendments to the categories of the C-1 Zoning Ordinance were being reviewed by City staff at this time.

MOTION: Upon a motion made by Council Member Weir 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 Weir the Council voted six (6) For and none (0) Against to deny a rezoning request for 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2). The motion carried unanimously.
- 7. <u>Public Hearing and First Reading</u>: Consideration, discussion and possible action on an ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). Applicant: AAA Storage LLC Owner: AAA Storage LLC

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 an ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (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 ordinance for 15105 US Hwy 290 E., from Agricultural (A) to Medium Commercial (C-2).

- **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 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 and ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). The motion carried unanimously.
- 8. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). Applicant: Callaway Architecture Owner: Pilot and Legacy Opportunity Fund, LLC

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 an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2).

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

John Taylor with Callaway Architecture, 1207 Hampshire Lane, Richardson, Texas, presented the attached Power Point Presentation regarding The Residences at Grassdale.

Mr. Taylor presented and discussed the following:

- Location Map
- Existing Survey
- Tax Map
- Proposed Site Plan
- Proposed Zoning Districts
- Elevations

Mr. Taylor presented a 3D video presentation of the proposed project and discussed the amenities for The Residences at Grassdale.

Mayor Jonse inquired about the sizes of the buildings on the property. Mr. Taylor explained the different proposed designs for each unit buildings.

The discussion was held regarding the intent proposal for Lot 2 on the proposed site plan.

Council Member Dr. Wallace Jr. inquired about the laundry facilities in Lot 2. Mr. Taylor stated that all apartment units would have a washer/dryer unit; however, there would provide a separate laundry service unit for all other laundry needs for Grassdale Residents.

Council Member Dr. Wallace Jr. thanked Mr. Taylor for his presentation and explanation of the proposed project.

Council Member Hill inquired about Lot 1 and Lot 2 extending into Highway 290.

City Manager Bolt stated that Highway 290 would eventually be widen by the Texas Department of Transportation (TXDOT) but was unaware of what side and width of the property that would be taken. He stated the City had asked for additional commercial land to help with the commercial development.

The discussion was held regarding the access lane to enter the property.

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 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 five (5) For and one (1) Against to approve the first reading of an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). Council Member Hill voted against. The motion carried.

REGULAR AGENDA

10. Consideration, discussion, and possible action on an engineering services contract addendum with Jay Engineering Company, Inc. for the E. US 290 Water Line Improvements, CIP W-17 project.

The City staff's recommendation was that the City Council City Council approve and award a contract addendum to Jay Engineering Company, Inc. for the E. US 290 Water Line Improvements, CIP W-17 project.

Pauline M. Gray with Jay Engineering Company Inc., P.O. Box 1220, Leander, Texas, spoke before City Council in support of this item. She discussed the engineering services contract addendum for the E. US 290 Water Line Improvements, CIP W-17 project.

City Manager Bolt stated that the land for Manor Heights was in the Manville water supply area and they had opted out to service the area. He explained that the extension of the water line would be paid by the developer once the Public Improvement District (PID) was approved. City Manager Bolt stated the approval for the contract was for the design of the waterline only.

The discussion was held regarding the reimbursement to the City by the developer.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve and award a contract addendum to Jay Engineering Company, Inc. for the E. US 290 Water Line Improvements, CIP W-17 project. The motion carried unanimously.

11. Consideration, discussion, and possible action on a contract addendum with Jay Engineering Company, Inc. for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit.

The City staff's recommendation was that the City Council approve a contract addendum with Jay Engineering Company, Inc. for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit.

Pauline M. Gray with Jay Engineering Company Inc., P.O. Box 1220, Leander, Texas, spoke before City Council in support of this item. She discussed the contract addendum for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit.

The discussion was held regarding the renewal of the contract with the Texas Commission on Environmental Quality (TCEQ) for every 5 years.

- MOTION: Upon a motion made by Council Member Hill and seconded by Council Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to approve a contract addendum with Jay Engineering Company, Inc. for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit. The motion carried unanimously.
- 12. Consideration, discussion, and possible action to approve an ordinance amending the Code of Ordinance of the City of Manor, Texas by adding Article 1.13, to Chapter 1 General Provisions, Providing requirements and procedures for disposal of surplus, salvage, and junk property.

The City staff's recommendation was that the City Council approve Ordinance No. 542 amending the Code of Ordinance of the City of Manor, Texas by adding Article 1.13, to Chapter 1 General Provisions, Providing requirements and procedures for disposal of surplus, salvage, and junk property.

Heath Ferguson, IT Manager, discussed the ordinance for providing requirements and procedures for disposal of surplus, salvage, and junk property for all city electronic equipment.

The discussion was held regarding the process for disposing city equipment. IT Manager Ferguson confirmed that the destruction on all hard drives would be done onsite by his department. He stated all equipment would be recycled after destruction.

- MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve Ordinance No. 542 amending the Code of Ordinance of the City of Manor, Texas by adding Article 1.13, to Chapter 1 General Provisions, Providing requirements and procedures for disposal of surplus, salvage, and junk property. The motion carried unanimously.
- 13. Consideration, discussion, and possible action on approving the Service Agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp) for electronics recycling and asset recovery services.

The City staff's recommendation was that the City Council approve the Service Agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp) for electronics recycling and asset recovery services.

Heath Ferguson, IT Manager, discussed the service agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp). He explained the services that would be available to the City by R2 Corp.

The discussion was held regarding the electronic recycling services that would be available to all Manor residents at the Shred Day Event for 2020.

MOTION: Upon a motion made by Council Member Hill and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to approve the Service Agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp) for electronics recycling and asset recovery services. The motion carried unanimously.

14. Consideration, discussion, and possible action on a shared parking agreement between Lots 7B2 and 7C2 Cottonwood South Commercial South Section One, locally known as Greater Texas Center 11401 US Hwy 290 East, to share the entirety of their built and proposed parking spaces.

The City staff's recommendation was that the City Council approve a shared parking agreement between Lots 7B2 and 7C2 Cottonwood South Commercial South Section One, locally known as Greater Texas Center 11401 US Hwy 290 East, to share the entirety of their built and proposed parking spaces.

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

Stan McElroy with Greater Texas Center, 11401 Highway 290, Manor, Texas submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

City Manager Bolt discussed the proposed parking agreement for Greater Texas Center and the new development.

The discussion was held regarding the size of the parking lot and the member size for the congregation.

Council Member Dr. Wallace Jr. expressed his concerns regarding the location of the church. City Manager Bolt stated that by federal law a church could be built anywhere. He discussed the proposed parking in the area.

The discussion was held regarding the access and parking situation during day time for all future church events and the day care facility.

Council Member Hill inquired about the administrative hours for the church staff. Mr. McElroy stated there would be activities during the week and the space would be utilize. He stated that the Church staff would be available during the week between business hours.

- 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 approve a shared parking agreement between Lots 7B2 and 7C2 Cottonwood South Commercial South Section One, locally known as Greater Texas Center 11401 US Hwy 290 East, to share the entirety of their built and proposed parking spaces. The motion carried unanimously.
- 15. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances, Appendix A, Article A2.000 Building and Development Related Fees.

The City staff's recommendation was that the City Council approve Ordinance No. 543 amending Manor Code of Ordinances, Appendix A, Article A2.000 Building and Development Related Fees.

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

City Manager Bolt stated due to new Legislation for Building and Development Permits, the related fees were being amended.

- 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 Ordinance No. 543 amending Manor Code of Ordinances, Appendix A, Article A2.000 Building and Development Related Fees. The motion carried unanimously.
- 16. Consideration, discussion, and possible action on the appointment of three (3) Park Committee Council Members to serve a one -year term.

The City staff's recommendation was that the City Council appoint (3) Park Committee Council Members to serve a one -year term.

Mayor Jonse opened the floor for volunteers.

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 appoint Council Member Dye; Council Member Hill; and Mayor Pro Tem Amezcua to the Park Committee to serve a one-year term. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 8:07 p.m. Wednesday, June 19, 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 551.071 and Section 551.087, Texas Government Code to deliberate on economic development incentives; Section 551.072, Texas Government Code to deliberate on the acquisition of real property; and Section 551.074, Texas Government Code to discuss personnel salaries funded through grants, and interview candidates for appointment to fill Council Member Place 1 vacancy at 8:07 p.m., on Wednesday, June 19, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 10:26 p.m. on Wednesday, June 19, 2019.

OPEN SESSION

The City Council reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and acted on item(s) discussed during Closed Executive Session at 10:26 p.m. on Wednesday, June 19, 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.

There was no action taken on Section 551.071 and Section 551.087, Texas Government Code to deliberate on economic development incentives; Section 551.072, Texas Government Code to deliberate on the acquisition of real property; and Section 551.074, Texas Government Code to discuss personnel salaries funded through grants.

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

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 appoint Gil Burrell to fill Council Member, Place 1 vacancy for the remainder of the unexpired term. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 10:30 p.m. on Wednesday, June 19, 2019.

These minutes approved by the Manor City Council on the 17th day of July 2019.

APPROVED:

Rita G. Jonse Mayor

ATTEST:

Lluvia T. Almaraz, TRMC

City Secretary





The Residences at Grassdale

U.S. Highway 290 E

Manor, Texas



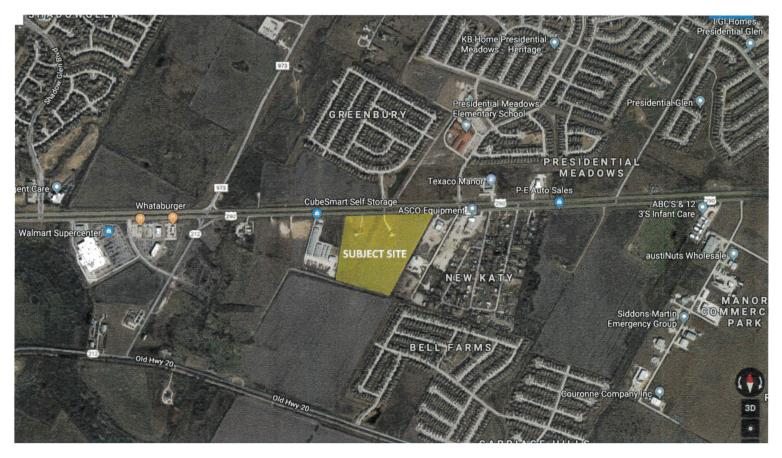






Location Map

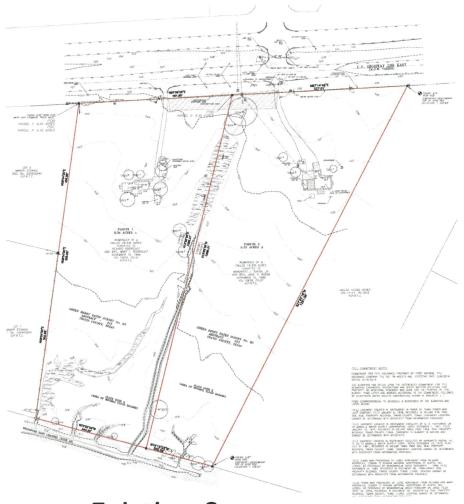






Aerial View

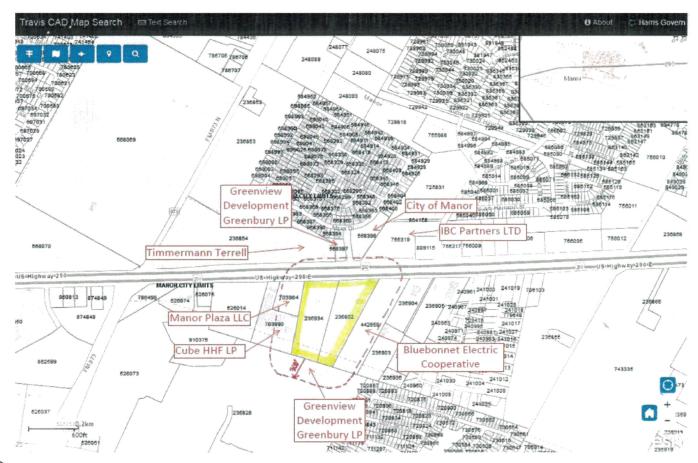








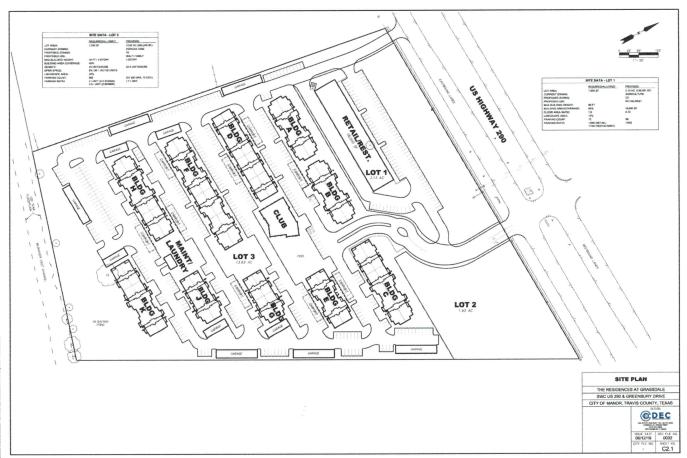






Tax Map

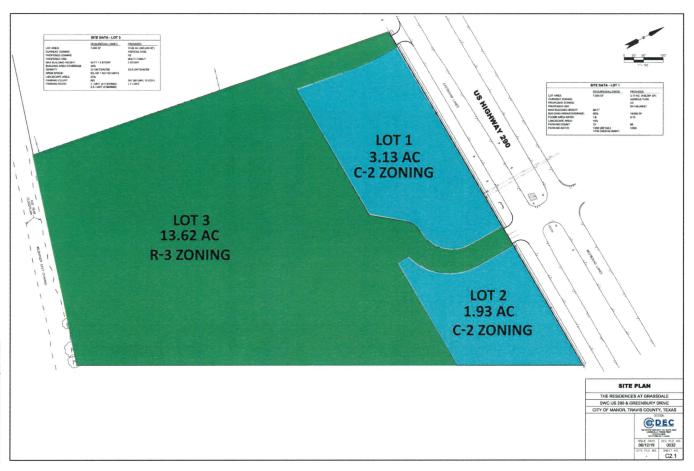






Proposed Site Plan







Proposed Zoning Districts





Typical Side Elevation

Club House Elevation





Typical Front Elevation

