



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Montgomery, Mayor Pro Tem
John P. Barnes, Councilmember
Melanie Bell, Councilmember
Shannon Carroll, Councilmember

STAFF

David J. Beach, City Manager
Scott Bounds, Olson and Olson, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL MEETING ACTION MINUTES

The City Council of the City of West University Place, Texas, met in a workshop and regular meeting on **Monday, April 11 2022, at 6:15 p.m.**, in the Municipal Building at 3800 University Boulevard, to consider the agenda of items listed. The meeting was in person and via Zoom.

Workshop (6:15 PM):

Agenda of Items:

1. Call Workshop to Order

Mayor Sample called the meeting to order at 6:15 p.m. In attendance were Mayor Pro Tem Montgomery and Councilmembers Barnes, Bell, and Carroll.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Assistant to the City Manager Thompson, Public Works Director Barrera, Finance Director Kalka, IT Director Davenport, Parks and Recreation Director White, and Police Chief Walker

Recycling and Solid Waste Reduction Board Chair Orval Marlow and member Lindsay Gregory were also present.

2. Recycle Board Update

Matters related to an update from the Recycling and Solid Waste Reduction Board (RSWRB). *Recommended Action: Receive update. Mr. Orval Marlow, Chair of the RSWRB (and Lindsay Gregory, Member)*

Lindsay Gregory, member of the RSWRB, presented and explained the national and community goals for waste diversion, described the history of the WU compost program, identified key components of the future WU compost pilot, and discussed the intangible benefits of the compost program.

After the presentation, Ms. Gregory said the RSWRB recommends the following for a compost program:

- Longer pilot (2 years) with more time to prepare
- Marketing efforts in a multitude of mediums
- Provide an easy format for residents
- Leverage third-party vendors for assistance
- Consider multiple funding options/opportunities
- Create a system to gather data for the pilot and future permanent curbside program

Ms. Gregory said the program would not be mandatory, but with proper communication and education, she feels there would be a lot of involvement via an opt-in program.

Adjourn Workshop

Mayor Sample adjourned the workshop at 6:30 p.m.

Audio of this workshop in its entirety is on the City's website or you can contact the City Secretary's office for the audio and/or a copy of the presentation.

Regular Meeting (6:30 PM)

3. Call Meeting to Order

Mayor Sample called the meeting to order at 6:32 p.m. In attendance were Mayor Pro Tem Montgomery and Councilmembers Barnes, Carroll, and Bell.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Assistant to the City Manager Thompson, Public Works Director Barrera, Finance Director Kalka, IT Director Davenport, Parks and Recreation Director White, and Police Chief Walker

Candyce Ward with Cobb Fendley was also present.

4. Pledge of Allegiance – Boy Scout Parker Broach, Troop 55, led the Pledge.

5. Public Comments

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items. Speakers are required to register in advance and must limit their presentations to three minutes each.

Alida Drewes, 6112 Fordham Street, spoke regarding lack of transparency in West U, need for senior citizen discounts, suggested, verbatim transcripts public comments, finding green space and dog parks, unleashed pets, having police respond to daily problems, and taking care of citizens equally.

Susan White, West U employee, spoke to request that Council reconsider giving Cost of Living Adjustments (COLAs) to retirees.

Bruce Beneke, 2704 Tanglely, deferred to speak during the parking ordinance discussion.

6. Proclamation – Water Safety Month

Matters related to proclaiming May 2022 as Water Safety month. *Recommended Action: Proclaim the month of 2022 as Water Safety Month in West University Place. Ms. Brittany Bakes, Recreation Manager*

Mayor Sample proclaimed May 22 as Water Safety Month in West University Place.

7. Parking Ordinance

Matters related to the first reading of an ordinance prohibiting a business on Kirby Drive from using a street in a residential district for employee or business parking. *Recommended Action: Discuss and approve the ordinance amending Chapter 46 of the Code of Ordinances on the first of two readings. Mr. Dave Beach, City Manager*

City Manager Beach presented and said the proposed ordinance will prohibit businesses on property adjacent to Kirby Drive from permitting persons to park a vehicle in residential districts within 1200 feet of the business while the business is open and 2 hours before and after close of business,

After discussion and a public comment by resident Bruce Beneke, 2704 Tanglely, on behalf of a resident on Lake Street who is in favor of the ordinance, Mayor Pro Tem Montgomery moved to approve the ordinance amending Chapter 46 of the Code of Ordinances on the first of two readings. Councilmember Carroll seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Carroll
Noes: Bell
Absent: None

8. Judson Park Improvements

Matters related to a funding request for improvements and variance for light poles at Judson Park. *Recommended Action: Approve the Friends of West U Parks Fund, Inc., expenditure in an amount not to exceed \$137,500; accept the Judson Park lampposts project as presented with known deviations to the City's Zoning Code; and authorize the City Manager to execute necessary agreements to complete the specified Judson Park Improvements in an amount not to exceed \$137,500. Ms. Susan White, Parks and Recreation Director*

Parks and Recreation Director White presented and noted that the improvements are the same as were presented to Council on February 14, 2022, with the exception of two things: (1) no historical marker and (2) leaving the tennis backboard where it is.

Mayor Pro Tem Montgomery moved to approve the expenditure and authorize the City Manager to execute necessary agreements in an amount not to exceed \$137,500. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

9. Update #2 for Preliminary Engineering Report (PER) for Westside Drainage Improvements

Matters related to PER West drainage improvements. *Recommended Action: Discuss and take any desired action. Mr. Gerardo Barrera, Public Works Director*

Public Works Director Barrera started off the presentation and said the update is to inform Council of what has taken place since the first update.

Ms. Candyce Ward with Cobb Fendley provided an update on the existing condition analysis. She said based on Council's feedback, they will do additional drainage modeling and come back before Council with options and recommendations.

No action taken.

10. Budget Workshop Date Selection

Matters related to selecting a date to hold the Budget Workshop. *Recommended Action: Discuss and confirm a date to hold the Budget Workshop. City Council*

After discussion, Council agreed to hold the Budget Workshop on Friday, September 2 from 9:00 am to 1:00 pm.

11. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Meeting Minutes

Approve City Council Minutes of March 14, 2022 and March 28, 2022. *Recommended Action: Approve City Council Minutes of March 14, 2022 and March 28, 2022. Ms. Thelma Gilliam, City Secretary*

B. Harris ERP Support and Maintenance Contract Renewal

Matters related to renewal of the annual contract with Harris Innoprise *Recommended Action: Approve the contract extension with Harris Systems USA, Inc., for a period of one year in the amount of \$78,686. 76 and authorize the City Manager to execute the contract. Mr. Kevin Davenport, IT Director*

C. Fee Schedule Change Resolution

Matters related to a resolution changing the Fee Schedule. *Recommended Action: Approve the resolution amending the FY 2022 Fee Schedule to incorporate a standalone flatwork fee. Mr. Gerardo Barrera, Public Works Director*

D. SCADA Lift Station Contract

Matters related to a contract for upgrades to the Supervisory Controls and Data Acquisition (SCADA) Lift Station. *Recommendation: Award the contract to upgrade the electrical instrumentation and SCADA system for the City's 12 lift stations in an amount "not to exceed" \$400,000 and authorize the City Manager to execute the contract. Mr. Gerardo Barrera, Public Works Director*

Councilmember Barnes moved to remove Item A for discussion.

City Manager Beach removed Item D from the agenda for placement on a future agenda.

Councilmember Barnes moved to approve Items B and C as presented. Councilmember Bell seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

Regarding Item A, Councilmember Barnes suggested having an amendment to the Meeting Minutes of March 28, 2022, reflecting the fact that there was a consensus of Council to move from narrative Minutes to action format. City Secretary Gilliam advised that a previous Council moved to the action format, but at the request of an individual councilmember more information continued to be included. She said the previous Council's move for action Minutes still stands, so no action is required of this Council.

Councilmember Barnes moved to approve Item A as presented. Councilmember Bell seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

12. Recess Regular Meeting and Convene into Executive Session

City Council will recess the regular session and convene an executive session in accordance with Section 551.072 of the Texas Government Code to deliberate regarding real property.

At 7:44 p.m., Councilmember Barnes moved to recess the regular meeting and convene into executive session per Section 551.072 of the Texas Government Code. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

13. Reconvene Regular Meeting

Matters related to action resulting from the Executive Session, if any.

At 8:30 p.m., Councilmember Barnes moved to close the execution session and reconvene the regular meeting. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

No Action Taken.

14. City Council's Rules of Procedure

Matters related to Council's Rules of Procedure. *Recommended Action: Discuss and take any desired action.*

After discussion, mostly related to the role of Council board liaisons, no changes were made to Council's Rules and Procedures.

15. Adjourn Regular Meeting

With no other business before the Council, Councilmember Barnes moved to adjourn the regular meeting at approximately 9:13 p.m. Councilmember Bell seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll
Noes: None
Absent: None

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved: May 9, 2022

Audio of this meeting in its entirety is on the City's website. If for any reason you are unable to download the audio from the website, contact the City Secretary's office to obtain a copy, as well as a copy of any presentation.