



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 MINUTES

The City Council of the City of West University Place, Texas, met in regular meeting on **Monday, January 9, 2023 at 6:30 p.m.**, in the Municipal Building at 3800 University Boulevard, for the purpose of considering the agenda of items listed. The meeting was held in person, but the public was also able attend via Zoom.

1. Call Meeting to Order

Mayor Sample called the meeting to order at 6:30 p.m. In attendance for Council were Mayor Pro Tem Montgomery, and Councilmembers Barnes, Bell, and Carroll.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Interim Public Works Director Cameron, Fire Chief Maxell, Police Chief Walker, Finance Director Kalka, Chief Building Official Hunt, HR Director Urban, Parks and Recreation Director White, and Communications Coordinator Cuccerre.

Carol Harris with IDS and Bruce Beneke, Chair of the BSC, and Ron Gailey, CEO of OnPointe Insights, were also in attendance.

2. Pledge of Allegiance – Henry Made with Boy Scout Troop 354 led the Pledge.

3. Employee of the Year Recognition

Matters related to Employee of the Year. *Recommended Action: Recognize the City's Employee of the Year. **Mr. James Urban, Human Resources Director***

Communications Coordinator Cuccerre was recognized as Employee of the Year.

4. Edmund L. Burnett Week Proclamation

Matters related to a proclamation proclaiming the week of January 8 – January 14, 2023, "Edmund L. Burnett Week" in honor of his the 100th birthday. *Recommended Action: Proclaim January 8 - January 14, 2023 as "Edmund L. Burnett Week" in West University Place. **Mayor Susan Sample and Councilmember Shannon Carroll***

After reading of the Proclamation by Councilmember Carroll, Mayor Sample proclaimed the week of January 8 – January 14, 2023 as Edmund L. Burnett week in West University Place.

5. Public Comments

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items.

City Secretary Gilliam read the following comments (summarized) for the record:

Celeste Mead, 2925 Tangley, wrote in to express that she does not think the Edloe Pathway project is a good idea because the area is too narrow. She said she would like to see the area planted again, preferably with native understory trees and shrubs, which support wildlife.

Helen Talianchich, 2727 Sunset, wrote in regarding the Edloe Pathway. She said her thoughts are for a garden that would include native plants for beauty and to provide food and habitat for birds, butterflies and pollinators.

Diana Freeman, 3114 Sunset Boulevard wrote in to strongly recommend that the proposed walking trail on the Edloe Street Pathway Proposal be abandoned. She said the strip is much too narrow to accommodate foot traffic and too close to vehicles on Edloe. She recommended beautifying the pathway with native plants and trees.

Phillip K. Niccum, 3704 Wroxton, wrote in for the December 5, 2022 meeting, but his comments were inadvertently omitted from being read into record. Mr. Niccum expressed his opposition of the study as well as a project to cover the Poor Farm Ditch. He said the \$48,000 is taxpayer money that can be used for better things including controlling the city budget and property taxes.

Laura Lankford, 3742 Wroxton, deferred her comment until discussion of the Edloe Pathway item.

Alida Drewes, who chose not to provide her address, spoke on several things including the need for a senior exemption and a dog park and the community satisfaction survey.

Clay Brett, 3720 Albans, spoke regarding an incident that makes him in favor of the Edloe Pathway project. He said it is the right thing to do for the city.

6. Citizen Satisfaction Survey

Matters related to the results of the City-wide Community Survey. *Recommended Action: Review and discuss the results and direct staff as needed. Mr. Dave Beach, City Manager; Ms. Bianca Cuccerre, Communications Coordinator; and Mr. Ron Gailey, CEO of OnPointe Insights*

Mr. Ron Gailey, CEO of OnPointe Insights, reviewed the results of the survey with Council and said West U is unusually high in resident satisfaction.

7. Edloe Street Pathway Project

Matters related to awarding a contract for the Edloe Street Pathway Project. *Recommended Action: Discuss and provide feedback. Ms. Susan White, Parks and Recreation Director*

Parks and Recreation Director White presented this item and after discussion, provided the following options for discussion/direction: Accept the low bid, reject the low bid, or direct staff to review lower cost alternatives.

Lauri Lankford, 3742 Wroxton, spoke at this time to reiterate what she said at a previous meeting, which is to scrap the project and turn it into a green screen for the ditch.

After the public comment and more discussion, Mayor Pro Tem Montgomery moved to accept the low bid and proceed with the project. Councilmember Carroll seconded the motion.

Councilmember Barnes said before taking a vote, he suggests that staff come back with more numbers and to see what could possibly be done in-house instead of rushing the job.

After more discussion, Mayor Sample called for vote. **MOTION PASSED.**

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

City Manager Beach said staff will return at the meeting on January 23, 2023, with a Budget Amendment ordinance and also to accept the low bid and execute the agreement.

8. Comprehensive Financial Management Policy

Matters related to approving a resolution adopting the Comprehensive Financial Policy. *Recommended Action: Approve the resolution adopting the City's Comprehensive Financial Management Policy. Ms. Marie Kalka, Finance Director*

After a brief presentation by Finance Director Kalka, Councilmember Barnes moved to approve the resolution adopting the City's Comprehensive Financial Management Policy. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

9. Ordinance Amending Chapter 18, Article IX and Chapter 74 of the Code of Ordinance

Matters related to an ordinance amending Chapter 18, Article IX and Chapter 74 of the Code of Ordinances. *Recommended Action: Approve ordinance amending Chapter 18, Article IX of the City's Flood Ordinance and Chapter 74, Sections 74-31a (3), (4), (5), of the Code of Ordinances. Mr. Danny Cameron, Interim Public Works Director*

Interim Public Works Director Cameron said this is to amend ordinances related to flood plain elevation. He then introduced Carol Harris with IDS who gave a presentation. BSC Chair Beneke also gave some history on the ordinance and said the BSC voted unanimously to accept the amendments.

Councilmember Carroll moved to approve ordinance amending Chapter 18, Article IX of the City's Flood Ordinance and Chapter 74, Sections 74-31a (3), (4), (5), of the Code of Ordinances on the first of two readings. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

10. 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 December 12, 2022. *Recommended Action: Approve City Council Minutes of December 12, 2022. Ms. Thelma Gilliam, City Secretary*

B. October 2022 Monthly Financial Report

Matters related to the City's monthly financial report for October 2022. *Recommended Action: Receive the City's October 2022 Monthly Financial Report. Ms. Marie Kalka, Finance Director*

C. Zoning Administration and Community Development Services Contract

Matters related to awarding SAFEbuilt, LLC contract for Zoning Administration and Community Development Services. *Recommended Action: Award contract to SAFEBuilt, LLC, in the amount of \$80,000 for zoning administration and building department services and authorize the City Manager to execute the contract. Danny Cameron, Interim Public Works Director*

D. Urban Forester Contract

Matters related to awarding C. Koehl contract for urban forestry services. *Recommended Action: Award the contract to C N Koehl Urban Forestry Inc., in the amount of \$70,000 for urban forestry services and authorize the City Manager to execute the contract. **Danny Cameron, Interim Public Works Director***

Councilmember Barnes moved to approve the Consent Agenda as presented. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

11. Adjourn Regular Meeting

With no other business before the Council, at approximately 8:20 p.m., Councilmember Carroll moved to adjourn the regular meeting. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

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

Audio of the meeting is temporarily on the City's website. If the audio is no longer on the website, you can obtain a copy from the City Secretary's office, as well as any presentation.

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

Council Approved: January 23, 2023