



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Barnes, Mayor Pro Tem
John Bertini, Councilmember
Clay Brett, Councilmember
Kalie Rainsberger, Councilmember

STAFF

David Beach, City Manager
Loren Smith, Olson & Olson, City Attorney
Tracylynn Garcia, City Secretary

City Council Meeting Minutes

On January 12, 2026, the West University Place City Council held the following meetings:

- **Special Meeting at 6:00 p.m. and a**
- **Regular Meeting beginning at 6:27 p.m.**

Both meetings were held in the Municipal Building, located at 3800 University Boulevard, for the purpose of considering the agenda of items listed.

SPECIAL MEETING (6:15 PM)

1. Call Meeting to Order

Mayor Sample called the meeting to order at 6:01 p.m. The Council in attendance were Mayor Pro Tem Barnes, Councilmembers Brett, Bertini and Rainsberger.

Staff members in attendance were City Manager Beach, Assistant to the City Manager Bishop, and City Attorney Smith (Olson and Olson).

2. Recess Special Meeting and Convene Executive Session

The City Council will recess to convene an executive session as authorized by Title 5, Chapter 551, Texas Government Code, for the following purposes: Sec. 551.071 Consultation with City Attorney and Sec. 551.072 Deliberation Regarding Real Property.

At approximately 6:01 p.m., Mayor Sample recessed the special meeting to convene executive session.

3. Adjourn Executive Session and Reconvene Special Meeting

At approximately 6:30 p.m., Councilmember Bertini motioned to adjourn the executive session and reconvene the special meeting, seconded by Mayor Pro Tem Barnes.

Motion carried unanimously.

4. Adjourn Special Meeting and Convene Regular Meeting

At 6:27 p.m., Councilmember Brett motioned to adjourn the Special Meeting, seconded by Mayor Pro Tem Barnes.

Motion carried unanimously.

REGULAR MEETING (6:30 PM)

5. Call Meeting to Order

Mayor Sample called the meeting to order at 6:30 p.m. The Council in attendance were Mayor Pro Tem Barnes, Councilmembers Brett, Bertini and Rainsberger.

Staff members in attendance were City Manager Beach, City Attorney Smith (Olson and Olson), Police Chief Ratliff, Parks and Recreation Director White, Parks and Recreation Administrative Coordinator Rains, Public Works Director Leech, and members of his staff, City Engineer Harrison, and Assistant to the City Manager Bishop.

6. Pledge of Allegiance

Pledge was led by Mayor Pro Tem Barnes.

7. Public Comments

Public comments were received from:

- David Hawes, 3616 Amherst
- David Cole. 4104 Cason

8. Employee of the Year Recognition

Matters related to recognizing Charlotte Rains (Herling) as the 2025 Employee of the Year. *Recommended Action: No action required.* **Mr. J. Urban, Human Resources Director.** [See Agenda Memo 8]

No action taken.

9. Wastewater Treatment Plant Change Order No. 2

Matters related to approving a change order for the Wastewater Treatment Plant project. *Recommended Action: Approve Change Order No. 2 in the amount of (132,118.78) with Persons Services Corporation and authorize the City Manager to execute the change order.* **Mr. M. Leech, Public Works Director** [See Agenda Memo 9]

Mayor Pro Tem Barnes mentioned to approve Change Order No. 2 in the amount of -\$132,118.78 with Persons Services Corporation and authorized the city manager to execute the Change Order, seconded by Councilmember Brett.

Motion carried unanimously.

10. West Side Drainage Improvement Project Update

Matters related to approving an agreement amendment with HDR Inc for additional modeling services to support the West Side Drainage Improvement Project. *Recommended action: Approve Agreement Amendment No. 1 with HDR Inc. In an amount not to exceed \$337,563.50 for additional storm water modeling efforts associated with the West Side Paving & Drainage improvements and to authorize the City Manager to execute the amendment.* **Mr. M. Leech, Public Works Director, and C. Harrison, City Engineer.** [See Agenda Memo 10]

Mayor Pro Tem Barnes motioned to approve Agreement Amendment No. 1 with HDR Inc. In an amount not to exceed \$337,563.50 for additional storm water modeling efforts associated with the West Side Paving & Drainage improvements and authorized the City Manager to execute the amendment, seconded by Councilmember Brett.

Motion carried unanimously.

11. Preserving and Enhancing Neighborhood Character

Matters related to a presentation of the City's current standards and regulations applicable to each matter of interest. *Recommended Action: Discuss and provide feedback and direction. Mr. C. Brett, Councilmember, Mrs. K. Rainsberger, Councilmember, and Mr. M. Leech, Public Works Director* [See Agenda Memo 11]

Council provided feedback.

12. 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. If discussion is desired, the item in question will be removed from the Consent Agenda and be considered in its normal sequence on the agenda.

A. Approval of the Minutes

Matters related to approving the City Council Minutes for the meeting of December 8, 2025. *Recommended Action: Approve the minutes of the Regular City Council meeting of December 8, 2025. Ms. T. Garcia, City Secretary* [See Agenda Memo 12A]

B. October 2025 Monthly Financial Report

Matters related to receiving the City's monthly Financial Report for October 2025. *Recommended action: Receive the City's October 2025 Monthly Financial Report. Ms. M. Kalka, Finance Director* [See Agenda Memo 12B]

C. Vacant Structure Ordinance

Matters related to approving Ordinance 3100 related to vacant structures and properties on the second and final reading. *Recommended Action: Adopt Ordinance 3100 on the second and final reading. Mr. M. Leech, Public Works Director* [See Agenda Memo 12C]

D. Water Well 10 Sanitary Control Easement Ordinance

Matters related to requesting City Council approval of a Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of proposed West University Place Water Well 10. *Recommended Action: Approve Ordinance 3102 on the second and final reading and authorize the city manager to execute the subject Texas Commission on Environmental Quality (TCEQ) required ordinance associated with the protection of West University Place Water Wells. Mr. M. Leech, Public Works Director* [See Agenda Memo 12D]

E. Medical Director Appointment

Matters related to approving an agreement to appoint a Medical Director pursuant to Texas Emergency Medical Service Rules 22 of the Texas Administrative Code Chapter 197.1-197.6, governing Ambulances Services. *Recommended Action: Approve the agreement appointing Lars Thestrup, MD to serve as Medical Director and authorize the City Manager to execute the agreement. Mr. J. Novak, Fire Chief* [See Agenda Memo 12E]

Mayor Pro Tem Barnes made a motion to approve Consent Agenda items A, B, C, D, and E, seconded by Councilmember Rainsberger.

Motion carried unanimously.

13. Adjourn Regular Meeting

Councilmember Brett made the motion to adjourn the Regular Meeting at approximately 8:39 p.m., seconded by Mayor Pro Tem Barnes.

Motion carried unanimously.

Prepared by: Austin Bishop, Assistant to the City Manager

Council Approved: February 13, 2026