



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Montgomery, Mayor Pro Tem
Shannon Carroll, Councilmember
Clay Brett, Councilmember
Matt Hart, 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 on **Monday, January 22, 2024, 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 and via Zoom.

The agenda was as follows:

1. **Call Meeting to Order**

Mayor Sample called the regular meeting to order at 6:31 p.m. Council in attendance were Mayor Pro Tem Montgomery and Councilmembers, Carroll, Brett, and Hart. Staff in attendance were City Manager Beach, City Secretary Gilliam, City Attorney Bounds, Fire Chief Maxwell, Assistant to the City Manager Bishop, Public Works Director Cameron, Assistant Public Works Director Cast, Plant Supervisor Wahlstorm, Finance Director Kalka, Recreation Manager Bakes, Parks and Recreation Director White, Parks Operations Manager Veld, Human Resources Director Urban, and Police Chief Walker

Also present: Carrol Vincent, Jr., and Dale Clark with Jerdon Enterprises, Zoning and Planning Commission Chair John Cutrer, and Carol Harrison with IDS Engineering.

2. **Pledge of Allegiance**

Scouts with Troop #55 led the Pledge.

3. **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.

There were no public comments.

4. **Employee of the Year Recognition**

Matters related to recognizing Recreation Manager Brittany Bakes as the 2023 Employee of the Year. *Recommended Action: No action required. Mr. James Urban, Human Resources Director*

Recreation Manager Bakes was recognized as the 2023 Employee of the Year.

5. **Ordinance Calling for Joint Public Hearing with the Zoning and Planning Commission**

Matters related to setting a date and time for City Council to hold a Joint Public Hearing with the Zoning and Planning Commission to hear from the public regarding residential sports courts and consolidation of districts. *Recommended Action: Approve on first and final reading an ordinance calling for a Joint Public Hearing to hear comments on proposed amendments to the Zoning Ordinance and setting the date and time for February 12, 2024, at 6:30 p.m. Mr. John McGowan, Chief Building Official and Mr. John Cutrer, ZPC Chair*

Public Works Director Cameron presented and stated that the date originally scheduled for the hearing changed and so staff is requesting that Council set a new date and time for the hearing.

Councilmember Hart moved to approve the ordinance calling for a Joint Public Hearing to hear comments on proposed amendments to the Zoning Ordinance and setting the date and time for February 12, 2024, at 6:30 p.m., on the first and final reading. Councilmember Carroll seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

6. Wier Park Improvements

Matters related to awarding a contract to Jerdon Enterprises, L.P., for improvements to Wier Park. *Recommended Action: Award contract of Jerdon Enterprises L.P. in the amount not to exceed \$876,519.35 and authorize the City Manager to execute the contract; approve the Friends funding expenditure as required by Ordinance for construction expenses not to exceed \$910,000; and accept the Wier Park Improvements with known deviations to the City's Zoning Code.* **Ms. Susan White, Parks and Recreation Director**

After a briefing by Parks and Recreation Director White, Councilmember Brett moved to award the contract to Jerdon Enterprises in the amount not to exceed \$876,519.35 and authorize the city manager to execute the contract; approve the Friends funding expenditure as required; and accept the Wier Park Improvements with known deviations to the Zoning Code. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

7. Buffalo Speedway Esplanade and Gateway Signage

Matters related to a presentation by landscape architects Clark Condon related to the Buffalo Speedway Esplanade and Gateway Signage project. *Recommended Action: Discuss and take any desired action.* **Mr. Danny Cameron, Public Works Director and Ms. E. Gilbert, Clark Condon**

After discussion, City Council agreed on the Herringbone pattern for the paver, the flush mounted steel for planter logo, and purple/pink color palette for the planter.

8. Fire Department Bunker Gear Replacement

Matters related to approving a contract with Municipal Emergency Services for the replacement of bunker gear. *Recommended Action: Authorize the purchase in the amount of \$109,184.00 through the cooperative purchasing agreement with Municipal Emergency Services for the replacement of bunker gear and authorize the City Manager to finalize the purchase.* **Ms. Jennifer Maxwell, Fire Chief**

After a brief presentation by Chief Maxwell, Councilmember Brett moved to authorize the purchase in the amount of \$109,184.00 through the cooperative purchasing agreement and authorize the City Manager to finalize the purchase. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

9. Drug Enforcement Administration Tactical Diversion Squad Participation

Matters related to cancelling the agreement the city has with the Drug Enforcement Tactical Division Squad. *Recommended Action: Terminate the Police Department's participation in Drug Enforcement Tactical Division Squad. Mr. Ken Walker, Police Chief*

After a briefing by Chief Walker, and questions and answers about the program, Council requested more information before approving to terminate the contract and tabled this item until the next meeting.

10. Concrete Maintenance Services Contract

Matters related to awarding a contract for concrete maintenance services for sidewalk and street repairs to TB Concrete Construction in the amount of \$800,000 and a budget ordinance amending the 2024 Budget funding for concrete maintenance services. *Recommended Action: Approve ordinance amending the 2024 Budget and approving a contract with TB Concrete Construction, Inc., for concrete maintenance services in the amount of \$800,000, and authorize the City Manager to execute the contract. Mr. Danny Cameron, Public Works Director]*

After a briefing by Public Works Director Cameron, Mayor Pro Tem Montgomery moved to approve the ordinance amending the 2024 Budget; approve a contract with TB Concrete; and authorize the City Manager to execute the contract. Councilmember Clay seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

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 Councilmember requests an item be removed from the Consent Agenda and be considered in its normal sequence on the agenda.

A. City Council Meeting Minutes

Matters related to approving the City Council Minutes of January 8, 2024. *Recommended Action: Approve Minutes of January 8, 2024. Ms. Thelma Gilliam, City Secretary*

B. Quarterly Investment Report

Matters related to accepting the City's December 2023 Quarterly Investment Report. *Recommended Action: Accept the December 2023 Quarterly Investment Report. Ms. Marie Kalka, Finance Director*

C. Reschedule May 27th City Council Meeting Due to Holiday

Matters related to changing the May 27, 2024, City Council Meeting to May 20, 2024. *Recommended Action: Change the City Council Meeting date of May 27, 2024, to May 20, 2024, due to the Memorial Day holiday or discuss and take any desired action. Ms. Thelma Gilliam, City Secretary*

D. Utility Accounts – Annual Write-Off of Uncollectable Amounts

Matters related to inactive, uncollectable amounts from utility accounts. *Recommended Action: Authorize staff to write off inactive, uncollectable amounts from utility account outstanding balances for 2020 in the amount of \$7,151.57. Ms. Marie Kalka, Finance Director*

Councilmember Brett moved to approve the Consent Agenda as presented. Councilmember Carroll seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

12. Adjourn Regular Meeting

At 7:55 p.m., Councilmember Brett moved to adjourn. Councilmember Carroll seconded the motion.
MOTION PASSED.

Ayes: Sample, Montgomery, Brett, Carroll, Hart
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, and any presentation, from the City Secretary's office.

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

Council Approved: February 14, 2024