



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 **workshop** and **regular session** on **Monday, January 23, 2023 at 6:00 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.

WORKSHOP:

Agenda items are as follows:

1. Call Workshop to Order

Mayor Sample called the workshop to order at 6:00 p.m. In attendance were Councilmembers Barnes, Bell, and Carroll. Mayor Pro Tem Montgomery attended via Zoom.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Interim Public Works Director Cameron, Fire Chief Maxell, Police Chief Walker, and Finance Director Kalka

Vice President Apoorv Kumar and Director of Business Development Jerry Bustamante of PMG Project Management Group, LLC, were also present.

2. Recess Workshop and Convene Executive Session

Council will meet in a closed meeting as permitted by Government Code sections 551.071, 551.072, and 551.074 related to a) pending litigation (Clark v. Park) and private consultation with attorney on a matter in which the duty of attorney to the city council under the Rules of Professional Conduct clearly conflicts with chapter 551, b) the purchase, exchange or value of real property, and c) the appointment and duties of the Municipal Court Clerk.

At 6:01 p.m., Mayor Sample recessed the workshop and convened an executive session pursuant to Sections 551.071, 551.072, and 551.074 of the Government Code.

3. Adjourn Executive Session and Reconvene Workshop

Council will reconvene the workshop and take action from Executive Session, if any.

At 6:34 p.m., Mayor Sample adjourned the executive session and reconvened the workshop. No action taken.

4. Adjourn Workshop

Councilmember Bell moved to adjourn the workshop at 6:35 pm. Councilmember Barnes seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Barnes, Bell, Carroll

Noes: None
Absent: None

REGULAR MEETING:

Agenda items are as follows:

Call Meeting to Order

Mayor Sample called the meeting to order at 6:35 p.m.

5. Pledge of Allegiance – Councilmember Bell led the Pledge.

6. Public Comments

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

Alida Drewes, who chose not to provide her address, spoke on several things including drainage and flooding in area of the city and a dog park.

Mallory Agerton, 2825 Albans, spoke to propose that Council investigate phasing out two-stroke gas-powered leaf blowers and weed trimmers by 2025.

Cathy Graber, 4209 Riley, spoke regarding noise pollution in gas leaf blowers.

7. Appointment of Public Works Director – Danny Cameron

Matters related to approving the city manager’s appointment of a Public Works Director. *Recommended Action: Approve the City Manager’s appointment of Danny Cameron as Public Works Director and give the Oath of Office. Mr. Dave Beach, City Manager*

Councilmember Bell moved to approve the City Manager’s appointment of Danny Cameron as Public works Director. Councilmember Barnes seconded the motion. **MOTION PASSED.**

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

8. Edloe Street Pathway Update

Matters related to an ordinance amending the 2023 Budget and awarding a contract for the Edloe Street Pathway Project. *Recommended Action: Adopt ordinance approving the amendment to the 2023 budget in the amount of \$216,000; approve the easement agreement with T/H Land Holdings, LTD; and authorize the City Manager to execute the contract with PMG Project Management Group, LLC, in the amount of \$672,719.20, and execute the easement agreement with T/H Land Holdings, LTD. Mr. Dave Beach, City Manager*

City Manager Beach presented and said the City received nine (9) bids ranging from \$667,381.60 to \$871,625.00. He said staff is recommending the low bidder as they scored the highest in review of the bid tabulation based on cost, approach, schedule, experience and reputation. Mr. Beach said staff is also recommending Alternate C, which is to update the existing fencing located near the three pedestrian bridge to ensure a uniform look and feel, be included to bring the total price to \$672.719.20.

City Manager Beach said this request for approval also includes a Budget Amendment of \$216,000 from the Capital Reserve Fund.

The following motions were then made:

- Councilmember Bell moved to adopt an ordinance approving the amendment to the 2023 budget in the amount of \$216,000. Councilmember Carroll seconded the motion.

Councilmember Barnes commented given that the City is moving forward with the project, it can be anticipated that having a pathway on both sides of the street will result in an increase in pedestrian traffic crossing Edloe. He asked that this Council or the next Council be cognizant of that and take a look at the design of that street because as it currently exists and the current design, does not offer any kind of traffic calming devices or other things in the stretch between Sunset and, basically, Arnold Street as well as south of Plumb Street. He said, therefore, Council should be looking at making modifications to those streets going forward.

A vote was then taken on the motion and second. **MOTION PASSED.**

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

- Councilmember Bell moved to approve the easement agreement with T/H Land Holdings, LTD. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

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

- Councilmember Carroll moved to award the contract to PMG Project Management Group, LLC. in the amount of \$672,719.20. Councilmember Bell seconded the motion. **MOTION PASSED.**

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

- Councilmember Bell moved to authorize the City Manager to execute the contract with PMG Project Management Group, LLC., and execute the easement agreement with T/H Land Holdings, LTD. Councilmember Carroll seconded the motion. **MOTION PASSED.**

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

9. Eastside Paving and Drainage Project – Project 2 Change Order

Matters related to approving change order for waterline design for Project 2. *Recommended Action: Approve the Change Order to HDR Engineering in the amount of \$97,760.50 for design of the cast iron water lines to be in the Eastside Paving and Drainage Improvements – Package 2 scope of work and authorize the City Manager to execute the change order. **Danny Cameron, Interim Public Works Director***

No action. City Manager Beach pulled this item from the agenda.

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

Matters related to approving the City Council Minutes of December 12. *Recommended Action: Approve City Council Minutes of January 9, 2023. Ms. Thelma Gilliam, City Secretary*

B. Ordinance Amending Ch. 18, Article IX and Ch. 74 of the Code of Ordinance

Matters related to the second and final reading of 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 on second and final reading. Mr. Danny Cameron, Interim Public Works Director*

C. Utility Accounts Write-Offs

Matters related to writing off uncollectable utility accounts. *Recommended Action: Authorize staff to write-off inactive uncollectable amounts from utility account outstanding balances for 2019 and prior in an amount of \$4,004.04. Ms. Marie Kalka, Finance Director*

D. Investment Report

Matters related to the Investment Report. *Recommended Action: Accept the December 2022 Quarterly Investment Report. Ms. Marie Kalka, Finance 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 6:55 p.m., Councilmember Carroll moved to adjourn the regular meeting. Councilmember Barnes 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: February 13, 2023