



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, June 3, 2025

5:00 PM

Council Chamber

PRE-MEETING WORK SESSION(S)

4:00 - 4:15 P.M. The City Council met in open work session to receive a briefing about a Special Sign District for Snider Plaza and a Residential Parking District in the residential area just west of Snider Plaza . No action was taken. Council Conference Room, 2nd floor, City Hall.

[25-123](#)

Discuss Snider Plaza Special Sign District

[25-124](#)

Discuss establishing a Resident Parking District in the residential area just west of Snider Plaza

4:15 - 5:00 P.M. The City Council met in open work session to receive agenda item briefings from staff. No action was taken. Council Conference Room, 2nd floor, City Hall.

I. CALL TO ORDER

Rollcall

Present: 4 - Mayor Pro Tem Mark Aldredge, Councilmember Phillip Philbin,
Councilmember Bob Myers and Councilmember Melissa Rieman

Excused: 1 - Mayor Tommy Stewart

- A. INVOCATION: Councilmember Melissa Rieman
- B. PLEDGE OF ALLEGIANCE: Councilmember Melissa Rieman
- C. INTRODUCTION OF COUNCIL: Mayor Pro Tem Mark Aldredge

D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included City Attorney Rob Dillard, Interim Director of Information Services Mark Madolara, City Secretary Christine Green, Special Projects Coordinator Amanda Hartwick, Fire Chief Randy Howell, Chief of Police Bill Mathes, Community Information Officer Paige Ruedy, Purchasing Manager Elizabeth Anderson, Director of Finance Tom Tvardzik, Controller Brian Hogan, Senior Accountant Dianne Hailey, Senior Accountant Barbara Kowalewski, Marketing & Multimedia Coordinator Abby Mancini, Library Director Jackie Lott, Director of Public Works Keegan Littrell, and Director of Community Development Patrick Baugh.

II. AWARDS AND RECOGNITION[25-121](#)

Proclamation - Noah Clayton, Mayor for the Day

Mayor Pro Tem Mark Aldredge read a proclamation recognizing Boone Elementary student Noah Clayton as Mayor for the Day.

[25-102](#)

Presentation of the GFOA Achievement of Excellence in Financial Reporting for Fiscal Year 2024 and Distinguished Budget Presentation Award for Fiscal Year 2025 to the Finance Department

Director of Finance Tom Tvardzik described the awards earned by the Finance Department, and recognized Finance Department employees Senior Accountant Dianne Hailey, Senior Accountant Barbara Kowalewski, and Controller Brian Hogan for their work in earning this recognition.

III. CONSENT AGENDA[25-117](#)

Consider a contract award for Fire Department Uniforms

City Manager Corder said that this is an annual contract award for Fire Department uniforms for the City's 35 firefighters. G & G Source is the recommended vendor in the estimated annual total amount of \$29,000.

This contract was approved.

[25-120](#)

Consider approval of the purchase of a concrete saw

City Manager Corder said that this is the proposed purchase of a concrete saw to replace a saw that is in poor working condition. The Infrastructure Maintenance crews use concrete saws daily for pavement repair and replacement, water main breaks, sanitary sewer repairs, etc. Texas Bearings of Dallas provided the low quote in the amount of \$43,000.

This purchase was approved.

[25-122](#)

Consider approval of a Ford Maverick truck purchase

City Manager Corder said that this is the purchase of a Ford Maverick truck for the Community Development Department from Randall Reed's Planet Ford in the amount of \$29,464.53. This truck is a planned replacement.

This purchase was approved.

[25-119](#)

Consider the minutes of the May 20, 2025 City Council meeting, with or without correction

The minutes were approved.

Approval of the Consent Agenda

A motion was made by Councilmember Philbin, seconded by Councilmember Myers, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 4 - Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

IV. MAIN AGENDA

[25-125](#)

Conduct a Public Hearing on the matter of Zoning Case # PZ 25-002 - A request to create a Planned Development District for 6821 Preston Road. Current proposed use is retail, as deBoulle Diamond and Jewelry.

Robbie said that this public hearing and ordinance will be rescheduled to a future meeting of the Planning & Zoning Commission and the City Council.

[25-126](#)

Consider adoption of an ordinance on the matter of Zoning Case # PZ 25-002 – A request to create a Planned Development District for 6821 Preston Road. Current proposed use is retail, as deBoulle Diamond and Jewelry.

[25-118](#)**Consider Guaranteed Maximum Price Proposal - Fondren Building, Phase 1**

Purchasing Manager Elizabeth Anderson said that this is a Guaranteed Maximum Price (GMP) proposal for the 5620 Fondren Building, Phase 1. CGC General Contractors is the Construction Manager at Risk (CMAR) hired by the City in March 2025. CGC and the architect have finalized the construction plans, bid the trades to subcontractors and assembled a GMP proposal for the City to review.

Elizabeth said that Phase 1 is a "Shell and Core" and involves around two dozen trades that will modify and strengthen the interior and exterior framework of the building. This phase of the project is estimated to be complete in October 2025. She said that the Phase 1 GMP proposal is \$2,100,840.40. The SMU Land Sale Fund is the funding source for this project.

A motion was made by Councilmember Bob Myers, seconded by Councilmember Melissa Rieman, to approve this Guaranteed Maximum Price (GMP) proposal. The motion carried by the following vote:

Aye: 4 - Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

As there was no further business, Mayor Stewart adjourned the meeting.

Considered and approved this 17th day of June, 2025:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary