City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes
City Council

Tuesday, July 7, 2026 | **5:00 PM** | **Council Chamber**

EXECUTIVE SESSION

3:00 - 4:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to consult with the City Attorney regarding short term rentals. No action was taken. Council Conference Room, 2nd floor, City Hall.

PRE-MEETING WORK SESSION(S)

4:00 - 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: 5 - Councilmember Alex Bell, Councilmember Darrell Lane, Councilmember Melissa Rieman, Mayor Pro Tem Phillip Philbin and Mayor Randy Biddle

A. INVOCATION: Councilmember Alex Bell

B. PLEDGE OF ALLEGIANCE: Councilmember Alex Bell

C. INTRODUCTION OF COUNCIL: Mayor Randy Biddle

D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included City Attorney Rob Dillard, Director of Information Services Andy Atencio, City Secretary Christine Green, Community Information Officer Paige Ruedy, Special Projects Coordinator Amanda Hartwick, Fire Chief Randy Howell, Chief of Police Bill Mathes, Recreation Manager Kaylon Jackson, Director of Human Resources Talia Gregory, Library Director Jackie Lott, Director of Public Works Keegan Littrell, and Assistant City Manager Shanna Sims-Bradish.

II. AWARDS AND RECOGNITION

26-134 Mayor for the Day - Brian Harrison Oates, Jr.

Mayor Biddle proclaimed Bradfield Elementary student Harrison Oates as Mayor for the Day and presented him with a ceremonial gavel.

26-129 Proclamation: July is Parks and Recreation Month

Mayor Biddle read a proclamation declaring July to be Parks and Recreation Month in the City of University Park. He also commended Recreation Manager Kaylon Jackson, Assistant City Manager Shanna Sims-Bradish, and the Parks Department staff for their work at the Caruth Park Fishing Derby and the July 4th Parade.

III. CONSENT AGENDA

26-128 Consider a request from the Highland Park Hilites to reserve Caruth Park

City Manager Corder said that this is a request from the Highland Park Hilites club to reserve Caruth Park on August 16 from 11 a.m. - 5 p.m. for their annual event to welcome incoming freshman girls. They anticipate 200 attendees.

This request was approved.

26-136 Consider approval of a request from The Weekday School at University Park United Methodist Church to reserve Smith Park

City Manager Corder said that The Weekday School at University Park United Methodist Church has requested to hold
their annual Weekday School Carnival at Smith Park on October 17 from 3 p.m. to 5 p.m. They have requested access to the park from 1 p.m. to 7 p.m. for setup and breakdown. They anticipate 450 participants at the event.

This request was approved.

26-130 Consider an Interlocal Cooperation Agreement for Joint Provision of a DARE Officer for FY2026-2027

City Manager Corder said that this is an agreement with the school district for the provision of a DARE Officer (Drug Abuse Resistance Education) at the McCulloch Intermediate School. The Town of Highland Park also participates by submitting 25% of the costs of the officer to the school district. The City is reimbursed by the school district for the Town's share of the costs.

This agreement was approved.

26-131 Consider an Interlocal Cooperation Agreement for Joint Provision of a School Resource Officer (SRO) for FY2026-2027

City Manager Corder said that this second agreement with the school district is for the provision of a School Resource Officer (SRO) at Highland Park High School. As with the DARE officer agreement, the City pays 75% of the costs of the officer and the Town submits payment to the school district for 25% of the officer's costs. The school district then reimburses the City for the Town's share of the SRO program.

Ctiy Manager Corder said that the SRO also cares for Lassie the therapy dog, and this cost is included with the SRO program.

This agreement was approved.

26-132 Consider an Interlocal Agreement with the City of Mesquite for CDL Training Services

City Manager Corder said that this is an interlocal agreement with the City of Mesquite for Commercial Driver License (CDL) training. The City has a number of positions that require CDLs. University Park has used different places to provide the training. Staff likes the City of Mesquite's training program because it is both a training and testing facility. The cost will be $1500 per employee for this training program.

This agreement was approved.

26-137 Consider approval of an Interlocal Agreement with the North Central Texas Council of Governments for participation in the Regional Traffic Signal Program

City Manager Corder said that this is an interlocal agreement with the North Central Texas Council of Governments (NCTCOG) to participate in a regional traffic signal timing study to sequence traffic signals and help alleviate traffic congestion. The NCTCOG is the regional transportation planning organization for the DFW area.

At the April 21, 2026 City Council meeting, staff presented information about this study to Council. Hillcrest, Preston and Lovers Lane will be included in the study, and the Town of Highland Park and City of Dallas will also participate. The City’s 20% share of the study's cost will be $38,280.

This agreement was approved.

26-135 Consider approval of the minutes of the June 16, 2026 City Council meeting, with or without correction

The minutes were approved.

Approval of the Consent Agenda

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

Aye: 5 - Councilmember Bell, Councilmember Lane, Councilmember Rieman, Mayor Pro Tem Philbin, and Mayor Biddle

IV. MAIN AGENDA

26-142 Conduct a public hearing for the UPUMC Detailed Site Plan Amendment request to allow a shade structure PZ-26-007

Director of Public Works Keegan Littrell said that University Park United Methodist Church applied to install a 40' x 28' shade canopy over their toddler playground. This is an amendment to a detailed site plan in Planned Development District 20 (PD-20). The Planning & Zoning Commission conducted a public hearing at its meeting on June 9 and recommended that this request be approved. He said that Community Development mailed out 33 notices to neighboring properties. They received five replies in favor of the request and one reply opposed.

Mayor Biddle opened the public hearing. John Spencer spoke as a representative of Child's Place, the company that will be installing the shade canopy. He said that it's important to provide shade at these play areas and noted that this is a church playground that is also open to the public after-hours.

There were no other comments, so Mayor Biddle closed the public hearing.

26-143 Consider approval of an ordinance amending the Detailed Site Plan for UPUMC to allow a shade structure PZ-26-007

A motion was made by Councilmember Darrell Lane, seconded by Councilmember Melissa Rieman, to adopt this ordinance. The motion carried by the following vote:

Aye: 5 - Councilmember Bell, Councilmember Lane, Councilmember Rieman, Mayor Pro Tem Philbin, and Mayor Biddle

Enactment No: ORD No. 26-026

26-144 Conduct a Public Hearing and consider denial of zoning case PZ 26-006 regarding the zoning of short term rentals

Director of Public Works Keegan Littrell provided a chronology of this zoning amendment request to amend section 5.2.8F to define short-term rentals (STRs) and amend table 5-1 of the Zoning Ordinance to prohibit or allow short-term rentals in different districts. The objectives of the zoning case were to establish a clear definition of short-term rentals, determine appropriate zoning districts, address community concerns and property rights, and update Table 5-1 of the Zoning Ordinance.

He said that this issue was first referred by the City Council to the Zoning and Development Advisory Committee. The group recommended no action in June 2024, but following receipt of a petition, the group recommended that STRs be prohibited in residential districts. The City Council then referred the question to the Planning and Zoning Commission (P&Z). P&Z held public hearings on March 24 and again on May 12.

He said that P&Z reviewed the following options for STRs:

1. Prohibit
2. Prohibit/Regulate
3. Regulate
4. Maintain Status Quo

P&Z recommended denying the zoning case and to regulate STRs outside of the zoning ordinance.

Mayor Pro Tem Philbin asked Keegan if the City has ever approved short term rentals. Keegan said no.

Councilmember Lane asked City Attorney Dillard if STRs are listed as a permitted use in the Zoning Ordinance. City Attorney Dillard said no.

Mayor Biddle opened the public hearing.

Trey House, 3447 Shenandoah, said that he has organized a group of neighbors to oppose STRs in University Park. He said that he welcomes some type of action, preferably a ban on STRs.

There were no other comments, so Mayor Biddle closed the public hearing.

A motion was made by Councilmember Melissa Rieman, seconded by Mayor Pro Tem Phillip Philbin, to indefinitely postpone consideration of this case. The motion carried by the following vote:

Aye: 5 - Councilmember Bell, Councilmember Lane, Councilmember Rieman, Mayor Pro Tem Philbin, and Mayor Biddle

26-138 Consider a request to abandon right-of-way adjacent to 4004 Glenwick

Director of Public Works Keegan Littrell said that the owner of 4004 Glenwick approached the City to request abandonment of right-of-way adjacent to their property. Keegan said that this address is in a watershed that has not yet been studied and he is apprehensive about losing the property because it may be needed in the future for a storm sewer.

Councilmember Rieman asked if the property owner could build a structure on this piece of right-of-way. Keegan said no, not a building but maybe a fence or decorative landscaping. He said that there are flowers planted there now on the right-of-way.

Mayor Biddle said that if the property owner acquired this right-of-way, it would extend the property so it would adjust the setback requirement. He noted that the house on the property has already been demolished.

Kenneth Pratt, owner of 4004 Glenwick, said that there was a circle drive there before, and that this was one of the original lots of the Volk Estates. He thinks they would install a wall on the requested abandonment area.

Councilmember Lane said he is concerned about abandoning this right-of-way without knowing if the City may need this right-of-way in the future.

A motion was made by Councilmember Darrell Lane, seconded by Councilmember Melissa Rieman, to deny this request without prejudice. The motion carried by the following vote:

Aye: 5 - Councilmember Bell, Councilmember Lane, Councilmember Rieman, Mayor Pro Tem Philbin, and Mayor Biddle

26-145 Receive a briefing regarding Sanitation staffing and take any recommended action regarding staffing for Sanitation services

Director of Public Works Keegan Littrell gave a presentation about the Sanitation Division having difficulty maintaining sufficient staffing to perform the work required. He said that the minimum staffing level is 20 sanitation workers. There are currently 18 workers, not including administration.

He said that a temporary staffing contract began in December and this was successful for a while. This temporary labor contract was funded with unused salaries (vacancies). The division continues to spend a lot on overtime pay. There are regular staffing challenges and temporary labor challenges.

He described several options that might help with recruiting and maintaining staff in Sanitation:

- $2 increase per hour CDL pay
- Sign On incentive
- Referral Incentive
- Task-Based System whereby staff may leave when assigned work is complete while receiving 40 hours pay
- Increase starting hourly wage

To retain Sanitation workers, Keegan described the following options:

- Leave buy-back - increase number of hours that City will pay out
- Work out-of-class pay (Driver I serves as Driver II for a day)
- Increase hourly pay

Keegan described possible changes to Sanitation Services that might also reduce the number of workers required:

- Hybrid/manual/mechanical collection method that could reduce staffing needs per truck (one collection per week with 96 gallon containers)
- Revise the collection schedule (Monday - Friday, 7 a.m. - 3 p.m. rather than four 10-hour days)

Keegan said staff is seeking feedback from the Council.

Councilmember Rieman asked if Sanitation has an employee committee who can review these ideas. Keegan said that staff has not run all of these ideas by the group. The focus is on money - give current workers more money rather than pay temporary labor. Councilmember Rieman asked if the referral system might work? Keegan said yes. Councilmember Lane said Keegan has done a good job with these options, he thinks the referral system and task-based system might work, as well as offering these employees the option to sell back sick and vacation time. Mayor Pro Tem Philbin thanked Keegan for his efforts and suggested looking into two possibilities: 1) Sign on incentive - can it be given to current employees to keep them; and 2) since we're in the middle of budget season, what's the ripple effect to other employees in other departments if something is done only for the Sanitation Division?

Mayor Biddle asked about hybrid model of service and would it be used in commercial or residential alleyways. Keegan said it might work on certain routes with wider alleys to accommodate the equipment.

Councilmember Bell asked which recommendations require Council approval. City Manager Corder said the incentives option could be implemented now without Council action, and then budget for this in the future.

26-141 Consider approval of a resolution appointing the Snider Plaza Public Improvement District Policy Board

Special Projects Coordinator Amanda Hartwick said that the City formed a Public Improvement District (PID) following months of effort. The next action on the PID formation is to appoint a Policy Board. This group would approve an annual budget, review issues relevant to Snider Plaza, and bring issues forward to the City Council for approval. She provided a list of individuals who represent a variety of Snider Plaza stakeholders, including property owners, merchants, and residents.

Councilmember Lane asked who would be the chair of the board. Amanda said that if the board is approved today, the group could meet in August and decide on a chair.

A motion was made by Councilmember Melissa Rieman, seconded by Councilmember Darrell Lane, to approve this resolution appointing the Snider Plaza Public Improvement District Policy Board. The motion carried by the following vote:

Aye: 5 - Councilmember Bell, Councilmember Lane, Councilmember Rieman, Mayor Pro Tem Philbin, and Mayor Biddle

Enactment No: RES No. 26-010

26-140 Consider approval of guidelines and training for Boards, Commissions, and Committees

City Manager Corder said that staff updated the guidelines for training of the City's Board and Committee members per Council recommendations. He said that the overall goal is to provide board and committee members with a set of expections for each other as they deliberate and consider items as requested by the City Council.

A motion was made by Councilmember Alex Bell, seconded by Mayor Pro Tem Phillip Philbin, to adopt this resolution approving the guidelines. The motion carried by the following vote:

Aye: 5 - Councilmember Bell, Councilmember Lane, Councilmember Rieman, Mayor Pro Tem Philbin, and Mayor Biddle

Enactment No: RES NO. 26-011

26-139 Consider a resolution appointing the City's shared representative on the DART Board of Directors

City Manager Corder said that this is a statutory process as part of Chapter 452 of the Transportation Code to appoint a shared DART Representative with the City of Richardson and the Town of Addison. Both of those cities have approved Gary Slagel.

Gary Slagel addressed the City Council. He said that he has served since 2011 as the City's DART Board Representative. Mayor Pro Tem Philbin said during the DART election process, they talked about the DART TRIP program. Mayor Pro Tem Philbin asked Mr. Slagel if he fully understands all of the programs that University Park is a part of through DART. Mr. Slagel said he apologized for not understanding that the TRIP dollars would have to be repaid by the City if it had elected to leave DART. Mayor Pro Tem Philbin asked Mr. Slagel to provide his top five highlights for what he has done for the citizens of University Park as their DART representative. Mr. Slagel said that one program was an effort to transport domestic workers into the City. Another was the TRIP program whereby roughly 38% of sales tax dollars collected were returned. Mr. Slagel said he believes that TRIP should not be considered a loan. Mr. Slagel said that DART has worked quite a bit with SMU, especially with the new football conference and more traffic for football games. Lastly, DART has initiated with its interim CEO a program to put together some plans that give more value to the community. He said that DART implemented a dashboard to track riders. He noted that there are candidates being considered for the DART CEO position, and University Park and the other DART cities have the opportunity to weigh-in on the candidates.

Councilmember Lane asked about Richardson's vote - he noted that the mayor did not vote for Mr. Slagel and wanted to know why. Mr. Slagel said that the mayor objected because he thinks that the DART rep position should have term limits. He also noted that the representative positions are governed by statute in the Transportation Code.

Councilmember Lane motioned to deny approval of this resolution appointing Gary Slagel as the City's shared DART representative. There was no second, so the motion failed.

A motion was made by Councilmember Melissa Rieman, seconded by Mayor Randy Biddle, to approve this resolution appointing Gary Slagel as the City's shared representative on the DART Board of Directors. The motion carried by the following vote:

Aye: 3 - Councilmember Rieman, Mayor Pro Tem Philbin, and Mayor Biddle

Nay: 2 - Councilmember Bell, and Councilmember Lane

Enactment No: RES No. 26-012

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

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

Considered and approved this 21st day of July, 2026:

____
Randy Biddle, Mayor

ATTEST:

____
Christine Green, City Secretary