



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, July 1, 2025

5:00 PM

Council Chamber

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### 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 a license agreement at 3904 Lovers Lane. 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:** 4 - Mayor Pro Tem Mark Aldredge, Councilmember Phillip Philbin,  
Councilmember Bob Myers and Councilmember Melissa Rieman

**Excused:** 1 - Mayor Tommy Stewart

A. INVOCATION: City Attorney Rob Dillard

B. PLEDGE OF ALLEGIANCE: City Attorney Rob Dillard / Scouts

Scouts Wesley Wilkins, Marshall Wilkins, and Matthew Doenges of Troop 890 were present as part of earning their Citizenship in the Community merit badges. They assisted the Mayor and City Council in leading the Pledge of Allegiance.

C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart

**D. INTRODUCTION OF STAFF: City Manager Robbie Corder**

Staff in attendance included City Attorney Rob Dillard, Interim Director of Information Services Mark Madolora, City Secretary Christine Green, Fire Chief Randy Howell, Chief of Police Bill Mathes, Director of Community Development Patrick Baugh, Special Projects Coordinator Amanda Hartwick, Assistant City Manager Shanna Sims-Bradish, Director of Public Works Keegan Littrell, Director of Human Resources Talia Gregory, Purchasing Manager Elizabeth Anderson, Fleet Manager/Supervisor Owen Downham, Recreation and Special Events Supervisor Kaylon Jackson, Assistant Director of Parks & Recreation Tommy Anich, Parks Operations Coordinator Bryce Reed, Parks Superintendent Ann Allen, Parks Supervisor Jeremy Hernandez, Parks Supervisor Jepte Veliz.

**II. AWARDS AND RECOGNITION**[25-145](#)

SMU presentation to the City Council

This presentation was postponed.

[25-146](#)

Proclamation - Parks and Recreation Month - July 2025

Mayor Pro Tem Mark Aldredge read a proclamation to declare July 2025 as Park & Recreation Month in the City of University Park. Assistant Director of Parks & Recreation Tommy Anich introduced staff in attendance and made remarks about the Park Department's plans to highlight Park & Recreation month.

**III. CONSENT AGENDA**[25-149](#)

Consider an Interlocal Cooperation Agreement for Joint Provision of a DARE Officer for FY2025-2026

City Manager Corder said that this is an Interlocal Cooperation Agreement with the Highland Park Independent School District (HPISD) to provide a Drug Abuse Resistance Education (DARE) officer at the McCulloch Intermediate School. He said that this is a partnership between the City, HPISD, and the Town of Highland Park. The Town funds 25% of the costs of the DARE program and officer, and the City funds the balance of 75%.

**This agreement was approved.**

[25-150](#)

Consider an Interlocal Cooperation Agreement for Joint Provision of a School Resource Officer for FY2025-2026

City Manager Corder said that this is an Interlocal Cooperation Agreement with the Highland Park Independent School District (HPISD) to provide a School Resource Officer (SRO) at Highland Park High School. He said that the Town of Highland Park provides 25% of the costs of this officer and program and University Park is responsible for the remaining 75%.

**This agreement was approved.**

[25-156](#)

Consider a contract with Pinnacle Petroleum for Bulk Fuel

City Manager Corder said that this is a contract with Pinnacle Petroleum for bulk fuel. He said that the City's current and longstanding fuel provider went out of business. The City purchases several thousand gallons of unleaded and diesel fuel annually to supply the three pumps at 4419 Worcola. Pinnacle's pricing is available to the City via a purchasing cooperative that satisfies competitive bidding requirements.

**This contract was approved.**

[25-158](#)

Consider additional funding for Integrated Innovations

City Manager Corder said that this is proposed funding for Integrated Innovations, a consultant who works on contract in the Information Services Department. This consultant has done work for the City for over 25 years and has picked up an additional day of consulting due to a staffing shortage in the Information Services Department. This item will ratify the payments to Integrated Innovations exceeding \$50,000 and approve funding needed to extend this contract through the end of FY25.

**This funding was approved.**

[25-148](#)

Consider an ordinance to update the City holidays listed in the City Code, § 8.01.001 (b) construction activities

City Manager Corder said that this ordinance cleans up the City Code related to construction hours allowed in University Park. Construction is prohibited on holidays observed by the City because staff is not working. This revision adds the Juneteenth holiday to the list of holidays on which construction is prohibited. Councilmember Philbin asked why construction is allowed on holidays like Good Friday and Veterans Day. Robbie said that the City Code prohibits construction only on the holidays observed by the City because building inspectors and other staff do not work on these days. He noted that Good Friday, Veterans Day, and several other holidays are not officially observed by the City.

**This ordinance was adopted.**

Enactment No: ORD No. 25-013

[25-153](#)

Consider approval of the minutes of the June 17, 2025 City Council meeting, with or without correction

Phillip asked for explanation about the holidays chosen to prohibit construction

**The minutes were approved.**

## **Approval of the Consent Agenda**

**A motion was made by Councilmember Myers, seconded by Councilmember Rieman, 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**

[25-157](#)

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.

Director of Community Development Patrick Baugh gave a presentation about deBoulle Diamond and Jewelry's request for the creation of a Planned Development District (PD-45) to facilitate the remodeling of the existing structure and site reconfiguration at 6821 Preston Road. He said that the Planning & Zoning Commission recommended approval of this request at its June 24 meeting.

Mayor Pro Tem Mark Aldredge opened the public hearing.

Dallas Cothrum, 6700 Golf Drive, said he is a resident and a representative of the store, and said that he is in favor of this PD creation . He said that the improvements to the store will generate more ad valorem taxes as well as sales taxes. He said that the addition of enclosed parking will improve the look of the property. He said that the proposed Patek Phillipe watch/jewelry boutique is only the fifth of its kind in the U.S.

David Rejebian, Snider Plaza Parking Task Force Chair, said that this building will bring good value to the City and he supports the application.

There were no other speakers, so Mayor Pro Tem Aldredge closed the public hearing.

Enactment No: ORD No. 25-014

[25-159](#)

Consider an Ordinance for 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.

**A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Bob Myers to adopt this ordinance that allows this development as represented with the addition, as suggested at the Planning & Zoning Commission meeting, for the valet parking requirement for special events, but with regard to the use requirement, it should be "General Retail Use." The motion carried by the following vote:**

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

Enactment No: ORD No. 25-014

[25-154](#)

Conduct a Public Hearing regarding an application from Mark Webb of Artz Landscape Designs LLC, representing Property owner Mary Fleischi, requesting the amendment of Planned Development District 39 with a new detailed site plan for the installation of an inground spa and feature wall. The property is located at 4513 Normandy Avenue. Planning and Zoning case: PZ 25-005

Director of Community Development Patrick Baugh gave a presentation about this proposed amendment to Planned Development District 39. He said that the property owner at 4513 Normandy would like to install an inground spa and feature wall in the courtyard. Staff received one letter opposed to this application and it cited noise as a concern. Patrick said that the Planning and Zoning Commission recommended approval of this application at its meeting on June 10.

Mayor Pro Tem Mark Aldredge opened the public hearing.

Mark Webb, 2704 Ozark Cove, McKinney, Texas spoke and said he was representing the owner, Dr. Mary Fleischi. He said that they want to create a feature inside the courtyard area for use by the family. He spoke in favor of the proposal.

There were no other speakers, so Mayor Pro Tem Aldredge closed the public hearing.

[25-155](#)

Consider an Ordinance amending Planned Development District 39 and detailed site plan to allow installation of an inground spa and feature wall. The property is located at 4513 Normandy Avenue. Planning and Zoning case: PZ 25-005

**A motion was made by Councilmember Melissa Rieman, seconded by Councilmember Phillip Philbin, to adopt this ordinance amending PD-39 at 4513 Normandy to allow installation of an inground spa and feature wall. The motion carried by the following vote:**

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

Enactment No: ORD No. 25-015

[25-152](#)

Consider and authorize an offer of settlement of claims made by the Property Owners of 3904 Lovers Lane

**A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Bob Myers, to authorize staff to proceed in the manner discussed in Executive Session with review from outside counsel. 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 Pro Tem Aldredge adjourned the meeting.

Considered and approved this 15th day of July, 2025:

\_\_\_\_\_  
Tommy Stewart, Mayor

ATTEST:

\_\_\_\_\_  
Christine Green, City Secretary