



# City of University Park

City Hall  
3800 University Blvd.  
University Park, TX 75205

## Meeting Minutes City Council

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Tuesday, November 7, 2023

5:00 PM

Council Chamber

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### EXECUTIVE SESSION

*3:30 - 4:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to consult with the City Attorney regarding potential improvements to the Holmes Aquatics Center. No action was taken. Livingston Conference Room, 1st Floor, City Hall.*

### PRE-MEETING WORK SESSION(S)

*4:00 - 4:15 P.M. The City Council met in open work session to receive a presentation from City Engineer Katie Barron regarding the Airline / University traffic study. No action was taken. Council Conference Room, 2nd floor, City Hall.*

[23-228](#)

Staff report on the Airline / University Traffic Study

*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:** 5 - Mayor Pro Tem Liz Farley, Mayor Tommy Stewart, Councilmember Mark Aldredge, Councilmember Phillip Philbin and Councilmember Bob Myers

A. INVOCATION: Library Director Sharon Perry

B. PLEDGE OF ALLEGIANCE: Library Director Sharon Perry / Scouts

Scouts Ford Pulliam, Laird Greenfield, Hanes Morrison, Will Fitzmartin, and Andrew Zansky of Troop 82 and Jonathan Cejka of Troop 518 were present as part of earning their Citizenship in the Community and Communication merit badges. The scouts 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, Director of Information Services Dale Harwell, City Secretary Christine Green, Interim Director of Public Works Jodie Ledat, Library Director Sharon Perry, Special Projects Coordinator Amanda Hartwick, Public Information Officer Paige Ruedy, Chief of Police Bill Mathes, Assistant City Manager Shanna Sims-Bradish, City Engineer Katie Barron, Fire Chief Randy Howell, Director of Finance Tom Tvardzik, Director of Human Resources Cheree' Bontrager, Director of Parks & Recreation Sean Johnson, and Director of Community Development Pat Baugh.

**II. AWARDS AND RECOGNITION**[23-218](#)**Proclamation - Arbor Day**

Mayor Stewart recognized Arbor Day in University Park as Friday, November 3, 2023.

[23-224](#)**Presentation - The Friends of the University Park Public Library**

Michael Gerstle, President of the Friends of the University Park Public Library, gave a report on the group's activities and presented a check to the City in the amount of \$122,018.99.

[23-225](#)**Police Department Promotions - Lt. Allison Smith and Sgt. Jonah Leiseth**

Chief of Police Bill Mathes recognized the promotions of Allison Smith to Lieutenant and Jonah Leiseth to Sergeant.

**III. CONSENT AGENDA**[23-216](#)**Consider renewal of Stop Loss Insurance with Blue Cross Blue Shield for 2024**

City Manager Corder said that this is a renewal of the City's stop loss insurance coverage with Blue Cross, Blue Shield. In a self-insurance program, stop loss coverage is provided to minimize the City's exposure to large insurance claims. The Employee Benefits Committee reviewed this proposal at its meeting on October 27 and recommended approval.

**This Stop Loss Insurance renewal was approved.**

[23-215](#)

## Consider rejecting all bids - Traffic Signal Improvements

City Manager Corder said that this is a request to reject all bids received for Traffic Signal Improvements as only one offer was received and the amount was more than 50% higher than what was anticipated. Staff plans to ask the North Central Texas Council of Governments Purchasing Department for an outside review of the City's bid documents before attempting another bid.

**These bids were rejected.**

[23-219](#)

## Consider FY24 Vehicle Purchases

City Manager Corder said that this is the FY24 vehicle purchase. There are 11 total vehicles being replaced for various departments, including the Fire Department, Utilities Division, Police Department, and Sanitation Division. The total purchase price for all vehicles is \$1,115,742.56, and the purchases are being made through cooperative purchasing contracts that satisfy statutory competitive purchasing requirements.

**These vehicle purchases were approved.**

[23-223](#)

## Consider canceling the November 21, 2023 City Council meeting

City Manager Corder asked the Council to consider canceling the November 21 City Council meeting as it falls during the week of the Thanksgiving holiday.

**The November 21, 2023 meeting was canceled.**

[23-214](#)

## Consider the minutes of the October 17, 2023 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 Mayor Pro Tem Farley, to approve the Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

**IV. MAIN AGENDA**

23-175

## Consider Holmes Aquatic Center Phase II Architect Design Services

Director of Parks & Recreation Sean Johnson gave a presentation about the Holmes Aquatics Center Phase II Architect Design Services. He recapped the timeline of the project since 2018. In May 2023, consultants Brinkley Sargent Wiginton started working on a feasibility study with an assessment of the current building, including review by an aquatic engineer. This firm provided an opinion of probable cost for construction of the facility and provided options for the project delivery schedule and delivery methods. They also developed an updated conceptual plan.

At the July 18, 2023 City Council meeting, staff provided an update on the conceptual site plan and community center plan, the project schedule, estimated construction cost, and new building rendering. The Parks Advisory Committee reviewed this study at its July 27 meeting and recommended approval. The Capital Project Review Committee also reviewed the study at its July 31 meeting and did not recommend moving forward due to the high estimated construction cost (\$9.4 million).

Sean noted that there is a donor who would like to provide \$1 million to help fund this project, with the provision that construction begin in 2024 in conjunction with the City's Centennial Celebration.

City Manager Corder added that former Park Advisory Committee member Alan Stewart, of his own initiative, performed research on the potential costs for this project. He said that Mr. Stewart received estimates from seven companies ranging from \$3.5 - \$6.5 million for construction of the project.

Mayor Pro Tem Farley asked what were reservations of the Capital Projects Review Committee. Sean said that the committee was concerned about the cost per square foot of the project. He noted that the consultant who provided the opinion of probable cost, Brinkley Sargent Wiginton, is well-known and has a good reputation in the aquatics industry.

Alan Stewart, 4233 Colgate, said he got 11 businesses to provide opinions about the probable cost to build the Holmes Aquatics Center Phase II, the pump room and community center. He said he received detailed cost estimates from these companies. He said that his group had a newspaper article written about the proposed project and established a website to raise citizen awareness. He said he hopes that this research will help the City to see that the project cost can be significantly lower than what was estimated by Brinkley Sargent Wiginton and will reconsider moving forward with the project and the proposed \$1 million donation.

Mayor Stewart said that it would likely cost the City another \$50,000 - \$100,000 to get the project ready for a Request for Proposals (RFP) and that he had not identified funds for getting an architectural design. He said that he knows that time is important to the donor, but if he could get a few more weeks, he might be able to identify funding to proceed with an RFP. Until then, he said he is not ready to move forward with the project.

Mayor Pro Tem Farley asked Sean to speak about the Parks Master Plan. Sean said that the Parks Master Plan study will identify areas for improvement and provide a guiding tool for the next 5-10 years. He said that once a Master Plan is filed with the state, it may qualify the City to receive grants from the Parks and Wildlife Department. He said that the plan will be presented to the City Council this December or January.

Councilmember Philbin asked how much has been spent thus far on the feasibility study since the donor made the offer. Sean said \$38,000. Councilmember Philbin said that there is multi-purpose space in the Library that is underutilized, and he asked if the City can look at modifying the rules for the Library meeting room so that a broader range of activities can take place. Sean said that the Parks Department and Library Director could review the possibility of some indoor programming at the Library meeting room.

Mayor Pro Tem Farley said she thinks some Library meeting room rules could be changed to accommodate more uses for the room. Robbie said that with other tenants in the library building, they would have to be careful of what programming could be added to the meeting room that wouldn't disturb other tenants.

Mayor Pro Tem Farley said that this project has her mindful of not taking more green space in the park. She praised the \$1 million incentive to help with the project, but doesn't want to feel rushed to do this. She said she feels it's not good timing for this project, especially with other large projects like Snider Plaza, the Miracle Mile, and major stormwater infrastructure improvements.

**A motion was made by Councilmember Mark Aldredge, seconded by Mayor Pro Tem Liz Farley, to postpone consideration of this item until the City Council receives a Park Master Plan. The motion carried by the following vote:**

**Aye:** 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

[23-222](#)

Conduct a Public Hearing regarding an amendment to Ordinance 94/10, the Special Sign District for University Campus-1 (UC-1), and University Campus-2 (UC-2) zoning districts

Mayor Stewart opened the public hearing.

Director of Community Development Pat Baugh said that SMU requested an amendment to their University Campus Special Sign District. SMU would like to install a new monument sign for the new Francis A. Moody Hall and also an entry 70' flag pole at US-75 and Mockingbird. Following a request from the City Council pre-meeting session, Pat said that SMU agreed to fly a University Park logo flag on the flagpole on the north side of the intersection.

He said that the Zoning and Development Advisory Committee recommended approval of this proposed amendment.

Councilmember Aldredge asked about the height of the flag pole on the Dallas side. Mr. Bill Wade of SMU was in the audience and said that both flag poles will be the same height.

There were no speakers, so Mayor Stewart closed the public hearing.

[23-221](#)

Consider an ordinance amending the Special Sign District for University Campus-1 (UC-1), and University Campus-2 (UC-2) zoning districts.

City Manager Corder said that this is the ordinance to amend the special sign district.

Councilmember Aldredge asked Mr. Wade to specify what SMU will do regarding the flags to be flown on the new flagpoles at US-75 and Mockingbird. Mr. Wade said he has been authorized to commit that a standard University Park flag will be displayed on the flagpole at times to be determined by SMU and the City. Mr. Wade also said that SMU appreciates the first responders of University Park who serve at SMU football games and provide service to the entire campus.

**A motion was made by Mayor Pro Tem Liz Farley, seconded by Councilmember Mark Aldredge, to adopt this ordinance amending the Special Sign District for UC-1 and UC-2 with the stipulation that SMU fly the University Park standard flag on the new flag pole at times to be agreed upon by both SMU and the City. The motion carried by the following vote:**

**Aye:** 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

Enactment No: ORD No. 23-026

[23-220](#)

Consider an ordinance amending the International Residential Code, Sections R505.5 and 505.5.1 regarding permit extensions and fees

Director of Community Development Pat Baugh said the City Council directed staff on September 5 to craft an ordinance to establish a fee for extended permit/construction time applicable to excessively lengthy projects and that addresses a series of permits on the same site. He said that the Town of Highland Park has created a fee for extended permit times with a 24 month construction period similar to the one proposed here.

He said that on September 19, the Council directed staff to conduct a survey of builders on the subject of these proposed penalty-type fees.

He said that major residential construction project permits expire 18 or 24 months from the issuance date. Major residential construction projects, other than new houses, are classified by the Building Official based on their complexity and duration upon application scope/description of work and schedule review.

Pat provided an overview of the fees in the ordinance:

- Up to 60 days over the permit expiration, the fee is \$250 per day, or
- Over 60 days of the permit expiration, the fee is \$500 per day, plus catch-up if initial schedule projection was less than 61 days
- Permits (fees paid) shall be acquired in advance;
- Permits (fees paid) shall be acquired in increments no less than 15 days;

To implement these fees, Pat said that staff will request periodic construction project schedules.

Pat said that staff received 25 (47%) survey responses out of 53 sent. The majority of the builders' responses indicate that schedule overruns may be beyond their ability to control, whether due to material shortages, delivery delays, labor availability, owner finishes selection, etc.

Pat said that he recommends following the lead of the Town of Highland Park which has a similar ordinance but has used discretion in applying the fees.

Councilmember Philbin asked Pat to give some examples of the houses that prompted this study. Pat said that the house just north of City Hall has taken out nine permits consecutively and has been under construction for 4.5 years. Sometimes there have been as many as 80 workers onsite at a time. The homeowner made significant changes throughout the project, and the neighbors have endured traffic challenges due to deliveries, workers parking, dust, noise, etc. Pat noted that every street in the City is affected by construction, not just the projects targeted by this ordinance.

Councilmember Myers asked how many permit extensions have we had in the past year. Pat said that no more than two projects in any one year have run an extended permit. Sometimes there are houses that don't get

completed due to financing and they are not complete but also not active.

Mayor Stewart noted that the City has been dealing with this for several years. He thinks this may be a start to get things under control and it takes into account that construction delays are often caused by the owner rather than the builders.

**A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Bob Myers, to adopt this ordinance. The motion carried by the following vote:**

**Aye:** 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

Enactment No: ORD No. 23-027

### [23-226](#)

Consider an ordinance abandoning two easements at 3904 Lovers Lane

Interim Public Works Director Jodie Ledat said that this is a request from the property owner at 3904 Lovers Lane to abandon two utility easements. She said that the City no longer has an active wastewater line crossing the property and the stormwater easement no longer provides access to the active stormwater line.

The easement was appraised at \$94.70 per square foot.

The City is also requesting that the owner dedicate a 15-foot-wide stormwater easement to the City as a condition of the abandonment. The area of the easement abandonment is 2,160 and the area of the easement dedication is also 2,160 feet.

**A motion was made by Councilmember Bob Myers, seconded by Mayor Pro Tem Liz Farley, to abandon these easements at 3904 Lovers Lane subject to dedication of a new stormwater easement on the property. The motion carried by the following vote:**

**Aye:** 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

Enactment No: ORD No. 23-028

### [23-227](#)

Consider approval of a contract for Mile-per-Year survey services

City Engineer Katie Barron said that for the last several years, city staff has been providing engineering services for the Mile Per Year (MPY) contract, being performed by SYB Construction. The City has been contracting with Lim & Associates for the land surveying services for a basis of design. Katie said that the staff would like to extend the contract with Lim and Associates to do this work on an on-call basis.

The contract has a not-to-exceed amount of \$75,000.

**A motion was made by Councilmember Mark Aldredge, seconded by Mayor Pro Tem Liz Farley, to approve this contract. The motion carried by the following vote:**



**Aye:** 5 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

23-217

**Consider appointing members to the Snider Plaza Employee Parking Task Force**

Assistant City Manager Shanna Sims-Bradish said that this is a follow up from the October 3 City Council meeting to discuss options for employee parking in Snider Plaza. She explained the proposed framework for a Snider Plaza Employee Parking Task Force to include 8-10 members made up of Snider Plaza property owners, merchants and nearby residents. The task force chair and the City Council liaison are to be determined by the City Council. This task force would be charged with providing a recommendation by April 2024 to the City Council on the best option for off-site parking for employees at Snider Plaza and how to pay for this off-site parking.

Robbie said staff has received several proposed names for the task force:  
Residents: Dallas Cothrum and Stacy Baucum Robert  
Merchants: Doug or Amanda Pickering of The Douglas and Amy Broad of J.D.'s Chippery  
Owners: David Rejebian, and a representative from Tom Thumb

Staff is also seeking a representative from Hilltop Plaza or the 6600 Snider Plaza building to serve on the task force.

Mayor Stewart asked Mayor Pro Tem Farley to serve as the Council liaison, and he said he had spoken to Stacy Baucum, Amanda Pickering, and David Rejebian and that they had agreed to serve.

Staff wants to get a meeting in place before the end of the year.

**A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Mark Aldredge, to appoint Dallas Cothrum, Stacy Baucum, Amanda Pickering, Amy Broad, a representative from Tom Thumb, a representative from Hilltop Plaza (Jim Strode or other designee), David Rejebian, and Mayor Pro Tem Farley to the Snider Plaza Employee Parking Task Force. Other members may be added later.**

**The motion carried by the following vote:**

**Aye:** 4 - Mayor Stewart, Councilmember Aldredge, Councilmember Philbin, and Councilmember Myers

**Abstain:** 1 - Mayor Pro Tem Farley

**V. PUBLIC COMMENTS**

Brielle Rowe, 3711 Granada, said that Granada Street is made very narrow by cars parked on both sides of the street and that it's hard to navigate. She said that Halloween activity on her street with pedestrians and cars prompted her to come to the Council meeting.

Katherine Murrell, 3703 Granada, said that her driveway is frequently blocked by cars parked on the street.

**VI. ADJOURNMENT**

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

Considered and approved this 5th day of December 2023:

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

ATTEST:

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