



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, June 17, 2025

5:00 PM

Council Chamber

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 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: 5 - Mayor Tommy Stewart, Mayor Pro Tem Mark Aldredge, Councilmember Phillip Philbin, Councilmember Bob Myers and Councilmember Melissa Rieman

A. INVOCATION: Director of Engineering Katie Barron

B. PLEDGE OF ALLEGIANCE: Director of Engineering Katie Barron / Scouts

Scout Sahren Dayalji of Troop 82 was present as part of earning his Communication merit badge.

C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart

D. INTRODUCTION OF STAFF: Assistant City Manager Shanna Sims-Bradish

Staff in attendance included City Attorney Rob Dillard, Interim Director of Information Services Mark Madolora, City Secretary Christine Green, Special Projects Coordinator Amanda Hartwick, Fire Chief Randy Howell, Chief of Police Bill Mathes, Purchasing Manager Elizabeth Anderson, Director of Engineering Katie Barron, Director of Finance Tom Tvardzik, Library Director Jackie Lott, Director of Human Resources Talia Gregory, Director of Public Works Keegan Littrell, Director of Parks and Recreation Sean Johnson, and Recreation and Special Events Supervisor Kaylon Jackson.

II. AWARDS AND RECOGNITION**III. CONSENT AGENDA****[25-129](#)**

Consider an ordinance granting franchises for 2025

Assistant City Manager Shanna Sims-Bradish said that this is an ordinance granting sanitation franchises through 2025 to 23 previously approved companies and one new applicant, Five Star Waste and Recycling, Inc. City Code establishes requirements for private contractors who provide sanitation services in University Park. The requirements include seeking a franchise to operate in the city.

This ordinance was adopted.

Enactment No: ORD No. 25-011

[25-133](#)

Consider a reservation request from The Housson Center

Assistant City Manager Shanna Sims-Bradish said that this is a reservation request from The Housson Center for the use of Smith Park on Saturday, October 4 to hold their 5th Annual Mending Minds 5K fundraiser run/walk. The group anticipates up to 150 participants at the event.

This reservation request was approved.

[25-134](#)

Consider a reservation request from The Weekday School

Assistant City Manager Shanna Sims-Bradish said that this is a request from The Weekday School at the University Park United Methodist Church to reserve Smith Park for their annual Weekday School Carnival on Saturday, October 18, 2025. This group anticipates 450 participants at the event.

This reservation request was approved.

[25-135](#)

Consider a reservation request from the Highland Park Hilites

Assistant City Manager Shanna Sims-Bradish said that this is a reservation request from the Highland Park High School Hilites club for the use of Caruth Park on Sunday, August 10 for their annual picnic. They anticipate 200 participants at the event.

This reservation request was approved.

[25-136](#)

Consider a reservation request from the University Park Preschool Association

Assistant City Manager Shanna Sims-Bradish said that this is a reservation request from the University Park Preschool Association to hold their annual "UP All Night" fundraiser at University Park Elementary School and Curtis Park on Saturday, April 18 and Sunday, April 19. The group anticipates approximately 800 total attendees.

This reservation request was approved.

[25-137](#)

Consider approval of resolution adopting the 2025 Dallas County Hazard Mitigation Action Plan (HazMAP)

Assistant City Manager Shanna Sims-Bradish said that this resolution adopts the 2025 Dallas County Hazard Mitigation Action Plan (HazMAP). The goal of the plan update is to minimize or eliminate the long-term risk to human life and property from known hazards through effective mitigation. A FEMA-approved hazard mitigation plan is required to be filed every five years, and this plan was last filed in 2020. The 2025 Dallas County HazMAP was reviewed and approved by FEMA and pending adoption by the governing bodies of the agencies participating in the plan.

This resolution was approved.

Enactment No: RES No. 25-008

[25-144](#)

Consider approval of the minutes from the June 3, 2025 City Council meeting, with or without correction

The minutes were approved.

Approval of the Consent Agenda

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

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

IV. MAIN AGENDA

[25-139](#)

Consider approval of an ordinance setting the 2025/FY2026 Over-65 and Disabled Homeowner exemption at \$706,000

Director of Finance Tom Tvardzik said that this ordinance will set the Over-65 and Disabled Homeowner property tax exemption for FY2026 at \$706,000. This was reviewed by the Finance Advisory Committee at their June 12 meeting and recommended for approval.

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

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

Enactment No: ORD No. 25-012

[25-138](#)

Consider approval of water meter chamber purchases

Purchasing Manager Elizabeth Anderson described this request for the purchase of 300 water meter chambers. She said that the chamber is the "brain" of the water meter that records the amount of water that a residence or business has consumed. These chambers will be used as stock to install in existing water meters that have failing chambers. The meter chambers have a life of about 10 years.

These water meter chambers are available from Aqua-Metric Sales Company via an HGAC cooperative purchasing contract in the total amount of \$207,387.52.

A motion was made by Councilmember Bob Myers, seconded by Mayor Pro Tem Mark Aldredge, to approve this purchase. The motion carried by the following vote:

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

[25-140](#)

Consider award for RFP# 2025-05 - Large Tree Installation - Snider Plaza

Director of Engineering Katie Barron and Purchasing Manager Elizabeth Anderson gave a presentation on the Snider Plaza Surface Improvements Landscape Package Bid Awards.

Elizabeth said that the Request for Proposals (RFP) for large trees specified 10 each - 10" caliper Cathedral, High Rise or Sky Climber Live Oak. Staff recommends awarding this contract to SRH Landscapes in the amount of \$227,411.70.

For the medium trees, Elizabeth said that the RFP specified 70 each - 3 - 6" caliper Pond Cypress, Bosque Lacebark Elm, and Crepe Myrtle. Staff recommends awarding this contract to SRH Landscapes in the total amount of \$250,224.80.

The final RFP for this phase was for shrubs and ground cover. Katie explained that one of the landscape beds was damaged by tire tracks at Daniel/Snider Plaza. She said that staff is proposing the add some thin bollards to be installed at specific corners in Snider Plaza to protect trees, landscaping, irrigation and curbs.

Staff would like to reject all offers submitted with this RFP and refine this scope of work on the shrubs and ground cover.

Mayor Pro Tem Aldredge asked when the large and medium trees will be planted. Katie said they will be planted in the fall. He asked when the one-year warranty begins. Katie said the warranty begins when the City takes possession of them, and the tree company will plant them.

Councilmember Philbin said that he wants bollards that match the existing fluted bollards and added that it would be helpful to have cameras in the plaza to help identify the parties responsible for the damage. He said that he would like to see a mockup of the plant selection so the Council can see what it will look like.

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

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

[25-141](#)

Consider award for RFP# 2025-06 - Medium Tree Installation - Snider Plaza

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

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

[25-142](#)

Consider rejecting all offers for RFP# 2025-07 - Shrub & Ground Cover Installation - Snider Plaza

A motion was made by Councilmember Melissa Rieman, seconded by Councilmember Bob Myers, to reject all offers for RFP #2025-07. The motion carried by the following vote:

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

[25-143](#)

Consider and authorize an offer of settlement of claims made by property owners of 3904 Lovers Lane

Assistant City Manager Shanna Sims-Bradish said that this was discussed during executive session, and Council authorized staff to proceed according to the discussion.

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Melissa Rieman, to authorize staff to proceed in accordance with the Council's discussion in Executive Session regarding the claims made by the property owners of 3904 Lovers Lane. The motion carried by the following vote:

Aye: 5 - Mayor Stewart, 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 1st day of July, 2025:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary