



Meeting Minutes  
City Council

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Tuesday, October 3, 2023

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 1) abandoning an easement at 6915 Hunters Glen; 2) the Snider Plaza improvement project scope of work; and 3) pursuant to TGC§ 551.072, to deliberate regarding real property – potential purchase of property on Fondren. 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 an update on the Westchester and Lovers Lane intersection study from City Engineer Katie Barron. No action was taken. Council Conference Room, 2nd floor, City Hall.*

[23-191](#) Westchester and Lovers intersection study update

*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: Chief of Police Bill Mathes

B. PLEDGE OF ALLEGIANCE: Chief of Police Bill Mathes / Scouts

Scouts Michael March and Will Helman of Troop 82 were present as part of earning their Communication merit badge.

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, City Engineer Katie Barron, Special Projects Coordinator Amanda Hartwick, Community Information Officer Paige Ruedy, Chief of Police Bill Mathes, Fire Chief Randy Howell, Interim Director of Public Works Jodie Ledat, Assistant City Manager Shanna Sims-Bradish, Director of Human Resources Cheree' Bontrager, Controller Brian Hogan, Purchasing Manager Elizabeth Anderson, Director of Community Development Pat Baugh, and Director of Parks & Recreation Sean Johnson.

**II. AWARDS AND RECOGNITION****[23-196](#)****Proclamation - National Night Out**

Mayor Stewart proclaimed that October 3, 2023 is National Night Out in University Park.

Chief of Police Bill Mathes, Fire Chief Randy Howell, and SMU Chief of Police Jim Walters thanked Mayor Stewart for the proclamation.

**III. CONSENT AGENDA****[23-186](#)****Consider rejecting all proposals - RFP 2023-09 Improvements to Elena's Children's Park**

City Manager Corder said that staff recently received proposals for a landscape and hardscape improvement project in Elena's Children's Park. The proposals were more than 30% higher than what was budgeted, so staff recommends rejecting all proposals. Staff will revise the project scope, budget, and schedule with a plan to have some improvements completed for the 2024 tree lighting in Elena's Park.

**The proposals were rejected.**

**[23-187](#)****Consider approval for payment of School Crossing Guard Services**

City Manager Corder said that school crossing guard services in the Highland Park Independent School District (HPISD) are funded by the City of University Park and the Town of Highland Park. Since 2016, HPISD has managed the school crossing guard contract. HPISD has requested payment of the contract for the 2023-24 school year in the amount of \$242,500.

**This payment was approved.**

[23-194](#)

Consider approval of payment to Granicus for miscellaneous software maintenance for FY24

City Manager Corder said that this is a payment to Granicus for annual software maintenance in the amount of \$64,181.98. The City uses several Granicus applications, including Legistar for agenda management, the GovQA Customer Relationship Management tool, and the Freedom of Information Act request management module.

**This payment was approved.**

[23-188](#)

Consider the minutes of the September 19, 2023 City Council meeting, with or without correction

**The minutes were approved.**

*Approval of the Consent Agenda*

**A motion was made by Councilmember Aldredge, seconded by Councilmember Philbin, 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**

[23-195](#)

Discuss solutions for employee parking in Snider Plaza

Assistant City Manager Shanna Sims-Bradish spoke about solutions for employee parking in Snider Plaza.

She said that one of the challenges of employee parking in Snider Plaza is that a significant number of employees are parking in the surface parking spaces on Snider Plaza Blvd. This was confirmed by a survey of Snider Plaza employees conducted on behalf of several merchants.

Shanna said that options for off-site employee parking include the Hilltop Plaza Parking Garage which has access to 100 parking spaces at a reduced rate of \$0.65 per hour and the Rankin lot that will have 53 parking spaces when constructed.

In regard to upcoming improvements slated for Snider Plaza infrastructure, she talked about a phased approach to the parking program that includes an introductory phase, construction phase, long term phase, and future phase. The City is somewhere between the introductory phase that invites nearby employees to use the parking garage free of charge until improvements begin, and the construction phase commencing when construction begins and garage parking is free to displaced employees.

The costs associated with employee parking include the Hilltop Plaza Lease Agreement currently funded by the City at approximately \$84,000 annually, and the cost to improve the Rankin lot at an estimated \$600,000.

The options for funding these parking solutions include the establishment of a Public Improvement District (PID), paid parking, and Tax Increment Financing (TIF).

Shanna said that staff recommends forming a Snider Plaza Parking Task Force to examine options for parking for Snider Plaza employees and developing recommendations for City Council consideration. The task force would be made up of 8-10 members who are Snider Plaza property owners, merchants, and nearby residents. The City Council should determine the Chair and Council Liaison, and City staff will provide support and resources.

Mayor Stewart said that he has spoken to several owners and tenants recently who are excited about getting involved in discussing a Snider Plaza parking program.

Susan Lewis, owner of Logos Bookstore, said she objected to this characterization of parking in Snider Plaza as an employee parking problem. She wants the Council to only focus on creating more parking. She presented the City Council with a list of names of people who signed an online petition.

Max Fuqua, 3219 Milton and owner of Plaza Health Foods, said he is skeptical about creating a new task force to discuss parking solutions.

Dan Newell, 4068 Stanford, said he disagrees with restaurants being allowed to move in to Snider Plaza with lesser parking space requirements.

Angela Farris, owner of Lane Florist, said she thinks Snider Plaza needs another parking garage.

David Rejebian, owner of 6619 Snider Plaza, said he supports forming a task force to begin finding a parking solution.

Juliana McIlveene, Logos Bookstore employee, asked if a survey was done to determine if a parking garage could be built on the Rankin lot. Mayor Pro Tem Farley said the lot is too small for a parking garage and wouldn't provide enough spaces to justify the construction cost.

Amy Broad, J.D.'s Chippery owner, said she wants City staff to follow up on employees who have a card to use the Hilltop Plaza garage but are not using it.

The resident of 3901 Hanover suggested using the money intended for Snider Plaza improvements and instead use it for buying up property nearby for surface parking.

Mayor Pro Tem Farley reminded everyone that the City has to replace the storm sewer in Snider Plaza - this is the reason for beautification of the area in conjunction with this project.

[23-192](#)

Consider continuation of Snider Plaza parking program.

Special Projects Coordinator Amanda Hartwick provided a history of the parking program whereby the City provides paid parking for Snider Plaza employees in the Hilltop Plaza parking garage. The program started in April 2021 when the City invited Kuby's and Bandito's employees to park in the garage during the utility replacement construction project in the Plaza. The construction was substantially complete in May 2022. Then, in October 2022, employees of the businesses in the southern portion of Snider Plaza were invited to use the garage temporarily.

Amanda said that the City has spent \$105,235 to date in paid parking for Snider Plaza employees.

Amanda said in FY23, the parking program expenses totaled \$50,418. There has been no City construction during this time. There are 95 active cards, but the most ever used in one day was 56. She said there is still some capacity in the program. They targeted businesses in the southern portion of the Plaza because they seemed most likely to use the garage. She said will open up program to more businesses in the Plaza.

Amanda said that the anticipated cost to continue the program for another six months is \$42,000.

Councilmember Philbin asked about the other public parking spaces available in the garage and how much capacity is being used. Amanda said she ask Hilltop Plaza if they would be willing to provide usage information about the other 136 spots. He asked if any merchants have ever asked to split the costs of this parking program. Amanda said no, this has not been discussed. Councilmember Philbin asked if there's capacity in the Hilltop garage if a merchant wants to lease their own spaces. Amanda said she does not know Hilltop's leasing arrangements. Mayor Pro Tem Farley said she believes that the new restaurants opening up will be parking their employees in the Hilltop garage.

Max Fuqua, owner of Plaza Health Foods, said parking enforcement in Snider Plaza is inadequate. Mayor Pro Tem Farley emphasized that the merchants should take responsibility for where their employees park.

Wesley Ballard of White Rock Coffee said some of his employees have gotten parking tickets, so he's looking for an immediate solution for where employees can park. Amanda said the City Council currently authorized the program to businesses from Daniel north to Rosedale, but the Council can authorize the program to extend to businesses further north, like White Rock Coffee.

**A motion was made by Councilmember Mark Aldredge, seconded by Mayor Tommy Stewart, to continue the Snider Plaza Parking Program an additional six months and extend the program area north to Milton so that more businesses will be eligible to participate. The motion carried by the following vote:**

**Aye:** 4 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, and Councilmember Philbin

**Abstain:** 1 - Councilmember Myers

### 23-190

#### Storm Water Master Plan Update

City Engineer Katie Barron and Gabby Bell of Huitt Zollars presented an update on the Storm Water Master Plan, specifically the area of the City labeled Upper Turtle Creek Basin A by the engineering firm. This area is divided into smaller areas called "Areas of Interest (AOI)."

Gabby said that construction on AOI-1 is complete on Phase 1 and 2, and Phase 3 is under design now.

They are now looking at AOI-2: Phase 1 is underground detention, and Phase 2 is a stormwater lateral. AOI-3 also has underground detention systems.

Mayor Pro Tem Farley asked about the possibility of constructing AOI-3 before AOI-2 to alleviate some flooding in a specific residential area. Gabby said they are still doing the modeling. Mayor Pro Tem Farley asked if the engineers know when they will determine an order of construction. Gabby said they need another two months of modeling - they are reviewing the results to maximize the Curtis Park and Coffee Park detention to potentially eliminate the need for a detention area under a school.

Councilmember Philbin asked how much this will cost. Katie said this is still being determined.

Councilmember Myers asked if there's an advantage to doing the detention at Coffee Park vs. Curtis Park. Gabby said Coffee Park is better because it is upstream.

Nicole Richter, 3540 Stanford, said she has a public safety concern with storm water rising quickly on her street. She asked if lateral boxes can be installed before detention areas are constructed. Gabby said the lateral detentions are part of Phase 1 but that it's very important to incorporate the detention first for them to be effective. Ms. Richter asked about HPISD's willingness to allow a detention unit at University Park Elementary. Katie and City Manager Robbie Corder said that the district is willing to work with the City but that the City is still working on providing the design and accurate information. Ms. Richter asked if Barnes Park is being considered for a detention area. Katie said yes, there is one planned there.

Alex Richter echoed his wife's comments and thanked the Council and staff for their work. He complained about the drainage in his alley and requested a fix to resolve the drainage issue.

[23-189](#)

Consider an ordinance abandoning an alley and public utility easement at 6915 Hunters Glen

Interim Director of Public Works Jodie Ledat spoke about a proposed easement abandonment at 6915 Hunters Glen. The property owner has requested that the City abandon 628 square feet of existing alley and public utility easement. The City has existing water and sewer easement at this address that should be expanded. She said that staff is requesting a dedication of 222 square feet of water and sewer easement from the property owner.

The easement was appraised at \$198/square foot. The difference between the two easements to be abandoned/dedicated is 406 square feet.

Mayor Pro Tem Farley confirmed that the City's policy is to charge the requestor 25% of the fair market value of the easement. Jodie said that's correct.

**A motion was made by Mayor Pro Tem Liz Farley, seconded by Councilmember Bob Myers, to adopt this ordinance to abandon the requested alley and public utility easement at 6915 Hunters Glen and to receive a dedication of an easement at 6915 Hunters Glen at a total cost of \$20,097 to the resident. 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. 23-024



[23-185](#)

## Discuss Centennial Celebration underwriting strategy

Assistant City Manager Shanna Sims-Bradish gave a presentation about the underwriting opportunities for the Centennial Celebration that will take place the week of April 7-13, 2024.

She said the goal of the underwriting campaign is to allow individuals and families to support the Centennial Celebration in a tangible way and to offset at least 50% of the Centennial Celebration expenses through underwriting.

The UP Civic Foundation is a non-profit 501c(3) to provide funding for charitable, scientific, literary and educational activities in University Park, and this will be the vehicle for receiving donations.

She said that individuals and families will be invited to make donations October 2023 - March 2024.

Recognition of donors will include a plaque/marker in Goar Park website recognition, Centennial Bricks at \$250 per brick to be placed in Goar Park in the Centennial Promenade, and donor listing in City publications like the Arbor.

Shanna asked for the Council's feedback on these recommendations.

Councilmember Philbin and Mayor Stewart said this looks great.

[23-193](#)

## Consider approval of a Commercial Contract for Improvement Property at 5620 Fondren Drive, Dallas, TX 75206 with ZBH/Fondren, Ltd.

City Manager Corder said this was discussed in Executive Session, and staff is asking for Council's permission to move past the inspection period scheduled for this Friday. This is a potential property acquisition at 5620 Fondren for proposed improvements for the Police and Fire Departments.

**A motion was made by Councilmember Phillip Philbin, seconded by Mayor Pro Tem Liz Farley, to approve a commercial contract for improvement property at 5620 Fondren Drive, Dallas, TX 75206. The motion carried by the following vote:**

**Aye:** 4 - Mayor Pro Tem Farley, Mayor Stewart, Councilmember Aldredge, and Councilmember Philbin

**Abstain:** 1 - Councilmember Myers

[23-148](#)

Consider revised limits of construction for the proposed Snider Plaza Surface Improvements Concept Plan

City Manager Corder said this item is on the agenda because it was postponed from a previous agenda. He said that there are no updates on this subject, and staff recommend postponing this item again.

Mayor Pro Tem Farley asked if the City Council needs to postpone consideration of this item or leave it alone if the Council intends to leave the scope as it currently exists. Robbie said if that the City Council can postpone consideration of this item to a future agenda when and if the scope of work changes.

**A motion was made by Mayor Pro Tem Liz Farley, seconded by Councilmember Mark Aldredge, to postpone consideration of this item to a future meeting when/if there are revised limits on the Snider Plaza Surface Improvements Concept Plan. The motion carried by the following vote:**

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

## **V. PUBLIC COMMENTS**

## **VI. ADJOURNMENT**

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

Considered and approved this 17th day of October, 2023:

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Tommy Stewart, Mayor

ATTEST:

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Christine Green, City Secretary