



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, May 20, 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 - 4:15 P.M. The City Council met in open work session to receive a roundabout study update from Director of Engineering Katie Barron. No action was taken. Council Conference Room, 2nd floor, City Hall.

[25-115](#) Roundabout Study Introduction

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

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

- A. INVOCATION: City Manager Robbie Corder
- B. PLEDGE OF ALLEGIANCE: City Manager Robbie Corder
- 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, Community Information Officer Paige Ruedy, Special Projects Coordinator Amanda Hartwick, Controller Brian Hogan, Fire Chief Randy Howell, Purchasing Manager Elizabeth Anderson, Director of Engineering Katie Barron, Director of Community Development Patrick Baugh, Director of Parks and Recreation Sean Johnson, Director of Human Resources Talia Gregory, Director of Public Works Keegan Littrell, Assistant Chief of Police Travis Vavra, and Assistant City Manager Shanna Sims-Bradish.

II. AWARDS AND RECOGNITION[25-113](#)

Proclamation - Eva Rugg, Mayor for the Day

Mayor Stewart read a proclamation to welcome Eva Rugg as Mayor for the Day.

[25-114](#)

Proclamation - Public Works Week, May 18 - 24, 2025

Mayor Pro Tem Mark Aldredge read a proclamation declaring May 18-24, 2025 Public Works Week in the City of University Park.

[25-112](#)

Recognize the 2024-25 Leadership Academy class

Special Projects Coordinator Amanda Hartwick gave an overview of the Leadership Academy program and recognized the 2024-25 class members:

Ashley Wendler-Moulton, Community Development
Barbara Kowalewski, Finance
Brandon McKinnon, Equipment Services
Bryce Reed, Parks & Recreation
Chris Jackson, Engineering
Courtney Peterson, Library
Jebte Veliz, Parks & Recreation
Mark Madolora, Information Services
Nazario Bernabe, Public Works - IM
Tarita Lofton, Police - Communications
Thomas Croft, Parks & Recreation

III. CONSENT AGENDA

[25-108](#)

Consider a contract for External Audit Services

City Manager Corder said that this is a contract for external audit services to review the City's financial statements each year. The City is required to seek proposals for this service every five years. The Finance Advisory Committee reviewed the 10 proposals that were received and recommended awarding a three-year contract to Weaver & Tidwell with two optional annual renewals. The annual audit fee is \$49,300 per year. The single audit fee is \$4,500. This special audit would only be needed if a certain threshold of grant funding is received.

This contract was approved.

[25-111](#)

Consider a resolution appointing City Manager Robbie Corder as Director of the Preston Center Plaza Drive Condominium Association

City Manager Corder said that this is a resolution to appoint the City Manager as a director of the Preston Center Plaza Drive Condominium Association. The University Park Public Library is housed in Preston Center Plaza in an office building. He said that the City essentially owns the second floor of this building and thus has a seat on the association's five-member Board of Directors with the other four owners. The City Council made this appointment in September, and this resolution makes the appointment official.

This resolution was approved.

Enactment No: RES No. 25-007

[25-109](#)

Consider approval of the minutes from the May 6, 2025 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 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

[25-110](#)

Update on Review of Draft Tree Policy Recommendations

Director of Parks & Recreation Sean Johnson said that the Centennial Master Plan has several action items that are related to trees:

Affirming Sense of Place

- Preserve the public streetscape and front yards in the neighborhood
- Establish a tree ordinance to protect mature, healthy trees

Assuring Connectivity

- Maintain maintenance of water and sewer system through continuing existing programs

Sean said that the City contracted with Davey Resource Group to conduct a tree inventory, and they inventoried 9,582 trees on public property from August 26 - September 13, 2024. The group also worked with staff to review the recommendations resulting from the tree inventory and to review the City's existing ordinances, policies, and procedures regarding trees.

He said that City staff recommends a phased approach to reviewing tree policies to allow time for evaluation of changes and to identify evolving needs. The Parks Advisory Committee, Public Works Advisory Committee, and Zoning and Development Advisory Committee discussed tree policies at their meetings from February through April. The chairs of these committees also met to summarize their committee discussions.

Assistant City Manager Shanna Sims-Bradish said that staff is seeking feedback from the City Council on the recommendations that came from the advisory committees. The key recommendations from the committees were:

- Retaining the responsibility of the abutting property owner to maintain trees in the parkway.
- Identifying the elements of maintaining trees in the parkway
- Implementation of parkway tree planting application to help ensure:
 - right species for parkway
 - right placement and spacing within the parkway
- Creation of tree advisory board with representation from the Parks Advisory Committee, Public Works Advisory Committee, and Zoning and Development Advisory Committee

Shanna reviewed specific proposed changes to the Code of Ordinances for the Council to consider.

Councilmember Philbin said he likes the tree canopy over the streets in University Park and wants to encourage planting trees in the parkway rather than discourage this practice. He said he thinks this new plan discourages people from planting trees in the parkway. He commented on one of the recommendations that would allow for developers to contribute \$2,500 per tree to the Urban Forest Management Fund in the event that the minimum

requirement of two trees cannot be planted on the property. He said that he thinks that \$2500 per required tree is not enough of a penalty to encourage a developer to actually plant trees.

Councilmember Rieman asked who decides if there's enough space or not for planting trees on a lot. Director of Community Development Patrick Baugh said that different sites have different, unique challenges. Community Development would ask the builder to hire an arborist to get an opinion. Councilmember Rieman asked about the minimum 2" caliper tree, and if is there a maximum caliper specified. Pat said there is no maximum. Sean said that it's important not to plant a large tree where it may impact the root systems of other existing nearby trees.

Councilmember Rieman said that she would like to see the tree inventory made available on the City's website for residents to see.

Councilmember Philbin asked if this plan includes maintaining the tree canopy over the alleys. He said he is concerned about Oncor disfiguring the trees in the alleys as part of their power line maintenance. Shanna said the alleys and streets have the same clearance requirement to allow for power lines and Sanitation trucks to use the space.

Mayor Pro Tem Aldredge commended Sean and Shanna for their work. He said that he needs more time to get through these policy recommendations before he can form his opinions. He said he likes the phased approach.

Shanna thanked the Council for their feedback. Mayor Stewart said he will have more feedback.

25-116**Consider a contract with Sunwest Communications for Miracle Mile Improvements Project**

Community Information Officer Paige Ruedy said that this is a contract with Sunwest Communications for message development, public relations, and ongoing community support for the Miracle Mile Improvements project. She said that staff proposes to continue the partnership with Sunwest that has also provided services for the Snider Plaza Improvements project. She said that the Miracle Mile project has a bigger scope because Lovers Lane is a major thoroughfare. There will be a need for dedicated support to reach residents, commuters, and businesses about traffic changes, parking changes, etc. during the project.

The total estimated contract through the end of 2026 is \$82,000, depending on the final project duration.

She said that Sunwest has demonstrated success - they have provided excellent service on the Snider Plaza project.

Councilmember Philbin asked who coordinates communications between the Tollway Authority, Dallas County, City of Dallas, and City of University Park. He cited an example of a sign on eastbound Lovers Lane near the Tollway with a confusing message. Paige said that University Park staff contacts the City of Dallas when issues like this come up. Councilmember Philbin asked if Sunwest has a relationship with these other entities that they can work out these discrepancies. Paige said that this firm has worked on other large public works projects in Dallas and has the experience to coordinate with other agencies. Councilmember Philbin asked if the merchants and property owners in Snider Plaza are happy with the services that Sunwest has provided. Paige said she believes they are and noted that the firm has met with the merchants in person and has helped organize several events designed to bring business to the Plaza.

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Bob Myers, to adopt this contract. 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

VI. ADJOURNMENT

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

Considered and approved this 3rd day of June, 2025:

Mark Aldredge, Mayor Pro Tem

ATTEST:

Christine Green, City Secretary