



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, November 18, 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 - 4:10 P.M. The City Council met in open work session to receive a briefing from staff regarding the paid parking pilot program. No action was taken. Council Conference Room, 2nd floor, City Hall.

[25-273](#) Discuss paid parking pilot program

4:10 - 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: Councilmember Melissa Rieman

B. PLEDGE OF ALLEGIANCE: Councilmember Melissa Rieman / Scouts

Scouts Charlie Corder, Andrew Blanchard, and Jasper Zakroki of Troop 518 and Andy Duran of Troop 70 were present as part of earning their Citizenship in the Community merit badges. The scouts assisted the 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 Andy Atencio, City Secretary Christine Green, Community Information Officer Paige Ruedy, Special Projects Coordinator Amanda Hartwick, Chief of Police Bill Mathes, Fire Chief Randy Howell, Assistant City Manager Shanna Sims-Bradish, Director of Human Resources Talia Gregory, Assistant Director of Public Works Jodie Ledat, Director of Engineering Katie Barron, and Library Director Jackie Lott.

II. AWARDS AND RECOGNITION

None

III. CONSENT AGENDA

[25-264](#)

Consider proposed changes to the Library Borrowing Policy

City Manager Corder said that this agenda item is to consider an update to the Library Borrowing Policy.

He listed several proposed changes, including adding an educator's card for educators who work within HPISD boundaries to obtain a non-resident library card, charging \$1 instead of \$10 for library card replacement, and adding borrowing procedures for the Meadows Museum Pass, STEAM Kits, and Reader Pen.

He said that the Library Advisory Committee reviewed these proposed changes at their meetings on September 9 and November 4 and recommended approval.

These changes to the Library Borrowing Policy and the ordinance changing the library card replacement fee were adopted.

Enactment No: ORD No. 25-037

[25-270](#)

Consider approval of the renewal of Stop Loss Insurance with Blue Cross, Blue Shield for 2026

City Manager Corder said that this is the renewal of the City's Stop Loss Insurance with Blue Cross, Blue Shield for 2026.

He explained that there are two forms of Stop Loss Insurance. One is individual stop loss coverage for the health insurance plan. The City's current individual stop loss coverage is \$115,000 per claimant. He said that once an individual exceeds \$115,000 in claims for the year, future expenses are paid by the City's stop loss provider.

The City also has an aggregate stop loss coverage if it exceeds a certain amount of claims in total. The City's aggregate stop loss coverage is 125% of expected claims.

Staff recommends approval of the renewal of the stop loss coverage with Blue Cross, Blue Shield with an individual stop loss deductible of \$115,000 at an estimated cost of \$1,148,162 annually. This is approximately a 15.2% increase in premium costs.

He said that the Employee Benefits Committee reviewed three renewal options at its meeting on November 5, and the committee recommended approval of the proposed recommendation.

This renewal was approved.

[25-263](#)

Consider the minutes from the November 4, 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

[25-266](#)**Consider an ordinance Restricting Vehicles in Excess of 10,000 Pounds and with Three or More Axles within Snider Plaza**

Director of Engineering Katie Barron said that this ordinance to restrict vehicles in excess of 10,000 pounds and with three or more axles in Snider Plaza is proposed due to recent incidents of damage in Snider Plaza by large vehicles driving over landscaping and curbs.

She gave several reasons for implementing large truck restrictions:

- Safety for pedestrians
- Safety for parked vehicles on narrow roadways
- Inability of larger trucks to safely turn from east-west streets onto Snider Plaza due to small turning radii
- Restricting the amount of weight that can traverse the brick pavers
- Restricting delivery locations to alleys

She said that the UP Police Department can see the payload of a vehicle when they look up a vehicle registration and determine if it complies with the ordinance. She said that this restriction will not apply to emergency vehicles or trucks.

Katie said that the Commercial Retail Advisory Committee and the Public Works Advisory Committee reviewed these recommendations at their meetings in October.

Katie answered Councilmember Rieman's questions about the map showing the restricted areas and where larger trucks were allowed to travel and make deliveries. Councilmember Philbin congratulated Katie on the Snider Plaza project. He said that he thinks that cameras should be used to assist the Police Department in enforcing the restrictions. He also recommends communicating with the merchants about the new restrictions.

Katie said they have already communicated with a number of the merchants and they plan to work with the City's Communications team to spread the message about delivery truck restrictions. Mayor Stewart said he thinks this will be a learning curve for merchants. Katie said she agrees, and that the Public Works Department has started to train behavior in the area.

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Melissa Rieman, 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. 25-033

[25-269](#)**Consider continuation of Snider Plaza parking program**

Special Projects Coordinator Amanda Hartwick said that this is a request from staff to consider continuing the Snider Plaza parking program through March 31, 2026. The City has a lease agreement with Hilltop Plaza that allows access to 100 parking spaces in the garage at a reduced rate of \$0.69 per hour. Snider Plaza employees have been able to park in the garage at no cost to them throughout construction on the Snider Plaza improvement project since April 2021. There are 31 businesses participating. The program is funded by the Capital Project in Snider Plaza. She said that this extension would be considered a bridge to offer employee parking while implementation of the Public Improvement District (PID) takes place that would create a dedicated funding source for employee parking.

Councilmember Philbin asked how much the City has spent to date on this program. Amanda said just over \$340,000 since 2021. Councilmember Philbin asked about discussions of a Public Improvement District (PID). Amanda said yes, discussions about forming a PID have taken place on and off over the years. Councilmember Philbin asked how much confidence there is that that a PID will occur by March 31. Councilmember Philbin said that he would like to see the formation of a PID in Snider Plaza, and he is concerned about the citizens continuing to fund parking.

Councilmember Myers said he has a list of property owners who are committed to a PID and that he believes that it can happen by March 31. Councilmember Rieman asked if the City has a lower negotiated rate for parking, and how is this being tracked. Amanda said that merchants have to apply to participate in the program and they receive a special card that records their use of the garage. This use is charged and billed to the City at the City's negotiated rate.

A motion was made by Mayor Pro Tem Mark Aldredge, seconded by Councilmember Bob Myers, to continue the Snider Plaza parking program. The motion carried by the following vote:

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

[25-265](#)

Consider an ordinance establishing Two-Hour Parking and No Overnight Parking for a Parking Lot at 3420 Rankin

Assistant City Manager Shanna Sims-Bradish said that with the near end of construction in Snider Plaza, the parking lot at 3420 Rankin is ready for use. She said that the Commercial Retail Advisory Committee recommended to keep public parking in the Rankin Lot and have a two-hour time restriction, similar to Snider Plaza. The Public Works Advisory Committee recommended that the lot be used for employee parking with no charge or time restriction. The City Council also discussed this topic at its special meeting on October 30.

Shanna said that the proposed ordinance will designate the Rankin Lot as public parking with a two-hour time restriction and no overnight parking.

Councilmember Philbin asked if under this proposal, employees would be receiving free parking subsidized at the City's expense. He said that he thinks the City should revisit charging for parking in this lot. City Manager Corder clarified that this ordinance does not establish that program.

A motion was made by Mayor Pro Tem Mark Aldredge, seconded by Councilmember Melissa Rieman, 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. 25-034

[25-267](#)

Consider an ordinance establishing a Residential Parking District in the residential area west of Snider Plaza

Assistant Public Works Director Jodie Ledat said that this agenda item is also related to Snider Plaza improvements. This ordinance will create a new Residential Parking District for Snider Plaza West, the area bounded by Lovers Lane, Dickens, Daniel, and alley on the west side of Snider Plaza. She said that a number of Snider Plaza employees park along these residential streets. A recommendation of the Snider Plaza Task Employee Parking Task Force was to provide relief to the residents of this area by implementing a Resident Parking District. She said that the residents surveyed were in favor of implementing this parking district. Of 64 total responses, 57 were in favor and 7 were opposed.

Councilmember Rieman asked if the residents understood that the parking district hours would be Monday - Friday, 8 am - 5 pm. Jodie said yes, this information was listed on the petition.

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 Stewart, Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

[25-268](#)

Consider a resolution casting a vote for the DCAD Board of Directors representative

City Manager Corder said that this is a resolution to vote for Dallas Central Appraisal District Board of Directors. He explained the composition and selection process for board members. He said that the City has until December 15 to cast its ballot and it may also choose not to vote.

Councilmember Philbin asked how many total votes will be cast if the City has only six allocated votes. City Manager Corder said that the City has less than 1% of the total votes for the board of directors.

Mayor Stewart said he'd like to postpone this decision until the December 2 meeting.

A motion was made by Councilmember Melissa Rieman, seconded by Councilmember Phillip Philbin, to postponed consideration of this resolution until the December 2 meeting. The motion carried by the following vote:

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

[25-272](#)

Consider and authorize a settlement agreement with the owners of 3904 Lovers Lane

City Manager Corder said that the next two agenda items were discussed during the Executive Session. He said that staff recommends approval of the settlement agreement and the subsequent ordinance abandoning the easements at 3904 Lovers Lane.

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Bob Myers, to authorize this settlement agreement with the owners of 3904 Lovers Lane as modified in the Executive Session to ensure that not only the corporate entity but the individuals who have made individual claims sign and release any of those claims in the settlement agreement. The motion carried by the following vote:

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

[25-271](#)

Consider an ordinance abandoning two easements at 3904 Lovers Lane

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Bob Myers, to conditionally approve an ordinance abandoning two easements at 3904 Lovers Lane specifically conditioned upon the corporate owner of 3904 Lovers Lane signing the settlement agreement in Agenda Item No. 25-272 as well as the individuals who have expressed claims against the City signing the settlement agreement in Agenda Item No. 25-272. 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. 25-036

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

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

Considered and approved this 2nd day of December, 2025 :

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary