



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, August 18, 2020

5:00 PM

Council Chamber

EXECUTIVE SESSION

2:30 - 3:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to consult with the City Attorney regarding 1) Texas Coalition for Affordable Power (TCAP) contract; and 2) Public Improvement District (PID). No action was taken. Council Conference Room, 2nd floor, City Hall.

PRE-MEETING WORK SESSION

3:00 - 4:00 P.M. The City Council met in open work session to receive a report from staff about the next steps for Snider Plaza. No action was taken. Council Chamber, 2nd floor, City Hall.

[20-134](#)

Continue discussion of next steps for Snider Plaza.

PRE-MEETING WORK SESSION

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 Chamber, 2nd floor, City Hall.

I. CALL TO ORDER

Present: 5 - Councilmember Randy Biddle, Mayor Pro Tem Gage Prichard, Councilmember Liz Farley, Mayor Tommy Stewart and Councilmember Mark Aldredge

- A. INVOCATION: City Councilmember Liz Farley
- B. PLEDGE OF ALLEGIANCE: City Councilmember Liz Farley
- C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart

D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included City Attorney Rob Dillard, Assistant Police Chief Jim Savage, Fleet Manager Owen Downham, Special Projects Coordinator Amanda Hartwick, Assistant City Manager Lea Dunn, Purchasing Manager Elizabeth Anderson, Director of Public Works Jacob Speer, Interim Director of Parks Brent Jones, Public Works Operations Manager Jodie Ledat, City Engineer Katie Barron, and City Secretary Christine Green.

II. CONSENT AGENDA**20-133**

Consider approval of an Interlocal Agreement between the City of University Park, Highland Park Independent School District, and the Town of Highland Park to allocate Coronavirus Aid, Relief, and Economic Security Act (CARES) funds to HPISD.

City Manager Robbie Corder said that this is an Interlocal Agreement (ILA) between the City of University Park, the Town of Highland Park, and the Highland Park Independent School District to allocate a percentage of the City's and the Town's Coronavirus Aid, Relief, and Economic Security Act (CARES) money to the school district. The City has been allocated about \$1.4 million for expenses incurred in response to the COVID-19 public health emergency.

This ILA allows the City and the Town to provide up to 10 percent of their allotments to the school district for similar expenses.

This interlocal agreement was approved.

20-129

Consider approval of final payment to Cam-Crete Contracting for Project 2020404, Sidewalk Replacement

City Manager Corder said that this is a final payment approval to Cam-Crete Contracting in the amount of \$17,704.82 for replacement of approximately 35,000 square feet of sidewalk in various locations throughout the City. The total contract amount was just under budget at \$354,096.50.

This final payment was approved.

20-128

Consider approval of the minutes of the August 4 and August 11, 2020 City Council meetings, with or without correction.

The minutes of the August 4 and August 11, 2020 City Council meetings were approved.

Approval of the Consent Agenda

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

Aye: 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

III. MAIN AGENDA

20-126

Consider approval of the purchase of three fuel dispensers and a new fuel management system.

Purchasing Manager Elizabeth Anderson gave a presentation. She said that this is a request to replace the three fuel dispensers at the 4419 Worcola service center. She said that the dispensers are available from Reeder Distributors through their BuyBoard cooperative purchasing contract in the amount of \$28,315.27, and the fuel management system is available from the same vendor via a Sourcewell (NJPA) cooperative purchasing contract in the amount of \$46,128. The total purchase price is \$74,443.27.

Fleet Manager Owen Downham said that it's time to replace the three existing fuel pumps as they are outdated and failing. Owen said that radio frequency data link (RFID) chips will be used on the vehicles and the pumps to ensure that fuel is dispensed to City vehicles only. These chips will also enable Equipment Services to read fault codes during every fill-up, and schedule repairs before damage occurs.

A motion was made by Councilmember Randy Biddle, seconded by Councilmember Mark Aldredge, to approve this purchase. The motion carried by the following vote:

Aye: 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

[20-127](#)

Consider approval of the Prequalification of Engineering Firms under RFQ 2020-11.

City Engineer Katie Barron gave a presentation. She said the City issued a Request for Qualifications (RFQ) in May to pre-qualify a pool of land surveyors and professional engineers for work the City is considering in the next two years. The pre-qualification term is two years. She said that the Engineering Division scored the 53 responses received and recommended the following list of firms for pre-qualification:

Survey:

- Arrerondo, Zepeda, & Brunz
- Grantham & Associates
- Lim & Associates
- Teague Nall & Perkins Inc

Geotechnical Engineering:

- Alpha Testing
- ECS Southwest
- Henley-Johnston & Associates
- HVJ North Texas
- Terracon Consultants

General Civil Engineering:

- Arrerondo, Zepeda, & Brunz
- Birkhoff, Hendricks & Carter LLP
- Grantham & Associates
- Huitt Zollars
- Lamb-Star Engineering
- Lim & Associates
- LJA Engineering
- Multatech
- Teague Nall & Perkins Inc
- Urban Engineers Group

Traffic Engineering:

- Binkley & Barfield
- LJA Engineering
- Urban Engineers Group

Katie said that no work or contract is guaranteed to these firms.

Councilmember Farley asked if the City has used any of these firms before. Katie said yes, the City has used several firms on the list, but most have not done business with the City.

A motion was made by Councilmember Mark Aldredge, seconded by Councilmember Randy Biddle, to approve this prequalification of engineering firms. The motion carried by the following vote:

Aye: 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

20-131

Consider approval of a proposal from Trane, Inc. to provide and install UV lighting in the HVAC systems in city facilities.

Public Works Operations Manager Jodie Ledat said that this proposal from Trane, Inc. is to provide and install UV lighting in the HVAC systems at City Hall, the Peek Center, the Transfer Station, and the Library. The system is available through a U.S. Communities cooperative purchasing contract in the amount of \$82,971.

Jodie said that the UV lighting system will improve air quality in the buildings by eliminating fungi, mold, viruses, and bacteria in the HVAC system, as well as sterilize the HVAC system's coils and ductwork.

Jodie said that this purchase qualifies for reimbursement under the CARES Act.

A motion was made by Councilmember Randy Biddle, seconded by Councilmember Liz Farley, to approve this purchase. The motion carried by the following vote:

Aye: 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

20-132

Consider approval of a Facilities Utilization Agreement with the Park Cities YMCA.

Interim Parks Director Brent Jones said that this is a Facilities Utilization Agreement with the Moody Family YMCA for use of the City's parks and facilities. This renews the 2015-20 agreement.

This agreement defines the City's responsibilities and sets the fees for use. He said that the YMCA uses the fields from spring to fall for baseball, football, and soccer. The City is responsible for mowing, watering, fertilizing, turf replacement.

Brent said that there is a three percent annual increase to the fees in this agreement. The YMCA fee for use will be \$28,190 this year and will increase by three percent each subsequent year. He said that the agreement has a provision for prorating these fees if the YMCA cancels or shortens a sports season due to COVID-19 concerns.

Councilmember Farley confirmed that the YMCA is aware that the Caruth Park facilities won't be available in September. Brent said that the YMCA is aware and that Caruth Park was typically used only as a back-up practice facility.

A motion was made by Councilmember Liz Farley, seconded by Councilmember Mark Aldredge, to approve this agreement. The motion carried by the following vote:

Aye: 5 - Councilmember Biddle, Mayor Pro Tem Prichard, Councilmember Farley, Mayor Stewart, and Councilmember Aldredge

IV. PUBLIC COMMENTS

V. ADJOURNMENT

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

Considered and approved this the 1st day of September, 2020:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary