



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, May 18, 2021

5:00 PM

Council Chamber

EXECUTIVE SESSION

3:00 - 4:00 P.M. Pursuant to TGC§ 551.074, the City Council met in closed session for an evaluation of the City Manager. No action was taken. Council Overflow 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 Chamber, 2nd floor, City Hall.

I. CALL TO ORDER

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

- A. INVOCATION: Director of Information Services Dale Harwell
- B. PLEDGE OF ALLEGIANCE: Director of Information Services Dale Harwell
- C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart
- D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included City Attorney Rob Dillard, City Secretary Christine Green, Chief of Police Bill Mathes, Director of Information Services Dale Harwell, Purchasing Manager Elizabeth Anderson, Director of Finance Tom Tvardzik, Fleet Manager/Supervisor Owen Downham, Director of Public Works Jacob Speer, Director of Communications and Marketing Steve Mace, and Director of Community Development Pat Baugh.

II. CONSENT AGENDA

[21-090](#)

Consider approval of an ordinance establishing the Over-65 and Disabled Homestead Exemption amount at \$425,000.

City Manager Corder said this ordinance establishes the over-65 disabled and homestead exemption. He said that this is an item approved annually by the City Council. The exemption approximates 25% of the average single-family priced home. Based on last year's valuation, the number for 2021 is \$425,000.

This ordinance was approved.

Enactment No: ORD No. 21-010

[21-091](#)

Consider approval of a resolution adopting the City's Investment Policy.

City Manager Corder said that this adopts the City's Investment Policy. It is a required document under the Public Funds Investment Act. The Finance Advisory Committee reviewed the policy at its April meeting and recommended approval. There are no proposed changes to the policy. One of the document's provisions describes eligible investments.

This resolution was approved.

Enactment No: RES No. 21-007

[21-092](#)

Consider approval of a resolution adopting Financial Management Policies.

City Manager Corder said that this resolution adopts the City's Financial Management Policies. This is not a statutory requirement but is considered a best practice by the Government Finance Officers Association (GFOA).

The policy provides guidance on the fiscal management of the City. The Finance Advisory Committee reviewed the policies at its April meeting and recommended approval with no changes.

This resolution was approved.

Enactment No: RES No. 21-008

[21-087](#)

Consider approval of Annual Microsoft Enterprise Agreement.

City Manager Corder said that this is the Microsoft Enterprise Agreement for subscription of various software licenses. This includes applications like MS Windows and MS Office as well as the servers. This subscription is in the amount of \$61,902.

This agreement was approved.

[21-085](#)

Consider purchase of accessory kits for Police vehicles.

City Manager Corder said that this is for the purchase of accessory kits for Police vehicles in the amount of \$28,901.01. The City purchased three new Police patrol vehicles in November 2020, and these kits will outfit the vehicles with light bars and other items.

This purchase is from GT Distributors via a BuyBoard contract that satisfies statutory bidding requirements.

This purchase was approved.

[21-088](#)

Consider award of Bid # 2021-07 - Sidewalk Replacement Services.

City Manager Corder said that this is the award of a bid to replace sidewalk throughout the City. Staff received six bids but recommends that the lowest bid be rejected as nonresponsive.

Green Scaping submitted the second lowest offer and is the lowest responsible bidder. They received good references from other municipalities. Staff recommends accepting the bid of Green Scaping in the amount of \$259,930.50.

He said this program is budgeted in the City's Capital Improvement Program.

This bid award was approved.

[21-086](#)

Consider approval of the minutes of the May 4, 2021 City Council meeting, with or without correction.

The minutes were approved.

Approval of the Consent Agenda

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

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

III. MAIN AGENDA

[21-081](#)

Conduct a public hearing regarding an amendment to the Special Sign District for 6565 Hillcrest.

Mayor Stewart opened the public hearing.

Director of Community Development Pat Baugh said that Capital Plains Bank, the primary tenant at 6565 Hillcrest, Hilltop Plaza, applied to amend the special sign district to allow them to install a life-size buffalo statue on the northeast corner of the building. Signs for this location are regulated under the Special Sign District. Pat said that the Zoning and Development Advisory Committee recommended approval of the amendment at their April meeting.

Mayor Stewart asked about security around the sculpture and whether people would be tempted to climb on it. Pat said that there will be security cameras to monitor the site. Councilmember Farley asked if the statue is on the parkway. Allison Goodman representing the company that will be installing the sculpture said it will be on private property in the landscaping at ground level. Councilmember Farley asked if there will be some type of barrier, even visual, to deter people from climbing on the statue. Allison said there will be 24-hour security cameras and guards who monitor the building.

There were no speakers, so Mayor Stewart closed the public hearing.

[21-082](#)

Consider an ordinance regarding an amendment to the Special Sign District for 6565 Hillcrest.

A motion was made by Councilmember Gage Prichard, seconded by Mayor Pro Tem Randy Biddle, to adopt this ordinance amending the Special Sign District for 6565 Hillcrest. The motion carried by the following vote:

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

Enactment No: ORD No. 21-011

[21-083](#)

Conduct a public hearing regarding creation of a Special Sign District for 4015 Normandy.

Mayor Stewart opened the public hearing.

Director of Community Development Pat Baugh said that the First Unitarian Church at 4015 Normandy applied to create a Special Sign District so that they may install building identification and directional signage on their campus as part of an ongoing expansion and update. Most of the signs will be small way-finding signs to direct parking and foot traffic to various buildings. Pat said that there will be a backlit LED sign on Preston that will serve as a church message board. He said that the wording on the sign may be changed only once every 24 hours per the ordinance. He said that the Zoning and Development Advisory Committee recommended approval of the sign district.

Councilmember Prichard asked if the church wants to add something to this Special Sign District in the future, will the church be required to request an amendment. Pat said yes, that would require an amendment that would go through Zoning and Development Advisory Committee and the City Council.

There were no speakers, so Mayor Stewart closed the public hearing.

Councilmember Farley expressed concern about the illumination on the message board as well as the size of the welcome sign that faces the YMCA. Jordan Kepsel said he was with Gensler, the design firm for the church. He said that when the message board is on, it will display a black background with white letters and be static. He said that the welcome sign letters will be under one foot tall. Councilmember Farley stated her concern that the sign will look too commercial in a residential neighborhood. Councilmember Prichard asked if the current sign is the same size as the proposed message board. Jordan said that the current sign is about the same size and it will be replaced by this message board.

[21-084](#)

Consider an ordinance regarding the creation of a Special Sign District for 4015 Normandy.

A motion was made by Mayor Pro Tem Randy Biddle, seconded by Councilmember Mark Aldredge, to adopt this ordinance creating a Special Sign District for 4015 Normandy. The motion carried by the following vote:

Aye: 3 - Mayor Pro Tem Biddle, Councilmember Prichard, and Councilmember Aldredge

Nay: 2 - Councilmember Farley, and Mayor Stewart

Enactment No: ORD No. 21-012

[21-089](#)

Consider a request to abandon a utility easement at 6767 Turtle Creek Blvd.

Director of Public Works Jacob Speer said that this is a request for a sanitary sewer easement abandonment at 6767 Turtle Creek Boulevard. This is related to the transition from the old sanitary sewer line to the new line in the street. This is the first of the nine properties outstanding that has agreed to reroute their line to the new main in the street. As soon as their line is connected, the easement can be abandoned. He said that if the Council is amenable, staff will return to the Council with an ordinance to complete the abandonment.

A motion was made by Councilmember Liz Farley, seconded by Councilmember Gage Prichard, to approve this request. The motion carried by the following vote:

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

IV. PUBLIC COMMENTS

Mike Joy, 2924 University Boulevard, said he is opposed to SMU's request to rezone property on campus that was narrowly approved by the City's Planning and Zoning Commission.

V. ADJOURNMENT

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

Considered and approved this 1st day of June, 2021:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary