



**CITY COUNCIL  
REGULAR SESSION MINUTES  
JULY 5, 2023**

**This meeting was live-streamed on Manor's YouTube Channel  
<https://www.youtube.com/@cityofmanorsocial/streams>**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1 (Absent)  
Anne Weir, Place 2  
Maria Amezcua, Place 3 (Absent)  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Deja Hill, Place 6 (Absent)

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Michael Pachnick, IT Technician  
Veronica Rivera, Assistant City Attorney  
Pauline Gray, P.E., City Engineer

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:07 p.m. on Wednesday, July 5, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**INVOCATION**

Rev. David Tucker with Spirit of Hope Church gave the invocation.

## **PLEDGE OF ALLEGIANCE**

Mayor Harvey led the Pledge of Allegiance.

## **PUBLIC COMMENTS**

No one appeared at this time.

At the direction of Mayor Harvey, Public Hearing No. 2 and Agenda Item No. 8 were presented next and he recommended for items to be postponed to the next Regular Council Meeting.

## **PUBLIC HEARINGS**

- 2. Conduct a public hearing on the dissolution of the EntradaGlen Public Improvement District (PID) within the municipal boundaries of the City of Manor, Texas in accordance with the provisions of Chapter 372 of the Texas Local Government Code.**

Mayor Harvey opened the public hearing.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to postpone the public hearing to the July 19<sup>th</sup> Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 4-0**

## **REGULAR AGENDA**

- 8. Consideration, discussion, and possible action on a Resolution of the City Council of the City of Manor, Texas authorizing and dissolving the EntradaGlen Public Improvement District (PID) within the City of Manor, Texas in accordance with the provisions of Chapter 372 of the Texas Local Government Code; resolving other matters incident and related thereto; and providing an effective date.**

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to postpone the item to the July 19<sup>th</sup> Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 4-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 7:07 p.m. on Wednesday, July 5, 2023, in accordance with the requirements of the Open Meetings Law.

## **EXECUTIVE SESSION**

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen PID; Section 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the NewHaven Development; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Blue Bluff Development; Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property; Section 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Manor Commons Development; and Section 551.074 (Personnel Matters) to review and discuss a study regarding employee compensation.* at 7:07 p.m. on Wednesday, July 5, 2023.

The Executive Session was adjourned at 9:21 p.m. on Wednesday, July 5, 2023.

## **OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 9:21 p.m. on Wednesday, July 5, 2023.

## **REGULAR AGENDA**

**19. Consideration, discussion, and possible adoption of a Resolution to adopt a uniform compensation system for all City of Manor employees; repealing conflicting policies; providing a savings clause.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to postpone the item to the July 19<sup>th</sup> Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 4-0**

## **PUBLIC HEARINGS**

- 3. Conduct a public hearing on the creation of the Newhaven Public Improvement District (PID) within the municipal boundaries of the City of Manor, Texas in accordance with the provisions of Chapter 372 of the Texas Local Government Code.**

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to postpone the item to the July 19<sup>th</sup> Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 4-0**

## **REGULAR AGENDA**

- 9. Consideration, discussion, and possible action on the First Amendment to Development Agreement (Newhaven).**
- 10. Consideration, discussion, and possible action on a Resolution of the City Council of the City of Manor, Texas, authorizing and creating the Newhaven Public Improvement District (PID) within the City of Manor, Texas in accordance with Chapter 372 Texas Local Government Code; resolving other matters incident and related thereto; and providing an effective date.**
- 11. Consideration, discussion, and possible action on an Agreement Regarding the Dissolution of the Newhaven Public Improvement District.**
- 12. Consideration, discussion, and possible action on Letter of Intent for Underwriting Services for Special Assessment Bonds and G-17 (Newhaven Public Improvement District).**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to postpone Agenda Item Nos 9, 10, 11, and 12 to the July 19<sup>th</sup> Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 4-0**

## **CONSENT AGENDA**

- 4. Consideration, discussion, and possible action to approve the City Council Minutes.**
  - June 21, 2023, City Council Workshop Session; and**
  - June 21, 2023, City Council Regular Meeting**

5. **Consideration, discussion, and possible action on the Purchase Agreement with Valentin Lopez Dominquez for a wastewater easement with a temporary construction easement.**
6. **Consideration, discussion, and possible action on an Interlocal Cooperation Agreement for Public Health Services between the City of Austin and the City of Manor.**

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve the Consent Agenda as read.

There was no further discussion.

**Motion to approve carried 4-0**

### **PUBLIC HEARING**

1. **Conduct a public hearing regarding on amending the Community Impact Fees for Water and Wastewater.**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the public hearing.

City Attorney Gray discussed the proposed Community Impact Fees for Water and Wastewater.

Discussion was held regarding the clarification of the proposed impact fees that would affect new projects and not current residents.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to close the public hearing.

There was no further discussion.

**Motion to close carried 4-0**

### **REGULAR AGENDA**

7. **Consideration, discussion, and possible action on an Ordinance amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents.**

The city staff recommended that the City Council approve Ordinance No. 710, Amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents.

City Engineer Phelan discussed the proposed ordinance for water and wastewater impact fees.

Ordinance No. 710: An Ordinance of the City of Manor, Texas, Amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents; Providing Severability, Open Meeting and Effective Date Provisions; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to approve Ordinance No. 710, Amending Ordinance No. 402; Amending Chapter 10, Subdivision Regulation, Article 10.03, Impact Fees, Code of Ordinances of Manor; Adopting a Capital Improvements Plan; Establishing a Community Impact Fee Based Upon Living Unit Equivalents.

There was no further discussion.

**Motion to approve carried 4-0**

**13. Consideration, discussion, and possible action on the Manor Commons Phase 3 Development Agreement.**

The city staff recommended that the City Council approve the Manor Commons Phase 3 Development Agreement.

Economic Development Director Jones discussed the proposed agreement.

Barth Timmermann with Greenview Development LP discussed the proposed development.

Engineer Matt Mitchell discussed the proposed public road additions and sidewalks for the development.

Discussion was held regarding potential tenants.

Discussion was held regarding the timeline for the development.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve the Manor Commons Phase 3 Development Agreement.

There was no further discussion.

**Motion to approve carried 4-0**

**14. Consideration, discussion, and possible action on the Chapter 380 Grant Agreement for Manor Commons Phase 3.**

The city staff recommended that the City Council approve the Manor Commons Phase 3 Development Agreement.

Economic Development Director Jones discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the Manor Commons Phase 3 Development Agreement.

There was no further discussion.

**Motion to approve carried 4-0**

**15. Consideration, discussion, and possible action on a Fourth Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.**

The city staff recommended that the City Council approve the Fourth Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.

Economic Development Director Jones discussed the proposed fourth amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the Fourth Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.

There was no further discussion.

**Motion to approve carried 4-0**

**16. Consideration, discussion, and possible action on a variance from Manor Code of Ordinances, Chapter 15, Article 15.04, Section 15.04.016(b)(4) Prohibited Signs and Section 15.04.019(a) Off-Site Signs to permit an off-site sign for Landmark at Manor Property Holdings and located at 13119 US Hwy 290, Manor, TX.**

*Applicant: Landmark Companies; Owner: Landmark Companies*

The city staff recommended that the City Council approve a variance from Manor Code of Ordinances, Chapter 15, Article 15.04, Section 15.04.016(b)(4) Prohibited Signs and Section 15.04.019(a) Off-Site Signs to permit an off-site sign for Landmark at Manor Property Holdings and located at 13119 US Hwy 290, Manor, TX.

Adam Link with Landmark Companies discussed the proposed variance request.

Discussion was held regarding regulations for the signage.

Development Services Director Dunlop discussed the proposed variance request.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve a variance from Manor Code of Ordinances, Chapter 15, Article 15.04, Section 15.04.016(b)(4) Prohibited Signs and Section 15.04.019(a) Off-Site Signs to permit an off-site sign in the location and with the dimensions as shown in Exhibits B and C of the request for Landmark at Manor Property Holdings and located at 13119 US Hwy 290, Manor, TX with the general location being in the median.

There was no further discussion.

**Motion to approve carried 4-0**

**17. Consideration, discussion, and possible action on First Amendment to Temporary Wholesale Wastewater Service Interlocal Agreement with the Wilbarger Creek Municipal Utility District No. 2.**

The city staff recommended that the City Council approve First Amendment to Temporary Wholesale Wastewater Service Interlocal Agreement with the Wilbarger Creek Municipal Utility District No. 2.

Public Works Director Woodard discussed the proposed amendment to Temporary Wholesale Wastewater Service Interlocal Agreement with the Wilbarger Creek Municipal Utility District No. 2.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve First Amendment to Temporary Wholesale Wastewater Service Interlocal Agreement with the Wilbarger Creek Municipal Utility District No. 2.

There was no further discussion.

**Motion to approve carried 4-0**

**18. Consideration, discussion, and possible action on emergency replacement and restoration of the old Galvanized Storage Tanks.**

The city staff recommendation was that the City Council approve the emergency replacement and restoration of the old Galvanized Ground Storage Tanks as presented.

Public Works Director Woodard discussed the proposed replacement and restoration of the old Galvanized Storage Tanks.



**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve the emergency replacement and restoration of the old Galvanized Ground Storage Tanks as presented.

Discussion was held regarding the total cost for the proposed replacement and restoration of the galvanized storage tanks.

There was no further discussion.

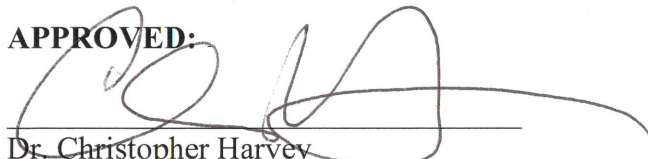
**Motion to approve carried 4-0**

**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 10:05 p.m. on Wednesday, July 5, 2023.

These minutes were approved by the Manor City Council on the 19<sup>th</sup> day of July 2023.

**APPROVED:**

  
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Dr. Christopher Harvey  
Mayor

**ATTEST:**

  
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Lluvia T. Almaraz, TRMC  
City Secretary

