



**MINUTES**  
**MANOR CITY COUNCIL MEETING**  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
—  
June 18, 2014 · 7:00 P.M.

**COUNCIL MEMBERS**

**PRESENT:**

Mayor, Rita Jonse  
Place 1, Sherri Hooker  
Place 2, Gil Burrell  
Place 4, Sharon Snowden  
Place 5, Rebecca Davies  
Place 6, Gene Kruppa

**ABSENT:**

Place 3, David Cruz

**CITY STAFF PRESENT:**

Steve Shanks, City Manager  
Tom Bolt, Assistant City Manager  
Chief Robert Snyder, Chief of Police  
Lydia Collins, Finance Director  
Mike Tuley, Public Works Director  
Sandra Rangel, Court Clerk

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

Mayor Jonse announced that a quorum was present and the meeting was called to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

**VISITOR AND CITIZEN'S FORUM**

Katy Burrell addressed council and wanted to make an observation. She stated that she was at the last council meeting and she noticed an unusual procedure and that was an employee told his employers how to proceed with his evaluation. She thought it was unusual and wanted council to pay attention to it.

**CONSENT AGENDA**

1. Approval of the minutes:
  - June 4, 2014 Regular Meeting

Motion to approve minutes by Councilmember Hooker. Seconded by Councilmember Kruppa. Vote: 6 For – 0 Against.

2. Departmental Reports

Departments were reported as follows:

- Public Works – Mike Tuley
- Municipal Court – Sandra Rangel
- Police – LT. Ryan Phipps
- Development Services – Thomas Bolt

3. Financial Report – Lydia Collins

Ms. Collins provided the April Financial Report and stated that all funds are standing in a favorable status. The sales tax that was deposited was \$52,802.71. She also presented the May Financial Report and stated that all funds are a favorable status. Sales Tax was \$79,826.51.

Motion to approve all the reports by Councilmember Davies. Seconded by Councilmember Snowden.  
Vote: 6 For – 0 Against.

**REGULAR AGENDA** (discussion and action items)

4. Consider and act upon nominating and electing a member of the City Council to serve a one-year term as the Mayor Pro-Tem, per Sec. 4.02 of the City Charter.

Motion to nominate Rebecca Davies as the Mayor Pro-Tem by Councilmember Burrell. Seconded by Councilmember Hooker. Vote: 6 For – 0 Against.

5. Consideration and possible action to authorize the City Manager to execute a letter agreement with Manville WSC regarding compensation for decertified service area.

Motion to authorize the City Manager to execute a letter agreement with Manville WSC regarding compensation for decertified service area by Councilmember Hooker. Seconded by Councilmember Kruppa. Vote: 6 For – 0 Against.

6. Consideration and possible action on authorizing the filing of an application to amend the City's water CCN to include the BAD Gunn and Perry tracts.

Motion to authorize the filing of an application to amend the City's water CCN to include the BAD Gunn and Perry tracts by Councilmember Hooker. Seconded by Councilmember Kruppa. Vote: 6 For – 0 Against.

7. Consideration and possible action on a request from the Manor Independent School District (MISD) to waive all or a portion of the building permit fees associated with the construction of the new ShadowGlen Elementary School, to be located at 12000 ShadowGlen Trace Blvd.

Mr. Tom Bolt addressed council stating that the ShadowGlen Elementary School has been proposed for many years. Prior to the recent development agreement amendment, the City would not have been permitting the school nor collecting fees. The fees have not been included in our budget for this year, totaling \$68,000. Manor ISD was represented by Don Arrigona and Rainey Lann. Mr. Arrigona stated that the city permit fees were not included in the budget. Motion to waive all building permit fees by Councilmember Davies. Seconded by Councilmember Snowden. Vote: 5 For – 1 Against. Councilmember Burrell voted Against.

8. Discussion and possible action to direct the City Manager with regards to implementing automated meter reading technology. This item will begin with a presentation by Jay Engineering Company, Inc., identifying the various technologies and some recommendations for implementing the program for new and existing water meter installations.

City Engineer Frank Phelan gave a presentation about the meter technology. Discussion was held. Motion to have the City Manager and City Engineer prepare and issue a RFP (request for proposal) and to come back to council with hard numbers and real costs by Councilmember Burrell. Seconded by Councilmember Davies. Vote: 6 For – 0 Against.

Council convened into Executive Session

**EXECUTIVE SESSION**

*Convene into Executive Session pursuant to Sections 551.074, Texas Gov't. Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct, to consult with the City Manager regarding the following:*

- The City Manager's performance evaluation by City Council.

**Council reconvened into Open Session at 9:05 P.M.**

9. If necessary, possible action taken in response to, or to address, any issues identified during the City Manager's performance evaluation.

**Motion for the Mayor to appoint a committee to create an appropriate evaluation instrument for the City Manager's position by Councilmember Burrell. Seconded by Councilmember Kruppa. Vote: 6 For – 0 Against.**

**10. CITY MANAGER'S REPORT**

- a. Groundbreaking for the Parmer Lane Extension (Wednesday, June 18<sup>th</sup>).
- b. Upcoming events and announcements

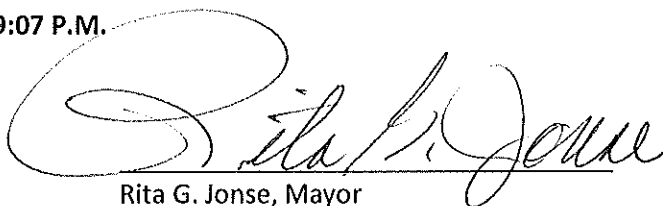
**ADJOURNMENT**

**Motion to Adjourn by Councilmember Rebecca Davies. Seconded by Councilmember Hooker. Vote 6 For – 0 Against.**

**Meeting was adjourned at approximately at 9:07 P.M.**

ATTEST:

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Frances M. Aguilar, City Secretary

  
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Rita G. Jonse, Mayor