

## **WOODWAY CITY COUNCIL MINUTES**

January 10, 2022 – 5:30 p.m.

The Woodway City Council met in a regular meeting in the Donald J. Baker Council Chambers at Woodway City Hall, 922 Estates Drive, Woodway, Texas, on Monday, January 10, 2022, at 5:30 p.m. The following individuals were in attendance:

Mayor:	Jane Kittner
Mayor Pro Tem:	Scott A. Giddings
Councilmembers:	Amine Qourzal, David Mercer, David Russell, and Gayle Avant
Absent:	Storey Cook
City Manager:	Shawn Oubre
City Secretary:	Donna Barkley
City Staff:	Lenny Caballero, Mitch Davison, Bret Crook and Larry Adams
Contract Staff:	None
Registered Guests:	Cecy Ayala, 351 Topeka Drive, Woodway, TX

### **CALL MEETING TO ORDER**

Mayor Kittner called the meeting to order at 5:30 p.m.

### **INVOCATION**

#### **1. INVOCATION**

Councilmember Qourzal provided the invocation.

### **PRESENTATIONS AND VISITORS**

#### **2. PRESENTATION OF YARD OF THE MONTH AWARD FOR JANUARY**

Mayor Kittner presented the Yard of the Month award for January to Teresa Ayala, 351 Topeka Drive.

This was presented after the Public Safety Department Quarterly Presentation.

#### **3. QUARTERLY PRESENTATION – PUBLIC SAFETY DEPARTMENT**

Chief Crook presented the quarterly report. This is the quarterly comparison statistics for October 1 – December 31, 2020 and October 1 – December 31, 2021. Chief discussed statistics for Police Calls for Service, Fire/EMS Calls for Service, VCO Calls for Service, Traffic Stops, Accidents, Arrests, Citations, Online Solicitation, Burglaries, Thefts, Sex Crimes, Assaults and Weapon Violations. He also provided they hope to have Community events coming soon such as Bound for the Brave which is scheduled for February 26<sup>th</sup>. The Yard of the Month awards will be discontinued until the Spring.

Dr. Oubre provided that the Public Safety Department was once again certified as a recognized

## WOODWAY CITY COUNCIL MINUTES

Page 2

January 10, 2022

department. Also, we are currently under review for our ISO rating and our fire certification as well. The ISO rating is important because it impacts homeowners and business owners as to what we pay in premiums for fire coverage.

### 4. QUARTERLY PRESENTATION – COMMUNITY SERVICES AND DEVELOPMENT

Director Mitch Davison presented the Community Services and Development quarterly report covering September through December, 2021. He reviewed several photographs provided on a PowerPoint presentation of current residential development around the City. He also provided an update on Phase II of the Sewer project. This Phase should be in its final months of completion. Phase III will start when Phase II is finished. This will be the last phase of the sewer project. There were no questions.

Dr. Oubre provided that we really want to get the back parking lot restored and as they tear through the rest of the way for Phase III, we want to get the Family Center and the fields back open. Mitch is going to speak with the contractor about getting the back parking lot restored and back open.

### 5. HEAR VISITORS

No visitors came forward to speak at this time.

## **PUBLIC HEARINGS AND RELATED ACTION**

### 6A. PUBLIC HEARING ON REQUEST FROM JULIE ERNZEN FOR A NEW SPECIAL USE PERMIT FOR A HOME OCCUPATION (PHOTOGRAPHY – OCCASIONAL INDOOR PHOTOSHOOTS) AT 908 SLEEPY HOLLOW, WOODWAY, TEXAS

Dr. Oubre provided that this request is for a new special use permit for a home occupation. The applicant, Ms. Ernzen is in attendance. This special use is for photography at 908 Sleepy Hollow. This went before the Planning and Zoning Commission for the first required public hearing on December 14<sup>th</sup> and they are recommending approval.

Mayor Kittner opened the public hearing:

- Julie Ernzen, 908 Sleepy Hollow spoke in favor and provided that she is a family photographer. She does most of her shoots outside but would like to be able to provide to her customers the occasional indoor shoots for holidays and birthdays, etc. She will only have one customer at a time.

With no one else to speak in favor or in opposition, Mayor Kittner closed the public hearing.

### 6B. DISCUSSION AND CONSIDER ACTION ON REQUEST FROM JULIE ERNZEN FOR A NEW SPECIAL USE PERMIT FOR A HOME OCCUPATION (PHOTOGRAPHY – OCCASIONAL INDOOR PHOTOSHOOTS) AT 908 SLEEPY HOLLOW, WOODWAY, TEXAS

## WOODWAY CITY COUNCIL MINUTES

Page 3

January 10, 2022

After a brief discussion, Councilmember Qourzal moved to approve the request from Julie Ernzen for a new Special Use Permit for a Home Occupation (photography – occasional indoor photoshoots) at 908 Sleepy Hollow, Woodway, Texas. Councilmember Russell seconded, and the motion passed unanimously by the councilmembers present.

### **ITEMS FOR INDIVIDUAL DISCUSSION, CONSIDERATION AND/OR ACTION**

#### **7. DISCUSSION AND CONSIDER ACTION ON AUTHORIZING COMMUNITY BANK & TRUST TO DISTRIBUTE THE CARLEEN BRIGHT ENDOWMENT FUND ACCUMULATED INCOME BALANCE TO THE CITY OF WOODWAY**

Dr. Oubre provided background information on this item.

Councilmember Avant moved to authorize the Community Bank and Trust to distribute the accumulated income balance of approximately \$13,879.98 from the Carleen Bright Endowment Fund to the City to be used for lights and signage at the Carleen Bright Arboretum. Councilmember Russell seconded the motion, and the motion passed unanimously by the councilmembers present.

#### **8. DISCUSSION AND CONSIDER ACTION ON SELECTION AND PRIORITIZING PROJECTS FUNDED WITH THE AMERICAN RESCUE PLAN**

Dr. Oubre provided that the City is the recipient of two federal level grants during this COVID pandemic. One was initially awarded to the City for about \$485,000.00 to be used for supplies, response and some payroll. We used very little of it for supplies. Instead of refunding it, the state and the federal government allowed us to apply it towards Public Safety payroll.

The City was then awarded from the American Rescue Plan right around 2 million dollars. This money can be used for water projects, sewer projects and broadband projects. Mitch put together his recommendation for water projects. We already have the sewer project taken care of. In the packet, there is a list of seven items that will spend the money with left over work to be done. Dr. Oubre asked the City Council direction as to whether or not staff should move forward because the next step would be to advertise for qualifications for engineering services. The other thing to consider is to possibly consider a grant manager or administrator to handle these funds.

There was a lengthy discussion.

Councilmember Mercer moved to direct the City Manager to move forward with advertising for Request for Qualifications of engineering services of projects 1-3 from the American Rescue Plan funds and to also look into the hiring of a grant manager. Mayor Pro Tem Giddings seconded the motion, and the motion passed unanimously by the councilmembers present.

## WOODWAY CITY COUNCIL MINUTES

Page 4

January 10, 2022

### 9. DISCUSSION AND CONSIDER ACTION ON APPROVING THE SCHEMATIC FLOOR PLAN FOR THE NEW WOODWAY FAMILY CENTER AS DESIGNED BY RBDR ARCHITECTURAL FIRM

Dr. Caballero discussed the schematic floor plan for the new Family Center. He provided some background information as to how we got to this point. RBDR designed the provided floor plan. This includes two 42 X 74 foot basketball courts and spaces for other events/activities. There will be seating for 100 on each side. There are no plans for a concession stand but would like to invite food trucks. We advertised for a Request for Qualifications for a Construction At-Risk Manager. We will hire someone now as part of the fee and they will work with RBDR from now until we actually start construction.

A few questions were answered along with a brief discussion.

Mayor Pro Tem Giddings moved to approve the schematic floor plan for the new Woodway Family Center as designed by RBDR architectural firm. Councilmember Qourzal seconded the motion, and the motion passed unanimously by the councilmembers present.

### 10. DISCUSSION AND CONSIDER ACTION ON ORDINANCE 22-01, AMENDING CHAPTER 9, MANUFACTURED HOUSING, MANUFACTURED HOME PARKS AND INDUSTRIALIZED HOUSING OF THE CITY OF WOODWAY CODE OF ORDINANCES

Dr. Oubre provided that this item is basically a housekeeping item and explained the reason for the revised ordinance.

Mayor Pro Tem Giddings moved to adopt Ordinance 22-01, amending Chapter 9, Manufactured Housing, Manufactured Home Parks and Industrialized Housing of the City of Woodway Code of Ordinances. Councilmember Avant seconded, Mayor Kittner read aloud the caption of the ordinance as required, and the motion passed unanimously by the councilmembers present.

### 11. DISCUSSION AND CONSIDER ACTION ON ACCEPTANCE OF APPLICATION TO DEVELOP IN A PLANNED DISTRICT (RETAIL COMMERCIAL DEVELOPMENT) LOT 11, BLOCK 1 OF THE WOODWAY ELEMENTARY SCHOOL ADDITION, TO THE CITY OF WOODWAY, MCLENNAN COUNTY, TEXAS LOCATED AT 9111 JORDAN LANE

Dr. Oubre provided that the Application to Develop is before the Council for acceptance only. After Council's acceptance it will then go to Planning and Zoning and back to City Council for the two required public hearings.

Mayor Pro Tem Giddings moved to accept the Application to Develop in a Planned District (Retail Commercial Development) Lot 11, Block 1, of the Woodway Elementary School Addition, to the City of Woodway, McLennan County, Texas located at 9111 Jordan Lane. Councilmember Russell seconded, and the motion passed unanimously by the councilmembers present.

## WOODWAY CITY COUNCIL MINUTES

Page 5

January 10, 2022

### **CONSENT AGENDA**

*The Consent Agenda consists of non-controversial, routine and budgeted items which require no public hearing. The Consent Agenda is subject to being approved with one single motion; however, the Mayor or any City Councilmember may remove any item from the Consent Agenda for separate discussion and consideration.*

12.     A.     DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE CITY COUNCIL WORKSHOP HELD DECEMBER 7, 2021, AT 12:00 P.M.
- B.     DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD DECEMBER 13, 2021, AT 5:30 P.M.
- C.     DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD DECEMBER 13, 2021, AT 5:45 P.M.
- D.     DISCUSSION AND CONSIDER ACTION ON APPROVAL OF PARTICIPATION IN HOUSEHOLD HAZARDOUS WASTE DAY

Dr. Oubre provided information on Item D. No items were removed for individual discussion.

### 13.     DISCUSSION AND CONSIDER ACTION ON CONSENT AGENDA

Councilmember Russell moved that the Consent Agenda be approved as follows:

- A.     Approve the minutes of the City Council Workshop held December 7, 2021, at 12:00 p.m.
- B.     Approve the minutes of the regular meeting held December 13, 2021, at 5:30 p.m.
- C.     Approve the minutes of the regular meeting held December 13, 2021, at 5:45 p.m.
- D.     Authorize the City Manager to execute the Interlocal Agreement and all additional necessary documents allowing for Woodway's participation in the 2022 Household Hazardous Waste Day

Councilmember Qourzal seconded the motion, and the motion passed unanimously by the Councilmembers present.

### **CITY MANAGER AND CITY COUNCIL REPORTS**

14.     CITY MANAGER'S REPORT (BRIEFINGS OR UPDATES MAY BE PROVIDED REGARDING CITY SERVICES, ADMINISTRATIVE/PERSONNEL MATTERS, REAL ESTATE/DEVELOPMENT, INFRASTRUCTURE, EVENTS, REGULATIONS, COMMUNITY AND INTERGOVERNMENTAL RELATIONS ISSUES)

## WOODWAY CITY COUNCIL MINUTES

Page 6

January 10, 2022

Dr. Oubre provided:

- City offices will be closed Monday in observance of the holiday
- There is some work being done at the end of Pogue which is being referenced as Hunter's Mountain. There is active discussion on social media because they are not happy with some development that might occur on 92 acres which is privately owned and currently zoned as a PUD.
- Cory Turnmire, the City's Inspector has left his position with the City.
- Mitch completed clearing the creek along the Otis Drive area.
- Woodway Park 1 bathroom is operational.
- City Crew painted the Council Chambers.

### 15. CITY COUNCIL REPORTS (BRIEFINGS OR UPDATES MAY BE PROVIDED REGARDING CITY COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS)

Councilmember Qourzal reported on the Woodway Youth Commission meeting. One of the items they took action on was a design of the Bound for the Brave t-shirt.

## **CLOSING ITEMS**

### 16. CONSIDER ACTION ON ADJOURNMENT

Councilmember Russell moved to adjourn the meeting. Councilmember Qourzal seconded the motion, and the motion passed unanimously by the Councilmembers present. The meeting adjourned at 6:53 p.m.

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Donna Barkley, City Secretary

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Jane Kittner, Mayor