



# The City of West University Place

*A Neighborhood City*

## **CITY COUNCIL**

Bob Higley, Mayor  
Kevin Trautner, Mayor Pro Tem  
John P. Barnes, Councilmember  
Lauri Lankford, Councilmember  
Ed Sobash, Councilmember

## **STAFF**

David J. Beach, City Manager  
Alan Petrov, City Attorney  
Thelma Gilliam, City Secretary

## **CITY COUNCIL ACTION MINUTES**

The City Council of the City of West University Place, Texas, met in regular session via teleconference due to the Coronavirus (COVID-19) health threat on **Monday, April 27, 2020**, at **6:30 p.m.** in the Bill Watson Conference Room in the Municipal Building, 3800 University, West University Place.

---

Agenda items were as follows:

### **1. Call Regular Meeting to Order**

Mayor Higley called the meeting to order at 6:30 p.m. Councilmember Sobash, City Manager Beach, City Secretary Gilliam, Police Chief Walker, IT Director Dang and HR Director Urban were present.

Mayor Pro Tem Trautner, Councilmembers Barnes and Lankford, City Attorney Petrov, Fire Chief/Emergency Management Coordinator Taylor and Public Works Director Barrera attended via teleconference.

### **2. Pledge of Allegiance**

Councilmember Lankford led the Pledge.

### **3. Public Comments**

This was an opportunity for citizens to speak to City Council relating to agenda and non-agenda items.

**David Cole**, 4104 Cason, emailed his comment related to the 5-year Community Plan (CIP) to City Secretary Gilliam who read it into record. In summary, Mr. Cole said it has been approximately 25 years since the infrastructure work was done in the priority area of Cason and Academy, yet the 6700 block of Academy, from Ruskin to Bellaire, is still an asphalt topped street with cracks and missing sections. He said he has addressed the issue of getting a new street at various council meetings and with city staff over the years. He said he and his neighbors have paid on the bonds for decades and asked that the 6700 block of Academy be specifically listed in the CIP this time and not just include a vague description of Academy upgrades.

Mayor Higley asked City Manager Beach to make sure Mr. Cole's street is a priority in the 5-Year CIP.

### **4. Finance Director Appointment**

Matters related to the appointment of the Finance Director. *Recommended Action: Approve the City Manager's appointment of Katherine DuBose as the Finance Director.*

City Manager Beach presented this item and after providing a brief introduction and receiving welcoming remarks by Council, Councilmember Sobash moved to approve the City Manager's

appointment of Katherine Dubose as the City's Finance Director with a start date of May 11, 2020. Councilmember Barnes seconded the motion. **MOTION PASSED.**

**Ayes:** Higley, Trautner, Barnes, Lankford, Sobash  
**Noes:** None  
**Absent:** None

**5. Information and Updates related to COVID-19**

Matters related to COVID-19. *Recommended Action: Discuss and take any desired action.* **Mr. Dave Beach, City Manager and Mr. Aaron Taylor, Fire Chief and Emergency Management Coordinator**

City Manager Beach presented and gave a brief summary of what the City has done in response to COVID-19 and what staff's plans are in response to Phase I of the Governor's new Executive Order.

Councilmember Barnes asked if the Governor's Executive Order compels the City to begin allowing people to reserve the tennis courts. City Manager Beach responded yes and, per the order, the City will begin reserving the tennis courts for use to start Friday, May 1.

Councilmember Sobash asked if staff envisions parks openings as well. City Manager Beach said staff will be evaluating it, but at the time parks will remain closed until further notice or at least until the Governor announces Phase II of the Executive Order.

Mayor Pro Tem Trautner asked whether the Governor's Executive Order specifically addresses parks and/or has there been a change in the way the County is handling parks. City Manager Beach said the Governor's Order only addresses state parks and the County's Order does not address a change at this time as it relates to parks. Mayor Pro Tem Trautner said then he doesn't think it will hurt to wait another week or two to see how things progress.

Councilmember Barnes said as he understands the Executive Order, the only thing that is changed as to what the City is compelled to do is open the tennis courts as long as there is no more than 4 people, so it changes some aspects of the parks that have tennis courts as a component. He thinks the City should play it conservatively for the most part, however, to which Council agreed.

Councilmember Barnes suggested recognizing the Public Works Department to say "thank you" for the work that those employees do and have done during the pandemic. He suggested encouraging citizens to tie a blue ribbon onto something on the front of their properties so the public works crews can see them when they pass by. He said the only cost will be getting the message out so the employees are aware of what the ribbon is for. Council liked this idea.

Councilmember Lankford asked if there are any provisions for hazard pay for employees that continue to come in every day. HR Director Urban responded that the current personnel policy does not address hazard pay, but it can be addressed when the policy is reviewed.

**6. Consent Agenda**

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

**A. City Council Minutes**

Approve the City Council Workshop Minutes of April 13, 2020.

**B. 5-Year Community Improvement Plan**

Matters related to accepting the City's 5-Year Community Improvement Plan. *Recommended Action: Accept the City's 5-Year Community Improvement Plan. Mr. Gerardo Barrera, Public Works Director.*

**C. Wastewater Treatment Plant Master Plan**

Matter related to accepting the City's Wastewater Treatment Plant Master Plan. *Recommended Action: Accept the City's Wastewater Treatment Plant Master Plan. Mr. Gerardo Barrera, Public Works Director*

**D. Quarterly Investment Report**

Matters related to accepting the City's Quarterly Investment Report. *Recommended Action: Accept the City's Quarterly Investment Report. Mr. Harrison Nicholson, Interim Finance Director*

Councilmember Lankford moved to remove Item B from the Consent Agenda for discussion.

Councilmember Barnes moved to approve the Consent Agenda as presented with the redaction of Item B. Councilmember Sobash seconded the motion. **MOTION PASSED.**

**Ayes:** Higley, Trautner, Barnes, Lankford, Sobash  
**Noes:** None  
**Absent:** None

Councilmember Lankford stated that she requested that this be pulled for discussion because the way the drainage projections for 2020-2024 are set out in the document. She said the proposed CIP gives the impression that the City is accepting the older drainage study – pre-Atlas 14 without the modeling.

City Manager Beach said the proposed CIP was crafted during the 2020 Budget process and agrees that it gives the wrong impression, especially with new studies underway. He suggested that Council table acceptance of the CIP so as to not accept a document that the City knows will change in 3 or 4 months. He suggested that Council wait until the 2021 Budget process when studies are complete and would better reflect the direction Council wants to take to improve the community.

With Council in agreement, Councilmember Lankford moved to table the CIP and accept it during the 2021 Budget process. Councilmember Barnes seconded the motion. **MOTION PASSED.**

**Ayes:** Higley, Trautner, Barnes, Lankford, Sobash  
**Noes:** None  
**Absent:** None

**7. Adjourn Regular Meeting**

With no other matter before council, the meeting will adjourn.

Councilmember Sobash moved to adjourn the meeting at 7:10 p.m. Mayor Pro Tem Trautner seconded the motion. **MOTION PASSED.**

**Ayes:** Higley, Trautner, Barnes, Lankford, Sobash  
**Noes:** None  
**Absent:** None

*Audio of this Council Meeting is available on the City's website or contact the City Secretary's office for a copy.*

City Council Meeting Action Minutes, April 27, 2020

Prepared by: City Secretary Thelma A. Gilliam

Approved by City Council on: May 11, 2020