

WOODWAY CITY COUNCIL MINUTES

April 24, 2023

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, April 24, 2023, at 5:30 p.m. The following individuals were in attendance:

Mayor:	Amine Qourzal
Mayor Pro Tem:	David Mercer
Councilmembers:	David Russell, Storey Cook, Gayle Avant, Janell Gilman and John Williams
City Manager:	Shawn Oubre
City Secretary:	Donna Barkley
City Staff:	John Norman and Kahlil El-Halabi
Contract Staff:	David Shaw, City Attorney

CALL MEETING TO ORDER

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

INVOCATION AND PLEDGE

1. INVOCATION

Councilmember Williams provided the invocation.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the United States Flag was recited in unity

PRESENTATIONS

3. QUARTERLY PRESENTATION – COMMUNITY SERVICES AND DEVELOPMENT’S REPORT REGARDING PROGRESS ON NEW CONSTRUCTION, ANTICIPATED COMPLETION DATES AND THE ISSUANCE OF CERTIFICATES OF OCCUPANCY, AND INSPECTION STATISTICS FOR THE SECOND QUARTER OF FY 2023

Assistant Community Services and Development Director John Norman presented the Community Services and Development’s quarterly presentation covering January 2023 through March 2023. He reviewed several photographs provided on a PowerPoint presentation of current residential development around the City, along with several commercial projects. Quarterly figures were attached for purposes of inspections. There were no questions.

WOODWAY CITY COUNCIL MINUTES

Page 2

April 24, 2023

4. QUARTERLY PRESENTATION – FINANCE DEPARTMENT REGARDING GENERAL FUND REVENUES AND EXPENSES, UTILITY FUND REVENUES AND EXPENSES, AND TOURISM FUND REVENUES AND EXPENSES FOR THE SECOND QUARTER OF FY 2023

Brenda Hernandez, Finance Director, presented the quarterly report for the Finance Department. She stated that we are halfway through the fiscal year which ended March 31, 2023. Ms. Hernandez discussed the general fund revenues and expenses, utility fund revenues and expenses, and tourism fund revenues and expenses.

There were no questions.

ITEMS FOR INDIVIDUAL DISCUSSION, CONSIDERATION AND/OR ACTION

5. DISCUSSION AND CONSIDER ACTION ON ACCEPTANCE OF FY 2021-2022 ANNUAL AUDIT PROVIDED BY BROOKS WATSON & CO.

Mayor Qourzal called for a motion to discuss. Councilmember Russell moved to open this item for discussion and Councilmember Gilman seconded.

Dr. Oubre stated that Louis Breedlove who is with Brook Watson & Co, who conducted the audit. This is the first year for them to conduct the City's audit. The audit committee met March 24, 2023 to review the audit in detail.

Mr. Breedlove provided that this is the first year to work with the City of Woodway. He said it was a very smooth transition and the City has a great staff. He provided a PowerPoint presentation with an overview of the audit process. He presented informational slides on various aspects of the annual audit. The City received an unmodified opinion which is often referred to as a clean opinion. This is the highest level of assurance that auditors are able to provide.

Questions were answered.

Councilmember Russell moved to accept the 2021-2022 annual audit prepared by Brooks Watson & Co. based on the review and recommendation of the City Council Audit/Investment Committee, Councilmember Gilman seconded, and the motion passed unanimously.

6. DISCUSSION AND CONSIDER ACTION ON ENTERING INTO A MASTER SERVICE AGREEMENT WITH ASTOUND BUSINESS SOLUTIONS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, TO PROVIDE CLOUD-BASED PHONE AND INTERNET SERVICES AT A RATE NOT TO EXCEED \$2,372.14 PER MONTH FOR THIRTY-SIX MONTHS, SUBJECT TO APPROPRIATION, AND AUTHORIZING THE

WOODWAY CITY COUNCIL MINUTES

Page 3

April 24, 2023

CITY MANAGER TO EXECUTE ANY DOCUMENTS IN CONNECTION THEREWITH

Mayor Qourzal called for a motion to discuss. Councilmember Russell moved to open this item for discussion and Councilmember Cook seconded.

Dr. Oubre provided that we currently do business with Astound, formerly Grande Communications. This is a new service agreement due to the age of the old one. We will be changing phone systems due to our current system being outdated. We will also be expanding our broadband which is currently 100 mb by 100 mb to 1000 mb by 1000 mb which will help in retention and uploading of body cameras, video cameras, etc. The monthly cost will increase by \$932.14.

Questions were answered.

Councilmember Williams moved to authorize an expenditure in the total amount of \$2,372.14 monthly to Astound for the lease of their hosted cloud-based phone system. Councilmember Cook seconded, and the motion passed unanimously.

7. DISCUSSION AND CONSIDER ACTION ON FINAL REPLAT OF LOTS 72-73, BLOCK A, RAINBOW LAKE SUBDIVISION TO THE CITY OF WOODWAY, MCLENNAN COUNTY, TEXAS, BEING ALL OF THAT CALLED 0.580 ACRE TRACT OF LAND, DESCRIBED IN A DEED TO DOUGLAS M. MCNAMEE AND LACY MCNAMEE, RECORDED UNDER INSTRUMENT NUMBER 2017032003, OF THE OFFICIAL PUBLIC RECORDS OF MCLENNAN COUNTY, TEXAS AND LOT 64, BLOCK A, RAINBOW LAKE SUBDIVISION, CITY OF WOODWAY, MCLENNAN COUNTY, TEXAS, RECORDED UNDER INSTRUMENT NUMBER 2011035314, OF THE OFFICIAL PUBLIC RECORDS OF MCLENNAN COUNTY, TEXAS

Mayor Qourzal called for a motion to discuss. Councilmember Russell moved to open this item for discussion and Councilmember Gilman seconded.

Dr. Oubre provided that Mr. Waters is the applicant and the property owner. The reason this is before you is due to the fact that none of the streets in Rainbow Lake are dedicated City streets. When someone files a replat and we don't recognize them as fronting any streets, they have to ask for a variance to get this final replat approved. This went before the Planning & Zoning Commission on April 11, 2023 and was approved with the variance request.

Councilmember Gilman moved to approve the final replat of Lots 72-73, Block A, Rainbow Lake Subdivision to the City of Woodway, McLennan County, Texas, being all of that called 0.580 acre tract of land, described in a deed to Douglas M. McNamee and Lacy McNamee, recorded under Instrument Number 2017032003, of the Official Public Records of McLennan County, Texas and Lot 64, Block A, Rainbow Lake Subdivision, City of Woodway, McLennan County, Texas, recorded under Instrument Number 2011035314, of the Official Public Records of McLennan County, Texas. Councilmember

WOODWAY CITY COUNCIL MINUTES

Page 4

April 24, 2023

Williams seconded, and the motion passed unanimously.

PUBLIC HEARINGS AND RELATED ACTION

8. A. PUBLIC HEARING ON APPLICATION TO DEVELOP AND SITE DEVELOPMENT PLAN IN A PLANNED DISTRICT (MEDICAL CLINIC) LOT 3, BLOCK 1, BURNETT ADDITION, TO THE CITY OF WOODWAY, MCLENNAN COUNTY, TEXAS, LOCATED AT 104 BURNETT CT.

Mayor Qourzal opened the public hearing.

Favor: Richard Morgan, Architect for K4 Construction and this project. This is for a 5,000 sq. ft. eye clinic going next to Primrose School. It will consist of ten exam rooms and is a typical eye exam office/medical clinic.

Opposed: No one to speak in opposition.

With no one else speaking in favor or in opposition, Mayor Qourzal closed the public hearing.

- B. DISCUSSION AND CONSIDER ACTION ON APPLICATION TO DEVELOP IN A PLANNED DISTRICT (MEDICAL CLINIC) LOT 3, BLOCK 1, BURNETT ADDITION, TO THE CITY OF WOODWAY, MCLENNAN COUNTY, TEXAS, LOCATED AT 104 BURNETT CT.

Mayor Qourzal called for a motion to discuss. Councilmember Russell moved to open this item for discussion and Councilmember Avant seconded.

Dr. Oubre provided comments on Item B and C, the Application to Develop and the Site Development Plan. Both of these items were heard at the Planning & Zoning Commission meeting on April 11, 2023, and they recommended approval on both.

Councilmember Williams moved to approve the request of the Application to Develop in a Planned District (medical clinic) Lot 3, Block 1, Burnett Addition to the City of Woodway, McLennan County, Texas, located at 104 Burnett Ct. Councilmember Gilman seconded, the motion passed with a six to one vote, with Mayor Pro Tem Mercer voting against the process and not the applicant.

- C. DISCUSSION AND CONSIDER ACTION ON SITE DEVELOPMENT PLAN IN A PLANNED DISTRICT (MEDICAL CLINIC) LOT 3, BLOCK 1, BURNETT ADDITION, TO THE CITY OF WOODWAY, MCLENNAN COUNTY, TEXAS, LOCATED AT 104 BURNETT CT.

WOODWAY CITY COUNCIL MINUTES

Page 5

April 24, 2023

Mayor Qourzal called for a motion to discuss. Councilmember Cook moved to open this item for discussion and Councilmember Russell seconded.

No additional comments by the City Manager.

Councilmember Cook moved to approve the request for a Site Development Plan in a Planned District (medical clinic) Lot 3, Block 1, Burnett Addition, to the City of Woodway, McLennan County, Texas, located at 104 Burnett Ct. Councilmember Gilman seconded and the motion passed unanimously.

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.

9. A. DISCUSSION AND CONSIDER ACTION ON MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD APRIL 10, 2023, AT 5:30 P.M.
- B. DISCUSSION AND CONSIDER ACTION ON ADOPTING RESOLUTION R-23-08, SUPPORTING THE CITY OF WOODWAY APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2023 TRANSPORTATION ALTERNATIVES SET-ASIDE (TA) CALL FOR PROJECTS: WOODWAY TA NEIGHBORHOOD AND WOODWAY ELEMENTARY SCHOOL SIDEWALK CONNECTOR
10. DISCUSSION AND CONSIDER ACTION ON CONSENT AGENDA

Dr. Oubre provided comments on Item B. No items were removed for individual discussion.

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

- A. Approve the minutes of the regular City Council meeting held April 10, 2023 at 5:30 p.m.
- B. Adopt Resolution R-23-08, supporting the City of Woodway Application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) Call for Projects: Woodway TA Neighborhood and Woodway Elementary School Sidewalk Connector

Councilmember Gilman seconded, and the motion passed unanimously.

WOODWAY CITY COUNCIL MINUTES

Page 6

April 24, 2023

VISITORS

11. HEAR VISITORS

- David Keyston, Woodway citizen, speaking on behalf of a resident who lives on Bellaire. She is concerned with cars being parked on both sides of the street. It makes it really difficult for her to back out of her drive-way onto the street, almost dangerous. Is there anything the City can do to mitigate this problem?
- Bruce Hamelin, Woodway citizen – Thanked Council for homestead exemption given last year. However, would like the City to give a general exemption for homeowners.

CITY MANAGER AND CITY COUNCIL REPORTS

12. 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)

Nothing to report on at this time.

13. CITY COUNCIL REPORTS

Councilmember Cook reminded everyone that the ARBO Fest is on Sunday, April 30th. The event is from 10 a.m. to 4 p.m. with the ribbon cutting at 1 p.m.

Councilmember Williams reported that there are a number of vacancies on the Youth Commission so if you know of any youth who want to participate, please have them contact us.

CLOSING ITEMS

14. CONSIDER ACTION ON ADJOURNMENT

Councilmember Russell moved to adjourn the meeting. Councilmember Avant seconded the motion, and the motion passed unanimously. The meeting adjourned at 6:30 p.m.

Donna Barkley, City Secretary

Amine Qourzal, Mayor