



**Notice of City Council Meeting, City of Roman Forest, Texas**

**2430 Roman Forest Boulevard, Roman Forest, TX 77357**

**City Council Meeting Agenda**

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**Monday, December 13, 2021**

**6:30PM**

**City Council Chambers**

**Mayor Chris Parr**

**Councilmember Lori Jo Koepsel – Position 1**

**Councilmember Jill Carlson – Position 2**

**Councilmember David Mullane – Position 3**

**Councilmember Greg Partin – Position 4**

**Councilmember James Brooks – Position 5**

This notice was posted pursuant to the Texas Open Meetings Act. NOTICE IS HEREBY GIVEN that a meeting of the Roman Forest City Council will be held on Monday, December 13, 2021, at 6:30 p.m. at the City Hall Building, 2430 Roman Forest Blvd, Roman Forest 77357, at which time the following subjects will be discussed and acted upon.

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
5. CITIZEN INQUIRIES – NOT TO EXCEED 30 MINUTES

Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to stand up and approach the podium to address Council and give their name and address before sharing their comments.

**Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.**

6. SWEARING IN
  - a. Swearing in for Mayor Chris Parr
  - b. Swearing in for Councilmember Position No. 4 – Greg Partin
  - c. Swearing in for Councilmember Position No. 5 – James Brooks
  - d. Swearing in of Brian Stanley for Municipal Court Judge
  - e. Swearing in of Tiana Sanford for Municipal Court Prosecutor
7. REPORTS
  - a. Financial and Bookkeeping – City Administrator, April Knudsen
  - b. City Administrator Report – City Administrator, April Knudsen
  - c. Police Department Report – Chief Stephen Carlisle
  - d. Building Permit Report – Submitted For Review
  - e. Code Compliance Report – Submitted For Review
  - f. Municipal Court Report – Submitted For Review
  - g. Maintenance Department Report – Submitted For Review

8. Discussion and possible action on allowing municipal court to resume hearings on a monthly basis.
9. Consider and approve the following consent agenda items:

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 Councilmember so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

- a. Minutes of the Regular City Council Meeting Minutes dated 10/25/2021
  - b. Minutes of the City Council Workshop Meeting dated 11/29/2021
10. Discuss and consider the status of the following projects and taking of any action in conjunction therewith – City Engineer Greg Phipps Report:
  - City Paving Improvements
  - City Drainage Improvements
11. Discussion and possible action to accept the resignation letter of Councilmember Jill Carlson - Position 2.
12. Discussion and possible action to fill the vacancy of Council Position 2.
13. Discussion and possible action to appoint a mayor pro tem.
14. Discussion and possible action to approve the City holidays for 2022.
15. Discussion and possible action to approve the City Council Meeting dates for 2022.
16. Discussion and possible action concerning **ORDINANCE 540-21 – AN ORDINANCE BY THE CITY COUNCIL FOR THE CITY OF ROMAN FOREST, TEXAS, AMENDING THE CITY’S OPERATING BUDGET FOR THE FISCAL YEAR 2021-2022, AS PREVIOUSLY APPROVED IN BUDGET ORDINANCE NUMBER 538-21, DATED SEPTEMBER 27, 2021; PROVIDING A TEXAS OPEN MEETINGS CLAUSE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE FOR THE AMENDED BUDGET.**
17. Discussion and possible action concerning a **RESOLUTION CASTING VOTE(S) FOR CANDIDATE(S) FOR THE ELECTION OF THE MONTGOMERY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS - 2022-2023 TERM.**
18. Discussion and possible action concerning a **RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES FOR TEXPOOL.**
19. Discussion and possible action concerning **Resolution 384-21 – A Resolution Regarding a Finance Contract for the Purpose of Purchasing and Financing a Mini Excavator.**
20. Discussion and possible action concerning pool automation.
21. Discussion and possible action concerning fencing around the police department parking area.
22. Discussion and possible action concerning getting quotes for fencing around the maintenance barn area.
23. Discussion and possible action concerning **A RESOLUTION SUPPORTING THE ADOPTION AND APPROVAL OF THE TEXAS TERM SHEET IN ITS ENTIRETY TO PARTICIPATE IN THE TEXAS ABATEMENT FUND; APPOINTING CHIEF CARLISLE AS THE CITY’S AUTHORIZED OFFICIAL TO APPLY FOR, ACCEPT, REJECT, ALTER OR TERMINATE THE CITY OF ROMAN FOREST’S PARTICIPATION.**

24. Discussion and possible action concerning appointing City Administrator Knudsen and Chief Carlise as the City of Roman Forest's representative to inquire and apply for additional FEMA grants.
25. Discuss and possible action for the new monument to be placed at the entrance of the City to replace the column monument and to authorize City Administrator Knudsen to continue discussion with DR Horton and Commissioner Mett's office.
26. Discuss and consider approving payment to BOK Financial in the amount of \$192,968.75 for Debt Services Payment for the 2016 Certificate of Obligation.
27. COUNCIL INQUIRY

**Pursuant to Texas Government Code § 551.042, the Mayor and Councilmembers may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy, or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.**

28. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

29. ADJOURNMENT

Roman Forest City Hall is accessible to individuals with disabilities through its main entry on Roman Forest Blvd. Parking spaces for individuals with disabilities are available in the north parking lot. City Hall is equipped with restroom facilities that are accessible. The City of Roman Forest wants to ensure that City Council Meetings are contacting the City Secretary at (281)399-2660 ext. 101, or fax to (281)689-7573, so that accommodations can be made.

**CERTIFICATION**

I certify that a true and correct copy of the Notice of City of Roman Forest City Council Meeting and Agenda for **Monday, December 13, 2021**, was posted on the Roman Forest website and on the City Hall bulletin board located at the front door of Roman Forest City Hall, 2430 Roman Forest Blvd, Roman Forest, TX 77357, a place convenient and readily accessible to the public 24 hours a day, and remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.

DATE OF POSTING: December 9, 2021

TIME OF POSTING: 8:00 p.m.

DATED: December 9, 2021

  
April L. Knudsen, City Administrator  
City of Roman Forest

Agenda Items: Council may vote and/or act upon each of the items listed in this agenda in an order considered to be convenient to the public and Council. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency.

Council Chambers are set up to record audio and video of the meetings. You may be audio and video recorded while in this facility. Details on Council meetings may be obtained from the City Secretary's Office, or video of the entire meeting may be downloaded from the website. (Portions of the video may be distorted due to equipment malfunction or other uncontrollable factors.) Video recordings of Regular meetings of the Roman Forest City Council are available online at <https://www.rftx.org/>.

If, during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive Session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code; and/or deliberations about gifts & donations pursuant to Chapter 551.073 of the Texas Government Code. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that body, board, commission, or committee subject to the Texas Open Meetings Act.

I certify that the Notice of City of Roman Forest City Council meeting and agenda was removed by me from the City Hall bulletin board located at the front door of Roman Forest City Hall, 2430 Roman Forest Blvd, Roman Forest, TX 77357.

TIME OF REMOVAL: \_\_\_\_\_

DATE OF REMOVAL: \_\_\_\_\_

\_\_\_\_\_  
Kelly Belmore, City Secretary  
City of Roman Forest