



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

2430 Roman Forest Boulevard, Roman Forest, TX 77357

Regular City Council Meeting Minutes

Monday, February 26, 2024,

6:30PM

City Council Chambers

Mayor - Chris Parr

Council Member Mitchell Davis – Position 1

Council Member Christopher Ellis – Position 2

Council Member Jerry Reasner – Position 3

Council Member Greg Partin – Position 4

Council Member James Brooks – Position 5

This notice was posted pursuant to the Texas Open Meetings Act. Notice was hereby given that a City Council Meeting of the City of Roman Forest, Texas, was held at which time the following subjects were discussed and were acted upon.

1. CALL TO ORDER: By Mayor Chris Parr – 6:31pm
2. INVOCATION: Led by Council Member James Brooks
3. PLEDGE OF ALLEGIANCE: Led by Mayor Chris Parr
4. ROLL CALL:

Mayor Chris Parr – Present

Council Member Mitchell Davis – Present

Council Member Christopher Ellis – Present

Council Member Jerry Reasner – Present

Council Member Greg Partin – Absent

Council Member James Brooks – Present

Staff/Officials: City Administrator Tim Underwood, Finance Manager Liz Mullane, City Attorney, Sergeant Robert Bymaster, City Secretary Kelly Belmore.

5. PUBLIC COMMENTS

David Mullane – 1902 Venus Dr – Spoke at the time when Item #17 was presented for discussion. Mr. Mullane gave his opinion on the Consent Agenda item #17 on permitting and mandatory inspections. He is in favor of permitting and would like to see them stay for the safety of the residents and the value of the homes and the standards of the city. He is not in favor of voluntary inspections.

6. CONSENT AGENDA ITEMS:

- a. Consider and approve the **Minutes of the Regular City Council Meeting dated January 22, 2024.**
- b. Consider and approve the **Minutes of the City Council Permit Workshop dated February 13, 2024.**
- c. Consider the Financial and Bookkeeping and take any action in connection therewith – Finance Manager, Liz Mullane
- d. Consider the City Administrator report and take any action required in connection therewith – City Administrator, Tim Underwood
- e. Consider the Police Department Report and take any action required in connection therewith – Chief Stephen Carlisle
- f. Reports
 1. Building Permit Report – Submitted for Review
 2. Municipal Court Report – Submitted for Review
 3. Maintenance Department Report – Submitted for Review

Council Member James Brooks made a motion to approve Consent Agenda items a-f as presented, Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

7. Discuss and consider the status of the following projects and taking of any action in conjunction therewith – Engineer Greg Phipps.

City Drainage Improvements

City Paving Improvements

No Reports to give council currently.

8. Discuss and consider the **Resignation letter provided by Council Member James Brooks Council Position #5.**

Council Member Mitchell Davis made a motion to accept the Resignation letter presented by Council Member James Brooks Position #5, Council Member Christopher Ellis seconded the motion. Votes in favor: Unanimous.

9. Discuss and consider Mayor Chris Parr's recommendation to appoint a new **Council Member for Position #5.**

Mayor Chris Parr made a recommendation to appoint Fallon Bulli to City Council Position #5 replacing Council Member James Brooks until the November 2024 Election.

Council Member James Brooks made a motion to accept the recommendation to appointment Fallon Bulli to Council Position #5, replacing Council Member James Brooks until the November Election, Council Member Christopher Ellis seconded the motion. Votes in favor: Unanimous.

10. Discuss and consider Mayor Chris Parr's recommendation to appoint an **Interim Council Member for Position #4 temporarily.**

Council Member Mitchell Davis made a motion to take No Action, Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

11. Presentation of the **Roman Forest Police Citizen Citation Award to Mrs. Melba Reasner from Chief Stephen Carlisle, presented by Mayor Chris Parr.**

Mayor Chris Parr read a letter presented by Chief Stephen Carlise and presented Mrs. Melba Reasner with an award for the Roman Forest Police Citizen Citation Award.

12. Discuss and acknowledge the receipt from Chief Carlisle on the **Roman Forest Police Racial Profiling Report for 2023.**

Council Member James Brooks made a motion to accept the Roman Forest Police Racial Profiling Report for 2023 as presented, Council Member Mitchell Davis seconded the motion. Votes in favor: Unanimous.

13. Discuss and consider **Approving Lynda Stewart to the position of Roman Forest Parks and Recreation Events Treasurer.**

Council Member Mitchell Davis made a motion to approve Lynda Stewart for the Roman Forest Parks and Recreation Treasurer, Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

14. Discuss and consider possible action **Approving the Roman Forest Park and Recreation events for March, April, May, and June on the upcoming calendar of events.**

Council Member Jerry Reasner made a motion to approve the Roman Forest Parks and Recreation events for March, April, May, and June striking that all alcohol is not present at these events as presented, Council Member Mitchell Davis seconded the motion. Voted in favor: Unanimous.

15. Discuss and consider **Changing the Regular City Council Meetings from the 4th Monday to a Date to be Determined.**

Council Member Mitchell Davis made a motion to remove, and No Action taken on Changing the Regular City Council Meetings from the 4th Monday, Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

16. Discuss and consider possible action to **Approve an agreement with Tachus Internet addressing concerns involving damage to city property.**

Council Member Christopher Ellis made a motion to approve the agreement with Tachus Internet addressing concerns involving damage to city property, Council Member James Brooks seconded the motion. Votes in favor: Unanimous.

Mayor Chris Parr called for a recess at 7:27pm

Mayor Chris Parr reconvened into the regular City Council meeting at 7:33pm

17. Discuss and consider **creating amendments to the building ordinance removing mandatory inspections on generator fence, driveway, window, and hot water heater installation and replacement permits.**

Council Member Mitchell Davis made a recommendation to accept the proposed amended ordinances to remove mandatory inspections, not permits for generators, fences, driveways, windows, and water heater installation and replacements, Council Member James Brooks seconded the motion. Votes in favor: Unanimous.

18. Discuss and consider **Park Ordinance to Prohibit the sales of Vehicles at Roman Forest Park.**

Council Member Mitchell Davis made a motion to amend the Park Ordinance to Prohibit sales of vehicles at Roman Forest Park with the discussion of the City Attorney Larry Foerster's changes, Council Member James Brooks seconded the motion. Votes in favor: Unanimous.

19. Discuss and consider a draft of **Chapter 8, Article VI addressing Substandard Buildings.**

Council Member Mitchell Davis made a motion to table Chapter 8, Article VI addressing Substandard Buildings, Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

20. Discuss and consider on **Chapter 34 – Peddlers and Solicitors.**

Council Member Mitchell Davis made a motion to table Chapter 34 - Peddlers and Solicitors, Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

21. Discuss and consider a **Request for Qualifications (RFQ) for Consulting Planning Services to develop the City of Roman Forest a Comprehensive Plan.**

Council Member Mitchell Davis made a motion to approve the RFQ for Consulting Planning Services to develop the City of Roman Forest Comprehensive Plan with the COVID Relief Funds, Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

22. Discuss and consider approving the **RFP for seeking City Attorney services.**

Council Member Jerry Reasner made a motion to approve the City Administrator to advertise for RFP City Attorney Services, Council Member James Brooks second the motion. Votes in favor: Unanimous.

23. Discuss and possible action to allow the **City Administrator to negotiate and sign a pool management agreement that does not exceed \$18,000.**

Council Member Mitchell Davis made a motion to approve the City Administrator to negotiate and sign a pool agreement that does not exceed \$18,000., Council Member Jerry Reasner seconded the motion. Votes in favor: Unanimous.

24. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Set a Special Meeting to swear in Fallon Bulli to Council Position #5 on March 4, at 6:00pm.

Set day and time for a permit workshop with residents' input on discussion.

Discuss options for Hubbard Park.

ADJOURNMENT

Council Member James Brooks made a motion to adjourn the Regular City Council meeting dated February 26, 2024, Council Member Christopher Ellis seconded the motion. Votes in favor: Unanimous

Mayor Chris Parr adjourned the meeting at 8:33pm

Requests for accommodation must be made 48 hours prior to the meeting. Please contact the City Secretary at (281)399-2660 ext. 101, or fax to (281)689-7573 for information or assistance. I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the City of Roman Forest, was posted on the website and the front door of Roman Forest City Hall, which was always readily accessible to the public, by 6:30 pm on February 22, 2024.

By: _____
Kelly Belmore, City Secretary

Date: _____

Chris Parr, Mayor

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.)

The City Council may retire to executive session any time between the meeting's opening and adjournment 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. 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© 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.