

Kelly



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

2430 Roman Forest Boulevard, Roman Forest, TX 77357

City Council Meeting Minutes

Monday, October 25, 2021

6:30PM

City Council Chambers

Mayor Chris Parr

Council Member Lori Jo Koepsel – Position 1

Council Member Jill Carlson – Position 2

Council Member David Mullane – 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 is hereby given that a City Council Meeting of the City of Roman Forest, Texas, was held at which time the following subjects was discussed and was acted upon.

1. CALL TO ORDER:

Mayor Parr called to order at 6:30pm

2. INVOCATION:

Led by Council Member Brooks

3. PLEDGE OF ALLEGIANCE:

Led by Mayor Parr

4. ROLL CALL:

City Secretary Kelly Belmore called roll, certified that a quorum was present with the following members in attendance: Mayor Parr, Councilmember Mullane, Councilmember Partin, Councilmember Brooks.

Absent: Councilmember Koepsel, Councilmember Carlson

Officials/staff present: City Administrator Knudsen, Retiring City Administrator Mullane, City Attorney Foerster, Chief Carlisle, City Secretary Belmore, City Engineer Phipps.

5. PUBLIC COMMENTS:

None to report

6. FORMAL ANNOUNCEMENTS, RECOGNITION, PRESENTATIONS:

Introduction of new City Administrator – April L. Knudsen
Mayor Parr

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 – For Review
- e. Code Compliance Report – For Review
- f. Municipal Court Report – For Review
- g. Maintenance Department Report – For Review

8. CONSIDER AND APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:

Councilmember Partin made a motion to approve all items on the consent agenda as listed below. The motion was seconded by Councilmember Brooks; Councilmembers voted; motion carried unanimously 3-0.

- a. Minutes of the Regular City Council Meeting dated 09/27/2021
- b. Minutes of the Special City Council Meeting dated 10/4/2021

NEW BUSINESS:

9. Discuss and consider the status of the following projects and taking of any action in conjunction therewith –

City Engineer Greg Phipps gave the following report:

a. City Paving Improvements

Section 2

City Engineer Phipps is working with the contractor to finalize the project per the previous recommendations and agreement. Weather permitting, they will be out marking areas on October 26, 2021.

Section 4, Phase 1

The City Engineer is working with the city administrator in re-evaluating the assessment based on actual project costs. He is also working with the developer to get the road bond.

b. City Drainage Improvements

An evaluation of the Venus Ditch with city personnel and council members will be scheduled when vegetation is dormant, or as directed. This should be in a couple of weeks.

FEMA – Worked with Personnel on FEMA Section 1.

10. Discuss and consider possible action concerning city building fees tabled from Council Meeting on 9/27/21.

Councilmember Brooks made a motion to table the city building fees discussion until a workshop date could be scheduled; motion seconded by Councilmember Partin; Councilmembers voted, and the motion carried unanimously 3-0.

11. Discuss and consider possible action concerning **Resolution 384-21 – A Resolution Regarding a Finance Contract for the Purpose of Financing a Mini Excavator.**

Councilmember Brooks made a motion to table Resolution 384-21 – Regarding a Finance Contract for the Purpose of Financing a Mini Excavator until further research is done to evaluate rental and used equipment options compared to the price of purchasing. If used quotes are presented, and a seconded by Partin, the Councilmembers voted, and the motion carried unanimously 3-0

12. Discuss and consider approving the purchase of 2022 Ford F-150 Police Utility Vehicle, \$53,500 previously budgeted in capital outlay funds in the current fiscal year.

Councilmember Brooks made a motion to approve the purchase of a 2022 Ford F-150 Police Utility Vehicle previously budgeted in capital outlay funds in the current FY budget in the amount of \$40,113.39, and to allow additional equipment to be installed bringing the price up to \$53,500.00. The motion seconded by Councilmember Mullane; the Councilmembers voted, and the motion carried unanimously 3-0.

13. Discuss and consider the purchase of a new police vehicle with Justice Assistance Grant awarded October 2021 by the Governor's Office in the amount of \$59,237.51, grant application previously approved in Resolution 382-21; and authorizing the Police Chief and/or City Administrator to accept and transfer funds and to execute all contract documents associated with the grant and vehicle purchased with the grant funds.

Councilmember Partin made a motion to approve the purchase from capital outlay funds of a 2022 Ford Expedition Police Vehicle, to be reimbursed by the Justice Assistance Grant awarded October 2021 in the amount of \$47,684.29, and the additional of equipment that will bring the cost to \$62,089.92. The motion was seconded by Councilmember Mullane; the Councilmembers voted, and the motion carried unanimously 3-0.

Mayor Parr called for a recess at 7:59pm

Mayor Parr reconvened at 8:59pm

EXECUTIVE SESSION:

14. Recess into closed Executive Session as authorized by the Texas Government Code § 551.074, Personnel Matters, to wit: City Administrator.

Mayor Parr opened the Closed Executive Session at 7:59pm

Mayor Parr closed the Closed Executive Session at 8:09pm

15. Reconvene into open session and take possible action on Texas Government Code § 551.074, Personnel Matters, to wit: City Administrator.

Per the recommendation of Roman Forest City Attorney Foerster for the city council to authorize Mayor Parr to negotiate the salary compensation as discussed for the new City Administrator April Knudsen in closed executive session that will not include, cell phone, travel expenses, and medical insurance through the city allowance. A motion was made by Councilmember Brooks to approve the salary compensation for City Administrator April Knudsen, and seconded by Councilmember Mullane, and motion carried unanimously 3-0.

16. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Resolution 383-21 – Resolution regarding a Finance Contract for the purpose the financing a Mini Excavator.

ORD 42-135, Definition for Utility Trailers under ORD 42-13

ORD 205 – CD 28-19 and 28-20 – Nuisances – Weeds

ORD 425-19 – Regulating Driveway Permits

17. ADJOURNMENT

Council member Partin made a motion to adjourn the regular city council meeting dated October 25, 2021, Council member Mullane seconded. Votes in favor: Unanimous

Meeting adjourned by Mayor Parr at 8:19pm.

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 accessible to individuals with disabilities. Individuals with disabilities who require special assistance or accommodations to attend a City Council meeting must make a request 48 hours prior to the meeting by contacting the City Secretary at (281)399-2660 ext. 101, or fax to (281)689-7573, so that accommodations can be made.

CERTIFICATION

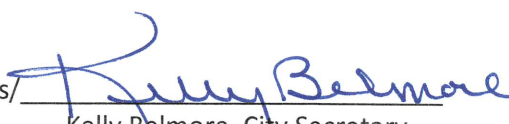
I certify that a true and correct copy of the Notice of City of Roman Forest City Council Meeting and Agenda for **Monday, October 25, 2021**, was posted on the Roman Forest website and on the City Hall bulletin board located at the front door of Roman Forest City Hall, 2430 Roman Forest Blvd, Roman 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: October 21, 2021

TIME OF POSTING: 3:15pm

DATED: 10/21/2021



s/ 
Kelly Belmore, City Secretary
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/>.

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; 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.

DATE OF REMOVAL: 10/26/2021

TIME OF REMOVAL: 8:07am

DATED: 10/26/2021



/s/ Kelly Belmore
Kelly Belmore, City Secretary
City of Roman Forest