



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

2430 Roman Forest Boulevard, Roman Forest, TX 77357

Regular Council Meeting Minutes

Tuesday, July 16, 2019

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 Conley Wallace – 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.

A. CALL TO ORDER: 6:33pm

B. INVOCATION: Lead by City Administrator Liz Mullane

C. PLEDGE OF ALLEGIANCE: Lead by Mayor Chris Parr

D. ROLL CALL:

Mayor Chris Parr – Present

Council Member David Mullane - Present

Council Member Lori Jo Koepsel – Present

Council Member Greg Partin - Absent

Council Member Jill Carlson – Present

Council Member Conley Wallace – Present

E. PUBLIC COMMENTS:

Heather Delapp from Grand Parkway presented updates on the status of the construction of the Grand Parkway in the area

Laura Carlisle reported on Roman Forest Events Committee from the fundraiser Casino Trip and deposit

F. CONSENT AGENDA ITEMS

F1. Deliberate and consider possible action concerning to approve the Minutes of the Regular Council Meeting June 18, 2019.

Council Member Jill Carlson made a motion approving Minutes of the Regular City Council meeting dated June 18, 2019 as written; Council Member Conley Wallace seconded the motion. Votes in favor: Unanimous

F2. Deliberate and consider possible action concerning to approve the Minutes of the Council Meeting Workshop dated June 24, 2019

Council Member Conley Wallace made a motion approving Minutes of the Council Meeting Workshop dated July 9, 2019 as written, Council Member Lori Koepsel seconded the motion. Votes in favor: Unanimous

F3. Deliberate and consider action concerning to approve Minutes of the Council Meeting Budget Workshop dated July 9, 2019 as written, Council Member

Council Member David Mullane made a motion approving Minutes of the Council Meeting Budget Workshop dated July 9, 2019 as written Council Member Jill Carlson seconded the motion. Votes in favor: Unanimous

F4. Consider financial and bookkeeping and take any action required in connection therewith – City Administrator Mullane.

All in Good Order

F5. Consider the City Administrator report and take any action required in connection therewith – City Administrator Mullane.

All in Good Order

- F6. Consider the Police Department update and take any action required in connection therewith – Chief Carlisle.

Discussed the Fundraiser for Officer Sammon dated August 10, 2019

Discussed the hiring of Roman Forest Police Officer Greg Palmer

G. REGULAR AGENDA ITEMS

- G1. Discuss and consider the status of the following projects and taking of any action in conjunction Discuss therewith – Greg Phipps, Engineer

City Drainage Improvements – Section 1 and 2 of Roman Forest Subdivision

City Paving Improvements – Section 1 and 2 of Roman Forest Subdivision

Venus Outfall Ditch Improvements.

Council Member Jill Carlson made a motion to approve payment of Pay Application #2 in the amount of \$392,986.39 to Hayden Paving with change order #1, Council Member David Mullane seconded the motion.

Votes in favor: Unanimous

Council Member Conley Wallace made a motion to award Hayden Paving the contract for Paving and road work for Section 2 in the amount of \$1,313,722.50, Council Member Lori Koepsel seconded the motion.

Votes in favor: Unanimous

- G2. Old Business - Discuss and consider possible action concerning setting up a Public Hearing for replat of Reserve property located at 2507, 2509, 2511, 2513, 2515, 2517 and 2519 Appian Way, previously lots J2-J5

Council Member Lori Koepsel made a motion to approve a Public Hearing dated August 13, 2019 at 6:00pm to replat property located 2507 – 2519 Appian Way from 16 lots to 12 lots, Council Member Jill Carlson seconded the motion. Votes in favor: Unanimous

Mayor Chris Parr ask for a recess at: 7:56pm

Mayor Chris Parr resumed at: 8:06pm

- G3. Old Business - Discuss and consider approving **ORDINANCE NO. 303-19 – AN ORDINANCE BY THE CITY OF ROMAN FOREST, TEXAS, REGULATING USE OF PUBLIC PARKS; SETTING OUT PURPOSE OF ORDINANCE; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SUPERVISION AND SPECIAL USE PERMITS; PROVIDING FOR NO AMUSEMENTS FOR GAIN. REGULATING ASSEMBLIES, AND DEFINING PROHIBITED ACTS; PROVIDING FOR HOURS OF OPERATION, GROUP ACTIVITY, PICNIC AREAS, ANIMALS AND USE; PROHIBITING LANDSCAPE VANDALISM AND SIGNS; PROVIDING OTHER CITY PARK REGULATIONS AND VARIANCE PROVISIONS; PROVIDING REGULATIONS FOR THE PUBLIC USE OF PINE POND AND SHREK POND; PROVIDING A CRIMINAL PENALTY OF UP TO \$500 FOR VIOLATIONS;**

PROVIDING A SAVINGS CLAUSE AND A REPEALING CLASUE WHICH REPEALS AND REPLACES CITY PARKS ORDINANCE NO. 303-17 DATED NOVEMBER 21, 2017; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE AFTER PUBLICATION. – Alcoholic beverages and alcoholic containers are prohibited. – Lori Koepsel

Council Member Lori Koepsel made a motion to approve **ORDINANCE NO. 303-19** as written with new Verbiage Prohibiting the use Alcohol or Alcoholic Containers at the Roman Forest Park located at 1603 Roman Forest Blvd and Hubbard Park. Council Member Jill Carlson seconded the motion. Votes in favor: Unanimous

- G4. Old Business - Discuss and consider approving a social media policy to insert in the employee handbook

Council Member Lori Koepsel made a motion to accept the Social Media Policy to be inserted into the Employee Handbook, Council Member David Mullane seconded the motion. Votes in favor: Unanimous

- G5. Old Business – Discuss and consider a new ordinance for heavy truck traffic on residential streets

Council Member Lori Koepsel made a motion to table, Council Member Jill Carlson seconded the motion. Votes in favor: Unanimous

- G6. Old Business – Discuss and consider a ditch maintenance ordinance

Council Member Lori Koepsel made a motion to table, Council Member Conley Wallace seconded the motion. Votes in favor: Unanimous

- G7. Discuss and consider possible action concerning setting up a Public Hearing for granting a variance to the 10' side build lines for 2606 Appian Way as presented by Juan Navarro with Sainz 3 Homebuilders

Council Member Carlson made a motion to grant a variance to the 10' set back to the westerly lot line on lot K5 to 5' with a restriction on lot K4 to have the closest built structure to the building on K5 to be 20', Council Member Koepsel seconded the motion. Votes in favor: Unanimous

- G8. Open Sealed bids for 2006 Ford Interceptor and discuss and consider accepting the highest bid

Council Member Conley Wallace made a motion to not accept the 4 sealed bids on the 2006 Ford Interceptor and place on Rene Bates Website for online bidding, Council Member Lori Koepsel seconded the motion. Votes in favor: Unanimous

- G9. Open Sealed Bids for 2008 Dodge Charger and discuss and consider accepting the highest bid

Council Member David Mullane made a motion to not accept the 4 sealed bids on the 2008 Dodge Charger and place on Rene Bates Website for online bidding, Council Member Jill Carlson seconded the motion. Votes in favor: Unanimous

- G10. Discuss and consider approving **ORDINANCE 531-19 – AN ORDINANCE BY THE CITY COUNCIL FOR THE CITY OF ROMAN FOREST, TEXAS, AMENDING THE CITY’S OPERATING BUDGET FOR THE FISCAL YEAR 2018-2019 AS PREVIOUSLY APPROVED IN BUDGET ORDINANCE NUMBER 530-19, DATED APRIL 16, 2019; PROVIDING A TEXAS OPEN MEETINGS CLAUSE; AND PROVIDIING AN IMMEDIATE EFFECTIVE DATE FOR THE AMENDED CITY BUDGET**

Council Member Carlson made a motion to approve **ORDINANCE 531-19** as written, Council Member Mullane seconded the motion, Votes in favor: Unanimous

- G11. Discuss and consider approving **RESOLUTION 377-19 – A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF ROMAN FOREST, TEXAS, AUTHORIZING THE TRANSFER OF \$63,000.00 FROM THE CITY GENERAL FUND TO THE CITY RESERVE FUND WHICH IS HELD AS UNENCUMBERED FUNDS FROM THE CITY’S 2018-2019 BUDGET YEAR; PROVIDING A PUBLIC OPEN MEETING CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PASSAGE**

Council Member Jill Carlson made a motion to approve **RESOLUTION 377-19** for the transfer of \$62,923.68 from the City General Fund to the City Reserve Fund, Council Member Conley Wallace seconded the motion. Votes in favor: Unanimous

- G12. Discuss and consider approving **RESOLTUTION 378-19 – A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF ROMAN FOREST, TEXAS, APPROVING THE MONTGOMERY COUNTY EMERGENCY COMMUNICATION DISTRICT BUDGET FOR FISCAL YEAR 2020**

Council Member David Mullane made a motion for NO Action taken on **RESOLUTION 378-19** approving MCECD Budget, Council Member Jill Carlson seconded the motion. Votes in favor: Unanimous

- G13. Discuss and consider nominating Mr. Paul Virgadamo or another qualified individual for a two-year term on the Board of Mangers for the Montgomery County Emergency Communication District

Council Member David Mullane made a motion for NO Action taken approving the nomination of Mr. Paul Virgadamo for Board of Managers MCECD, Council Member Conley Wallace seconded the motion. Votes in favor: Unanimous

H. ITEMS OF COMMUNITY INTEREST

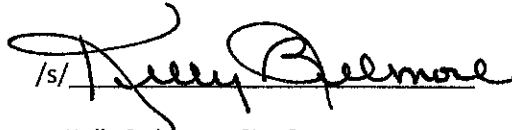
Discuss the Roberts Rules of Order with City Attorney

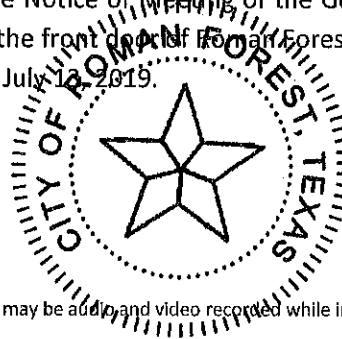
I. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

J. ADJOURNMENT:

Council Member Conley Wallace made a motion to adjourn, Council Member Lori Koepsel seconded the motion. Votes in Favor: Unanimous
Mayor Chris Parr Adjourned at 8:55pm

Requests for accommodations 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, is posted on the website and the front door of Roman Forest City Hall, which is always readily accessible to the public, by 6:30 pm on July 12, 2019.

/s/ 
Kelly Belmore, City Secretary



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.