



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, September 27, 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 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: Mayor Chris Parr – 6:30pm
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 Lori Koepsel – Present

Council Member Jill Carlson – Absent

Other city employees present – City Administrator Liz Mullane, City Attorney Larry Foerster, Chief Stephen Carlisle, City Secretary Kelly Belmore.

Council Member David Mullane - Present

Council Member Greg Partin – Present

Council Member James Brooks – Present

5. PUBLIC COMMENTS:

Allen Cullen – True Work Roofing – Contractor Awareness

Made mention of awareness to the community with all the roofing companies coming into the city. Research your roofing company before making a decision. Let your neighbors know any information on the companies you have used in the past or present.

Lori Matthews – 2419 Michaelangelo – Internet

Concerns on the status or any updates on Tachus coming into our city for internet service.

Wayne Matthews – 2419 Michaelangelo – Outfall Ditch and Road

Asked for an update on the outfall ditch by his home. Invited Council to come by his home and look at the road and ditch.

6. CONSENT AGENDA ITEMS:

a. Consider and approve the following consent agenda items:

1. Minutes of the Special City Council Meeting dated August 30, 2021
2. Minutes of the Special Council Meeting and Public Hearing dated September 7, 2021
3. Minutes of the Special Council Meeting and Public Hearing dated September 14, 2021
4. Financial and Bookkeeping – City Administrator, Liz Mullane
5. City Administrator Report – City Administrator, Liz Mullane
6. Police Department Report – Chief Stephen Carlisle

Council Member Lori Koepsel made a motion to accept Consent Agenda items 6 a. 1-3 as written, Council Member James Brooks seconded the motion. Votes in favor: Unanimous

Council Member Lori Koepsel made a motion to accept Consent Agenda items 6 a. 4-6 as written, Council Member Greg Partin 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 Paving Improvements

Section 2

After discussion with the contractor and Geotech Engineering and Testing Inc, Engineer Phipps is recommending the pavement areas that are raveling and/or experiencing aggregate desegregation be seal coated. With the approval of Council, the areas will be marked and sealed.

Areas that have base failures, including Brutus, are being reviewed for repair requirements and estimated costs.

Council Member Lori Koepsel made a motion to give City Engineer Greg Phipps authority to mark and have these areas seal coated by Hayden Paving, Council Member James Brooks seconded the motion. Votes in favor: Unanimous

Section 4, Phase 1

AAA Asphalt, Inc. has submitted Pay Application No. 4 – Final amount of \$84,522.11, all retainage is being paid with this invoice. Total work to date is \$845,221.07.

Final inspection was completed on August 31, 2021, and Substantial Completion letter is attached.

Recommend approving pay application for payment.

Council Member Lori Koepsel made a motion to approve Final Pay Application No. 4 in the amount of \$84,522.11 to AAA Asphalt, Inc., Council Member David Mullane seconded the motion. Votes in favor: Unanimous

In accordance with general practice of pavement acceptance by local government agencies, including Montgomery County, Engineer Phipps suggests Council consider requiring Southern Oaks provide a road bond in the amount of one-half the cost of construction. After a period of one year from the date Council accepts the engineer's Letter of Substantial Completion, an inspection of the roads will be held with city personnel, engineer, developer and contractor. Any deficiencies found at that time will be rectified by Southern Oaks and a Letter of Final Completion will be presented to Council for consideration and acceptance. The bond will remain in-place until Council accepts the roadway into city maintenance. AAA Asphalt, Inc., will be responsible for failures due to workmanship and/or material provided under the pavement contract, in accordance with contract requirements.

City Drainage Improvements

The 90 days from the date of the bid opening to award the Shrek Pond Outfall Project has elapsed. Engineer Phipps suggests the project be tabled until funding can be found.

8. Discuss and consider possible action concerning **ORDINANCE 538-21 – 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 532-21, DATED SEPTEMBER 14, 2021**

Council Member David Mullane made a motion to approve Ordinance 538-21 as written, Council Member Lori Koepsel seconded the motion. Votes in favor: Unanimous

9. Discuss and consider possible action concerning **Resolution 384-21 – A RESOLUTION REGARDING A FINANCE CONTRACT FOR THE PURPOSE OF FINANCING A MINI EXCAVATOR**

Council Member Lori Koepsel made a motion to table Resolution 384-21 until the October meeting, Council Member David Mullane seconded the motion. Votes in favor: Council Member Lori Koepsel, Council Member James Brooks, Council Member David Mullane. Council Member Greg Partin Opposed.
Motion Carries

10. Discuss and consider possible action concerning bids for replacement of City Hall roof.

Council Member James Brooks made a motion to award the bid for the City Hall roof to Roof Top Innovation in the amount of \$33,000.00, Council Member David Mullane seconded the motion. Votes in favor: Unanimous

Mayor Chris Parr called for a recess at 7:47pm

Council Member Lori Koepsel left meeting at 7:47pm

Mayor Chris Parr reconvened at 7:54pm

11. Discuss and consider possible action concerning auctioning a small wood chipper on Rene Bates.

Council Member David Mullane made a motion to auction the wood chipper on Rene Bates, Council Member James Brooks seconded the motion. Votes in favor: Unanimous

12. Discuss and consider possible action concerning changes to the Lease Agreement for properties around the lakes/ponds.

Council Member David Mullane made a motion to amend the Lease Agreement and to remove the phrases on page 2, No. 5 “and uninvited third parties”, and page 3, No. 9 stating “other uninvited parties” from lease agreement at Pine Pond and Shrek Pond, Council Member Greg Partin seconded the motion. Votes in favor: Unanimous

13. Discuss city building fees for possible future action.

Council Member James Brooks made a motion to table city building fees, Council Member Greg Partin seconded the motion. Votes in favor: Unanimous

14. Discuss and consider possible action concerning **ORDINANCE NO. 539-21 – AN ORDINANCE BY THE CITY OF ROMAN FOREST, TEXAS DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY, TEXAS, INC.**

Council Member Greg Partin made a motion to approve Ord. 539-21, denying the distribution cost recovery factor rate increase request of Entergy, Council Member James Brooks seconded the motion. Votes in favor: Unanimous

15. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

16. ADJOURNMENT

Council Member Greg Partin made a motion to adjourn the meeting, Council Member David Mullane seconded the motion. Votes in favor: Unanimous
Mayor Chris Parr adjourned the meeting at 8:45pm

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, was posted on the website and the front door of Roman Forest City Hall, which were readily accessible to the public at all times, by 6:30 pm on September 27, 2021.



Kelly Belmore

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.