



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

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

**Regular City Council Meeting Minutes**

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**Monday, December 13, 2021**

**6:30PM**

**City Council Chambers**

**Mayor Chris Parr**

**Councilmember Lori Jo Koepsel – Position 1**

**Councilmember Nelda Adkins – Position 2**

**Councilmember David Mullane – Position 3**

**Councilmember Greg Partin – Position 4**

**Councilmember James Brooks – Position 5**

Minutes of the Regular City Council Meeting of the City of Roman Forest, noticed pursuant to the Texas Open Meetings Act, held on December 13, 2021, 6:30 p.m.

1. CALL TO ORDER

The meeting was called to order by Mayor Parr at 6:32 p.m.

2. INVOCATION

Led by Councilmember James Brooks

3. PLEDGE OF ALLEGIANCE

Led by Mayor Parr

4. ROLL CALL

By City Secretary Belmore who certified that a quorum was present:

Mayor Parr – Present  
Councilmember Mullane – Present  
Councilmember Partin - Present  
Councilmember Brooks - Present

Absent: Councilmember Koepsel, Councilmember Carlson, City Attorney Foerster, City Engineer Phipps

Officials/staff present: City Administrator Knudsen, Former Administrator Mullane, Chief Carlisle, City Secretary Belmore.

5. CITIZEN INQUIRIES – NOT TO EXCEED THREE MINUTES

Ronnie (Bubba) Tullos – Introduction to the candidate running for State Representative 18.

Matt Gray 22936 Brazos Dr, Porter – Introduction of the candidate running for Montgomery County Commissioner Pct. 4.

6. SWEARING IN

- a. Chief Carlisle conducted the swearing in of Chris Parr for the Position of Mayor of Roman Forest.
- b. Chief Carlisle conducted the swearing in of Greg Partin for the Position of Councilmember Position 4.
- c. Chief Carlisle conducted the swearing in of James Brooks for the Position of Councilmember Position 5.
- d. Mayor Parr nominated Brian Stanley and made a motion that he be reappointed as Municipal Court Judge. Votes in favor: Unanimous.

Chief Carlisle conducted the swearing in of Brian Stanley for Municipal Court Judge.

- e. Mayor Parr nominated Tiana Sanford and made a motion that she be appointed as Municipal Court Prosecutor. Votes in favor: Unanimous.

Chief Carlisle conducted the swearing in of Tiana Sanford for Municipal Court Prosecutor.

City Engineer Greg Phipps entered meeting at 6:55 p.m.

Agenda items 11 and 12 were taken out of order and discussed at this point.

11. Discussion and possible action to accept the resignation letter of Council Member Jill Carlson - Position No. 2.

Councilmember Brooks made a motion to accept the resignation letter of Councilmember Jill Carlson, Position 2; Councilmember Partin seconded the motion. Votes in favor: Unanimous.

12. Discussion and possible action to fill the vacancy of Council Position No. 2.

Mayor Parr made a nomination for approval to appointment resident Nelda Adkins to Council Position 2. Votes in favor: Unanimous.

Chief Carlisle conducted the swearing in of Nelda Adkins for Councilmember Position 2. Nelda Adkins took her position with Council for the remainder of the meeting.

## 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

No questions by council on any reports; approved as submitted.

8. Discussion and possible action on allowing municipal court to resume sessions on a monthly basis.

Councilmember Partin made a motion to approve the municipal court to resume monthly sessions starting January 2022; Councilmember Brooks seconded the motion. Votes in favor: Unanimous.

9. Consider and approve the following consent agenda items:

- 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

Councilmember Partin made a motion to accept the minutes dated 10/25/2021 and 11/29/2021 as written; Councilmember Mullane seconded the motion. Votes in favor: Unanimous.

10. Discuss and consider the status of the following projects and taking of any action in conjunction therewith – City Engineer Greg Phipps Report:

Section 2:

City Engineer Phipps stated the work is taking longer than expected but will finish in January. City Engineer stated Brutus St. needs to be rebuilt and requested approval to get a cost estimate to completely rebuild that road. He is working with the contractor to finalize the project per previous recommendations and agreements.

Councilmember Mullane made a motion to approve City Engineer Greg Phipps getting a construction cost analysis for Brutus Street; Councilmember Brooks seconded the motion; Votes in favor: Unanimous.

Section 4:

The project is complete. The road bond is outstanding from the developer, but they are working with them to get it in place. Will get with City Administrator Knudsen and City Attorney Foerster on the road bond.

City Drainage Improvements

Venus Ditch: An evaluation of the Venus ditch with city personnel and councilmembers will be scheduled when vegetation is dormant, or as directed. City Engineer Phipps will schedule a walk through to have on the January Agenda.

Shrek outfall ditch: City Engineer Phipps does not think the repair needs to be as extensive as previously bid. He will seek bids for the scaled down project.

Michaelangelo outfall: It is being surveyed to determine the property lines, apparent drainage easement limits, and elevations of receiving stream, outfall pipes, and roadside ditches from Michaelangelo. A design and cost estimate will be generated based on the information. Plan to raise 2-3 feet out to Tram ditch with rip rap.

Agenda items 11 and 12 were taken out of order and addressed previously.

13. Discussion and possible action to appoint a mayor pro tem.

Mayor Parr appointed Councilmember Mullane as Mayor Pro Tem and made a motion to accept the appointment.

Votes in favor: Councilmembers Brooks voted yes; Councilmember Partin voted yes; Councilmember Adkins. Voted yes; Councilmember Mullane abstained. Motion passed.

14. Discussion and possible action to approve the City holidays for 2022.

Councilmember Brooks made a motion to accept the City Holidays for 2022 as listed; Councilmember Partin seconded the motion. Votes in favor: Unanimous.

Mayor Parr called for recess at 8:00 p.m.

Mayor Parr reconvened meeting at 8:08 p.m.

15. Discussion and possible action to approve the City Council Meeting dates for 2022.

Councilmember Partin made a motion to accept the City Council Meeting dates 2022 as listed; Councilmember Adkins seconded the motion. Votes in favor: Unanimous.

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.**

Councilmember Brooks made a motion to approve Ordinance No. 540-21 as written; Councilmember Partin seconded the motion. Votes in favor: Unanimous.

17. Discussion and possible action concerning **ORDINANCE 315-21 -- AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ROMAN FOREST, TEXAS, AMENDING CITY ORDINANCE NO. 315-20, DATED JULY 21, 2020, AS FOUND IN ARTICLE IV, DIVISION 3, ENTITLED “RESTRICTIONS ON PARKING OF SPECIFIC TYPES OF VEHICLES” IN CHAPTER 42 OF THE CITY CODE OF ORDINANCES; AMENDING THE DEFINITION OF “RECREATIONAL VEHICLE” PROHIBITING TRAILERS ON RESIDENTIAL CITY STREETS; PROVIDING THAT VARIANCES MAY BE GRANTED BY CITY COUNCIL; PROVIDING A REPEALING CLAUSE; PROVIDING AN OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Councilmember Partin made a motion to accept Ordinance No 315-20 as written; Councilmember Mullane seconded the motion. Votes in favor: Councilmembers Partin, Mullane and Brookes votes yes. Councilmember Adkins abstained. Motion passed.

18. Discussion and possible action concerning **ORDINANCE NO. 415-21 -- AN ORDINANCE BY THE CITY OF ROMAN FOREST, TEXAS, AMENDING THE CITY FENCE REGULATIONS IN CITY ORDINANCE NO. 415-20, DATED MARCH 24, 2020, AS FOUND IN SECTION 8-111, “DEFINITIONS,” OF CHAPTER 8, ARTICLE V, ENTITLED “FENCES,” OF THE CITY CODE OF ORDINANCES; CHANGING THE DEFINITION OF “REPAIR” TO “MINOR FENCE REPAIR;” PROVIDING A SAVINGS CLAUSE; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING FOR THE PUBLICATION AND EFFECTIVE DATE THEREOF.**

Councilmember Brooks made a motion to accept Ordinance No 415-21 as written; Councilmember Partin seconded the motion. Votes in favor: Unanimous.

19. Discussion and possible action concerning **AN ORDINANCE OF THE CITY OF ROMAN FOREST, TEXAS, REPEALING AND REPLACING CHAPTER 28, ARTICLE II, ENTITLED “WEEDS, BRUSH, RUBBISH, AND OTHER UNSIGHTLY MATTER;” AUTHORIZING THE CITY COUNCIL OF THE CITY OF ROMAN FOREST, TEXAS, PURSUANT TO CHAPTER 342, TEXAS HEALTH AND SAFETY CODE, TO DESIGNATE AND DECLARE UNLAWFUL CERTAIN CONDITIONS PERTAINING TO UNSANITARY AND HEALTH HAZARDS; PROVIDING DEFINITIONS; PRESUMPTION AS TO PERSONAL PROPERTY; PROVIDING FOR DISCOVERY NOTICE TO ABATE AND COSTS AND EXPENSES, MINIMUM CHARGE, ASSESSMENT AND COLLECTION; ABATEMENT OF DANGEROUS WEEDS; PERFECTING, ENFORCING LIEN AND RELEASE; PROVIDING FOR ADMINISTRATION OF FINANCES; PROVIDING FOR AWARDED OF CONTRACTS BY CITY AND WITH OWNER OR OWNERS FOR REMOVAL OF UNLAWFUL CONDITIONS; PROVIDING \$500 PENALTY FOR FAILURE TO ABATE; PROVIDING FOR SUMMARY ABATEMENT; PROVIDING SAVINGS CLAUSE; REPEALING CITY ORDINANCE NO. 205, DATED JULY 15, 1991 AND ALL**

**CONFLICTING ORDINANCES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE AFTER PUBLICATION.**

Councilmember Partin made a motion to table this Ordinance until City Attorney Foerster could be present to answer questions; Councilmember Brooks seconded the motion. Votes in favor: Unanimous. This Ordinance will be placed on the next agenda.

20. Discuss and consider **ORDINANCE NO. 425-21 – AN ORDINANCE OF THE CITY OF ROMAN FOREST, TEXAS, AMENDING CITY ORDINANCE NO. 425-19, DATED OCTOBER 15, 2019, REGULATING DRIVEWAYS, AS FOUND IN CHAPTER 38, ARTICLE II, ENTITLED “DRIVEWAYS” OF THE CITY CODE OF ORDINANCES, BY AMENDING SECTION 38-22(A) ENTITLED “CONSTRUCTION PERMIT;” PROVIDING EXCEPTIONS FOR MINOR DRIVEWAY REPAIRS; PROVIDING A SAVINGS CLAUSE AND REPEALING CLAUSE; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING FOR THE PUBLICATION AND EFFECTIVE DATE THEREOF.**

Councilmember Mullane made a motion to approve Ordinance No 425-21 as written; Councilmember Brooks seconded the motion. Votes in favor: Unanimous.

21. 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.**

No Action Taken

22. Discussion and possible action concerning a **RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES FOR TEXPOOL.**

Councilmember Brooks made a motion to approve the New City Administrator April Knudsen as representative for TexPool; Councilmember Partin seconded the motion. Votes in favor: Unanimous.

23. Discussion and possible action concerning **Resolution 384-21 – A Resolution Regarding a Finance Contract for the Purpose of Purchasing and Financing a Mini Excavator.**

Councilmember Partin made a motion to table Resolution 384-21 pending an updated quote on the equipment as well as the financing; Councilmember Mullane seconded the motion. Votes in favor: Unanimous.

24. Discussion and possible action concerning pool automation.

No action taken pending receipt of quotes.

25. Discussion and possible action concerning fencing around the police department parking area.

Councilmember Partin made a motion to accept the \$5,000.00 donated materials from Home Depot for the privacy fence for Roman Forest Police Department; Councilmember Brooks seconded the motion. Votes in favor: Unanimous.

26. Discussion and possible action concerning getting quotes for fencing around the maintenance barn area.

Councilmember Mullane made a motion to have maintenance supervisor to get quotes on material to fence around the open front and side of the maintenance area. The motion was seconded by Councilmember Brooks; Councilmembers voted; motion carried 4-0.

27. 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.**

Councilmember Brooks made a motion to approve 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, Accept, Reject, Alter or Terminate the City of Roman Forest's Participation as written; Councilmember Mullane seconded the motion. Votes in favor: Unanimous.

28. Discussion and possible action concerning appointing City Administrator Knudsen and Chief Carlisle as the City of Roman Forest's Representatives to inquire and apply for additional FEMA grants.

Councilmember Mullane made a motion to appoint City Administrator April Knudsen and Chief Carlisle as representatives of the City of Roman Forest to inquire and apply for additional FEMA grants as needed; Councilmember Partin seconded the motion. Votes in favor: Unanimous.

29. 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.

Administrator Knudsen approved to continue discussion with DR Horton and Commissioner Mett's office so that Council is involved in any actions taken to replace the monument.

30. 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.

Councilmember Partin made a motion to approve payment to BOK Financial in the amount of \$192,968.75 for Debt Services Payment for the 2016 Certificate of Obligation; Councilmember Mullane seconded the motion. Votes in favor: Unanimous.

31. CITY COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

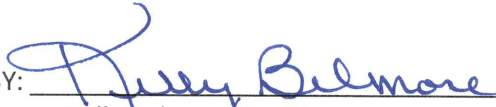
Councilmember Partin ask that the sign ordinance be placed on the next agenda for discussion and possible modification.

## 32. ADJOURNMENT

Councilmember Adkins made a motion to adjourn; Councilmember Partin seconded the motion. Votes in favor: Unanimous.


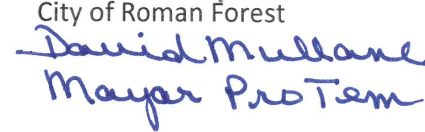
There being no further business, Mayor Parr adjourned the meeting at 9:12 p.m.

SUBMITTED BY:

  
Kelly Belmore, City Secretary  
City of Roman Forest

DATE APPROVED: 1/24/2022



  
Chris Parr, Mayor  
City of Roman Forest  
  
David Mullane  
Mayor Pro Tem