



City Council Meeting, City of Roman Forest, Texas
2430 Roman Forest Boulevard, Roman Forest, TX 77357
Regular City Council Meeting Minutes

Monday, March 28, 2022

6:30 P.M.

City Council Chambers

Mayor Chris Parr

Councilmember Mitchell Davis – Position 1

Councilmember Nelda Adkins – Position 2

Councilmember David Mullane – Position 3

Councilmember Greg Partin – Position 4

Councilmember James Brooks – Position 5

Minutes of Regular City Council Meeting of the City of Roman Forest, noticed pursuant to the Texas Open Meetings Act, held on March 28, 2022, at 6:30 p.m.

1. CALL TO ORDER

The meeting was called to order by Mayor Parr at 6:34 pm

2. INVOCATION

Led by Councilmember Brooks

3. PLEDGE OF ALLEGIANCE

Led by Mayor Parr

4. ROLL CALL

By City Administrator Knudsen who certified that a quorum was present:

Mayor Parr - Present

Councilmember – Position 1 Vacant

Councilmember Adkins - Present

Councilmember Mullane - Present

Councilmember Partin - Present

Councilmember Brooks - Present

Absent: City Secretary Belmore

Officials/staff present: City Administrator Knudsen, City Attorney Foerster, Chief Carlisle, City Engineer Phipps

5. CITIZEN INQUIRIES – NOT TO EXCEED THREE MINUTES

1. Ray Guzman – 2602 Centurian Cir – Compliant on Code Enforcement Officers timeline on completing yard work including ditches and loads of dirt. He feels if it is in his yard, he should not have to be given a specific time to move it.
2. Liz Mullane – Venus Dr – Running for EMCID Position #7. Gave information on herself to audience.
3. Larry Sanders – 2107 Venus Dr – Complaint on Code Enforcement Officer left a warning on door on that his ditch needed to be cleared of leaves, etc. He is wanting a meeting with council and others to reconsider permit fees that he feels is unreasonable.
4. Taylor Olsen – 2559 Fountain View – Wanting any updates on the proposed dog park at Hubbard Park. Anything moving forward with clearing and or the bids he provided to prior council.

5. Kerri Larsen – 2107 Venus Dr – Complaint on Code Enforcement Officer left red door hanger concerning leaves, etc. in ditch to be cleaned. Thinks it is ridiculous and feels we need to set a timeline and be more transparent where fees are concerned. The animal clinic scheduled for Sunday April 3rd to teach free health awareness, free chip, free or low cost vaccinate etc. to neighboring Kings Colony to help reduce stray animals.
 6. Donna Ward – 938 Four Fountains – Concerned on the trash and debris left at the home being built from Castle Rock Builders between Four Fountains and Centurian Circle and the ditches.
6. Consider and approve the following consent agenda items:

All consent agenda items listed are considered to be routine by the City Council and are approved by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

- a. Minutes of the Regular City Council Meeting Minutes dated 3/28/2022
- b. Reports
 1. Financial and Bookkeeping – City Administrator, April Knudsen
 2. City Administrator Report – City Administrator, April Knudsen
 3. Police Department Report – Chief Stephen Carlisle
 4. Building Permit Report – Submitted For Review
 5. Code Compliance Report – Submitted For Review
 6. Municipal Court Report – Submitted For Review
 7. Maintenance Department Report – Submitted For Review

Councilmember Mullane made a motion to accept all consent agenda items as written; Councilmember Brooks 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 – City Engineer Greg Phipps Report:

City Paving Improvements

Section 2: They have prepared and sent a letter to the contractor requesting surface distress areas to be taken up and replaced where the base repair is needed. They are asking if the contractor would have interest in it per the contract, and for Brutus as well.

City Drainage Improvements

Updates on the Michelangelo and Shrek Outfall projects

Shrek Pond Outfall – The City Engineer has spoken with Superior Grouting regarding pressure grouting the voids under the spillway with a cementitious material. They

provided photos of the void areas for their review and anticipate a field meeting with the contractor the week of April 4, 2022.

Michelangelo – The topographic survey has been completed and the plans are being prepared. They will meet in the field to review the proposed improvements with the stakeholders. The cross section will be raised approximately two feet. Before they do this Mr. Phipps wanted to bring it to council and speak with the homeowners before going out for bids so they have a full understanding on what will be done.

8. Discussion and possible action to fill the vacancy of Council Position No. 1.

Mayor Parr acknowledged the need for Position 1 to be filled and nominated Mitchell Davis for appointment.

Councilmember Mullane made a motion to appoint Mitchell Davis as Council Position No. 1; Councilmember Partin seconded the motion. Votes in favor: Unanimous

Mitchell Davis accepted the appointment and was sworn in. He assumed his place at council table.

9. Presentation by Casey Osborn, Netdata Municipal Court Case Management Software and GHS Collection services, on how the new software will save the court time, money and (most importantly) clerk's time, and dramatically improve our current and delinquent collection rates.

Councilmember Mullane made a motion to give the City Administrator authority to negotiate and enter into a contract with Netdata GHS Collection Services for the municipal court systems software; Councilmember Brooks seconded the motion. Votes in favor: Unanimous

Mayor Parr called for a recess at 7:52 pm

Mayor Parr reconvened at 7:57 pm

10. Discussion about the Memorandum of Understanding regarding Lots 11 and 12 in Block 14, Section 1, Roman Forest Subdivision.

Councilmember Adkins made a motion to accept the Memorandum of Understanding between the City of Roman Forest and Mr. and Mrs. Floyd Jackson III; Councilmember Partin seconded the motion. Votes in favor: Unanimous

11. Chief Carlisle's presented his Racial Profiling Analysis Report.

Councilmember Brooks made a motion to accept Chief Carlisle's Racial Profiling Report as presented; Councilmember Davis seconded the motion. Votes in favor: Unanimous

12. Discussion on **ORD 316-18 – AN ORDINANCE OF THE CITY OF ROMAN FOREST, TEXAS, PROVIDING FOR THE REGULATION OF SIGNS TO BE DISPLAYED WITHIN THE CITY LIMITS AND EXTRATERRITORIAL JURISDICTIONAL LIMITS OF ROMAN FOREST, TEXAS; CONTAINING DEFINITIONS AND FINDING RELATED TO THE SUBJECT; PROVIDING GENERAL PROVISIONS AND REGULATIONS AS TO TYPE, CONSTRUCTION, AND MAINTENANCE OF SIGNS; PROVIDING REGULATIONS CONCERNING BILLBOARDS, PORTABLE SIGNS AND ELECTRONIC SIGNS; PROHIBITING CERTAIN SIGNS; PROVIDING FOR PERMITS FOR SIGNS AND PERMIT FEES; PROVIDING FOR ENFORCEMENT AND PENALTY FOR VIOLATIONS; PROVIDING REPEAL AND SAVINGS CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND SETTING AN EFFECTIVE DATE AFTER PUBLICATION AS PROVIDED BY LAW.**

Councilmember Partin made a motion to table ORD 316-18 at this time pending further review of the wording by City Attorney Foerster; Councilmember Adkins seconded the motion. Votes in favor: Unanimous

13. CITY COUNCIL INQUIRY/REQUESTS FOR FUTURE AGENDA ITEMS

Schedule workshop on permit fees and code enforcement

Place ORD 316-18 back on the next agenda if City Attorney Foerster has reviewed it.

Pursuant to Texas Government Code § 551.042, the Mayor and Councilmembers may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy, or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

14. ADJOURNMENT

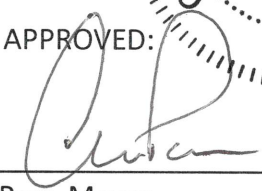
Councilmember Partin made a motion to adjourn the Regular City Council Meeting; Councilmember Mullane seconded the motion. Votes in favor: Unanimous

Mayor Parr adjourned the meeting at 8:28 pm

SUBMITTED BY:


Kelly Belmore, City Secretary
City of Roman Forest

4/25/2022 DATE APPROVED:


Chris Parr, Mayor
City of Roman Forest

