



City of Arcola

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Minutes of a Regular Meeting of the City Council of the City of Arcola, County of Fort Bend, State of Texas, held on Tuesday, October 11, 2022, beginning at 7:00 p.m. at: Arcola City Hall, Room 124; 13222 Highway 6; Arcola, Texas 77583 for the purpose of considering the following items. The City Council of the City of Arcola, Texas, reserves the right to meet in closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- I. **CALL TO ORDER:** Mayor Fred A. Burton called the meeting to order at 7:00 p.m.
- II. **INVOCATION:** Council Member Evelyn Jones gave the Invocation.
- III. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Council Member Greg Abarr led the Pledge of Allegiance to the Flag.
- IV. **ROLL CALL:** Mayor Fred A. Burton, Mayor Pro-Tem Florence Jackson, Council Member Evelyn Jones, Council Member Ebony Sanco, Council Member Greg Abarr, Council Member Rosemary Bigby were present. Also present were City Attorney Grady Randle, City Secretary Sally Cantu, Finance Director Ruthie Cable, and City Administrator Dr. Annette Guajardo.
- V. **PUBLIC COMMENTS.**
GENERAL COMMENTS FROM THE AUDIENCE. Citizens who desire to address the City Council with comments of a general nature will be received at this time. The total amount of time that a member of the public may address the City Council is limited to three (3) minutes, provided that any member of the public who addresses the City Council through a translator is limited to six (6) minutes. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking any action on items not listed on the agenda. It is our policy to have all speakers identify themselves by providing their name and residential address when making comments. City Council heard comments from Rodrigo Carreon, Ms. Blackwood, and Johnny DeLeon.

COMMENTS FROM THE AUDIENCE FOR CONSENT AND REGULAR AGENDA ITEM Citizens who desire to address the City Council, with regard to matters on the Consent Agenda or Regular Agenda will be received either at this time or, if they state at this time that they elect to do so, during the City Council's consideration of the item. The total amount of time that a member of the public may address the City Council on a given item is limited to three (3) minutes, provided that any member of the public who addresses the City Council on a given item through a translator is limited to six (6) minutes. Comments or discussion by the City Council Members will only be made at the time the agenda item is scheduled for consideration. It is our policy to have all speakers identify themselves by providing their name and residential address when making comments. None.
- VI. **CITY COUNCIL COMMENTS:** Mayor Pro-Tem Florence Jackson, Council Member Evelyn Jones, Council Member Greg Abarr, Council Member Ebony Sanco, and Council Member Rosemary Bigby.
Council Member Evelyn Jones commented on the population signs in Arcola. Dr. Annette Guajardo reported that she has contacted TXDOT about correcting the population signs and it will take a couple of weeks. Council Member Evelyn Jones thanked the staff for reaching out to have repairs done on FM 521/N. Pine. Council Member Rosemary Bigby commented on the railroad crossing on FM 521, bad traffic on FM 521/N. Pine, and speed humps. No comments from Mayor Pro-Tem Florence Jackson, Council Member Greg Abarr, and Council Member Ebony Sanco.
- VII. **PUBLIC HEARINGS:** None
- VIII. **CONSENT AGENDA.** None
- IX. **REGULAR AGENDA:**
 - A. **Discussion, Consideration and Possible Action—Previous meeting minutes and related matters.**
Council Member Florence Jackson so moved to approve September 13, 2022, meeting minutes; seconded by Council Member Ebony Sanco. All were in favor.
Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby
Nay: 0
Motion carried. 5-0
 - B. **Discussion, Consideration and Possible Action—Month of September 2022 Bookkeeping Report and Financial Report by Ruthie Cable, Finance Director, and related matters.**

Finance Director Ruthie Cable reviewed the Bookkeeping Report and Financial Report for F/Y ending September 30, 2022.

After review, **Mayor Pro-Tem Florence Jackson so moved** to approve the September 2022 Bookkeeping Report and Financial Report for F/Y 2022 ending September 30, 2022; **seconded by Council Member Rosemary Bigby**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

C. Discussion, Consideration and Possible Action—Update from the Mayor’s desk, including:

- 1. Heavy Trash Pickup—November 5, 2022, and December 3, 2022; 8:00 a.m. to 12:00 noon, and related matters**
- 2. City of Arcola Newsletter and related matters**

Mayor Fred Burton announced the upcoming Heavy Trash pickup scheduled for November 5, 2022, and December 3, 2022.

D. Discussion, Consideration and Possible Action— City Administrator’s Report by Dr. Annette Guajardo, update on current projects, pending projects, and related matters, including:

- 1. Purchasing Policy for the City of Arcola**
- 2. Konica Minolta Business Solutions, including proposal, IT Contract Services, and related matters**
- 3. Wrecker Service and related matters**
- 4. Professional auditing services and related matters**

1. City Administrator Dr. Annette Guajardo presented a Purchasing Policy for the City of Arcola. After discussion, **Mayor Pro-Tem Florence Jackson so moved** to approve the Purchasing Policy as presented as explained; **seconded by Council Member Rosemary Bigby**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

2. Dr. Guajardo requested support from City Council to bring on Konica Minolta Business Solutions for IT Contract Services for the City of Arcola. After discussion, **Mayor Pro-Tem Florence Jackson so moved** to approve the Konica Minolta Business Solutions for IT Contract for the City of Arcola; **seconded by Council Member Rosemary Bigby**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

3. Dr. Guajardo reported that the City currently has an outdated contract with the current wrecker service provider. She noted that there are two methods that she discovered to go out for wrecker service. One is by ordinance and another one is request for proposal. The City Attorney explained what the differences are and the impact to the city. Chief Carr provided her experience regarding the wrecker service for the Arcola Police Department. The City Attorney will look at the contract to see where it is. **Discussion only, no action taken.**
4. Dr. Guajardo reported that it is time to go out for request for proposals for auditing services. She is working with Fort Bend County Auditor’s Office for assistance. Auditing services will be going out for bids for auditing services. A committee will be to select. Three bids will be presented to City Council and a recommendation will be made by the committee. **No action taken.**

E. Discussion, Consideration and Possible Action— September 2022 Permit Report, updates, and related matters by Permit Administrator, Lyneshia Garrette.

Permit Administrator Lyneshia Garrette reviewed the Permit Report for the month of September 2022.

Mayor Pro-Tem Jackson so moved to approve the September 2022 Permit Report; **seconded by Council Member Ebony Sanco**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby
Nay: 0

Motion carried. 5-0

F. Discussion, Consideration and Possible Action—Arcola Police Department by Chief A. Carr:

- 1. September 2022 Monthly Police Report, update, and related matters**
- 2. Designation of an Official Chaplain for the Arcola Police Department and related matters**
 - a. Pastor Robert Simpson, Pilgrim Journey Baptist Church, Richmond, Texas**

Chief Carr reviewed the September 2022 Monthly Police Report. Chief Carr reported that the Pastor that has been assigned for the Chaplain for the Arcola Police Department is out sick and could not make it to this meeting. The Pastor is also a Chaplain for the Sheriff's Department.

Mayor Pro-Tem Florence Jackson so moved to approve the Police Report; **seconded by Council Member Evelyn Jones.** All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby
Nay: 0

Motion carried. 5-0

G. Discussion, Consideration and Possible Action—Water and Wastewater Systems and including September 2022 Operator's Report by John Montgomery of Municipal Operations and Consulting.

Mr. John Montgomery, Utility Operator for the City of Arcola, reviewed the Operations Report for the month of September 2022. After review, **Mayor Pro-Tem Florence Jackson so moved** to approve the Operations Report for the month of September 2022; **seconded by Council Member Evelyn Jones.** All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby
Nay: 0

Motion carried. 5-0

H. Discussion, Consideration and Possible Action—Report by Llarance Turner of Kaluza, Inc., updates on current projects, pending projects, including the City of Arcola's:

- 1. Sewer Lift Station and related matters**
- 2. Water Treatment Plant and related matters**
- 3. Existing water lines expansion and related matters**
- 4. Wastewater Treatment Plant Expansion and related matters**
- 5. Sanitary Sewer Force Main and related matters**

Mr. Llarance Turner of Kaluza, Inc. reviewed his report on the Sewer Lift Station, Water Treatment Plant, Existing water lines expansion, Wastewater Treatment Plant Expansion, and Sanitary Sewer Force Main.

After review, **Mayor Pro-Tem Florence Jackson so moved** to approve report by Mr. Llarance Turner of Kaluza, Inc.; **seconded by Council Member Evelyn Jones.** All were in favor.

I. Discussion, Consideration and Possible Action—City of Arcola property on FM 521; R162465, Arcola Heights, Acres 1.4268, including:

- 1. Permission to survey said property**
- 2. Permission to appraise said property**
- 3. Bring the final survey and appraisal back before City Council for consideration and possible action to sell said property**

Mayor Fred Burton noted that the City of Arcola property on FM 521; R162465, Arcola Heights, Acres 1.4268 has been demolished and No Trespassing signs have been posted on the property. He asked permission to survey the property because the previous survey was the wrong tract and now it is the right tract. After the survey, he will ask permission to have the property appraised and then bring back to City Council to report the outcome before putting the property up to sell.

After discussion, **Council Member Greg Abarr so moved** to approve Letter I.; 1. Permission to survey City of Arcola property on FM 521; R162465, Arcola Heights, Acres 1.4268 and approve 2. Permission to appraise said property; **seconded by Mayor Pro-Tem Florence Jackson**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

Council Member Ebony Sanco so moved to approve Item 3. to bring back to present the appraisal and the survey to City Council, as amended; **seconded by Council Member Rosemary Bigby**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: Council Member Evelyn Jones

Motion carried. 4-1

J. Discussion, Consideration and Possible Action—Resolution No. 10-11-2022; A Resolution Re-Appointing Arcola 4B Corporation board members for two-year terms, projects, and funding for projects; including water plant and other facilities, hearing, sales tax proceeds, bank account, signature cards, transfer of funds, agreements, and related matters.

City Administrator Dr. Annette Guajardo reported that the City has a 4B Corporation and the terms of the existing members had expired. She read the names she personally talked to, and they have agreed to be part of the 4B Corporation. The names are Council Member Greg Abarr, Community Leader Veeda Williams, Betty Burton, Charlotte Fielder, Sharon Collins, Clarence Jackson, and Ms. Betty Hall. All members live in the City of Arcola.

Council Member Evelyn Jones so moved to approve **Resolution No. 10-11-2022; A Resolution Re-Appointing Arcola 4B Corporation board members for two-year terms, projects, and funding for projects; including water plant and other facilities, hearing, sales tax proceeds, bank account, signature cards, transfer of funds, agreements; seconded by Council Member Greg Abarr**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

K. Discussion, Consideration and Possible Action—Designation of Representative and Alternate Houston-Galveston Area Council 2023 General Assembly and related matters.

Council Member Evelyn Jones so moved to designate Mayor Fred Burton as Representative Houston Galveston Area Council 2023 General Assembly, and designate Mayor Pro-Tem Florence Jackson as the Alternate; **seconded by Council Member Ebony Sanco**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

L. Discussion, Consideration and Possible Action—Arcola 4th Annual BBQ Cook-off, including:

1. Acceptance of BBQ Cook-off donations, and related matters.

2. Designating the BBQ Cook-off as an official City of Arcola Event; and related matters

1. City Administrator Dr. Annette Guajardo reported that many people want to participate in this event and staff is asking City Council to accept sponsorship from 14 sponsors for a total of \$3,200.00. There will be more, and this item will be on the agenda next month with the initial sponsors that have donated to the city.

Mayor Pro-Tem Florence Jackson so moved to accept sponsorship from 14 sponsors for a total of \$3,200.00; **seconded by Council Member Rosemary Bigby**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

2. Council Member Greg Abarr so moved to make the BBQ Cook-off an official City of Arcola event; **seconded by Council Member Rosemary Bigby**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

M. Discussion, Consideration and Possible Action—Ordinance No. 2022-10-11; AN ORDINANCE RELATING TO THE OFFICIAL NEWSPAPER; AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT.

Council Member Evelyn Jones so moved to approve Ordinance No. 2022-10-11; AN ORDINANCE RELATING TO THE OFFICIAL NEWSPAPER; AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; **seconded by Mayor Pro-Tem Florence Jackson**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

N. Discussion, Consideration and Possible Action—Waste Connections of Texas extension of contract to include rate increase for solid waste services for the City of Arcola and including (2) two city cleanups a year, and related matters.

Mayor Pro-Tem Florence Jackson so moved to approve Waste Connections of Texas extension of contract to include \$1.00 rate increase for solid waste services for the City of Arcola and including (2) two city cleanups a year; **seconded by Council Member Evelyn Jones**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0

O. ADJOURNMENT.

Mayor Pro-Tem Florence Jackson so moved to adjourn at 9:04 p.m.; **seconded by Council Member Ebony Sanco**. All were in favor.

Aye: Mayor Pro-Tem Florence Jackson, Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby

Nay: 0

Motion carried. 5-0