



## City of Arcola

13222 Highway 6—Arcola, Texas 77583—Phone: 281-431-0606

[www.arcolatexas.org](http://www.arcolatexas.org)

Minutes of a Regular Meeting of the City Council of the City of Arcola, County of Fort Bend, State of Texas, held on Tuesday, June 14, 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 7:02 p.m.
- II. **INVOCATION:** Council Member Evelyn Jones gave the Invocation.
- III. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Council Member Rosemary Bigby 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, and Council Member Rosemary Bigby were present. Also present were City Secretary Sally Cantu, City Attorney Grady Randle, 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. None

**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. City Council heard comments from Rodrigo Carreon regarding TXDOT FM 521 Project.

- VI. **PUBLIC HEARINGS:** None
- VII. **CONSENT AGENDA.** None
- VIII. **REGULAR AGENDA:**

- A. **Discussion, Consideration and Possible Action—Previous meeting minutes and related matters.** After review of previous meeting minutes, Mayor Pro-Tem Florence Jackson so moved to approve May10, 2022 meeting minutes; **seconded by Council Member Rosemary Bigby.** All were in favor.  
Aye: Mayor Pro-Tem Florence Jackson and Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby  
Nay: 0  
Motion carried. 5-0
- B. **Discussion, Consideration and Possible Action—Acceptance of the City of Arcola Financial Audit report for Fiscal Year 2021 and related matters.**  
**Council Member Evelyn Jones so moved** to table Acceptance of the City of Arcola Financial Audit report for Fiscal Year 2021; **seconded by Mayor Pro-Tem Florence Jackson.** All were in favor.  
Aye: Mayor Pro-Tem Florence Jackson and Council Members Evelyn Jones, Greg Abarr, Ebony Sanco, Rosemary Bigby  
Nay: 0  
Motion carried. 5-0
- C. **Discussion, Consideration and Possible Action—Month of May 2022 Bookkeeping Report and Financial Report by Ruthie Cable, Director of Finance, and related matters.**  
Finance Director Ruthie Cable reviewed the Bookkeeping Report and Financial Report for the month of May 2022.

After review, **Mayor Pro-Tem Florence Jackson so moved** to accept the Bookkeeping Report and Financial Report for the month of May 2022; **seconded by Council Member Ebony Sanco**. All were in favor.

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

Nay: 0

Motion carried. 5-0

**D. Discussion, Consideration and Possible Action—Water and Wastewater Systems and including May 2022 Operator's Report by John Montgomery of Municipal Operations and Consulting, and related matters.**

Mr. John Montgomery, Utility Operator, reviewed the Utility Operations Report for the month of May 2022.

He informed the City that Municipal Operations will be swapping software in the near future.

After review, **Mayor Pro-Tem Florence Jackson so moved** to accept the Operator's Report for the month of May 2022; **seconded by Council Member Rosemary Bigby**. All were in favor.

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

Nay: 0

Motion carried. 5-0

**E. Discussion, Consideration and Possible Action—City Engineer Report by Llarance Turner, update on current projects, pending projects, and related matters, including;**

**1. Final Plat of Glendale Lakes Section 13—A SUBDIVISION OF 14.440 ACRES OF LAND LOCATED IN THE I. & G.N. RAILROAD CO. SURVEY, A—352 FORT BEND COUNTY, TEXAS. 69 LOTS, 2 BLOCK, 3 RESERVES and related matters.**

**2. City of Arcola Water Plant**

**3. TXDOT FM 521 Project and related matters**

**4. Wastewater Treatment Plant Expansion and related matters**

**5. City Hall Lift Station and related matters**

**6. Sanitary Sewer Force Main and related matters**

Mr. Llarance Turner of Kaluza Inc. gave an overview on the items listed above.

After review and discussion, **Mayor Pro-Tem Florence Jackson so moved** to accept the Engineering Report; **seconded by Council Member Ebony Sanco**. All were in favor.

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

Nay: 0

Motion carried. 5-0

**F. Discussion, Consideration and Possible Action—Mosquito Spray within the City of Arcola city limits, costs, and related matters.**

City Administrator Dr. Annette Guajardo presented a proposal for mosquito spraying within the City of Arcola. The prior year, the price was \$145.00 a week. The current proposed price is \$165.00 per week.

After review, **Mayor Pro-Tem Florence Jackson so moved** to accept mosquito spraying with Gillen Pest Control, Inc. for \$165.00 a week, beginning July 1, 2022 until October 31, 2022; **seconded by Council Member Ebony Sanco**. All were in favor.

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

Nay: 0

Motion carried. 5-0

**G. Discussion, Consideration and Possible Action—City of Arcola Purchasing Policy, amendment, and related matters.**

**Council Member Ebony Sanco so moved** to table City of Arcola Purchasing Policy, amendment, and related matters; **seconded by Council Member Evelyn Jones**. All were in favor.

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

Nay: 0

Motion carried. 5-0

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

**1. Delinquent Revenue**

City Administrator Dr. Annette Guajardo along with John Montgomery of Municipal Operations are looking into the delinquent revenue. The revenue is down relative to where the city should be this year. They are looking at all aspects of revenue related to the city, and they are actively trying to collect. Letters are being mailed out to delinquent customers. The city is doing everything possible to make sure they are aware.

After discussion, **Council Member Rosemary Bigby so moved** to accept the Administrator’s Report; **seconded by Council Member Ebony Sanco**. All were in favor.

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

Nay: 0

Motion carried. 5-0

**I. Discussion, Consideration and Possible Action—Update from the Mayor’s desk, including;**

**1. Summer Camp and related matters**

**2. 434 McKeever property**

**3. Fourth of July 2022 celebration and related matters.**

**4. Gristmill at Tuscany Park Retention and related matters.**

Dr. Veeda Williams gave a great report on the Summer Camp; both educational and recreational.

Mayor Burton gave an update on the clearing and improvement to 434 McKeever property just purchased by the City.

The survey is not accurate, and Dr. Guajardo is going to work with the title company to get the survey issue resolved.

Mayor Burton announced the Fourth of July plans for the city. He hopes to see City Council at the event.

Mayor Burton reported that he has contacted Gristmill at Tuscany Park to clear the retention pond.

**J. Discussion, Consideration and Possible Action—Arcola Police Report by Chief D. Rougeau, proposed Captain Position, updates, and related matters.**

Chief D. Rougeau presented the Arcola Police Department a proposed organizational chart. He proposes to consider adding a position of Captain. He gave an extensive explanation on the current function of the police department and its current budget. He hopes to implement this position.

City Council discussed this item in great length. Chief Rougeau proposes to implement this position for the last three months of the current budget. This will give the opportunity for City Council to see the impact and the need to implement the Captain position into the budget.

City Administrator Dr. Annette Guajardo asked whether doing an offer letter for a beginning date and ending date for three months constitutes as a contract employee and will not qualify for benefits. The City Attorney responded yes, unless TML says otherwise, she is correct.

After discussion, **Council Member Evelyn Jones so moved** to try for the 3 months contract employee as Captain of the Police Department and go from there. If he or she will be a good one, Council may want to keep the position, or he or she may leave themselves; **seconded by Mayor Pro-Tem Florence Jackson**.

Aye: Mayor Pro-Tem Florence Jackson and Council Members Evelyn Jones and Rosemary Bigby

Nay: Council Members Greg Abarr and Ebony Sanco

Motion carried. 3-2

**IX. ADJOURNMENT.**

**Mayor Pro-Tem Florence Jackson so moved** to adjourn at 9:18 p.m.; **seconded by Council Member Evelyn Jones**. All were in favor.

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

Nay: 0

Motion carried. 5-0