



City of Arcola

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

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, April 11, 2023, beginning at 6:00 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 6:03 p.m.
- II. **INVOCATION:** Council Member Greg Abarr gave the Invocation.
- III. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Council Member Ebony Sanco 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 Attorney Debra Mergel, City Secretary Sally Cantu, and City Administrator Dr. Annette Guajardo. Finance Director Ruthie Cable was not present for the meeting.

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. No public comments.

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. No public comments.

- 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.
There were no comments from the City Council.

- VII. **PUBLIC HEARINGS:** None

VIII. **CONSENT AGENDA:**

IX. **REGULAR AGENDA:**

A. **Discussion, Consideration and Possible Action—Previous meeting minutes and related matters.**

Council Member Evelyn Jones moved to approve previous meeting minutes of March 14, 2023; **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

B. Discussion, Consideration and Possible Action—Update from Mayor Fred A. Burton, including;

- 1. Fort Bend Independent School District (FBISD) Presentation by Dr. Whitbeck.**
- 2. Maintenance Facility and related matters.**
 - a. Costs related to the fence, not to exceed \$20,100.00, security, electricity and labor for water and sewer.**

Council Member Greg Abarr moved to move Letter B down the agenda to go after Letter E; **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

(See Letter B. below per motion)

C. Discussion, Consideration and Possible Action—Update from City Administrator, Dr. Annette Guajardo, including;

- 1. Month of March 2023 Bookkeeping Report and Financial Report and related matters.**

City Administrator Dr. Annette Guajardo gave a preview of the March 2023 Booking Report and Financial Report. After preview, **Mayor Pro-Tem Florence Jackson moved** to accept the March 2023 Booking Report and Financial 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

D. Discussion, Consideration and Possible Action—Update from L. Garrette, Permit Administrator, including;

- 1. Month of March 2023 Permit Report and related matters.**

Permit Administrator Lyneshia Garrett presented the month of March 2023 Permit Report. After review, **Council Member Rosemary Bigby moved** to accept the March 2023 permit report from Permit Administrator Lyneshia Garrette; **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

E. Discussion, Consideration and Possible Action—Update from John Montgomery, Municipal Operations and Consulting, including;

- 1. March 2023 Operator's Report and related matters.**

Mr. John Montgomery of Municipal Operations reviewed the Operation's Report for the month of March 2023. After review, **Mayor Pro-Tem Florence Jackson moved** to accept the month of March 2023 Operations Report presented by Mr. John Montgomery; **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

Dr. Whitbeck of FBISD was not available after Letter E. **Council Member Evelyn Jones moved** to move Letter B. on the agenda to go after Letter I; **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

(See Letter B. below after Letter I per motion)

F. Discussion, Consideration and Possible Action—Update from Kaluza, Inc. including;

- 1. GLENDALE LAKES SECTION 11—A SUBDIVISION OF 82.272 ACRES OF LAND LOCATED IN THE I. & G.N. RAILROAD CO. SURVEY, A-352 FORT BEND COUNTY, TEXAS 205 LOTS, 5 BLOCKS, 15 RESERVES, and related matters.**

Mr. Turner of Kaluza Inc. reported that Glendale Lakes Section 11 has been reviewed. This Plat is still in conformance and has been before this governmental body before. There are minor comments. It is within the

City's Extraterritorial Jurisdiction and within the utility district of Fort Bend County MUD 141. Kaluza Inc. staff recommend approval of the Plat, subject to addressing the comments.

Council Member Greg Abarr moved to approve Glendale Lakes Section 11 Plat, subject to addressing the comments made by Kaluza, Inc.; **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

2. ARCOLA FARMS REPLAT NO. 2—A SUBDIVISION OF 3.0021 ACRES SITUATED IN THE MANUEL ESCALERA SURVEY, A-170 IN FORT BEND COUNTY, TEXAS; BEING ALL OF LOTS 1, 2, 3, 4, 5, 6, 7 AND 8 AND RESERVE "A", IN BLOCK 1, ARCOLA FARMS PARTIAL, REPLAT NO. 1, RECORDED IN PLAT NUMBER 20170174 OF THE PLAT RECORDS, FORT BEND COUNTY, TEXAS, and related matters.

Mr. Turner of Kaluza, Inc. reported that this subdivision is 3.0021 acres. It is located at the intersection of Coen and Long Street. This subdivision is in the Extraterritorial Jurisdiction of Arcola. There are minor comments to address. Kaluza Inc. staff recommend approval of the Subdivision Plat, subject to addressing the comments.

Council Member Greg Abarr moved to approve Arcola Farms Replat No. 2 with engineering comments; **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

3. Update: Water Treatment Plant, Wastewater Treatment Plant, and other projects for City of Arcola.

This item was passed over. No discussion.

G. Discussion, Consideration and Possible Action—Approve 50% of the allocation in the budget (\$12,500) to Community Express, Inc. to get started with the summer program and related matters.

City Administrator Dr. Annette Guajardo explained that Community Express, Inc. is the company that manages the summer youth program and \$25,000.00 is allocated in the budget and typically gives the company half up front and the other half later.

Mayor Pro-Tem Florence Jackson moved to approve 50% of the allocation in the budget, \$12,500.00 to Community Express, Inc.; **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 – One-year contract between the City of Arcola and Linebarger Goggan Blair & Sampson, LLP, for the collection of fines and fees, and related matters.

Mayor Pro-Tem Florence Jackson moved to table Letter H.; **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 Chief A. Carr, Arcola Police Department; including;

1. Month of March 2023 Police Report and related matters.

Chief A. Carr reviewed the month of March 2023 Police Report.

Council Member Ebony Sanco moved to approve Chief A. Carr's Police Report for the month of March 2023; **seconded by 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

**B. Discussion, Consideration and Possible Action—Update from Mayor Fred A. Burton, including;
1. Fort Bend Independent School District (FBISD) Presentation by Dr. Whitbeck.**

Dr. Whitbeck was not available for the video presentation on the 1.2 billion bond election coming up on May 6, 2023. She did arrive in time for questions. She said Arcola has the right to gain from this bond. Ms. Whitbeck heard and answered questions from City Council and from the public.

**2. Maintenance Facility and related matters.
a. Costs related to the fence, not to exceed \$20,100.00, security, electricity and labor for water and sewer.**

Mayor Burton reported that it is going to cost to purchase material, equipment, and security for the maintenance department. One of the first things he wants to do is fence in the complex for security purposes for the maintenance department. He received three bids for the cost of the fence. The fund for the fence will come out of the Enterprise Fund.

Council Member Greg Abarr moved to approve the cost of the fence for no more than \$20,100.00; **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

Mayor Pro-Tem Florence Jackson moved to move Letter O. to precede Letter J.; **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

O. Discussion, Consideration and Possible Action – Development Agreement terms and conditions for the Patel Project Development and related matters.

Mr. Patel and his Engineer, Mario Piña, presented the 217 Lot Affordable Living Mobil Home Park located near the northeast corner of Highway 6 and Ladonia. Post Road is to the north of the development. It is a 35- acre development. Mr. Patel and Mr. Piña came before the City Council to see if the City would entertain annexing this 35-acre property and provide water and sewer. He described the plans to the City Council.

After discussion, **Council Member Greg Abarr moved** to continue working with the developer on coming up with an equitable development agreement; **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

City Council adjourned into Executive Session at 7:12 p.m.

J. Executive Session—Section 551.074, Texas Government Code

Personnel Matters. Matters related to appointment, employment, assignments, duties, evaluation, compensation, of a public officer or employee and related matters. (Chief of Police and Finance Director)

--Closed or executive session as authorized by Section 551.074, Texas Government Code

City Council reconvened into open session at 7:31 p.m.

K. Discussion, Consideration and Possible Action—Regarding the evaluation of the Chief of Police.

Council Member Greg Abarr moved to have the City Attorney work up a three (3) year agreement contract for the Chief of Police position at the discussed salary; **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

L. Discussion, Consideration and Possible Action—Regarding the evaluation of the Finance Director.

Mayor Pro-Tem Florence Jackson moved to table Letter L.; **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

M. Discussion, Consideration and Possible Action—Creation of a Part-Time IT position for the FY22-23 Budget.

Mayor Burton reported that City Hall has been having problems with IT. He introduced Binu Panicker for the part-time IT position. Mr. Panicker also guaranteed to clean up the current WIX personal type website. City Administrator Dr. Annette Guajardo commented that the Municipal Court has had a tremendous challenge even with the new IT Company. Mr. Panicker gave a background on his accomplishments.

Mayor Pro-Tem Florence Jackson moved to create a Part-Time IT position for FY22-23 budget; **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

N. Discussion, Consideration and Possible Action— Pay Scales for Administration and Police Pay Scales and related matters.

City Administrator Dr. Annette Guajardo presented proposed Police Pay Scales and Pay Scales for Administration for consideration. Any changes made have been allocated in the budget for this fiscal year. This will help to project the budget for the next fiscal year.

After discussion, **Council Member Ebony Sanco moved** to approve pay scales for Police Pay and Administrative Pay; **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

O. Discussion, Consideration and Possible Action – Development Agreement terms and conditions for the Patel Project Development and related matters.

(Letter O. was moved up to precede Letter J. per motion)

P. ADJOURNMENT.

Council Member Ebony Sanco moved to adjourn the meeting at 7:44 p.m; **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