



CITY OF FULSHEAR

"FIND YOUR FUTURE IN FULSHEAR"

30603 FM 1093 WEST/ PO Box 279 ~ FULSHEAR, TEXAS 77441

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WWW.FULSHEARTEXAS.GOV

CITY COUNCIL:

MAYOR: Aaron Groff

MAYOR PRO-TEM: Kaye Kahlich

COUNCIL MEMBER: Kent Pool

COUNCIL MEMBER: Kevin White

COUNCIL MEMBER: Debra Cates

COUNCIL MEMBER: Lisa Martin

COUNCIL MEMBER: Joel Patterson

COUNCIL MEMBER: John Kelly

STAFF:

CITY MANAGER: Jack Harper

CITY SECRETARY: Kimberly Kopecky

CITY ATTORNEY: J. Grady Randle

SPECIAL CITY COUNCIL MEETING MINUTES FEBRUARY 11, 2020

I. CALL TO ORDER

A SPECIAL CITY COUNCIL MEETING WAS CALLED TO ORDER BY MAYOR GROFF AT THE IRENE STERN COMMUNITY CENTER, 6920 KATY FULSHEAR ROAD, FULSHEAR, TEXAS AT 8:35 A.M. A QUORUM WAS PRESENT.

II. QUORUM & ROLL CALL

COUNCIL MEMBERS PRESENT:

AARON GROFF, MAYOR

KAYE KAHLICH, MAYOR PRO-TEM

JOEL PATTERSON

DEBRA CATES

KENT POOL

JOHN KELLY

LISA MARTIN

COUNCIL MEMBERS ABSENT:

KEVIN WHITE

CITY STAFF PRESENT:

JACK HARPER

KIMBERLY KOPECKY

MARIELA RODRIGUEZ

ANGELA FRITZ
CHANDLER MARKS
SHARON VALIENTE
KRISTI BRASHEAR
GRADY RANDLE
DAN MCGRAW (AT 8:42 A.M.)
ZACH GOODLANDER (AT 9:55 A.M.)
WES VELA (AT 10:12 A.M.)
LINDSEY DELONG (AT 10:27 A.M.)
OTHER STAFF AS NEEDED

OTHERS PRESENT:

ALICIA COOK PRESENTED BUSINESS ITEM A
NOONE ELSE SIGNED IN

- III. **CITIZEN'S COMMENTS-THIS IS AN OPPORTUNITY FOR CITIZENS TO SPEAK TO COUNCIL RELATING TO AGENDA AND NON-AGENDA ITEMS. SPEAKERS ARE ADVISED THAT COMMENTS CANNOT BE RECEIVED ON MATTERS WHICH ARE THE SUBJECT OF A PUBLIC HEARING ONCE THE HEARING HAS BEEN CLOSED. SPEAKERS ARE REQUIRED TO REGISTER IN ADVANCE AND MUST LIMIT THEIR COMMENTS TO THREE (3) MINUTES.**

THERE WERE NO CITIZEN COMMENTS.

IV. **BUSINESS**

A. **FACILITATED DISCUSSION ON IMPLEMENTATION OF ECONOMIC DEVELOPMENT STRATEGIC PLAN GOAL 4: ORGANIZATIONAL ALIGNMENT, STRATEGY 4.1: STREAMLINE**

ANGELA FRITZ GAVE A BRIEF INTRODUCTION OF THIS ITEM. SHE INTRODUCED ALICIA COOK WITH OPPORTUNITY STRATEGIES. SHE DISCUSSED THE GOALS, STRATEGIES, AND PROCESSES FOR IMPLEMENTING THE STRATEGIC PLAN.

-LISA MARTIN SUGGESTED BRINGING AN EDC UPDATE TO COUNCIL MEETINGS LIKE THE CITY MANAGER UPDATE.

-MS. COOK BRIEFLY MENTIONED HAVING A SEPARATE WEBSITE (FROM THE CITY WEBSITE) FOR ECONOMIC DEVELOPMENT.

-MS. COOK DISCUSSED WITH COUNCIL THE TRANSITION PERIOD AND NEXT STEPS FOR IMPLEMENTATION TO CREATE ONE VOICE FOR FULSHEAR.

THE MAYOR CALLED FOR A BRIEF RECESS.

A MOTION WAS MADE BY MAYOR PRO-TEM KAHLICH TO RECESS. IT WAS SECONDED BY COUNCIL MEMBER PATTERSON. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

MAYOR AND COUNCIL RECESSED AT 10:34 A.M.

MAYOR GROFF CALLED THE MEETING BACK INTO SESSION AT 10:59 A.M.

B. A PRESENTATION, DISCUSSION AND POSSIBLE ACTION RELATED TO CITY OF FULSHEAR DOMESTIC WATER OPERATIONS & SUPPLY

SHARON VALIENTE GAVE A BRIEF INTRODUCTION FOR THIS AGENDA ITEM. MELONY GAY WITH THE NORTH FORT BEND WATER AUTHORITY GAVE A PRESENTATION TO CITY COUNCIL AND ANSWERED QUESTIONS ABOUT THE HISTORY OF HOW THE CITY CAME INTO AGREEMENT WITH THE NORTH FORT BEND WATER AUTHORITY. MELONY ALSO EXPLAINED THE INCREASE OF THE RATES BEING IN INCREMENTS VERSUS HAVING A GRADUAL INCREASE. IT WAS REQUESTED BY COUNCIL TO POSSIBLY HOST A JOINT PUBLIC MEETING WITH NORTH FORT BEND WATER AUTHORITY TO HELP RESIDENTS UNDERSTAND AND ASK QUESTIONS. FOR THE FULL COMMENTARY PLEASE REQUEST AUDIO.

A MOTION WAS MADE BY MAYOR PRO-TEM KAHLICH TO RECESS FOR LUNCH. IT WAS SECONDED BY COUNCIL MEMBER PATTERSON. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

MAYOR AND COUNCIL RECESSED AT 12:13 P.M.

MAYOR GROFF RECONVENED THE MEETING AT 12:55 P.M.

WES VELA STARTED THE DISCUSSION ON THE SECOND PORTION OF BUSINESS ITEM B -UTILITY BILLING OPERATIONS. HE PROPOSED THE NEED FOR HAVING 2 FULL-TIME UTILITY EMPLOYEES AND MOVING THE CURRENT PART-TIME EMPLOYEE INTO THE FINANCE DEPARTMENT.

WES VELA AND LINDSEY DELONG ANSWERED QUESTIONS OF CITY COUNCIL REGARDING BILLING, DISCONNECTS, MAIL ISSUES, AND ACCOUNT ADJUSTMENTS. THERE WAS ALSO DISCUSSION ON CREDIT CARD ONLINE FEES AND THE UTILITY BILLING SCHEDULE

A MOTION WAS MADE BY COUNCIL MEMBER POOL TO ADD A STAFF MEMBER TO/CONVERT TWO PART TIME TO ONE.

THE MOTION WAS WITHDRAWN BY COUNCIL MEMBER POOL.

A MOTION WAS MADE BY COUNCIL MEMBER POOL TO CONVERT ONE HALF TIME EMPLOYEE TO ONE FULL TIME EMPLOYEE IN THE UTILITY DEPARTMENT. IT WAS SECONDED BY COUNCIL MEMBER MARTIN. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

C. DISCUSSION OF AND ACTION ON STAFFING NEEDS IN VARIOUS DEPARTMENTS OF THE CITY

JACK HARPER STARTED THE DISCUSSION WITH COUNCIL ON STAFFING NEEDS. HE EXPLAINED THE NEED FOR A PROJECT MANAGER (WHICH WOULD HANDLE THE CIP). THIS PERSON WOULD REPORT TO SHARON VALIANTE AND THE APPROXIMATE SALARY WOULD BE \$75,000 FOR A 12 MONTH PERIOD. JACK AND SHARON DESCRIBED THE POSITION FURTHER AND ANSWERED QUESTIONS BY CITY COUNCIL.

A MOTION WAS MADE BY MAYOR PRO-TEM KAHLICH TO PROCEED WITH HIRING A PROJECT MANAGER. IT WAS SECONDED BY COUNCIL MEMBER CATES. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

JACK HARPER DISCUSSED THE NEED FOR A COMMUNICATIONS MANAGER TO HANDLE THE MONTHLY NEWSLETTER, WEBSITE, AND FACEBOOK. THIS POSITION WOULD ALSO HANDLE A WEBSITE RE-DESIGN AND BE THE MEDIA LIAISON. JACK HARPER BRIEFLY DISCUSSED EDUCATION REQUIREMENTS AND AN ESTIMATED SALARY OF \$45,000 - \$60,000. HE ASKED FOR A 6 MONTH FUNDING PERIOD (HIRING IN THE MIDDLE OF THE YEAR).

A MOTION WAS MADE BY MAYOR PRO-TEM KAHLICH AUTHORIZING JACK HARPER TO HIRE A COMMUNICATIONS MANAGER. IT WAS SECONDED BY COUNCIL MEMBER POOL. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

JACK HARPER DISCUSSED THE NEED TO BRING AN I.T. EMPLOYEE IN-HOUSE (SERVER, FIREWALL, DESKTOPS, PHONES, TROUBLE-SHOOTING) AROUND APRIL. KRISTI BRASHEAR ANSWERED QUESTIONS REGARDING CMIT (CURRENT CONTRACTED I.T. PROVIDER).

THE CONSENSUS BY COUNCIL WAS FOR JACK HARPER TO RESEARCH AN I.T. CONTRACT WORKER POSITION AND BRING A PROPOSAL TO COUNCIL FOR CONSIDERATION.

JACK MENTIONED THAT DURING THE BUDGET PROCESS, THE CITY WOULD BE EXPLORING THE OPTION OF BRINGING A P.E. POSITION (ENGINEER) IN-HOUSE.

THE FINAL POSITION DISCUSSED WAS BRINGING AN ATTORNEY IN-HOUSE. GRADY RANDLE PROPOSED AN OPTION FOR THIS BY BRINGING A CURRENT ATTORNEY (BYRON BROWN) IN-HOUSE (WITH AN OFFICE AT CITY HALL). HE EXPLAINED A MONTHLY RETAINER FEE OF \$32,000 PER MONTH (DUE AT THE 1ST OF THE MONTH) AND HE DESCRIBED WHAT SERVICES THAT WOULD GIVE THE CITY. THE EXCEPTIONS FROM THIS WOULD BE SEPARATE FEES FOR LITIGATION, EDC, SPECIAL PROJECTS (EX: CDO). THE IN-HOUSE ATTORNEY WOULD ATTEND ALL MEETINGS (PLANNING & ZONING, CITY COUNCIL, CDO, ETC). THE OFFICE HOURS WOULD INCLUDE:

MONDAY- 8 AM – 12 PM

TUESDAY- 8 AM – 5 PM (ALL DAY)

WEDNESDAY- WORK AT RANDLE LAW FIRM

THURSDAY- 8 AM – 12 PM

FRIDAY- 8 AM – 3 PM

GRADY RANDLE SUGGESTED TO COUNCIL TO TRY THIS OPTION FOR 120 DAYS (STARTING THE 1ST DAY OF THE MONTH).

A MOTION WAS MADE BY MAYOR PRO-TEM KAHLICH TO AUTHORIZE THE CITY MANAGER TO PROCEED WITH THE TRANSITION OF THE IN-HOUSE ATTORNEY FOR 120 DAYS STARTING ON MARCH 1, 2020. IT WAS SECONDED BY COUNCIL MEMBER POOL. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

V. **EXECUTIVE SESSION**

- A. EXECUTIVE SESSION- 551.072 DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING- A GOVERNMENTAL BODY MAY CONDUCT A CLOSED MEETING TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY IF DELIBERATION IN AN OPEN MEETING WOULD HAVE A DETRIMENTAL EFFECT ON THE POSITION OF THE GOVERNMENTAL BODY IN NEGOTIATIONS WITH A THIRD PERSON
- B. EXECUTIVE SESSION- 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING- THIS CHAPTER DOES NOT REQUIRE A GOVERNMENTAL BODY TO CONDUCT AN OPEN MEETING: (1) TO DISCUSS OR DELIBERATE REGARDING COMMERCIAL OR FINANCIAL INFORMATION THAT THE GOVERNMENTAL BODY HAS RECEIVED FROM A BUSINESS PROSPECT THAT THE GOVERNMENTAL BODY SEEKS TO HAVE LOCATE, STAY, OR EXPAND IN OR NEAR THE TERRITORY OF THE GOVERNMENTAL BODY AND WITH WHICH THE GOVERNMENTAL BODY IS CONDUCTING ECONOMIC DEVELOPMENT NEGOTIATIONS; OR (2) TO

DELIBERATE THE OFFER OF A FINANCIAL OR OTHER INCENTIVE TO BUSINESS PROSPECT DESCRIBED BY SUBDIVISION (1).

A MOTION WAS MADE BY MAYOR PRO-TEM KAHLICH TO ENTER INTO EXECUTIVE SESSION. IT WAS SECONDED BY COUNCIL MEMBER MARTIN. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

MAYOR GROFF ADJOURNED INTO EXECUTIVE SESSION AT 3:07 P.M.

MAYOR GROFF RECONVENED BACK INTO SESSION AT 3:50 P.M.

VI. ACTION FROM EXECUTIVE SESSION

THERE WAS NO ACTION TO BE TAKEN.

VII. ADJOURNMENT

A MOTION WAS MADE BY MAYOR PRO-TEM KAHLICH TO ADJOURN. IT WAS SECONDED BY COUNCIL MEMBER CATES. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER WHITE

MAYOR GROFF ADJOURNED THE MEETING AT 3:51 P.M.



ATTEST:


KIMBERLY KOPECKY, CITY SECRETARY


AARON GROFF, MAYOR