



CITY OF FULSHEAR

30603 FM 1093, P. O. BOX 279, FULSHEAR, TEXAS 77441
PHONE: 281-346-1796 FAX: 281-346-2556

FULSHEAR CITY COUNCIL MINUTES APRIL 21, 2015

I. CALL TO ORDER

A Regular Meeting of the Fulshear City Council was called to order by Mayor Thomas C. Kuykendall, Jr., at 7:03 p.m. on Tuesday, April 21, 2015 in the Fulshear City Hall located at 30603 FM 1093, Fulshear, Texas and all citizens were welcomed.

Members Present:

Thomas C. Kuykendall, Jr., Mayor
Stephen Gill, Mayor Pro Tem
J. B. Collins, Jr.
Tricia Krenek
Tajana Mesic
Jeff Roberts

Members Absent: None

City Staff:

D. (Diana) Gordon Offord, City Secretary
K. Brashear, Finance Director
V. Bryant, Court Administrator
C. J. Snipes, City Administrator
J. Grady Randle, City Attorney
Kenny Seymour, Chief of Police
David Leyendecker, City Engineer

Others Present:

S. Purcell
William Casey
Steve Gordon
L. Beustring
Laurie Szantay
Viola Randle
Roger Thompson
Victoria Vioburri
Steve Littlefield
Cynthia Barratt
Bart LaBrde
Annette Prince
Jenni McJunkin

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Kaye Kablich
Gerald Grissom
Alyssa Kuykendall
Hannah Przybilla
And 19 others who did not sign in

II. QUORUM

A quorum was present.

III. INVOCATION – Rev. Steve Littlefield, Pastor of Simonton Community Church, Simonton, Texas

The Invocation was provided by Pastor Steve Littlefield of the Simonton Community Church, Simonton, Texas.

IV. PLEDGE OF ALLEGIANCE

Mayor Kuykendall led the audience in the Pledge of Allegiance,

V. CITIZEN COMMENTS – NO ACTION CAN BE TAKEN

Laurie Szantay stated thanks to the City for posting the ordinances on line and that she would like to see better clarification. She stated right now all the ordinances and resolutions are mix together.

Victoria Bizzare chose to wait until the item came up on the agenda.

Mayor Kuykendall stated a few others want to speak regarding the proclamation but will wait until come up on the agenda.

Mayor Kuykendall asked if anyone else would like to speak that he may have overlooked. The audience was silent.

VI. CONSENT AGENDA

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for a separate discussion and action.

A. CONSENT and APPROVAL of MINUTES from the March 3, 2015 AND MARCH 17, 2015 MEETINGS

B. CONSENT and APPROVAL on FULSHEAR TRACE CROSSING/PRELIMINARY PLAT

C. CONSENT and APPROVAL on TAMARRON SECTION 57/ PRELIMINARY PLAT

Council Member Krennek made a motion to approve the Consent Agenda and it was seconded by Council Member Gill. Council Member Mesic was absent at the last meeting but wanted here comments regarding the agenda attached to the minutes. (Council Member Mesic stated she had forwarded her proxy and comments to the City Secretary, Ms. Offord, City Attorney- J. Grady Randle, and City Administrator- C. J. Snipes). Mayor Kuykendall stated he would take it under advisement but does not allow for long distance voting. Mayor Kuykendall stated to Council Member Mesic that he should have received a copy of her comments but did not get a copy. Council

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Member Mesic stated she would like her comments added to the minutes. Council Member Krenek stated this might violate the open meeting act. City Attorney, J. Grady Randle, stated we need to look at procedure first. Attorney Randle stated we need to vote on the consent agenda not in question and then look at the other. Council Member Krenek stated she amends her motion.

A motion was made by Council Member Krenek to amend her motion and motion that items B and C of the Consent Agenda be approved as presented. It was seconded by Council Member Gill. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts

Nays: None

City Attorney, J. Grady Randle, stated now the minutes part of the Consent Agenda can now be discussed. Mayor Kuykendall asked for the City Attorney's opinion. Council Member Mesic stated she had sent a copy of her comments to C.J., City Secretary, Ms. Offord, and City Attorney and would like these comments added to the minutes. Mayor Kuykendall asked if any member at any time can write and request their comments be added to Council Minutes? City Attorney asked Council Member Mesic what is that she is requesting. Council Member Mesic stated that she is requesting her information be added that was previously sent to City Attorney, C.J., and Ms. Offord as recorded minutes of her opinion and not a matter of voting as opinion has been shared with her already regarding that issue.

City Secretary Offord stated she would research this issue. City Attorney Randle stated that Council Members can amend the minutes and can vote on whether to amend the minutes or not (pass or not pass). Council Member Gill questioned what happens if the minutes are added too. City Attorney Randle stated that a Council Member did send in an e-mail for proxy (to myself, City Secretary, and C.J.) never had a question like this. Council Member Krenek stated what would have happen if it had been sent to all members-would be a violation? The discussion continued among the Council Members and City Attorney presenting the pros and cons.

A motion was made by Council Members Roberts to postpone item A of the Consent Agenda until clarification can be received from the City Attorney. It was seconded by Council Member Collins. The motion was carried by the following vote:

Ayes: Council Member Collins, Mesic, and Roberts

Nays: Council Member Gill and Krenek

Mayor Kuykendall states that the motion carries.

VII. REPORTS

Reports are presented to Council for informational purposes only and no action may be taken on any item contained in a report with a specific actionable item listed under Business Items.

A. REPORT from SEVERN TRENT WATER COMPANY (Repairs, New installations, and reports to TCEQ.)

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Jason Demel provided the Severn Trent Water Report to the Council. No action was taken.

B. REPORT from the POLICE DEPARTMENT (Traffic Citations, arrests, incidents, calls for service)

Chief Kenny Seymour provided the Police Department Report to the Council. No action was taken.

C. REPORT from the MUNICIPAL COURT CLERK (Fees and Fines)

Valerie Bryant provided the Municipal Court Clerk Report to the Council. No action was taken.

D. REPORT from the BUILDING SERVICE DEPARTMENT (Permits issued, inspections)

C.J. Snipes, City Administrator, provided the Building Service Department Report to the Council. No action was taken.

VIII. BUSINESS

A. PRESENTATION of PROCLAMATION for CHILD ABUSE AWARENESS MONTH

Mayor Kuykendall presented a Proclamation to Cindy Barrett (an advocate for the program against Child Abuse) for the Child Abuse Awareness Month. Ms. Barrett made a few comments regarding Child Abuse.

B. PRESENTATION of PROCLAMATION of AUTISM AWARENESS MONTH

Mayor Kuykendall presented a Proclamation to Alyssa Kuykendall and Hannah Przybilla (volunteers for the Autism Program) to the Hope for Three Group for Autism Awareness Month. Both volunteers made comments regarding their role with Hope for Three and appreciation.

C. PRESENTATION of PROCLAMATION of MOTORCYCLE SAFETY AWARENESS MONTH

Mayor Kuykendall presented a Proclamation for Motorcycle Awareness & Safety Month and several groups were present (Sons of Texas, Steel Hills, and many others whose name was not understandable). Mayor Kuykendall offered additional copies of the proclamation to all the groups present and gave opportunity to those whom would like to make a statement about Motorcycle Awareness. Several of the motorcycle participants made comments regarding motorcycle awareness.

D. PRESENTATION of the CITY of FULSHEAR'S FISCAL YEAR 2013-2014 ANNUAL AUDIT and FINANCIAL STATEMENT by WHITELY PENN

Mayor Kuykendall introduced Lupe Garcia and Justin Fox to the Council as representatives from Whitely Penn.

Justin Fox presented an overall view of the completed Financial Audit and Financial Statement to the Council. There was a brief question and answer period among Council and Whitely Penn representative, Mr. Fox. Final comment from Mr. Fox for auditing year ending September 30, 2014 that the City of Fulshear operates in accordance with the auditing standards generally accepted in the United States of America, noted no misstatements which management has not corrected, and the staff to be cooperative in presenting all data requested.

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The auditor made a few recommendations from previous year audit which included tracking capital assets and he reports that there have been improvements in that area. He stated regarding the development corporations some suggestions made for better tracking procedure and also for journal entries. Mr. Garcia stated that this concludes his presentation and asked if there were any questions.

Mayor Kuykendall stated that the City is in great financial shape and that he would like to thank City Council, C.J., Kristina, and staff here at City Hall for all of their hard work. Mayor Kuykendall referred to the long list of payables and expressed his deep appreciation as it is evident the City is growing and management of resources takes great expertise. Mayor Kuykendall stated that the 4A and 4B financials were handled by a third party but as of the recommendations from last year, they are now being handled by Kristina Brashear. Mayor Kuykendall asked if Council had any comments.

Council Member Gill, Mesic, and Krenek had a few questions for the auditor, Mr. Garcia. They were satisfied with the answers provided.

E. CONSIDERATION and POSSIBLE ACTION to APPROVE the CITY'S FISCAL YEAR 2013-2014 ANNUAL AUDIT and FINANCIAL STATEMENT

A motion was made by Council Member Gill to approve the City's Fiscal Year 2013-2014 Annual Audit and Financial Statement. It was seconded by Council Member Collins. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

F. CONSIDERATION and POSSIBLE ACTION to APPROVE CHECKS PAID and PAYABLES from MARCH 13, 2015 to APRIL 17, 2015

Council Member Krenek stated there are a few checks that she has questions about-one the Texas Right to Life. There was a period of silence. City Secretary, Diana Gordon Offord, stated this was a community center rental which had to be reimbursed due to cancellation of the event. The next was regarding special project totaling \$7,000 in attorney fees. J. Grady Randle, City Attorney, provided explanation regarding the special project. There was a short question and answer between Council Members and the City Attorney. Council was satisfied with the response.

A motion was made by Council Member Gill to approve Checks Paid and Payables from March 13, 2015 to April 17, 2015. It was seconded by Council Member Mesic. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

G. CONSIDERATION and POSSIBLE ACTION to APPROVE RESOLUTION NO. 2015- 272, a RESOLUTION of the CITY of FULSHEAR TEXAS FINDING that CENTERPOINT ENERGY ENTEX'S STATEMENT of INTENT to INCREASE RATES FILING within the CITY SHOULD be DENIED

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City Administrator, C. J. Snipes, explained that the City joined the Gulf Coast Coalition of Cities and that recommend the City pass a resolution denying increase in rates.

Mr. Steve Gordon, representative from CenterPoint Energy Gas, stated they are asking for an increase due to Texas Road Commission and are putting more stipulations for CenterPoint to protect life and property. This requires more technicians to meet requirement which has increased their cost.

A motion was made by Council Member Mesic to approve Resolution No. 2015-272, a resolution of the City of Fulshear Texas finding that CenterPoint Energy Entex's statement of intent to increase rates filing within the City should be denied. It was seconded by Council Member Krenek. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts

Nays: None

H. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 2015-273, a RESOLUTION of the CITY of FULSHEAR, TEXAS FINDING that CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S APPLICATION for APPROVAL of a DISTRIBUTION COST RECOVERY FACTOR to INCREASE DISTRIBUTION RATES within the CITY SHOULD be DENIED

C.J. Snipes, City Administrator, stated this is a little different. CenterPoint Energy Houston Electric is requesting increase due it application filed for distribution cost recovery. Mr. Snipes stated that the Gulf Coast Coalition of Cities recommends that cities deny this request. There was a short discussion among the Council.

A motion was made by Council Member Mesic to approve Resolution No. 2015-273, a resolution of the City of Fulshear, Texas finding that CenterPoint Energy Houston Electric, LLC's application for approval of a distribution cost recovery factor to increase distribution rates within the City should be denied. It was seconded by Council Member Gill.

Mr. Walter Hunter, representative for CenterPoint Energy Houston Electric, introduced himself to the Council. He stated he was available to answer any questions and this is the first time they have requested an interim rate. He stated this will be ultimately heard by the Public Utility Commission.

Mayor Kuykendall called for a vote.

The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts

Nays: None

I. CONSIDERATION and POSSIBLE ACTION to APPROVE RESOLUTION NO. 2015-274 a RESOLUTION of the CITY of FULSHEAR APPROVING an APPLICATION for the 2015 TRANSPORTATION ALTERNATIVE PROGRAM FUNDING PROGRAM

Mayor Kuykendall stated this is a program offered by Texas DOT where the City can offset some of the cost for installing sidewalks along Huggins Drive and main street for pedestrians safe route.

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A motion was made by Council Member Krenek to approve Resolution No. 2015-274 of the City of Fulshear approving an application for the 2015 Transportation Alternative Program Funding Program. It was seconded by Council Member Gill.

There were a short question and answer among the Council and the City Administrator.

Mayor Kuykendall called for a vote. Council Member Mesic had one more question. She wanted to know what staff would be involved. Mayor Kuykendall stated that James Bjacek would handle the paperwork.

The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

J. CONSIDERATION and POSSIBLE ACTION to APPROVE ORDINANCE NO. 2015-1180 an ORDINANCE of the CITY of FULSHEAR SETTING RATE and FEE STRUCTURE for COMMERCIAL RECYCLING

C. J. Snipes, City Administrator, stated that this ordinance would set a rate and fee structure for recycling for businesses. Council Members and City Administrator, and C. J. Snipes had approximately a ten minute discussion regarding recycling for businesses. Council was satisfied with the responses.

A motion was made by Council Member Gill to approve Ordinance No. 2015-1180 an Ordinance of the City of Fulshear setting rate and fee structure for Commercial Recycling. It was seconded by Council Member Collins. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

K. CONSIDERATION and POSSIBLE ACTION to APPROVE ORDINANCE NO. 2015-1181 an ORDINANCE of the CITY of FULSHEAR AMENDING ORDINANCE NO. 2014-1140 REGARDING GOLF CARTS; REVISING the TERM for WHICH PERMITS are ISSUED

C.J. Snipes, City Administrator, stated that a lot of time is being spent administratively to keep up with the various dates renewals are required and in an effort to resolved this issue, now all golf carts renewals will end with the City's fiscal year.

A motion was made by Council Member Mesic to approve Ordinance No. 2015-1181 an Ordinance of the City of Fulshear amending Ordinance No. 2014-1140 regarding golf carts; revising the terms for which permit are issued. It was seconded by Council Member Krenek. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

L. CONSIDERATION and POSSIBLE ACTION to APPROVE ORDINANCE NO. 2015-1182 an ORDINANCE AMENDING ORDINANCE NO. 2014-1160 APPROVING and ADOPTING the CITY'S GENERAL BUDGET for

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FISCAL YEAR 2013-2014, by APPROVING "BUDGET AMENDMENT I" to the "ORIGINAL BUDGET of the CITY of FULSHEAR, TEXAS, for the FISCAL YEAR 2014-2015"; PROVIDING for SUPPLEMENTAL APPROPRIATION and/or TRANSFER of CERTAIN FUNDS

Kristina Brashear, Financial Director, provided an explanation to the Council regarding the Budget Amendment. C.J. Snipes, City Administrator, gave a further review to Council regarding budget amendment 1.

A motion was made by Council Member Gill to approve Ordinance No. 2015-1182 an Ordinance amending Ordinance No. 2014-1160 approving and adopting the City's General Budget for Fiscal Year 2013-2014, by approving "Budget Amendment 1" to the "Original Budget of the City of Fulshear, Texas, for the Fiscal Year 2014-2015"; providing for supplemental appropriation and/or transfer of certain funds. It was seconded by Council Member Krenek. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

M. CONSIDERATION and POSSIBLE ACTION to APPROVE the CREATION of an ADMINISTRATIVE ASSISTANT/ PURCHASING AGENT POSITION

A motion was made by Council Member Collins to approve the creation of an administrative assistant/purchasing agent position. It was seconded by Council Member Mesic.

The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

N. CONSIDERATION and POSSIBLE ACTION to APPROVE ORDINANCE NO. 2015-1183 an ORDINANCE of the CITY of FULSHEAR REPEALING and REPLACING ORDINANCE NO. 2007-952 REGULATING OUTDOOR LIGHTING also known as the "DARK SKIES" ORDINANCE

C. J. Snipes, City Administrator, stated that this ordinance will need to be an enforceable ordinance and discussion is needed.

A resident from Bois D' Arc, Victoria Vioburri spoke in support of the dark sky ordinance. She stated that she has a couple of neighbors whose lighting is bright from around 6 to 10 at night. She stated that for a party or something this is okay but not every night.

A motion was made by Council Member Krenek to postpone Ordinance No. 2015-1183 to be taken up at the next meeting. It was seconded by Council Member Mesic. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

O. CONSIDERATION and POSSIBLE ACTION to APPROVE ORDINANCE NO. 2015-1184 an ORDINANCE of the CITY of FULSHEAR APPROVING, ADOPTING and RATIFYING the GROUNDWATER REDUCTION FEE as REQUIRED THROUGH the CITY'S PARTICIPATION in the NORTH FORT BEND WATER AUTHORITY

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A motion was made by Council Member Mesic to approve Ordinance NO. 2015-1184 an Ordinance of the City of Fulshear approving, adopting and ratifying the Groundwater Reduction Fee as required through the City's Participation in the North Fort Bend Water Authority. It was seconded by Council Member Gill. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

P. CONSIDERATION and POSSIBLE ACTION to APPROVE BID and AWARD CONTRACT for INSTALLATION of a NEW WATER WELL at the EXPANDED WATER PLANT NO. 1 on the CITY of FULSHEAR SYSTEM

City Engineer, David Leyendecker, stated that the City received five (5) bids. The lowest bid was Weisinger and they have been in business for a long time and his recommendation for construction of the water well would be Weisinger at cost of \$674,800.00. He stated this is the \$200,000 less than the original bid and construction would start six-weeks from now if awarded tonight.

Council Member Mesic and Krenek had a few questions. Responses received were satisfactory.

Council Member Gill asked how this contractor can go 20 percent lower in cost. Mr. Leyendecker, City Engineer, stated this contractor has a long established history and this would be his recommendations.

A motion was made by Council Member Roberts to approve bid and award contract for Installation of a new water well at the expanded water plant No. 1 on the City of Fulshear System. It was seconded by Council Member Mesic. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

Q. CONSIDERATION and POSSIBLE ACTION to APPROVE BID and AWARD CONTRACT for CONSTRUCTION of a NEW 250,000 GALLON ELEVATED STORAGE TANK at the EXPANDED WATER PLANT NO. 1 on the CITY of FULSHEAR SYSTEM

City Engineer, David Leyendecker, stated this project will cost \$200,000.00 more due to the capacity that will be needed by the new schools. He states that it balances out. Mr. Leyendecker states this tank will be 15 feet higher in order to give more capacity. Mr. Leyendecker recommends that this project be awarded to Phoenix Fabricators and Erectors, Inc. Council had a few questions for Mr. Leyendecker. Council was satisfied with responses.

A motion was made Council Member Mesic to approve bid and award contract for construction of a new 250,000 gallon elevated storage tank at the expanded water plant No. 1 on the City of Fulshear System. It was seconded by Council Member Krenek. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts

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Nays: None

R. CONSIDERATION and POSSIBLE ACTION to APPROVE PROFESSIONAL SERVICES CONTRACT with COSTELLO, INC. for the DEVELOPMENT of a MASTER DRAINAGE PLAN

C. J. Snipes, City Administrator, provided an overview to the Council regarding this project. There was approximately five minutes of discussion between Council and Mr. Snipes.

Mayor Kuykendall stated that in the meantime, the county will start cleaning the ditches.

A motion was made by Council Member Roberts to approve Profession Service Contract with Costello, Inc. for the Development of a Master Drainage Plan. At this point Council Member Krenek stated there should be pages one through seven for exhibit A and she only has one through six.

Council Member Krenek states she makes a motion. Council Member Roberts states he is amending his motion.

A motion was made by Council Member Krenek to approve Professional Service Contract with Costello, Inc. for the development of a Master Drainage Plan with amendment to Section E and Section 7 to state they are to be completed with 18 months. Council Member Krenek stated to strike this motion.

New motion: A motion was made by Council Member Krenek to approve Professional Service Contract with Costello, Inc. for the development of a Master Drainage Plan with an amendment to Section E for total payment for expenses, costs, and Services described in Exhibit "A" not to exceed \$48,000.00 in fiscal year 2014-2015 and amended Section 7 to state they are to be completed with 18 months. It was seconded by Council Member Roberts. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts

Nays: None

S. CONSIDERATION and POSSIBLE ACTION to APPROVE STREET and RIGHT of WAY CONVEYANCE for ROAD LOCATED at HUGGINS ELEMENTARY SCHOOL from LCISD to the CITY of FULSHEAR

A motion was made by Council Member Krenek to approve Street and Right of Way Conveyance Road located at Huggins Elementary School from LCISD to the City of Fulshear. It was seconded by Council Member Collins. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts

Nays: None

IX. EXECUTIVE SESSION – CLOSED SESSION IN ACCORDANCE WITH THE GOVERNMENT CODE 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING.

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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.

551.071, CONSULTATION with ATTORNEY; SPECIFICALLY SUB-SECTIONS:

- 1) WHEN the GOVERNMENTAL BODY SEEKS the ADVICE of its ATTORNEY ABOUT:
 - (A) PENDING or CONTEMPLATED LITIGATION; or
 - (B) A SETTLEMENT OFFER; or
- 2) ON a MATTER in which the DUTY of the ATTORNEY to the GOVERNMENTAL BODY under the TEXAS DISCIPLINARY RULES of PROFESSIONAL CONDUCT of the STATE BAR of TEXAS CLEARLY CONFLICTS with this CHAPTER

PENDING and POTENTIAL LITIGATION

_____ Mayor Kuykendall announced that Council would enter into Executive Session at 9:11 p.m. A quorum was present.

X. RECONVENE AND TAKE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION IF DEEMED APPROPRIATE

Mayor Kuykendall announced that Council would reconvene into Regular Session at 9:36 p.m. A quorum was present.

Mayor asked if any action needed to be taken. Council Member Krenek stated that there is no action that needs to be taken from the Executive Session.

XI. ADJOURNMENT

A motion was made by Council Member Krenek to adjourn. It was seconded by Council Member Collins. The motion was carried by the following vote:

Ayes: Council Member Collins, Gill, Krenek, Mesic, and Roberts
Nays: None

Mayor Kuykendall announced that Council was adjourned at 9:37 p.m.



Thomas C. Kuykendall, Jr. – Mayor

Attest:



D. (Diana) Gordon Offord, TRMC/City Secretary