

MINUTES OF THE  
CONROE CITY COUNCIL

JULY 26 & 27, 2017

CALL TO ORDER  
CALL OF ROLL

PRESENT: Mayor Powell  
Council Members Gibson, Martin, Ham, and Snider  
City Administrator Paul Virgadamo  
City Attorney Marcus Winberry  
Assistant City Secretary Sami H. Randles

ABSENT: Mayor Pro Tem Duke Coon  
City Secretary Soco M. Gorjón


After a roll call by the Assistant City Secretary establishing a quorum was present, the workshop meeting was called to order at 2:00 p.m. by Mayor Powell.

The meeting agenda, which was posted in accordance with the Texas Government Code, Chapter 551, was presented.

Agenda folders containing data relating to agenda items had been furnished to Council Members prior to the meeting of the Council.

Agenda items were considered by the Council. The action taken concerning such item is shown on the official Council Action Sheet attached hereto and made a part of these Minutes.

After all business properly brought before the Council had been considered, City Council adjourned.

  
\_\_\_\_\_  
Toby Powell, Mayor

ATTEST:

  
\_\_\_\_\_  
Sami H. Randles, Assistant City Secretary

SECRET

SECRET



## OFFICIAL MINUTES OF THE CONROE CITY COUNCIL

Mayor Powell recognized Police Officer Troester for his 2 years of service.

### UNIFORM SERVICES CONTRACT – CITAS CORPORATION

Public Works Director Norman McGuire asked Council to consider awarding the annual Uniform Services Contract to Cintas Corporation in the amount of \$65,000.00. Mr. McGuire informed Council the contract would be for five years, renewable annually with up to a 3% cost increase.

### MANHOLE SLIP LINING REPAIRS – MIDAS UTILITIES, INC.

Public Works Director Norman McGuire presented the proposed contract to Midas Utilities for manhole slip lining repairs under TIPS Contract #1012116 for Council's review and consideration. Mr. McGuire stated this contract would repair 16 manholes at a cost of \$138,020 and a budget amendment would not be necessary.

### MUD NO. 1- INCORPORATE 5.9464 ACRES OF LAND INTO THE DISTRICT

This item was deferred as requested.

### DIGITAL BILLBOARD CONVERSION AGREEMENT – SIGNAD, LTD

Community Development Director Nancy Mikeska asked Council to consider a proposed amendment to a Digital Billboard Conversion Agreement approved by Council on July 24, 2013 and Amendment No. 1 to said agreement, dated July 10, 2014 between the City and SIGNAD, LTD. Mark Grimes with SIGNAD addressed Council asking for their support and consideration of leaving the sign on League Line.

### CIP PROJECT UPDATE

Engineering Director Scott Taylor presented Council an update on CIP Projects.

### WINDSOR LAKES LIFT STATION PROJECT – BLEYL ENGINEERING

Engineering Director Scott Taylor presented Council a proposal from Bleyl Engineering for the Windsor Lakes Lift Station project for a total of \$148,000. Mr. Taylor pointed out that it was staff's recommendation to accept Bleyl Engineering proposal since current City staff's workload was full. Mayor Powell commented that he was in favor of contracting this job out. Councilman Ham inquired if we would have the manpower for this job in-house. Mr. Taylor and Norman McGuire both stated that we had well qualified staff but workload was full. John Bleyl addressed Council to address concerns. City Administrator Paul Virgadamo pointed out that we could not dedicate our staff to 20 hours per week to complete this project.

### DOLLAR GENERAL – LOCATED AT 12419 FM 1314 - CITY WATER AND SEWER SERVICE

Engineering Director Scott Taylor presented Council a request for City water and sewer service for the proposed Dollar General store located at 12419 FM 1314. Mr. Taylor stated this property was outside the city limits and they have agreed to annexation at the earliest practicable date, but until annexed, water, and sewer service would be billed at the rate for out-of-City customers, which will be double the rate for in-City customers. Mr. Taylor also stated the developer would bear all costs of the water and sewer extensions.

### FY 2016-2017 3<sup>rd</sup> QUARTER REVENUE UPDATE

Assistant City Administrator/CFO Steve Williams presented Council the FY 16-17 3<sup>rd</sup> Quarter Revenue Update for their review.

### OPEB TRUST (RETIREE INSURANCE) FY 16-17 3<sup>rd</sup> QUARTER INVESTMENT REPORT

Assistant Director of Finance Collin Boothe presented Council the OPEB Trust (Retiree Insurance) FY 16-17 3<sup>rd</sup> Quarter Investment Report for their review.

### FY 2016-2017 3<sup>rd</sup> QUARTER INVESTMENT REPORT

Assistant Director of Finance Collin Boothe presented Council the FY 16-17 3<sup>rd</sup> Quarter Investment Report for their review.

**FY 2017-2018 OPERATING BUDGET**

This item was deferred.

**FY 2017-2018 CAPITAL IMPROVEMENT PROGRAM BUDGET (CIP)**

This item was deferred.

**TAX ABATEMENT AGREEMENT – MEMSTAR USA, INC.**

City Attorney Marcus Winberry presented Council the proposed Tax Abatement Agreement with Memstar USA, Inc. Mr. Winberry stated Memstar would create 80 new jobs with an annual payroll of approximately \$5 million and would add about \$15 million dollars in new taxable real and personal property to tax rolls. Mr. Winberry pointed out that staff recommended approval. Councilman Martin inquired about salary and Fred Welch stated no one would make under \$20 per hour.

**GRANT CONTRACT – CIDC AND HABITAT FOR HUMANITY OF MONTGOMERY COUNTY**

City Attorney Marcus Winberry discussed the grant contract between CIDC and Habitat for Humanity of Montgomery County, Texas, authorizing infrastructure funding to support affordable housing for Council's review and consideration. Mr. Winberry stated this was the third and final stage of the development of Cedar Creek neighborhood and the \$1.5 million dollar grant would result in the addition of 60 new lots in the subdivision.

At 2:43 p.m., Mayor Powell along with Council, City Administrator Paul Virgadamo, City Attorney Marcus Winberry and Assistant City Secretary Sami H. Randles recessed into a Closed Executive Session Chapter 551.071, 551.072 and 551.074 for the following purpose:

- Performance Evaluation of the City Attorney
- Deliberation concerning the exchange, lease or value of real property
- SJRA GRP Contract Litigation
- Litigation with Lone Star Groundwater Conservation on District Rules and DFC process

The Closed Executive Session was recessed at 3:18 pm.

**BRIEFING**

None

**COUNCIL MEMBERS INQUIRY TIME**

None

There being no further business brought before the Council, the meeting was recessed until tomorrow at 9:30 a.m.

RECONVENE

THURSDAY, JULY 27, 2017 – 9:30 A.M.

OFFICIAL ACTION OF THE CONROE CITY COUNCIL

CALL TO ORDER  
CALL OF ROLL

**PRESENT:** Mayor Powell  
Council Members Gibson, Martin, Ham, and Snider  
City Attorney Marcus Winberry  
Assistant City Secretary Sami H. Randles

**ABSENT:** Mayor Pro Tem Coon  
City Secretary Soco M. Gorjón

**INVOCATION/PLEDGE:** Pastor David Shiflet – Grace Family Baptist Church

Mayor Powell recognized Police Officer Cunningham for her 7 years of service.

Mayor Powell recognized Boy Scouts Cameron and David for attending the Council Meeting.

**EMPLOYEE OF THE MONTH:** Chuck Purvis – Community Development

**SERVICE AWARD:** 1-Year of Service – Kassie Laughlin – Fire Department  
20-Years of Service – Jon Buckholtz – Police Department

**CITIZEN INQUIRY**

Lorena Perez McGill addressed Council and asked them to take into consideration that the construction of the Detention Facility would affect the public values of neighborhoods. Ms. Perez McGill also expressed her concerns for the GEO group treating prisoners fair.

Mike Stoecker addressed Council concerning the Commercial Tree Ordinance and took blame for an error while serving on the committee concerning the high cost of tree preservation. Mayor Powell referred Mr. Stoecker to visit with Nancy Mikeska, Councilman Martin, Councilman Ham and City Administrator Paul Virgadamo to look at alternatives.

**MUD NO. 1 – INCORPORATE 5.9464 ACRES OF LAND INTO THE DISTRICT**

This item was deferred.

**DIGITAL BILLBOARD CONVERSION AGREEMENT**

Item died for lack of a motion.

**CONSTRUCTION MANAGEMENT PROPOSAL – WINDSOR LAKES LIFT STATION**

A motion was made by Councilman Ham to approve the proposed Windsor Lakes Lift Station construction management proposal from Bleyl Engineering as discussed and presented. Councilman Martin seconded the motion. Motion carried unanimously.

**THIRD AMENDMENT –CAPITAL IMPROVEMENT PROGRAM FY 16-17**

Assistant Director of Finance Collin Boothe presented Council the third amendment for the Capital Improvement Program FY 16-17 for their review and consideration.

A motion was made by Councilman Snider to approve the proposed third amendment to the City's Capital Improvement Program Budget for FY 16-17 as presented. Councilman Martin seconded the motion. Motion carried unanimously.

**THIRD AMENDMENT – OPERATING BUDGET FY 16-17**

Assistant Director of Finance Collin Boothe presented Council the third amendment for the Operating Budget FY 16-17 for their review and consideration.

**A motion was made by Councilman Martin to approve the proposed third amendment to the City's Operating Budget FY 16-17 as presented. Councilman Gibson seconded the motion. Motion carried unanimously.**

**JUNE 2017 MONTHLY FINANCIAL SUMMARY REPORT**

Assistant City Administrator/CFO Steve Williams presented Council the June 2017 Monthly Financial Summary Report for their review and consideration.

**A motion was made by Councilman Gibson to approve the June 2017 Monthly Financial Summary Report as presented. Councilman Martin seconded the motion. Motion carried unanimously.**

**CONSENT AGENDA**

**A motion was made by Councilman Gibson, seconded by Councilman Ham to approve Consent Agenda Items 7 through 14 as presented. The motion carried unanimously.**

- Approve contract for Uniform Service to Cintas Corporation in the amount of \$65,000.
- Approve contract to Midas Utilities, Inc. for manhole slip lining repairs under TIPS Contract #1012116 in the amount of \$138,020.
- Approve request for City water and sewer service for the proposed Dollar General store located at 12419 FM 1314.
- Approve FY 16-17 3<sup>rd</sup> Quarter Investment Report.
- Approve Tax Abatement Agreement with Memstar USA, Inc.
- Approve grant contract between Conroe Industrial Development Corporation and Habitat for Humanity of Montgomery County, Texas authorizing infrastructure funding to support affordable housing.
- Approve Commission and Board Meeting absences.
  - June 1, 2017 – Meeting cancelled due to incomplete submittals
- Payment of Statements :
 

• CSB Contractors	Inv. No. 2 – MLK Park Renovation	\$ 200,032.91
• Buckalew Chevrolet	Inv. No. P171370/69/67 – 2017 Chevrolet Caprice Patrol Vehicles	\$ 82,530.00
• Triple B Services, LLP	Inv. No. 3 – MP Clark Roadway Construction	\$ 929,572.48
• Metro Fire Apparatus Specialists	Inv. No. 110287-1 – Equipment for Fire Engine	\$ 55,288.00

**There being no further business to consider, a motion was made by Councilman Ham, seconded by Councilman Snider to adjourn the meeting.**