CALL TO ORDER
CALL OF ROLL

PRESENT:  Mayor Pro Tem Coon
Council Members Gibson, McDonald, Ham, and Czajkoski
City Administrator Paul Virgadamo
City Attorney Marcus Winberry
City Secretary Soco M. Gorjón

ABSENT:  Mayor Powell

After a roll call by the City Secretary establishing a quorum was present, the workshop meeting was
called to order at 9:30 a.m. by Mayor Pro Tem Coon.

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.

Duke Coon, Mayor Pro Tem Coon

ATTEST:

Soco M. Gorjón, City Secretary
INVOCATION & PLEDGE: Pastor Jeff Williams - Eaglesnest Ministries

EMPLOYEE OF THE MONTH: Michael Barker – Fire Department – Nov. 2019

SERVICE AWARDS:
Jennifer Neal 5 Years Legal Department
Elizabeth Anderson 10 Years Parks Department, OJCC
Richard Hill 15 Years Parks Department, Rec. Center

Mayor Pro Tem Coon recognized Police Officer Renteria for her 2 years of service to the Police Department.

CITIZEN INQUIRY
None

AMEND SECTION 14-84 CODE OF ORDINANCE – HOTEL CONSTRUCTION
CVB Manager Shannon Overby presented Council for their review and consideration the proposed amendment to Section 14-84, Code of Ordinances, requirements related to new hotel construction. Mrs. Overby reminded Council that in 2017 the City of Conroe created an Ordinance requiring all new hotel properties to have a minimum of 100 guest rooms, a swimming pool with a 800-sq. ft. minimum, meeting room space of 700 or 4,000 sq. ft., food and beverage service, parking, and trees. Mrs. Overby stated that this proposed amendment would allow for a minimum of 80 guest rooms and the elimination of building material requirements, but all other requirements would stay the same. Councilman Ham stated he would not be comfortable with the quality of the hotels if we lowered the requirements. Councilman Gibson inquired on our occupancy numbers for this year and Mrs. Overby replied it was at 68%. Mayor Pro Tem Coon stated that occupancy rates were important but quality of hotels was very important to Conroe.

Councilman Czajkoski made a motion to approve the proposed amendment to Section 14-84, Code of Ordinances concerning hotel construction, as discussed and presented. Councilman Ham seconded the motion. Mayor Pro Tem Coon, Councilman Ham and Councilman Gibson voted Nay. Motion failed.

ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT - SOUTHERN STAR BUSKE
This item was deferred.

ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT - SABRE INDUSTRIES, INC.
CEDC Executive Director Danielle Scheiner presented Council for their review and consideration the proposed Economic Development Incentive Agreement with Sabre Industries, Inc. Mrs. Scheiner stated Sabre Industries purchased the existing manufacturing plant at 3575 Pollok and would retain existing employees and will also purchase the 14.8 acres next to the existing site to build additional improvements. Mrs. Scheiner advised they were expected to make a capital investment of $3,111,720 in buildings and improvements and $4,200,000 in machinery and equipment to support the operation. Staff recommended approval of this incentive agreement.

Councilman Ham made a motion to approve the Economic Development Incentive Agreement with Sabre Industries, Inc., as discussed and presented. Councilman Gibson seconded the motion. Motion carried unanimously.

ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT – TEXAS TISSUE CONVERTING, LLC
CEDC Executive Director Danielle Scheiner presented Council for their review and consideration the proposed Economic Development Incentive Agreement with Texas Tissue Converting, LLC to promote investment and job creation in the City of Conroe. Mrs. Scheiner stated that Texas Tissue Converting would construct, equip and operate a 400,000 sq. ft. manufacturing facility for paper converting in Conroe Park North. They expect to make a capital investment of $25,000,000 in buildings and improvements, $200,000 in furniture and fixtures, $4,000,000 in machinery and equipment, and $40,000,000 in heavy fixed machinery and equipment to support the operation. Staff recommended approval of this incentive agreement.

Councilman Ham made a motion to approve the Economic Development Incentive Agreement with Texas Tissue Converting, LLC., as discussed and presented. Councilman Gibson seconded the motion. Councilman Gibson seconded the motion. Motion carried unanimously.
ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT – VGXI, INC.
CEDC Executive Director Danielle Scheiner presented Council for their review and consideration the proposed Economic Development Incentive Agreement with VGXI, Inc. to promote investment and job creation in the City of Conroe. Mrs. Scheiner stated VGXI would construct, equip, and operate a 200,000 sq. ft. office, manufacturing and research and development facility in the R.A. Deison Technology Park. Mrs. Scheiner stated that they expected to make a capital investment of $17,150,000 in buildings and improvements, $2,268,000 in furniture and fixtures, 2,900,000 in machinery and equipment, and $26,740,000 in heavy fixed machinery and equipment to support the operation. Staff recommended approval of this incentive agreement. Councilman Czajkoski stated his support of the first agreement in the Deison Technology Park.

Councilman Gibson made a motion to approve the Economic Development Incentive Agreement with VGXI, Inc., as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

PIERCE CUSTOM QUANTUM PUMPER AND VELOCITY LADDER TRUCK
Deputy Chief Micah Dubose presented Council for their review and consideration the proposed purchase of a Pierce Custom Quantum Pumper and a Pierce Custom Velocity 105’ Ladder Truck, as per the Fire Department’s Vehicle and Equipment Replacement Fund (VERF). Deputy Chief Dubose stated that a performance and payment bond was obtained. Staff recommended the approval of the purchase to replace the Pumper and Ladder Truck from Siddons-Martin Emergency Group, LLC in the amount of $2,301,062.

Councilman Ham made a motion to approve the purchase of a Pierce Custom Quantum Pumper and a Pierce Custom Velocity 105’ Ladder Truck, as discussed and presented. Councilman Gibson seconded the motion. Motion carried unanimously.

WATER AND SEWER JET VAC TRUCK REPLACEMENT
Public Works Director Norman McGuire presented Council for their review and consideration the recommended bid award for the Water and Sewer Jet Vac Truck replacement as part of the Vehicle and Equipment Replacement Fund (VERF). Staff recommended awarding the bid to Houston Freightliner in the amount of $407,102. Mr. McGuire pointed out that a budget amendment would be required.

Councilman Ham made a motion to approve the Water and Sewer Jet Vac Truck Bid to Houston Freightliner, as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

AMEND SECTION 90-27 – SIGNS IN DOWNTOWN CONROE
Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration the proposed amendment to Section 90-27, Code of Ordinances, adopting an approved color palette for signs in the Downtown District. Mayor Pro Tem Coon expressed that he would not be comfortable with bright yellow. Mr. Woolley stated that the yellow should actually be a beige color. Mayor Pro Tem Coon suggested bringing this item to another Council meeting for further discussion. Councilman Czajkoski stated he was not in support of yellow and suggested excluding canary yellow but to move forward.

Councilman Ham made a motion to approve proposed amendment to Section 90-27, Code of Ordinances, adopting an approved color palette for signs in the Downtown District, as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

AMEND CONROE FIXED ROUTE SERVICE WITH ADA
Transportation Manager Shawn Johnson presented Council for their review and consideration the proposed contract amendment to the City of Conroe Fixed Route Services with ADA Complementary Paratransit Service – Solicitation No. 2014-8-21. Mrs. Johnson stated that the current contract with Ride Right, LLC will expire on December 31, 2019 and this was a contract extension through March 31, 2020. Staff recommended awarding the 90-day extension with Ride Right, LLC. The contract extension cost would be $204,753 with $117,700 reimbursable to the City through federal and state reimbursement; the City’s actual cost would be $87,053.

Councilman Gibson made a motion to approve the contract amendment to the City of Conroe Fixed Route Services with ADA Complementary Paratransit Service – Solicitation No. 2014-8-21, as discussed and presented. Councilman Ham seconded the motion. Motion carried unanimously.
DRAINAGE REHAB – LIVE OAK CREEK PROJECT
Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration the proposed contract for the Drainage Rehab – Live Oak Creek Project. Mr. Woolley stated the proposed project included rehabilitating approximately 2,000 linear feet of improved channel on Live Oak Creek starting at Greenway Dr., extending upstream under SH-105 and ending at East Forest Way. Staff recommended awarding to bid to Rebel Contractors, Inc. in the amount of $598,074.75.

Councilman Ham made a motion to approve the contract for the Drainage Rehab – Live Oak Creek Project, as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

TRUNK LINE REPLACEMENT – STEWARTS CREEK (AVENUE M TO ED KHARBAT) PROJECT
Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration the proposed Engineering Consultant Services Contract for the Trunk Line Replacement – Stewarts Creek (Avenue M to Ed Kharbat) Project. Mr. Woolley stated that the scope of the project was to design the removal of approximately 7,000 linear feet of existing sanitary sewer trunk line and replace with approximately 700 linear feet of 48-in to 60-inch sanitary sewer trunk line. Mr. Woolley advised the scope of work would also include approximately 26 sanitary sewer manholes, multiple connections to the existing collection system, and minor pavement repair. Staff recommended the design be awarded to LJA Engineering in the amount of $847,000.

Councilman Gibson made a motion to award the proposed Engineering Consultant Services Contract for the Trunk Line Replacement, to LJA Engineering as discussed and presented. Councilman Ham seconded the motion. Motion carried unanimously.

ENGINEERING CONSULTANT SERVICES CONTRACT - CAMP SILVER SPRINGS
Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration the proposed Engineering Consultant Services Contract for the Sewer Rehab and Expansion of the Lift Station – Camp Silver Springs Project. Mr. Woolley stated the scope was to take the existing lift station off line, upsize approximately 4,400 liner feet of existing gravity sewer to larger pipe in areas to allow for larger flows, and install approximately 1,700 linear feet of new 12” gravity sewer along FM 830 from SH 75 to just west of Willis High School. Staff recommended the design be awarded to Bieyl Engineering in the amount of $169,750.

Councilman Ham made a motion to award the proposed Engineering Consultant Services Contract for the Sewer Rehab and Expansion of the Lift Station to Bieyl Engineering, as discussed and presented. Councilman Gibson seconded the motion. Motion carried unanimously.

ENGINEERING CONSULTANT SERVICES – LIFT STATION CONSOLIDATED – AREA NO. 1
Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration the proposed Engineering Consultant Services Contract for the Lift Station Consolidated – Area No. 1. Mr. Woolley stated the scope of the project was to design approximately 2,800 linear feet of 8-inch gravity sewer system from the existing lift stations located at Pin Oak, Riverside, O’Grady, and White Oak to existing sewer main. Staff recommended the design be awarded to Bieyl Engineering in the amount of $69,390.

Councilman Gibson made a motion to approve the proposed Engineering Consultant Services Contract for the Lift Station Consolidated – Area No. 1, as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

ENGINEERING CONSULTANT SERVICES – GRAVITY MAIN REPLACEMENT – UPPER STEWARTS CREEK
Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration the Engineering Consultant Services Contract for the Gravity Main Replacement – Upper Stewarts Creek Phase I Project. Mr. Wooley stated the scope of the project was to design approximately 2 miles of sanitary sewer line from approximately 200 feet south of SH 105 north along Stewarts Creek to approximately 300 feet north of North Loop 336 East. The existing 36-inch pipeline would be upsized to 48-inch and 36 manholes. Staff recommended the design be awarded to Kimley-Horn in the amount of $853,500.

Councilman Ham made a motion to award the proposed Engineering Consultant Services Contract for the Gravity Main Replacement to Kimley-Horn, as discussed and presented. Councilman Gibson seconded the motion. Motion carried unanimously.
Assistant City Administrator/CFO Steve Williams presented Council the October 2019 Monthly Financial Summary Report for their review and consideration. Mr. Williams stated that 2 of the 5 funds were exceeding 8.3% of the budget.

Councilman Ham made a motion to approve the October 2019 Monthly Financial Summary Report, as discussed and presented. Councilman Gibson seconded the motion. Motion carried unanimously.

10:09 a.m., Mayor Pro Tem Coon along with Council, City Administrator Paul Virgadamo, City Attorney Marcus Winberry, and City Secretary Socio Gorjon, recessed into a Closed Executive Session Chapter 551.072 concerning the following threatened contemplated or pending claims and litigation, or to receive legal advice concerning the following:

- Consultation concerning the purchase, exchange, lease or value of real property

The Closed Executive Session was recessed at 10:27 a.m.

CONSENT AGENDA

A motion was made by Councilman Gibson, seconded by Councilman Ham to approve the Consent Agenda in its entirety, Items 17 through 19, as presented. Motion carried unanimously.

- Approve Mayor’s appointment of Ricky Morton to the Conroe Civil Service Commission.
- Approve Notification of lot consolidation approvals.
- Payment of Statements:
  - Musco Sports Lighting, LLC
  - Inv. No. 328119 – Sports Field Lighting $ 77,189.92
  - DVL Enterprises, LLC
  - Inv. No. 4 – Sidewalk Improvements, Semands, Silverdale and San Jacinto $ 86,663.77
  - Smith & Company
  - Inv. No. 1 – Street Rehab & Asphalt Overlay Milltown Area Ph 2 $112,078.15
  - T Construction
  - Inv. No. 1 – Sewer Rehab – Forest Estates & Wroxton $166,973.52
  - Larry Young Paving, Inc.
  - Inv. No. 6 – Longmire Road Widening $259,985.60
  - Union Pacific Railroad Company
  - Inv. No. 90090193 – Flashing lights and gate $ 61,369.85
  - Larry Young Paving, Inc.
  - Inv. No. 9 – CIDC – Conroe Industrial Dr. & Pollock Dr. $608,993.54
  - GTT, Inc.
  - Inv. No. 3 – Aquatic Center Water Park Improvements $350,870.00
  - Twincrest Technologies
  - Inv. No. 4268 – Signal upgrade/Buyboard Contract #550-A-2 $ 58,410.00
  - Larry Young Paving, Inc.
  - Inv. No. 7 – Longmire Road Widening $443,400.63
  - T Construction
  - Inv. No. 1 – SSOI Section 7 Phase 2 Sewer Rehab $274,016.29
  - T Construction
  - Inv. No. 2 – SSOI Section 7 Phase 2 Sewer Rehab $ 83,828.95
  - Habitat for Humanity
  - Reimbursement – Maintenance Bond – Cedar Creek Sec. 3 $ 77,530.19
  - Motorola Solutions
  - Inv. No. 41514 – Spillman annual renewal $ 83,163.45
  - ESRI
  - Inv. No. 93729071 – ESRI annual renewal $ 50,000.00
  - Kimley-Horn & Associates
  - Inv. No. 06771883-1019 – Conroe Industrial Park Swr/Wtr $123,375.00
  - SHI Government Solutions
  - Inv. No. 93729071 – Microsoft Enterprise Agreement annual renewal $117,329.93

Mayor Pro Tem Coon informed citizens that Mayor Powell wanted to wish everyone a very Happy Thanksgiving.

COUNCIL MEMBERS INQUIRY TIME

None

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