



City of Pattison

P.O. Box 223

Pattison, TX 77466

281-934-3715

Website: www.pattison.texas.gov

City Council Meeting Minutes: November 12, 2019

I. Call Meeting to Order

A regular meeting of the Pattison City Council was called to order by Mayor Joe Garcia at 7:00 p.m. in the Royal ISD Administration Building, located at 3714 FM 359, Pattison, Texas 77466.

Members Present:

Mayor Joe Garcia, Councilmember: Wayne Kircher, Robert MacCallum, Seth Stokes, Frank Cobio.

Members Absent: Councilmember Fred Branch was excused

Also, Present: City Attorney, Lora Lenzsch; City Secretary, Christa Molloy; Planning Commission Member Ken Coulter

II. Pledge of Allegiance

Mayor Garcia asked Councilmember MacCallum to lead the pledges.

III. Citizens Comments – No action can be taken:

Nathaniel Riley introduced himself as a teacher at Royal Independent School District working on his graduate program for superintendent certification, explaining a requirement of this program is to meet with community leaders and administrators. He wanted to publicly thank Mayor Garcia for spending time with him this past weekend answering his questions. Mayor Garcia welcomed Mr. Riley to the meeting and wished him well in his studies.

IV. Council to approve agenda

Mayor Garcia asked for a motion for the Council to approve the agenda as presented. Councilmember Stokes made a motion that the agenda be approved as presented, seconded by Councilmember Cobio. The motion passed unanimously.

V. Consent Agenda

Items listed under the consent agenda are considered routine and are generally enacted in one motion. There will be no separate discussion of these items unless a councilmember requests one or more items to be removed from consent agenda for a separate discussion and action.

A. Consent and approval of Minutes from the September 17, 2019 regular meeting

B. Consent and approval of the finance report for October 2019.

C. Consider and approval of checks paid and payables.

Mayor Garcia sought a motion to approve the Consent Agenda. Noting that a correction to the minutes was needed as the 2nd paragraph on page 4 was duplicated from the previous agenda item.

Councilmember Seth Stokes noted that a charge to him for reimbursement for the Annual TML conference in San Antonio was overstated as the City Credit card had covered his hotel expenses. Councilmember Stokes indicated that he could be paid at the next City Council meeting when the amount was corrected. He noted that the total checks paid, and payables would be \$37,887.65.



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Councilmember MacCallum made the motion that the Consent Agenda be approved as corrected. The motion was seconded by Councilmember Kircher. The motion passed unanimously.

VI. Business

1. Council to discuss and take action, if any, reviewing the current Ordinance 123 Prohibiting Manufactured Homes.

Mayor Garcia opened the discussion stating that he asked this Ordinance to be placed back on the agenda so that City Council could discuss some of the questions that had come up after the ordinance was passed. Specifically, he sought clarification on sections associated with occupancy and maintenance requirements, improved definitions associated with the water supply and ambiguity with wastewater plans being submitted to the city or the county and removing language about natural gas as it is not provided by the city.

Discussion among the council members included that the Manufactured Home Subdivision requirements should be in alignment with any approved Subdivision Ordinance. Mayor Garcia asked if the requirements for a mobile home park should also be in alignment with the subdivision ordinance. The City Attorney indicated that the Texas Manufactured Homes Standards act allows cities to prohibit the placement of mobile/manufactured homes on individual lots, but the City may need to designate an area for Manufactured Homes subdivisions, Mobile Home Parks and RV parks.

The Mayor asked members of City Council to review the ordinance again and determine if any other changes might need to be made. He indicated that this would be placed on the agenda again to allow the City Attorney to come back with responses to tonight's discussions.

2. Council to discuss the proposed Subdivision Ordinance.

The City Attorney opened the discussion indicating that it was truly a draft ordinance and divided into a section with procedural items that are governed by state statutes. The City Attorney shared that the City Engineer reviewed the design standards. It was noted that one of the biggest changes from this ordinance from the one currently in effect had to do with drainage and this area was made as stringent as possible. Mayor Garcia suggested that he would speak with Planning Commission Chair Rick MacDonald about inviting the City Council to a Planning Commission meeting to discuss the draft subdivision ordinance.

3. Council to discuss and take action, if any, on reviewing the platting fees in Ordinance 112.

Mayor Garcia started the discussion stating that it had been expressed to him that the City was charging 10 times the amount in platting fees as other cities. Councilmember Stokes shared that he wanted to make sure the City's costs are covered for all the services used when reviewing plats and permits. Mayor Garcia asked the City Secretary and City Attorney to provide the City Council with some comparisons of platting and permitting fees at a future meeting.



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4. Council to discuss and take action on a Morton and Durkin Road Clean Up Project.

Mayor Garcia recommended that a Community Clean Up for Morton and Durkin Roads be set for Saturday, December 7, 2019 from 9 AM to 12 PM. He indicated that he had been in communication with the Recycling Center to have a 30-yard roll-off dumpster set there for use. Councilmember Stokes shared that Elton Mathis, the District Attorney, had posted that he had community service probationers needing community service opportunities to include trash pickup. Councilmember MacCallum asked about insurance coverage for volunteers. Mayor Garcia shared that TML provided coverage for volunteers and that we may need a release form from volunteers. The Mayor indicated his goal was to have this area cleaned up before the new year.

Councilmember Stokes moved that the City establish the date of December 7, 2019 as the Morton and Durkin Road Clean Up. Seconded by Councilmember MacCallum and passed unanimously.

5. Council to discuss and take action, if any, on the Houston Galveston Area Council (HGAC) Livable Center Program Call for Partners.

Mayor Garcia shared with City Council that he had asked the Houston Galveston Area Council (HGAC) to come discuss the Livable Center Program with the Planning Commission at their January 16, 2020 meeting. He indicated that in order to participate in a possible grant, an intent to apply was due on December 6, 2019. The City Secretary shared that an intent to apply did not require any funding information just general information about the city.

Councilmember MacCallum moved that City complete the Intent to Apply documentation, seconded by Councilmember Kircher. The motion passed unanimously.

6. Update and discussion of the One Year Anniversary of Street Repair Project.

The document from the City Engineer, Jared Biermann was shared with City Council as a part of the agenda packet. In that document, Jared Biermann indicated that he thought American Paving would be coming out to deal with the cracks in the road. Councilmember Kircher stated that he had seen new problems and cracks that needed to be addressed. Councilmember Stokes asked the City Secretary to look into the warranty on repairs as it had been hoped that the roadbed would last up to 10 years.

7. Council to discuss and take action on **AN ORDINANCE OF THE CITY OF PATTISON, TEXAS DECLARING CERTAIN NOISE TO BE A NUISANCE AND PROHIBITING CERTAIN NOISE WITHIN THE CITY OF PATTISON; ESTABLISHING PENALTIES NOT TO EXCEED \$500.00 AND INJUNCTIVE REMEDY; REPEALING ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.**



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Mayor Garcia opened discussion by asking the City Attorney to walk the City Council through the updated ordinance. The City Attorney stated that updates had been made in accordance with the requests from the last meeting. This included removing the verbiage associated with who would handle enforcement of the ordinance and consolidating the definitions of the decibels down to one section for clarification purposes.

Mayor Garcia sought a motion to approve. Councilmember MacCallum moved that Ordinance 127 prohibiting certain noise within the City of Pattison be adopted as presented. Seconded by Councilmember Kircher. The motion passed unanimously.

8. Council to discuss and take action on amending the 2019 budget

Mayor Garcia asked the City Council members to review the document provided. Mayor Garcia stated that he removed funding for items that we are not using to ensure coverage for other areas so that the budget would be balanced by the end of the year.

With no other discussion Mayor Garcia sought a motion. Councilmember Stokes moved that the amended budget be approved as submitted. Seconded by Councilmember Kircher. The motion passed unanimously.

9. Council to discuss and take action on preliminary 2020 Budget

Mayor Garcia reminded the Council that Public Hearing on the 2020 budget had been set for December 3rd. He wanted to share the proposed budget for the period, January 1 through September 30, 2020 for the Council to review and provide any feedback on possible adjustment. Mayor Garcia stated that we would still be balancing the budget from reserves and that one variable not addressed in the proposed budget was the City Hall project. Mayor Garcia stated that the latest news he had was the new County offices on Hwy 90 would not be completed until August or September 2020. Mayor Garcia indicated that if an agreement can be made with the County about the current Precinct 4 building, the city might need to incur charges from an architect to help plan changes needed to make it a City Hall.

Mayor Garcia noted that the \$50,000 in the capital expense line item was money that was not spent this year for the Durkin Road project. He shared that in January 2020, a check will be submitted for approval written to Waller County to pave Durkin Road in 2020.

Mayor Garcia shared that he would come back to the City Council at the next meeting if there were expenditures related to the implementation of a property tax that would have to be covered in this 9 month budget should the City Council approve a property tax levy next year.

Councilmembers also asked that it be clear that the Proposed Budget was for 9 months and not the normal 12 months.



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The City Secretary sought guidance on posting the Proposed Budget to website as this had not been done before. The City Secretary noted that she had to post notice of the Public Hearing via the newspaper and on the website. She would like to indicate in the newspaper posting that it can be seen on the website in addition to the contact information for the City Secretary. The City Secretary also is seeking a possible change in the Chart of Accounts so that better detail could be given to expenditures. Giving the example, that a new line item should be made for Information Technology with sub items for the website and emails.

Mayor Garcia sought a motion. Councilmember MacCallum moved that the Proposed Budget be posted to the City's website for financial transparency. Seconded by Councilmember Kircher. The motion passed unanimously.

10. Council to discuss and taken action, if any, on applying for the Texas Scenic City Certification Program.

Councilmember Stokes shared that he had learned about this program when he attended the annual TML Conference in San Antonio. Councilmember Stokes shared that this program is where multiple organizations (to include HGAC and TML) have come together to help cities prepare for future growth so that when the growth comes it can be controlled. He shared that cities who have participated share their ordinances that have helped them achieve Scenic City status. The 12 sections of scenic city certification to include street lighting, parks and trails. He noted that all 12 areas may not apply but that some that did include street lighting, parks and trails, and developing downtown.

Mayor Garcia noted that he put a line item for the Scenic City Certification as a line item for the proposed budget. Mayor Garcia recommended that we invite this group to our January 16th meeting to provide a presentation after the Livable Communities presentation.

The City Attorney recommended that if the City wanted to participate a resolution in 2020 would need to be made for participation.

No action taken by City Council at this time.

11. Council to discuss and taken action on approving the purchase of QuickBooks Pro Advanced Online and the purchase of new laptop using State of Texas Dept. of Information Resources or HGAC Buy pricing.

Mayor Garcia opened that currently the City Secretary is using QuickBooks Pro 2014. He supported movement to the latest version that would allow the Auditors online access to our QuickBooks which might save money make the audit process more efficient. The City Secretary indicated that she would be staying within the funding currently allotted in the current year's budget.

The City Secretary shared the current specifications for the current laptop that only has 4 MG of RAM. She is seeking approval to make these purchases within the current budget.



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Mayor Garcia sought a motion. Councilmember Kircher moved that the City Secretary purchase QuickBooks Pro Online Plus package and a newer laptop within the current budget. Seconded by Councilmember MacCallum. The motion passed unanimously.

12. Council to discuss establishing a new bank account to temporarily hold platting fees.

The City Secretary asked the City Attorney for clarification on the need to establish a bank account for platting fees. The City Attorney clarified that a separate escrow account would be established at some point should a large developer come to the City seeking approval for a large subdivision. This account would be used to pay for the engineering and attorney fees associated with the establishment of a large development. The City Attorney did not recommend that the City establish this account at this time. Councilmember Stokes asked the City Secretary to determine how long it will take to set up another account with the bank to determine if one should be done in advance.

13. Report from the City Secretary on permits, website updates and other recent activities.

- a. Morgan Stanley Account
- b. Email migration to 'pattison.texas.gov' will occur by November 18, 2019

A staff member from Morgan Stanley finally returned communication and shared that Morgan Stanley planned to write a check to the City to disburse the funds from the city's account. The timeline is to have this done before the end of the year.

The email migration will occur on Tuesday, November 18th. The City Secretary will keep everyone informed on the outcome and the action necessary once it is completed.

Other report items included permitting inquiries and an email to verify if the city had zoning requirements. The website has updated News and Announcements on the Drainage Project, the Pothole Project and Speed Limit Changes. The City Secretary shared problems with the mail in general stating that she has received several bills several days after the bill is due. She is working with Reliant and Go Daddy to have the sales tax removed from City accounts.

14. Request from council for future agenda items and upcoming community events.

- a. Possible Special Meeting called for Thursday, November 21 following Planning Commission to approve a pending Preliminary Plat application

Mayor Garcia shared that there is a sale pending on the approval of a subdivision plat. He is alerting the City Council that a special meeting may be called to have this plat reviewed and moved forward should the Planning Commission make a recommendation to approve it.

- b. Pattison Community Christmas Party, Thursday, December 12, 2019 from 5:30 – 8 PM
- c. Houston Galveston Area Council Livable Centers Presentation, Thursday, January 16 at 7:00 PM



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Mayor Garcia shared that he wanted this to be a joint meeting between City Council and the Planning Commission and that the Scenic City Certification Program would also be invited to attend and make a presentation at that time.

VII. Adjourn meeting

The meeting was adjourned at 8:50 PM.

Mayor, Joe Garcia

Attest:

City Secretary, Christa M. Molloy