

Minutes

City Council – Special Session City Council Meeting

CITY OF SIMONTON

January 23, 2024

This is a true and correct copy of the Minutes of the City Council – Special Session Meeting of the Simonton City Council held on January 23, 2024 at 6:29 PM.

1. Call to Order

A quorum was present with the following City Councilmembers in attendance:
Laurie Boudreaux, Courtney Cox, Burns Turner, Faith Haley, and Justin Boudreau

City Council absent: Kelli Matula

City Staff present:

Interim City Secretary Janie Willman

Sitting in for City Attorney Justin Pruitt from Olson and Olson, Philip Boedeker, Attorney

Shana O’Hara, Assistant Project Manager, LJA

Public Present:

Daniel McJunkin

Abbie Ferguson

2. Invocation and Pledge

Mayor Boudreaux delivered the invocation.

Mayor Boudreaux led the assembly in the Pledge of Allegiance.

3. Public Comments

There were no members of the public to address the City Council.

4. Consider and take action on the Consent Agenda

a. Monthly Paid Bills

Council Report Check Date 11/01/2023 to 11/30/2023

Council Payment Report 11/01/2023 to 11/30/2023

b. Approve Draft City Council Meeting Minutes of December 19, 2023

c. Acknowledge Receipt of the December 2023 Q4 Texas Sales and Use Tax Report

Mayor Boudreaux announced that the Council Payment Report was not done until after the agenda was posted on Friday due to limited staff availability.

Council Member Haley asked that items that were posted with late content delivery be updated on the City’s website, including both the City Hall Council Calendar and the Council Payment Report.

Motion by Council Member Turner to approve the Consent Agenda Items as presented. Council Member Boudreau seconded the motion.

Ayes: Four

Noes: None

Motion Passed.

Council Member Matula was absent.

Present and not voting except in the event of a tie: Mayor Boudreaux.

New Business

- 5.a. Receive Personnel Recruitment Update. Mayor Boudreaux announced she met with several prospective candidates. One of the candidates dropped out of consideration as the individual accepted a private sector position. The Mayor noted she has three candidates with whom she is scheduled to meet the week ending February 2.
- 5.b. Receive Information on Meet and Greet City Council Event Proposed for Saturday, February 3, with Prospective City Administrative and Financial Candidates. Mayor Boudreaux announced the Event has been set at Anthonie's Market Grill at 9108 FM 1489 in Simonton between the hours of 2 p.m. and 4 p.m. Council Member Haley asked when the City Council would be receiving Candidate Information. Mayor Boudreaux announced the individual candidates' personnel information will be provided to the City Council.
- 5.c. Consider and take action on Contract with Tara Racer of Growth Accounting. The Mayor announced this option would offer access to the services of an offsite contractor. Mayor Boudreaux indicated she is exploring all options available for the provision of financial services for the City of Simonton.
- 5.d. Consider Updates to the City of Simonton's Personnel Policy. Mayor Boudreaux announced that due to cancelling a City Council Meeting posted for updates to the City's Personnel Policy, she put out a call for policies from other Texas cities and from Olson & Olson, the City's legal advisors. She noted that a number of policies were received; too many to vet for the City's purposes now. However, she placed a folder on the City's Share Point site for Council volunteers to review and compare. She specifically asked for Council to review it from a perspective of paid time off, probation period, insurance and retirement and when eligibility begins, the conditions for eligibility for insurance and retirement, the amount of time required to earn vacation and the basis for accruing vacation, so we set the terms and how to approach the recruitment with a unified (standard) policy. A third Council Member volunteered. Council Members Matula, Cox, and Boudreau volunteered. They will bring back recommendations to the City Council for its approval as the first part of developing the Personnel Policy. She noted this work will help the City Council negotiate as it works toward bringing new staff on-board.
- 5.e. Consider and take action to Adopt Fee Schedule Necessitated by HB 852. Mayor Boudreaux introduced this agenda matter as an item that was brought to her attention as requiring action to bring the City of Simonton in line with HB 852. The action will be brought back with the appropriate legislative action to update the Fee Schedule on the next City Council Meeting Consent Agenda.

Motion by Council Member Cox to approve updating the Fee Schedule and bringing the item back at the next City Council Meeting. Council Member Boudreau seconded the motion.

Ayes: Four
Noes: None
Motion Passed.

Council Member Matula was absent.
Present and not voting except in the event of a tie: Mayor Boudreaux.

- 5.f. Consider and take action to Adopt Resolution Amending Authorized Representatives to Tex-Pool for the City of Simonton. Mayor Boudreaux introduced this agenda matter as a housekeeping item; to allow the City Council to amend the authorized representatives to conduct business with the City of Simonton's Tex Pool until new administrative and financial staff are hired to conduct the City's Tex Pool business.

Motion by Council Member Boudreau to adopt the Resolution Amending Authorized Representatives as being Mayor Boudreaux and Council Member Matula to Tex-Pool for the City of Simonton. Council Member Haley seconded the motion.

Ayes: Four
Noes: None
Motion Passed.

Council Member Matula was absent.
Present and not voting except in the event of a tie: Mayor Boudreaux.

a. Mayor

- a.1. Update on Council on 2024 Elections Cycles and Authorized Use of Simonton City Hall
The City received a request for use of Simonton City Council Chambers for upcoming Elections in addition to the May 4, 2024 General Election for three at-large positions for the City of Simonton. The Mayor announced she authorized the use of the City Council Chambers for those upcoming dates. A separate calendar is in your City Council Agenda Books this evening. A copy of that information will be placed on the City Council Calendar for Elections-related information. This information is in addition to the City Council Calendar updates that had to be added to information previously provided at the December 19 Council Meeting. This information will be added to the City Council Calendar on the City website also.
- a.2. Update on FM 1489 / FM 1093 Intersection – Mayor announces that she met with Fort Bend County Road and Bridge, Texas Department of Transportation, Kimley-Horn representatives amongst other related partners to discuss upcoming changes to this major traffic hub through the City of Simonton. The group reviewed draft agreements with funding to be released by the Commissioner's Court.
- a.3. ARPA Expansion of City Hall - Bidding Process Update. Mayor Boudreaux announced that Shana O'Hara is here from LJA and she distributed what are the current bid documents prepared for publication on February 1 with the upcoming bid opening on January 22 at 10 a.m. Ms. O'Hara answered questions about the processes for accepting bids and the basis on which the bids are scored.

- a.4. Broadband Grant Update – Mayor Boudreaux announced that the grant has been pulled and is being re-written to meet FEMA requirements for grant dollars. This should be brought back this Summer for further consideration.
 - a.5. Report on Emergency Road Work Completed by Fort Bend County – Mayor Boudreaux thanked Fort Bend County Road and Bridge Darren Mikeska and Ryan Lee for their continued support of the City of Simonton, especially for weather-related support, with trees and tree limbs downed, and weather-related sanding/salting to allow traffic to continue flowing into and out of the City.
 - a.6. CPAC Update, Next Steps – Mayor Boudreaux announced she met with a small group including the Ardurra team last week. The group discussed the Next Steps. Their next meeting is scheduled for February 29, the City Council Chambers being available.
 - a.7. e-Code 360 Legal Review and Assignment Update - The volunteer group of City Council Members will meet informally to work its way in a focused manner through the questions that do not require City Attorney review to move the work forward and completion by March 11. The Mayor announced it was proposed by Council Member Cox for the volunteer City Council Members who are reviewing the e-Code ordinances to meet before the next City Council. It was the consensus of the City Council to schedule a meeting before the next City Council meeting for at least one (1) hour to discuss and review the questions to be answered in the e-Code Project.
 - a.8. Receive Updates to City Council Calendar. The Mayor announced several updates the City Council Calendar including the Spring Round-Up on April 20 and the change from the posted agenda for the City Council Hosting Fort Bend County M&C Association Dinner on April 25; this information will be added to the City Council Calendar on the City website also.
- b. City Staff. Interim City Secretary Willman announced that she has Council Candidate Packets available.
 - c. City Council Members. No announcements.
7. Adjournment. The Mayor adjourned the meeting without objection at 7:02 p.m.

Respectfully submitted,



Mayor



Interim City Secretary