

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF STAFFORD, TEXAS HELD
BY TELECONFERENCE, GOTOMEETING AUDIO/VIDEO
IN SAID CITY ON WEDNESDAY, MARCH 17, 2021

On the 17th day of March 2021, at 6:30 p.m., the City Council of Stafford, Texas met in regular session by teleconference, GoToMeeting Audio/Video in said City. Mayor Willis called the meeting to order. The following members of the Council were present: Councilmembers Mayor Cecil Willis; Pro Tem Alice Chen, Councilmembers Ken Mathew, Virginia Rosas, Don Jones and Xavier Herrera. Absent: None. The following City staff were present: Nicola Browe (Assistant City Secretary); Shanell Garcia (Human Resources Director); Jose Magana, Battalion Fire Chief; Dorrance Roderick (Finance Director); Chris Riggs (Public Works Director); Richard Ramirez (Police Chief); Ryan Young (IT Director); Efrem Burns (Fire Marshal); and Art Pertile (Olson & Olson, LLP).

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. CALL TO ORDER
2. REGULAR SESSION BEGAN AT 7:00 P.M.
3. PLEDGE OF ALLEGIANCE
4. Consideration of appropriate action on items discussed in Executive Session.

(b) No action taken on this item.
5. Council Reports:
Councilmember Jones wished all the American Irish friends a Happy St. Patrick's Day.

Mayor Pro Tem Chen announced that on March 6, the City held a very successful Winter Recovery Food Drive, in partnership with the Houston Food Bank, she went on to thank Congressman Al Green, Police Chief and Battalion Chief Magana along with the School and City Council for their hard work and contribution to a successful event.

Councilmember Guerra stated that Mexico also celebrates St. Patrick's Day as it is a big holiday due to a battalion of Irish who fought in the war between Mexico and United States of America.

Councilmember Rosas stated that the SMSD High School is having a drive through donation at Sugar Land Town Center from 10-2 on March 30th. All donations will be going to the Star of Hope in Houston.

6. Public comments on items on the agenda.
No members of the public addressed City Council.
7. (a) Presentation by Chris Breaux, Whitley Penn on the audited financial statements for FY 2020/2021.

Mr. Chris Breaux of Whitley Penn presented to the City Council the audited financial statements for the City, SEDC and the Stafford Municipal School District. ****a copy of the audited financial reports and the presentation are included as a part of these minutes and attached herewith ****

Mr. Breaux provided the following recommendations to City Council:

Put in place policies –

- Purchasing Policy – clearly outlining procedures for encumbering city funds.
- Fund Balance Policy – Establishing minimum fund balance level to be maintained.
- Federal Grant Policy – Outlining internal controls over complying with grant agreements and carrying out grant programs.

(b) Mayor Willis invited members of the Public to address City Council on this item. No members of the public addressed City Council on this item.

Councilmember Guerra spoke regarding the 380 agreements in place and that it should be remembered that under the agreement a portion of the sales tax received is to be returned to the developer, and urged the Mayor to make the new Finance Department Director aware to ensure that monies received are allocated appropriately.

Councilmember Mathew informed City Council that the Finance Committee held a thorough review of the financial statements with Mr. Breaux and are satisfied with the reports.

Mayor Pro Tem Chen extended her deepest gratitude to Mr. Breaux for meeting with her so frequently to go over the reports in fine detail.

Councilmember Herrera requested a letter from Whitley Penn clearly defining the recommendations set forth.

(c) Councilmember Guerra made a motion to the audited financial statements as presented. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra,

Mathew Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

8. (a) Discussion on the Stafford Municipal Presiding Judge compensation.

(b) Councilmember Rosas requested that this item be pushed to another agenda in order for the Judge have some time to prepare for this item and that she also wants the Compensation and Benefits Committee to meet on this item and provide recommendations.

Mayor Willis invited members of the Public to address City Council on this item. No members of the public addressed City Council on this item.

Councilmember Rosas made a motion to place this item on the next City Council agenda and that the Compensation and Benefits Committee meet to review this item. Mayor Pro Tem Chen duly seconded the motion. . Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

9. (a) An Ordinance amending Chapter 102 "zoning" of the City of Stafford Code of Ordinances; amending the official zoning district map to rezone approximately 2.326 acres of land commonly known as 4718 Sugar Grove Boulevard Stafford, Texas from Mixed Use Development District (MU-1) to Planned Development District (PDD) and to be known as "Aria Residences"; establishing development standards as Mixed Use Development District; providing for a shared study; providing a penalty in an amount not to exceed \$2,000 for each day of violation of any provision hereof; repealing all ordinances or parts of ordinances in conflict herewith; providing for severability; providing an effective date.

Ms. Tatyana Luttschlager, City Planner informed City Council that the applicant has withdrawn their application; therefore, there is no item to discuss.

10. An Ordinance of the City of Stafford, Texas, amending and Chapter 102 of the Code of Ordinances of the City, the same being the comprehensive zoning ordinance, by granting a Specific Use Permit to 7-Eleven, Inc. to allow the construction and operation of a convenience store with fuel sales on a tract of land in the U.S. 90-A Island (IS) zoning district, and further identified as a 1.4445 acre tract of land, being all of restricted reserve "a", block one (1), of Stafford dance studio and business center replat no 1 amending plat no 1, a subdivision according to the map or plat thereof recorded in/under plat no. 20170021 of the plat records of Fort Bend County, Texas, at 2919 N. Main St. Stafford, Texas; providing requirements and conditions for this specific use permit; providing for severability; and providing a penalty in an amount not to exceed two thousand dollars for violation of any provision hereof.

Ms. Luttenschlager informed City Council that the reasoning behind have the full long descriptions for these items on the agenda's are to ensure that the full legal descriptions for the parcel are recognized.

Michael Hampton of Prudent Development Group, client for 7-Eleven, provided a presentation on the proposed convenience store with gas pumps. He informed Council that this location will be one of the largest they have built in the area and will have two restaurants, a Laredo Taco and a Roost Chicken. He went on to say they have changed and reduced the signs to comply with the City's Ordinances and will have the pitched roof as required for the location on the "Island Corridor".

Mayor Willis led discussion and questions on the following:

- Notices to neighbors.
- Importance of landscaping in the redevelopment of the Island Corridor.
- Trees in the location of power lines – right tree, right place.
- Egress onto Avenue E and US90A.
- Structure composition.
- Lighting/ neighboring businesses.
- Venting and Stack Pipes – location thereof.
- Revenue potential from restaurants.
- The amount of gas stations within the City already.
- Why 7-Eleven want to develop in Stafford.

Art Pertile, City Attorney advised Council that in regards to the vent/stack pipes there is sufficient language in the Ordinance to ensure that if the pipes could not be hidden from the roadway view, they would have to be relocated into and through the canopy.

Mayor Willis opened the Public Hearing at 8:55 P.M.

Mary Ann Smith, Stafford Run, Stafford – expressed her concern over having a gas station on the Island, when an attempt is being made to beautify the area. The Laredo Taco concept with gas station on FM1092 is not busy at all and it gives her concern for this one.

Lana Hoelsing, Promenade, Stafford – expressed her disdain that despite having so many gas stations in the City now, this one is being considered, especially when directly across the street from this proposed location is a Circle K.

Lisa {inaudible} 12343 Fern Meadow, Stafford –expressed her concern about the longevity of such a concept, citing the gas station with Chicken restaurant on Kirkwood Road. She also felt that this two restaurant concept is forcing competitiveness with new ventures just opened in The Grid.

Mayor Willis closed the Public Hearing at 9:00P.M.

City Council discussed a desire to have their questions answered before making a final decision on this project. Art Pertile, Attorney advised the Council that in order to do that this would require a motion to open re-open the Public Hearing.

(b) Councilmember Mathew made a motion to reopen the Public Hearing.

Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, Jones and Herrera voted "yes"; Mayor Willis voted against. Mayor Willis announced the result of the vote (6-1) and declared the motion approved.

11. (a) Discussion of Resolution of the City of Stafford approving as a project of the Stafford Economic Development Corporation for the management and maintenance of City of Stafford infrastructure and recreation or community facilities improvements within the City of Stafford.

(b) Mayor Willis opened the Public Hearing at 9:08 P.M.

No members of the public addressed City Council.

Mayor Willis closed the Public Hearing at 9:08 P.M.

(c) Councilmember Herrera made a motion to approve the Resolution as presented. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

12. Discussion on the following:

(a) Discussion of nominee to the Planning & Zoning Commission;

Mayor Willis introduced his nominee Dr. Mathew Vairamon to the Planning and Zoning Commission and asked City Council if they had any questions for concerns.

Mayor Willis invited members of the public to comment on this item.

No members of the public addressed City Council.

Councilmember Mathew made a motion to appoint Dr. Mathew Vairamon to the Planning and Zoning Commission. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

(b) Discussion of nominee to the Stafford Economic Development Corporation

Councilmember Guerra introduced his nomination Damon Leonetti to the Stafford Economic Development Corporation.

Mayor Willis invited members of the Public to comment on this item.

No members of the public addressed City Council.

Councilmember Guerra made a motion to appoint Damon Leonetti to the Stafford Economic Development Corporation. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

(c) Appointment to the City Council Committees

Technology and Multimedia Committee – Mayor Willis stated he will be stepping down from this Committee, therefore, there is a vacancy and is seeking Council to appoint someone.

A short discussion took place between City Attorney and Council as to the length of tenure for the vacancy.

Mayor Willis invited members of the Public to comment on this item.

No members of the public addressed City Council.

Councilmember Guerra made a motion to appoint Councilmember Herrera to the Technology and Multimedia Committee until the conclusion of the May 2021 City elections. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

Energy Committee – Mayor Willis recommended eliminating this committee, as staff have had the appropriate audit from Schneider Electric and that staff are working on a plan.

Mayor Willis invited members of the Public to comment on this item.

No members of the public addressed City Council.

Councilmember Rosas made a motion to eliminate the Energy Committee. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew Rosas,

Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

Finance Committee – Mayor Willis requested that he be allowed to remain on this Committee as it is vital that in the daily operations of his office, he is aware of the funds, impacts etc. and that this will eliminate the need for the auditor to conduct a separate presentation with the Mayor.

Mayor Willis invited members of the Public to comment on this item.

No members of the public addressed City Council.

Councilmember Jones made a motion to keep Mayor Willis on the Finance Committee. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew, Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

Legislative Committee – Mayor Willis stated that there is a vacancy on this committee and that himself and Councilmember Guerra are members on the committee.

Mayor Willis invited members of the Public to comment on this item.

Lana Hoelsing, Promenade, Stafford – recommended to City Council to appoint Councilmember Herrera to this committee, given his position in the County and past experience with the legislature.

Mary Ann Smith, Stafford Run, Stafford recommended to City Council to appoint Councilmember Herrera to this committee as his expertise in multi-level government is invaluable.

Councilmember Mathew made a motion to appoint Councilmember Herrera to the Legislative Committee. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew, Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

Stafford Centre Committee – Mayor Willis stated that with the passing of Mayor Scarcella a vacancy has been created. Councilmember Rosas expressed her wish to be on the committee.

Mayor Willis invited members of the Public to comment on this item.

Lana Hoelsing, Promenade, Stafford – recommended to City Council to appoint Councilmember Rosas to this committee, as she has served the community very well thus far.

Mary Ann Smith, Stafford Run, Stafford recommended to City Council to appoint Councilmember Rosas to this committee as she feels Ms. Rosas would be an excellent fit.

Councilmember Guerra made a motion to appoint Councilmember Rosas to the Stafford Centre Committee. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew, Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

Water Committee – Mayor Willis advised City Council that this committee is redundant and that in his opinion should be eliminated.

Mayor Willis invited members of the Public to comment on this item.

John Hoelsing, Promenade, Stafford – stated that eliminating this committee is long overdue.

Councilmember Guerra made a motion to eliminate the Water Committee. Mayor Pro Tem duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew, Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved

Citizens Advisory Committee (Humane) – Mayor Willis stated that Mayor Scarcella was the chair for this committee, therefore there is a vacancy. Councilmember Rosas stated that should would like to be chair for this committee and invite Mayor Pro Tem Chen as Vice Chair.

Mayor Willis invited members of the Public to comment on this item.

No members of the public addressed City Council.

Councilmember Rosas made a motion to appoint herself as Chairperson to the Humane Committee and Mayor Pro Tem Chen as Vice Chair. Mayor Pro Tem duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew, Rosas, Jones and Herrera voted "yes"; None Against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

13. Setting date, time, place and host for the May 1, 2021 Candidates Forum.

(a) Ms. Nicola Browe, Assistant City Secretary informed City Council that she had reached out to the Fort Bend Chamber of Commerce to see if they were willing to host the Candidate Forum for the upcoming May General Election. She went on to say that the Chamber have offered April 15 at 6pm at the Stafford Civic Centre. The only thing the chamber required was direction from City Council as to how the forum should be conducted in relation to audience participation, in person or virtual.

(b) Councilmember Rosas made a motion to approve the Candidate Forum be hosted by the Fort Bend Chamber of Commerce at 6pm, at the Stafford Civic Center and that audience participation should be virtual. Councilmember Herrera duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew, Rosas, Jones and Herrera voted “yes”; None against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

14. (a) Consent Agenda (Items “i through vii) any item tagged will be discussed and considered at the conclusion of this item or at the next regular City Council Meeting: any item approved will include payment of expenses.

- i. Approval of refunds or transfer of fees for canceled events at the Stafford Centre as requested by clients or required by the City due to COVID-19, totaling \$10,000.00.
- ii. Approval of Police Chief, Richard Ramirez request to ratify and approve training and all related expenses for employees in the Police Department for \$695.00.
- iii. Approval of Police Chief, Richard Ramirez request to authorize bilingual pay for employees in the Police Department.
- iv. Approval of a resolution of the Stafford Economic Development Corporation approving Ms. Patti Worfe’s contract for Professional Services.
- v. Approval of IT Director, Ryan Young’s request to allocate funds to renew the Laserfiche support contract with MCCi in the amount of \$11,836.80.
- vi. Approval of Battalion Chief of Operations, Jose Magana request to approve training and all related expenses for employees in the Fire Department in the amount of \$1438.00.
- vii. Approval of IT Director, Ryan Young’s request to approve training and all related expenses for employees in the IT Department in the amount of \$3510.00

(b) Councilmember Rosas made a motion to approve the Consent Agenda as presented. Mayor pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmember Guerra, Mathew, Rosas, Jones and Herrera voted “yes”; None against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

15. (a) Approval of the Statements.

Mayor Willis invited members of the Public to comment on this item.

No members of the public addressed City Council.

(b) Councilmember Rosas made a motion to approve the statements as presented. Councilmember Herrera duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, Jones and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

16. (a) Councilmember Rosas made a motion to approve the minutes for the Special Called City Council meeting of February 24, 2021. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, Jones and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.


(b) Mayor Pro Tem Chen made a motion to approve the minutes for the Regular City Council meeting of March 3, 2021 with corrections. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, Jones and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

(c) Councilmember Rosas made a motion to approve the minutes for the Special Called City Council meeting of March 10, 2021. Mayor Pro Tem Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, Jones and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

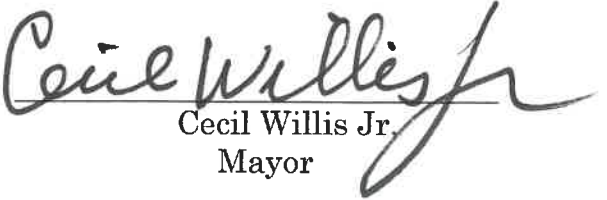
17. (a) Councilmember Guerra made a motion to look at the Comprehensive Plan and see what needs updating. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Rosas, Jones and Herrera voted “yes; None against. Mayor Willis announced the result of the vote (6-0) and declared the motion approved. (Councilmember Mathew absent for vote, technical issues).

17. Councilmember Herrera made a motion to adjourn. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, Jones and Herrera voted “yes”; None against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

THE MEETING ADJOURNED AT 10:07 P.M.
ATTEST:



Nicola Browe
Assistant City Secretary



Cecil Willis Jr.
Mayor