NOTICE OF REGULAR MEETING OF CONROE CITY COUNCIL WORK SESSION CITY HALL COUNCIL CHAMBERS - 300 WEST DAVIS ST.

CONVENES: WEDNESDAY, JUNE 7, 2023 - 2:00 P.M. - RECESS
RECONVENES: THURSDAY, JUNE 8, 2023 - 6:00 P.M.

VIDEO CONFERENCE PARTICIPATION ALLOWED:
It is intended that a quorum of the City Council be physically present in the City Council Chambers at all times during the meeting. If a quorum of the Council is physically present then, any other member of the Council, officer or employee of the City may participate in the meeting from a remote location by means of a video conference call if the video and audio feed of the remote participant is broadcast live at the meeting and complies with the provisions of Texas Gov. Code Section 551.127.

EXECUTIVE SESSION
At any time during the WORK SESSION or ACTION AGENDA the City Council may announce it will go into closed session pursuant to Chapter 551 of the Texas Government Code to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this agenda. Prior to any such closed session the Mayor, in open session, will identify the agenda item to be discussed and the section or sections of Chapter 551 under which the closed discussion is authorized.

CALL TO ORDER

CALL OF ROLL

CITIZEN INQUIRIES – NOT TO EXCEED 30 MINUTES
Citizen inquiries are limited to 3 minutes per person. Preference is given to speakers addressing agenda items. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.

WORK SESSION

1. Conduct a Public Hearing for requested release of a Sanitary Sewer Easement in the proposed Pine Lake Cove Section 2 Subdivision.
   C. Bogert

2. Discuss requested release of a Sanitary Sewer Easement in the proposed Pine Lake Cove Section 2 Subdivision.
   C. Bogert

3. Discuss Authorizing Additional Funds for Water Permit Pumpage Fees.
   N. McGuire

4. Discuss a variance request from JLC Stewart's Creek, LLC. to allow for a reduction in the minimum size dwelling unit for a new multifamily apartment complex.
   N. McGuire

5. Discuss a variance request from Venterra Realty to allow for an increase in the maximum allowable apartment density from 12 units/acre to 19 units/acre.
   N. McGuire

6. Discuss Purchase of Water Meter Assembly for PRV-1.
   N. McGuire

7. Discuss action to award Solicitation No. 0518-2023 Reservation, Scheduling and Dispatch Software.
   N. Mikeska

Recess Open Meeting in order to conduct Closed Executive Session for consultation with attorney to receive legal advice concerning the following threatened, contemplated or pending claims and litigation, and to deliberate other matters as authorized by Texas Government Code Chapter 551.071, 551.072, and 551.074 relating to:

8. *SJRA GRP Contract litigation (Sec. 551.071);
*QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Sec. 551.071);
*Deliberation concerning the purchase, exchange, lease or value or real property (Section 551.072); and
*Personnel Matters (Sec. 551.074).
Mayor Czajkoski

Reconvene Open Meeting

Briefing – The Council will be briefed on and may discuss any item on the Action Agenda.

Council Members Inquiry Time – Pursuant to Tex. Gov. Code Sec. 551.042 the Mayor or Council Members may inquire about a subject not specifically listed on this agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

RECESS

Meeting Date: 06/07/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Melannie Borbon, Engineering Aide

Workshop

Item Type: Hearing

Item Type: Hearing

C. Bogert

Joint Meeting: No Joint Meeting

Description

Conduct a Public Hearing for requested release of a Sanitary Sewer Easement in the proposed Pine Lake Cove Section 2 Subdivision.

Summary / Recommendation

On behalf of the developer, Jeffrey Moon & Associates has requested a release of a Sanitary Sewer Easement in the proposed Pine Lake Cove Section 2 Subdivision. When the Martin Creek Lane 60-ft right-of-way is recorded in the Section 2 plat, the portion of the existing easement located within the right-of-way will become obsolete. The preliminary plat of Pine Lake Cove Section 2 Subdivision has been conditionally approved by the Planning Commission and the abandonment is a condition which must be addressed prior to final plat approval. The existing easement is not needed and must be released prior to final plat approval. A "Release of Easement" has been provided for the Mayor's signature. Staff recommends approval.

Attachments

Release Sanitary Sewer Public Hearing

Meeting Date: 06/07/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Melannie Borbon, Engineering Aide

Workshop

Item Type: Other

Item Type: Other

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss requested release of a Sanitary Sewer Easement in the proposed Pine Lake Cove Section 2 Subdivision.

Summary / Recommendation

On behalf of the developer, Jeffrey Moon & Associates has requested a release of a Sanitary Sewer Easement in the proposed Pine Lake Cove Section 2 Subdivision. When the Martin Creek Lane 60-ft right-of-way is recorded in the Section 2 plat, the portion of the existing easement located within the right-of-way will become obsolete. The preliminary plat of Pine Lake Cove Section 2 Subdivision has been conditionally approved by the Planning Commission and the abandonment is a condition which must be addressed prior to final plat approval. The existing easement is not needed and must be released prior to final plat approval. A "Release of Easement" has been provided for the Mayor's signature. Staff recommends approval.

Attachments

Release Sanitary Sewer Workshop

Meeting Date: 06/07/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Jennifer Gilmore, Adm. Assistant - Public Works

Workshop

Item Type: Presentation

N. McGuire

Joint Meeting: No Joint Meeting

Description
Discuss Authorizing Additional Funds for Water Permit Pumpage Fees.

Summary/Recommendation
This will authorize additional funds paid to Lone Star Groundwater Conservation District related to pumpage fees for the City's Water Permit not to exceed $290,848.45. Staff recommends approving the additional funds.

1. Is the request necessary?
Yes

2. Why was the item not budgeted in the normal budget process?
Due to unforeseen conditions including the drought of last year and SJRA's surface water reductions.

3. Why can a transfer not be made within the department?
No funds available.

Source of Funds & Amount of Amendment Needed:

Reserves: $290,848.45	Grants: $
Bond Proceeds: $	Additional Revenues: $

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies						
Contractual						
Capital	$290,848.45					$290,848.45
Total	**$290,848.45**	**$**	**$**	**$**	**$**	**$**290,848.45
Net Impact	**$290,848.45**	**$**	**$**	**$**	**$**	**$**290,848.45

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

Fiscal Impact

Expenditure Amount: $290,848.45
Revenue Amount:
Account Number: 002-2820-8060
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:
There are sufficient funds in reserves to cover this expense.

Attachments

Meeting Date: 06/07/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: John Mangiameli, Asst. Director Building Inspect. and Permits

Workshop

Item Type: Other

Item Type: Other

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss a variance request from JLC Stewart's Creek, LLC. to allow for a reduction in the minimum size dwelling unit for a new multifamily apartment complex.

Summary / Recommendation

This is a development that being proposed in the newly developed area adjacent to Sunset Ridge along Stewart's Creek. The development consists of 295 apartment units, 9 of which are 626 square feet which does not meet our minimum size of 650 square feet. As such, the developers have requested a variance for your consideration. Attached is a memo outlining the requested variance and the architect's request and justification letter. Staff has no objection to granting this request as the smaller units only 24 square feet shy of our minimum and only make up 3% of the overall project.

Attachments

245 Shallow Creek Variance

Meeting Date: 06/07/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: John Mangiameli, Asst. Director Building Inspect. and Permits

Workshop

Item Type: Other

Item Type: Other
N. McGuire
Joint Meeting: No Joint Meeting

Description

Discuss a variance request from Venterra Realty to allow for an increase in the maximum allowable apartment density from 12 units/acre to 19 units/acre.

Summary / Recommendation

This is a development that approached us last year with their concept plan prior to the density limit changes that occurred in March of this year. At the time we originally met, staff was not aware of any potential future changes to the density limitation and as such the developers were also not aware. This is a proposed multifamily project located along the new portion of Plantation Drive between Bryant Rd. and Teas Rd., to allow for an increase in the maximum unit density from 12 units/acre to 19 units/acre. Attached is a memo outlining the request and a copy of the request letter and justification from the Senior Development manager of Venterra Realty. Staff remains neutral on this request.

Attachments

Variance Request Conroe Waterfront

Meeting Date: 06/07/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Jennifer Gilmore, Adm. Assistant - Public Works

Workshop

Item Type: Presentation

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss Purchase of Water Meter Assembly for PRV-1.

Summary / Recommendation

This will upgrade our current water meter to have better control of operational pressures at PRV-1 located at 11090 League Line Rd. Staff recommends to move forward with the sole source purchase from Park USA in the amount of $63,150.00.

Fiscal Impact

Expenditure Amount: $63,150.00
Revenue Amount:
Account Number: 505-8050-9030-H61
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:
There are sufficient funds in fund 505 for H61. No budget amendment needed.

Attachments

Park USA Quote

Meeting Date: 06/07/2023
Department: Community Development
Contact: Nancy Mikeska, Asst. City Administrator and Community Development Director
Submitted By: Shawn Davis, Asst. Director Transportation

Workshop

Item Type: Bid Award

N. Mikeska

Joint Meeting: No Joint Meeting

Description
Discuss action to award Solicitation No. 0518-2023 Reservation, Scheduling and Dispatch Software.

Summary/Recommendation
Discuss the bid and recommend approval for a qualified firm to create a customized software to support transit in-house operations. The contract will include options for the City to increase the term of the contract one year at a time for up to four additional years. The maximum term of the contract is five years.

1. Is the request necessary?
To support the City's directive to move operations in-house, this software is critical for operations management.

2. Why was the item not budgeted in the normal budget process?
The Transportation department received direction from the City to move operations in-house two months ago.

3. Why can a transfer not be made within the department?
There are no allocated funds in the department's existing budget to fund this request.

Source of Funds & Amount of Amendment Needed:

Reserves: $80,862	Grants: $0
Bond Proceeds: $0	Additional Revenues: $0

5-Year Budget Impact

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	$	$	$	$	$	$
Supplies	80,862	23,712	23,712	23,712	23,712	
Contractual						
Capital						
Total	**$80862**	2312	23712	23712	23712	**$**
Net Impact	**$80862**	23712	23712	23712	23712	**$**

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

Fiscal Impact

Expenditure Amount: 80,862.00
Revenue Amount: 0.00
Account Number: 001-1044-8041
Budget Amendment Required Y/N: Y
Financial Review Complete: CS
Financial Review Notes:
Funding will need to come from reserves.

Attachments

Council Award Recommendation_RFP0518-2023

Meeting Date: 06/07/2023
Department: Administration
Contact: Gary Scott, City Administrator
Submitted By: Sami Quinlan, Assistant City Secretary

Workshop

Item Type: Executive Session

Item Type: Executive Session

Mayor Czajkoski

Joint Meeting: No Joint Meeting

Description

*SJRA GRP Contract litigation (Sec. 551.071);
*QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Sec. 551.071);
*Deliberation concerning the purchase, exchange, lease or value or real property (Section 551.072); and
*Personnel Matters (Sec. 551.074).

Summary / Recommendation

*SJRA GRP Contract litigation (Sec. 551.071);
*QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Sec. 551.071);
*Deliberation concerning the purchase, exchange, lease or value or real property (Section 551.072); and
*Personnel Matters (Sec. 551.074).