

**CITY COUNCIL  
WORKSHOP MINUTES  
MAY 26, 2015**

Present were: Mayor Charles D. Jessup, IV, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore and City Attorney Grady Randle. Absent was: Mayor Pro Tempore Terry J. Henley.

**1. Call to Order:**

Mayor Jessup called the workshop to order at 6:00 p.m.

**2. Discussion:**

**a. Review of the Budget Meeting Calendar**

Council Members noticed who would not be in attendance.

**b. Staff Training, Permit Requirements, and Design Requirements**

Alderman Staigle reported TXDOT was removing the sidewalk located by the Helfman Ford parking lot with Meadows Place possibly sharing the cost. He recommended a review and possible adoption of new plan review standards for commercial and residential permits, creating a workflow, and increasing staff training. City Secretary Moore expressed she believed the sidewalk matter was an isolated incident. She expressed support of reviewing and updating the application process and forms. City Secretary Moore noted the licensing and permits coordinator was currently enrolled in a certified permit technician program.

**c. Council Approval on Expenditures**

City Secretary Moore introduced this subject and requested clarification of the unwritten policy. Resident and Former Mayor Mark McGrath reported the past Council's intention was to ratify non-recurring operating expenditures \$5,000 and over, including lawsuits and projects. City Secretary Moore suggested the option of the Council receiving a monthly payables report or check register via email. Alderman Staigle suggested the report be sorted highest to lowest. Alderman Bezner suggested paying the bills then ratifying them. Mayor Jessup noted whatever the process, it could not stop the day to day activities. Alderman Staigle showed the Council two (2) short video excerpts of how the County approves their expenditures. Alderman Isbell expressed being in favor of a summary list of payables and suggested keeping the ratification process as is. Mayor Jessup noted a policy draft would be submitted for its review next month.

**d. City's Facebook Page**

Mayor Jessup reported the City's Facebook page had already been created, and Chris Hill, (Imagination Monkey) was in process of creating a policy and procedures with

recommendations. He added Mr. Hill would maintain the page by providing 1-2 postings per week with the Economic Development Corporation covering the expense. There was a brief discussion of whether or not the page would allow residents' comments. Alderman Staigle noted EDC Director David Lantz concern if the City did not allow interaction of the site by residents, then they would not participate. Mayor Jessup expressed concern with the image of the City relating to the negative postings.

a. Review of the Budget Meeting Calendar

Alderman Bezner suggested consolidating the budget workshops to two (2) on Saturdays instead of a weekday. The Council agreed to schedule June 20<sup>th</sup> and July 18<sup>th</sup> from 9:30 am – 1:00 p.m.

e. Highway 90A Railroad

Mayor Jessup noted Metro killed the City of Richmond line and utilized that funding for 90A. Alderman Staigle noted Metro would only come to the Missouri City/Stafford line. Mayor Jessup spoke about the possibility of Meadows Place residents being able to travel down to the Med Center in the future.

f. Search for New Parks & Recreation Director - Update

Mayor Jessup reported receiving additional resumes the day before the meeting. He added four (4) candidates, including Monica Parsons, received an employment application package for a possible interview.

**3. Upcoming Council Agenda Items**

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.


**4. Adjournment**

Alderman Bezner moved to adjourn the meeting at 7:28 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the  
City Council on Tuesday, June 23, 2015.**

ATTEST:

  
Janice M. Moore, City Secretary

  
Charles D. Jessup, IV, Mayor

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