

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE  
CITY OF NAVASOTA, TEXAS  
SEPTEMBER 26, 2022**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 26th of September, 2022 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltnx7BQt0TCIYJRiZ14g5w>

1. Call to Order.
2. Invocation  
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
4. Staff Report:
  - (a) Proclamations: (1) World Teacher's Day; and (2) 50th Anniversary - Ellwood Texas Forge Navasota [Bert Miller, Mayor];
  - (b) International Economic Development Council Award - Navasota Works [Rayna Teicheira, Economic Development Director];
  - (c) Board and Commission update [City Council]; and
  - (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]
5. Consideration and possible action on nominating Mayor Pro-Tem Grant Holt to the serve on the TML Health Benefits Pool (TML Health) Board of Trustees if elected. [Jason Weeks, City Manager]
6. Consideration and possible action on the second reading of Ordinance No. 1005-22, adopting the budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023. [Lance Hall, Finance Director]

7. Consideration and possible action on the second reading of Ordinance No. 1006-22, adopting the tax rate for the fiscal year beginning October 1, 2022 and ending September 30, 2023. [Lance Hall, Finance Director]
8. Consideration and possible action on the second reading of Ordinance No. 1007-22, amend the Code of Ordinances Appendix A "Fee Schedule" Article A13.000 adopting the revised sanitation rates for the City of Navasota, Texas with an effective date of February 1, 2023; amending Appendix A with addition of Sec. A4.011 Soccer Registration League Fees and revising Article A9.600 Building & Construction to cover cost of third-party plans examiner/inspection services with an effective date of October 1, 2022. [Lance Hall, Finance Director]
9. Consideration and possible action on Resolution No. 720-22, of the City Council of the City of Navasota, Texas directing publication of Notice of Intention to issue Certificates of Obligation. [Lance Hall, Finance Director]
10. Consideration, and possible action on Resolution No. 719-22, accepting the street, water, natural gas, sewer, and underground storm infrastructure for Hidden Hills Phase 1 Subdivision. [Lupe Diosdado, Development Services Director]
11. Consideration, and possible action on a variance request submitted by J&H Development, LLC from Chapter 3 Building Regulations, Article 3.07 Streets and Sidewalks, Division 2. Street Development, for the construction of Pecan Lakes Drive, a minor collector located in Navasota, Grimes County, Texas, 77868. [Lupe Diosdado, Development Services Director]
12. Executive Session: The City Council will conduct an Executive Session in accordance with Section 551.072, Texas Government Code, deliberation regarding real property and discussion regarding the potential sale and/or value of City-owned property.
13. Reconvene in open session.
14. Consideration and possible action on bid award for RFP Number 202202 – Purchase of City Property at Navasota Wastewater Treatment Plant. [Rayna Teicheira, Economic Development Director]

15. Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent Items are:

A. Approve the second reading of Ordinance No. 1002-22, approving a Conditional Use Permit application submitted to the City of Navasota by TCL Holdings, Inc., for the property located at 7908 Highway 6 Loop, Navasota, Grimes County, Texas 77868. The Conditional Use Permit application requests to allow the operation of a place of worship use, a conditional use under the property's current zoning, B-1: General Business District. The property affected is legally described as Valvaldi Subdivision, Block 1, Lot 2R.

B. Approve the second reading of Ordinance No. 1003-22, approving a zoning change application submitted to the City of Navasota by Masterbuilt Ministries, Inc. and Salem House of Blessings Ministries, Inc. for the property located at 1100 Manley Street, Navasota, Grimes County, Texas 77868. The zoning change application requests to change the zoning from the current PU: Public Use District to R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district. The property affected is legally described as A0055-5 D. Tyler, Tract 5, Pa 32-1, Acres 2.55.

C. Approve the second reading of Ordinance No. 1004-22, approving a Conditional Use Permit application submitted to the City of Navasota by Masterbuilt Ministries Inc & Salem House of Blessings Ministries Inc., for the property located at 1100 Manley Street, Navasota, Grimes County, TX, 77868. The conditional use permit application requests to allow the operation of a place of worship use, a conditional use under the proposed R-1C zoning district. The property affected is legally described as A0055-5 D Tyler, Tract 5, Par 32-1, Acres 2.55; and

D. Approve the second reading of Ordinance No. 1008-22, declining to approve the change in rates requested in Entergy Texas, Inc.'s statement of intent filed with the City on July 1, 2022.

16. Consideration and possible action on appointments to boards and commissions.  
[Michelle Savensky, Executive Administrative Assistant]

17. Adjourn.

**DATED THIS THE 21ST OF SEPTEMBER, 2022**

**/JW/**

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**BY: JASON WEEKS, CITY  
MANAGER**

**I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 21st of September, 2022 at 03:40 PM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at [www.navasotatx.gov](http://www.navasotatx.gov).**

***The City Council reserves the right to convene in Executive Session at any time deemed necessary for the consideration of confidential matters under the Texas Government Code, Sections 551.071-551.089.***

**DATED THIS THE 21ST OF SEPTEMBER, 2022**

**/SMH/**

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**BY: SUSIE M. HOMEYER, CITY SECRETARY**

**THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT(936) 825.6475 OR (936) 825.6408 OR BY FAX AT (936) 825.2403.**





## REQUEST FOR CITY COUNCIL AGENDA ITEM # 4

Agenda Date Requested: <u>September 26, 2022</u>	<b>Appropriation</b>
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Proclamations & Ellwood Invitation

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### AGENDA ITEM #4

#### Staff Report:

- (a) Proclamations: (1) World Teacher's Day; and (2) 50<sup>th</sup> Anniversary – Ellwood Texas Forge Navasota [Bert Miller, Mayor];
- (b) International Economic Development Council Award – Navasota Works! [Rayna Teicheira, Economic Development Director];
- (c) Board and Commission update [City Council]; and
- (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

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#### ACTION REQUIRED BY CITY COUNCIL

Present proclamations and presentation of Navasota Works award.

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Approved for the City Council meeting agenda

*Jason Weeks*  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/21/2022  
\_\_\_\_\_  
**Date**

# **PROCLAMATION RECOGNIZING WORLD TEACHERS' DAY**

**WHEREAS**, Navasota's future strength depends on providing high-quality education to all students; and

**WHEREAS**, teacher quality matters more to student achievement than any other school-related factor; and

**WHEREAS**, teachers spend countless hours preparing lesson plans and supporting students; and

**WHEREAS**, our NISD teachers have demonstrated great resilience, adaptability, and creativity during Covid-19 crisis; and

**WHEREAS**, our community recognizes and supports its teachers in educating the children of this community; and

**WHEREAS**, #TeachersCan is a statewide movement supported by more than 125 partnering businesses and organizations committed to elevating the teaching profession and honoring the critical role teachers play in the success of Texas; and

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Bert Miller, Mayor of the **City of Navasota** join #TeachersCan and its partnering entities across Texas in celebrating World Teachers' Day and proclaims October 5, 2022 to be Navasota Teachers' Day; and

**BE IT FURTHER RESOLVED** that I Bert Miller, Mayor of the **City of Navasota** encourage members of our community to "Be a light for Navasota teachers" and personally express appreciation to our teachers and display a light blue ribbon outside your homes or businesses the week of October 5<sup>th</sup> as a symbol of support for our educators.

**SIGNED THIS THE 26<sup>TH</sup> DAY OF SEPTEMBER, 2022**

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**BERT MILLER, MAYOR**

# **PROCLAMATION RECOGNIZING ELLWOOD TEXAS FORGE NAVASOTA**

**WHEREAS,** The City of Navasota is proud to pay tribute to Ellwood Texas Forge Navasota on the occasion of its 50<sup>th</sup> Anniversary Celebration;

**WHEREAS,** the company was originally founded in 1972 in Navasota, and was purchased by EGI (Ellwood Group Inc.) in 2008;

**WHEREAS,** through hard work and lean times it has grown to become one of the largest closed-die forging companies in the world;

**WHEREAS,** Ellwood is capable of forging parts ranging in size from 25 to over 5,000 lbs., and with an in-house Heat Treat and Machining facilities, it is able to provide a complete product to customers;

**WHEREAS,** they ship products worldwide for all types of uses, including military, automotive, maritime, aerospace, construction oil and gas, mining, and others;

**WHEREAS,** they currently employ 225 workers with 65% of them residing in Grimes County and several employees with upwards to 40 years seniority with the company;

**WHEREAS,** Ellwood continues to stay focused on the future, and continually seeks out technological improvements and growth opportunities that will enable them to remain a leader in the forging industry; and

**NOW, THEREFORE, BE IT PROCLAIMED,** that I, Bert Miller, Mayor of the **City of Navasota** do hereby congratulate and recognize Ellwood Texas Forge Navasota on their 50<sup>th</sup> Anniversary. We are proud to have them as part of our community.

**SIGNED THIS THE 26<sup>TH</sup> DAY OF SEPTEMBER, 2022**

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**BERT MILLER, MAYOR**



CELEBRATING



YOU ARE CORDIALLY INVITED TO  
THE FIFTIETH ANNIVERSARY CELEBRATION OF  
ELLWOOD TEXAS FORGE NAVASOTA

SATURDAY, OCTOBER 1, 2022  
11am TO 3pm

10908 County Road 419, Navasota, Tx



**ELLWOOD**  
Texas Forge Navasota



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL

*The Power of Knowledge and Leadership*

*2022*

*International  
Economic Development Council  
Bronze Award*

*Presented to*

*City of Navasota*

*In recognition of*

*Navasota Works!*

*General Purpose Print Promotion*

*Christina Winn  
Chair, IEDC Awards Advisory Committee*

*Todd Greene, CECD  
Chair, IEDC Board of Directors*



## AGENDA PLANNING CALENDAR

### **SEPTEMBER 26, 2022** – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 09/12/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Proclamations: (1) World Teachers' Day; and (2) 50<sup>th</sup> anniversary for Ellwood Texas Forge Navasota; (b) Presentation from International Economic Development Council – Navasota Works!; (c) Board and Commission update; and (d) Reports from staff and City Council
5. Appointment to the TML Board of Trustees
6. 2<sup>nd</sup> reading of Ordinance No. 1005-22 - approving budget for FY 2022-2023
7. 2<sup>nd</sup> reading of Ordinance No. 1006-22 - approving tax rate for FY 2022-2023
8. 2<sup>nd</sup> reading of Ordinance No. 1007-22 – fine and fee schedule
9. Resolution No. 720-22, Issuance of bonds
10. Resolution No. 719-22, accepting utilities at Hidden Hills Subdivision
11. Variance request by J & H LLC from Chapter 3, Building Regulations, Streets and Sidewalks
12. Executive Session: Sale of city warehouse
13. Reconvene
14. Act on Executive Session
15. Consent agenda: (a) 2<sup>nd</sup> reading of Ordinance No. 1002-22, conditional use permit for a place of worship at 7908 Highway 6; (b) 2<sup>nd</sup> reading of Ordinance No. 1003-22 - zoning change from PU to R-1C for Masterbuilt Ministries & Salem House of Blessings; (c) 2<sup>nd</sup> reading of Ordinance No. 1004-22, conditional use permit for Masterbuilt Ministries, Inc. & Salem House of Blessings – 100 Manley Street; and (d) 2<sup>nd</sup> reading of Ordinance No. 1008-22, declining to approve change in rates for Entergy, Texas
16. Board and Commission appointments
17. Adjourn

### **OCTOBER 10, 2022** – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 09/26/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Proclamation – Municipal Court Week; (b) CIP update – Utilities; (c) CIP update – Street projects; (d) Board and Commission update; and (e) Reports from staff and City Council
5. Acceptance of tax roll for FY 2022-2023
6. Authorize the City of Navasota to issue requests for proposals for administrative services (RFP) and requests for qualifications (RFQ) for the 2023-2024 Texas Community Development Block Grant Program administered by the Texas Dept. of Agriculture
7. Consent agenda: (a) Minutes from the month of September 2022; (b) Expenditures from the month of September 2022; and (c) Change Order – WWTP Phase I
8. Adjourn

### **OCTOBER 26, 2022** – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 10/12/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Board and Commission update; and (b) Reports from staff and City Council
5. Adjourn



**So much, so close.**

**Report  
and  
Strategic Plan**

**Adopted  
April 26, 2021**

**Prepared and Facilitated  
By  
Ron Cox Consulting**





## **REPORT AND STRATEGIC PLAN COUNCIL/STAFF RETREAT**

### **CITY OF NAVASOTA**

**February 12, 2021**

#### **Introduction**

On February 12, 2021, the Mayor, City Council and staff of the City of Navasota met for a retreat planning session. The purpose of this meeting was twofold.

- Confirm and expand the governance philosophy for the City Council. Included in that is identifying key elements of the Council's vision for Navasota.
- Prepare a strategic plan for the city.

The Mayor, Council and staff freely worked together, and their work was exemplary in all respects. Ron Cox facilitated the process.

#### **Governance**

In their February 12, 2021 session the Council confirmed the governance policy they established in 2017 and expanded on it by further defining their governance philosophy. The Council participated in discussions about their role, together and their leadership responsibilities. The elements of a strong governance model are having and following clear vision and mission, establishing leadership and communications philosophies, and identifying the expectations of each other as City Council members, and the City staff, and of identifying and recognizing the expectations staff has of the City Council.

The key elements of the Governance Philosophy are leadership, communication and understanding and defining expectations. These define how the team will function together. Visioning and planning are the key elements that define what the strategies and goals are for the City of Navasota and what they will be to ensure the vision is ultimately attained.

## **Governance Model**

The governance model first begins with leadership. Each member of the Council asked to provide input into how they will lead, communicate and a defining of expectations for themselves and staff.

The facilitator began the process by asking each of the members why they ran and serve on the City Council. They responded as follows:

The Mayor and Council reviewed and confirmed their Governance Policy and Rules of Engagement established in 2017. These are as follows.

### **Mayor and Council members ran for the office and serve ...**

- Had already serviced on other boards and wanted to be active in the growth to come.
- To lead city in the right direction.
- Saw growth coming and saw weaknesses in various ordinances that needed strengthening – now growth is really here.
- To bring a different insight as a native of Navasota.
- To encourage business growth and economic development.
- Am able to serve.
- Originally to change the direction of the city (and have done that).
- Exciting to be a part of big decisions for the community.

The facilitator then asked the members to describe the attributes they have that will contribute to the work of the Council.

### **Mayor and Council have the following attributes ...**

- Able to think outside the box on issues.
- Business experience in the private sector.
- Provides a technical background.
- Brings a different point of view, being from a different generation than others on the Council.
- Historical memory as a native of Navasota.
- Love the community.
- Committed to the community.
- Service to the community.
- Have the time to serve.

- Have a special needs child bringing different perspective to decision making.
- Raised seven children and now grandchildren all in Navasota community and schools.
- Different stages of our lives, bring different viewpoints.

**The Mayor and Council of the City of Navasota will lead by ...**

- Providing the facts.
- Seeking and gaining understanding of the problems.
- Listening, asking, seeking information and deciding.
- Coming together for the greater good – compromising and building consensus.
  - Toward a common goal – betterment of Navasota.
  - Finding a win/win for all.
  - Building consensus.
- Picking your wins carefully.
- Not being afraid to admit you are wrong and changing your mind.
- Being patient.
- Being humble – not prideful or egotistical.
- Being passionate about our city, but not dictatorial.
- Being brave for our city.
- Showing respect and being respectful of others.

**The Mayor and Council of the City of Navasota will communicate ...**

- Effectively with citizens, each other and staff...
  - Concisely.
  - Clearly.
  - Completely.
- Seek and allow responses.
- Seek to understand.
- Take the time to explain the issue and resolution to each other and to citizens.

**The Mayor and Council of the City of Navasota expect the following of each other...**

- Remember we all work for the citizens – Council and staff alike.
- Set the table for the citizens on agenda items – fill in the gaps of knowledge for them.
- Follow the process.
- Be willing to slow the process down.
- Respect each other and their opinions.
- Be honest.
- Be consistent.
- Do your homework.
- Be vulnerable – admit you do not know everything.
- Be willing to learn.
- Don't take the issue personally

**The Mayor and Council of the City of Navasota expect the following of the staff ...**

- Set the table to explain agenda items for Council and citizens.
- Be clear and timely in the information flow to Council – understanding and responding to individual council members in the way that communicates best to them.
- Don't take it personally.
- Provide the full picture – the good, the bad, and the ugly.
- Have patience.
- Know your lane and stay in it.
- Understand the chain-of-command.

(It was noted that the City Council and staff should all have and respond to the same expectations.)

**The staff expects the following of the Mayor and Council of the City of Navasota (as defined by the City Council) ...**

- Don't play the "gotcha" game with staff.
- Have an understanding of staff, their role.
- Ask questions and don't assume.
- Have patience.
- Be fair.
- Listen to staff.
- Be respectful to staff.
- Seek information on what council can do to help the staff succeed.
- Seriously consider their recommendations.
- Attempt to solve the problems that are presented.
- Give them clear direction.
- Remember that staff is working for the citizens, as well as the Council.
- Don't put undue pressure on staff.
- Follow the chain-of-command.

## **Vision and Mission**

On February 6, the Council and senior staff discussed the elements vision they have for Navasota. Currently, there are is Vision Statement and Mission Statement for the City. After a review, the Mayor and Council identified and confirmed the key elements of the vision and mission for the City.

### **Vision Statement**

**Navasota 2027: What America wants to Be:**

**A beautiful, progressive, vibrant, service oriented, close-kinit community filled with historic charm and promise for people and business.**

## **Vision Elements**

These elements were discussed and are presented in no particular order of priority. It was noted that in reviewing the Vision Statement from the Comprehensive Plan, these key vision elements are consistent with and embodied in the Vision Statement.

- Navasota is a role model for other cities.
- Clean.
- Safe.
- Friendly and inviting.
- Historic.
- Beautiful and manicured.
- Successful.
- Sustainable.
- Full of opportunity.
- Innovative.
- Charming.

## **Mission Statement**

**To guide Navasota's growth in a way that maintains our heritage, culture and uniqueness while maximizing our economic and social development.**

## **Mission Elements**

These key mission elements are presented in no particular order of priority.

- Committed.
- Stay focused on the mission.
- Dedication and desire.
- Proper planning.
- To communicate the Vision.
- Provide great/exceptional customer service.
- Clear, consistent, defined responsibilities.
- Flexible.
- Understanding of your role and responsibilities.

## **Strategic Planning**

The facilitator led the participants in a SWOT analysis, identifying and discussing the strengths, weaknesses, opportunities and threats for the City of Navasota, both organizationally and in the community. The weaknesses then were divided into common themes – Areas of Emphasis or Vision Elements. Within each of the Areas of Emphasis, opportunities – strategies and goals – were identified to overcome the weaknesses.

Finally, threats were identified that if not anticipated may get in the way of accomplishing the strategies and goals.

The participants were divided into three groups. Each group focused on strengths and weaknesses as follows.

## **Strengths**

### **Group 1**

- Qualified personnel.
- Close knit team/community.
- Has a can-do attitude.
- Pride in community and city organization.
- Friendly.
- Great leadership – Council, City Manager and staff.
- Caring.
- Small town charm.
- Service oriented.
- Open minded and welcoming.
- Knowledgeable about work, etc.
- Dedication.
- Good foundation upon which to build.
- Resilient.
- Organization is accountable to the community.
- Have integrity and honesty.
- Everyone is team player.
- Willing to admit to issues and problems.
- Self-aware.
- Transparent.
- Have community support.
- Have a multi-faceted community makeup.
- Visionaries.
- Excellent location.
- Diversity in the community.

### **Group 2**

- Great staff.
- Buy-in from the community.
- A community feeling.
- Progressive.
- Safe.
- Leadership.
- Proactive Council.
- Beginning infrastructure design improvements.
- City services.
- Facilities.

- Partnerships.
- Potential for growth.
- Location.
- History.
- Industry.

### **Group 3**

- Experience of Council and staff.
- New councilmembers bringing energy and new ideas.
- Leadership.
- Collaboration.
- Creativity.
- Openness/inviting community.
- Honesty/trust.
- Stability.
- Teamwork.
- Loyalty and pride.
- Service minded.
- Relationships/friendly/user friendly.
- Fun.
- Commitment and dedication.

### **Weaknesses**

#### **Group 1**

- Lack of social and health services.
- Minimal retail services.
- Lack of transportation services.
- Lack of after 5 p.m. activities.
- Aging infrastructure.
- Difficulty in communication from the city to the citizens.
- Lack of finances for unfunded mandates.
- Outside negative perception of the community.
- Finding and retaining good staff.
- Lack of seasoned/experienced staff at all levels.
- Lack of citizen input/involvement.
- Uninformed criticism from citizens.
- Limited connectivity to high quality internet.
- Technologically inhibited/fear of technology

#### **Group 2**

- Fear of change.
- More work than staff can accomplish.
- Lack of job career diversity.

- Perception of the school district.
- Lack of rental/multifamily in the city.
- Retail leakage.
- Lack of amenities for social and family time.
- Train traffic.
- Animal control/fire department facilities need replacing.
- Lack of internet connectivity.

### **Group 3**

- Communication/understanding of the message.
- People making assumptions without all the information.
- Aging infrastructure.
- Sometimes resistant to change.
- Dislike of others.
- Financial resources are limited.
- Retention of employees.
- Outside perception of Navasota.
- People have long memories.
- Lack of participation by the citizens.
- Being required to respond to circumstances beyond our control.
- Limited technology in the community in the city.

### **Areas of Emphasis**

Reviewing the weaknesses presented resulted in the identification of five areas of emphasis.

- **Governance**
- **Economic Development**
- **Image/Communication**
- **Infrastructure**

### **Weaknesses Rearranged**

The weaknesses identified above, were then summarized and arranged to be within one of the areas of emphasis.

- **Governance**
  - Resistance to change.
  - Employee retention.
  - Responding to circumstances beyond city's control.
  - Unfunded mandates.
  - Lack of participation.
- **Economic Development**
  - Diversity in career jobs.



- Sufficient revenue for infrastructure redevelopment.
- Retail leakage
- Lack of social and family recreation.
- Need for diversity in housing.
- Social and health services.
- **Image/Communication**
  - Negative perception of school district.
  - Negative perception of city.
  - Inability to provide information to all ages
    - Internally and externally.
    - Lack of understanding.
    - Criticism from the uninformed.
    - From city to citizens
- **Infrastructure**
  - Train traffic.
  - Again infrastructure
  - Transportation.
  - Facilities.
  - Poor quality of internet and technology, city and citywide.

## **Opportunities – Strategies and Goals**

The groups then brainstormed to identify opportunities to overcome the weaknesses. These opportunities are the basis for the strategies and goals prepared below.

### **Governance**

- **Establish a program to encourage more participation in Navasota government.**
  - Establish and implement leadership academies.
    - Establish a citizens' academy.
    - Establish a citizens' police academy.
    - Establish a citizens' fire academy.
  - Improve communication and strategic alignment between Council and all committees.
- **Establish an employee retention strategy.**
  - Identify and promote the work culture, benefits of the city.
  - Promote the community and organizational culture.
  - Explore housing incentives to live and work in Navasota and attract new employees.
  - Cast a wider net for employees.
  - Explore opportunities for providing employee benefits that incentivize employment and retention.
- **Explore opportunity for a full-time grant writer.**

- **Provide a clear sense of direction to all boards related to economic development.**
  - Establish an Economic Development Strategy with the NEDC

(Note: there were some communications initiatives in Governance. These have been moved to Image/Communication to avoid repetition.)

### **Economic Development**

- **Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.**
- **Seek out grant opportunities.**
  - Pursue grants from EDA.
- **Enhance the marketing of Navasota.**
  - Marketing to fulfill housing needs.
  - Marketing of lower utility costs compared to other areas.
  - Marketing location and proximity to major metro areas in the state.
- **Seek partners to improve local health and social service providers.**
  - Explore health authority with county.
  - Explore partnership with St. Joseph's healthcare system.
  - Recruit health provider specialists (optometrists and medical providers)
- **Enhance strategic retail recruitment.**
  - Continue to partner with Retail Coach.
  - Attend recruitment conferences (industry, retail, restaurants, etc.)

(Note: there were some infrastructure initiatives in Economic Development. These have been moved to Infrastructure to avoid repetition.)

### **Image/Communication**

- **Improve the perception and image of Navasota.**
  - Establish a positive campaign to promote Navasota.
    - Prepare both an in-person and digital message.
  - Identify target audiences.
    - Attend realtor conferences to tell the Navasota story.
    - Utilize citizens' academies (see Governance).
    - Explore use of Town Hall meetings – in-person and virtual.
- **Establish a program to educate ISD students about local government.**
  - Sponsor a job shadowing program for students in the city.
- **Improve communication in general with the public. (Note: moved from Governance)**
  - Be deliberate about creating buy-in from citizens.
    - Inform, educate and cast the vision.
  - Prepare and implement a communication protocol.

### **Infrastructure**

- **Prepare a plan for construction of an elevated grade crossing over the railroad tracks.**

- Identify location and right of way needs for the crossing.
- Establish costs to city to accommodate the crossing.
- Identify land for a substation for fire and animal control.
- Establish contact and conversation with the railroad.
- **Prepare a capital improvements plan and program for needed city infrastructure.**
  - Improve aging infrastructure.
  - Improve aging and inadequate facilities.
  - Expand parks, trails and bike paths.
  - Identify funding sources – bonds, grants, etc.
- **Create additional opportunity for social and family amenities.**
  - Create additional sports facilities.
  - Make park improvements – trails, bike paths, etc.
- **Identify and plan for needed improvements to the community’s internet system.**
  - Identify and review the existing systems available to the City
    - BVCOG Fiber Loop
    - Midsouth Synergies
    - Other

## Threats

Finally, Council and staff identified threats to accomplishing the goals and strategies that have been identified.

- Fear – lack of understanding of the issues and the unknown.
- Money.
- Economic downturn.
- Federal and state unfunded mandates and restrictions to local government.
- Social media.
- Uncommitted leadership.
- Politization of local government.
- Suffering the unintended consequences of outside mandates.
- Encroaching crime.
- Another pandemic – COVID.
- Adverse weather.
- No response to the failing infrastructure.
- The “cancel culture” – just turning off or destroying what one disagrees with – refusal to dialogue.
- Not adapting to the change in the ideology of the culture.

## **City Staff Implementation Sessions**

### **April 5 and 14, 2021**

On April 5, 2021 the facilitator met with the City Manager and staff to review the outcomes of the planning session and to determine next steps for the development of the implementation plan.

**Implementation Plan Process.** The staff reviewed a template to be used to develop the implementation portion of the planning process. During the discussions, a staff member was assigned as the team facilitator for the development of the implementation plan for each areas of emphasis. Further they began the process of developing action steps, with proposed timelines, and budget implications (if they were known at the time).

On April 14, 2021 staff again met with the facilitator to review and complete a draft implementation plan. The implementation plan is included in this document.

## **Reporting**

Finally, staff established reporting protocols. These protocols serve the purpose of keeping the staff on schedule with the implementation of strategies, keeping the City Manager informed, and providing regular reports to the Mayor and City Council on the status of the implementation of the adopted strategies. This provides for long term accountability toward the implementation of the Strategic Plan.

### **Reporting Protocols**

- **Council**
  - Receives updates at least monthly from staff at Council meetings regarding various projects related to the strategic plan.
  - Receives formal status reports, including a semi-annual and annual report from staff to the City Council.
- **City Manager**
  - City Manager receives regular – both formal and informal - updates from staff at regular staff meetings on progress of assignments.

## **City Council Approval**

### **April 26, 2021**

On TBD, 2021, the City Council reviewed their work as well as the work of the staff since the planning session in January. After a thorough discussion the Report was approved as amended unanimously.

## **Conclusion**

The Mayor, Council and staff of the City of Navasota worked through a governance and planning process that allowed the Council to create a governance model and identify and expand strategies for moving the city forward. The process brought the staff leadership and Council closer together as a team and developed an implementation process to ensure the strategies are addressed and accomplished over time.



# **Strategic Plan 2021**

**Council/Staff Planning Retreat  
February 12, 2021**

**Adopted  
April 26, 2021**

**Prepared and Facilitated  
By  
Ron Cox Consulting**

## **Vision Statement (Adopted 2017)**

**Navasota 2027: What America wants to Be:  
A beautiful, progressive, vibrant, service oriented,  
close-kinit community filled with historic charm  
and promise for people and business.**

## **Key Vision Elements 2021**

- **Navasota is a role model for other cities.**
- **Clean.**
- **Safe.**
- **Friendly and inviting.**
- **Historic.**
- **Beautiful and manicured.**
- **Successful.**
- **Sustainable.**
- **Full of opportunity.**
- **Innovative.**
- **Charming.**



## **Mission Statement (Adopted 2017)**

**To guide Navasota's growth in a way that maintains our heritage, culture and uniqueness while maximizing our economic and social development.**

## **Mission Elements**

- **Committed.**
- **Stay focused on the mission.**
- **Dedication and desire.**
- **Proper planning.**
- **To communicate the Vision.**
- **Provide great/exceptional customer service.**
- **Clear, consistent, defined responsibilities.**
- **Flexible.**
- **Understanding of your role and responsibilities.**

# **City of Navasota**

## **City Council**

### **Leadership Philosophy**

**The City Council of the City of Navasota will lead by...**

- Providing the facts.
- Seeking and gaining understanding of the problems.
- Listening, asking, seeking information and deciding.
- Coming together for the greater good – compromising and building consensus.
  - Toward a common goal – betterment of Navasota.
  - Finding a win/win for all.
  - Building consensus.
- Picking your wins carefully.
- Not being afraid to admit you are wrong and changing your mind.
- Being patient.
- Being humble – not prideful or egotistical.
- Being passionate about our city, but not dictatorial.
- Being brave for our city.
- Showing respect and being respectful of others.

# **City of Navasota**

## **City Council**

### **Communication Philosophy**

**The City Council of the City of Navasota will communicate by...**

- Effectively with citizens, each other and staff...
  - Concisely.
  - Clearly.
  - Completely.
- Seek and allow responses.
- Seek to understand.
- Take the time to explain the issue and resolution to each other and to citizens.

# **City of Navasota**

## **City Council and Staff**

### **Expectations**

#### **Council expects the following of each other...**

- Remember we all work for the citizens – Council and staff alike.
- Set the table for the citizens on agenda items – fill in the gaps of knowledge for them.
- Follow the process.
- Be willing to slow the process down.
- Respect each other and their opinions.
- Be honest.
- Be consistent.
- Do your homework.
- Be vulnerable – admit you do not know everything.
- Be willing to learn.
- Don't take the issue personally

# **City of Navasota**

## **City Council and Staff**

### **Expectations**

#### **Council expects the following of staff...**

- Set the table to explain agenda items for Council and citizens.
- Be clear and timely in the information flow to Council – understanding and responding to individual council members in the way that communicates best to them.
- Don't take it personally.
- Provide the full picture – the good, the bad, and the ugly.
- Have patience.
- Know your lane and stay in it.
- Understand the chain-of-command.

(It was noted that the City Council and staff should all have and respond to the same expectations.)

#### **Staff expects Council to (as defined by Council members themselves) ...**

- Don't play the "gotcha" game with staff.
- Have an understanding of staff, their role.
- Ask questions and don't assume.
- Have patience.
- Be fair.
- Listen to staff.
- Be respectful to staff.
- Seek information on what council can do to help the staff succeed.
- Seriously consider their recommendations.
- Attempt to solve the problems that are presented.
- Give them clear direction.
- Remember that staff is working for the citizens, as well as the Council.
- Don't put undue pressure on staff.
- Follow the chain-of-command.

# City of Navasota

## Strategic

### Areas of Emphasis

- **Governance**
  - **Guiding Principle:** *The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.*
- **Economic Development**
  - **Guiding Principle:** *The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.*
- **Image/Communication**
  - **Guiding Principle:** *The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.*
- **Infrastructure**
  - **Guiding Principle:** *The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.*

## Area of Emphasis

### Governance

**Guiding Principle:** *The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.*

#### Initiatives:

- **Establish a program to encourage more participation in Navasota government.**
  - Establish and implement leadership academies.
    - Establish a citizens' academy.
    - Establish a citizens' police academy.
    - Establish a citizens' fire academy.
  - Improve communication and strategic alignment between Council and all committees.
- **Establish an employee retention strategy.**
  - Identify and promote the work culture, benefits of the city.
  - Promote the community and organizational culture.
  - Explore housing incentives to live and work in Navasota and attract new employees.
  - Cast a wider net for employees.
  - Explore opportunities for providing employee benefits that incentivize employment and retention.
- **Explore opportunity for a full-time grant writer.**
- **Provide a clear sense of direction to all boards related to economic development.**
  - Establish an Economic Development Strategy with the NEDC



## Area of Emphasis

### Economic Development

**Guiding Principle:** *The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.*

#### Initiatives

- **Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.**
- **Seek out grant opportunities.**
  - Grants from EDA.
- **Enhance the marketing of Navasota**
  - Marketing to fulfill housing needs.
  - Marketing of lower utility costs compared to other areas.
  - Marketing location and proximity to major metro areas in the state.
- **Seek partners to improve local health and social service providers.**
  - Explore health authority with county.
  - Explore partnership with St. Joseph's healthcare system.
  - Recruit health provider specialists (optometrists and medical providers)
- **Enhance strategic retail recruitment**
  - Continue to partner with Retail Coach.
  - Attend recruitment conferences (industry, retail, restaurants, etc.)

## **Area of Emphasis**

### **Image/Communications**

**Guiding Principle:** *The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.*

#### **Initiatives**

- **Improve the perception and image of Navasota.**
  - Establish a positive campaign to promote Navasota.
    - Prepare both an in-person and digital message.
  - Identify target audiences.
    - Attend realtor conferences to tell the Navasota story.
    - Utilize citizens' academies (see Governance).
    - Explore use of Town Hall meetings – in-person and virtual.
- **Establish a program to educate ISD students about local government.**
  - Sponsor a job shadowing program for students in the city.
- **Improve communication in general with the public (Note: moved from Governance)**
  - Be deliberate about creating buy-in from citizens.
    - Inform, educate and cast the vision
  - Prepare and implement a communication protocol.

# Area of Emphasis

## Infrastructure

**Guiding Principle:** *The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.*

### Initiatives

- **Prepare a plan for construction of an elevated grade crossing over the railroad tracks.**
  - Identify location and right of way needs for the crossing.
  - Establish costs to city to accommodate the crossing.
  - Identify land for a substation for fire and animal control.
  - Establish contact and conversation with the railroad
- **Prepare a capital improvements plan and program for needed city infrastructure.**
  - Improve aging infrastructure.
  - Improve aging and inadequate facilities.
  - Expand parks, trails and bike paths.
  - Identify funding sources – bonds, grants, etc.
- **Create additional opportunity for social and family amenities.**
  - Create additional sports facilities.
  - Make park improvements – trails, bike paths, etc.
- **Identify and plan for needed improvements to the community's internet system.**
  - Identify and review the existing systems available to the City
    - BVCOG Fiber Loop
    - Midsouth Synergies
    - Other





## Vision Element #1

### Governance

**Guiding Principle:** *The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
1.1	Establish a program to encourage more participation in Navasota government.	1.1.1	Establish and implement leadership academies.	<ul style="list-style-type: none"> <li>Re-implement a citizens' academy.</li> <li>Establish a citizens' police academy.</li> <li>Establish a citizens' fire academy</li> </ul>		X		Brad Stafford
				<ul style="list-style-type: none"> <li>Hold town hall meetings with citizens in neighborhoods and restaurants to discuss City operations and governance.</li> <li>Present organizational environment to the community</li> </ul>		X		
				<ul style="list-style-type: none"> <li>Grilling Stafford</li> <li>Monday of City Council meetings: partner with Willy 98.7 and Navasota Examiner to go over upcoming City Council Agenda. (also Facebook Live)</li> </ul>	Ongoing			
		1.1.2	Provide a clear sense of director to all boards	<ul style="list-style-type: none"> <li>Organize a volunteer luncheon for Boards &amp; Commissions volunteers</li> <li>Joint meeting with all boards/commissions for direction/legal training and Roberts rules.</li> <li>Bring strategic planning and comprehensive planning documents to NEDC for approval</li> <li>Recruit members who align with City Council</li> <li>Improve communication and strategic alignment between Council and all committees.</li> <li>Inform all communication &amp; comp plan updates to all boards</li> <li>Staff to facilitate strategic plan for economic</li> </ul>	X			
					X			

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				development corporation	X			
		1.1.3	Establish a volunteer appreciation program	<ul style="list-style-type: none"><li>• Organize a short ceremony for volunteers around the city (ex: Blue Santa, Trash Off)</li><li>• </li></ul>	X			Rayna
1.2	Explore opportunity for a full-time grant writer.	1.2.1	Continued professional development	<ul style="list-style-type: none"><li>• Explore grant writing training opportunities</li><li>• Continue partnership with BVCOG</li><li>• Research other cities how grants are handled</li></ul>		X X X		Rayna Willenbrink

Vision Element # 2

# Economic Development

**Guiding Principle:** *The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
2.1	Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.	2.1.1	Pursue grants from EDA.	<ul style="list-style-type: none"> <li>Continue partnership with BVCOG for information on EDA grants</li> <li>Continue relationship with Grantworks</li> <li>Continue TEDC membership for resources on EDA grants</li> <li>Explore new partnerships</li> </ul>	Ongoing			Rayna
		2.1.2	Develop workforce programs	<ul style="list-style-type: none"> <li>Explore partnerships with NISD</li> <li>Continue partnership Chamber &amp; CETA</li> <li>Explore opportunities with the SBDC</li> <li>Continue partnership with Bush School/TAMU</li> <li>Reach out to BVCOG for funding opportunities</li> <li>Research Texas Workforce Commission opportunities</li> </ul>	Ongoing	X		
2.2	Enhance the marketing of Navasota.	2.2.1	Marketing to fulfill housing needs.	<ul style="list-style-type: none"> <li>Show housing growth to demonstrate demand.</li> <li>Establish a permit/fee waiver program</li> <li>Utilize NEDC website to highlight utility costs and location</li> <li>Navasota Economic Development corporation Featured on the Navasota.gov home page</li> </ul>	Ongoing	X		Madison
		2.2.2	Marketing of lower utility costs compared to other areas.		Ongoing			
		2.2.3	Marketing location and proximity to major metro areas in the state.		Ongoing			
2.3	Seek partners to improve local health and social	2.3.1	Explore health authority with county.	<ul style="list-style-type: none"> <li>Improve relationship with county and cities within the county</li> <li>Continue to meet with the county this past year about this partnership but their level of interest currently</li> </ul>	X		X	Rayna



Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
	service providers.			not very high. <ul style="list-style-type: none"> <li>Continue to explore other avenues to recruit and establish a local public health authority and possibly a health inspections office.</li> <li>Possible partnering with other cities in the county</li> </ul>	X			
		2.3.2	Establish Health Inspector	<ul style="list-style-type: none"> <li>Establish Policy</li> <li>Appoint and train inspector</li> </ul>			X X	
		2.3.3	Explore partnership with St. Joseph's healthcare system.	<ul style="list-style-type: none"> <li>Add health care recruitment to the regional (retail) recruitment project</li> </ul>			X	
		2.3.4	Recruit health provider specialists (optometrists and medical providers)					
2.4	Enhance strategic retail recruitment.	2.4.1	Continue to partner with Retail Coach.	<ul style="list-style-type: none"> <li>Conduct community surveys to see what citizens wish lists are</li> <li>Regional retail recruitment project</li> </ul>	Ongoing	X		Rayna
		2.4.2	Attend recruitment conferences (industry, retail, restaurants, etc.)					
		2.4.3	Downtown Assessment	<ul style="list-style-type: none"> <li>Reach out to Texas Downtown Association for a downtown assessment</li> <li>Explore marketing strategies</li> <li>Partnership with SBDC</li> </ul>	X X X			

### Vision Element # 3

## Image/Communication

**Guiding Principle:** *The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
3.1	<b>Improve the perception and image of Navasota.</b>	3.1.1	Establish a positive campaign to promote Navasota.	<ul style="list-style-type: none"> <li>Prepare both an in-person and digital message.</li> <li>Positive short videos about ongoing projects</li> <li>Create a new branding campaign</li> <li>Expand partnership with NISD</li> </ul>		X X X X		Madison
		3.1.2	Identify target audiences to effectively recruit new citizens while improving community pride.	<ul style="list-style-type: none"> <li>Attend realtor conferences to tell the Navasota story.</li> <li>Utilize citizens' academies (see Governance).</li> <li>Explore use of Town Hall meetings – in-person and virtual.</li> <li>Utilize all methods of communication with the public; i.e. Grilling Stafford, trails town hall meetings, agenda briefings with local media, Navigate Navasota app</li> </ul>	Ongoing	X X X		
3.2	<b>Establish a program to educate ISD students about local government.</b>	3.2.1	Re-establish an internship/sponsor a job shadowing program for students in the city.	<ul style="list-style-type: none"> <li>Co-op student to assist with administrative services for all departments with 15-20 hours beginning with a minimum wage of \$7.25.</li> <li>Speak with the co-op class</li> <li>Both high school and college</li> </ul>		X  X X		Peggy & Shawn
3.3	<b>Improve communication in general with the public.</b>	3.3.1	Be deliberate about creating buy-in from citizens.	<ul style="list-style-type: none"> <li>Inform, educate and cast the vision.</li> <li>Advertise City Council meetings in the paper (\$1,872/year), on the radio, yard signs, banners</li> </ul>	X X			Madison
		3.3.2	Prepare and implement a communication protocol.	<ul style="list-style-type: none"> <li>Explore new advertising techniques, i.e. Navigate Navasota app, CTY advertisement, Facebook events for all meetings</li> <li>Explore communication methods for Boards &amp; Commissions, i.e. post all agendas on Facebook event</li> </ul>		X  X		

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				<ul style="list-style-type: none"><li>All boards give regular updates at City Council meetings</li></ul>		X		

Vision Element # 4

Infrastructure

**Guiding Principle:** *The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
4.1	Prepare a plan for construction of an elevated grade crossing over the railroad tracks.	4.1.1	Identify location and right of way needs for the crossing.	<ul style="list-style-type: none"> <li>Thorough fare plan completion and implementation</li> </ul>		X		Jose & Lupe
		4.1.2	Establish costs to city to accommodate the crossing.	<ul style="list-style-type: none"> <li>Compile land acquisition costs per thorough fare plan design</li> <li>Obtain estimate cost proposals for engineering and construction</li> </ul>			X X	
4.2	Prepare a capital improvements plan and program for needed city infrastructure.	4.2.1	Improve aging infrastructure.  Phase one: FY22 Phase two: FY24	<ul style="list-style-type: none"> <li>CIP Bring in a consultant to help formalize the plan               <ul style="list-style-type: none"> <li>Update water modeling</li> <li>Consultant to model Gas system and Wastewater system</li> <li>Present CIP to Finance Dept. to plan for funding options.</li> <li>Streets and Storm water evaluations and priorities</li> <li>Replace/repair gas regulator stations</li> </ul> </li> <li>Complete phase 1 of CIP</li> <li>Begin phase 2 of CIP</li> <li>Fire hydrant repair/replacement</li> </ul>	X			Jeff & Jose
					X		X	
					X			
		4.2.2	Improve aging and inadequate facilities.	<ul style="list-style-type: none"> <li>Create a facilities master plan               <ul style="list-style-type: none"> <li>Hire Consultant</li> </ul> </li> <li>Replace or improve animal shelter and vehicle services</li> <li>Sell existing warehouse and build a new one</li> <li>Replace the current primary fire station and EOC at the South LaSalle location.</li> <li>Explore the possibility of a second fire station/public safety facility at Hwy</li> </ul>			X X X X X	

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				105/Fairway Dr. because of the continued growth and expansion of the city and the delayed responses due to train traffic <ul style="list-style-type: none"> <li>Valve and other mechanical equipment replacement at wastewater plant</li> <li>Look at alternative disinfectant treatment methods</li> </ul>			X  X	
		4.2.4	Identify funding sources – bonds, grants, etc.	<ul style="list-style-type: none"> <li>We currently are working with 2020 Capital Improvement Bond.</li> <li>We are working towards doing a bond every 2 years for CIP</li> <li>USDA loan</li> <li>Add gas capital improvement fee to monthly billing.</li> <li>Funding from American Rescue Plan</li> </ul>	X  X X X			
4.3	Create additional opportunity for social and family amenities.	4.3.1	Create additional sports facilities.	<ul style="list-style-type: none"> <li>Identify most desired facilities</li> <li>Identify possible locations</li> <li>Land acquisition</li> <li>Identify funding mechanism</li> <li>Design facilities</li> <li>Obtain bids/pricing on new facilities</li> </ul>	Ongoing		X X X X X	Colton
		4.3.3	Make park improvements – trails, bike paths, etc.	<ul style="list-style-type: none"> <li>Adjust city ordinance on parkland dedication to allow developers to contribute directly to ongoing projects</li> <li>Develop community programs that improve parks</li> <li>Identify areas of greatest need</li> <li>Obtain bids/pricing on improvements</li> </ul>			Ongoing  Ongoing  Ongoing Ongoing Ongoing	

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				<ul style="list-style-type: none"><li>Navasota Sidewalk and Trails plan.</li></ul>				
4.4	Identify and plan for needed improvements to the community's internet system.	4.4.1	Identify and review the existing systems available and options to the City	<ul style="list-style-type: none"><li>Facilitate BVCOG partnerships with local ISP suppliers to improve speeds in underserved areas.</li><li>Encourage/ Incentivize Midsouth Synergy expansion into town via City ROW/Easements</li><li>Research other ISP options available.</li></ul>			X  X  X	Lupe

**Vision Element # 5**

**Organizational Excellence**

**Guiding Principle:** *\*Ron will update*



			<ul style="list-style-type: none"><li>• Continue to offer career advancement opportunity (invest in employee-greater future with City)</li><li>• Pay for course for training (all departments)</li><li>• College tuition reimbursement</li><li>• Safety bonuses (no accidents, etc.) Safety pins (providing a day off), Bonus day- annually</li><li>• Hazardous duty pays (ex: working big storms, etc.)</li><li>• Team outings/lunches (Spring/Fall) and Christmas Party- employee does not have to organize or work the event</li><li>• Monetary (bonuses and raises)</li><li>• Continue to Recognize: years of service with Plaque and bag of goodies. At the end of the year employee shall receive gift card (money, dinner, coffee, spa) (5 year increments)</li><li>• Hand written note (“thank you” “job well done”, etc.)</li><li>• Brag board: located front lobby with employee picture and award (ex: Rookie of the year, Employee of the month, etc.)</li><li>• Discount on rental facilities for city employees</li><li>• City owned workout facility to promote health</li><li>• Utility incentives to promote employees to live in Navasota</li><li>• Reconsider 20-year retirement package/insurance to the age of social security</li><li>• Evaluate additional employees to complete project assignments</li><li>• Evaluate incentives for succession planning in career development</li></ul>	Ongoing			
				Ongoing			
					X		
				X			
				X			
				Ongoing	X		
				X			
				X			
					X		
					X		
						X	
							X
				X		X	



		5.1.2	Promote the community and organizational environment	<ul style="list-style-type: none"><li>• Video montage of all city events and city participation of employees</li><li>• Clear and transparent communication</li><li>• Create Cultural Diversity Awareness by reaching out to different segments of the City</li><li>• Career Fair days</li></ul>	Ongoing  X X  X			
		5.1.3	Explore housing incentives to live and work in Navasota and attract new employees.	<ul style="list-style-type: none"><li>• Partner with local realtors or Chamber to put together informational housing options package</li><li>• Pay a portion of moving expenses into Navasota within the city limits</li></ul>	X   X			



## REQUEST FOR CITY COUNCIL AGENDA ITEM #5

Agenda Date Requested: <u>September 26, 2022</u>
Requested By: <u>Jason Weeks, City Manager</u>
Department: <u>Administration</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Exhibits: TML Letter

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

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### AGENDA ITEM #5

**Consideration and possible action on nominating Mayor Pro-Tem Grant Holt to serve on the TML Health Benefits Pool (TML Health) Board of Trustees if elected.**

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### SUMMARY & RECOMMENDATION

The Mayor of Lockhart, Lew White, contacted the City of Navasota to see if any Councilmember or Department Head would like to serve on the TML Health Benefits Pool (TML Health) Board of Trustees for Region 14. This is an especially important position. The Board performs all the duties required to operate and manage TML Health in the best interests of TML Health members and their employees, including but not limited to health benefits design, establishing benefit rates, and creating the budget for TML Health. The qualifications to serve on the Board state that a member must either be an elected or appointed official or a city employee that is a department head or higher. The term for this position expires on September 30, 2024, and the appointed Trustee is eligible to run for additional three-year terms. All training, travel, meals, and lodging are paid by TML Health. Staff reached out to councilmembers, and Mayor Pro-Tem Grant Holt indicated that he would like to be nominated. Therefore, staff recommends City Council nominating Mayor Pro-Tem Grant Holt to serve on the TML Health Benefits Board of Trustees for Region 14.

---

### ACTION REQUIRED BY CITY COUNCIL

**Nominate Mayor Pro-Tem Grant Holt to serve on the Board of Trustees for TML Health Benefits Pool for Region 14 and submit his resume for consideration.**

---

**Approved for the City Council meeting agenda**

  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/21/2022

\_\_\_\_\_  
**Date**

September 1, 2022

## BOARD OF TRUSTEES

### Chair

**Blake Petrash, Region 11**  
*Mayor Pro Tem, City of Ganado*

### Vice Chair

**Mike Stelly, Region 16**  
*Chief of Police/Director of Public Works,  
City of West Orange*

**Joseph Price, Region 2**  
*City Manager, City of Canyon*

**Elena Quintanilla, Region 3**  
*City Administrator, Town of Ransom  
Canyon*

**Dru Gravens, Region 4**  
*City Manager, City of Crane*

**Mike Smith, Region 5**  
*City Manager, City of Jacksboro*

**Stephen Haynes, Region 6**  
*Mayor, City of Brownwood*

**Joe A. Cardenas, Region 7**  
*Assistant City Manager, City of Uvalde*

**Leah Gore, Region 8**  
*Human Resources, City of Gainesville*

**Connie Standridge, Region 9**  
*City Manager, City of Corsicana*

**Ashley Wayman, Region 10**  
*City Administrator, City of Rollingwood*

**Wendi Delgado, Region 12**  
*Director of Operations, City of South Padre  
Island*

**Joni Clarke, Region 13**  
*City Manager, City of Lucas*

**Vacant, Region 14**

**Wendy Hudman, Region 15**  
*City Accountant, City of Carthage*

**Larry Fields, Appointee**  
*Former City Manager, City of Graham*

**Glen Metcalf, Appointee**  
*Former City Manager, City of Canyon*

**Gayle Sims, Appointee**  
*Former Human Resources, City of  
Waxahachie*

**Mike Slye, Appointee**  
*City Manager, City of Kaufman*

**Jay Stokes, Appointee**  
*City Manager, City of Deer Park*

**Lew White DDS, Appointee**  
*Mayor, City of Lockhart*

**John "Buzz" Fullen, Ex-Officio**  
*Mayor, City of Henderson*

**Terry Henley, Ex-Officio**  
*Board Adjustment, City of Meadows Place*

**Bennett Sandlin, Ex-Officio**  
*Executive Director Texas Municipal  
League, Austin, TX*

Jason B. Weeks, CPM  
City of Navasota  
PO Box 910  
Navasota, TX 77868-0910

Dear TML Health Benefits Pool Members,

My name is Lew White. I am currently the Mayor of Lockhart and serve on the TML Health Benefits Pool (TML Health) Board of Trustees. I am the chairman of the nominating committee and am contacting you about the vacancy on the Board for Region 14.

This is a very important position. The Board of Trustees for TML Health carry out all of the duties required to operate and manage the Pool in the best interests of the Pool members and their employees, including but not limited to health benefits design, establishing benefit rates, and creating the budget for the Pool.

The qualifications to serve on the Board are that the individual must either be an elected or appointed official (city employee that is a department head or higher) of a TML Health member city. The position has a term which expires on September 30, 2024, and the appointed Trustee is eligible to run for additional three-year terms. TML Health provides all required training for Trustees. In addition, all travel, meals, and lodging expenses for Board meetings are paid by TML Health.

It has always been the intention that the Board have an approximate even number of elected and appointed officials. It is not as easy for elected officials to serve. Most have other jobs and cannot be away from their work. The Board currently has only four elected officials out of twenty-one positions.

I am emailing you to let your elected and appointed officials know about the vacancy and invite any and all qualified individuals interested in serving to submit their resume for consideration. Hopefully more elected officials will apply. If you have any questions about this position or about the Pool, please contact me or TML Health Executive Director, Jennifer Hoff.

# SUBMISSION OF QUALIFIED PERSON



The governing body of \_\_\_\_\_ hereby submits the name of \_\_\_\_\_, elected or appointed position \_\_\_\_\_ from the City of \_\_\_\_\_ as a qualified person to be nominated for appointment to fill the **Region 14** vacancy for the TML Health Benefits Pool Board of Trustees. This qualified person is either an employee or an elected official of an incorporated city within the State of Texas that is a member of the TML Health Benefits Pool. If the qualified person is an “employee”, the governing body hereby certifies that the municipal employee: holds a position of Department Head or higher; works at least 20 hours per week for an Employer Member; is paid by the Employer Member with public funds; and is hired and fired only by another incorporated city official or by the incorporated city’s governing body. This nominee, if elected, will not serve as both a voting member of TML Health and as a voting member of the Texas Municipal League or the Texas Municipal League Intergovernmental Risk Pool.

Name/Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return by November 1, 2022 to**  
Jennifer Hoff  
Executive Director  
TML Health Benefits Pool  
1821 Rutherford Lane, Suite 300  
Austin, Texas 78754  
[Jennifer.hoff@tmlhb.org](mailto:Jennifer.hoff@tmlhb.org)

*Please complete the submission summary on the reverse side.*



## REQUEST FOR CITY COUNCIL AGENDA ITEM #6

Agenda Date Requested: <u>September 26, 2022</u> Requested By: <u>Lance Hall, Director</u> Department: <u>Finance</u> <input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Appropriation</th> </tr> </thead> <tbody> <tr> <td>Source of Funds:</td> <td><u>Various</u></td> </tr> <tr> <td>Account Number:</td> <td><u>Various</u></td> </tr> <tr> <td>Amount Budgeted:</td> <td><u>N/A</u></td> </tr> <tr> <td>Amount Requested:</td> <td><u>See below</u></td> </tr> <tr> <td>Budgeted Item:</td> <td><input type="radio"/> Yes    <input type="radio"/> No</td> </tr> </tbody> </table>	Appropriation		Source of Funds:	<u>Various</u>	Account Number:	<u>Various</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>See below</u>	Budgeted Item:	<input type="radio"/> Yes <input type="radio"/> No
Appropriation													
Source of Funds:	<u>Various</u>												
Account Number:	<u>Various</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>See below</u>												
Budgeted Item:	<input type="radio"/> Yes <input type="radio"/> No												

**Exhibits:** Ordinance No. 1005-22

### AGENDA ITEM #6

**Consideration and possible action on the second reading of Ordinance No.1005-22, adopting the budget for the fiscal year beginning October 1,2022 and ending September 30, 2022.**

### SUMMARY & RECOMMENDATION

The Navasota City Council held a budget workshop on August 15, 2022, to discuss proposed budgets for the fiscal year beginning October 1,2022 and ending September 30, 2023. On September 12, 2022, City Council held a public hearing to receive public comments concerning the proposed FY 2022-23 Budget. However, no one spoke in favor or in opposition to the proposed budget.

The Summary of Funds, which is shown below, represents the result of the workshops and subsequent reviews held with City Council. As mentioned at the September 12<sup>th</sup> City Council meeting, staff increased the Cemetery Operating Fund by \$57,000 to provide street maintenance at Oakland Cemetery.

	Revised 2022	Proposed 2023
General Fund	\$ 12,758,539	\$ 13,214,093
Water Fund	2,908,968	10,058,818
Natural Gas Fund	5,769,916	6,679,382
Wastewater Fund	3,289,342	2,710,278
Cemetery Operating Fund	3,300	60,300
Board of Fireman Service Fund	300	300
Grant Fund	0	422,000
Economic Development Corp	220,599	307,915
Capital Projects Fund	10,000,000	750,000
Hotel/Motel Fund	28,800	335,293
Debt Service Fund	1,731,281	1,737,522

Found. of Community Projects	10,000	2,000
Total of All Funds	\$ 36,721,046	\$ 36,277,901

The FY 2022-23 Proposed Budget has been developed based on a tax rate of \$0.5560, which represents a decrease or \$0.0133 per \$100 assessed valuation. Staff recommends City Council approving the second reading of Ordinance 1005-22 adopting the FY 2022-23 Budget.

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#### ACTION REQUIRED BY CITY COUNCIL

**Approve Ordinance No. 1005-22 for the City of Navasota's Fiscal Year 2022-23 Budget.**

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**Approved for the City Council meeting agenda**

  
 \_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/19/2022

\_\_\_\_\_  
**Date**

**ORDINANCE NO. 1005-22**

**AN ORDINANCE APPROVING AND ADOPTING THE BUDGET FOR THE CITY OF NAVASOTA, TEXAS, FOR THE PERIOD OF OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023; FINDING THAT ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTMENT OF SAID BUDGET; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF**

**WHEREAS**, the Charter of the City of Navasota, Texas, and the Statutes of the State of Texas, require that an annual budget be prepared and presented to the City Council of the City of Navasota, Texas, prior to the beginning of the fiscal year of said City, and that a public hearing be held prior to the adoption of said Budget; and

**WHEREAS**, the Budget for the fiscal year October 1, 2022, through September 30, 2023, has heretofore been presented to the City Council and due deliberation had thereon, was filed in the office of the City Secretary on August 08, 2022, and a public hearing scheduled for September 12, 2022, was duly advertised and held.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA:**

**SECTION 1:** That the Budget for the City of Navasota, Texas, now before the said City Council for consideration, a complete copy of which is on file with the City Secretary and incorporated hereto by reference, is hereby adopted as the Budget for the said City of Navasota, Texas, for the period of October 1, 2022, through September 30, 2023.

**SECTION 2:** Be it FURTHER ORDAINED, that the said City Council finds that all things requisite and necessary to the adoption of said Budget have been performed as required by charter or statute.

**SECTION 3:** The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.



**SECTION 4:** This ordinance shall be in effect from and after its passage and approval.

**PASSED AND APPROVED ON FIRST READING THIS THE 12<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED ON SECOND READING THIS THE 26<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLR, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #7

Agenda Date Requested: <u>September 26, 2022</u>	<b>Appropriation</b>
Requested By: <u>Lance Hall, Director</u>	Source of Funds: <u>N/A</u>
Department: <u>Finance</u>	Account Number: <u>N/A</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Ordinance No. 1006-22

### AGENDA ITEM #7

**Consideration and possible action on the second reading of Ordinance No.1006-22, adopting the tax rate for the fiscal year beginning October 1,2022 and ending September 30, 2022.**

### SUMMARY & RECOMMENDATION

The Grimes County Appraisal District calculated the No-New-Revenue Tax Rate at \$0.4958 and the Voter-Approval Tax Rate at \$0.5560. The No-New-Revenue Tax Rate will impose the same amount of taxes as last year if you compare properties taxed in both years. The Voter-Approval Tax Rate is the highest tax rate a taxing unit can adopt without holding an election.

The proposed total Tax Rate is \$0.5560; therefore, a public hearing on the tax rate is required. The proposed tax rate is a reduction of \$0.0133 or 2.3% from the current tax rate. The fiscal year 2022-23 proposed budget was built around a tax rate of \$0.5560. The breakdown of the tax rate is as follows:

- Maintenance & Operations (General Fund) = \$0.4968
- Interest & Sinking (Debt Service Fund) = \$0.0592

In accordance with current legislation, staff placed a notice in the Navasota Examiner informing the public of the date and time the governing body will vote and approve the tax rate. The notice of the September 26, 2022, meeting to adopt the tax rate was published in the August 17, 2022, edition of the Navasota Examiner. A Public Hearing was held on September 12, 2022, with no public comments being made.

Staff recommends City Council approving on the second reading, Ordinance No. 1006-22 by using the exact wording in the motion as described below and a record vote

needs to occur.

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**ACTION REQUIRED BY CITY COUNCIL**

**“I move that the property tax rate be increased by the adoption of a tax rate of \$0.5560, which is effectively a 12.14 percent increase in the tax rate and approve the second reading of Ordinance No. 1006-22 establishing the tax rate of \$0.5560 per \$100 assessed valuation for fiscal year 2022-2023.”**

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**Approved for the City Council meeting agenda**

  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/19/2022  
\_\_\_\_\_  
**Date**

## **ORDINANCE NO. 1006-22**

**AN ORDINANCE LEVYING TAXES UPON TAXABLE PROPERTY LOCATED WITHIN AND SUBJECT TO TAXATION IN THE CITY OF NAVASOTA, TEXAS; MAKING APPROPRIATIONS FOR SUPPORT, MAINTENANCE, AND IMPROVEMENT OF THE CITY GOVERNMENT OF SAID CITY OF NAVASOTA; FINDING THAT ALL REQUIRED NOTICES HAVE BEEN PUBLISHED AND ALL REQUIRED HEARINGS HELD; CONTAINING A REPEALING CLAUSE; CONTAINING A SEVERABILITY CLAUSE; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.**

### **BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA**

Section 1. That there is hereby levied for the fiscal year beginning October 1, 2022, and ending September 30, 2023, on all real property situated and all personal property owned within the taxable limits of the said City of Navasota, on the first day of January 2022, except so much as may be exempt under the constitution and laws of the United States, this State, and the City of Navasota, the following taxes:

- (1) An Ad Valorem Tax of and at the rate of forty-nine and sixty-eight tenths' cents (\$.4968) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States for the current expenses for the support, maintenance, and improvement of the City Government of said City of Navasota; and
- (2) An Ad Valorem Tax of and at the rate of five and ninety-two cents (\$.0592) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States, to pay current interest on and provide one year's sinking fund and to pay all of the Principal and Interest accruing on all outstanding general obligation bonds and certificates of obligation lawfully issued by the City of Navasota.

That this provides the sum of total Ad Valorem tax at the rate of fifty-five and sixty tenths' cents (\$0.5560) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States.

Section 2. All property upon which a rate of taxation is hereinabove levied shall be assessed on a ratio of one hundred percent (100%) of the estimated market value thereof.

Section 3. That the sums hereinafter accruing and collected from the hereinabove taxes so levied be and the same are hereby appropriated for the support,

maintenance, and improvement of the City Government of the City of Navasota.

Section 4. The City Council officially finds, determines, recites and declares that all notices required by law have been published, and that a public hearing as required by law was duly called and held, and that all matters prerequisite to the establishment and levy of an ad valorem tax have been accomplished, all as required by the laws of the State of Texas, and the Home Rule Charter of the City of Navasota.

**"THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 13.74 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY (\$4.10)"**

Section 5. If any section, sentence, phrase, clause, or any part of any section, sentence, phrase, or clause, of this Ordinance shall, for any reason, be held invalid, such invalidity shall not affect the remaining portions of this Ordinance, and it is hereby declared to be the intention of this City Council to have passed each section, sentence, phrase, or clause, or part thereof, irrespective of the fact that any other section, sentence, phrase, or clause, or part thereof, may be declared invalid.

Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

Section 7. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place, and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required.

Section 8. This ordinance shall be in effect from and after its passage and approval.

**PASSED AND APPROVED ON FIRST READING THIS THE 12<sup>TH</sup> DAY OF SEPTEMBER 2022.**

---

**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED ON SECOND READING THIS THE 26<sup>TH</sup> DAY OF  
SEPTEMBER 2022.**

---

**BERT MILLER, MAYOR**

**ATTEST:**

---

**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #8

Agenda Date Requested: <u>September 26, 2022</u>	<b>Appropriation</b>
Requested By: <u>Lance Hall, Finance Director</u>	Source of Funds: <u>100 – General Fund</u>
Department: <u>Finance</u>	Account Number: <u>Various Revenue</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance	Amount Budgeted: <u>Various</u>
	Amount Requested: <u>Rate Adjustments</u>
	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

**Exhibits:** CPI Adjustment Letter & documents, and Ordinance

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### AGENDA ITEM #8

**Consideration and possible action on the second reading of Ordinance No. 1007-22, amend the Code of Ordinances Appendix A “Fee Schedule” Article A13.000 adopting the revised sanitation rates for the City of Navasota, Texas with an effective date of February 1, 2023; amending Appendix A with addition of Sec. A4.011 Soccer Registration League Fees and revising Article A9.600 Building & Construction to cover cost of third-party plans examiner\inspection services with an effective date of October 1, 2022.**

---

### SUMMARY & RECOMMENDATION

#### **Solid Waste Rate Adjustment:**

Republic Services throughout Navasota provide residential and commercial trash collection services. Residential trash collections are provided once per week dependent on where you live in Navasota. While commercial trash collection services are provided based on number of pickups during the week. Additionally, Republic Services provides roll-off container services during the City’s trash events and at the City’s recycling center.

Pursuant to Section 5.03, “Modification to Rates,” of the service contract between the City of Navasota, BFI Waste Services of Texas (dba Republic Services) a written letter is required by July 31<sup>st</sup> of each year to inform the City of a “unit price adjustment” annually. On July 25, 2022, the City Manager received a letter requesting a “unit price adjustment” to be effective February 1, 2023.

Section 5.03 states the fees in Exhibit C which may be charged by the Republic Services commencing on the anniversary of the effective date each anniversary, thereafter, shall be adjusted upward according to the Consumer Price Index (CPI – All Urban Consumers, U.S. City Average, Garbage and Trash Collection). The CPI can be

found on the U.S. Department of Labor, Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov) . The Consumer Price Index will be utilized as the justification for annual rate modifications.

Beginning February 1, 2023, the adjusted rate based on the CPI is 4.83%. Staff has adjusted the fee schedule within the Appendix A "Fee Schedule" of the Code of Ordinances to adjust all sanitation rates related to Republic Services by 4.83%. A resident's monthly garbage fee will be increased from \$21.00 to \$22.01, which is an increase of \$1.01. Staff recommends approval of the CPI rate adjustment as well as approving the attached fee Ordinance to be effective February 1, 2023.

**Parks & Recreation Fees:**

Staff has kickstarted a soccer program for FY 2022-23 and determined that a fee of \$30 per participant (kid) is necessary to recoup cost of the supplies and operating the program this year. Therefore, Appendix A of the Fee Schedule has been revised to include Sec. A4.011 "Soccer Registration League Fee" with a minimum of \$30 fee per kid unless otherwise determined by the City Manager. The proposed fee schedule amendment adds a registration fee to the Parks & Recreation Fee schedule.

**Development Fees:**

The Development Services Department continues to advertise the open Building Inspector position. Although there has been interest and interviews the position remains vacant. Staff is recommending adoption of the proposed building and construction fee schedule amendments to cover the cost of our 3<sup>rd</sup> party plans examiner\inspection services, SafeBuilt.

Both the Parks & Recreation as well as Building & Construction fee schedule amendments are to become effective October 1, 2022, if approved. While the amendments to the Solid Waste rates will be effective on February 1, 2023.

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**ACTION REQUIRED BY CITY COUNCIL**

**Approve the second reading of Ordinance No. 1007-22, amending the Code of Ordinances Appendix A "Fee Schedule" Article A13.000 adopting the revised Republic Services sanitation rates for the City of Navasota, Texas with an effective date of February 1, 2023; amending Appendix A with addition of Sec. A4.011 Soccer Registration League Fees and revising Article A9.600 Building & Construction to cover cost of third-party plans examiner\inspection services with an effective date of October 1, 2022.**

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Approved for the City Council meeting agenda

  
\_\_\_\_\_  
Jason B. Weeks, City Manager

9/19/2022  
\_\_\_\_\_  
Date





July 25, 2022

Mr. Jason Weeks  
City Manager – City of Navasota  
200 E. McAlpine Street  
Navasota, Texas 77868

Dear Mr. Weeks:

Pursuant to Section 5.03, "Modification to Rates", of the service contract between the City of Navasota, Texas, BFI Waste Services of Texas, LP dba. Republic Services of Brenham, a Delaware limited liability company duly authorized to do business in the State of Texas, hereinafter referred to as "Republic Services, this letter is written to inform the City of a "Unit Price Adjustment", effective February 1, 2023.

**Modification to Rates**

5.03 The fees in Exhibit C which may be charged by the Contractor commencing on the second anniversary of the Effective Date and each anniversary thereafter ("Rate Modification Date"), the fees, which may be charged by Republic Services shall be adjusted upward according to the Consumer Price Index (CPI-All Urban Consumers, U.S. city average, Garbage and Trash Collection) which can be found on The United States Department of Labor, Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov). The Consumer Price Index will be utilized as the justification for annual rate modifications.

5.03.1 Republic Services shall notify the City as to the amount of such increase after it is known to Republic Services, prior to July 31 for budget purposes.

CPI Increase: 4.83%

Should you have questions or require additional information, please do not hesitate to contact me. I can be reached directly by cell phone at (281) 883-3354. Additionally, I can be reached by email at [daguilar@republicservices.com](mailto:daguilar@republicservices.com).

Sincerely,

  
David Aguilar  
Republic Services  
Manager Municipal Services

**EXHIBIT C*****City of Navasota Pricing***

SERVICE	Current Residential Pricing		2023 Residential Pricing
RESIDENTIAL 1 X PER WEEK	\$ 14.93		\$ 15.65
ADDITIONAL POLY CART	\$ 7.72		\$ 8.09
SMALL COMMERCIAL PICK UP 1 CART 1x PER WEEK	\$ 14.93		\$ 15.65
LARGE COMMERCIAL PICK UP 2 CART 1x PER WEEK	\$ 33.42		\$ 35.03
LARGE COMMERCIAL PICK UP 3 CART 1x PER WEEK	\$ 51.50		\$ 53.99
LARGE COMMERCIAL PICK UP 4 CART 1x PER WEEK	\$ 63.14		\$ 66.19

**COMMERCIAL CONTAINERIZED SERVICE****Commercial Front Load Pricing**

SIZE	1X /WK	2X /WK	3X /WK	4X /WK	5X /WK
2YD	\$ 60.89	\$ 125.36	\$ 185.06	\$ 234.02	\$ 292.52
3YD	\$ 96.71	\$ 164.77	\$ 262.66	\$ 351.02	\$ 438.17
4YD	\$ 119.39	\$ 234.02	\$ 361.90	\$ 468.01	\$ 573.09
6 YD	\$ 152.83	\$ 302.06	\$ 435.78	\$ 549.20	\$ 703.22
8 YD	\$ 208.94	\$ 394.00	\$ 531.30	\$ 631.08	\$ 883.51

<b>CPI for All Urban Consumers (CPI-U)</b>	
<b>Original Data Value</b>	
<b>Series Id:</b>	CUUR0000SEHG02,CUUS0000SEHG02
<b>Not Seasonally Adjusted</b>	
<b>Series Title:</b>	Garbage and trash collection in U.S. city average
<b>Area:</b>	U.S. city average
<b>Item:</b>	Garbage and trash collection
<b>Base Period:</b>	DECEMBER 1983=100
<b>Years:</b>	2012 to 2022

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2012	398.880	400.381	401.692	400.913	401.067	402.793	406.243	406.823	407.594	409.495	410.155	410.416		
2013	411.126	411.805	412.305	413.675	414.511	414.802	416.505	417.760	418.357	419.687	421.427	422.237		
2014	422.440	422.483	423.413	425.393	425.242	425.930	426.562	426.771	427.327	427.995	427.808	428.187		
2015	427.734	429.248	429.235	429.807	431.234	430.813	431.229	432.967	433.843	434.829	436.428	436.996		
2016	437.205	438.296	437.699	437.676	438.317	437.858	438.607	439.358	439.707	440.311	443.343	444.745		
2017	446.266	447.699	446.987	447.129	447.272	448.046	448.328	448.717	449.008	452.196	453.820	453.596		
2018	453.354	454.915	455.230	458.722	462.887	465.041	465.579	470.457	471.026	472.535	486.650	485.935	458.358	475.364
2019	475.687	477.474	478.569	479.449	480.865	480.984	482.138	483.987	484.346	486.133	486.485	486.708	478.838	484.966
2020	491.003	494.429	495.288	494.432	494.946	496.679	498.564	500.882	501.756	503.315	504.970	508.190	494.463	502.946
2021	512.722	517.270	518.505	518.579	516.440	517.202	521.185	524.408	528.934	530.114	529.053	532.538	516.786	527.872
2022	533.078	538.313	540.711	542.584	544.546	547.554							541.129	

July 2021 - June 2022	521.185	524.403	528.934	530.114	529.053	532.638	533.078	538.313	540.719	542.564	544.646	547.554	549.006	534.5005
July 2020 - June 2021	498.564	500.882	501.756	503.315	504.970	508.190	512.722	517.270	518.505	518.579	516.440	517.202	6118.395	509.8663
	24.63425													
	0.048315													
	4.83%													

**ORDINANCE NO. 1007-22**

**AN ORDINANCE ADOPTING REVISED SANITATION RATES FOR THE CITY OF NAVASOTA, TEXAS EFFECTIVE FEBRUARY 1, 2023; ADOPTING REVISED BUILDING AND CONSTRUCTION AND PARKS AND RECREATION FEES FOR THE CITY OF NAVASOTA, TEXAS EFFECTIVE OCTOBER 1, 2022; PROVIDING FOR SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR NOTICE OF MEETING.**

**WHEREAS**, the City Council of the City of Navasota, Texas, previously adopted the sanitation rates set forth in Appendix A Fee Schedule, Article A13.000 Sanitation Rates and Charges, Section A13.001 Rates of the Code of Ordinances, City of Navasota, Texas; and

**WHEREAS**, pursuant to Section 5.03, "Modification to Rates," of the service contract between the City of Navasota, BFI Waste Services of Texas (d/b/a Republic Services) a written letter is required by July 31<sup>st</sup> of each year to inform the City of a "unit price adjustment" annually; and

**WHEREAS**, on July 25, 2022, the City Manager received a letter requesting a "unit price adjustment" to be effective February 1, 2023; and

**WHEREAS**, Section 5.03 of the service contract states the fees which may be charged by the Republic Services commencing on the anniversary of the effective date each anniversary, thereafter, shall be adjusted upward according to the Consumer Price Index (CPI – All Urban Consumers, U.S. City Average, Garbage and Trash Collection); and

**WHEREAS**, the Consumer Price Index supports a sanitation rate increase of 4.83% effective February 1, 2023; and

**WHEREAS**, accordingly, the City Council desires to revise the sanitation rates by 4.83% as set forth in this Ordinance;

**WHEREAS**, the City Council of the City of Navasota previously adopted certain provisions related to fee schedules; and

**WHEREAS**, the City Council desires to amend certain regulations applicable to Building & Construction and Parks and Recreation fees; and

**WHEREAS**, the City Council finds and determines that it is in the best interest of the City to adopt the regulations as set forth herein below in order to protect the financial stability of the City;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:**

**SECTION 1. FINDINGS INCORPORATED**

The findings set forth above are incorporated into the body of this ordinance as if fully set forth herein.

**SECTION 2.**

Appendix A Fee Schedule, Article A13.000 Sanitation Rates and Charges, Section A13.001 Rates, of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

**ARTICLE A13.000 SANITATION RATES AND CHARGES**

**Sec. A13.001 Rates**

- (a) Residential rate: \$22.01.
- (b) Residential additional cart: \$9.65.
- (c) Commercial 1 cart: \$23.65.
- (d) Commercial 2 carts: \$48.20.
- (e) Commercial 3 carts: \$68.93.
- (f) Commercial 4 carts: \$83.88.
- (g) 2-yard dumpster:
  - (1) One time per week: \$70.81.
  - (2) Two times per week: \$139.95.
  - (3) Three times per week: \$211.78.
  - (4) Four times per week: \$267.35.
  - (5) Five times per week: \$333.77.
- (h) 3-yard dumpster:
  - (1) One time per week: \$111.47.

- (2) Two times per week: \$188.74.
  - (3) Three times per week: \$398.30.
  - (4) Four times per week: \$442.70.
  - (5) Five times per week: \$499.13.
- (i) 4-yard dumpster:
- (1) One time per week: \$137.23.
  - (2) Two times per week: \$267.35.
  - (3) Three times per week: \$400.41.
  - (4) Four times per week: \$533.01.
  - (5) Five times per week: \$652.29.
- (j) 6-yard dumpster:
- (1) One time per week: \$175.18.
  - (2) Two times per week: \$344.62.
  - (3) Three times per week: \$496.42.
  - (4) Four times per week: \$625.19.
  - (5) Five times per week: \$800.05.
- (k) 8-yard dumpster:
- (1) One time per week: \$238.89.
  - (2) Two times per week: \$448.99.
  - (3) Three times per week: \$604.86.
  - (4) Four times per week: \$755.95.
  - (5) Five times per week: \$1,004.70.

Appendix A Fee Schedule, Article A9.000 Building and Construction, of the Code of Ordinances, City of Navasota, Texas is hereby amended by adding Section A4.011 Soccer Registration Fees to read as follows:

**Sec. A4.011 Soccer Registration League Fees**

- (a) A minimum of \$30.00 per registrant unless otherwise determined by the City Manager or his designee

Appendix A Fee Schedule, Article A9.000 Building and Construction, of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

**ARTICLE A9.000 BUILDING AND CONSTRUCTION**

**Sec. A9.001 Commercial & Multifamily Building Permit & Inspection Fee Table (Base Permit)**

<b>Commercial and Multi-Family Construction Plan Review</b>	
Project Valuation	Fee
\$1.00 to \$10,000	\$40.00
\$10,001 to \$25,000	\$61.63 for the first \$10,000 plus \$4.76 for each additional \$1,000; or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$133.03 for the first \$25,000 plus \$3.43 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$218.88 for the first \$50,000 plus \$2.38 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$337.88 for the first \$100,000 plus \$1.90 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,099.46 for the first \$500,000 plus \$1.62 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$1,906.98 for the first \$1,000,000 plus \$1.07 for each additional \$1,000; or fraction thereof
<b>Commercial and Multi-Family Construction Inspection</b>	
Project Valuation	Fee
\$1.00 to \$10,000	\$70.00
\$10,001 to \$25,000	\$99.67 for the first \$10,000 plus \$7.70 for each additional \$1,000; or fraction thereof, to and including \$25,000

\$25,001 to \$50,000	\$215.19 for the first \$25,000 plus \$5.56 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$354.06 for the first \$50,000 plus \$3.85 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$546.56 for the first \$100,000 plus \$3.03 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,778.56 for the first \$500,000 plus \$2.61 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,084.81 for the first \$1,000,000 plus \$1.73 for each additional \$1,000; or fraction thereof

**Sec. A9.002 One & Two Residential Building Permit Fee and Inspection Fee Table (base permit)**

<b>One- &amp; Two-Family Residential Construction Plan Review and Inspection</b>	
Square Footage Total Under Roof	Fee
0 to 1500 square feet	\$750.00
1501 to 10,000 square feet	\$750.00 for the first 1500 square feet plus \$0.33 for each additional square foot up to and including 10,000 square feet
Over 10,000 square feet	\$3,700.00 for the first 10,000 square feet plus \$0.13 for each additional square foot over 10,000 square feet

<b>Trade Permit Inspection for Residential Remodel/Addition (Mechanical, Electrical, Plumbing Inspection)</b>	
Service Description	Fee
Residential Trade Permit	\$85.00 per trade per project re-inspection included

**Sec. A9.003 Miscellaneous Building Permit & Inspection Fee Table**

<b>Trade Permit Inspection Residential – Examples: water heater replacement, HVAC unit replacement (Mechanical, Electrical, Plumbing Inspection fences gas test etc.)</b>	
Service Description	Fee
Trade Permits	\$70.00 per inspection includes re-inspections



- (1) Driveway: \$70.00.
- (2) Carport: \$70.00.
- (3) Covered Patio: \$70.00.
- (4) Pool: \$450.00
- (5) Fence: \$70.00.
- (6) Reinspection: \$70.00.
- (7) New manufactured home: \$70.00.

#### **Sec. A9.004     Manufactured Homes and Recreational Vehicle Parks**

- (a) Annual license fee: \$100.00.
- (b) Transfer of license fee: \$100.00.

#### **SECTION 3. SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

#### **SECTION 4. REPEALER CLAUSE**

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

#### **SECTION 5. EFFECTIVE DATE**

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law, with the sanitation rates adopted by this Ordinance being effective on and after February 1, 2023 and Building and Construction, Parks and Recreation fees being effective on and after October 1, 2022.

#### **SECTION 6. NOTICE OF MEETING**

Notice of the time and place, where and when said Ordinance would be considered by the City Council at a public meeting was given in accordance with applicable law, prior to the time designated for meeting.

**PASSED ON FIRST READING THIS THE 12<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED ON SECOND READING THIS THE 26<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #9

Agenda Date Requested: <u>September 26, 2022</u>	<b>Appropriation</b>
Requested By: <u>Lance Hall, Director</u>	Source of Funds: <u>Various</u>
Department: <u>Finance</u>	Account Number: <u>Various</u>
<input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>See below</u>
	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

**Exhibits:** Resolution No. 720-22

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### AGENDA ITEM #9

**Consideration and possible action on Resolution No. 720-22, of the City Council of the City of Navasota, Texas directing publication of the notice of intention to issue Certificates of Obligations.**

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### SUMMARY & RECOMMENDATION

The City of Navasota fiscal year 2022-23 budget was prepared with anticipated need to issue debt for capital improvement projects in the utility funds. Below are the CIP items needing funding to be issued by sale of bond debt:

**Water Fund (\$4,746,250):**

- Water Well - \$2,000,000
- Water Tower, Plant & Ground Storage Tank - \$4,000,000 (use grant funds too)
  - 500,000 to 750,000 gallon Water Tower
  - 250,000 gallon Ground Storage Water Tank
  - Water Plant
- Fire Hydrant Replacement Project - \$480,000
- Utilities to north end of Navasota Municipal Airport - \$280,000

**Natural Gas Fund (\$1,615,000):**

- High Pressure Gas Main from Industrial Park to a New Regulator Station closer to Pecan Lakes Subdivision to "Loop" Gas System - \$1,300,000
- Replace Aging & Undersized Hollister Gas Regulator Station - \$315,000

**Wastewater Fund (\$395,000):**

- Phase 2 of Wastewater Treatment Plant CIP - \$395,000
  - Design & Engineering \$45,000
  - Replacement of 2 Rotors \$170,000
  - Electrical \$20,000

- Replace 100kW Generator \$160,000

As part of the process to issue bond proceeds, the City must approve Resolution No. to direct the publication of notice of intent to issue certificates of obligation bonds. The Notice of Intent will be published in the Navasota Examiner providing the date and time when City Council will be met to approve the authorization issuance of interest-bearing certificates of obligation in an amount not to exceed \$7 million. The proceeds from the issuance of the certificate of obligation will be used for the acquiring, constructing, installing, and equipping additions, improvements, extensions and equipment for the City's waterworks, natural gas, and sewer system and the acquisition of land and right-of-way as well as paying legal, fiscal, and engineering fees in connection with such projects.

Staff recommends City Council approve the attached Resolution directing the publication of intention to issue certificates of obligation for utility projects in fiscal year 2022-23.

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#### **ACTION REQUIRED BY CITY COUNCIL**

**"I move to adopt Resolution No. 720-22, directing publication of notice of intention to issue certificates of obligation".**

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**Approved for the City Council meeting agenda**

  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/19/2022

**Date**

**CERTIFICATE FOR RESOLUTION NO. 720-22**

**THE STATE OF TEXAS  
COUNTIES OF GRIMES AND BRAZOS  
CITY OF NAVASOTA**

We, the undersigned officers of the City of Navasota, Texas (the "City"), hereby certify as follows:

1. The City Council of the City (the "Council") convened in a regular meeting on September 26, 2022, at the designated meeting place, and the roll was called of the duly constituted officers and members of the Council, to wit:

William A. "Bert" Miller, III, Mayor  
Grant E. Holt, Mayor Pro-Tem  
Bernie Gessner, Councilmember  
Pattie Pederson, Councilmember  
Josh Fultz, Councilmember

Susie M. Homeyer, City Secretary

and all of said persons were present except \_\_\_\_\_,  
thus constituting a quorum. Whereupon, among other business, the following was transacted at said meeting: a written

**RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE  
CERTIFICATES OF OBLIGATION; AND RESOLVING OTHER MATTERS  
RELATING TO THE SUBJECT**

was duly introduced for the consideration of the Council. It was then duly moved and seconded that said Resolution be adopted and, after due discussion, said motion, carrying with it the adoption of said Resolution, prevailed and carried with all members present voting "AYE" except the following:

NAY: \_\_\_\_

ABSTAIN: \_\_\_\_

2. A true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Resolution has been duly recorded in the Council's minutes of said meeting; that the above and foregoing paragraph is a true, full and correct excerpt from the Council's minutes of said meeting pertaining to the adoption of said Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Council as indicated therein; that each of the officers and members of the Council was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that said Resolution would be introduced and considered for adoption at said meeting, and each of said officers and members consented, in advance, to the holding of said meeting for such purpose, and that said meeting was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

3. The Council has approved and hereby approves the aforesaid Resolution; and the Mayor and the City Secretary of the City hereby declare that their signing of this Certificate shall constitute the signing of the attached and following copy of said Resolution for all purposes.

**SIGNED AND SEALED THIS SEPTEMBER 26, 2022.**

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City Secretary  
City of Navasota, Texas

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Mayor  
City of Navasota, Texas

**RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE  
CERTIFICATES OF OBLIGATION; AND RESOLVING OTHER MATTERS  
RELATING TO THE SUBJECT**

**THE STATE OF TEXAS  
COUNTIES OF GRIMES AND BRAZOS  
CITY OF NAVASOTA**

**WHEREAS**, the City Council of the City of Navasota, Texas (the “City”), deems it advisable to give notice of intention to issue certificates of obligation of the City (the “Certificates of Obligation”) payable from ad valorem taxes and from a limited pledge of the surplus revenues of the City’s Waterworks, Sewer and Gas System (the “System”), as provided herein and in **Exhibit A** hereto; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:**

**Section 1.** Attached hereto and marked **Exhibit A** is the form of Notice of Intention to Issue Certificates of Obligation of the City (the “Notice”), the form and substance of which are hereby passed and approved.

**Section 2.** The City Secretary shall cause the Notice, in substantially the form attached hereto, to be published in a newspaper of general circulation in the City and published in the City, once a week for two consecutive weeks, the date of the first publication thereof to be before the forty-fifth (45<sup>th</sup>) day before the date tentatively set for the passage of the ordinance or ordinances authorizing the issuance of the Certificates of Obligation.

**Section 3.** The City Secretary shall cause the Notice, in substantially the form attached hereto, to be posted continuously on the City’s Internet website for at least forty-five (45) days before the date tentatively set for the passage of the ordinance or ordinances authorizing the issuance of the Certificates of Obligation.

**Section 4.** The City expects to pay, or have paid on its behalf, expenditures in connection with the design, planning, acquisition and construction of the projects described in the Notice (the “Projects”) prior to the issuance of the Certificates of Obligation described herein as tax-exempt obligations. This Resolution is intended to establish official intent to reimburse the City for such costs of the Projects all as set forth in section 1.150-2 of the United States Treasury Regulations.

**Section 5.** This Resolution shall be effective immediately upon adoption.

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## **Exhibit A**

### **NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION OF THE CITY OF NAVASOTA, TEXAS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Navasota, Texas (the “City”), at its meeting to commence at 6:00 p.m. on November 14, 2022, in the Council Chambers, City Hall, 200 E. McAlpine Street, Navasota, Texas 77868, tentatively proposes to adopt one or more ordinances authorizing the issuance of interest-bearing certificates of obligation, in one or more series, in an amount not to exceed \$7,000,000, for the purpose of paying all or a portion of the City’s contractual obligations incurred in connection with (i) acquiring, constructing, installing and equipping additions, improvements, extensions and equipment for the City’s Waterworks, Sewer and Gas System (the “System”) and the acquisition of land and rights-of-way therefor and (ii) paying legal, fiscal and engineering fees in connection with such projects. The City proposes to provide for the payment of such certificates of obligation from the levy and collection of ad valorem taxes in the City as provided by law and from a limited pledge of the surplus revenues of the System that remain after payment of all operation and maintenance expenses thereof, and after all debt service, reserve and other requirements in connection with all revenue bonds or other obligations (now or hereafter outstanding) of the City have been met, to the extent that such obligations are payable from all or any part of the net revenues of the System. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of V.T.C.A., Local Government Code, Subchapter C of Chapter 271.

The following information is provided to comply with Tex. H.B. 477, 86 Leg., R.S. (2019): (i) the current principal of all outstanding debt obligations of the City is \$19,370,000; (ii) the current combined principal and interest required to pay all outstanding debt obligations of the City on time and in full is \$22,940,822; (iii) the maximum principal amount of the certificates of obligation to be authorized is \$7,000,000; (iv) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$10,834,272; (v) the maximum interest rate for the certificates of obligation may not exceed the maximum legal interest rate; and (vi) the maximum maturity date of the certificates of obligation to be authorized is November 15, 2042. The above information does not exclude any outstanding debt obligations the City has designated as self-supporting and which the City reasonably expects to pay from revenue sources other than ad valorem taxes.

**CITY OF NAVASOTA, TEXAS**





## REQUEST FOR CITY COUNCIL AGENDA ITEM #10

Agenda Date Requested: <u>September 26, 2022</u>	<b>Appropriation</b>
Requested By: <u>Lupe Diosdado, Director</u>	Source of Funds: <u>N/A</u>
Department: <u>Development Services</u>	Account Number: <u>N/A</u>
<input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Resolution No. 719-22

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### AGENDA ITEM #10

**Consideration, and possible action on Resolution No. 719-22, accepting the street, water, natural gas, sewer, and underground storm infrastructure for Hidden Hills Phase 1 Subdivision.**

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### SUMMARY & RECOMMENDATION

On Friday, September 16, 2022, city staff completed a final walkthrough inspection of the Hidden Hills Phase 1 Subdivision following a public infrastructure dedication request by Ante Development, LLC (Blackrock Builders).

Over the last several months city staff has completed multiple inspections of the water, sewer, natural gas, street, and underground stormwater improvements constructed by Cervantez Construction, LLC. The public improvements have been completed and constructed in accordance with applicable City of Navasota Standards.

Streetlights, electric infrastructure, and the cluster mailbox area are still outstanding; however, the developer has offered to enter into a subdivision agreement by providing cash escrow for the missing improvements. The Planning & Zoning Commission will consider the proposed subdivision agreement and Final Plat for filing on Thursday, October 13, 2022.

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### ACTION REQUIRED BY CITY COUNCIL

**Staff recommends approving Resolution No. 719-22, accepting the street, water, natural gas, sewer, and underground storm infrastructure for Hidden Hills Phase 1 Subdivision.**

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**Approved for the City Council meeting agenda**

*Jason Weeks*  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/19/2022  
\_\_\_\_\_  
**Date**

**RESOLUTION NO. 719-22**

**A RESOLUTION ACCEPTING THE WATER, GAS, SEWER, STREET AND UNDERGROUND STORM WATER DRAINAGE IMPROVEMENTS IN HIDDEN HILLS PHASE ONE, DESCRIBED AS BLOCK 1 LOTS 1-13, BLOCK 2 LOTS 1-5, BLOCK 3 LOTS 12-17, BLOCK 4 LOTS 19-24, EXCEPT ENTRANCE SIGNAGE, COMMON AREAS, DETENTION POND AND OPEN CHANNEL STORM DRAINAGE IMPROVEMENTS, IN THE CITY OF NAVASOTA, TEXAS**

**WHEREAS**, Hidden Hills Phase One (1) is a thirty (30) lot subdivision developed by Ante Development, LLC; and

**WHEREAS**, water, gas, sewer, street, and underground storm drainage improvements were constructed by the developer; and

**WHEREAS**, said water, gas, sewer, street, and underground storm drainage improvements have been offered for dedication to public use forever; and

**WHEREAS**, the water, gas, sewer, street, and underground storm drainage improvements have been inspected by the City and found to be constructed in accordance with the City's Standards and Specifications; and

**WHEREAS**, the City of Navasota desires to formally accept the water, gas, sewer, street and underground storm drainage improvements of Hidden Hills Phase 1, described as BLOCK 1 LOTS 1-13, BLOCK 2 LOTS 1-5, BLOCK 3 LOTS 12-17, BLOCK 4 LOTS 19-24, except entrance signage, common areas, detention pond and open channel storm drainage improvements;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS THAT:**

The City of Navasota hereby accepts the water, gas, sewer, street, and underground storm drainage improvements of Hidden Hills Phase 1 Subdivision, and specifically excepts from acceptance the, entrance signage, all common areas, detention pond and open channel storm drainage improvements in the City of Navasota, Texas described as BLOCK 1 LOTS 1-13, BLOCK 2 LOTS 1-5, BLOCK 3 LOTS 12-17, BLOCK 4 LOTS 19-24, and authorizes the Mayor to execute any necessary documentation.

**PASSED ON FIRST READING ON THIS THE 26<sup>th</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #11

Agenda Date Requested: <u>September 26, 2022</u>	<b>Appropriation</b>	
Requested By: <u>Lupe Diosdado, Director</u>	Source of Funds:	<u>N/A</u>
Department: <u>Development Services</u>	Account Number:	<u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted:	<u>N/A</u>
	Amount Requested:	<u>N/A</u>
	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Variance Request Letter & Construction Plans

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### AGENDA ITEM #11

**Consideration, and possible action on a variance request submitted by J&H Development, LLC from Chapter 3 Building Regulations, Article 3.07 Streets and Sidewalks, Division 2. Street Development, for the construction of Pecan Lakes Drive, a minor collector located in Navasota, Grimes County, Texas, 77868.**

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### SUMMARY & RECOMMENDATION

J&H Development, LLC, has submitted a variance request for the development of Pecan Lakes Drive, a minor collector street, providing a primary entrance into the Pecan Lakes Estates subdivision from State Highway 105 West.

The proposed Pecan Lakes Drive roadway is comprised of a 70' foot right-of-way, 28' foot wide pavement width and a six-foot (6') wide sidewalk on one side. Chapter 3 of the City of Navasota Building Regulations for minor collector requires a 38' foot wide pavement width and six-foot (6') wide sidewalks on both sides of the right-of-way.

In consultation with the City's third-party reviewing engineer, as well as, the project engineer, city staff agrees that the proposed pavement width reduction will result in safer vehicle travel speeds better suited for the residential area. The construction of sidewalk on one side will allow for walkability, while still providing enough right-of-way width for the opposing sidewalk to be constructed in the future by infill development.

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### ACTION REQUIRED BY CITY COUNCIL

**Staff recommends approving variance request submitted by J&H Development, LLC from Chapter 3 Building Regulations, Article 3.07 Streets and Sidewalks,**

**Division 2. Street Development, for the construction of Pecan Lakes Drive, a minor collector located in Navasota, Grimes County, Texas, 77868.**

---

**Approved for the City Council meeting agenda**

  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/19/2022  
\_\_\_\_\_  
**Date**



7984 HWY 6 Navasota, TX 77868 | [www.mbcmusa.com](http://www.mbcmusa.com)  
Office: (936) 825-1603 | [info@mbcmusa.com](mailto:info@mbcmusa.com) | TBPE Firm: F-789

---

September 16, 2022

Lupe Diosdado  
Development Services Director  
City of Navasota  
200 E. McAlpine St.  
Navasota, Texas 77868

Re: Pecan Lakes Drive Variance Request

Dear Sir:

MBC Management (MBC) performed the design of the proposed Pecan Lake Drive for.

Owner: James Hassell

J&H Development, LLC  
2025 Eagleview Drive  
Navasota, Texas 77868

We request that the City of Navasota grant a variance for the roadway width. The road is classified as a "Minor Collector which required a 38 feet pavement width. To control the speed of vehicles traveling both north and south along the proposed road, we request a pavement width of 28 feet. There are "Tee" intersections on both ends of the proposed road, SH 105 to the north and Sand Trap Lane to the south. We are requesting the 28 feet wide road to lower the travel speed to help prevent accidents at the ends.

We request that the City of Navasota grant a variance for the sidewalk on the west side of the road. The west side of the road is occupied by an industrial/commercial area and will not have access to the proposed road.

If I can be of further assistance to you, please contact me.

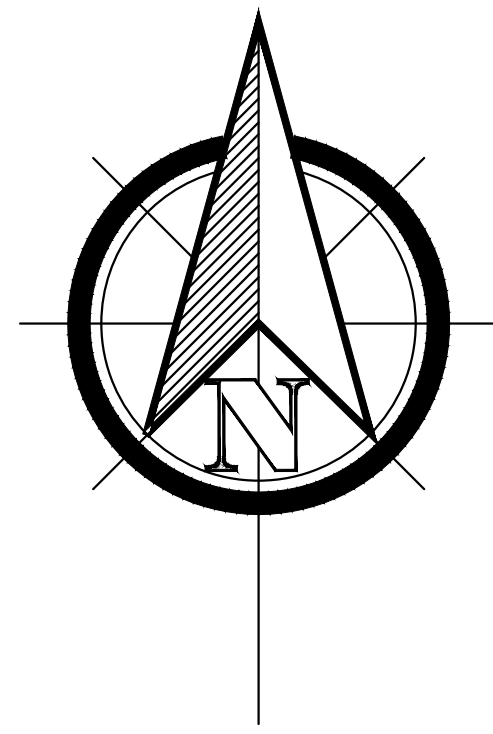
Respectfully,

*Paul E. Malek, PE*

A circular professional engineer seal for the State of Texas. The outer ring contains the text "STATE OF TEXAS" at the top and "PROFESSIONAL ENGINEER" at the bottom, separated by stars. The inner circle features a five-pointed star at the top, the name "PAUL E. MALEK" in the center, and the license number "82860" below it.

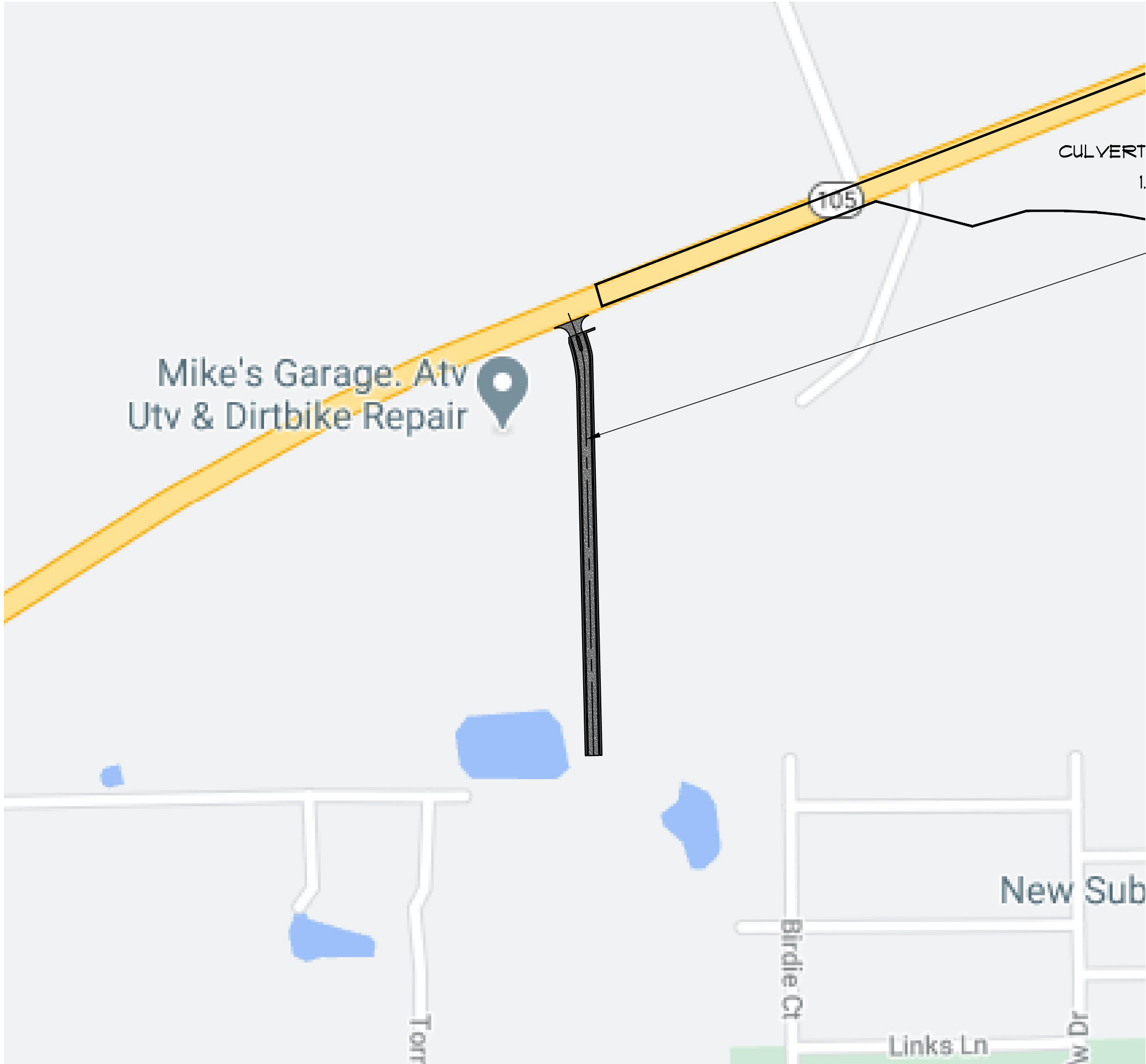
Civil & Structural Engineer  
Paul E. Malek, PE  
MBC Management





# PECAN LAKES DRIVE

Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 778868



Engineer:  
MBC Management  
7984 State Highway 6  
Navasota, Texas 77868  
936-825-1603

Surveyor:  
Albert E. Hall, P.E., RPSL  
PO Box 66  
Wortham, Texas 76693  
817-229-5366

Owners/Developers of Property:  
J&H Development, LLC  
2025 Eagleview Drive  
Navasota, Texas 77868  
713-254-2571

CITY OF NAVASOTA, TEXAS  
CITY COUNCIL MEMBERS  
GRANT E. HOLT      BERNIE GESSNER  
PATTIE PEDERSON      JOSH FULTZ

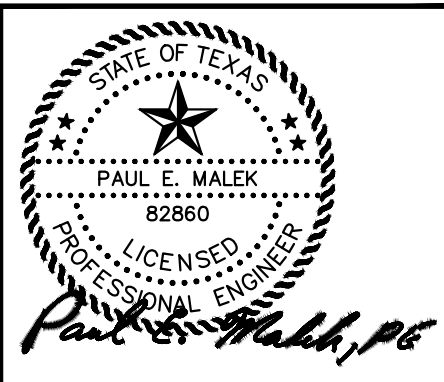
MAYOR  
WILLIAM A. "BERT" MILLER

CITY MANAGER  
JASON WEEKS

COMMUNITY DEVELOPMENT DIRECTOR  
LUPE DIOSDADO

CITY SECRETARY  
SUSIE HOMEYER

DRAWING INDEX	
DESCRIPTION	DRAWING NO.
TITLE, INDEX & LOCATION	T1
SITE DRAWINGS	
EXISTING SITE TOPD	C1
PROPOSED SITE	C2
PROPOSED SITE GRADING PLAN	C3
PROPOSED SITE DRAINAGE PLAN	C4
PROPOSED SITE ROAD PLAN	C5
PROPOSED SITE INTERSECTION PLAN	C6
PROPOSED SITE SIDEWALK PLAN	C7
PROPOSED SITE LIGHT POLE PLAN	C8
PROPOSED SITE WATER PLAN	C9
PROPOSED SITE DETAILS	C10
PROPOSED FUTURE LAYOUT PLAN	C11
PROPOSED LEFT TURN LANE PLAN	C12
PROPOSED OVERALL SITE DRAINAGE PLAN	C13



PECAN LAKES DRIVE  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 778868

CONSTRUCTION MANAGEMENT AND DESIGN SERVICES  
**MBC**  
MANAGEMENT  
7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

THE SEAL APPEARING IN THIS DOCUMENT WAS AUTHORIZED BY PAUL E. HALL, P.E. 82860 ON SEPTEMBER 16, 2022.

NO.	REVISIONS	DATE	BY	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	PEM
DATE: SEPT. 16, 2022				
SCALE: AS SHOWN				

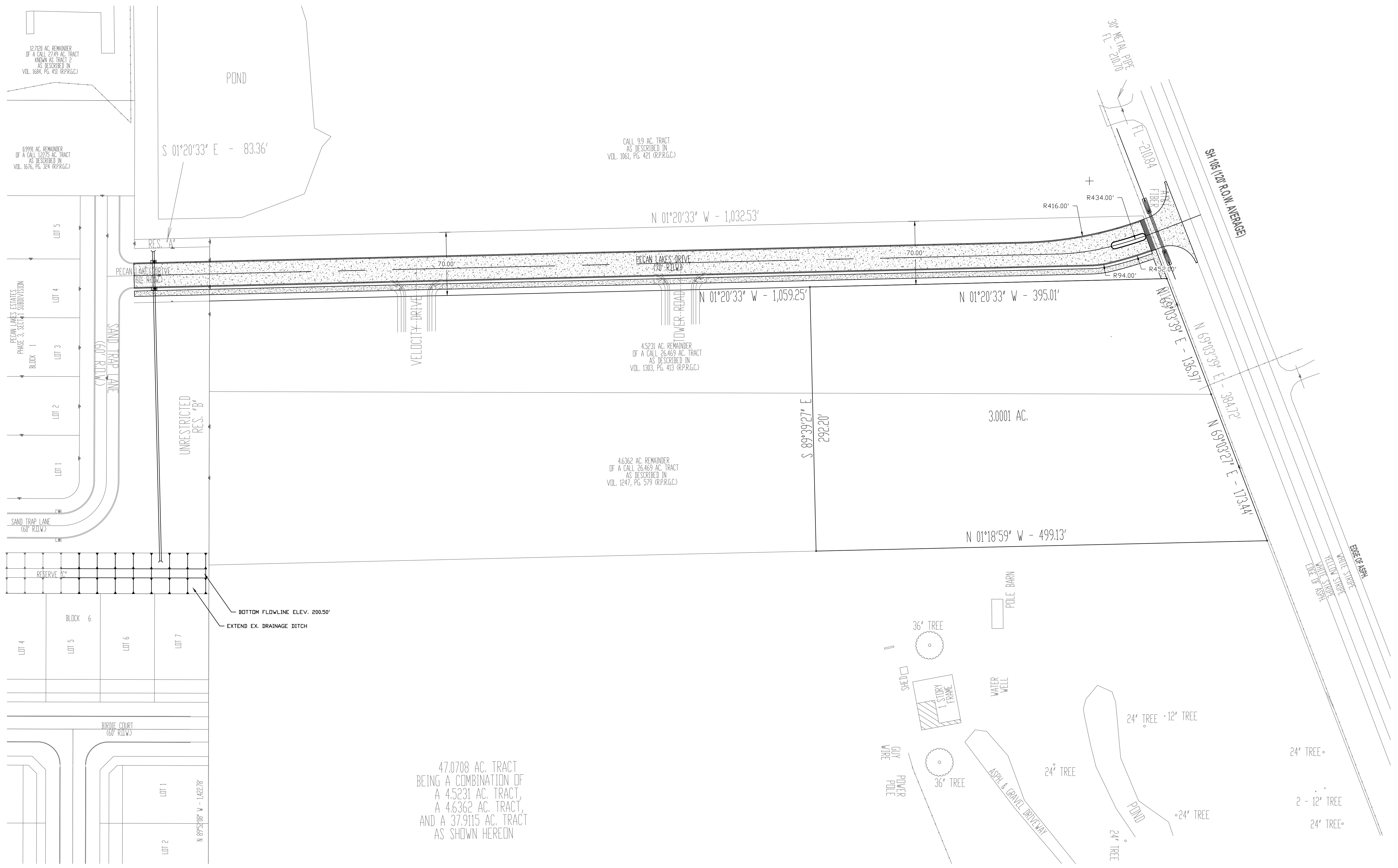
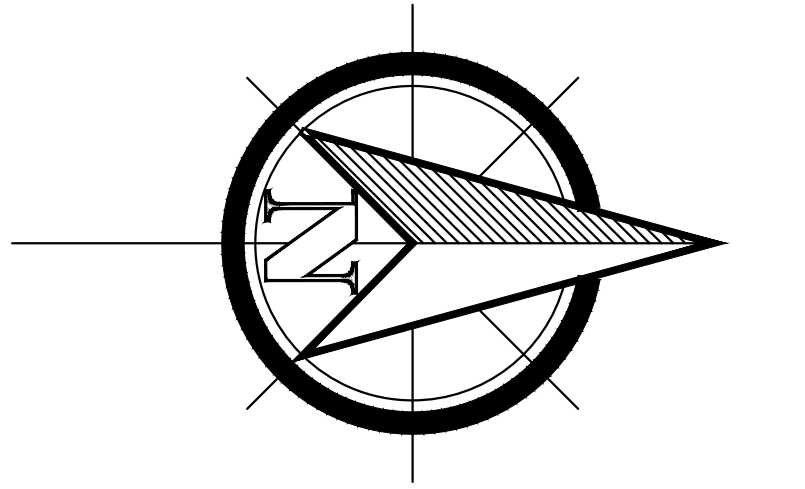
THIS PLAN WAS PREPARED UNDER THE SUPERVISION OF  
MBC MANAGEMENT  
FIRM NO. P-789  
7984 HWY 6 NAVASOTA, TX 77868  
CONSULTING ENGINEER PAUL E. HALL, P.E.  
P.E. LICENSE # 82860

TITLE PAGE  
DRAWING NO. T1









**PROPOSED SITE PLAN**  
SCALE: 1:40

NO.	REVISIONS	DATE	BY	DRAFTING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SGH	PEM
				DATE	SEPT. 16, 2022
				SCALE	AS SHOWN

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY PAUL E. MALEK, P.E. 82860 ON SEPTEMBER 16, 2022.

THESE PLANS WERE PREPARED UNDER THE SUPERVISION OF

**MBG MANAGEMENT**  
FIRM NO. P-780  
7884 HWY. 6, NAVASOTA, TX 77868  
CONSULTING ENGINEER PAUL E. MALEK, P.E.  
P.E. LICENSE # 82860

**PECAN LAKES DRIVE**  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 778868

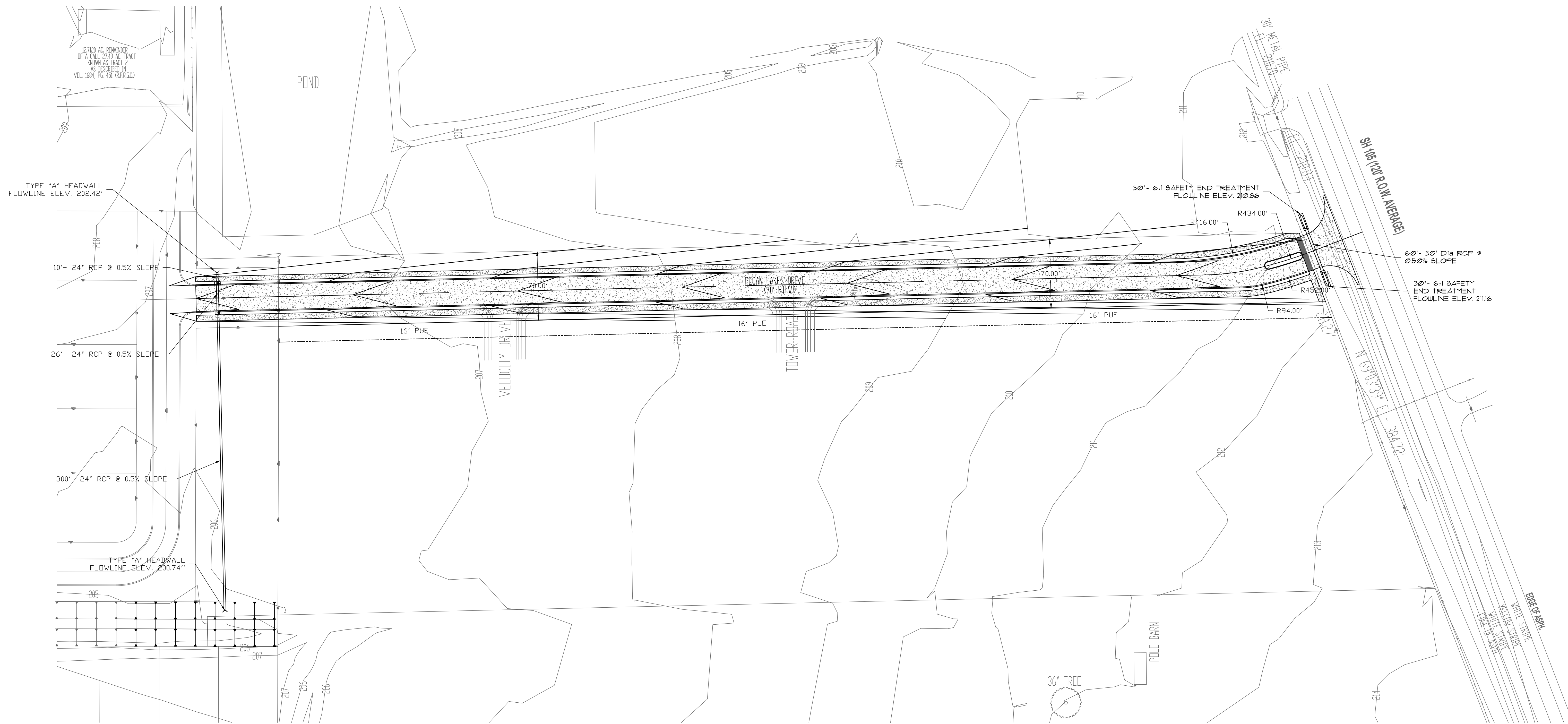
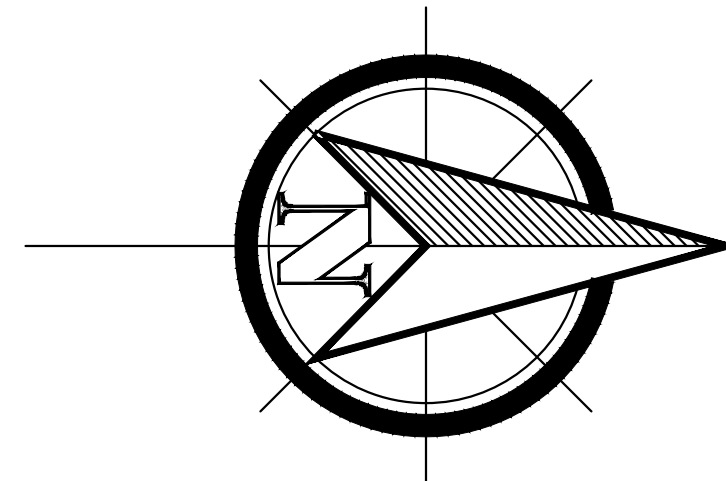
CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

**MBG MANAGEMENT**

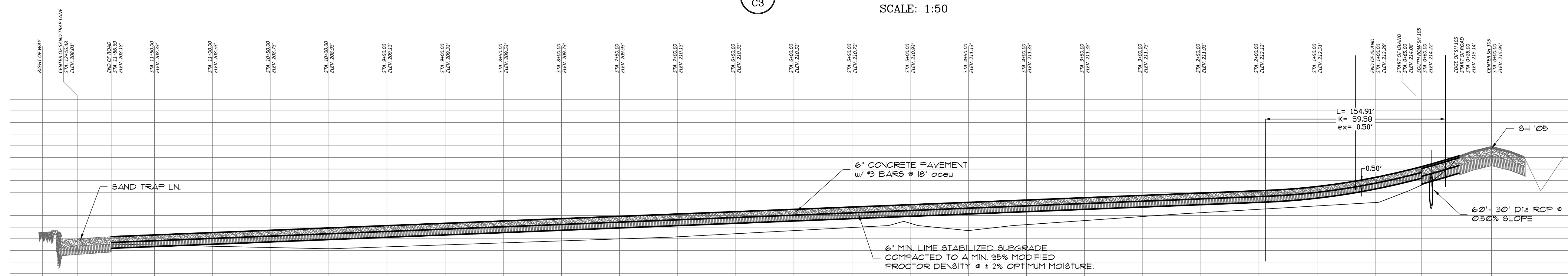
7884 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

APPROVED:

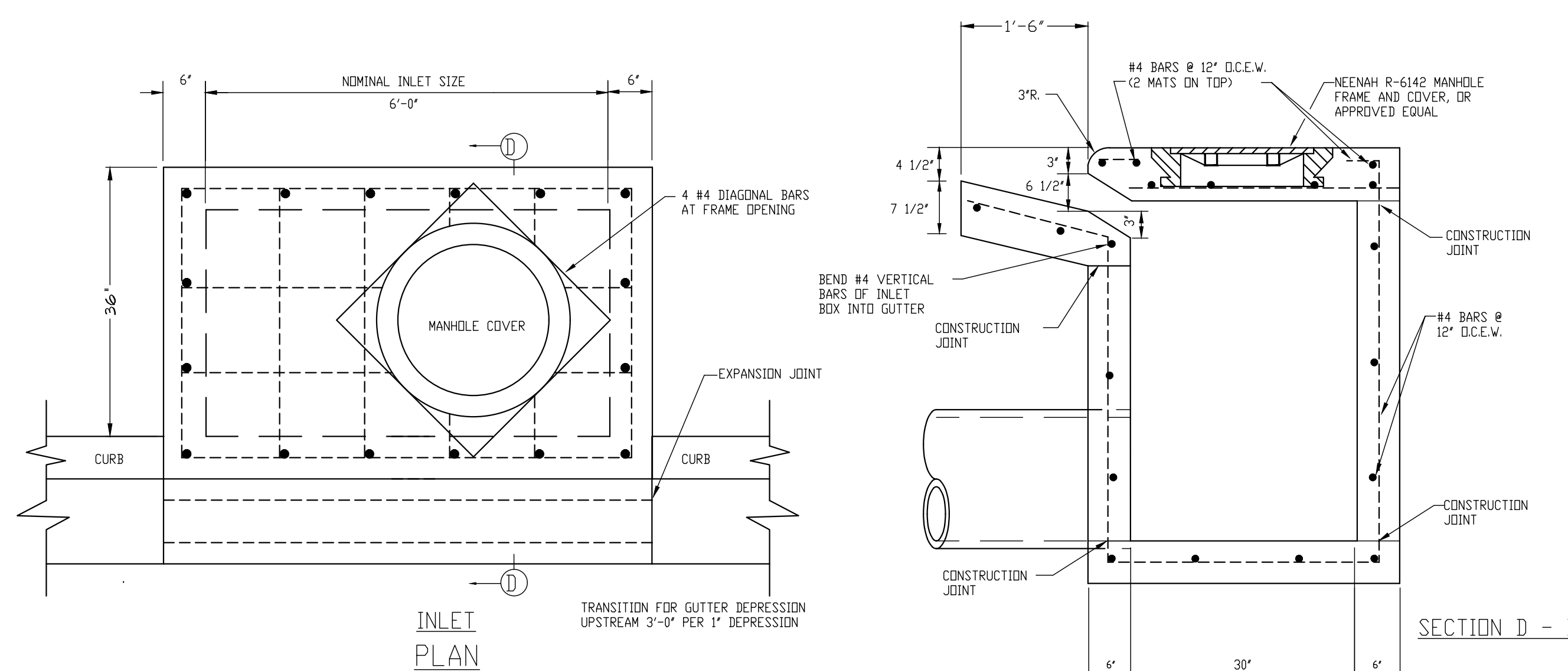
DRAWING NO.  
C2



**A**  
**C3** PROPOSED SITE GRADING PLAN  
SCALE: 1:50

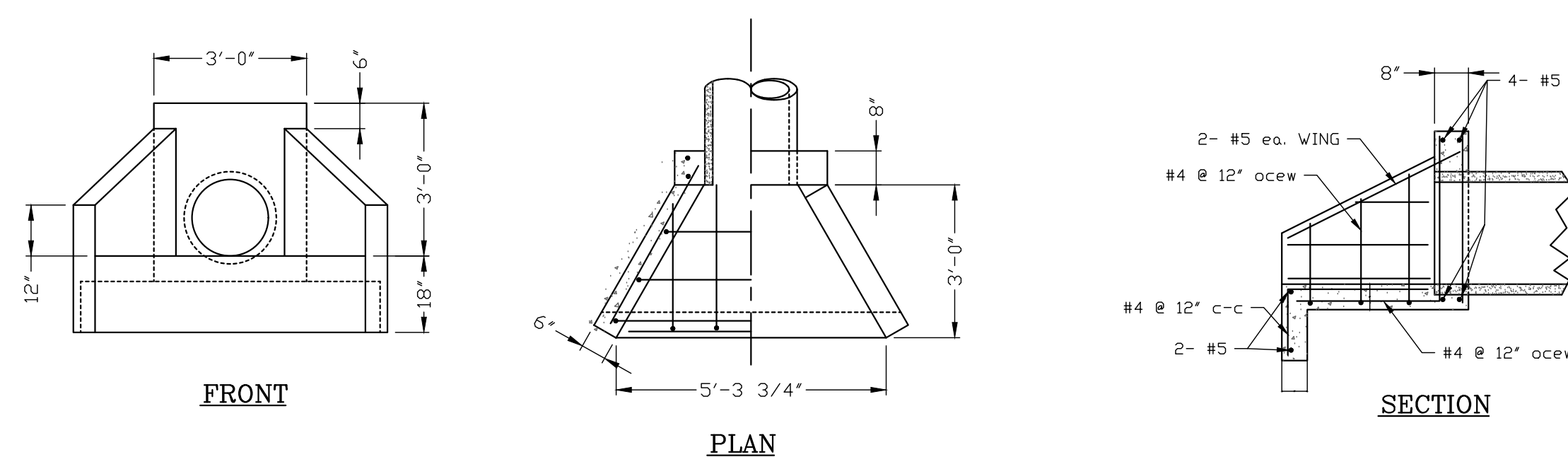


**B**  
**C3** PROPOSED SITE GRADING PROFILE  
SCALE: 1:50



STANDARD CURB INLET DETAIL

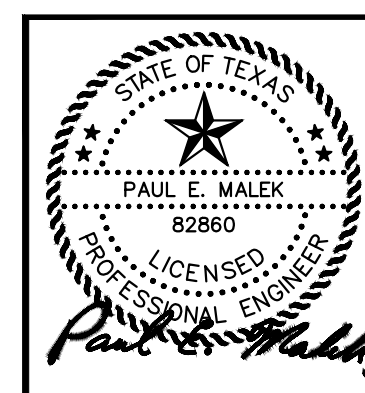
**C**  
**C3** CURB INLET DETAIL  
NTS



**D**  
**C3** HEADWALL DETAIL  
NTS

- Site Grading Plan Notes
- The Contractor shall complete all site grading activities (cut and fill) to the lines and grades shown by this plan. On site material used for fill shall be free of organic matter. The contractor shall proof roll the site before commencing construction.
  - The Contractor shall provide grade staking for construction.
  - The following specific instructions for grading activities are noted.
    - The total area of site to be disturbed by cut/fill work shall have existing vegetation and topsoil removed and stored on-site for later use in providing final cover.
    - In fill areas where there are no structural requirements, the exposed subgrade shall be scarified and recompacted to a minimum of ninety percent (90%) Standard Proctor dry density at a moisture content within two percent (2%) of theoretical optimum. Subsequent fill lifts shall be in layers not exceeding six (6) inches in depth using the same compaction criteria. Final grade shall be achieved using salvaged topsoil for cover.
    - In fill areas where there are facility or vehicular structural requirements and the fill does not exceed three (3) feet in depth, the exposed subgrade shall be scarified and recompacted to a minimum of ninety-five percent (95%) of Standard Proctor dry density at a moisture content within two percent (2%) of theoretical optimum. Structural fill (as noted in A. above) shall then be built-up in lifts not exceeding six (6) inches using the compaction criteria previously stated in this section. The finish grade shall be that required to found the overlying structure.
    - In fill areas where there are facility or vehicular structural requirements and the fill exceeds three (3) feet in depth, the exposed subgrade shall be scarified and recompacted to a minimum of ninety-five percent (95%) of the maximum dry density as obtained by Modified Proctor Procedures (ASTM D-1557) at a moisture within two percent (2%) of theoretical optimum. Structural fill (as noted in c. above) shall then be built-up in lifts not exceeding six (6) inches using the same compaction criteria. The final grade shall be that required to found the overlying structure.
  - In-place field density testing will be provided for each lift at a rate of one (1) test per 5,000 square feet. The services and costs thereof for original density testing and proctor curves will be provided by the Owner. Any services required and related costs thereof for re-testing due to a failed original density test shall be provided by the Contractor.
  - Upon completion of final grade, the Contractor shall provide seeding and fertilizing for all areas disturbed or altered by construction activities. All related services and the costs thereof shall be included in the lump sum price.
  - The Contractor shall provide soil and silt erosion mitigation measures, including fabric or polyethylene barriers, hay bales, straw cover, sodding, temporary impounding, etc. as required by the TCEQ, to preserve the lines and grades shown by this plan. This requirement shall extend throughout the contract period.

THE SEAL APPEARING IN THIS DOCUMENT WAS AUTHORIZED BY PAUL E. MALEK, P.E. 888669 ON SEPTEMBER 16, 2022.



THIS PLAN WAS PREPARED UNDER THE SUPERVISION OF  
**MBG MANAGEMENT**  
FIRM NO. P-789  
7984 HWY. 6, NAVASOTA, TX 77868  
CONSULTING ENGINEER PAUL E. MALEK, P.E.  
P.E. LICENSE # 88869

**PECAN LAKES DRIVE**  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 77868

CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

**MBG**  
MANAGEMENT

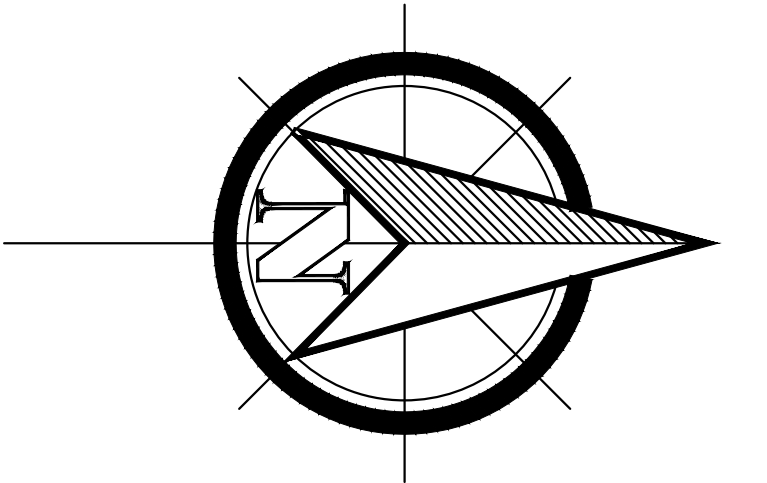
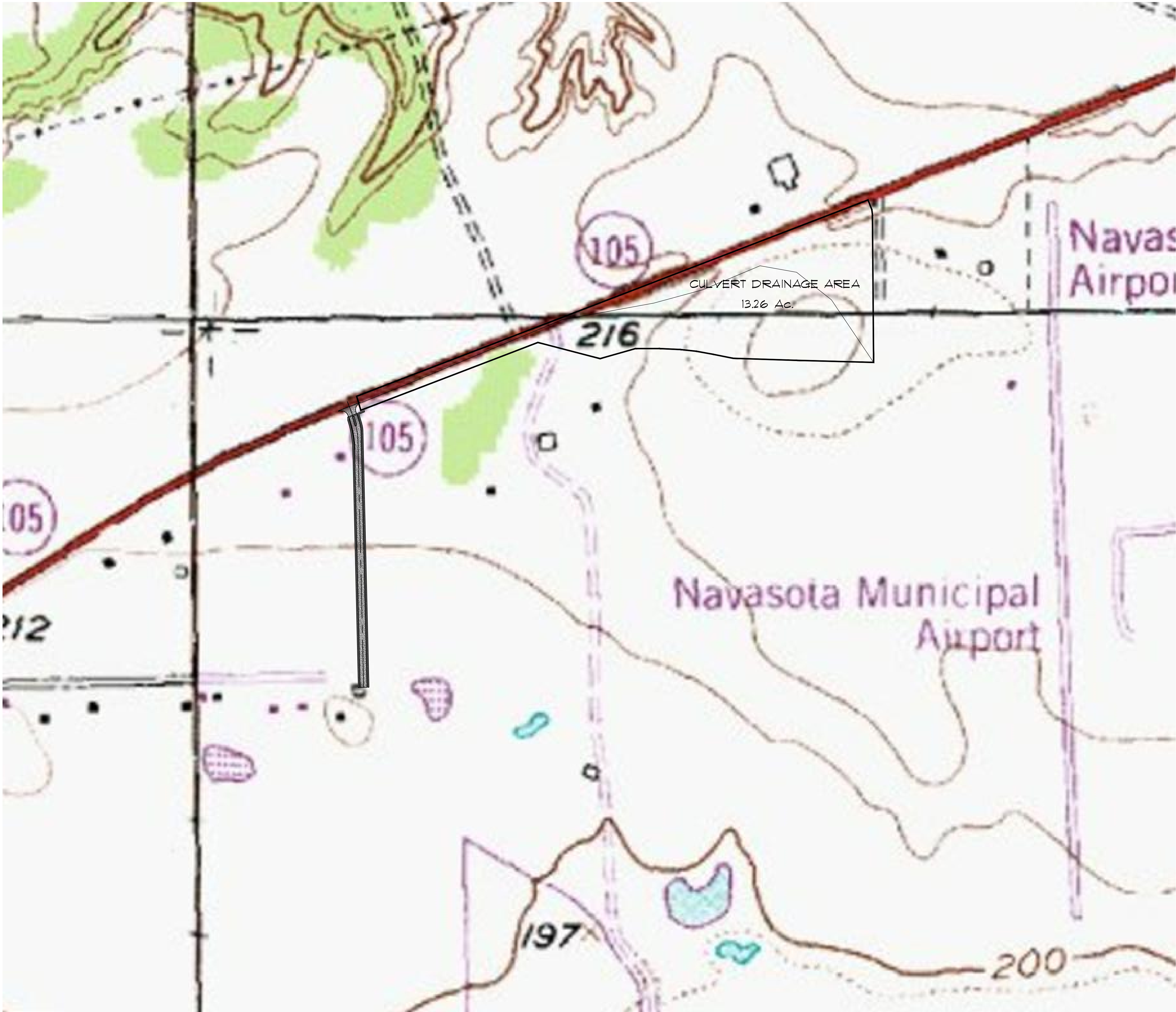
7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

PROPOSED SITE  
GRADING PLAN

APPROVED:  
DRAWING NO.  
**C3**

NO.	REVISIONS	DATE	BY	DRAFTING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SGH	PEM
				DATE	SEPT. 16, 2022
				SCALE	AS SHOWN





**Pecan Lakes Drive**  
**CITY OF NAVASOTA, GRIMES COUNTY, TEXAS**  
**REFERENCE: TxDOT BRIDGE DIVISION HYDRAULIC MANUAL**

STORM EVENT:	B	D	E	I (in/hr)
2 YR STORM	68	8.0	0.808	4.77
5 YR STORM	75	8.3	0.784	5.64
10 YR STORM	81	8.3	0.76	6.60
25 YR STORM	87	8.3	0.744	7.47
50 YR STORM	95	8.3	0.742	8.21
100 YR STORM	94	8.0	0.721	8.78

**Culvert @ SH 105**

TC, MIN	TYPE	TRAVEL		V, FPS (FIG 5)	TIME	
		LF	%		SEC	MIN
	PAVED AREA	150	4.0%	4.0	37.50	0.63
	GRASSED AREA	2400	3.5%	1.1	2,123.89	35.40
	ROOFS	47	2.0%	1.1	41.59	0.69

18.80

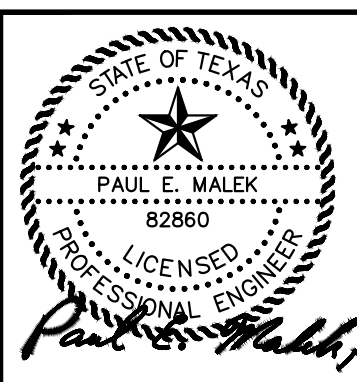
	TYPE	C (TBL5)	%	C
C, -	CONCRETE/ASHPHALT	0.95	14.5%	0.14
	LAWNS - LOESSIAL, 0-3%	0.25	74.0%	0.19
	ROOFS	0.95	11.4%	0.11
			100.0%	0.43

A, ACRES	TYPE	SF		ACRES
	CONCRETE/ASHPHALT	84,000		1.93
	LAWNS - LOESSIAL, 0-3%	427,700		9.82
	ROOFS	69,000		1.52
		577,700		13.26

Q2	cfs	27.32
Q5	cfs	32.32
Q10	cfs	37.78
Q25	cfs	42.78
Q50	cfs	47.02
Q100	cfs	50.27

**DRAINAGE AREA**  
SCALE: 1:200

THE SEAL APPEARING IN THIS DOCUMENT WAS AUTHORIZED BY PAUL E. MALEK, P.E. 82560 ON SEPTEMBER 16, 2022.



**PECAN LAKES DRIVE**  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 77868

CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

**MANAGEMENT**

7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

**DRAINAGE PLAN**

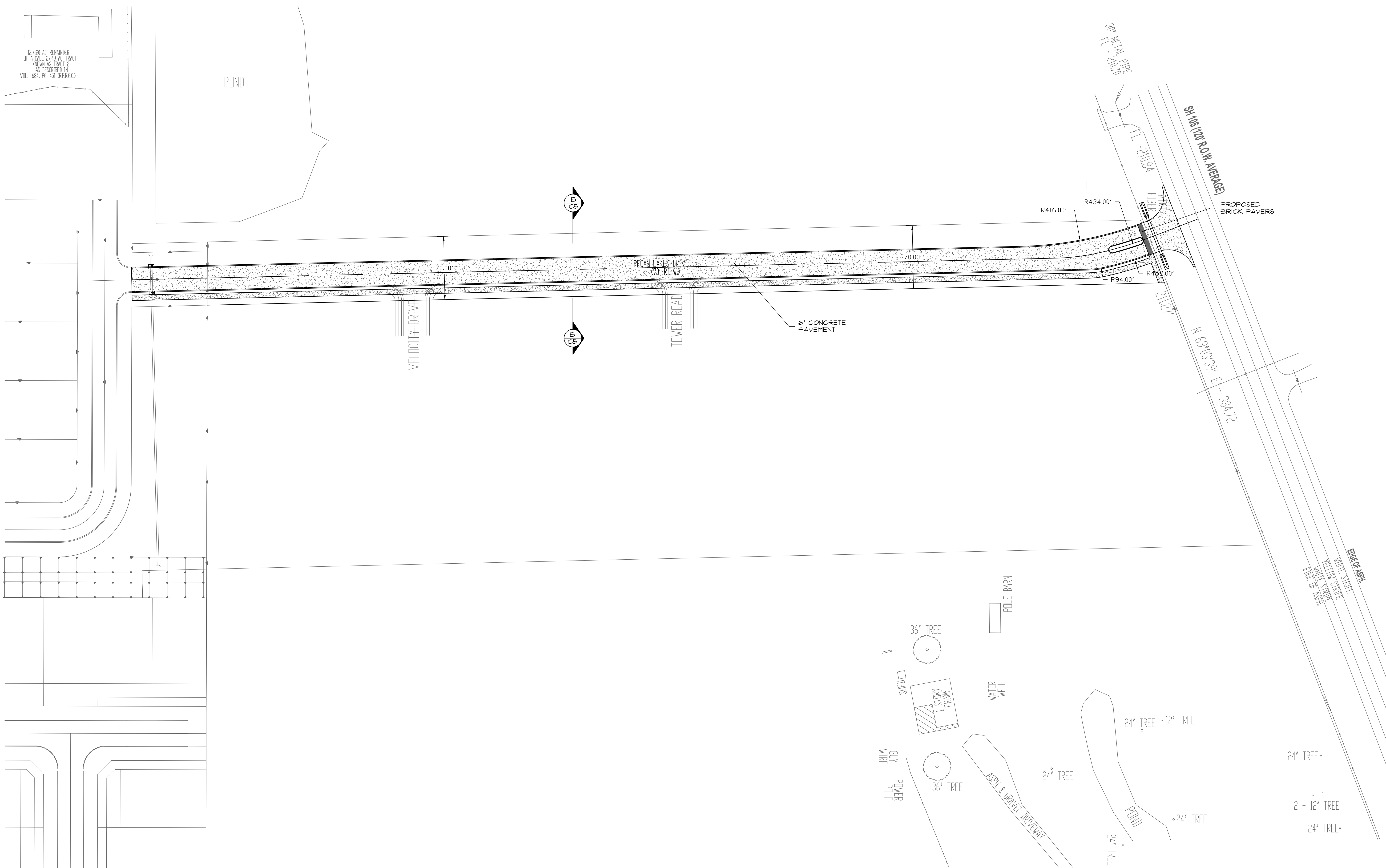
APPROVED:

DRAWING NO.

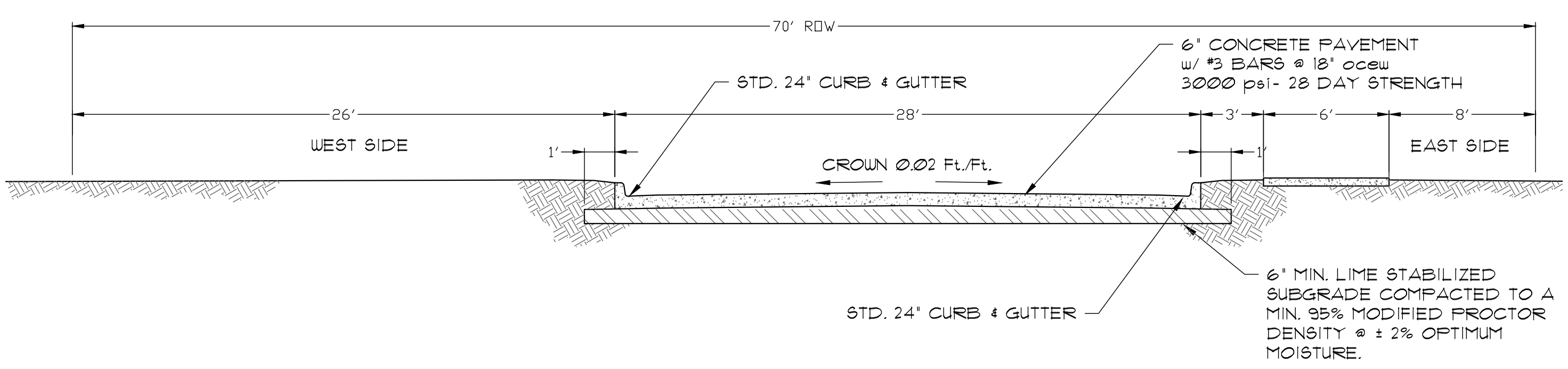
C4

NO.	REVISIONS	DATE	BY	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	PEM

THIS PLAN WAS PREPARED UNDER THE SUPERVISION OF  
**MANAGEMENT**  
FIRM NO. P-789  
7984 HWY 6 NAVASOTA, TX 77868  
CONSULTING ENGINEER PAUL MALEK, P.E.  
P.E. LICENSE # 82560

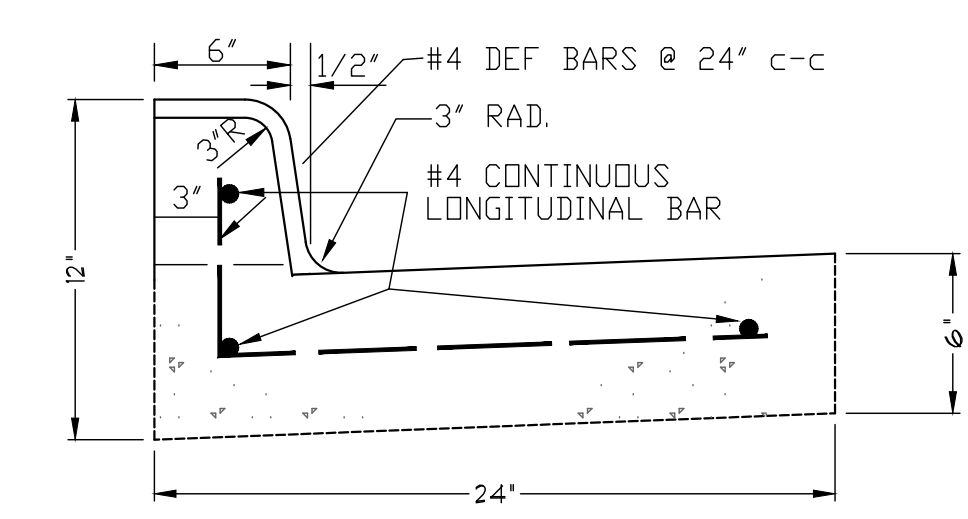


**A**  
C5  
**PROPOSED ROAD PLAN**  
SCALE: 1:50



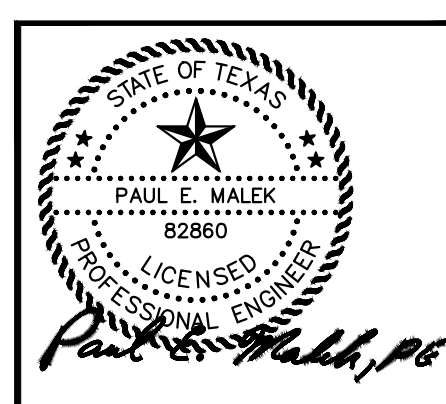
**B**  
C5  
**PROPOSED ROAD SECTION**  
NTS

**C**  
C5  
**MOUNTABLE CURB & GUTTER DETAIL**  
NTS



**D**  
C5  
**STANDARD CURB & GUTTER DETAIL**  
NTS

NO.	REVISIONS	DATE	BY	DRAFTING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SGH	PEM
				DATE	SEPT. 16, 2022
				SCALE	AS SHOWN



THESE PLANS WERE PREPARED UNDER THE SUPERVISION OF  
**ABC MANAGEMENT**  
FIRM NO. P-780  
7884 HWY. 6, NAVASOTA, TX 77868  
CONSULTING ENGINEER PAUL E. MALEK, P.E.  
P.E. LICENSE # 82860

**PECAN LAKES DRIVE**  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 77868

CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

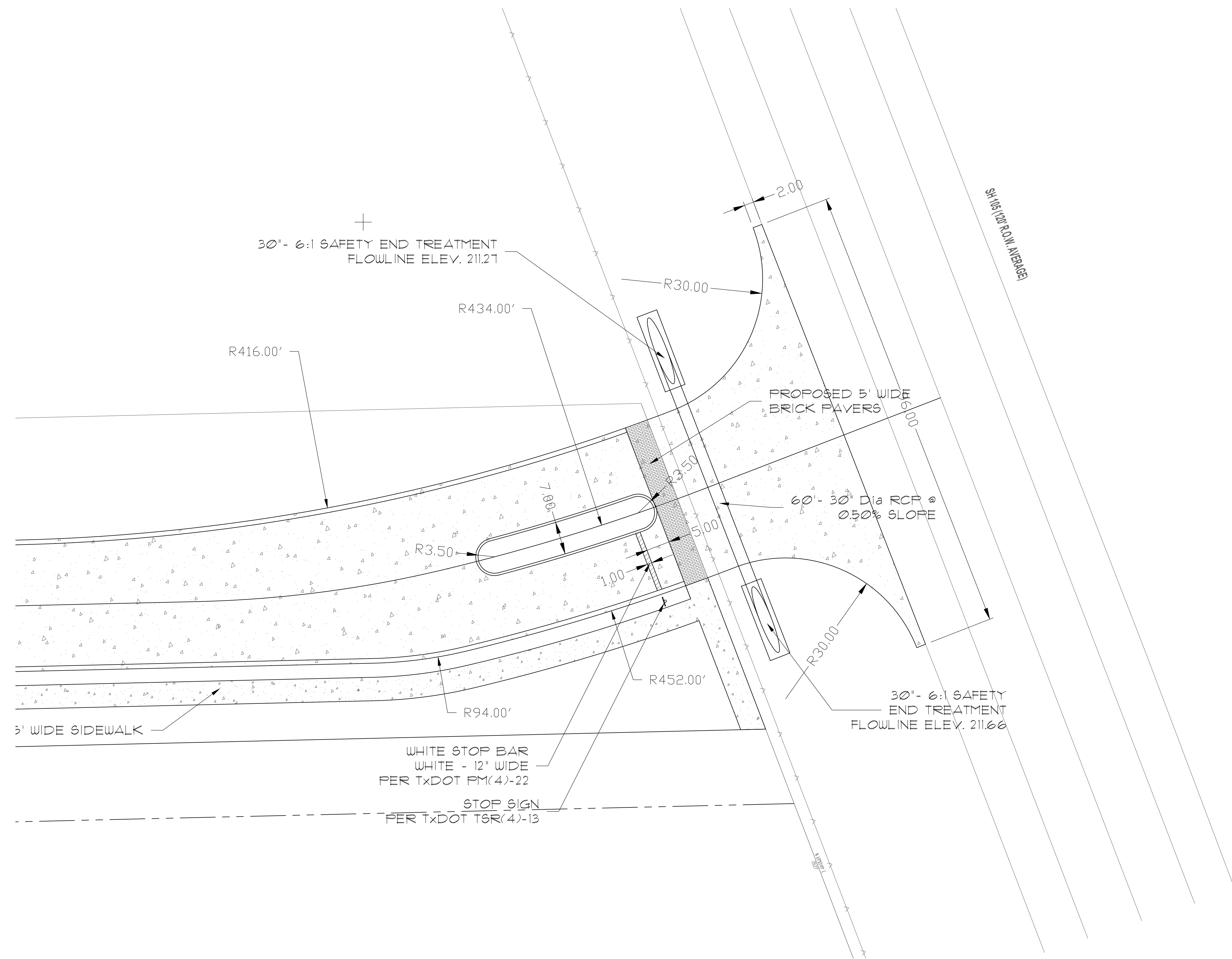
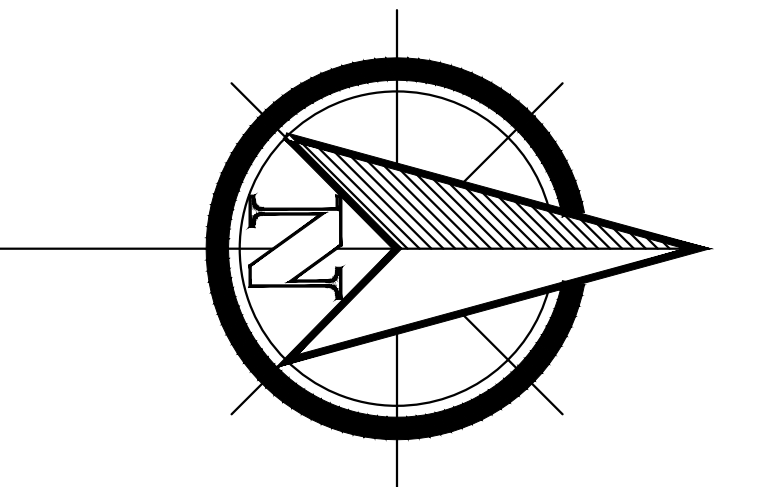
**ABC MANAGEMENT**

7884 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

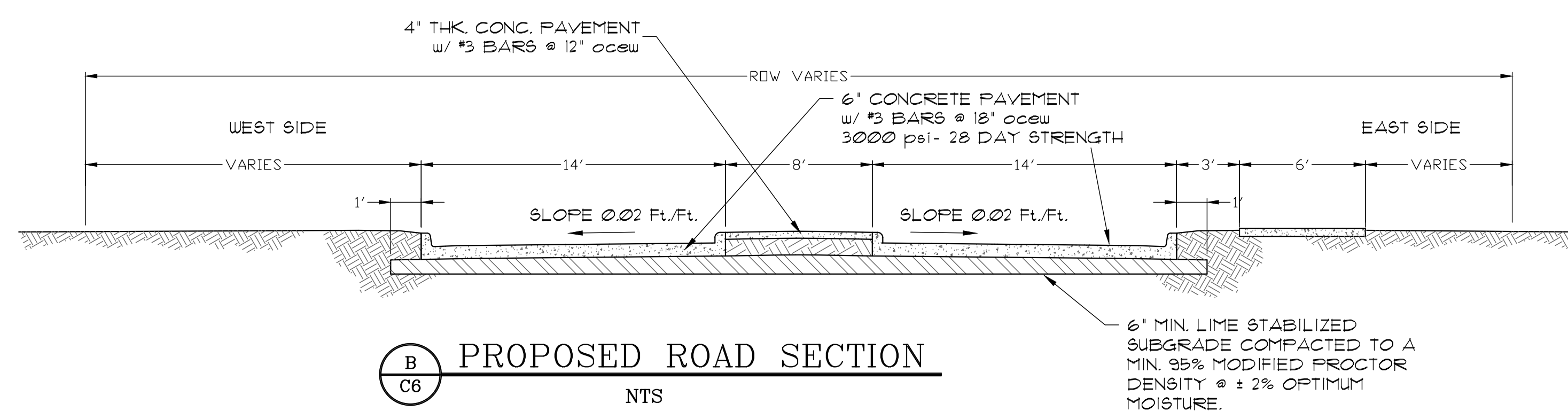
APPROVED:

DRAWING NO.  
**C5**





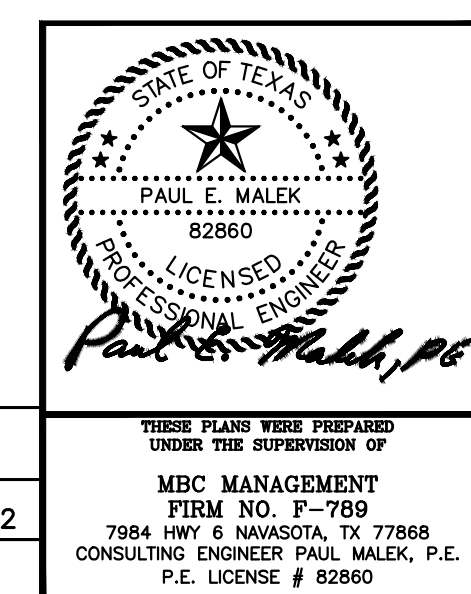
**PROPOSED ROAD PLAN**  
SCALE: 1:10



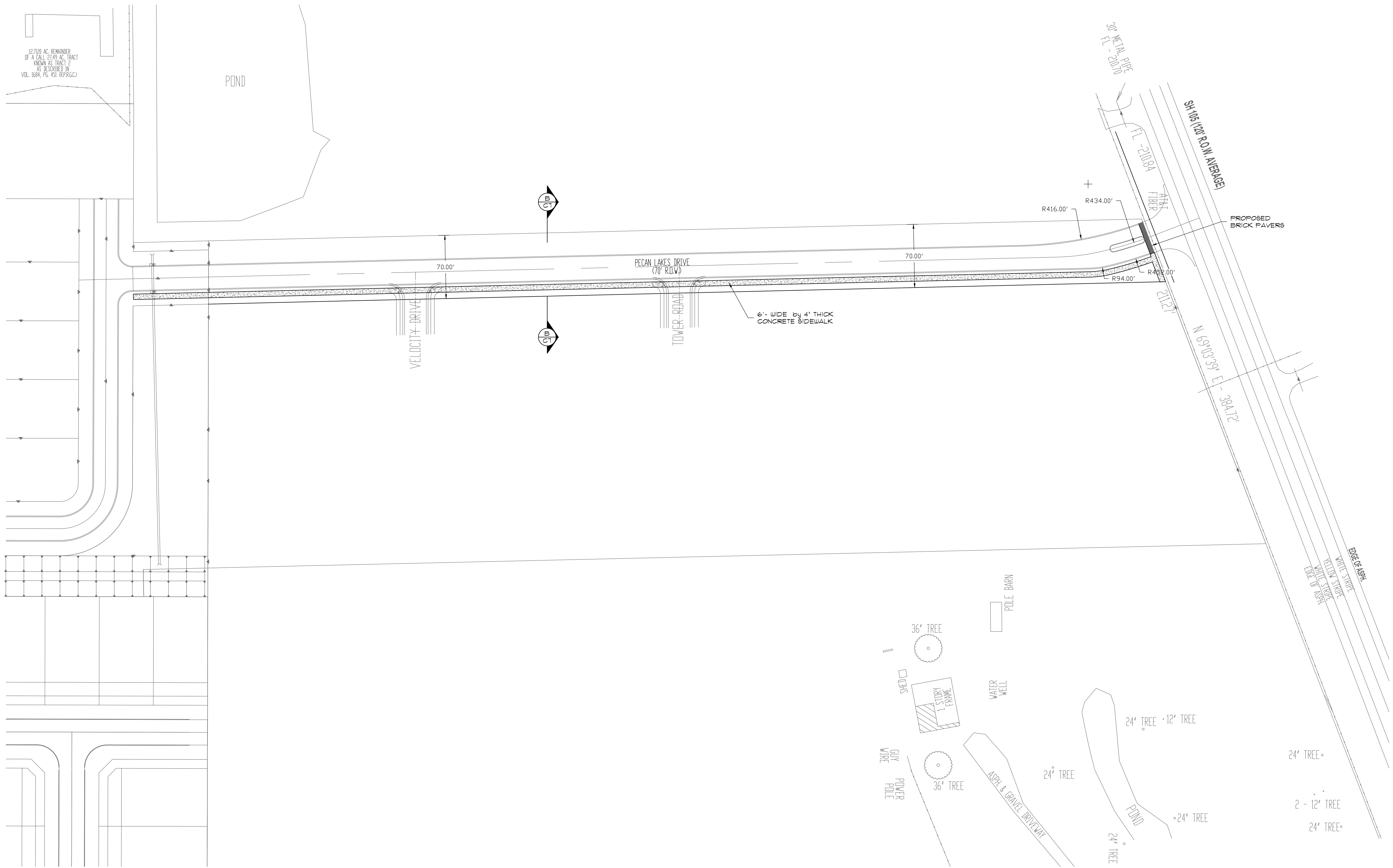
**PROPOSED ROAD SECTION**  
NTS

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY PAUL E. MALEK, P.E. 82860 ON SEPTEMBER 16, 2022.

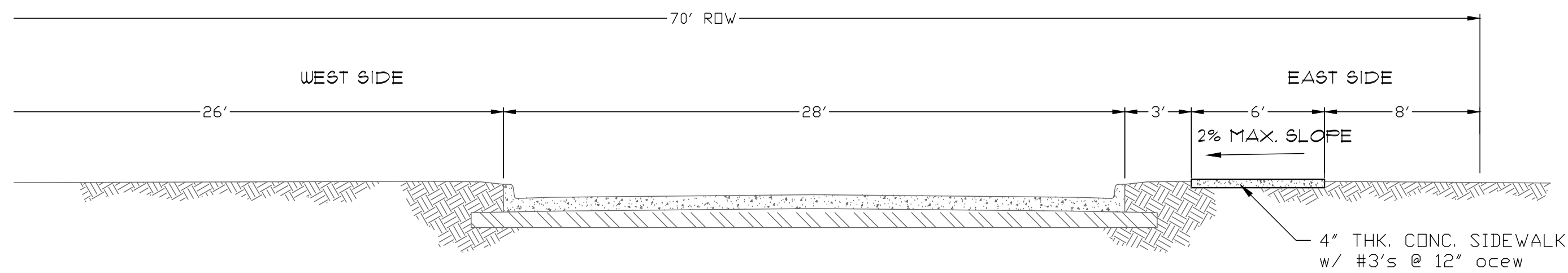
NO.	REVISIONS	DATE	BY	DRAFTING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SGH	PEM
				DATE	SEPT. 16, 2022
				SCALE	AS SHOWN



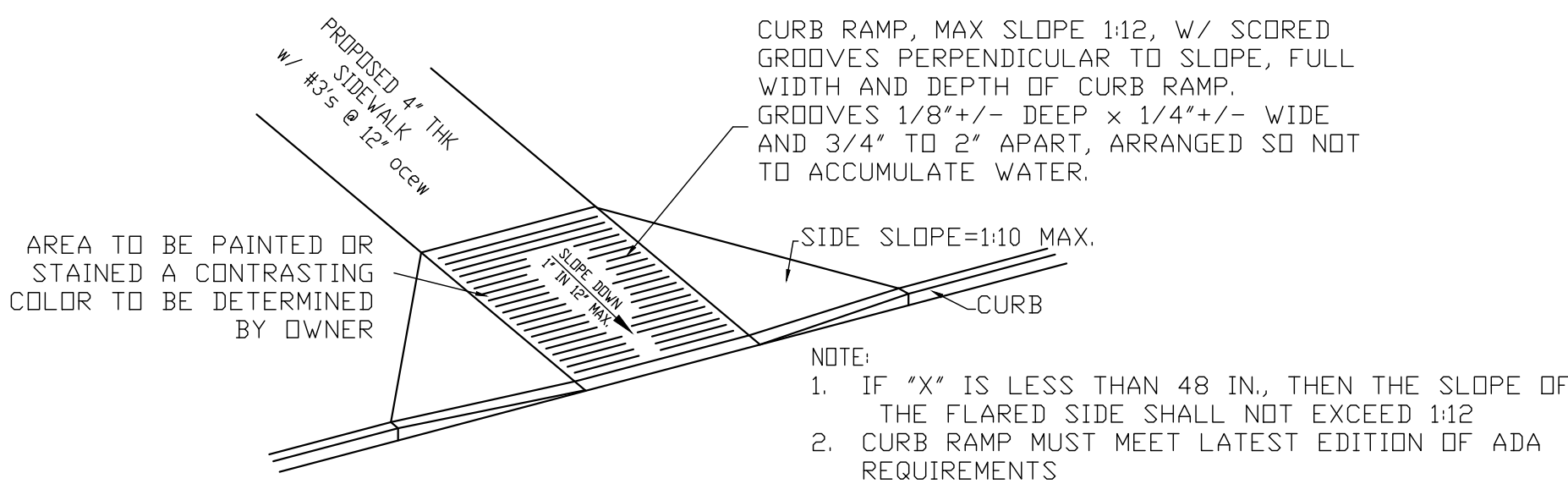
<b>PECAN LAKES DRIVE</b> Pecan Lakes Estate- Jim Hassell Navasota, Texas 77868	
CONSTRUCTION MANAGEMENT AND DESIGN SERVICES	
<b>MANAGEMENT</b>	7984 HWY. 6 NAVASOTA, TX 77868 Ph. (936) 825-1603 Fax (936) 825-1624
<b>PROPOSED INTERSECTION PLAN</b>	
APPROVED:	DRAWING NO. C6



**PROPOSED SIDEWALK PLAN**  
SCALE: 1:40

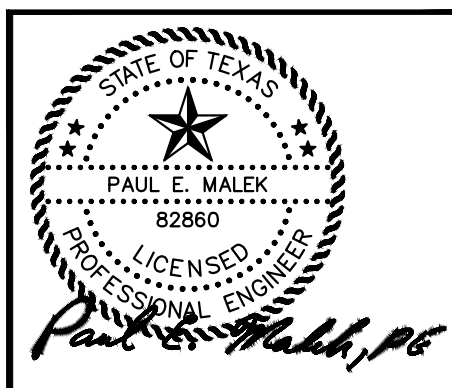


**PROPOSED SIDEWALK SECTION**  
NTS



**PROPOSED ADA RAMP AT CURBS**  
NTS

NO.	REVISIONS	DATE	BY	DRAFTING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SGH	PEM
				DATE	SEPT. 16, 2022
				SCALE	AS SHOWN



**PECAN LAKES DRIVE**  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 77886

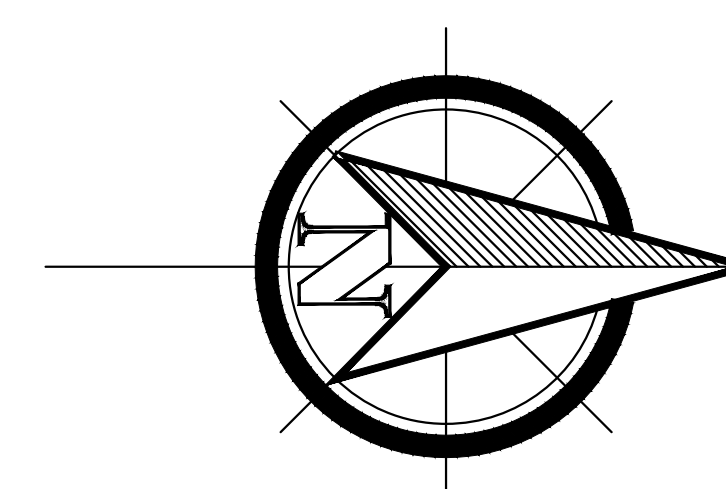
CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

**ABC**  
MANAGEMENT

7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

APPROVED:  
**PROPOSED SIDEWALK PLAN**

DRAWING NO.  
C7



SCALE: 1:40

ANCHOR BOLT SCHEDULE			
SIZE	LENGTH	HOOK	THREAD
1 1/8"	30"	4"	4"

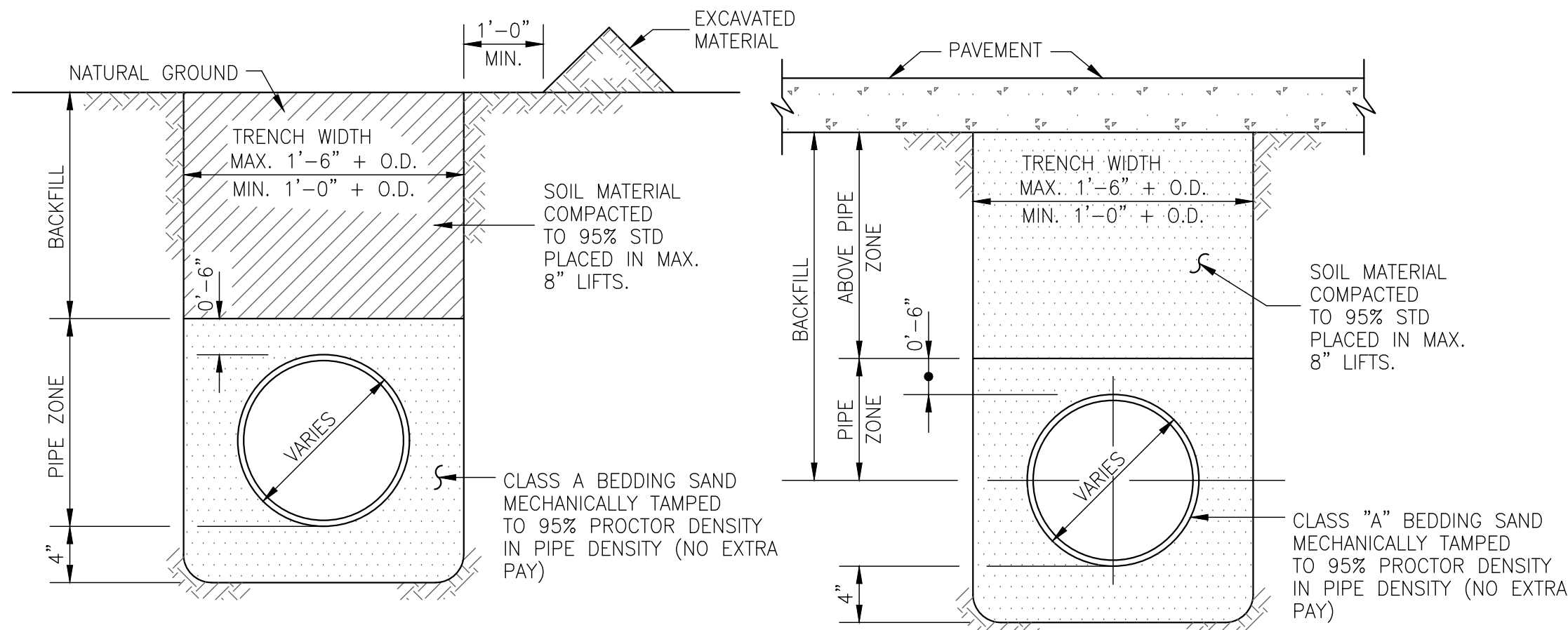
NTS

<p align="center"><b>PECAN LAKES DRIVE</b>  <i>Pecan Lakes Estate- Jim Hassell</i>  <i>Navasota, Texas 77868</i></p>	
<p align="center"><b>CONSTRUCTION MANAGEMENT AND DESIGN SERVICES</b></p>	
<p align="center"><b>MBC</b>  <hr/> <b>MANAGEMENT</b></p>	<p>7984 HWY. 6          NAVASOTA, TX 77868          Ph. (936) 825-1603          Fax (936) 825-1624</p>
<p align="center"><b>PROPOSED          LIGHT POLE PLAN</b></p>	
<p align="right"><b>APPROVED:</b></p>	
<p align="right"><b>DRAWING NO.</b>          C8</p>	



<p align="center"><b>PECAN LAKES DRIVE</b>  <i>Pecan Lakes Estate - Jim Hassell</i>  <b>Navasota, Texas 77868</b></p>	
<p align="center"><b>CONSTRUCTION MANAGEMENT AND DESIGN SERVICES</b></p>	
<p align="center"><b>MBC</b>  <b>MANAGEMENT</b></p>	<p align="center">7984 HWY. 6          NAVASOTA, TX 77868          Ph. (936) 825-1603          Fax (936) 825-1624</p>
<p align="center"><b>PROPOSED SITE          WATER PLAN</b></p>	<p align="center">APPROVED: _____          _____          DRAINING NO. <b>C9</b></p>





CLASS "A" STANDARD BEDDING

CLASS "A"-A"

**A** PIPE BEDDING DETAIL  
SCALE: NONE

USE FOR STORM SEWERS UNDER EXISTING OR FUTURE PAVEMENT, STREETS, OR DRIVEWAYS

#### TRENCHING

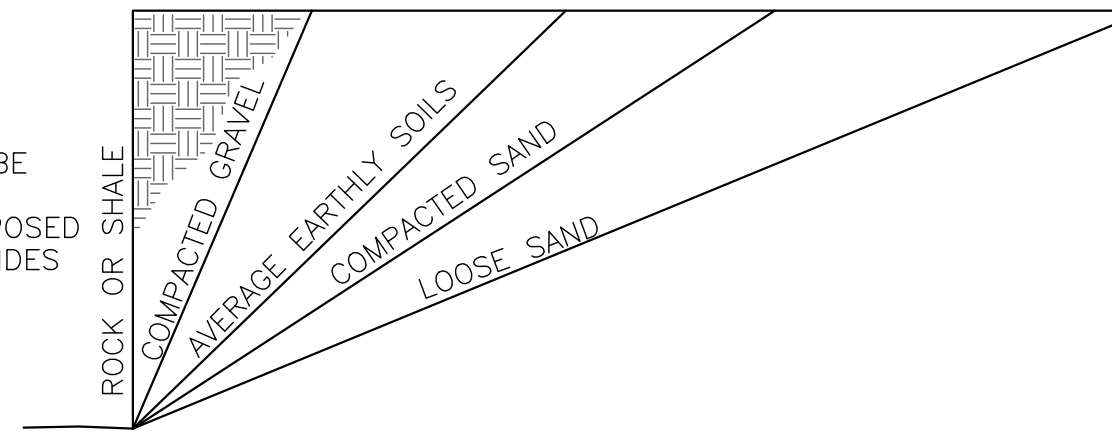
TRENCHING OVER FIVE (5) FEET IN DEPTH SHALL COMPLY WITH APPLICABLE LOCAL ORDINANCES AND OSHA SAFETY STANDARDS FOR CONSTRUCTION PROJECTS.

IF GROUND WATER IS ENCOUNTERED THE ENGINEER SHALL BE NOTIFIED FOR A DETERMINATION OF HOW TO PROCEED.

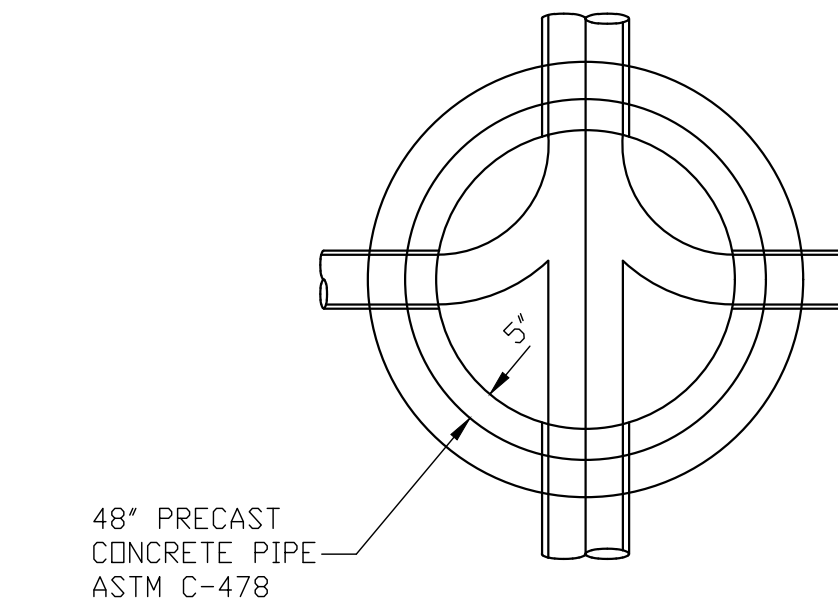
METAL OR WOOD SHEET PILING, ADEQUATELY BRACED, SHALL BE PROVIDED FOR TRENCHING IN NON-HOMOGENEOUS SOILS.

CONTRACTOR SHALL SUBMIT A DESCRIPTION OF HIS/HER PROPOSED METHOD OF SHORING. PILING MAY BE OMITTED IF TRENCH SIDES ARE SLOPED IN ACCORDANCE WITH THE FOLLOWING TABLE.

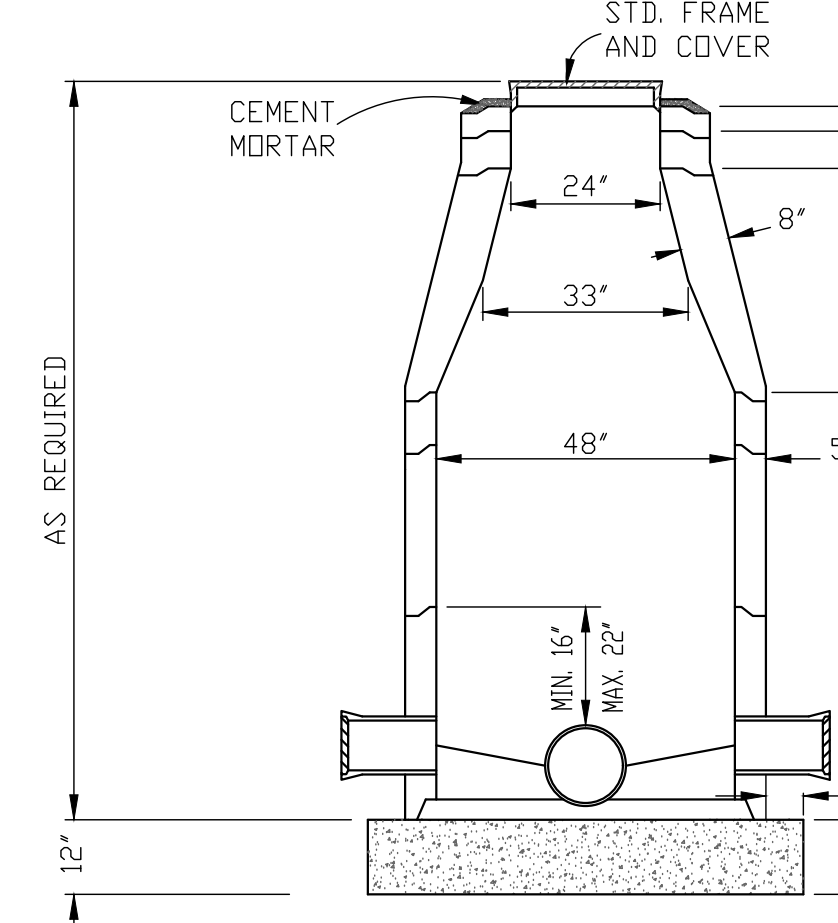
SOIL TYPE	HORIZONTAL/VERTICAL CUT
ROCK OR SHALE	NO SLOPE REQUIRED
COMPACTED GRAVEL	1 : 2
AVERAGE EARTHLY SOILS	1 : 1
COMPACTED SAND	1-1/2 : 1
LOOSE SAND	2 : 1



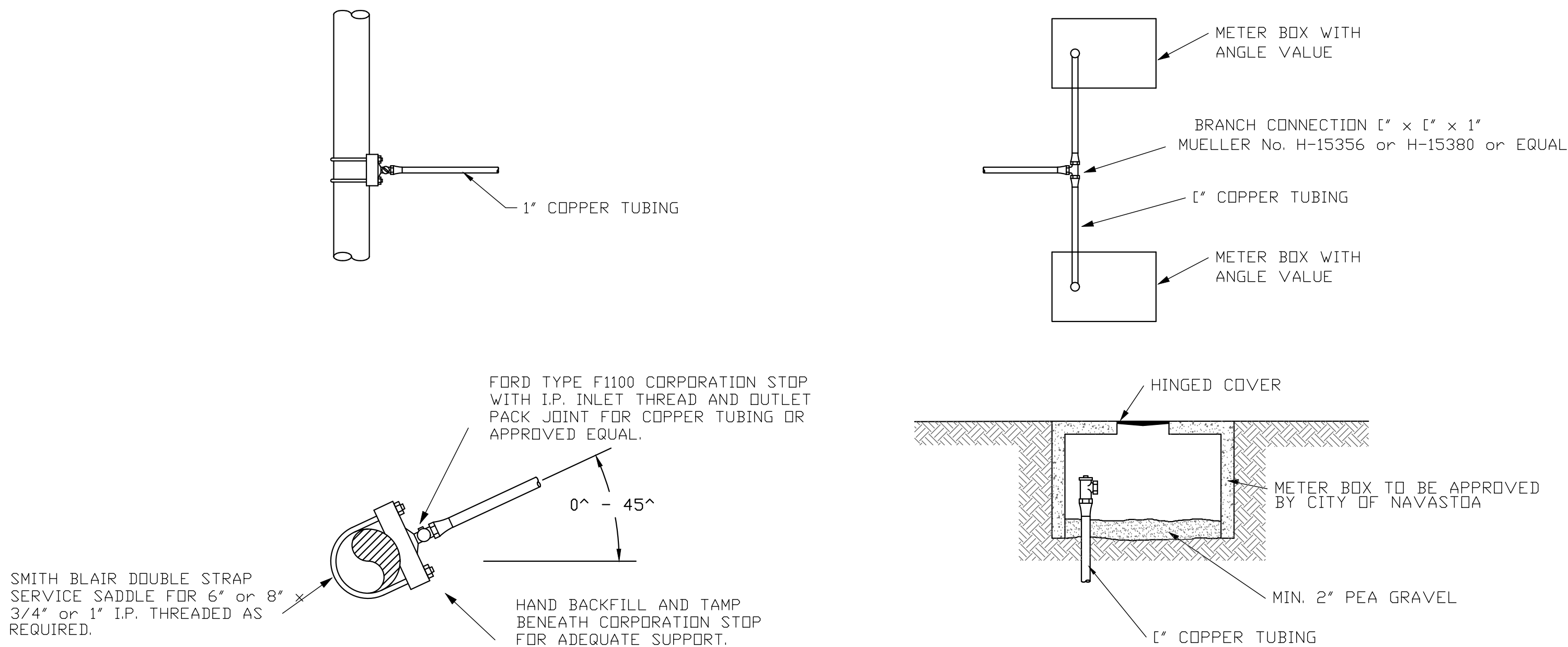
**B** TRENCH SAFETY DETAILS  
SCALE: NONE



48" PRECAST CONCRETE PIPE  
ASTM C-478



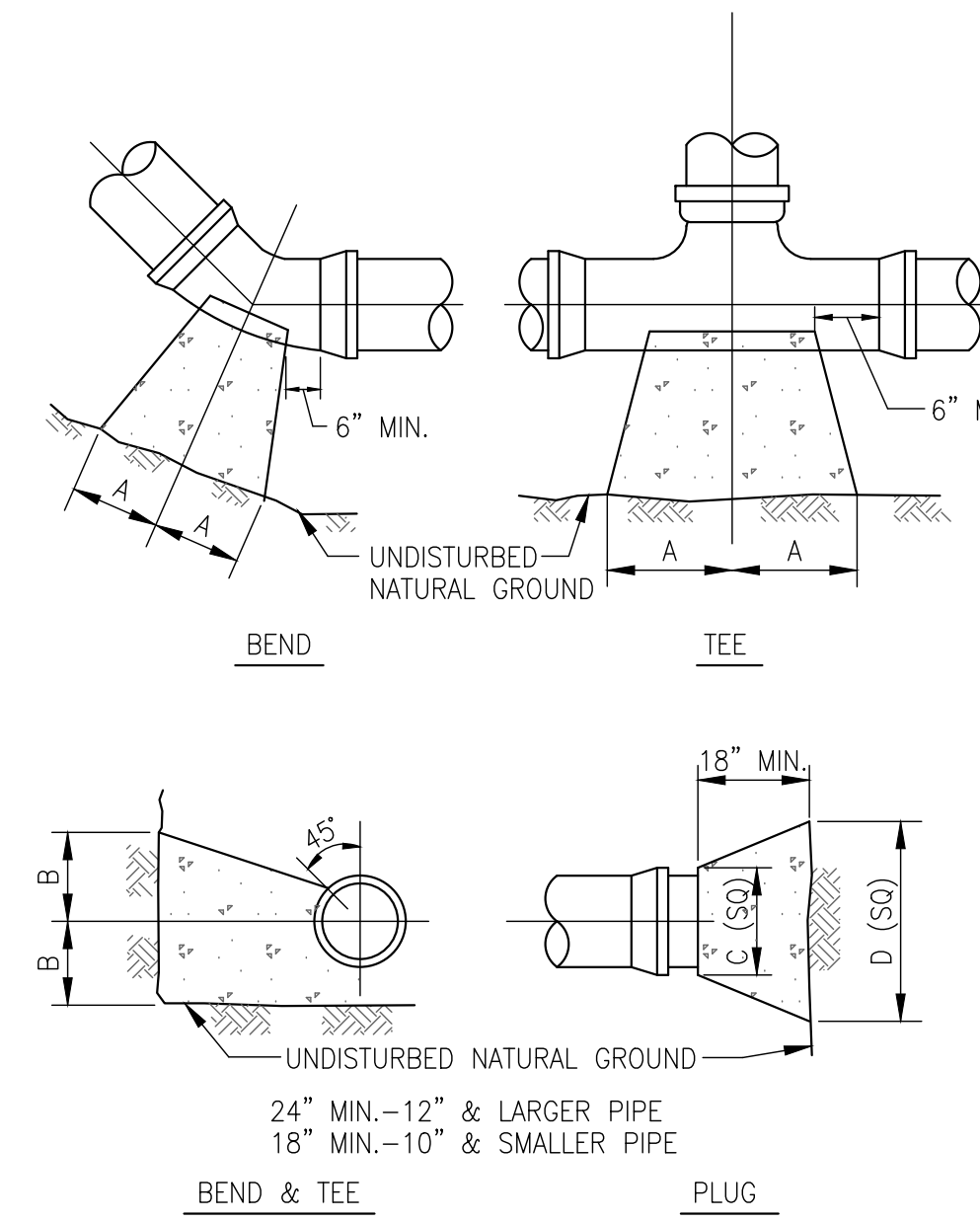
**C** STANDARD MANHOLE  
SCALE: NONE



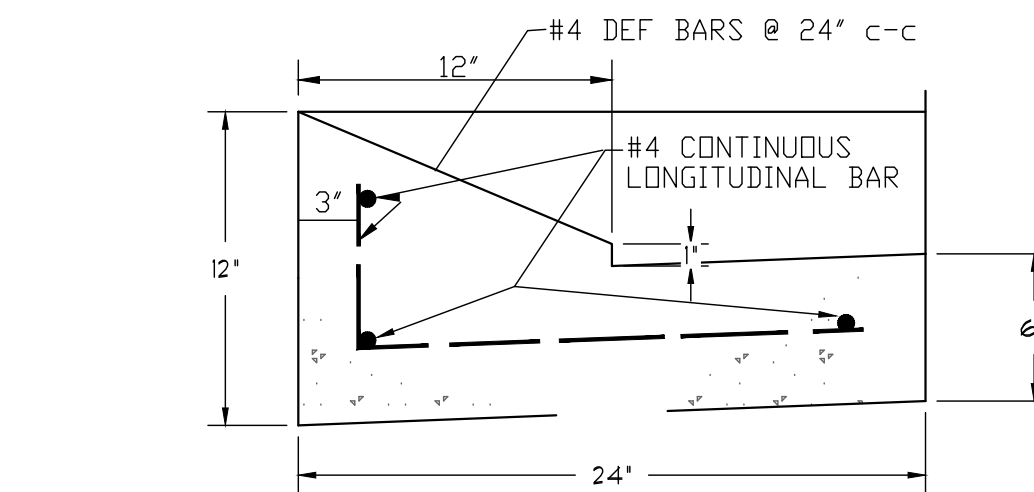
WATER TAP DETAIL

WATER METER DETAIL

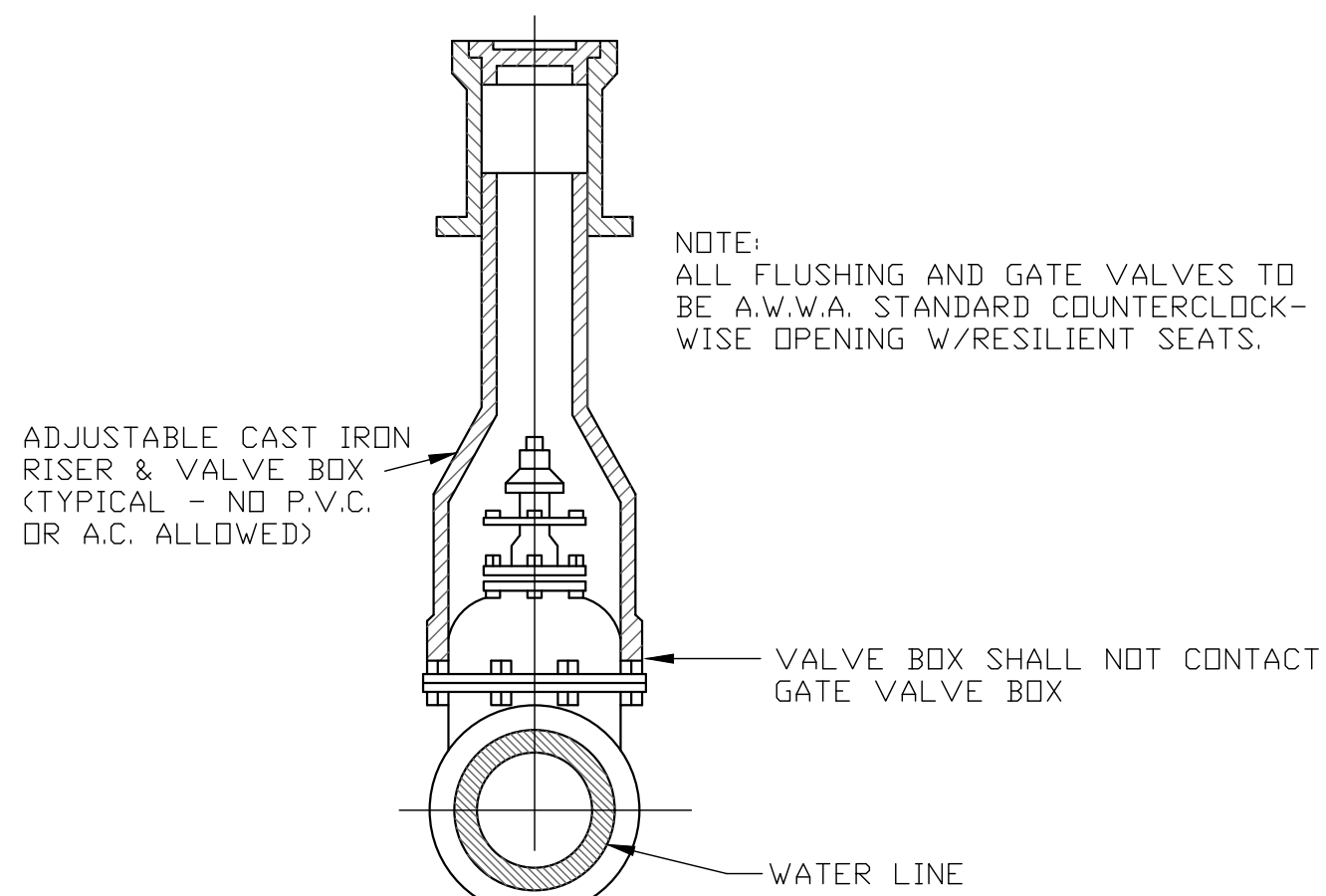
**D** WATER LINE DETAILS  
SCALE: NONE



**E** THRUST BLOCK DETAIL  
SCALE: NONE

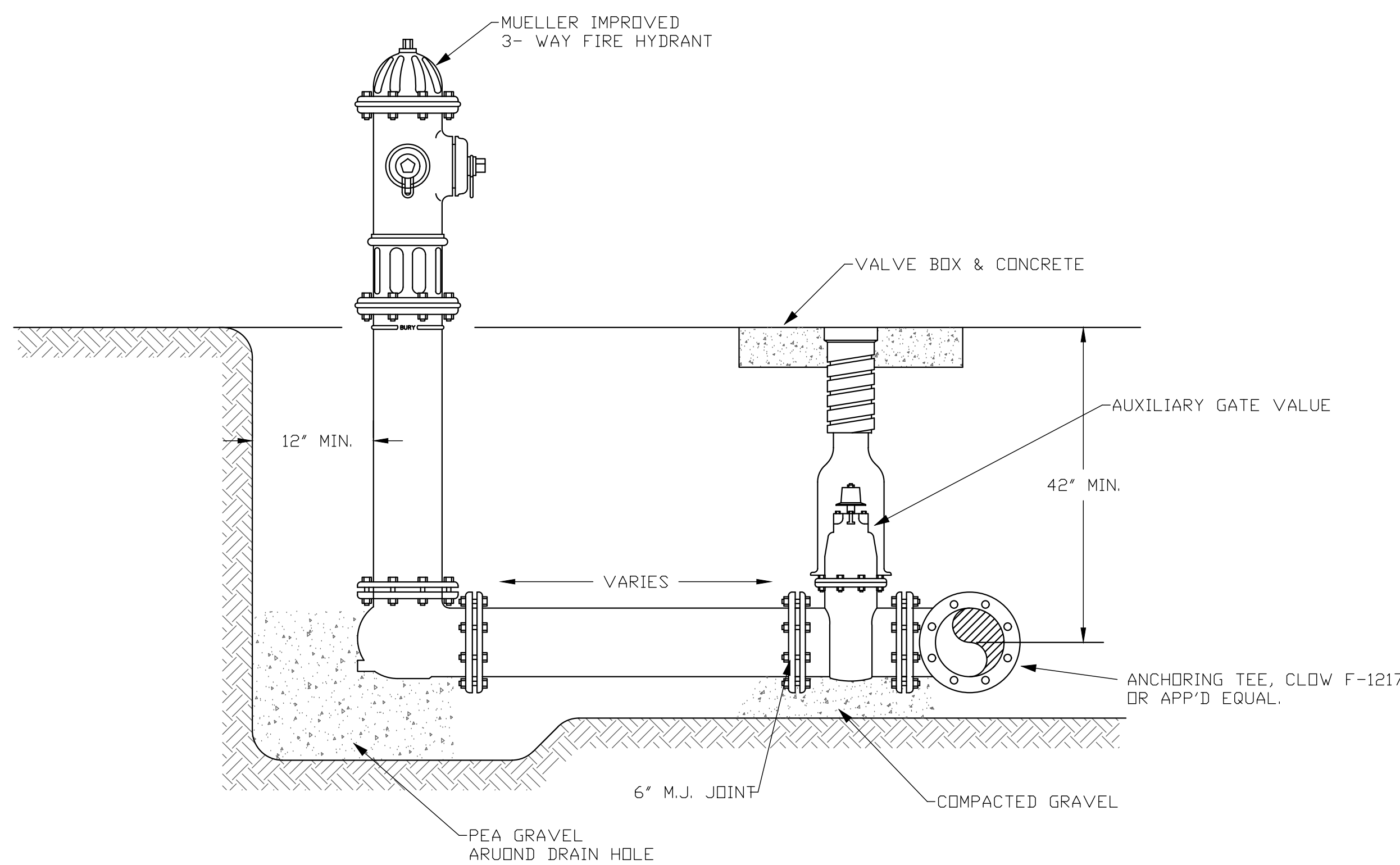


**F** 6" STANDARD CURB  
SCALE: NONE

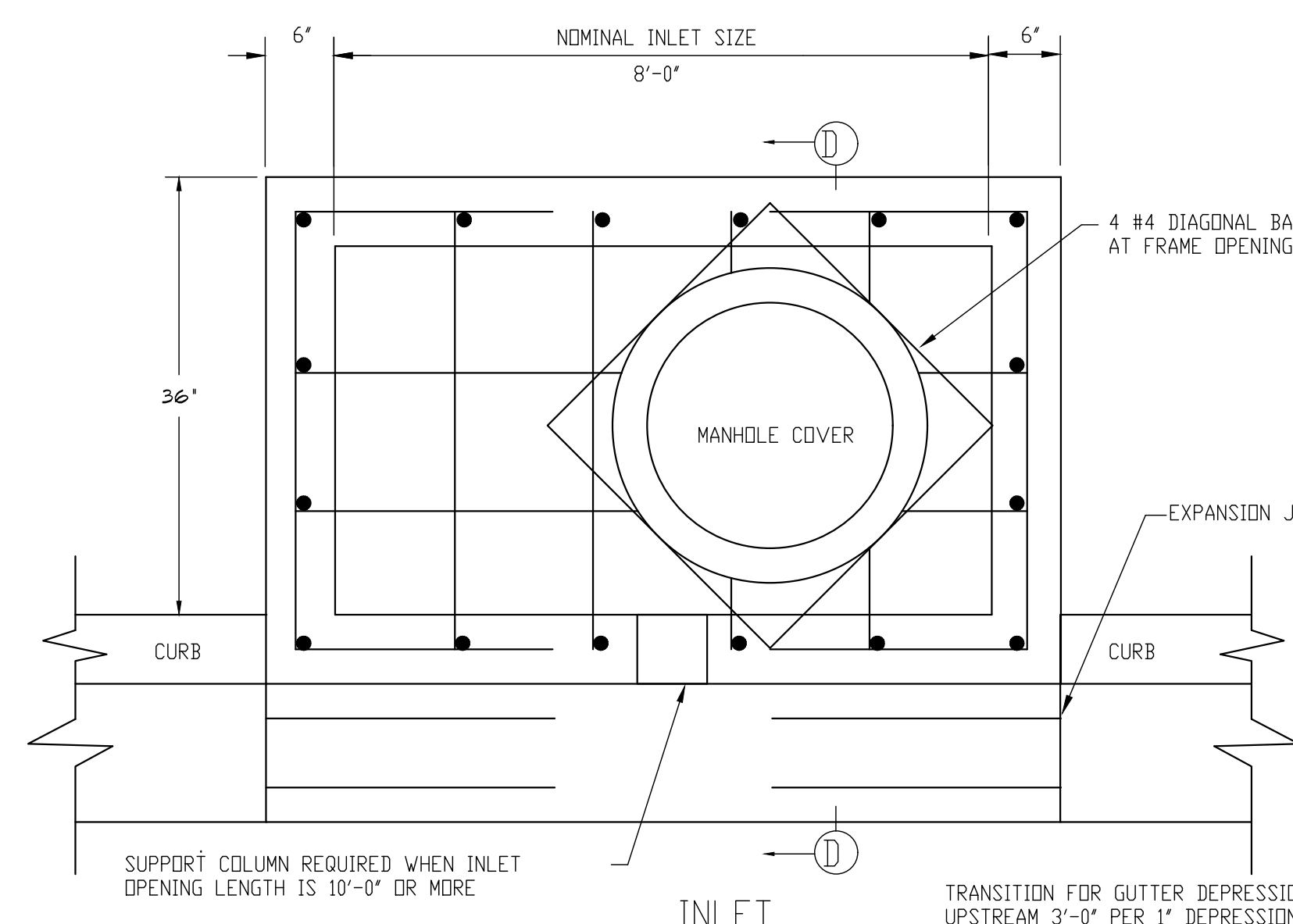


VALVE BOX INSTALLATION DETAIL

**G** VALVE BOX DETAIL  
SCALE: NONE

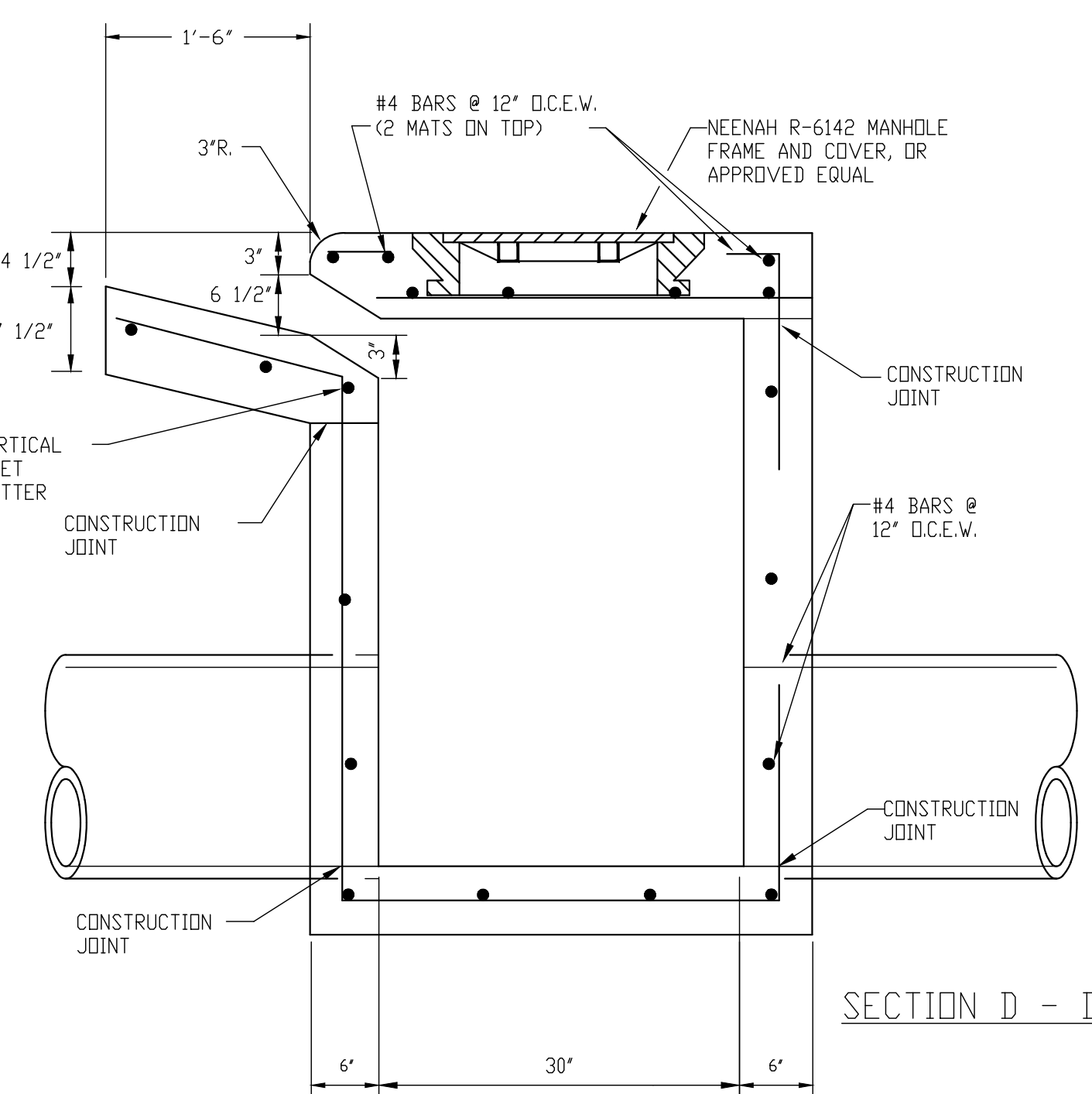


**H** FIRE HYDRANT DETAIL  
SCALE: NONE

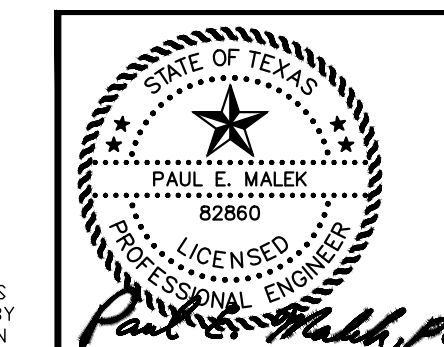


INLET PLAN

STANDARD CURB INLET DETAIL



SECTION D - D



**STAGE COACH ESTATES**  
Stanely W. Apostolo, Jr.  
7182 CR 179  
Richards, Texas 77873  
CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

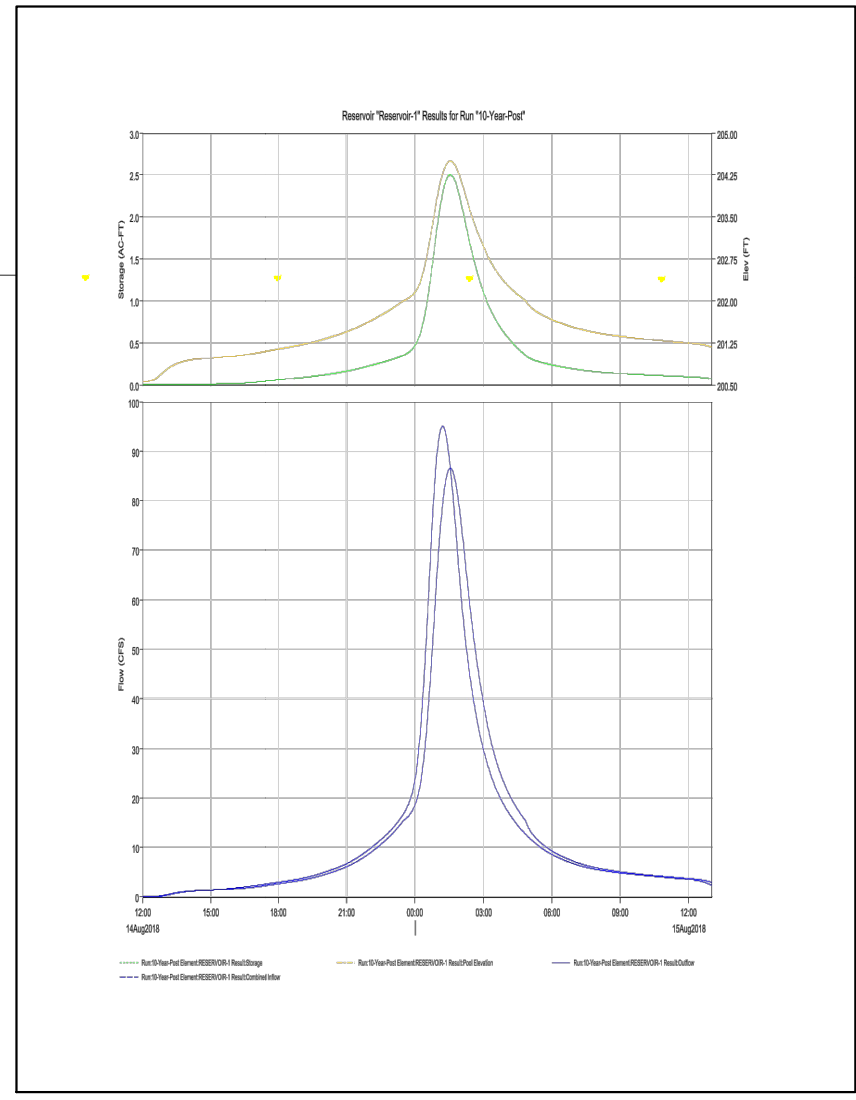
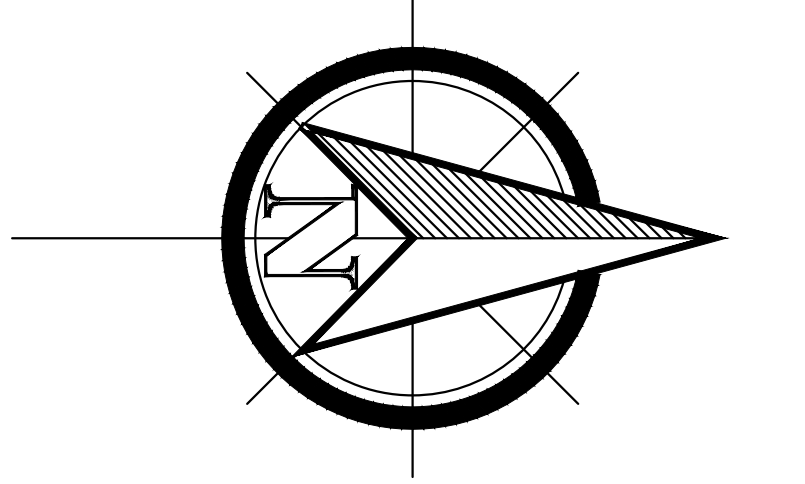
**MBC MANAGEMENT**  
7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

NO.	REVISIONS	DATE	BY	DESIGN	REVISION
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SCM	PEM

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY PAUL E. HULEK, P.E. 82860 ON SEPTEMBER 16, 2022.

PROPOSED SITE DETAILS

APPROVED:  
DRAWING NO. C10



A  
C11

# PROPOSED FUTURE LAYOUT PLAN

SCALE: 1:100

THE SEAL APPEARING IN THIS DOCUMENT WAS AUTHORIZED BY PAUL E. MALEK, P.E. 82560 ON SEPTEMBER 16, 2022.

NO.	REVISIONS	DATE	BY	DRAFTING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SGH	PEM
				DATE	SEPT. 16, 2022
				SCALE	AS SHOWN

STATE OF TEXAS  
PAUL E. MALEK, P.E.  
82560  
LICENSED PROFESSIONAL ENGINEER  
P.E. LICENSE # 82560

THIS PLAN WAS PREPARED UNDER THE SUPERVISION OF  
MBC MANAGEMENT  
FIRM NO. P-789  
7984 HWY. 6, NAVASOTA, TX 77868  
CONSULTING ENGINEER PAUL E. MALEK, P.E.  
P.E. LICENSE # 82560

PECAN LAKES DRIVE  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 77868

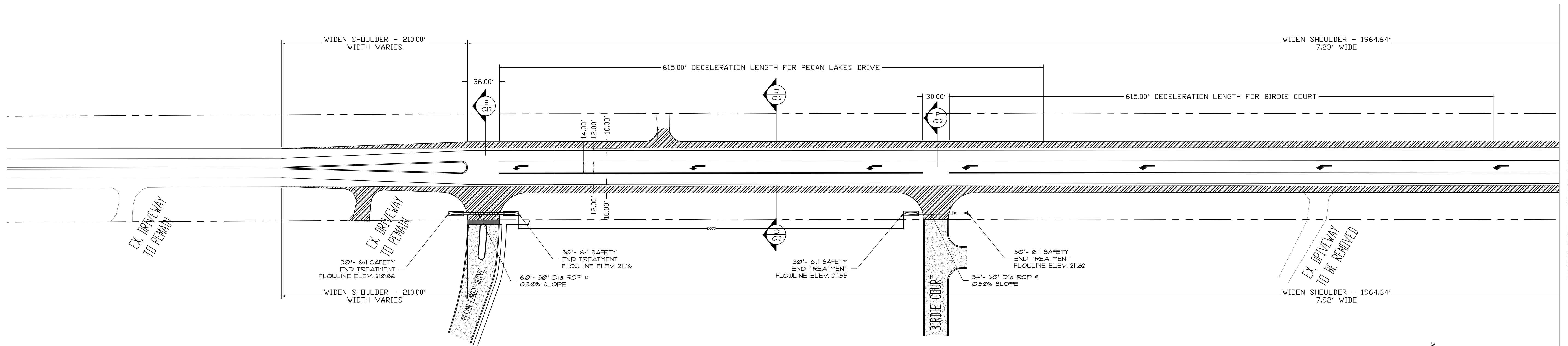
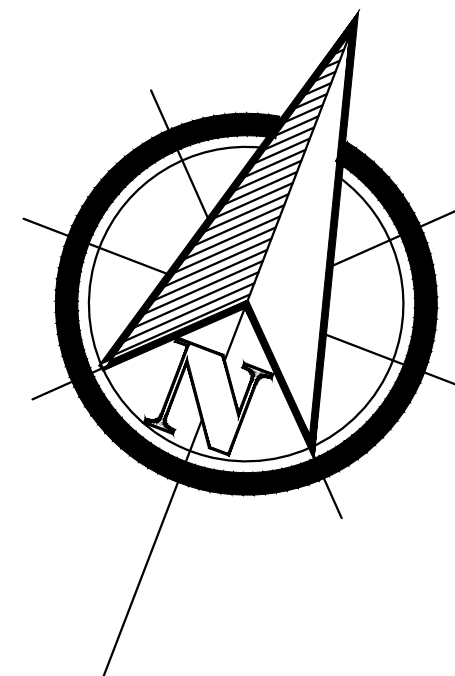
CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

**MBC**  
MANAGEMENT

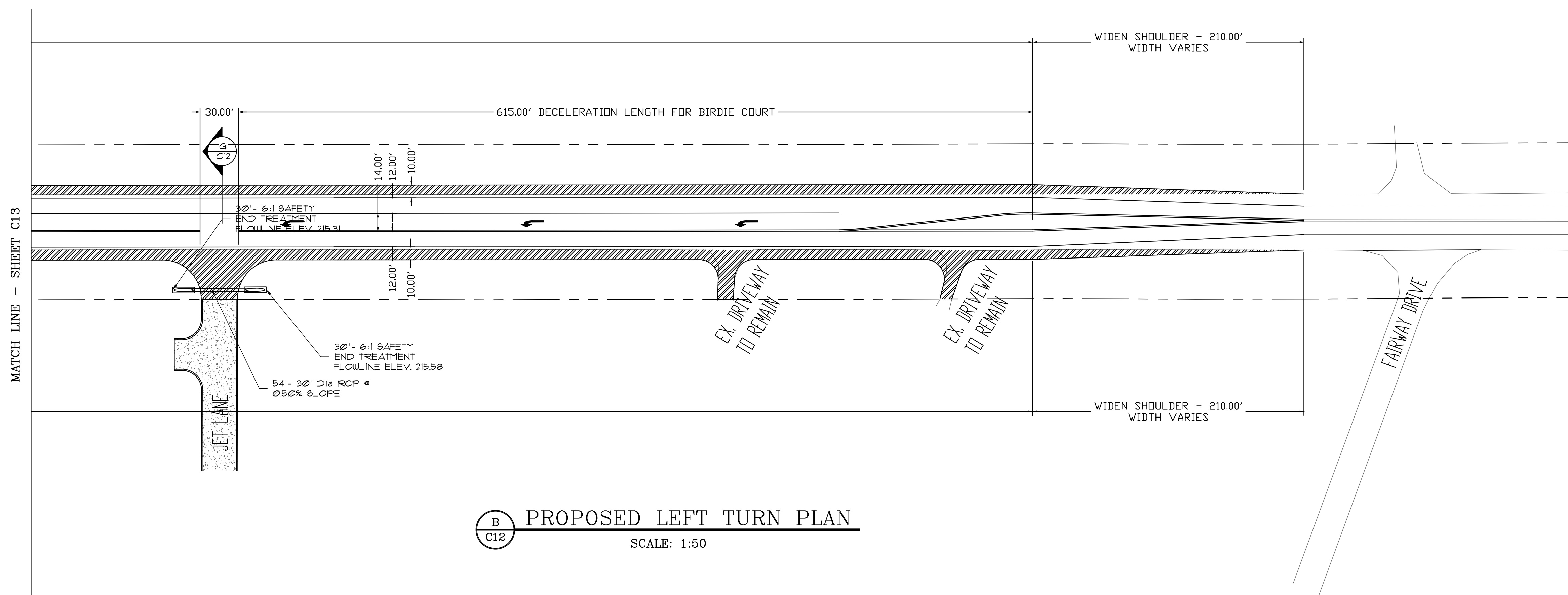
7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

APPROVED:  
DRAWING NO.  
C11

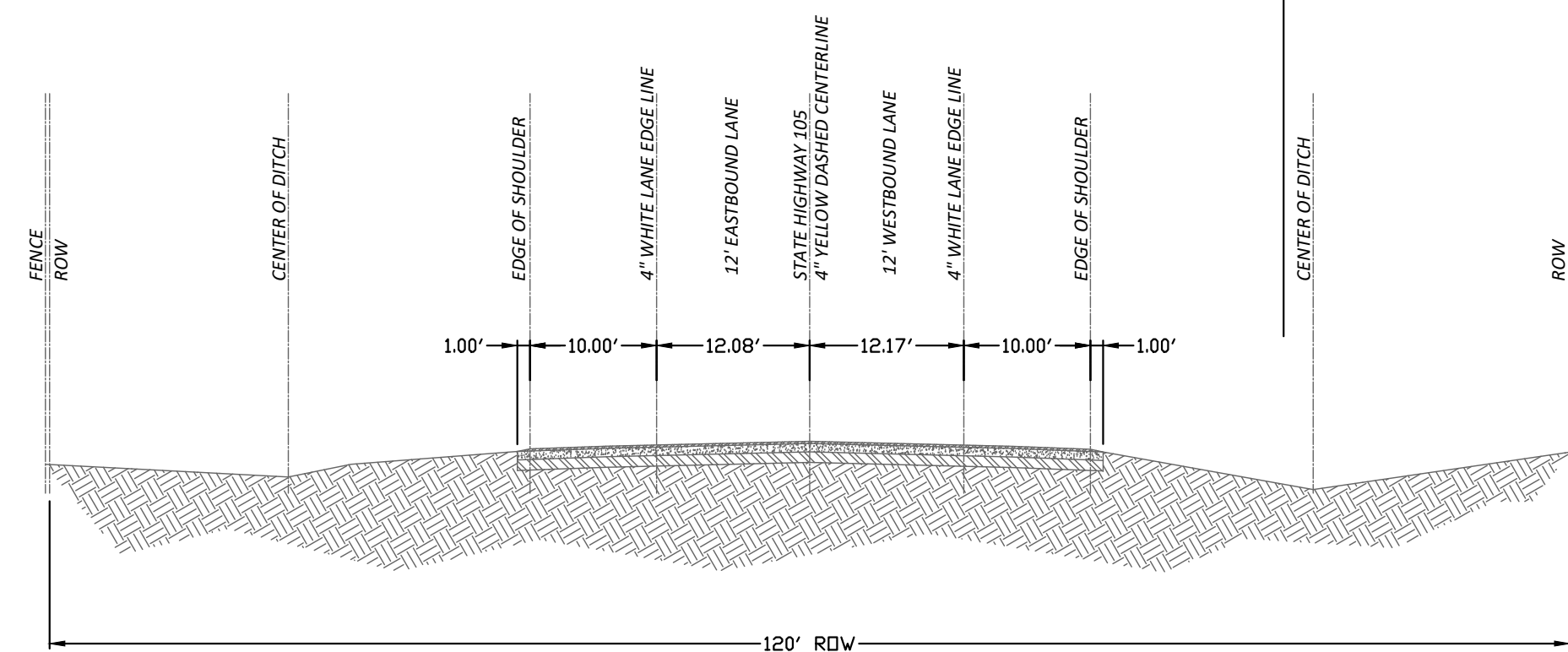




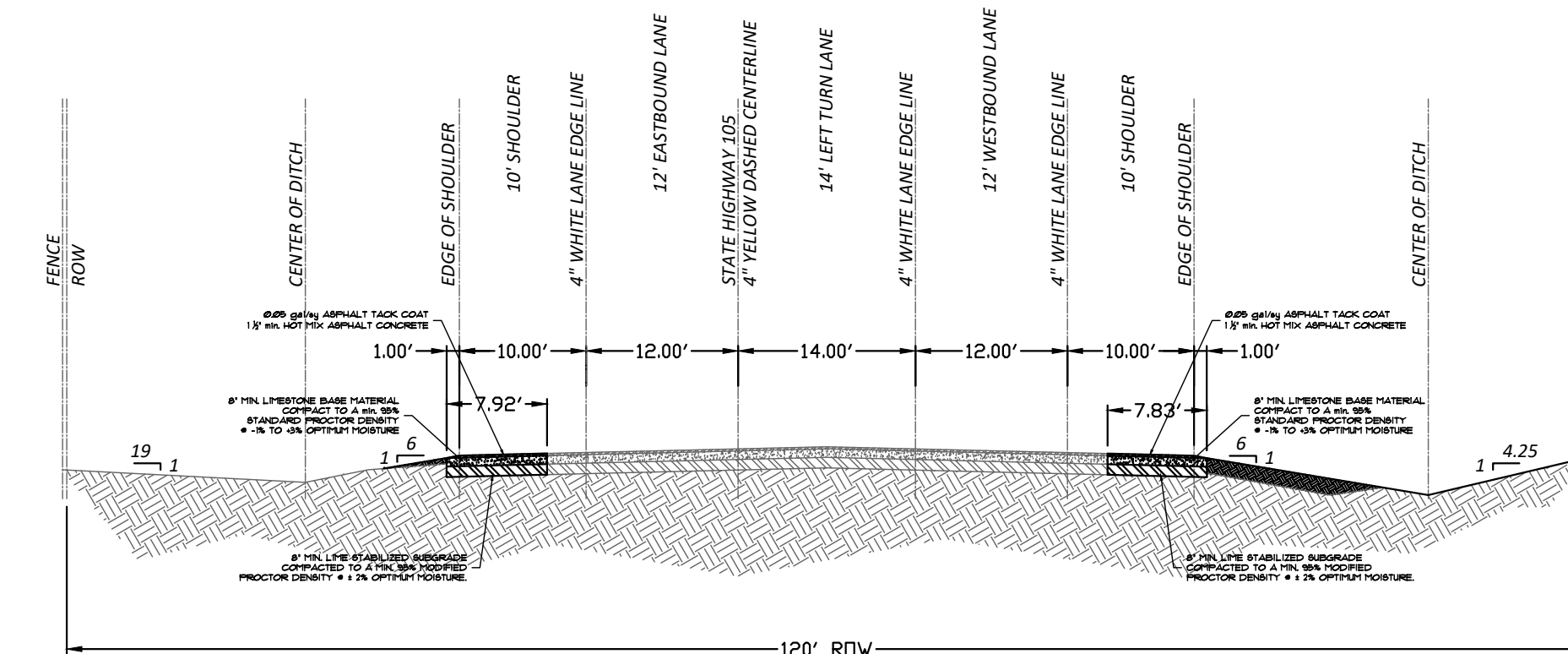
A  
C12  
PROPOSED LEFT TURN PLAN  
SCALE: 1:50



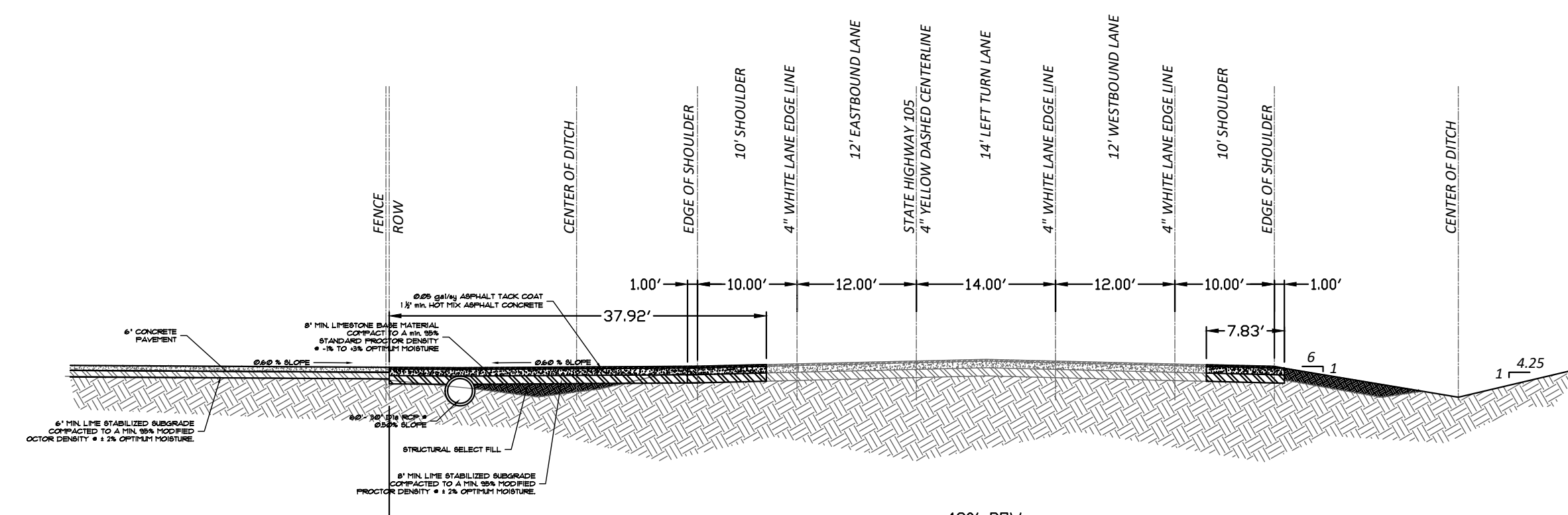
B  
C12  
PROPOSED LEFT TURN PLAN  
SCALE: 1:50



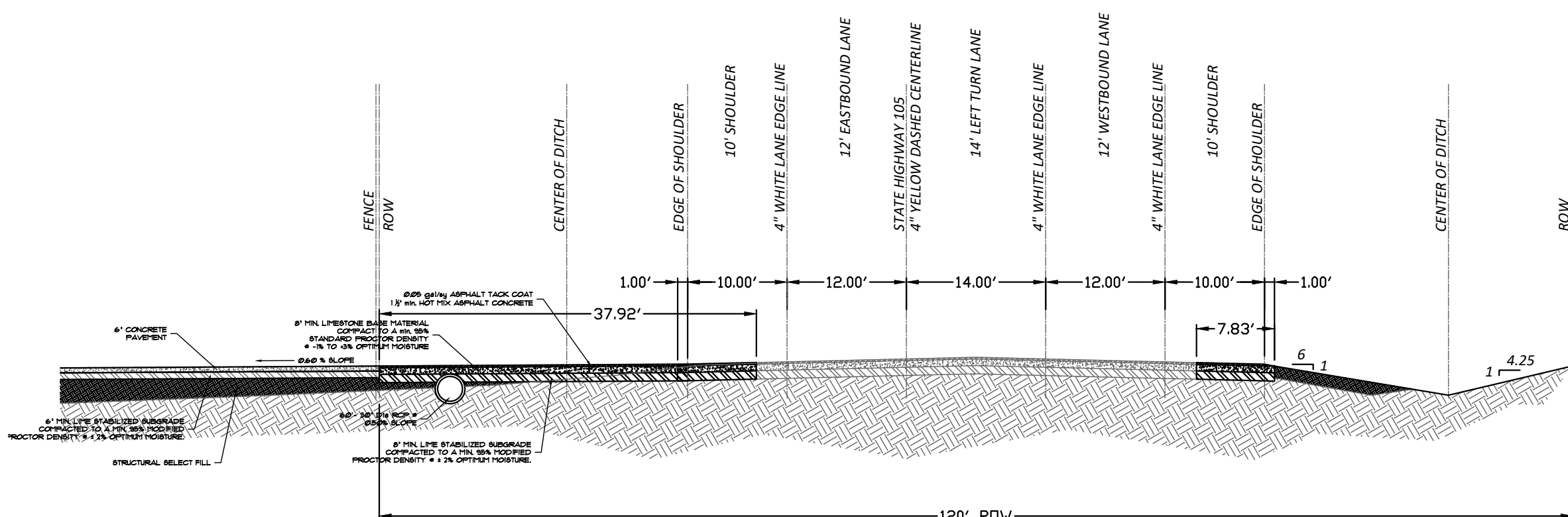
C  
C12  
EXISTING ROAD SECTION  
NTS



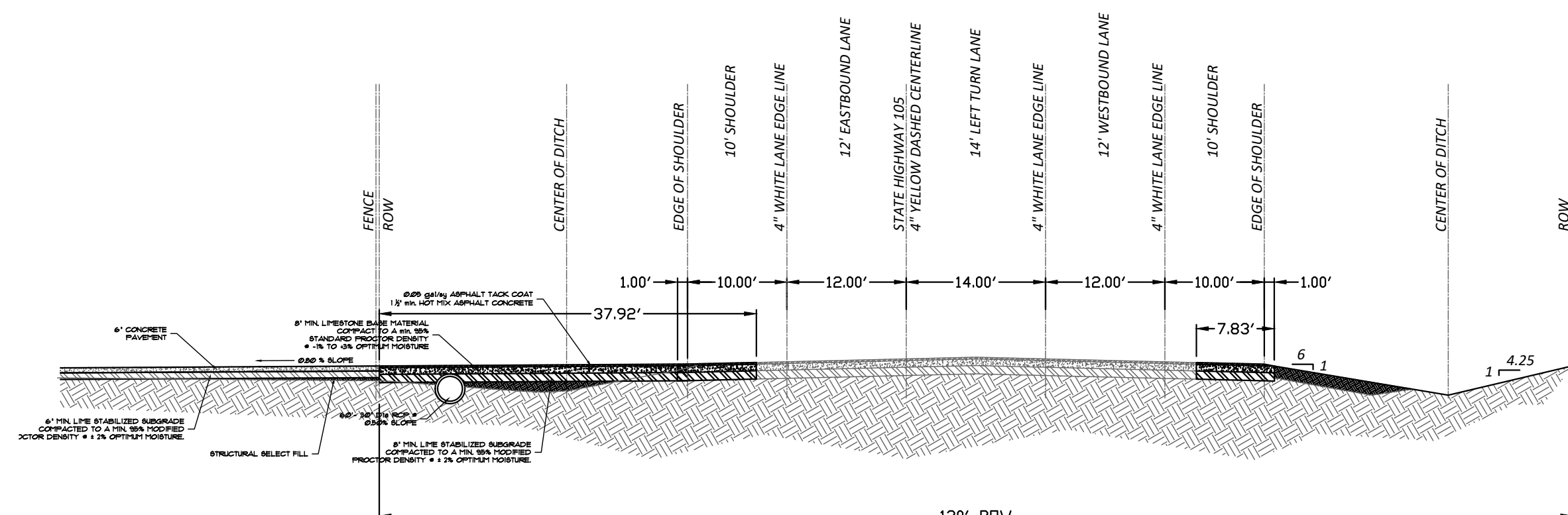
D  
C12  
EXISTING ROAD SECTION  
NTS



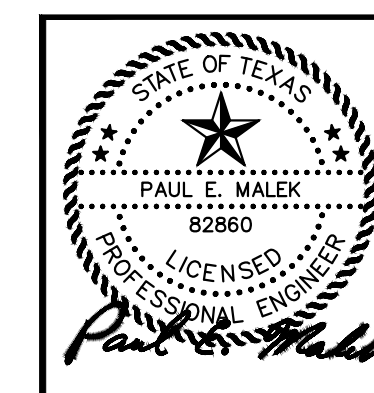
G  
C12  
PROPOSED DRIVE SECTION  
NTS



E  
C12  
PROPOSED DRIVE SECTION  
NTS



F  
C12  
PROPOSED DRIVE SECTION  
NTS



PECAN LAKES DRIVE  
Pecan Lakes Estate - Jim Hassell  
Navasota, Texas 77868

CONSTRUCTION MANAGEMENT AND DESIGN SERVICES

7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

PROPOSED  
LEFT TURN LANE PLAN

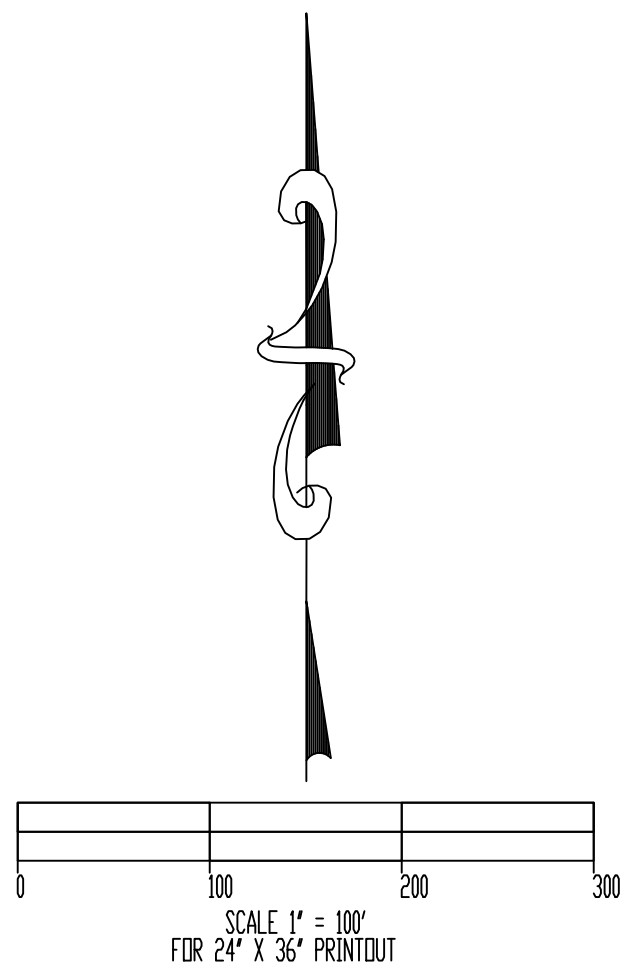
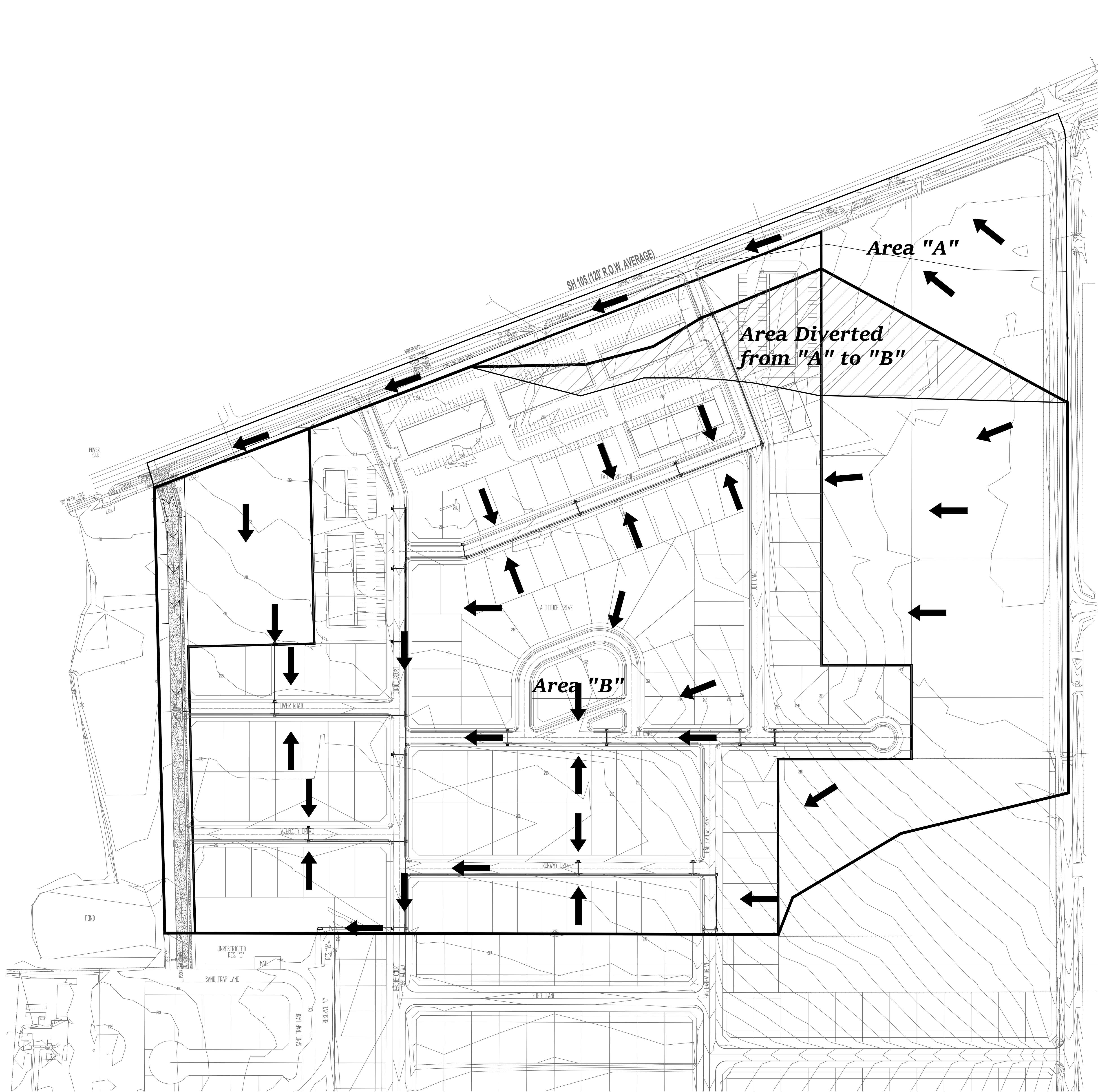
APPROVED:  
DRAWING NO.  
C12

NO.	REVISIONS	DATE	BY	DRAFTING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SCM	PEM
				DATE	SEPT. 16, 2022
				SCALE	AS SHOWN

THE SEAL APPEARING IN THIS DOCUMENT WAS AUTHORIZED BY PAUL C. MALEK, P.E., LICENSE # 82860 ON SEPTEMBER 16, 2022.

THIS PLAN WAS PREPARED UNDER THE SUPERVISION OF  
MBC MANAGEMENT  
FIRM NO. P-789  
7984 HWY. 6, NAVASOTA, TX 77868  
CONSULTING ENGINEER PAUL C. MALEK, P.E.  
P.E. LICENSE # 82860



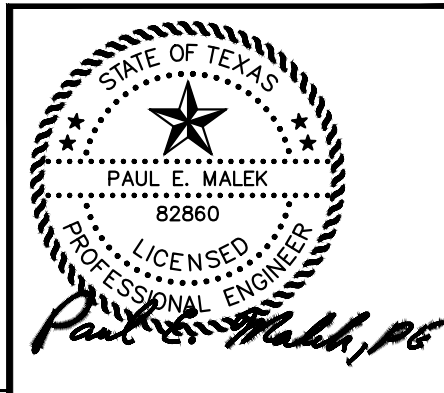


AREA "A" STORM WATER DISCHARGE CHART												
Location	Runoff Coefficient	Area Ac.	Amount Impervious	Frequency Years	Intensity in/hr	Discharge cfs						
EXISTING SITE	0.28	13.26	9.44%	2	2.45	9.06						
				5	2.97	10.99						
				10	3.54	13.10						
				25	4.06	15.03						
				50	4.47	16.93						
PROPOSED SITE	0.39	11.15	19.50%	2	2.02	7.96						
				5	2.46	9.72						
				10	2.95	11.65						
				25	3.40	13.42						
				50	3.74	14.78						
100				4.07	16.07							
						Change cfs	-1.10	PERCENT OF EXISTING SITE				
							-12%					
							-11%					
							-10.7%					
							-10.2%					
RESULTS: THE EXISTING DRAINAGE IS TO THE WEST ALONG THE SOUTH ROADSIDE DITCH OF SH 105 AND ALONG THE NORTH PROPERTY LINE. THE PROPOSED SITE HAS AN INCREASED RUNOFF COEFFICIENT AND IMPERVIOUS AREA. THE DRAINAGE IS REDUCED FROM 13.26 AC. TO 11.15 AC. BY DIVERTING THE DRAINAGE AREA IN THE COMMERCIAL AREAS TO AREA "B" BY WAY OF THE PROPOSED UNDERGROUND STORM WATER PIPING.												
CONCLUSION: THE PROPOSED DRAINAGE PLAN HAS THE CAPACITY TO ALLOW THE PROPOSED FLOWS.												
Ref: TxDOT Bridge Division Hydraulic Manual - Rational Method U.S. Army Corps of Engineers- Hydrologic Modeling System (HEC-HMS) Version 3.3												

AREA "B" STORM WATER DISCHARGE CHART									
Location	Runoff Coefficient	Area Ac.	Amount Impervious	Frequency	Intensity in/hr	Discharge cfs			
EXISTING SITE	0.48	56.16	36.30%	2	2.55	68.63			
				5	3.09	83.11			
				10	3.68	98.95			
				25	4.22	113.44			
				50	4.65	124.88			
PROPOSED SITE	0.48	59.99	36.30%	2	2.55	73.31			
				5	3.09	88.78			
				10	3.68	105.71			
				25	4.22	121.18			
				50	4.65	133.40			
				100	5.03	144.50			
						INFLW TO POND cfs	4.68	INCREASE DUE TO ADD. AREA cfs	
							5.67	DISCHARGE FROM POND cfs	
							74.92	PERCENT OF EXISTING SITE	
							86.1%	PEAK STORAGE ELEVATION ft	
							203.6	PEAK STORAGE VOLUME cu-ft	
							203.3		
							1.50		
							204.5		
							205.0		
							205.7		
RESULTS: THE EXISTING DRAINAGE IS TO THE SOUTH-WEST CORNER OF THE SITE, TO THE DRAINAGE DITCH ON THE EAST SIDE OF SAND TRAP LANE. 56.17 ac OF THE SITE WAS INCLUDED IN THE DRAINAGE CALCULATIONS AND DETENTION FOR PECAN LAKES ESTATES. 382 ac WAS ADDED TO THE DRAINAGE AREA DUE TO THE PROPOSED GRADING PLAN TO REDUCE THE FLOW TOWARDS SH105. THE OFF-SITE FLOW IS REDUCED BETWEEN 5.8% AND 18.6% OF THE DUE TO THE PROPOSED DETENTION POND. THE DETENTION POND HAS A MAXIMUM STORAGE CAPACITY OF 4.54 AC-FT. THE MAX. STORAGE VOLUME REQUIRED IS 314 AC-FT (69% OF CAPACITY).									
CONCLUSION: THE PROPOSED DRAINAGE PLAN HAS THE CAPACITY TO ALLOW THE PROPOSED FLOWS.									
Ref: TxDOT Bridge Division Hydraulic Manual - Rational Method U.S. Army Corps of Engineers- Hydrologic Modeling System (HEC-HMS) Version 3.3									

**A**  
**C13**  
**DRAINAGE PLAN**  
SCALE: 1:100

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY PAUL E. MALEK, P.E. 82860 ON SEPTEMBER 16, 2022.



**PECAN LAKES DRIVE**  
Pecan Lakes Estate- Jim Hassell  
Navasota, Texas 77868

CONSTRUCTION MANAGEMENT AND DESIGN SERVICES  
**MANAGEMENT**  
7984 HWY. 6  
NAVASOTA, TX 77868  
Ph. (936) 825-1603  
Fax (936) 825-1624

NO.	REVISIONS	DATE	BY	DRAWING	DESIGN
1	REVISED PER CITY COMMENTS	9-16-22	PEM	SGH	PEM
				DATE	
				SEPT. 16, 2022	
				SCALE	
				AS SHOWN	

**DRAINAGE PLAN**  
DRAWING NO.  
**C13**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #12

Agenda Date Requested: September 26, 2022

Requested By: Rayna Teicheira, Director

Department: Economic Development

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: N/A

### Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: ☐ Yes ☒ No

---

### AGENDA ITEM #12

**Executive Session:** The City Council will conduct an Executive Session in accordance with Section 551.072, Texas Government Code, deliberation regarding real property and discussion regarding the potential sale and/or value of City-owned property.

---

### SUMMARY & RECOMMENDATION

The time is \_\_\_\_\_ p.m.

---

### ACTION REQUIRED BY CITY COUNCIL

**Conduct Executive Session.**

---

Approved for the City Council meeting agenda

Jason Weeks  
Jason B. Weeks, City Manager

9/19/2022  
Date



## REQUEST FOR CITY COUNCIL AGENDA ITEM #13

Agenda Date Requested: <u>September 26, 2022</u>
Requested By: <u>Rayna Teicheira</u>
Department: <u>Economic Development</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Exhibits: N/A

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

---

### AGENDA ITEM #13

Reconvene in open session.

---

### SUMMARY & RECOMMENDATION

The time is \_\_\_\_\_ p.m.

---

### ACTION REQUIRED BY CITY COUNCIL

Reconvene in Open Session and take any action necessary.

---

Approved for the City Council meeting agenda

Jason Weeks  
Jason B. Weeks, City Manager

9/19/2022  
Date



## REQUEST FOR CITY COUNCIL AGENDA ITEM #14

<p>Agenda Date Requested: <u>September 26, 2022</u></p> <p>Requested By: <u>Rayna Teicheira, Director</u></p> <p>Department: <u>Economic Development</u></p> <p><input checked="" type="radio"/> Report    <input type="radio"/> Resolution    <input type="radio"/> Ordinance</p> <p><b>Exhibits:</b> <u>None</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center; padding: 5px;">Appropriation</th></tr></thead><tbody><tr><td style="padding: 5px;">Source of Funds:</td><td style="padding: 5px;"><u>Utility Funds</u></td></tr><tr><td style="padding: 5px;">Account Number:</td><td style="padding: 5px;"><u>XXX-4-913.00</u></td></tr><tr><td style="padding: 5px;">Amount Budgeted:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Amount Requested:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Budgeted Item:</td><td style="padding: 5px;"><input checked="" type="radio"/> Yes    <input type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>Utility Funds</u>	Account Number:	<u>XXX-4-913.00</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Appropriation													
Source of Funds:	<u>Utility Funds</u>												
Account Number:	<u>XXX-4-913.00</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No												

---

### AGENDA ITEM #14

#### Consideration and possible action on bid award for RFP Number 202202 – Purchase of City Property at Navasota Wastewater Treatment Plant.

---

#### SUMMARY & RECOMMENDATION

In December 2021, the City of Navasota was approached by a business prospect interested in purchasing city-owned land around the Wastewater Treatment Plant. The Public Works Department determined that they have no use or future use of the property of interest because the high slope of the land and because any future expansion of the Wastewater Treatment Plant facility would likely occur to the west.

In January 2022 staff presented this information to City Council and staff was directed to move forward with the process of selling the city-owned property. Following this direction staff proceeded with outreach to obtain a survey and metes and bounds description for the portion of city property. Over the next several months staff went back and forth with the surveyor to clarify any issues, obtained a title search, and received a final survey and metes and bounds description in July 2022.

On August 8, 2022, the City released the Request for Proposal (RFP) document for the sale of city property at the Navasota Wastewater Treatment Plant. The RFP was published on the City of Navasota's website and an advertisement was published in the Navasota Examiner on the August 10 and August 17, 2022, editions. The due date to submit proposals was September 12, 2022, no later than 3:00 pm.

The City received one (1) sealed proposal. City staff met on September 12, 2022, at 4:00 pm to review the proposal.

City staff recommends awarding the bid for RFP Number 202201 – Redevelopment of Former City Warehouse.

---

**ACTION REQUIRED BY CITY COUNCIL**

**Award bid for RFP Number 202202 – Redevelopment of Former City Warehouse.**

---

**Approved for the City Council meeting agenda**

  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/19/2022  
\_\_\_\_\_  
**Date**





## REQUEST FOR CITY COUNCIL AGENDA ITEM #15

Agenda Date Requested: September 26, 2022

Requested By: Susie Homeyer, City Secretary

Department: Administration

☐ Report ☐ Resolution ☒ Ordinance

**Exhibits:** Ordinance No. 1002-22, Ordinance No. 1003-22, Ordinance No. 1004-22, & Ordinance No. 1008-22

### Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: ☒ Yes ☐ No

## AGENDA ITEM #15

### Consent agenda items are:

- A. Approve the second reading of Ordinance No. 1002-22, approving a Conditional Use Permit application submitted to the City of Navasota by TCL Holdings, Inc., for the property located at 7908 Highway 6 Loop, Navasota, Grimes County, Texas 77868. The Conditional Use Permit application requests to allow the operation of a place of worship use, a conditional use under the property's current zoning, B-1: General Business District. The property affected is legally described as Valvaldi Subdivision, Block 1, Lot 2R.
- B. Approve the second reading of Ordinance No. 1003-22, approving a zoning change application submitted to the City of Navasota by Masterbuilt Ministries, Inc. and Salem House of Blessings Ministries, Inc. for the property located at 1100 Manley Street, Navasota, Grimes County, Texas 77868. The zoning change application requests to change the zoning from the current PU: Public Use District to R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district. The property affected is legally described as A0055-5 D. Tyler, Tract 5, Pa 32-1, Acres 2.55.
- C. Approve the second reading of Ordinance No. 1004-22, approving a Conditional Use Permit application submitted to the City of Navasota by Masterbuilt Ministries Inc & Salem House of Blessings Ministries Inc., for the property located at 1100 Manley Street, Navasota, Grimes County, TX, 77868. The conditional use permit application requests to allow the operation of a place of worship use, a conditional use under the proposed R-1C zoning district. The property affected is legally described as A0055-5 D Tyler, Tract 5, Par 32-1, Acres 2.55; and

- D. Approve the second reading of Ordinance No. 1008-22, declining to approve the change in rates requested in Entergy Texas, Inc.'s statement of intent filed with the City on July 1, 2022.**

---

#### **SUMMARY & RECOMMENDATION**

Consent agenda items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

**A:** Ordinance No. 1002-22, approving a conditional use permit submitted by TCL Holdings, Inc. for a place of worship passed unanimously on first reading on September 12, 2022. This is for the second reading of Ordinance No. 1002-22.

**B:** Ordinance No. 1003-22, approving a zoning change for Masterbuilt Ministries and Salem House of Blessings Ministries to change the zoning from PU to R-1C passed unanimously on first reading on September 12, 2022. This item is for the second reading of Ordinance No. 1003-22.

**C:** Ordinance No. 1004-22, approving a Conditional Use Permit application FOR Masterbuilt Ministries Inc & Salem House of Blessings Ministries Inc., for the property located at 1100 Manley Street, to allow the operation of a place of worship was passed unanimously on first reading on September 12, 2022. This item is for the second reading of Ordinance No. 1004-22.

**D:** Ordinance No. 1008-22, declining to approve the change in rates requested in Entergy Texas, Inc.'s statement of intent filed with the City on July 1, 2022 was passed unanimously on September 12, 2022. This item is for the second reading of Ordinance No. 1007-22.

---

#### **ACTION REQUIRED BY CITY COUNCIL**

**Approve Consent Agenda: Approve second reading of Ordinance No. 1002-22, approving a conditional use permit submitted by TCL Holdings, Inc. for a place of worship; approve second reading of Ordinance No. 1003-22, approving a zoning change for Masterbuilt Ministries and Salem House of Blessings Ministries to change the zoning from PU to R-1C; approve second reading of Ordinance No. 1004-22, approving a Conditional Use Permit application FOR Masterbuilt Ministries Inc & Salem House of Blessings Ministries Inc., for the property located at 1100 Manley Street, to allow the operation of a place of worship; and approve the second reading of Ordinance No. 1008-22, declining to approve the change in rates requested in Entergy Texas, Inc.'s statement of intent filed with the City on July 1, 2022.**

---

**Approved for the City Council meeting agenda**

*Jason Weeks*  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

9/19/2022  
\_\_\_\_\_  
**Date**

## **ORDINANCE NO. 1002-22**

**AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE OFFICIAL ZONING MAP GRANTING A CONDITIONAL USE PERMIT FOR THE 5.951 ACRE LOT LOCATED AT 7908 STATE HWY 6 LOOP, NAVASOTA, GRIMES COUNTY, TX 77868, LEGALLY DESCRIBED AS REPLAT OF VIVALDI SUBDIVISION, BLOCK 1, LOT 2-R, ACRES 5.951; PROVIDING FOR CONDITIONS RELATED TO THE CONDITIONAL USE PERMIT**

**BE IT ORDAINED BY THE CITY OF NAVASOTA, THE OFFICIAL ZONING MAP BE AMENDED IN THE FOLLOWING MANNER:**

***SECTION 1.*** That the Official Zoning Map of the City of Navasota, Texas, is hereby amended to grant a CONDITIONAL USE PERMIT to TCL HOLDINGS, INC. for the operation of a place of worship use on the 5.951 Acre lot located at 7908 State Highway 6 Loop, Navasota, Grimes County, TX 77868, legally described as REPLAT OF VIVALDI SUBDIVISION, BLOCK 1, LOT 2-R, (hereinafter "Property") in accordance with the City of Navasota adopted Building Codes, Zoning Ordinance, and other applicable ordinances and regulations. This Property is located within the B-1: General Business District and requires the approval of a Conditional Use Permit for the operation of a place of worship use.

***SECTION 2.*** The development of the Property shall be in accordance with the following special conditions, restrictions, and regulations:

- a) The property and its use shall comply with all ordinances and codes of the City of Navasota;
- b) The place of worship use will be in effect once the current retail sales use is abandoned.

***SECTION 3.*** Upon holding a properly notified public hearing, the City Council may amend, change, or rescind the Conditional Use Permit granted by this Ordinance if:

- a) There is a violation and conviction of any of the provisions of this Ordinance, or any ordinance of the City of Navasota, that occurs on the Property;
- b) There is a violation of any provision of the terms and conditions of the Conditional Use Permit granted by this Ordinance; or
- c) As otherwise permitted by law and/or Navasota's Zoning Ordinance, as it exists or may be amended.

**SECTION 4.** This Ordinance shall take effect as provided by the Charter of the City of Navasota, Texas, and applicable law.

**PASSED AND APPROVED ON FIRST READING THIS THE 12<sup>th</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED ON SECOND READING THIS THE 26<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

## **ORDINANCE NO. 1003-22**

### **AN ORDINANCE REZONING THE PROPERTY LOCATED AT 1100 MANLEY STREET, NAVASOTA, GRIMES COUNTY, TEXAS 77868, LEGALLY DESCRIBED AS A0055-5 D TYLER, TRACT 5, PAR 32-1, ACRES 2.55, FROM PU: PUBLIC USE DISTRICT TO R-1C: LOW DENSITY, SINGLE DWELLING UNIT, 2-ACRE LOT OR LARGER, RESIDENTIAL DISTRICT,**

**WHEREAS**, on the 5<sup>th</sup> of August, 2022, Charles R Tomkins, Sr. on behalf of Masterbuilt Ministries, Inc and Salem House of Blessings, Inc, filed a petition requesting the rezoning of the property located at 1100 Manley Street, Navasota, TX 77868, legally described as A0055-5 D TYLER, TRACT 5, PAR 32-1, ACRES 2.55 from PU: Public Use District, to R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district; and

**WHEREAS**, the rezoning request is in harmony with the Comprehensive Plan of the City of Navasota; and

**WHEREAS**, on the 8th of September 2022, a public hearing was held before the Planning and Zoning Commission of the City of Navasota, a quorum being present on the occasion and said matter of rezoning being part of the agenda for said Commission meeting, an opportunity to present arguments for and against the proposed rezoning was held; and

**WHEREAS**, the property is shown on Exhibit "A" attached hereto and incorporated herein for all purposes pertinent; and

**WHEREAS**, the Planning and Zoning Commission recommends to the City Council that the best interest and the benefit of the residents of the City of Navasota, that the property legally described as A0055-5 D TYLER, TRACT 5, PAR 32-1, ACRES 2.55, be rezoned as R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district; and

**WHEREAS**, on the 12<sup>th</sup> day of September 2022, a public hearing was held before the Navasota City Council, a quorum being present on the occasion and said matter of rezoning being part of the agenda, an opportunity to present arguments for and against the proposed rezoning was held;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:**

**SECTION 1.** The zoning change request is hereby granted for the property located at 1100 Manley Street, Navasota, Grimes County, Texas 77868, legally described as A0055-5 D TYLER, TRACT 5, PAR 32-1, ACRES 2.55, changing from PU: Public Use

District to R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district and such zoning shall be entered on the Official Zoning Map of the City of Navasota. Unless otherwise provided for or modified herein, the property legally described shall conform to the provisions of the City's Zoning Ordinance, Subdivision Ordinance, and all other applicable ordinances.

**SECTION 2.** That if any section, subsection, word, sentence, or phrase of this ordinance is held invalid, it shall not affect the remaining parts of this ordinance.

**SECTION 3.** That this ordinance shall be effective upon final reading and approval of this ordinance.

**PASSED AND ADOPTED ON FIRST READING THIS 12<sup>th</sup> DAY OF SEPTEMBER 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND ADOPTED ON SECOND READING THIS 26<sup>th</sup> DAY OF SEPTEMBER 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**EXHIBIT "A"**



**R38436: A0055-5 D TYLER, TRACT 5, PAR 32-1, ACRES 2.55**



## **ORDINANCE NO. 1004-22**

### **AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE OFFICIAL ZONING MAP GRANTING A CONDITIONAL USE PERMIT FOR THE 2.55 ACRE TRACT LOCATED AT 1100 MANLEY STREET, NAVASOTA, GRIMES COUNTY, TX 77868, LEGALLY DESCRIBED AS A0055-5 D TYLER, TRACT 5, PAR 32-1; PROVIDING FOR CONDITIONS RELATED TO THE CONDITIONAL USE PERMIT**

#### **BE IT ORDAINED BY THE CITY OF NAVASOTA, THE OFFICIAL ZONING MAP BE AMENDED IN THE FOLLOWING MANNER:**

**SECTION 1.** That the Official Zoning Map of the City of Navasota, Texas, is hereby amended to grant a CONDITIONAL USE PERMIT to MASTERBUILT MINISTRIES INC & SALEM HOUSE OF BLESSINGS MINISTRIES INC. for the operation of a place of worship use on the 2.55 Acre tract located at 1100 Manley Street, Navasota, Grimes County, TX 77868, legally described as A0055-5 D TYLER, TRACT 5, PAR 32-1, (hereinafter "Property") in accordance with the City of Navasota adopted Building Codes, Zoning Ordinance, and other applicable ordinances and regulations. This Property is located within the R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district and requires the approval of a Conditional Use Permit for the operation of a place of worship use.

**SECTION 2.** The development of the Property shall be in accordance with the following special conditions, restrictions, and regulations:

- a) The property and its use shall comply with all ordinances and codes of the City of Navasota;

**SECTION 3.** Upon holding a properly notified public hearing, the City Council may amend, change, or rescind the Conditional Use Permit granted by this Ordinance if:

- a) There is a violation and conviction of any of the provisions of this Ordinance, or any ordinance of the City of Navasota, that occurs on the Property;
- b) There is a violation of any provision of the terms and conditions of the Conditional Use Permit granted by this Ordinance; or
- c) As otherwise permitted by law and/or Navasota's Zoning Ordinance, as it exists or may be amended.

**SECTION 4.** This Ordinance shall take effect as provided by the Charter of the City of Navasota, Texas, and applicable law.

**PASSED AND APPROVED ON FIRST READING THIS THE 12<sup>th</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED ON SECOND READING THIS THE 26<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**ORDINANCE NO. 1008-22**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS, (OR "CITY") DECLINING TO APPROVE THE CHANGE IN RATES REQUESTED IN ENTERGY TEXAS, INC.'S ("ETI" OR "COMPANY") STATEMENT OF INTENT FILED WITH THE CITY ON JULY 1, 2022, AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE WAS CONSIDERED WAS OPEN TO THE PUBLIC AND IN ACCORDANCE WITH TEXAS LAW.**

**WHEREAS**, ETI notified the City of its intent to file a statement of intent to offer a new optional rate related to back-up electric service for commercial and industrial customers;

**WHEREAS**, ETI filed with the City its *Statement of Intent for Rate Schedule UODG* ("Statement of Intent");

**WHEREAS**, the City has duly noticed its consideration of the Company's Statement of Intent and is acting within its authority under applicable law;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF NAVASOTA, TEXAS** THAT the City DECLINES to approve any and all changes in rates requested by ETI and included in ETI's Statement of Intent and that ETI's proposed new rate should not be made effective.

**PASSED AND APPROVED ON THE FIRST READING THIS 12<sup>TH</sup> DAY OF SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED ON THE FIRST READING THIS 26<sup>TH</sup> DAY OF  
SEPTEMBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #16

Agenda Date Requested: September 26, 2022

Requested By: Michelle Savensky, Exe. Asst.

Department: Administration

☒ Report   ☐ Resolution   ☐ Ordinance

**Exhibits:** Board & Commission application chart

### Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item:   ☐ Yes   ☒ No

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## AGENDA ITEM #16

**Consideration and possible action on appointments to boards and commissions.**

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## SUMMARY & RECOMMENDATION

Annual appointments to the City of Navasota Boards and Commissions need to be made; the terms expire on September 30, 2022. The terms are staggered for each Board. Staff has attached is a chart listing each Board and the members whose terms are expiring. Also, the chart includes current members that have requested to be reappointed, new applications that staff has received, members that do not want to be reappointed, and the number of members that need to be appointed.

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## ACTION REQUIRED BY CITY COUNCIL

**Appoint members to the Boards and Commissions.**

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**Approved for the City Council meeting agenda**

Jason Weeks  
Jason B. Weeks, City Manager

9/21/2022  
Date

# 2022-2023 BOARDS & COMMISSIONS APPLICANTS

## ECONOMIC DEVELOPMENT

### Select 3 Members

1. Mike Harris
2. Johnny McNally-DNR
3. Roger Lawrence
4. Maggie Rico

## PLANNING & ZONING

### Select 3 Members

1. Dr John Walla
2. Carolyn Katkoski
3. Dia Copeland
4. Maggie Rico

## BOARD OF ADJUSTMENT

### Select 2 Full Time Members & 2 Alternates

1. Stephen Fleming
2. Gretchen Kliafas- DNR
- Alt2- Nancy Vidotto
- Alt4- Mac Vaughn

## NAVASOTA HOUSING AUTHORITY

### Select 3 Members

1. Vacant
2. Mac Vaughn
3. Richard Grimes
4. Maggie Rico

## AIRPORT ADVISORY

### Select 3 Members

1. Michael Dearing-verbal
2. Mona Somers
3. Martha Newsome
4. Mark Frnka
5. David Tullos

## KEEP NAVASOTA BEAUTIFUL

### Select 2 Members

1. Nancy Mc Millian-DNR
2. Vacant

## PARKS & RECREATION

### Select 4 Members

1. Nancy Vidotto-DNR
2. Barry Wade Colbert
3. John Gray-DNR
4. Rebecca Cole

## LIBRARY ADVISORY

### Select 4 Members

1. Joe Crawford-DNR
2. David Tullos
3. Boyce Ann Miller- DNR
4. Deborah Grimes
5. Margaret Eppler-verbal

CURRENT MEMBER - WOULD  
LIKE TO SERVE AGAIN

NEW APPLICATION

NR - No Response

DNR - Does not want to be  
reappointed

VACANT

## Michelle Savensky

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**From:** David Tullos <tullos.david@gmail.com>  
**Sent:** Wednesday, September 14, 2022 10:56 AM  
**To:** Michelle Savensky  
**Subject:** Re: Library Advisory Board

Thank you. I would like to continue serving on the Library Advisory Committee. I am also interested in serving on the Airport Advisory Committee if the opportunity arises.

Please acknowledge the receipt of this email with attachments. Thank you and have a great day!

On Wed, Sep 14, 2022 at 10:28 AM Michelle Savensky <[msavensky@navasotatx.gov](mailto:msavensky@navasotatx.gov)> wrote:

September 14, 2022

Dear Mr. Tullos,

I just wanted to reach out to you regarding your position on the Library Advisory Board. Your term is coming to an end soon, and we need to find out if you want to be considered for reappointment for this committee. I have attached a volunteer application for you to please fill out and return to our office by September 20, 2022 to let us know of your intentions. You can also go to our website to fill it out as well. If you have any questions, please contact myself or Susie Homeyer by phone or email at City Hall. Thank you so much for your service and dedication to the Library Advisory Board, and we look forward to hopefully working with you again.

Best Regards,

Michelle Savensky

936-825-6475

CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
NAVASOTA HOUSING AUTHORITY BOARD

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

**NAVASOTA HOUSING AUTHORITY BOARD:** This board is an advisory body to the City Manager on all matters relating to the policies and procedure concerning the Housing Authority. The Housing Authority Board consists of five appointed members. Terms of appointments are for two years. Meetings are held quarterly.

NAME : Magdalena (Maggie) Rico  
ADDRESS: 1003 Victoria St  
PHONE: 979-825-3553 EMAIL: mrco@sbtx.bank

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE NA

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: Navasota Growth

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Financial Services Experience

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BA from SHSU / Loan Officer

SIGNATURE OF APPLICANT: [Signature] Date: 8/25/22

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868



CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
PLANNING AND ZONING COMMISSION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

**PLANNING AND ZONING COMMISSION:** P&Z acts on a wide variety of issues including zoning, platting of subdivisions, special use permits, long range planning and development, etc., and holds public hearings for citizen input. The Commission also develops and recommends planning and zoning ordinances to the City Council when appropriate. Appointments are normally for two years. Meetings are held on an "as required" basis. The members must be residents of Navasota and the must own real property within the city.

NAME : Magdalena (Maggie) Rico  
ADDRESS: 1003 Victoria St.  
PHONE: 979-820-3553 EMAIL: mrco@csbtx.bank

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE N/A

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: Special Olympics; Affordable Housing; City Growth  
SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Financial Service Experience  
EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Bachelors / SHSU / Loan Officer  
SIGNATURE OF APPLICANT: [Signature] Date: 08/25/22

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
NAVASOTA ECONOMIC DEVELOPMENT CORPORATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

**NAVASOTA ECONOMIC DEVELOPMENT CORPORATION:** The EDC advises the City Council with respect to promoting economic development in the city through promotion or expansion of existing businesses, as well as recruiting new businesses into the Navasota area. The Commission consists of seven members who serve two year terms. This board meets on as "as required" basis. Members must be residents of Navasota.

NAME : Magdalena (Maggie) Rico  
ADDRESS: 1003 Victoria St, Navasota, TX 77868  
PHONE: 979-820-3553 EMAIL: mrico@csbtx.bank

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE N/A

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: Navasota Growth + Development  
SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Financial Service Experience  
EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BA from SHSU / Loan Officer  
SIGNATURE OF APPLICANT: [Signature] Date: 8/25/22

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

**CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
AIRPORT ADVISORY COMMITTEE**

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

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**AIRPORT ADVISORY COMMITTEE:** The Airport Advisory Committee is an advisory body to the City Council concerning the future development of the airport, as well as operation and maintenance of the Navasota Municipal Airport. The Board shall consist of seven members. Terms of appointment are for two years. Meetings are held quarterly.

NAME : MARK C. FRANKA

ADDRESS: 11978 FM 362 Rd

PHONE: 832-605-8708 EMAIL: Mark\_franka@comcast.net

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE \_\_\_\_\_

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Corporate Pilot

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Past Leadership positions - civil organ.

SIGNATURE OF APPLICANT:  Date: 4/8/2022

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Susie Homeyer

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**From:** Navasota TX via Navasota TX <cmsmailer@civicplus.com>  
**Sent:** Friday, April 8, 2022 4:31 PM  
**To:** Susie Homeyer  
**Subject:** Form submission from: Volunteer on a City Board Webform

Submitted on Friday, April 8, 2022 - 4:31pm  
Submitted by anonymous user: 146.86.139.126  
Submitted values are:

**==Personal Information:==**

Select the Board, Commission or Committee applying for: Airport  
Advisory Committee  
Select the alternate Board, Commission or Committee applying for:

Full Name: Mark Frnka  
Maiden Name:  
E-mail Address: [mark\\_frnka@comcast.net](mailto:mark_frnka@comcast.net)  
Phone Number: 8326058708  
Gender: Male  
**==Address:==**  
Street: 11978 FM 362 Rd  
City: Navasota  
State: Texas  
Zipcode: 77868

Occupation: Corporate Pilot & Retired Dentist

**==Residency Information:==**

Are you a resident of Navasota? Yes  
Own property located in the City of Navasota: Yes

**==Education & Hobbies:==**

High School: Robert E Lee Houston  
College: Texas A&M Univeristy  
Trade or Business School: University of Texas Health Science  
Center Dental Branch  
Hobbies: Hunting, Fishing, Golf

**==Organization Membership Information:==**

Are you currently serving on other Boards, Commissions or  
Committees? No  
If yes, which?  
Have you served on a Board, Commissions or Committee before? Yes  
If yes, which? Greater Houston Dental Society, Houston Aggie  
Club, Vista Hills HOA  
Please list organization memberships and positions held:  
President, Vice President, Treasurer, Board of Directors, and  
numerous committees of Greater Houston Dental Society.

President, Vice President, Treasurer, Board of Directors, Greater Houston Aggie Club.

Vice President and Board of Directors, Vista Hills Homeowners Association.

Please list areas of special interest or skills which you feel may be helpful: I have been a professional pilot for over 30 years, and recently built a new aircraft hangar at the Navasota Airport. I have also been a flight instructor since 1977, so I am highly experienced in all aspects of private and corporate aviation. I feel that with my vast aviation experience coupled with past leadership roles in other civic organizations, I would be a valuable asset to the airport advisory committee. Lastly we retired to the Navasota area permanently 3 years ago, and do not plan on ever leaving the area.

==Signature:==

Signature (Typed): Mark C. Frnka

Today's Date: April 8, 2022

The results of this submission may be viewed at:

<https://www.navasotatx.gov/node/613/submission/1676>

**CAUTION:** This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.