

City of Needville
REGULAR COUNCIL MEETING MINUTES
June 11, 2025

Present: Mayor Chad Nesvadba, Councilpersons: Dusty Kalkomey, Wyatt Sbrusch, Phillip Wigginton, Robert Sloan, and Becky Colunga

Staff Present: Cynthia Sullivan, Brian Sebesta, Michael Dickerson, Angie Jackson, Tommy Ramsey, City Attorney, Chris Steubing, and Joe Esch

Mayor Nesvadba called the meeting to order at 6:00 pm.
Councilor Wigginton led the invocation and pledges.

RECOGNITIONS: Flag Day Proclamation – Vivian Jedlicka, M'Lynn Palermo, Michael Palermo III, Shirley Kaminski, Owen Kaminski, and Thomas Kaminski of the KJZT #49 were here to receive the Flag Day Proclamation.

REGULAR AGENDA

1. **Consideration of and action on approval of the May 14, 2025 City Council meeting minutes, and the May 15, 2025 Council Retreat Minutes.**

Councilor Sbrusch pointed out an error in Item #5. Robert Sloan commented on the City's limited jurisdiction and lack of easements in certain areas, not Wyatt Sbrusch as written. City Secretary will correct the minutes to Robert Sloan speaking.

ACTION: Motion by Councilperson Wyatt Sbrusch, seconded by Councilperson Robert Sloan to approve the minutes as corrected on Item #5; all voting aye, motion carried.

2. **Presentation by Ben Rosenberg, U.S. Capital Advisors LLC – Overview of Existing Debt Obligations, Funding Sources, and Future Debt Planning.**

Angie Jackson introduced Ben Rosenberg, and he went through the handout explaining existing debt obligations, funding sources, and future debt planning. Council thanked Mr. Rosenberg for his presentation. **There was no action taken on this item.**

3. **Council to approve a change order to a construction contract with JSS Construction, LLC for FM 360 (Main Street) & FM 1236 (School Street) water distribution improvements, CIP Utilities Project #2.**

Llarance Turner of Kaluza, Inc. presented the item and recommends approval of the change order with JSS Construction, LLC for the FM 360 (Main Street) & FM 1236 (School Street) water distribution improvements project. This project was programmed in the 2024 budget for \$209,400. The design and permitting was completed in the third quarter of calendar year 2024. The construction phase is programmed for FY25 in the current 5-year

CIP. The existing water lines on Main Street and School Street were installed over 80 years ago and are due for replacement to ensure water distribution quality and prevent unnecessary maintenance.

During the course of construction, the contractor found that there were lines servicing Railroad Street that were incorrectly sized based off the existing information. Due to this finding, the contractor has requested additional compensation for the unforeseen circumstances. Staff recommends Council approve the contract change order with JSS Construction, LLC in the amount of \$51,700.00 for the FM 360 (Main Street) & FM 1236 (School Street) water distribution improvement project.

ACTION: Motion by Councilperson Dusty Kalkomey, seconded by Councilperson Robert Sloan to approve the change order #3 to the construction contract with JSS Construction, LLC in the amount of \$51,700.00 for FM 360 (Main Street) & FM 1236 (School Street) water distribution improvements CIP Utilities Project #2; all voting aye, motion carried.

4. Council to award construction contract for Tolbert Street waterline project.

Chris Steubing explained there are eight to ten adjacent lots and the current 2" water line will not service those lots. Tolbert Street was part of a platted subdivision that was approved as part of the Valka Brothers Addition in the 1950's. The plat created a reserve for the road that was dedicated to the City of Needville. The roadway reserve extends to a vacant tract that is 441.99 acres that fronts on School Street. There have been a couple homes constructed along the reserve but all others have been stopped due to the lack of adequate access to each of the parcels.

Staff recommends the City Council approve the creation of CIP Project #16 Water/Wastewater – Tolbert Street Waterline Improvement Project and fund with a transfer of \$35,000.00 from the FM 360 and FM 1236 Waterline Distribution Project and award the construction contract to JSS Construction, LLC in the amount of \$32,640.00 for the Tolbert Street Waterline Improvement Project. Three quotes were secured by staff and JSS Construction, LLC was the lowest bid of \$32,640.00.

ACTION: Motion by Councilperson Wigginton, seconded by Councilperson Wyatt Sbrusch to create a CIP Project #16 for the Tolbert Street Water/Wastewater-Tolbert Street Waterline Improvements Project and approve the construction contract with JSS Construction, LLC in the amount of \$32,640.00 with a fund transfer of \$35,000.00 from the FM 360 and FM 1236 Waterline Distribution Project; all voting aye, motion carried.

5. Council to approve a request to close City Hall at noon on July 3rd so staff can prepare for Freedom Fest.

Cynthia Sullivan explained of the five city hall staff, three will be out all day preparing for the Freedom Fest, and two will keep city hall open until noon on Thursday, July 3, and those two will join the other staff and work on Freedom Fest for the rest of the day. Staff will get notice out to the citizens prior to the closure.

ACTION: Motion by Councilperson Wigginton, seconded by Councilperson Robert Sloan to approve City Hall closure at noon, Thursday, July 3rd to prepare for Freedom Fest; all voting aye, motion carried.

6. Consideration and action on proposed audit services contract with Trlicek & Co., P.C. for Fiscal Years 2025–2026 and 2026–2027.

Angie Jackson explained the management letter/contract for two consecutive audits for years 2025-2026 and 2026-2027. She said Trlicek & Co. has served as the City's auditor for several years and has consistently delivered timely, accurate, and thorough audit services. Staff recommends approval of the management letter/contract not to exceed \$24,000 and \$25,250 respectively for the next two annual audits.

ACTION: Motion by Councilperson Kalkomey, seconded by Councilperson Wigginton to the audit services contract for 2025-2026 and 2026-2027 audits in the amounts not to exceed \$24,000 and \$25,250 respectively for the next two annual audits.

DEPARTMENT REPORTS

A. OPERATION MANAGER: Brian Sebesta reported that water line tie ins for commercial properties will be done during the night. He said cost for line stops while the work is being completed will be \$4,000 for each 6" line and \$5,000 for each 8" line. (Android Construction Services) He also reported two water leaks this week on Richmond Street. Harvest Pointe had a water leak; however, it is under warranty and was fixed in June 10th. Council discussed the possible need for a valve versus a tie-in, but Mr. Sebesta explained the old lines are cast iron so the valve install would not work unless the entire water line was replaced. Mayor Nesvadba said the city could consider the entire line replacement in a future budget.

B. CITY ENGINEER: Llarance Turner of Kaluza reported:

- Needville Water & Wastewater Master Plans –Our sub-consultant is still working on the water & wastewater system modelling this phase. We expect to have review models by the end of June.
- TXDOT State Highway 36: City utility replacement and enhancement project – TxDOT's sub-contractor Joselin is working on the sanitary sewer installations along SH 36.
- Richmond Street Mobility Bond Reconstruction – The engineer has performed a subsurface utility investigation to confirm the locations of existing utilities. We have received their investigation results, but have not received revised plans. The County is preparing a draft ILA for the City to review.
- Church Street Realignment – We had a final walkthrough on May 23rd. There was a list of items added to the punch list that the contractor must fix before the next walkthrough inspection.
- City of Needville Water Plant Rehab. Project – Contractor has completed the slab foundations for the storage tank and hydro tanks. Their current schedule shows substantial completion around December.
- Main Street Water Line Project – Contractor is substantially complete with the base bid and alternate items. They will begin working on change order items over the next couple of weeks.
- Harvest Pointe – The developer has begun building model homes and fencing around

the property. The model homes will not be connected to any public facilities until their infrastructure is approved.

- August Meadows- The developer is currently building out their phase 1 detention pond. We have reviewed their construction plans for section 1 and issued comments. They have also submitted their amenity center plans that we have reviewed.
- Magnolia Trails – The engineer has re submitted their construction plans for the subdivision. Once reviewed and approved they will receive a notice to pay the infrastructure permit fees.
- Stone Prairie Subdivision – This is a 145-lot proposed development located along Main Street. We recently held a pre development meeting with the developer for Stone Prairie. This is a currently platted subdivision from 2018 that is expected to start the development process again. They have been informed that all previously reviewed plans will need to be revised to current standards.

C. POLICE DEPARTMENT: Chief Dickerson gave his report.

D. FIRE DEPARTMENT: Sparky Anderson gave his report.

E. PERMITTING: Report was included in Agenda Packet.

F. DEVELOPMENT CORPORATION OF NEEDVILLE: Joe Esch reported the following:

The June meeting of the DCN was held on June 4, 2025. The following significant actions were taken.

- Under Public Comment, Cory Chao of Bedrock Boulders introduced himself to the board. His company is located in Stafford. They may cast concrete decorative signs. He is marketing his business as a sign option to business. Would like the DCN to consider them as an allowable expense for Business Improvement Grants.
- Board appointed officers for the coming year. They are listed below:
President, Scott McElrath
Vice President, Sybil Henry
Secretary, Carrie Roehling
Treasurer, Jonathan Benson
- The board discussed the recent Council strategic planning retreat and how we they might assist. Based on conversations with yourself and Chris Steubing the board is in support of undertaking downtown master planning as well as a way finding project of the city. The Board is excited to undertake new projects and would welcome the opportunity to begin this budget year with current approved funds. The Board would like to help promote growth, investment, and civic pride. The Board would like the city to consider appropriate programs and regulatory changes that ensure when temporary signs and promotions such as the windows at the corner of School and Main Streets that were painted to honor an event that is now dated and needs to be cleaned up.
- The Board discussed the business improvement grants applications as well as anticipated projects. The following applications and anticipated applications were discussed.

- Kanak Law Firm applied for a grant to repair the mural on the side of their building. The Board approved a 50% match for the project. Agreements will be drafted.
- Sweetness Honey applied for a grant to paint a mural on the side of their building. The Board expressed a willingness to approve the application, but asked for a more detailed explanation of what will be included in the mural. The Board also asked to consider including a tie in the mural to Needville.
- Napa Auto Parts. The Board was informed that they should expect an application for a Business Improvement Grant for signage updates.

Mayor Nesvadba asked if we could schedule a tour of the SWS business and Mr. Esch said to give him some ideas of availability and he would schedule a time to tour the business.

G. MUNICIPAL COURT: Monthly report was included in the Agenda Packet.

H. FINANCIAL REPORT: Angie Jackson gave her report included in the Agenda Packet.

I. CITY SECRETARY REPORT: Cynthia Sullivan gave her report included in the Agenda Packet.

J. CHRIS STEUBING REPORT: Summer is upon us and so is the start to the budget season. Some projects are in the final stages and others are moving along nicely. The following is a snapshot of where some critical items are currently, and next steps if applicable.

- Policy development:
- Work continues on the procurement policy for the City. This is a holistic policy approach developed around the legal requirements and best practices within the industry. Staff review pending and review with council planned for July.
- Fleet replacement policy – This will provide a holistic approach to fleet management, replacement language for vehicle type, recommended service lengths, funding for a fleet replacement fund, etc. This will be developed as the budget process unfolds to ensure that we are capturing everything.
- Tech replacement policy – Will take a comprehensive look at all technology used in the city. It will provide clear definitions for each item and provide a strategy to keep current and fund the most critical items on a regular basis moving forward. This policy will also move through the budget process to ensure it is wholistic in nature and conforms to the budget projections.
 - SH 36 project – Continued with our bi-weekly team calls to discuss updates, conflicts, potential changes, construction progress and more. Update meetings with TxDOT, Pulice (GC), Volkert (PM), Kaluza, city staff and the sub-contractors have been helpful for us to maintain communications and plan for traffic shifts later this month.
- Current utilities are complete along the southern stretch to Colony Rd. around Buffalo

Creek and a little north. Work continues to the north for utilities with several conflicts with existing franchise utilities within the current ROW. Staff is working with TXDOT and the contractor on the best approach at these locations.

- Challenges with existing City infrastructure continue due to age and location. These are being worked through with the team to create the best end result possible.
- Traffic signal timing will continue to be discussed
 - Drainage Master Plan – Public meeting will be June 25, 2025 from 5:30-7:30 as a come-and-go format and will be posted. Communications have already started on Facebook and will continue up until the day of the event.
 - Facilities Master Plan – Staff has met with the consultant to review programming and proposed growth for the next 5 to 10 years. Assessments of facilities are beginning and will continue over the next month to assess MEP and structural components of all facilities.
- City Council Retreat – Day 2 is in the books and was a great success. I appreciate the openness of each of you to discuss the challenges that the City is facing and the direction provided towards refining the goals and objectives that will be wrapped up and submitted back to you for final review within a week.

VISION STATEMENT:

Needville is a strong community focused on quality growth while maintaining our public safety, rich heritage, and small-town charm and values.

MISSION STATEMENT:

Provide a high quality of life to the community through sound infrastructure investments, excellent public safety, vibrant business community and strong economic growth.

- Initial FY 26 work plan development and department head identified priorities were discussed and feedback received. Staff will be working to accommodate these requests through the budget process and will bring back to City Council as the budget process continues.
 - Harvest Pointe – We have been working with the developer, Safebuilt and staff to verify requirements from the Development Agreement (DA) and each builder for the permitting process to verify that all requirements are being upheld. The developer has made changes to their review process to make sure that the DA terms are being enforced regarding all terms within the DA. This information has been relayed to both K. Hovnanian and Castle Rock along with a few other general concerns related to permit and building activity.
 - Magnolia Trails - Easement acquisition along SH 36 is in process. Meetings are being scheduled with property owners to discuss the future waterline to serve

the development and the necessary easement needed.

- Meritage Homes Development outside of the City has submitted a letter to Fort Bend County requesting their support for a sponsor letter to TxDOT for an access on to SH 36. The Mayor and I worked to submit concerns to the County Commissioner related to the location of their connection and potential conflict with traffic that could be impacted for the Magnolia Trails development. The item has been tabled and coordination with the County is ongoing.
- Water/WW rate study has begun. Data has been imported from the legacy system and is being vetted by myself and staff. Pulling in previous year financials and CIP expenses. Evaluating data to develop scenarios related to the tier breakdowns for review with City Council in the future. Awaiting the water and wastewater master plan to assist with populating outyear planned expenditures.
- Wastewater treatment plant evaluation – We continue to work with Ardurra on the scope for the plant evaluation and next steps. We are planning to bring this to City Council in July for discussion and action on next steps. This would evaluate the existing plant and create the plan to increase capacity in a shorter period of time and extend the timeline before a new plant or major expansion would be required. This will allow us to look at everything identified in the master plan holistically and make better and more informed financial decisions moving forward.
- HGAC – Staff has confirmed that HGAC will be including a project in the 2026 budget for a mobility study for the city that will be funded at 90/10 match. The City will budget the 10% match in next year's budget in the CIP.
- Data development and capture continue as processes are reviewed and discussions are had. This will continue to be a working assignment for reporting of various parts of the city.
- Staff development – A draft version of an evaluation has been developed and will be shared shortly after review. Council members Wigginton and Sbrusch have graciously volunteered to assist in the development of the performance plans and evaluation procedures for the department heads. Scheduling ongoing for a few meetings to get this developed. This has been delayed but will be picked back up this month.

ADJOURNMENT: Mayor Nesvadba adjourned the meeting at 8:15 p.m.

ATTEST:



Cynthia Sullivan, City Secretary



Chad Nesvadba, Mayor