

CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF A SPECIAL CALLED  
CITY COUNCIL MEETING  
JUNE 26, 2007

The City Council of the City of Hunters Creek Village, Texas held a special called meeting on Tuesday, June 26, 2007, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas.

Present:	Mayor	Bob Dodson
	Council Members:	Michael Cokinos
		Peggy Burck
		Roger Stark
		David Wegner
	City Secretary:	Deborah Loesch
	City Attorney:	John Hightower

With a quorum of the Council Members present, Mayor Dodson called the session to order at 7:30 p.m. It was noted that Councilmember Art Casper was not in attendance.

PUBLIC COMMENTS

There were no public comments received.

REPORTS

Mayor's Report: Mayor Dodson reported on the following matters:

Villages Independence Festival – the City is providing the trailer to the Hunters Creek Elementary School PTA to decorate a float for the parade and the City will contribute \$300 for the cost of the decorations. A City vehicle will be pulling the float in the parade and the Mayor will also be on the float.

On June 17<sup>th</sup> the Mayor issued a Proclamation to Mr. and Mrs. Johnnie Ackerman honoring them as long time Hunters Creek residents as they were leaving the City after living here for 35 years.

Working with the City of Houston to expand the WiFi network with EarthLink to Hunters Creek.

City's entrance signs (9 of them) are in need of repair. Staff is obtaining proposals from sign companies to purchase new signs. This may be on a future agenda.

The committee (Mayor and Mike Schoenberger) to select a new city engineer sent out 10 requests for qualifications and received 3 proposals from R. G Miller, Cobb Fendley & Associates, and Claunch & Miller. R. G. Miller's proposal was non-responsive and therefore will not be considered. Presentations will be during the week of July 9<sup>th</sup> and Councilmember Wegner and Stark stated they would be attending the presentations.

Council packets will be accessible through a secure web site on the City's web site. Staff is working on setting up a dedicated wireless network in City Hall.

Memorial Drive Railings at Soldiers Creek construction project. The bids came in higher than expected with Texas Sterling being the low bidder at \$621,000 the others were over \$800,000. Cobb Fendley is currently in discussions with Texas Sterling and the Memorial Villages Water Authority to reduce some of the costs. The item will be back on the agenda for July.

Pifer Way repaving project. Currently the design contract is on hold because Cobb Fendley is needed to work on the Memorial Drive/Lindenwood intersection as a priority because of the construction on Memorial Drive is moving closer to that intersection. The item will be back on the agenda for July.

Comcast Cable franchise. The franchise agreement has expired and has gone to a state wide franchise agreement with the city receiving 5% of gross receipts. The City can still regulate the rights-of-way but not the franchise agreement or fees.

Old street signs. The Mayor announced that the old street signs will be made available to residents.

Fire Commissioner's Report: Alternate Commissioner Matt Thanheiser and Chief Calagna reported for the Village Fire Department. The department has switched the payroll system to ADP and the annual audit for 2006 reported excess revenue with \$48,000 being returned to Hunters Creek Village. The 2007 budget is operating about 3% under budget. The 2008 budget has been approved by 4 of 6 villages, with the budget providing about 1.56% increase in insurance costs and providing for the purchase of a new pumper from the replacement (sinking) fund. They expect delivery in November 2008 with no impact to expenditures. Mayor Dodson indicated that the insurance increase may not be enough. In addition, a controls audit will be performed to look at how the department handles cash.

Police Commissioner's Report: Commissioner Benny Hruzek and Chief Byre presented the report for the Memorial Villages Police Department. They reported that they received a clean opinion on the 2006 annual audit. They anticipate that about \$25,000 will be returned to each City. 2007 budget is operating about \$100,000 under budget, however, there are two vacancies in the department. They have added a new position of traffic officer which will basically provide the STEP activities. Officers are continuing to patrol the construction sites at every shift. No burglaries reported in May in Hunters Creek, but there were break-ins of autos from unlocked cars. Hunters Creek typically has the highest incident of burglaries over Bunker Hill and Piney Point. There was discussion regarding possibility of adding more police patrol for Hunters Creek that would be dedicated to Hunters Creek with 24 hour/7 days a week coverage and the costs involved. Council suggested that further discussions would be continued when Councilmember Casper returns to assist in preparing a questionnaire to survey the residents regarding the additional security.

Treasurer's Report: Brad Conrad reported that the City's finances remain in good shape with bank accounts earning 5.2% on investments. Operating expenditures are tracking in line with the budget. The 2006 audit is almost complete with no issues being presented. The Finance Committee will begin to prepare for the budget process and will look at the

financial analysis for cash flow from capital funds for the Camelot Woods drainage project and other planned projects.

Project Manager's Report: Memorial Drive Phase III & IV. Lars Hagen reported recent rains have caused some delays, but construction is continuing on schedule for the contractor to make the early completion bonus. 90% of the storm sewer is in the ground, except at E. Creekside. Sanitary sewer and paving is complete at Three Corners. Crews are beginning the reclaiming process on Memorial. 70% of budget has been billed to date. One change order has been approved for conduit at a subdivision for \$4,176, but not yet billed.

City Engineer's Report:

Dale Conger with Cobb Fendley & Associates reported that discussion with Texas Sterling on the bid for the Memorial Drive Railings at Soldiers Creek involved reducing the cost on the underground portions. They will be meeting next week with Memorial Villages Water Authority about relocation of lines and should be resolved by July.

Memorial Drive at Lindenwood intersection. They are reworking the Memorial Drive Phase III & IV project to lower the roadway and through a change order widen Memorial Drive to add an unprotected left turn lane, expecting the cost not to exceed \$200,000.

CONSENT AGENDA.

A motion was made by Councilmember Stark with a second by Councilmember Cokinos to revise Ordinance No. 688, Section 1 to increase the number of maintenance employees from 2 to 6. The motion carried unanimously.

Upon a motion made by Councilmember Burck and a second by Councilmember Wegner, the Council voted unanimously to approve and adopt consent agenda items 1 through 3 as follows:

1. Approval of the Minutes of the May 15, 2007 council meetings.
2. Approval of Ordinance No. 688 authorizing the creation of certain staff positions; establishing the authority of the Mayor to fill the positions.
3. Approval of the Village Fire Department Fiscal Year 2008 Budget.

REGULAR AGENDA

4. Discussion and possible action to consider the election of a mayor pro tem.  
Mayor Dodson nominated Councilmember Cokinos as Mayor Pro Tem noting that he has the longest tenure on council and that council longevity would be his policy in determining who should be nominated for this position. Following those comments, Councilmember Burck made a motion with a second by Councilmember Wegner to elect Councilmember Michael Cokinos as Mayor Pro Tem. The motion carried unanimously.

5. Discussion and possible action to consider recognition of Steve Reichel for service to the community.

Mayor Dodson stated that he would like to further recognize Steve Reichel for his service to the community by planting a tree in his honor at this house. A motion was made by Councilmember Burck with a second by Councilmember Wegner to authorize the purchase of Live Oak tree for \$250.00 to be planted at former Mayor Steve Reichel's yard. The motion carried unanimously.

6. Discussion and possible action to consider the engagement of Bill Bahr to review the City's personnel policy and make any recommendation to Council.

A motion was made by Councilmember Burck with a second by Councilmember Wegner to approve the engagement of a contract with Bill Bahr to provide consulting services to review current personnel policies, job descriptions, and employee performance review procedures based on approximately 10 hours of work at \$40/hour and authorize the mayor to execute the agreement. The motion carried unanimously.

7. Discussion and possible action to consider an ordinance amending Section 12 of Chapter 14 of the Code of Ordinances establishing the membership and terms of office for the Board of Adjustment.

A motion was made by Councilmember Burck with a second by Councilmember Wegner approving Ordinance No. 689 providing for positions for board members and redefining the terms of office for the Board of Adjustment. The motion carried unanimously.

8. Discussion and possible action to consider a resolution reestablishing the membership of the finance committee.

A motion was made by Councilmember Wegner with a second by Councilmember Cokinos approving Resolution No. 07-03 re-establishing the Finance Committee deleting the requirement that a councilmember serve on the committee. The motion carried unanimously.

9. Discussion and possible action to consider the appointment of members to various boards, commissions, and committees: (a) Planning and Zoning Commission; (b) Board of Adjustment; (c) Finance Committee; (d) Emergency Management Committee, (e) Arbor Day Committee Chairman, and (f) City Photographer.

Mayor Dodson presented his nominations for the various boards, commissions, and committees. Further he opened the floor for additional nominations from the City Council. It was suggested that Tod Dimitry be contacted to serve as an alternate on the Planning & Zoning Commission. Mayor Dodson stated that he would contact him to see if he is interested in serving. Hearing no further nominations, a motion was made by Councilmember Wegner with a second by Councilmember Cokinos to accept the Mayor's nominations as follows and the motion carried unanimously:

Planning and Zoning Commission (term for two (2) years):

William Dalton  
Don Fizer  
Jim Pappas  
Nancy Parks  
David Weaver  
Chuck Zimmerman, Alternate

Board of Adjustment:

Mike Schoenberger, Position No. 1, one-year term  
Ken Spalding, Position No. 2, one-year term  
John Lester, Position No. 3, one-year term  
Richard Heustess, Position No. 4, two-year term  
Chip Cowell, Position No. 5, two-year term

Finance Committee (term for two (2) years):

Bob Dodson, Mayor  
George Shannon, Member  
Brad Conrad, Treasurer  
Larry Kellner, Member  
Steve Reichel, Member  
Debbie Loesch, Staff Member

Emergency Management Committee:

Bob Dodson, Mayor  
Cleve Calagna, Fire Chief & Chairman  
Richard Heustess, Member  
Winnie Ngan, Member  
Marvin Odum, Member  
Debbie Loesch, Staff Member

Chairman Arbor Day Committee: Catherine McCulley

City Photographer: Mike Marvins

Community Board: Ed Holland, Chairman

Nancy Parks, Director & Member

10. Discussion and possible action to consider an ordinance adopting amendment #6 to the 2007 fiscal year budget appropriating funds for (1) changing the public works maintenance supervisor position from part-time contract to full-time employee; and (2) Camelot Woods Drainage project design costs.

A motion was made by Councilmember Burck with a second by Councilmember Cokinos to approve Ordinance No. 690 amending the fiscal year 2007 budget appropriating \$18,000 for hiring a full-time Public Works Foreman and \$300,000 for engineering and design services for Camelot Woods drainage and paving improvement project. The motion carried unanimously.

11. Discussion and possible action to consider an agreement with Cobb Fendley and Associates to provide professional services for the Lindenwood-Memorial Signal Study and authorize the mayor to execute such agreement.

A motion was made by Councilmember Stark with a second by Councilmember Cokinos to authorize the mayor to enter into a contract with Cobb Fendley & Associates not to exceed \$7,200 to be funded from the City Engineer's budget to redesign the intersection to lower the roadway and provide for an unprotected left turn lane west bound on Memorial onto Lindenwood (southbound). The motion carried unanimously.

12. Discussion and possible action to consider a change order with Texas Sterling Construction Company to change the design of Memorial Drive at Lindenwood intersection by lowering the grade of the roadway and to provide a left turn lane for west bound traffic on Memorial Drive.

A motion was made by Councilmember Cokinos with a second by Councilmember Wegner to authorize the mayor to enter into a change order with Texas Sterling Construction in an amount not to exceed \$200,000.00 for the reconstruction of the intersection. The motion carried unanimously.

13. Discussion and possible action to consider an agreement with Cobb Fendley and Associates to provide professional services for the Camelot Woods Drainage Project and authorize the mayor to execute such agreement.

A motion was made by Councilmember Cokinos with a second by Councilmember Wegner approving the contract with Cobb Fendley & Associates to provide engineering and design services for Camelot Woods Drainage and Paving project as presented and authorize the mayor to execute such agreement.

14. Discussion and possible action to consider approval of a resolution authorizing the mayor and city secretary to execute an interlocal agreement between the City of Hunters Creek Village and Harris County Flood Control District relating to storm sewer improvements along Camelot Lane, Country Lane, and Gawain Lane.

A motion was made by Councilmember Cokinos with a second by Councilmember Wegner to approve Resolution No. 07-04 authorizing the mayor to execute the interlocal agreement with Harris County Flood Control District relating to storm sewer improvements along Camelot Lane, Country Lane, and Gawain Lane. The motion carried unanimously.

15. Discussion and possible action to authorize the mayor to solicit proposals for storm drainage maintenance for Bryn Mawr and Memorial Drive Manor subdivisions.

Mayor Dodson explained that there are many areas within the city that need to be evaluated for storm drainage maintenance. He indicated that the subdivisions of Bryn Mawr and Memorial Drive Manor in his opinion are a priority for maintenance. The evaluations of the other areas in the city should be included in a capital improvement program. He anticipates the bids to come in below \$25,000; however, if they do come in higher, a sealed bid process will be done. A motion was made by Councilmember Wegner with a second by Councilmember Stark to authorize the mayor to solicit requests for proposals and if the bids come in higher than \$25,000 to re-bid under the sealed bid process. The motion carried unanimously.

16. Discussion and possible action to consider an ordinance providing for street event parking.

A motion was made by Councilmember Burck with a second by Councilmember Wegner to forward this matter to Planning and Zoning Commission for their review and recommendation. The motion carried unanimously.

17. Discussion and possible action to consider amending the Code of Ordinances to revise certain provisions governing: (a) the fees charged for issuance and renewal of alarm system permits and excessive false alarms; and (b) the duration of permits.

There was discussion with no action taken. Council requested that the item be tabled until the July meeting in order for staff to provide a cost analysis report on the permit fees.

#### ADJOURN OPEN MEETING

A motion was made by Councilmember Wegner with a second by Councilmember Stark to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

*Deborah L. Loesch*

Deborah L. Loesch, TRMC  
City Secretary

These minutes approved on the 17th day of July, 2007.

Ordinance Nos. 688, 689, 690 and Resolution Nos. 07-03 and 07-04 are on file in the City Secretary's office and are made a part of these minutes by reference.