

CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
JUNE 17, 2008

The City Council of the City of Hunters Creek Village, Texas held its regular meeting on Tuesday, June 17, 2008, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas.

Present:	Mayor	Bob Dodson
	Mayor Pro Tem:	Roger Stark
	Council Members:	Steve Reichel
		Peggy Burck
		Ed Neuhaus
	City Secretary:	Deborah Loesch
	City Attorney:	John Hightower

With a quorum of the Council Members present, Mayor Dodson called the session to order at 6:00 p.m. followed by the Pledge of Allegiance, led by Memorial Villages Police Chief Gary Brye. It was noted that Councilmember David Wegner was not in attendance.

REPORTS

1. Mayor Dodson reported on the following:
  - a. Update on the Villages Independence Festival. Mayor Dodson reported that the festival depends on donations and volunteers to make it happen.
  - b. Villages Emergency Hurricane Preparedness Meeting on June 26, 2008. Mayor Dodson encouraged all members of council and citizens to attend the meeting which will be very informative in preparing for a hurricane. The meeting will be led by Harris County Judge Ed Emmett and is being held at Memorial High School.
2. City Engineer's Report: Charles Eastland, Cobb Fendley & Associates, reported:
  - a. Soldiers Creek Crossing Project. The contractor is ready to paint the railing, awaiting a decision on the paint color so it can be ordered.
  - b. Camelot Woods drainage and paving improvement project. The project is about 48% complete with Gawain almost 100% complete with drain basins in and now laying sod. Concrete on Camelot Lane has been poured all the way to Country Lane. Storm sewer construction has started now on Country Lane.
  - c. Intersection at Saddlewood and Memorial Drive.  
  
Discussion and possible action to approve Amendment #5 to the City Engineer's contract for engineering services related to the Saddlewood Lane and Memorial Drive intersection realignment.  
  
The realignment is needed to resolve the visibility and sight distance problem. The design to reconfigure the intersection will take about 30

days. However, it will take CenterPoint about 90 days to relocate the electrical poles, so no construction can begin until those poles are relocated. The estimated cost of the project to include some drainage work and design costs will be about \$220,000. The council discussed temporary measures that could be put in place until the construction can be completed.

A motion was made by Councilmember Burck with a second by Councilmember Reichek to authorize the Memorial Villages Police Department to place the portable speed sign on the eastbound side of Memorial and to call for a special meeting on Tuesday morning at 9:00 a.m. to take action on the continuation of the redesign. The motion carried unanimously.

A motion was made by Councilmember Stark with a second by Councilmember Reichek to move the necessary funds in the budget to cover the estimated cost from the signal light account and authorize to go forward with the design at an amount not to exceed \$34,500.00 and authorize the mayor to execute on behalf of the City. The motion carried unanimously.

Mayor Dodson and Councilmember Burck stated their concerns on restitution to the City for the design flaw and who is responsible.

- d. 5-year Capital Improvement Program (CIP).  
The plan will be updated to include the realignment of the intersection at Saddlewood and Memorial in year 2008.
  - e. Status of various projects under design. Memorial Drive overlay design is complete and submitted to all utility companies for approval. Should be ready to go out for bid by the July meeting. The Tara Oaks/Inwood Oaks/Creekside outfall upgrades design is near completion and will be ready to submit plans to the utility companies for approval by the end of June. They are planning to meet with some Creekside residents to discuss some easement issues and have met with the Memorial Villages Water Authority on the sanitary sewer leakage. Meetings have been scheduled with residents of Smithdale to look at alternatives on the improvements scheduled for the Longshadows/Smithdale paving and drainage improvements.
3. Fire Commissioner. Matthew Thanheiser, Asst. Fire Commissioner, reported that the budget continues to run 2.5% under budget. There has been discussion regarding rewriting the by laws and interlocal agreement since it was original approved in 1978 and needs review. They are replacing the compensation committee with a finance committee. They are also looking at the physical plant fund to do some routine schedule maintenance in the 2010 budget. They have hired one new employee and the new pumper is ready for delivery which was

previously approved. The 2009 budget has been approved by Bunker Hill and Hedwig Village.

- a. Discussion and possible action to approve the proposed budget for fiscal year 2009 for the Village Fire Department.

A motion was made by Councilmember Burck with a second by Councilmember Reichek to approve the budget for 2009 as presented. The motion carried unanimously.

4. Police Commissioner. Commissioner Benny Hruzek and Police Chief Gary Byre reported that the operations of the department are currently running \$85,000 under budget due to shortage in staff. However, they intend to add 1 more police officer in September. They are working on the 2009 budget and anticipate a 10% increase in health insurance costs. They have scheduled a budget workshop on July 10<sup>th</sup> at 7:00 p.m. and invited council to attend. They have decided to delay acquiring new capital purchases for 60 days while working to acquire this equipment through grants that are available. Chief Byre explained the Early Warning 911 updated agreement that this is now an in house system to be utilized by the department. Councilmember Reichek asked about reactivating the STEP program and Chief Byre responded that officers are ready to work. They are still evaluating the TMRS situation and have not made any decisions as yet.

5. City Treasurer's Report.

Deborah Loesch, City Secretary, provided a financial statement and budget report as of May 31, 2008 of cash available in all bank accounts. Since there has been no formal city treasurer since May, the next report will be given at the July meeting updating all financial and investment information.

Discussion and possible action to consider the financial report for fiscal year 2007.

Robert Belt with Sanderson Knox & Belt presented the report as the city's auditor and explained that the report gave the city a clean opinion and no material weaknesses to be concerned about. There was a discussion of the information provided in the report and some suggestions for expanding certain areas in future reports.

## PUBLIC COMMENTS

Public comments were received from:

Joe Reilly, Elaine Davenport, Dr. McEnmore, Susan Phillip, Jay Kaplan, Janice Spelling, and Gus Kominski all commented on the severity of the visibility and sight distance problem caused by the bridge railings at Soldiers Creek as traffic attempts to enter Memorial Drive at Saddlewood Lane. Comments included alternative speed and traffic control devices installed to removing the brick from the columns as it is strictly cosmetic and they should be removed.

Ted Doebbler, #5 Voss Park, commented on his opposition to a variance granted to #4 Voss Park to allow a swimming pool in the front of the house.

Bonnie McMillian commented on further changes to the tree ordinance.

CONSENT AGENDA. Mayor Dodson requested that items 3 and 4 be removed from the consent agenda and dealt with separately. Upon a motion made by Councilmember Burck and a second by Councilmember Reichek, the Council voted unanimously to approve and adopt consent agenda items 1, 2, 5 through 10 as follows:

1. Approval of the Minutes of the May 16, 2008 and May 20, 2008 council meetings.
2. Approval of the Cash Disbursement Journal for May 2008.
5. Approval to authorize the expenditure of \$495.00 for the purchase of a recording software (SoniClear) and one license for recording meetings.
6. Approval of a letter of understanding with the City of Piney Point Village to participate 50% in the financial and physical responsibility associated with the traffic signal light located at the intersection of Greenbay and Memorial Drive and authorize the expenditure of \$190.50 to recent repairs.
7. Approval of Ordinance No. 721 amending Chapter 2, Article III of the Code of Ordinances regarding the authority of the City Council to hire and discharge employees and the chain of command for managing city staff and consultants.
8. Approval of Resolution No. 08-05 adopting a policy for handling correspondence for the Mayor and City Councilmembers.
9. Approval to authorize the expenditure of \$16,495.00 to upgrade the traffic light signal lamps at Voss Road and Beinhorn to LED lights.
10. Approval of the renewal and upgrade of the Greater Harris County 9-1-1 Neighborhood Early Warning System Agreement.
11. Approval of the Memorial Villages Police Department budget amendment for proposed program funding requirements for capital outlay expenditures for crime prevention strategies. *(Item was removed no action taken.)*

REGULAR AGENDA

3. Approval of a 2-year renewal with Wells Fargo Bank for the city's depository agreement.

A motion was made by Councilmember Burck with a second by Councilmember Reichek to approve the 2 year renewal of the city's depository agreement with Wells Fargo and to include authorization for the Mayor to execute the \$500,000 line of credit at prime plus 0%. The motion carried unanimously.

4. Approval of Resolution No. 08-04 designating the Houston Chronicle as the city's official newspaper.

A motion was made by Councilmember Burck with a second by Councilmember

Reichek to approve Resolution No. 08-04 designating the Houston Chronicle as the city's official newspaper and noting that the Chronicle has a better on-line service for those who do not subscribe to the newspaper. The motion carried unanimously.

12. Discussion and possible action to consider a contract with Royal Disposal for solid waste and recycling collection.

Mayor Dodson reported that the contract negotiations were still ongoing; however, the contractor has asked to change to a 4 times a week collection where 1/2 of the city would be collected on Monday and Thursday and the other 1/2 on Tuesday and Friday. They have also asked to change recycling to 2 times a month. They believe this will be more effective for the economic situation. At the current rate and 2 times a week collection they are losing about \$8,000 a month on the contract. Council indicated that they were not ready to change the recycling days but would consider the 4 times a week on trash pickup.

A motion was made by Councilmember Burck with a second by Councilmember Reichek to authorize Royal Disposal to change the collection days to 4 times a week where 1/2 of the city would be collected on Monday and Thursday and the other 1/2 on Tuesday and Friday, however, recycling will continue on every Wednesday, provided all residents affected by the change will receive notification from the contractor at least one week in advance of the change. The motion carried unanimously.

13. Discussion and possible action to consider submitting to the Planning and Zoning Commission for recommendations establishing standards for the placement of garbage and recycling receptacles.

A motion was made by Councilmember Burck with a second by Councilmember Neuhaus to forward to the Planning and Zoning Commission a request to review and make a recommendation for standards for the placement of garbage and recycling receptacles and the mode of collection. The motion carried unanimously.

Mayor Dodson indicated that he planned to attend the meeting on July 7<sup>th</sup> and express the concerns of Council.

14. Discussion and possible action to consider appointments for Alternate Police Commissioner, Finance Committee, City Treasurer, and Board of Adjustment.

A motion was made by Councilmember Reichek with a second by Councilmember Stark to appoint Alan May as City Treasurer. The motion carried unanimously.

Councilmember Stark made a motion with a second by Councilmember Reichek to table any action on the remaining positions until the July meeting. The motion carried unanimously.

15. Discussion of the requirement under the State of Texas Plumbing License Law that a plumbing inspector for a political subdivision must be an employee of the city.

The City Attorney advised that there has been recent state legislation that removed this requirement and therefore those services can be performed by a contractor. Therefore there was no need for discussion and no action was taken.

16. Discussion and possible action to consider the qualifications for and approval of agreements for tree inspection services, building, electrical, mechanical and plumbing inspection services.

A motion was made by Councilmember Burck with a second by Councilmember Neuhaus to approve an agreement with Hendricks Tree Services for urban forester services at a rate of \$70.00/hour provided that all required documents are submitted and authorize the Mayor to execute on behalf of the City. The motion carried unanimously.

17. Discussion and possible action to consider further amendments to the tree preservation ordinance.

Councilmember Burck provided further suggested changes to the ordinance and they were reviewed. Further review of the ordinance by the committee will be continuing with final changes provided for the July meeting. There was discussion with no action taken.

18. Discussion and possible action to approve a resolution adopting a fee schedule for fees associated with tree inspection permits.

There was discussion with no action taken. Councilmember Burck stated that she would contact the Building Official and discuss the request for additional permits as it relates to the changes in the tree ordinance.

A Closed Meeting was held in accordance with the authority contained in Section 551.074, to discuss personnel matters. The Closed Meeting convened at 8:45 p.m. and adjourned at 9:30 p.m.

The Open Meeting reconvened at 9:30 p.m.

19. Discussion and possible action to consider current staff assignments and related personnel issues and office operations issues.

A motion was made by Councilmember Reichek with a second by Councilmember Burck to authorize the hiring of a part-time receptionist to work 3-4 hours a day Monday through Friday so long as the hours do not exceed the maximum allowed under the retirement plan. The motion carried unanimously.

A motion was made by Councilmember Reichek with a second by Councilmember Stark to establish that the standard work hours for all employees will be 8:30 a.m. to 4:30 p.m. with no exceptions effective immediately. The motion carried unanimously.

ADJOURN OPEN MEETING

A motion was made by Councilmember Reichek with a second by Councilmember Stark to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

*Deborah L. Loesch*

Deborah L. Loesch, TRMC  
City Secretary

These minutes were approved on the 15th day of July, 2008.

Ordinance No. 721 and Resolution Nos. 08-04 and 08-05 are on file in the City Secretary's office and are made a part of these minutes by reference.