

**MINUTES
THE CITY OF PINEY POINT VILLAGE
REGULAR COUNCIL MEETING
MONDAY, MARCH 26, 2018**

THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR MEETING ON MONDAY, MARCH 26, 2018 AT 6:30 P.M. AT CITY HALL, 7676 WOODWAY, SUITE 300, HOUSTON, TEXAS, TO DISCUSS THE AGENDA ITEMS LISTED BELOW.

COUNCIL MEMBERS PRESENT: Mayor Mark Kobelan, Mayor Pro Tem John Ebeling, Joel Bender, Dale Dodds, Henry Kollenberg

ABSENT: Brian Thompson

CITY STAFF: Roger Nelson, City Administrator; Karen Farris, City Secretary, Annette Arriaga, Director of Planning and Development, David Olson, City Attorney, Joe Moore, City Engineer

DECLARATION OF QUORUM AND CALL TO ORDER

Mayor Kobelan called the meeting to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

CITIZENS WISHING TO ADDRESS COUNCIL: There were no citizens wishing to address Council regarding items not on the agenda.

1. Discuss and take possible action on the MVPD monthly report

- **Chief's Report:** Chief Schultz presented the MVPD monthly report for the month of February including the status of the budget, police and crime activity, personnel changes, and significant events and projects.
- **Commissioners' Report – including discussion about the encumbrance policy and funding policy:** Police Commissioner Chris Alexander provided a brief report regarding 3 items that have been presented to the commission for consideration:
 - 1.) the commission has adopted a new funding policy called the Capital Funds Policy. The current Encumbrance Policy enables funds to carry over from one year to the next and be recognized in the following year. The Capital Funds Policy and the Encumbrance Policy were developed to keep consistency from year to year.
 - 2.) Develop guidelines for the use of V-Link.
 - 3.) Vacancies at the police department. It is a challenge to recruit and retain police officers. The commission has approved a retention and recruitment bonus.

2. Discuss and take possible action on the VFD monthly report.

Commissioner Zeb Nash provided the VFD monthly report. At the last commissioners board meeting, the Commission discussed:

- Option #1, for the \$3,000,000 renovation - passed
- Approved, to replace the roof at a cost of \$300,000. Currently soliciting bids. Will return to cities once the bids are received to ask for a supplemental budget for 2018
- McGrath study continues. The report should be available by the end of April.
- Short one employee
- Fire safety class will be made available to residents
- Recruiting bonus
- Starting audit and budgetary activity for 2019
- Rotation of officers

3. Discuss and take possible action on Smithdale Estates landscaping budget

There was discussion to consider a landscaping budget for #7 Smithdale Estates. Councilmember Ebeling made a motion to approve a budget in the amount of \$35,000. Councilmember Bender seconded the motion. This will be discussed further in Executive Session.

Council moved Agenda Item #12.

12. Discuss and take possible action on Clean & TV Surrey Oaks

Councilmember Dodds made a motion to approve the quote from AIMS Companies for the sum of \$7,000 to clean approximately 950 feet of storm sewer on the south side of Surrey Oaks. Councilmember Bender seconded the motion and it passed unanimously.

4. Discuss and take possible action on the Investment Policy

The City Council is required to review the Investment Policy on an annual basis. Councilmember Bender made a motion to approve the Investment Policy. Councilmember Ebeling seconded the motion and it passed unanimously.

5. Discuss and take possible action on Accounts Payable Procedures

There was discussion regarding the Accounts Payable Procedures. The current procedure requires checks greater than \$5,000 to be signed manually by the Mayor and one Councilmember. However, if there are no councilmember's available, the City Administrator may serve as the second signature. Councilmember Kollenberg suggested the limit be increased so that checks greater than \$10,000 will be signed manually by the Mayor and one Councilmember, or if one signer is absent the City Administrator be approved to sign those checks greater than \$10,000. Revise the Accounts Payable Procedures and return to agenda for the next month council meeting.

6. Discuss and take possible action on "No Outlet" signage at the intersection of Pine Tree Lane and Blalock Road

Councilmember Dodds made a motion to approve the "No Outlet" signage at the intersection of Pine Tree Lane and Blalock Road. Councilmember Bender seconded the motion and it passed unanimously.

7. Discuss and take possible action on approving invoice from Bunker Hill for the City's one-third share of engineering and legal fees for the Virtual Gate Project.

Council discussed the invoice from Bunker Hill regarding the Virtual Gate Project. Council had previously approved a budget up to \$20,000. Councilmember Kollenberg

made a motion to approve payment of the invoice from Bunker Hill with a notation of final payment and a letter to the City of Bunker Hill stating that this payment completes the City of Piney Point Village's commitment on this project. Councilmember Ebeling seconded the motion and it passed unanimously.

8. Discuss and take possible action on the Mayor's monthly report, including but not limited to:

- **Heritage Trail Event – April 21**

Mayor Kobelan provided information regarding the Heritage Trail Event and the Beautification Committee.

9. Discuss and take possible action on the City Administrator's monthly report, including but not limited to:

- **February 2018 Financials**

There was discussion regarding the Financials, and employee absences.

10. Discuss and take possible action on the City Engineer's monthly report

Joe Moore provided updates to current projects including N. Piney Point Road Project, Smithdale Estates Bypass Project and various on-going projects, and future projects.

11. Discuss and take possible action on Wilding Lane culvert replacement

Councilmember Dodds made a motion to accept the Huff and Mitchell quote of \$11,280 for the replacement of the Wilding Lane culvert. Councilmember Bender seconded the motion and it passed unanimously.

13. Discuss and take possible action on Windemere Interlocal agreement with the City of Houston.

Councilmember Dodds made a motion to accept the estimate of the total construction costs of \$406,688.75 for the Windemere Interlocal agreement with the City of Houston. Councilmember Bender seconded the motion and it passed unanimously.

14. Discuss and take possible action on the minutes of the February 26, 2018 Council meeting and the March 19 Special Council meeting

Councilmember Bender made a motion to approve the minutes of February 26, 2018 Council meeting and the March 19, 2018 Special Council meeting. Councilmember Ebeling seconded the motion and it passed unanimously.

15. Discuss and take possible action on any future agenda items, meeting dates, etc.

No action taken

16. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to Section 551.071 of the Texas Government Code (CONSULTATION WITH ATTORNEY), specifically regarding pending and potential litigation; and pursuant to Section 551.072 of the Texas Government Code (DELIBERATION ABOUT REAL PROPERTY), specifically to deliberate the purchase, exchange, lease, or value of real property and pursuant to Section 551.074 of the Texas Government Code (PERSONNEL), specifically to deliberate the appointment, employment, evaluation, reassignment, duties,

discipline or dismissal of a public employee or to hear a complaint or charge against an officer or employee – Planning & Development and Code Enforcement.

Council adjourned into a closed session at 8:06 p.m.

Council reconvened into open session at 8:47 p.m.

21. Action outside of Executive Session, if any

For agenda item #3, discuss and take possible action on Smithdale Estates landscaping budget. Council made a motion and a second to approve the budget of \$35,000 for landscaping and sprinkler repairs at Smithdale Estates #7. Council voted and it passed unanimously.

22. Adjourn

Councilmember Bender made a motion to adjourn. Councilmember Ebeling seconded the motion and the meeting adjourned at 8:48 p.m.

PASSED AND APPROVED this 23rd day of April, 2018.



Mark Kobelan
Mayor



Karen Farris
City Secretary