

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
May 22, 2018**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, May 22, 2018, at City Hall, #1 Hunters Creek Place, Hunters Creek Village, Texas.

Present:	Mayor:	Jim Pappas
	Councilmembers:	Stuart Marks
		Fidel Sapien
		Ken Spalding
		Chip Cowell
		Jay Carlton

City Attorney:	John Hightower
City Administrator:	Tom Fullen
City Secretary:	Crystal R. Dozier
City Building Official:	James Stewart
City Engineer:	Steve Byington

***With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 6:03 p.m. followed by the pledge of allegiance led by Richard Heustess and invocation led by Pastor Rick Minett.***

***PUBLIC HEARING. Notice is hereby given that the City Council of the City of Hunters Creek Village will hold a public hearing for the purpose of receiving testimony for or against the following proposed amendment to the Zoning Chapter of the City of Hunters Creek Village:***

**AN ORDINANCE AMENDING SECTIONS 44-2(b) AND 44-161 OF CHAPTER 44 (THE ZONING CHAPTER) OF THE CODE OF ORDINANCES OF THE CITY OF HUNTERS CREEK VILLAGE TO PROVIDE A DEFINITION FOR THE TERM "BREEZEWAY", TO PROVIDE THAT A DETACHED GARAGE MAY BE CONNECTED TO THE MAIN RESIDENTIAL STRUCTURE BY A BREEZEWAY, AND TO PROVIDE THAT A DETACHED GARAGE MAY NOT HAVE A WINDOW MORE THAN TEN FEET HIGHER THAN THE FINISHED FLOOR; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.**

The Public Hearing was opened for comment, hearing none, Public Hearing was closed.

1. Discussion and possible action to receive the final report and recommendation from the Planning and Zoning Commission.

**A motion was made by Councilman Sapien to accept the final report and recommendation from the Planning and Zoning Commission and Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.**

2. Discussion and possible action to adopt an ordinance amending Sections 44-2(b) and 44-161 of Chapter 44 (the Zoning Chapter) of the Code of Ordinances of the City of Hunters Creek Village to provide a definition for the term "Breezeway", to provide that a detached garage may be connected to the main residential structure by a breezeway, and to provide that a detached

garage may not have a window more than ten feet higher than the finished floor; and making other provisions related to the subject.

**A motion was made by Councilman Cowell to adopt an ordinance amending Sections 44-2(b) and 44-161 of Chapter 44 (the Zoning Chapter) of the Code of Ordinances of the City of Hunters Creek Village to provide a definition for the term “Breezeway”, to provide that a detached garage may be connected to the main residential structure by a breezeway, and to provide that a detached garage may not have a window more than ten feet higher than the finished floor; and making other provisions related to the subject. Councilman Marks seconded the motion. The vote to approve the motion was unanimous.**

## **PUBLIC COMMENTS**

There were no public comments.

## **REPORTS**

Treasurer: Tom Fullen, City Administrator, presented the financial report and gave a brief summary.

Police Commission: Chief Schultz, presented the police report and gave a brief summary on recent events. Follow-up on Previous Month Items/Requests from Commission-FY19 1<sup>st</sup> draft budget proposal completed and under discussion and revision. Personnel Changes/Issues/Updates-Completed testing and hiring process for 1 officer who was presented a conditional offer of employment. Scheduled to begin May 20, 2018. One dispatch candidate is in background process. Scheduled for Chief’s Interview. Conducted interview process on 3 candidates. One candidate is still in process and in extended background phase as concerns were identified that needed clarification.

### Major/Significant Events

- April 3, 2018, officers investigated an incident involving threats made towards a resident and his spouse. The threats came from a former employee. The residence was placed on an extended house watch and the incident formally documented.
- During the month there were 2 incidents where it appears that the victims were followed to the Villages after conducting business at 2 different area banks (Houston). As the victims went into homes, their vehicles were forcibly broken into. A V-LINC notification was sent out and detectives are investigating.
- There were 2 additional burglaries where commercial grade stoves were stolen from houses under construction. Detectives are working with HPD on these cases as they are similar to a series of other cases that they are also investigating.

Status Update on any Major Projects-Fire extinguisher inspection and initial sprinkler system inspections completed for the Police Building. Recommendations require that a comprehensive inspection and testing of sprinklers and fire suppression valves be completed. These should have been done annually, however had not been done in the past 10 years. Estimates were requested and received. (\$5,652). On-Site CJIS Inspection conducted and responses submitted to the inspector that were received pre on-site inspection. Conducted site security surveys of all 3 courts at the request of the presiding judges. Changes in State Statutes require a security plan to be in place for all courts along with the implementation of a structured Bailiff program by 12/31/2018. 5 recommendations were made and presented to the city managers for consideration. A violator citation information brochure has been created and tentatively approved by the court clerks. We will have these printed when we have the 2017 Annual Report printed.

Fire Commission: Councilman Jay Carlton, presented the fire report and gave a brief summary. The bids to replace the roof at the fire station were due May 3<sup>rd</sup> and the Commission received 5 bids from \$250K-\$300K. The Commission is going to recommend the bid at \$220K with a \$50K contingency at the Fire Commission meeting being held on Wednesday, May 23<sup>rd</sup>. The Commission will also be discussing the 2019 budget.

Building Official: James Stewart, City Building Official gave a brief summary of the building report.

City Engineer: Steve Byington, City Engineer reported on the following public work projects:

a. Two Outfall Rehabilitation

**Conrad Construction is preparing bonds and still working towards HCFCD permit. City Engineer anticipates notice to proceed within two weeks.**

b. Beinhorn/Voss Traffic Signal

**Staff successfully self-performed the installation of the PODs in all but the two northbound Voss lanes. All left turns and most through lanes are actively working.**

c. Memorial/Voss Intersection Improvements

**Final review meeting to occur on May 18<sup>th</sup> and the City Engineer will be advertising for bids the week of the 21<sup>st</sup>. The City Engineer will have a recommendation for award at June meeting.**

d. Television Inspection of Outfalls/Storm Sewer

**The bids open the week of the 28<sup>th</sup> and the City Engineer will have a recommendation for award at June meeting.**

e. 2018 Outfall Rehabilitation-River Point & River Circle

**The City Engineer will have proposal for engineering at this council meeting. The work is anticipated to include the rehabilitation of two corrugated metal pipe outfalls to Buffalo Bayou in Riverbend subdivision and is currently budgeted at \$430,000.**

Mayor and Council: Councilman Stuart gave a brief report on the Tri-Cities Virtual Gate.

## **CONSENT AGENDA**

1. Approval of the Minutes of the Regular Meeting on April 24, 2018 and Special Meeting on April 24, 2018.
2. Approval of the Cash Disbursement Journal for April, 2018.

**A motion was made by Councilman Spalding to approve the Consent Agenda and Councilman Carlton seconded the motion. The vote to approve the motion was unanimous.**

## **REGULAR AGENDA**

1. Discussion and possible action to approve the purchase agreement for the Court Collection Agency Export Interface Module for Incode.

**A motion was made Councilman Spalding to approve the purchase agreement for the Court Collection Agency Export Interface Module for Incode and Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

2. Discussion and possible action to approve a Resolution authorizing the investment of City funds in the Texas Cooperative Liquid Assets Security System (Texas CLASS), a local



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Crystal R. Dozier, TRMC  
City Secretary