

**CITY OF HUNTERS CREEK VILLAGE, TEXAS  
MINUTES OF THE REGULAR  
CITY COUNCIL MEETING  
December 4, 2018**

The City Council of the City of Hunters Creek Village, Texas held a regular meeting on Tuesday, December 4, 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
	City Attorney:	John Hightower
	City Administrator:	Tom Fullen
	City Secretary:	Crystal R. Dozier
	City Engineer:	Steve Byington

***With a quorum of the Council Members present, Mayor Jim Pappas called the meeting to order at 6:00 p.m. followed by the pledge of allegiance led by Steve Byington, City Engineer and invocation by Mayor Pappas.***

**PUBLIC COMMENTS**

Matt Benner at 12 Voss Park Drive spoke before the council regarding the status of the Ethics Commission complaint against Mayor Pappas.

**REPORTS**

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

Police Commission: Commissioner Steve Reichek, presented the police report and gave a brief summary on recent events. Follow-up on Previous Month Items/Requests from Commission-New information in reference to retiree health insurance, appears to show that the existing retirees can remain on the MVPD health care plan, with the Villages continuing to make a payment towards the retired employees premium and the retired employee making up the difference with payment to the MVPD for the balance. Personnel Changes/Issues/Updates-One of most recent hires was extended in his first phase of training. We will continue to closely monitor his progress and work product. We have been seeing improvement as he learns the operations of the MVPD. We are exploring placing an Ad in the Houston Chronicle for a dispatcher due to prop B and the implications that Houston will be experiencing a work force reduction in their dispatch operations.

**Major/Significant Events**

- An arrest warrant has been obtained for the arrest of a suspect in an auto burglary that occurred on 10-27-18 at the Racquet Club. The suspect was identified via surveillance video from the HRC and Dillards.
- MVPD personnel closely monitored rainfall during heavy storm during the last week of the month. Nightshift officers cleared drains and grates throughout the night.
- Command staff attended Houston - Area wide Police/Fire coordinated response training.

- Command staff participated in a regional tabletop exercise in reference to natural disaster events of flooding and evacuations.

Status Update on any Major Projects-All Capital Projects for the year are complete.

Fire Commission: Mayor Pappas, presented the fire report and gave a brief summary. Roof – The base coat is in place 100% (the building is temporarily dry from a roofing standpoint). The top coat is approximately 70% in place. The scuppers are all flashed into place. The sheet metal cap flashings have been dimensioned and are currently being fabricated and should begin installation next week. Detail work associated with new equipment stands and walk-off mats will start next week. The wall sealant and caulk colors have been selected and will proceed next week. All completions are subject to inclement weather. The plan is to complete no later than this month (December). Building – The RFQ for a program manager has been prepared and published. The advertisement dates are Nov. 28 and Dec. 5th with a due date on all inquiries on Dec. 18. As of the first advertisement date, the Commission has received 10 inquiries for the RFQ package.

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

**The project is substantially complete. Minor restoration and flood control acceptance remaining.**

b. Memorial/Voss Intersection Improvements

**The drill shaft foundations for signal poles are being installed now. A major part of the construction is scheduled to be constructed between 12/26 and 01/07. The new signal turn-on scheduled for the second week in January.**

c. 2018 Outfall Rehabilitation-River Point (34) & River Circle (35)

**Bids opened for #34 on Wednesday the 28th. We had three bidders. Apparent low bidder was \$217,066. Recommendation for award will occur at council meeting. We solicited three bids for River Circle (#35) for contractor equipment and labor. We will have all bids in before the meeting and be prepared to make recommendation for award. All materials will be purchased directly by the city via cooperative buying program. Currently total budget for both outfalls is \$430,000.**

d. 2018 Street Maintenance

**Planned construction on Voss curve complete. The City Engineer would like to utilize the remaining budget to perform more panel replacements. Budget amount was: \$275,000, Contract amount is: \$182,160.17. They are requesting to amend construction contract to up to \$232,000 in order to get approximately 350 lane feet in additional panel work. Engineering and material testing for the entire project will total approximately \$30,000. This additional work will occur on the Voss curve, on Voss northbound near Soldiers Creek and possibly on Old Voss with the remaining funds.**

e. Memorial Drive Asphalt Repairs

**A severe pothole on east bound memorial on the west side of Voss appeared in November. Additionally, there is a substantial settlement in the same lane on the west side of Voss that has continued to settle. Both of these locations are on the outside seam of the original roadbed. These repairs are not on the CIP. The City Engineer is prepared to take these repairs to bid in the month of December for award recommendation in January. Detailed cost estimates have not been prepared yet but anticipate the need to be between \$50k-\$75k.**

Mayor and Council: Councilman Chip Cowell attended the HGAC meeting and topic of discussion was Local Control and amending the statute regarding newspaper notification.

### **CONSENT AGENDA**

1. Approval of the Minutes of the Regular Meeting on October 23, 2018.
2. Approval of the Cash Disbursement Journal for October and November, 2018.
3. Approval of the Resolution designating Community Newspaper/Memorial Examiner, as the City's official newspaper for fiscal year 2019.
4. Approval of an Interlocal Agreement with Harris County under which the City will pay the County the amount of \$2,314.51 and the County will implement a public education and outreach program as required by the City's federal storm sewer permit; authorizing the mayor to execute the agreement on the behalf of the City.
5. Approval of an agreement with Harris County Sheriff's Office for housing city prisoners effective January 1, 2019.

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

### **REGULAR AGENDA**

1. Discussion and possible action to approve an ordinance of the City Council of the City of Hunters Creek Village, Texas, amending Chapter 18, "Environment," of the City of Hunters Creek Village Code Of Ordinances by adding Article XI, "Unsanitary Camping," prohibiting unsanitary camping within the City limits; providing a penalty not to exceed \$2,000 per violation; and making other provisions related to the subject.

**A motion was made by Councilman Cowell to approve the ordinance of the City Council of the City of Hunters Creek Village, Texas, amending Chapter 18, "Environment," of the City of Hunters Creek Village Code Of Ordinances by adding Article XI, "Unsanitary Camping," prohibiting unsanitary camping within the City limits; providing a penalty not to exceed \$2,000 per violation; and making other provisions related to the subject. Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.**

2. Discussion and possible action to adopt an ordinance of the City Council of the City of Hunters Creek Village, Texas, amending Chapter 18, "Environment," of the City of Hunters Creek Code of Ordinances by adding Article X regarding the regulation of food establishments; adopting current state rules regulating food establishments; adopting a fee schedule; providing for severability; providing for a penalty not to exceed \$2,000; providing an effective date; and making other provisions related to the subject.

**No action taken.**

3. Discussion and possible action to review the bids received and to award a contract for the Outfall #34 River Point Reconstruction Project.

**A motion was made by Councilman Cowell to award the bid to Environmental Allies, Inc. in the amount of \$217,066.60 for Outfall #34 River Point Reconstruction Project and Councilman Spalding seconded the motion. The vote to approve the motion was unanimous.**

4. Discussion and possible action to consider review the bids received and to award a contract for the Outfall #35 River Circle Reconstruction Project.

**A motion was made by Councilman Spalding to award the bid to H & H Sight Specialty, LLC in the amount of \$49,830.00 for Outfall #35 River Circle Reconstruction Project and Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

**A motion was made by Councilman Spalding to approve the purchase of material through Choice Partners in the amount of \$11,049.98 and Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

5. Discussion and possible action to review the bids received and to award a contract for sidewalk construction along Memorial Drive from Saddlewood Park to Voss Road.

**A motion was made by Councilman Cowell to award a contract to Century Concrete in the amount of \$22,500.00 for sidewalk construction along Memorial Drive from Saddlewood Park to Voss Road and Councilman Marks seconded the motion. The vote to approve the motion was unanimous.**

6. Discussion and possible action to consider rules and regulations for use of the City Hall pavilion.

**No action taken.**

7. Discussion and possible action to approve a contract with Van Stand Landscape Management for mowing services for the rights of way of Memorial Drive, Voss, Road, and the I-10 service road.

**A motion was made by Councilman Marks to not renew the contract with Special Touch Landscape and accept the contract with Van Stant Landscape Management in the amount of \$49,671.00 for mowing services for the rights of way of Memorial Drive, Voss, Road, and the I-10 service road and Councilman Spalding seconded the motion. The vote approve the motion was unanimous.**

8. Discussion and possible action to consider the distribution of keys to Mayor and Council for the traffic light control box for the intersection of Voss Road and Beinhorn Road.

**No action taken.**

9. Discussion and possible action to approve an Interlocal Agreement with The Local Government Purchasing Cooperative and the City of Hunters Creek Village for the purpose of contracting the City's postage machine with Pitney Bowes.

**A motion was made by Councilman Spalding to approve an Interlocal Agreement with The Local Government Purchasing Cooperative and the City of Hunters Creek Village for the purpose of contracting the City's postage machine with Pitney Bowes and Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

10. Discussion and possible action to consider amendments to the City's Investment Policy and Investment Strategies.

**No action taken.**

11. Discussion and possible action to consider a request for an extension of building permit 201600255 that expired on November 4, 2018 and which authorized construction at 881 Country Lane, and setting the fees and conditions for the extension.

**A motion was by Councilman Spalding to approve the extension of building permit 201600225 at 881 County Lane for 6 months with a fee of 50% of the original permit fee. Councilman Sapien seconded the motion. The vote to approve the motion was unanimous.**

12. Discussion and possible action to approve an amendment of the Village Fire Department's FY2018 Budget to increase the Professional Services budget line item by \$50,000, with Hunters

Creek Village's portion being \$18,223.97 (22.25%) coming out of Hunters Creek Village's FYE 2019 Budget.

**No action taken.**

13. Discussion and possible action regarding the Village Fire Department's FY 2019 budget and the positions taken by the City of Bunker Hill Village on its obligations under the Village Fire Department Inter-local Agreement.

**No action taken.**

**At 8:13 p.m., the City Council recessed into closed executive session to discuss the following items.**

- a. consultation with the City's Attorney (Texas Government Code, §551.071)

**At 8:33 p.m., the City Council reconvened into open public session.**

14. **A motion was made by Councilman Spalding with a second by Councilman Marks to adjourn the meeting. The vote to approve the motion was unanimous.**
15. **The meeting was adjourned at 8:34 p.m.**

These minutes were approved on the 22<sup>nd</sup> day of January, 2019.

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/s/  
Jim Pappas, Mayor

ATTEST:

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/s/  
Crystal R. Dozier, TRMC  
City Secretary