

**MINUTES OF A CITY OF PINEY POINT REGULAR COUNCIL MEETING MONDAY, OCTOBER 23, 2023, 6:00 P.M. AT CITY HALL CHAMBERS, 7676 WOODWAY DRIVE, SUITE 300, HOUSTON, TEXAS.**

**Councilmembers Present:** Mayor Mark Kobelan, Michael Herminghaus, Joel Bender, Aliza Dutt.

**City Representatives Present:** Bobby Pennington, City Administrator; David Olson, City Attorney; Jim Huguenard, Police Commissioner; Ray Schultz, Police Chief; Howard Miller, Interim Fire Chief; Joe Moore, City Engineer.

**I. Call To Order**

- Mayor Kobelan declared a quorum and called the meeting to order at 6:00 p.m. with Herminghaus, Bender, and Dutt present.

**II. Pledge Of Allegiance**

- Council led the Pledge of Allegiance to the United States of America Flag.

**III. Citizens Wishing to Address Council**

- There were no other general comments.

**IV. New Business**

**1. Consideration and possible action on the Memorial Villages Police Department Monthly Report.**

- Chief Schultz reported the activities of the police department for September.
- The police department had issued a refund for unused funds that were initially meant for the 2023 capital program replacement of the radio system project. The department expects to come in under budget for the current year, and the finalized TMRS resolution was accepted. Additionally, the department has been notified about further proceeds related to Hurricane Harvey.
- Shultz briefed the council on significant cases solved as well as general crime statistics. Notably, the department has achieved a 100 percent clearance rate on auto burglaries.
- No action was taken.

**2. Consideration and possible action on the Village Fire Department Monthly Report.**

- Interim Chief Miller reported the activities of the VFD for September.
- Miller briefed the council on current staffing, Ladder 1 scheduled repair from a minor accident, details on a residential fire in Spring Valley, and the status of the station roof repair.
- The council asked for clarification on ambulance billing and the status of the accountant.
- Alternate Commissioner Dutt reported on the Selection Committee's status regarding the Fire Chief position and emphasized that accounting responsibilities are a top priority for the selection committee.
- No further action was taken.

**3. Consideration and possible action on the Mayor's Monthly Report, including landscape improvements and a proclamation recognizing Arbor Day.**

- The latest landscaping work on Greenbay has been substantially completed.
- The Arbor Day Proclamation was declared.
- No other action was taken.

**4. Consideration and possible action on the City Administrator's Monthly Report including financial, tax, and investment reports. Authorize disbursements over \$10K and merchant card services, updates on Specific Use Permit Projects, Ground Maintenance RFP, and Meeting Signage Proposals.**

- Pedestrian crossing sign alternatives were discussed in relation to the Greenbay/Tynebridge Curb Ramp payment request from On Par. Engineering will review the signs and possibly modify them to indicate that drivers should “yield” to pedestrians.
- Information on construction and traffic control related to St. Francis Episcopal Church's Specific Use Permit was presented. The Council requested staff explore the possibility of opening the north drive before issuing the certificate of occupancy to ease traffic.
- The council inquired about credit card processing fees related to the proposed contract, which includes a 13% rate reduction and a 36-month extension. Staff will review merchant service fees and report any further concerns.
- The council has tabled action on the Council Meeting Signage and will review the options presented.
- Councilmember Bender presented a motion to approve the Administrator's recommendation on several matters. Motion includes: (1) Investment Report for the quarter ended 09/30/2023; (2) Disbursement of \$28,000.00 for Public Management; (3) Disbursement of \$12,510.00 for Fall Landscape; (4) Disbursement of \$28,030.00, \$23,475.00, and \$10,950.00 for Infrastructure Construction Services; (5) Disbursement of \$21,850.00 for OnPar Utilities and Concrete; (6) Disbursement Ratification of \$10,255.00 for Jason Bienek; and (7) Authorization for the City Administrator to sign the contract with OpenEdge Payment LLC. Councilmember Herminghaus seconded the motion.

AYES: Bender, Herminghaus, and Dutt.

NAYS: None.

- The motion carried.

**5. Consideration and possible action on a quote from Uretex for pipe sealing and pavement lifting on Dana Lane.**

- Engineer Joe Moore reported a 60-inch storm pipe problem under Dana Lane. The pavement subsided, possibly due to joint leakage. The council consensus is that HDR will continue reviewing and seeking additional quotes to identify joint failures.
- No further action was taken.

**6. Consideration and possible action on the 2023 Paving Improvements Project.**

- Engineer Joe Moore provided an estimated cost proposal for professional engineering services for asphalt paving and storm sewer improvements in various locations. The proposal submitted to the council outlines the engineering services required for pavement improvements on Tokeneke Trail, Innisfree Lane, Green Oaks, and Williamsburg Drive with the engineer's opinion on the probable construction costs. Additionally, the proposal submitted outlined storm sewer improvements on Green Vale Drive and 610 Grecian Way. The total construction with engineering, consulting, and observation is estimated at \$865,450.
- Councilmember Bender presented a motion to authorize professional engineering services to HDR for design, bid, and construction phase services for the 2023 Paving Improvements Project as presented, seconded by Herminghaus.

AYES: Bender, Herminghaus, and Dutt.

NAYS: None.

- The motion carried.

**7. Consideration and possible action on the Engineer's Report.**

- Joe Moore presented updates on the 96-inch CMP Replacement Project, highlighting concerns regarding stress test results on one of the three junction boxes.
- The Council requested that staff monitor the progress of the Green Oaks Drainage project to ensure that it is on track with the plans discussed in September.
- Joe Moore discussed challenges in repairing the Windermere Outfall due to difficulty accessing a clear easement. Staff will continue exploring an interlocal agreement with Houston for a construction easement.
- No other action was taken.

**8. Consideration and possible action on approval of the minutes for the Regular Session Council Meeting held on September 25, 2023.**

- Councilmember Herminghaus motioned to approve the minutes for the Regular Session Council Meeting held on September 25, 2023, seconded by Councilmember Bender.  
AYES: Bender, Dodds, and Dutt.  
NAYS: None.
- The motion carried.

**9. Consideration and possible action on future agenda items, meeting dates, and similar matters.**

- The next regular meeting is scheduled for November 27, the Monday after Thanksgiving. Engineering is scheduled for November 8 and Beautification for November 13. The date for the December Council has been shifted to December 18, which falls on the third Monday of the month.

**V. EXECUTIVE SESSION UNDER TEXAS GOVERNMENT CODE**

**10. The City Council executive meeting pursuant to the provision of Chapter 551, Texas Government Code, in accordance with the authority contained in Section 551.071, Consultation with City Attorney and Section 551.072, Real Estate Property.**

- An executive session was not conducted.

**11. Consideration and possible action on items discussed in the Executive Session.**

- There was no executive session.

**VI. ADJOURNMENT**

**12. Adjourn.**

- Councilmember Bender made a motion for adjournment, seconded by Councilmember Dutt.
- Mayor Kobelan adjourned the meeting at 7:36 p.m.