

MINUTES OF A CITY OF PINEY POINT VILLAGE REGULAR COUNCIL MEETING, PUBLIC HEARING, AND WORKSHOP ON MONDAY, AUGUST 25, 2025, AT 6:00 P.M. AT 7660 WOODWAY DR., SUITE 460, HOUSTON, TEXAS.

Councilmembers Present: Aliza Dutt, Mayor; Michael Herminghaus, Council Position 1; Henry Kollenberg, Council Position 2; Joel Bender, Council Position 3; Margaret Rohde, Council Position 4; Jonathan C. Curth, Council Position 5.

City Representatives Present: Bobby Pennington, City Administrator; David Olson, City Attorney; Jim Huguenard, Police Commissioner; Ray Schultz, Police Chief; Bliar Cerny, Police Detective; Dan Ramey, Fire Commissioner; Steve Witt, Deputy Chief; Annette Arriaga, Development Services Director; Gracie Moylan and John Peterson, City Engineering.

Call To Order

At 6:00 p.m., Mayor Aliza Dutt declared a quorum and called the meeting to order.

Pledge of Allegiance

The Council led the Pledge of Allegiance to the United States flag.

Citizens Wishing to Address Council

- No general public comments were received.

A. PUBLIC HEARING: Public hearing to approve the issuance of a specific use permit (SUP) for the renovation and improvements to the north courtyard on the St. Francis Episcopal Church campus.

- Mayor Dutt opened the public hearing at 6:02 PM.
- Architect Jonathan Williams submitted a request for a Specific Use Permit (SUP) on behalf of St. Francis Episcopal Church to renovate and enhance the north courtyard of the church. He was available to answer any questions regarding the planned renovations.
- No public comments were received.
- Mayor Dutt closed the public hearing at 6:03 PM.

B. PUBLIC HEARING: Public hearing to approve the issuance of a specific use permit (SUP) for the installation of a new columbarium within the main building of St. Francis Episcopal Church.

- Mayor Dutt opened the public hearing at 6:03 PM.
- Luis Richman and Stuart Bates, representatives of St. Francis Episcopal Church, were present to answer any questions regarding the proposed Special Use Permit for the installation of a new columbarium within the church building.
- No public comments were received.
- Mayor Dutt closed the public hearing at 6:04 PM.

C. HEARING: Hearing and consideration regarding the rejection of the lowest apparent bidder for the Chapelwood Drainage Project Contract.

- Mayor Dutt opened the hearing at 6:04 PM.
- John Peterson presented findings regarding rejection of the lowest apparent bidder, SAPO Engineering Consultants LLC.
- Mamoke Ekemike from SAPO Engineering delivered remarks and shared additional visuals of a current SAPO project underway near San Felipe, Texas.
- Council discussed and asked clarifying questions.
- Mayor Dutt closed the hearing at 6:16 PM.

1. **Consideration and possible action adopting an ordinance (ORD 2025.08) regarding the Specific Use Permit (SUP) to approve the issuance of a specific use permit (SUP) for the renovation and improvements to the north courtyard on the St. Francis Episcopal Church campus.**
 - Councilmember Rohde inquired about issues at the Planning and Zoning Commission hearing and whether they recommended the draft ordinance. Development Services Director Arriaga confirmed approval with no public concerns.
 - **Action:** Councilmember Rohde moved to approve Ordinance 2025.08, establishing a SUP for St. Francis Episcopal Church's north courtyard improvements. Councilmember Bender seconded, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
2. **Consideration and possible action on an ordinance (ORD 2025.08-B) approving a specific use permit (SUP) for the installation of a new columbarium at St. Francis Episcopal Church.**
 - Councilmember Rohde inquired about the Planning and Zoning hearing, and Arriaga confirmed approval with no public comments. Bender inquired about the columbarium's location, and Olson and Arriaga clarified that it would be situated within the existing structure, following the Church's notice and open house, with no public feedback.
 - **Action:** Councilmember Bender moved to approve Ordinance 2025.08-B establishing a SUP for the new columbarium at St. Francis Episcopal Church. Councilmember Herminghaus seconded, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
3. **Consideration and possible action regarding the rejection of the lowest apparent bidder for the Chapelwood Drainage Project Contract.**
 - The Council noted concerns about negative references for the lowest bidder and acknowledged that the second bidder had more relevant experience. They recommended the lowest bidder reapply after enhancing their experience and references.
 - **Action:** Councilmember Rohde moved to reject the lowest apparent bid from SAPO Engineering Consultants LLC as recommended by staff. Councilmember Herminghaus seconded, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
4. **Consideration and possible action on approval of the Council Meeting Minutes held on June 23, 2025.**
 - A clarification was made to include Bender in the detailed "Ayes" list for the VFD budget vote under Item 4. Olson provided clarification on the voting requirements for using Zoom.
 - **Action:** Councilmember Herminghaus moved to approve the June 23, 2025, minutes, with the clarification noted. Councilmember Bender seconded, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
5. **Consideration and possible action regarding the Memorial Villages Police Department.**
 - Chief Schultz presented the July 2025 activity report. No action required.
6. **Consideration and possible action regarding the Village Fire Department.**

- The Fire Department submitted its monthly activity report. Witt addressed questions about response times and the rise in residential fire alarms. Commissioner Ramey provided updates on the fire operations, including the 2024 audit and corrections to the financial report. No action was required.

→ **The council agreed to prioritize the workshop discussion, the Beautification Committee's Strategic Development Plan, and Item #15 regarding landscape architect services before Item #7 at 6:56 PM.**

E. WORKSHOP: Beautification Committee's Strategic Development Plan.

- Several beautification committee volunteers, including Margaret Rohde, Michael Phillips, and Randir Sahni, presented a strategic plan to enhance the city's image and public spaces over the next five years. They seek approval to refine projects in the 5-Year Plan and collaborate with City Staff during the 2026 Budget process, requesting \$50,000 to hire a qualified urban landscape architect for initial project design and codification of landscape standards. The project aims to incorporate planting standards and suggest appropriate residential plantings that thrive in the local environment, thereby enhancing the city's natural character.
- The Council received the Beautification Committee's Strategic Development Plan, expressed appreciation for the work, and discussed funding, the need for a landscape architect, and project start-up. Discussion then continued under Item 15 on authorizing landscape architect services for a designated beautification project.

15. Consideration and possible action to authorize landscape architect services for a designated beautification committee project.

- The Council discussed the Beautification Committee's recommendation to allocate up to \$50,000 for the preparation of a landscape standards manual and the design of the designated area on South Piney Point Road. Council clarified the RFQ process and next steps before the selection of a landscape firm.
- **Action:** Councilmember Bender moved to approve the Beautification Committee proceeding with the solicitation of qualified professional services, as discussed. Councilmember Herminghaus seconded the motion, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.

→ **The council agreed to prioritize Item #12 regarding 589 Dana Lane side-yard at 7:32 PM before returning to the remaining consecutive order of items.**

12. Consideration and possible action regarding Developer's request to connect to the city public sidewalk within 589 Dana Lane side-yard and public right-of-way.

- Will Seyer, representing the 589 Dana Lane residential development, presented a request to connect to the City's public sidewalk located in the side yard. Council discussed the details of the request, including the site complexities due to the change in the frontage structure from Dana Lane to Smithdale.
- **Action:** Councilmember Bender moved to approve the request of the property owner/developer at 589 Dana Lane to construct a sidewalk connection on the side yard fronting Smithdale, in accordance with the City Code of Ordinances, subject to the consent of encroachment authorized by legal counsel. Councilmember Rohde seconded the motion, and the action carried with the following results:
AYES: Herminghaus, Bender, Rohde, and Curth.
NAYS: Kollenberg.

7. Consideration and possible action on City Engineering: (a) Letter of Recommendation - Chapelwood Court Project Bid, (b) Blalock Point Repairs (Green Oaks and Brompton Court) Quote Approval. (c) Bothwell/Holidan Way CCTV Quote, (d) Engineer's Report.

- Listed as item “b” under engineering, the council considered the item regarding sinkhole repairs at Green Oaks and the turning apron of Brompton Court. Staff noted that, as discussed at the August Engineering Committee meeting, HDR sought and obtained multiple quotes for this work. The sinkholes are located adjacent to the roadway and are classified as an emergency repair due to the public safety risk. HDR recommended approval of the two quotes submitted by Experts Underground Solutions, totaling \$102,426.00, as the most responsive and responsible option following due diligence review of the bids received.
- **Action (1):** Councilmember Bender moved to approve the emergency repair of the sinkholes at Green Oaks and Brompton Court using the two quotes from Experts Underground Solutions in the amount of \$102,426.00, as recommended by HDR. Councilmember Rohde seconded, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
- Listed as item “a” under engineering, the council discussed the Chapelwood Court Drainage Project, which addresses localized stormwater issues impacting residents. The project scope includes drainage improvements and supplemental construction items. HDR reported that six firms submitted bids. The lowest bid was received from SAPO Engineering and Consultants at \$158,550.00, and the second lowest bid was received from Experts Underground Solutions at \$171,046.00. HDR Engineering recommended an award to Experts Underground Solutions, noting their proven qualifications, positive reference checks, and prior performance on similar projects.
- **Action (2):** Councilmember Kollenberg moved to award the contract for the Chapelwood Court Drainage Project to Experts Underground Solutions in the amount of \$171,046.00, based on the contractor's qualifications and experience as recommended by HDR Engineering. Councilmember Bender seconded, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
- Listed as item “c” under engineering, the council addressed storm sewer maintenance issues on Holidan Way and Bothwell Way. In July, the city informed HDR about a significant blockage at the inlet outside 11330 Bothwell Way due to dirt and tree trimmings. Despite previous efforts by City staff, the problem continued. HDR suggested obtaining CCTV inspection quotes to assess the shallow storm sewer lines.
- **Action (3):** Councilmember Bender moved to approve the proposal from AIMS Companies in the amount of \$3,995.00 for CCTV inspection of the Bothwell Way and Holidan Way storm sewer lines, as recommended by HDR. Councilmember Herminghaus seconded, and the action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
- The Council received HDR's monthly status report detailing progress on several key projects.
- No further formal action was taken.

8. Consideration and possible action on the date, time, and location for the budget hearing on the fiscal year 2026 budget.

- The council discussed changing the date from the originally scheduled Wednesday, September 24, to Thursday, September 25.
- Councilmember Rohde moved to set the FY 2026 Budget Hearing for September 25, 2025, 6:00 PM at Memorial Drive Elementary. Councilmember Bender seconded, and the action carried with

the following results:

AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.

NAYS: None.

9. Consideration and possible action as a record vote of the Council on the date, time, and location for the tax hearing on the 2025 tax rate.

- **Action:** Councilmember Herminghaus made a motion that the City Council set the public hearing on the proposed tax rate of \$0.255140 per \$100 valuation for Thursday, September 25, 2025, at 6:00 PM at Memorial Drive Elementary School, 11202 Smithdale Road, Piney Point Village, Texas 77024, and that this action be taken by record vote. Second, by Councilmember Bender. The record vote secured as follows:
 - For the Proposal = Herminghaus, Kollenberg, Bender, Rohde, and Curth.
 - Against the Proposal = None.
 - Present Not Voting = Aliza Dutt
 - Absent = None.
- The motion carried; 5-0.

10. Consideration and possible action on a proposal with SAFEbuilt Texas LLC for inspection and development review services.

- The Council discussed the proposed Professional Services Agreement with SAFEbuilt Texas LLC for inspection and development review services. At the previous meeting, Council expressed general support for the agreement as a supplemental service but requested a legal review of the contract. Development Services Director Arriaga asked for clarification regarding fees and how they align with the City's current fee schedule.
- **Action:** Councilmember Bender moved to approve the Professional Services Agreement between the City of Piney Point Village and SAFEbuilt Texas LLC, subject to final agreement on fees consistent with the City's current fee schedule. Councilmember Curth seconded. Legal counsel further noted that contract approval remains subject to the resolution of the fee schedule issue. The action carried with the following results:
 - AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
 - NAYS: None.

11. Consideration and possible action on a resolution (RES 2025.08-C) to nominate a candidate for election to the Board of Directors of the Harris County Appraisal District (HCAD).

- Administration recommended that the item be tabled.
- **Action:** Councilmember Bender moved to table action on a resolution (RES 2025.08-C) to nominate a candidate for election to the Board of Directors of the Harris County Appraisal District (HCAD). Councilmember Bender seconded. The action carried with the following results:
 - AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
 - NAYS: None.

➔ **The council agreed to prioritize an executive session at 8:20 PM before returning to the remaining consecutive order of items.**

18. Closed executive meeting pursuant to the provisions of Chapter 551, Texas Government Code, in accordance with the authority contained in: Section 551.071, Legal Consultation, to obtain confidential legal counsel from the City Attorney concerning matters that fall within the attorney-client privilege; Section 551.074, Fire Commissioner Review, to deliberate on the duties and responsibilities of the Fire Commissioner.

- The council adjourned into closed executive session at 8:20 PM and reconvened the meeting at

8:46 PM.

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

- Council took no formal action on items discussed in the Executive session.

13. Consideration and possible action regarding the Mayor's Monthly Report.

- The mayor had no report, and no action was taken.

14. Consideration and possible action regarding the City Administrator's Monthly Report, including (a) Financial Related Items (Financial Report for July 2025, Property Tax Report, Quarterly Investment Report ended June 2025, Disbursements greater than \$10,000), and (b) Office Furniture.

- The City Administrator presented the financial reports, including the financial report.
- **Action (1):** Councilmember Kollenberg moved to approve disbursements as presented. The council further deliberated on the timing of the Temporary Certificate of Occupancy, inquiring whether any extensions had been granted and if weather conditions were considered in this context. The council emphasized that, in accordance with the ordinance, the developer is required to formally request any extensions and that the subsequent approval process be conducted in a fair manner. Bender seconded. The action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.
- **Action (2):** Councilmember Curth moved to approve selected office furniture as presented. Herminghaus seconded. The action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.

16. Consideration and possible action on approving a contribution payment under the Joint Participation Interlocal Agreement with Harris County for improvements to traffic signals at Memorial Drive intersections.

- The Council considered approving a contribution payment under the Joint Participation Interlocal Agreement with Harris County for traffic signal improvements at Memorial Drive intersections.
- Staff reported that while the city had previously approved funding for signal upgrades, Harris County advised that total project costs now exceed its \$1.5 million allocation, with the revised estimate at approximately \$1,973,854.20. This leaves the city responsible for an additional \$473,854.20 for the project to proceed.
- Councilmembers expressed concern about committing a substantial contribution without full knowledge of the project timeline or oversight of implementation. Councilmember Bender initially recommended postponing action until more information could be reviewed. Councilmember Kollenberg proposed an alternative approach, suggesting the city authorize funding contingent on an agreement approved by the City Administrator, Mayor, and Mayor Pro Tem. Councilmember Bender agreed to amend his recommendation in support of Kollenberg's proposal, noting continued concern about making full prepayment
- **Action:** Councilmember Kollenberg moved to authorize the City to enter into an agreement, in an amount not to exceed \$500,000, for traffic signal improvements at Memorial Drive intersections, subject to approval of the contract by the City Administrator, Mayor, and Mayor Pro Tem. The City Attorney clarified that such approval would likely take the form of a letter agreement for payment, as the interlocal agreement with Harris County already exists. Council concurred with this understanding. Councilmember Herminghaus seconded. The action carried with the following results:
AYES: Herminghaus, Kollenberg, Bender, Rohde, and Curth.
NAYS: None.

17. Discuss and consider possible action on future agenda items, meeting dates, and similar matters.

- The Council discussed the upcoming meetings and key dates, confirming the schedule. Notably, there will be a holiday on September 1, followed by a Beautification meeting on September 8 and an Engineering meeting on September 10. Additionally, the Council agreed to move the meeting originally set for September 24 to September 25 to better accommodate other commitments.

D. WORKSHOP: Budget Workshop #2 for the upcoming fiscal year 2026 budget of Piney Point Village.

- The city administrator presented a comprehensive summary of the modifications made to the proposed budget, outlining the changes in relation to the originally filed document.
- The Council requested the administration to determine if the outstanding municipal bonds are callable and if it would be financially beneficial to pay them off without substantial closing costs.
- Proposed General Fund expenditures total \$11,515,294, utilizing a retained balance of \$1,062,598 for the capital-supplemental base, while maintaining a projected ending balance of \$4,032,328 for reserves.

Adjournment

- Councilmember Bender made a motion for adjournment, seconded by Councilmember Herminghaus.
- Mayor Dutt adjourned the meeting at 9:20 p.m.