

**MINUTES  
THE CITY OF PINEY POINT VILLAGE  
REGULAR COUNCIL MEETING  
MONDAY, APRIL 26, 2021**

**THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE MET IN A REGULAR COUNCIL MEETING ON MONDAY, APRIL 26, 2021 AT 6:30 P.M. IN PERSON AT PINEY POINT CITY HALL AND VIA ZOOM TO DISCUSS THE AGENDA ITEMS LISTED BELOW.**

**Zoom Meeting ID: 884 841 6839**

**COUNCIL MEMBERS PRESENT:** Mayor Mark Kobelan, Joel Bender, Dale Dodds, Michael Herminghaus, Henry Kollenberg, Brian Thompson

**CITY STAFF:** Paul Davis, Interim City Administrator; Karen Farris, City Secretary; Annette Arriaga, Director of Planning & 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** – *At this time, any person with city-related business may speak to the Council. In compliance with the Texas Open Meetings Act, if a member of the public comments or inquiries about a subject that is not specifically identified on the agenda, a member of Council or a Staff Member may only respond by giving a statement of specific factual information or by reciting existing policy. The City Council may not deliberate or vote on the matter.*

There were no citizens wishing to address Council.

**1. Discuss and consider possible action on the MVPD monthly report.**

Chief Schultz provided the report for the month of March.

- In Piney Point there were 1,696 calls; there were 1,378 house watches; there were 9 accidents; there were a total of 65 citations issued which consisted of 18 persons cited into court, and 47 warning citations; and there were 3 emergency response events with a response time of 4 minutes 6 seconds. There were 85 police reports.
- MVPD is under budget.
- Fund raiser hosted by area residents was a huge success.
- Personnel changes and updates
- Major and significant events: MVPD hosted a regional RAD Instructor certification class for Statewide RAD Instructors at Chapelwood.
- ALPR

The MVPD FY 22 Budget was presented. The proposed 2022 Budget is \$6,299,250. The cost per Village is \$2,099,750 which is an increase of \$63,268 per village over 2021. The MPVD continues to work on Capital Projects and have identified projects that will need to be addressed over the next 4-5 years.

Commissioner Huguenard explained accounting issues and the detail of fund accounts for the FY 22 Budget. Council Member Kollenberg commented on the costs to the City regarding Bailiff's, Long Term Capital, and the Auto Replacement Fund. Commissioner Huguenard will discuss these issues at the next Commissioners Meeting. The MVPD FY 22 Budget will be on the next month Piney Point City Council Agenda for consideration and possible action.

**2. Discuss and consider possible action on the VFD monthly report.**

Commissioner Nash was present via Zoom and presented the VFD monthly report. Commissioner Nash updated Council on the construction project, staff changes; and informed Council the fire department will begin working on an RFP for a replacement ambulance for next year. Commissioner Nash reported the performance response times have remained the same.

**3. Discuss and consider possible action on amending the Village Fire Department 2021 construction budget.**

The Fire Commission is recommending the City approve amending the 2021 construction budget without increasing the Cities' assessment but will be funded by other possible sources. Council Member Kollenberg explained the details of this request. Council Member Kollenberg made a motion to approve amending the VFD 2021 Construction Budget by an additional \$200,000 with the proviso that it will not increase the Cities' assessment. Council Member Bender seconded the motion and it passed unanimously.

**Mayor Kobelan moved Agenda Item #15, and Agenda Item #16.**

**15. Discuss and consider possible action on a change order to the Wilding Lane Drainage and Paving Improvements Projects to provide protection to existing driveways in the project that will not be moved.**

HDR worked with RAC, the contractor, to propose a high-density polyethylene mat that can be laid across driveways that will protect the existing driveways remaining in place from damage during construction. Council Member Thompson made a motion to approve the change order to the Wilding Lane Drainage and Paving Improvements Project to provide protection to existing driveways that will not be moved for Phase 2. Council Member Dodds seconded the motion and it passed unanimously.

**16. Discuss and consider possible action on a change order to the Wilding Lane Drainage and Paving Improvements Project to address sanitary sewer residential service conflicts.**

When installing the 54" storm sewer trunk main under the south side of Wilding Lane, two conflicts were found with the existing sewer service lines. Council Member Kollenberg made a motion to approve Change Order No. 3. Council Member Thompson seconded the motion and it passed unanimously.

Residents of Wilding Lane were present to voice their concerns and issues with construction on Wilding Lane.

- The residents stated that parking was occurring on both sides of the street when it was initially to be parking on one side of the street only. Residents' concern is that emergency vehicles will not be able to gain access to people in case of an emergency.
- Residents are requesting that the street be supervised on regular intervals.
- There is trash left behind.

There was discussion. It was suggested that there be signage to direct subcontractors to park in designated areas. The residents should call the City should they have a concern. The area will be monitored. Police will patrol the area more frequently. Groups concerned will talk to work out traffic issues.

**4. Discuss and consider possible action on the 2020 Annual Financial Report.**

Louis Breedlove, the auditor from Brooks Watson gave a presentation of the City's 2020 Financial Report. Mr. Breedlove explained the audit process and explained the components of the audit. There was discussion regarding the journal entry process and the bank reconciliation process. Currently a third-party accounting firm does the journal entries and the bank reconciliation. The goal is for the City Secretary to learn the journal entry process. The City received an Unmodified Opinion, also referred to as a Clean Opinion which is the highest level of assurance that auditors can provide. Council Member Kollenberg made a motion to accept the 2020 Audit. Council Member Herminghaus seconded the motion and it passed unanimously.

**5. Discuss and consider possible action on a consulting agreement with Brooks Watson & Co. for financial consulting services.**

The City requested Brooks Watson & CO. to provide support to the city secretary with financial expertise to help enhance and fulfill duties in overseeing the operations of finance. Mr. Breedlove explained, as Auditors, they must maintain independence but will assist and can provide templates and guides. This should be a short-term agreement and perhaps 5-6 hours per month. Council Member Kollenberg made a motion to adopt the agreement with Brooks Watson & Co. for financial consulting services. Council Member Herminghaus seconded the motion and it passed unanimously.

**6. Discuss and consider possible action on CenterPoint Energy Annual Franchise Payment Calculation.**

Mayor Kobelan acknowledged acceptance. No other action was taken.

**7. Discuss and take possible action on the Accounts Payable Procedure.**

This item was tabled to next month.

**8. Discuss and consider possible action on a proposed Personnel Policies and Procedures Manual.**

This item was tabled to a future meeting.

**9. Discuss and consider possible action on a proposed Purchasing Policy.**

This item was tabled to a future meeting.

- 10. Discuss and consider possible action on City landscape maintenance invoices.**  
There was discussion regarding the landscaping maintenance invoices, and the cost for maintaining and landscaping of the esplanades. Council Member Bender made a motion to approve payment of February, March, April, and May landscape maintenance invoices. The May landscape invoice will be the same amount as the April invoice. Council Member Kollenberg seconded the motion and it passed unanimously.
- 11. Discuss and consider possible action on Bright Landscape Maintenance Proposal.**  
There was discussion. The City will obtain bids for Landscape Maintenance once the final landscaping project is completed.
- 12. Discuss and consider possible action on Resolution 2021.04.26A, opposing Senate Bill 1661 amending the Election Code.**  
Council Member Bender made a motion to approve Resolution 2021.04.26A opposing Senate Bill 1661 amending the Election Code. Council Member Herminghaus seconded the motion and it passed unanimously.
- 13. Discuss and consider possible action on the Mayor's Monthly Report.**

  - Cub Scouts – Mayor Kobelan met with cub scouts and their parents at Carol Tree Park and discussed the history of Piney Point. They then rode their bikes to MVWA for a tour of the plant.
  - Temporary sidewalk repair – to be temporarily repaired with crushed granite.
  - Flags on Piney Point Rd. – Flags will be installed the week of May 3<sup>rd</sup> for the Senior Car Parade that will be held on May 8<sup>th</sup>.
  - Property Tax Revenue – the wire transfer information provided by Spring Branch Tax Office also includes delinquent tax, interest, and penalties.
- 14. Discuss and consider possible action on the City Administrator's Monthly Report, including but not limited to:**

  - March 2021 Financials – Financials are completed using INCODE. A template was provided by Louis Breedlove to simplify the financials.
  - Staff Development Meeting on April 29, 2021 – Employees were assigned to read the 5 Dysfunctions of a Team. Staff will interact at meeting to discuss.
- 15. Discuss and consider possible action on a change order to the Wilding Lane Drainage and Paving Improvements Project to provide protection to existing driveways in the project that will not be removed.**  
This agenda item was moved after agenda item #3.
- 16. Discuss and consider possible action on a change order to the Wilding Lane Drainage and Paving Improvements Projects to address sanitary sewer residential service conflicts.**  
This agenda item was moved after agenda item #3.
- 17. Discuss and consider possible action on quotes received to repair sinkhole in the drainage easement at 16 Farnham Park.**

The City requested HDR obtain quotes for an emergency repair of the sinkhole in the drainage easement at 16 Farnham Park. Council Member Dodds made a motion to accept the quote from T Construction for \$77,124 to repair the sinkhole in the drainage easement at 16 Farnham Park. Council Member Bender seconded the motion and it passed unanimously.

- 18. Discuss and consider possible action on the City Engineer's Monthly Report.**  
Beinhorn Drainage & Sidewalk Improvements Project – The contractor reported that the illuminated crosswalk signal will be installed and operational by the end of this week.

Wilding Lane Drainage & Paving Improvements Project – Putting down the black base to complete Phase 1. They will transition to Phase 2 and will send notice to residents prior to start.

There was discussion regarding standing water on Green Oaks. HDR reported at the time there was no standing water but there was a low place where water can accumulate.

- 19. Discuss and consider possible action on Resolution No. 2021.04.26 adopting a new schedule of fees for Building and Construction Permits and Inspection Services.**

Annette Arriaga, Director of Planning and Development explained the new schedule of fees for Building and Construction Permits and Inspection Services. This fee schedule is for single family residence. The fee schedule has changed since they are set fees. There will be a fee schedule for non-residential. Council Member Herminghaus made a motion to adopt Resolution No. 2021.04.26 adopting the new schedule of fees for Building and Construction Permits and Inspection Services. Council Member Bender seconded the motion and it passed unanimously.

- 20. Discuss and consider possible action on the Minutes of the March 22, 2021 and April 13, 2021 Council Meetings.**

Council Member Herminghaus made a motion to approve the Minutes of the March 22, 2021 Regular Council Meeting and the Minutes of the April 13, 2021 Special Council Meeting. Council Member Bender seconded the motion and it passed unanimously.

- 21. Discuss and consider possible action on any future agenda items, meeting dates, etc.**

- Accounts Payable Procedure
- Proposed Personnel Policies and Procedures Manual
- Proposed Purchasing Policy

- 22. EXECUTIVE SESSION: The City Council will adjourn into closed executive session pursuant to 551.071 of the Texas Government Code (Consultation with Attorney) and pursuant to Section 551.072 of the Texas Government Code (Personnel), specifically to deliberate the appointment, evaluation, reassignment duties, discipline, or dismissal of the City Administrator.**

Council adjourned into a closed session at 9:39 p.m.

Council reconvened into an open session at 9:57 p.m.

**23. Consider and take possible action on the items discussed in Executive Session.**

No formal action taken.

**24. Adjourn**

Council Member Bender made a motion to adjourn. Council Member Dodds seconded the motion and it passed unanimously. The meeting adjourned at 9:58 p.m.

**PASSED AND APPROVED this 24th day of May 2021.**



Mark Kobelan  
Mayor



Karen Farris  
City Secretary