

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
March 24, 2020 at 5:30 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order 5:31 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord  
Councilmember Eric Thode  
Councilmember Susan Schwartz  
Councilmember Jay Smyre via Facetime  
Councilmember Keith Brown via Facetime  
Councilmember Laurie Rosenbaum via Facetime

*Also in Attendance:*

Karen Glynn, City Administrator  
Steve Smith, Dir. of Public Works/Bldg. Official  
Justin Pruitt, City Attorney  
Jennifer Namie, Assistant to the City Secretary  
Claire Bogard, Interim Finance Director  
Ray Schultz, Memorial Villages Police Department, Chief of Police

**II. PLEDGE OF ALLEGIANCE**

Mayor Lord led the Pledge of Allegiance.

**III. CITIZENS' COMMENTS**

Item VII - Clara Towsley, residing at 226 Plantation made a comment through the chat platform on YouTube that she agrees that the election should be moved to November 3, 2020 from May 2, 2020.

**IV. FIRE COMMISSION LIAISON REPORT**

A. Update on Activities – Fire Commission Liaison, Keith Brown presented.

Councilmember Brown gave a brief synopsis of the Village Fire Department 2020 Monthly Report referencing the Strategic Plan Report in the Packet. He also noted that the budget meeting for the Fire Department had been postponed.

**V. POLICE COMMISSIONER REPORT**

Police Chief, Ray Schulz gave an update on activities.

MVPD continues to operate under budget. MVPD made an offer to fill a vacancy and the officer has accepted. She will start April 6<sup>th</sup> and MVPD will be fully staffed. As planned, MVPD has over-filled in dispatch with an extra part-time dispatcher to assist as needed.

The Department moved from Tier 1 to Tier 2 coverage for TML Ransomware coverage at a minimal increase in premium per year and the coverage aggregate limits will increase from \$50,000 to \$100,000.

A workshop was held for the 2021 Budget and the Budget should be presented to the Cities timely.

All officers have been issued body cameras.

#### **Coronavirus update**

MVPD immediately secured the building and sanitized it. For the last 2 weeks, only employees have allowed inside the station; there are no public tours. The station is stocked with provisions/supplies. The administrative staff is able to work remotely. Every employee has a mask.

On March 20, 2020, a new component of the V-LINC system began offering a service called “Check on Me.” There were 25 new V-LINC registrations in Bunker Hill in February. The Building Official has provided a map to MVPD to know which households do not have active accounts in order to get everyone linked in.

MVPD is moving to high presence throughout the community. ALPR was able to identify a serial mail thief in the Villages. The Postal Inspection office will take over investigation.

MVPD will continue to monitor developments and will adjust as needed.

The Constable’s office is addressing commercial establishments. Schools are being patrolled by SBISD and MVPD.

#### ***Mayor Lord presented Items VI, VII, and VIII together:***

The Mayor, Public Safety Officials and City Administrator have been working with the various agencies in monitoring the impact of the COVID-19 Virus and the impact to the City of Bunker Hill Village. There are three items that have been developed regarding this unique situation:

- **An Ordinance Declaring an Emergency.** This ordinance ensures that any additional support needed from other agencies would be available to the City. The Emergency Declaration also allows the City to declare other needs including: a curfew to help with enforcement activities if needed; preparation of the upcoming budget for 2021; taking into the impact of Senate Bill 2; implementation of other emergency needs over the next few months; and the ability to extend the date for the May 2, 2020 Election to November 2020.
- **A Resolution Declaring a Curfew.** This resolution allows the Mayor to order a curfew if recommended by the Chief of Police and in cooperation with the other Cities to ensure order in our area.

- **An Ordinance Extending the Date of the May 2, 2022 General Election.** This ordinance provides for the May 2, 2029 Election to be postponed to the November Election Date.

**VI. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-519, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS DECLARING A PUBLIC HEALTH EMERGENCY AND DECLARING A STATE OF DISASTER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE – Mayor Robert P. Lord**

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to adopt Ordinance Number 20-519.

The motion carried 5– 0.

**VII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS SUPPORTING THE MAYOR, IN LIGHT OF THE COVID-19 OUTBREAK AND THE CITY’S DECLARATION OF DISASTER, IN USING HIS DISCRETION IN CONJUNCTION WITH THE MEMORIAL VILLAGES POLICE DEPARTMENT TO DECLARE A CURFEW OR MANDATE A QUARANTINE - Mayor Robert P. Lord**

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to adopt Resolution 03-14-20C.

The motion carried 5– 0.

**VIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE 20-521, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS EXTENDING THE GENERAL ELECTION PREVIOUSLY CALLED FOR SATURDAY, MAY 2, 2020 TO NOVEMBER 3, 2020, AS ALLOWED BY PROCLAMATION OF THE GOVERNOR ISSUED ON MARCH 18, 2020; THE CALLED ELECTION BEING FOR THE PURPOSE OF ELECTING THREE COUNCILMEMBERS (POSITION NOS. 1, 2, AND 3); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - Mayor Robert P. Lord**

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to adopt Ordinance 20-521.

The motion carried 5– 0.

**IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE A CONTRACT TO INSTALL A TEMPORARY FUELING STATION AT CITY HALL/MEMORIAL VILLAGES**

**POLICE STATION IN AN AMOUNT NOT TO EXCEED \$5,000** - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official presented this item, answered questions and took comments.

The Memorial Villages Police Department and other Villages currently purchase fuel from the Village Fire Department. As Council is aware, the Fire Station will be going under reconstruction in the next few weeks and the fuel pumps will not be available for the next year of construction.

The City has been working with the Police Department to identify an alternative for fuel. There appears to be a very good opportunity to install a temporary fueling station at City Hall/Memorial Villages Police Department.

Staff with the City and MVPD are working through the details to ensure this would be the best approach. A proposal was provided by Reladyne for the fuel station and wholesale fuel provision.

Staff recommended that City Council authorize the City Administrator to pursue this option in an amount not to exceed \$5,000.00 for the setup of the fuel station, including any contingencies that could occur. This cost would be shared by the City and MVPD and any other possible entities through an Interlocal Agreement. This authorization allows more time to work through the details and ensure this is the best alternative as recommended by the Public Works Director and the Chief of Police.

Councilmember Rosebaum suggested getting a camera for the area for surveillance. MVPD Chief confirmed that there are already cameras directed that way.

Fuel tanks will be equipped with an automatic refuel message. The tanks are above-ground and have self contained double wall structure which will contain any potential fuel spill. The electric will be designed so that if the City ultimately wanted to make it permanent it could. Tanks could be installed within days of approval.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to authorize the construction of temporary fueling station in an amount not to exceed \$5,000.00

The motion carried 5– 0.

**X. MAYOR’S REPORT**

**A. Report on Activities and Upcoming Events**

The Mayor is attending as many meetings on the COVID 19 Virus as he can personally and if not, city staff covers. Councilmembers are welcome to attend in his stead.

One meeting is at 4 p.m. daily with Department of Health Services. These meetings are geared towards healthcare arena. The Mayor is able to get information regarding number of statewide cases and increase in individuals in Harris County which allows him to see trends.

The Mayor also attends a meeting once or twice a week with the Governor and all mayors and emergency management. The Mayor feels Texas is well ahead of the other states as far as response and containment.

The Mayor meets two times weekly with Harris County. The talks center around planning versus what they have actually done. Harris County tends to follow Sylvester Turner's lead and not necessarily the Mayors of smaller cities. Memorial Villages' Mayors are all unified in their approach in handling the situation.

Mayor Lord spoke to Congresswoman Lizzie Fletcher regarding a financial relief package for individuals and small businesses in Congress. She feels that they are really close to reaching a deal in the House.

Mayors all met with MVPD Chief, Ray Schulz. There has not been a meeting with Fire Department. Councilmember Brown will follow up on the Fire Department. The Mayors Meeting was February 28, 2020. They discussed traffic issues throughout the Villages, particularly backup traffic on I-10 being diverted through the Villages. They are trying to come up with a collective solution.

The Mayor attended the West Houston Teen Leadership Summit, hosted by Representative Jim Murphy. Junior and senior high school students were taught about networking, introductions and learning to navigate the business world.

- B. Consideration and Possible Action to Reschedule the May 19, 2020 City Council Meeting to Tuesday, May 12, 2020 to canvass the May 2, 2020 Election.

As discussed at the January Meeting, the May 2020 Regular Meeting falls on Tuesday, May 19, 2020. Since the City had planned to hold an election on Saturday, May 2, 2020, it was recommended that the meeting be changed to May 12, 2020. *With the action previously taken by postponing the May Election, there is no need to move the May Meeting unless for schedule conflicts.*

No action was taken. Meeting will stay as currently scheduled.

- C. Committee Reports/Updates

**Beautification Committee** – Councilmember Laurie Rosenbaum, Chair

The City's Interim Finance Director has verified carryover funds for Beautification. Councilmember Rosenbaum wants to continue to plant trees and continue to extend the arbor walk. Council agreed. The City will continue to install the black cobra head lights on Memorial Council already approved a check to CenterPoint to purchase the lights. The City will be adding trash cans where needed. Eventually, the committee would like to consider adding art for the City.

**Technology Committee** – NO REPORT – *Councilmember Eric Thode, Chair*

Public Safety Committee – The Public Safety Forum was postponed and is on hold; hoping to reschedule meeting for the end of April. *Councilmember Keith Brown, Chair*

**Drainage Committee** – *Karen Glynn presented this item as Chairperson Jack Christiansen was not present:*

The Drainage Committee met on Tuesday, March 10, 2020 and the meeting went very well. The Committee is focusing on the City’s design standards.

City Staff provided updates to the Committee on projects: Blalock Lane Drainage, Bunker Hill Inlets, Ditch Work and Stoney Ridge are all complete.

RPS will be ready to present the model update at the May Meeting.

## **XI. CITY ADMINISTRATOR’S REPORT**

### **A. Report on Activities and Upcoming Events.**

The City is making sure to take precautions in light of COVID-19. Staff is moving the public to the website and emails in addition to video/audio meetings. Staff is meeting with the Mayor, City Inspectors and making decisions about how best to operate with the City staff – remotely if needed, etc. The decision will probably be to move toward a mostly remotely run City for now.

No disconnections will be made for water accounts.

Court has been suspended. The March 31, 2020 Planning and Zoning meeting will be postponed.

The City completed the refunding of the General Obligation Bonds, Series 2020 (2011 and 2012 General Obligation Bonds) with bids accepted on Tuesday, March 17 2020. The City is pleased to share the summary provided by the City’s Financial Advisor, Masterson Advisors. This was a tremendously successful process for the City as outlined on the report, resulting in a gross savings exceeding \$700,000 over the next 10 years. The City is very thankful to the team for the support and success of this process.

The auditors have been here all week.

### **B. Public Works Director - Report on Capital Projects**

- Warrenton and Kilts have been opened to traffic. Restoration on Kilts and Warrenton is underway; The Street Lights were also completed
- Blalock Lane Drainage is complete
- Construction of the new water line on Winshire Circle & Chapel Bell is being completed. Contractor expects installation of all new water lines by end of this week.

- Several Code letters were issued this week, including letters regarding the new tree ordinance, working to get the property owner to remove the trunks to the ground level, high weeds, junk vehicles and substandard structures.
- The reinstallation of the new pump at Water Well 3 was completed.
- The Dias work in the Council Chamber has been rescheduled.
- There was an emergency wastewater stoppage on Liberty Bell; On Call Contractor T-Construction was able to make the repair promptly.

**XII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION NO. 03-24-2020A, A RESOLUTION ACCEPTING THE DEDICATION OF A 10 FOOT DRAINAGE EASEMENT AT 11614 BLALOCK LANE FOR THE INSTALLATION OF DRAINAGE IMPROVEMENTS – *Steve Smith, Director of Public Works/Building Official***

Steve Smith, Director of Public Works/Building Official presented this item, answered questions and took comments.

The City recently completed a local drainage project to address back lot drainage for properties on Blalock Lane. The project was approved by City Council with the recommendation of the Drainage Committee. The property owners provided a right of entry agreement to ensure the actual location needed for the installation of storm sewer and therefore, the details for the final easement survey.

Once completed, the City's surveying company, Probstfeld & Associates surveyed the easement and an easement agreement was prepared by the City Attorney. The property owners of 11614 Blalock Lane have executed the easement documents, survey, and metes and bounds for the utilities easement.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Resolution 03-24-2020A to install drainage improvements.

The motion carried 5– 0.

**XIII. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 20-522, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 THROUGH 5 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR FISCAL YEAR 2019; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Karen Glynn, City Administrator***

Karen Glynn, City Administrator, presented this item, answered questions and took comments.

At the February Meeting, the City Administrator presented the unaudited 2019 Fiscal Year results which ended December 31, 2019.

Throughout the year, there were some areas where actual revenues and expenditures decreased or increased over budgeted numbers. These are detailed as Budget Amendments per the various funds. Amendments No. 1, 2, 3, 4 and 5 are submitted and recommended for approval for the annual audit currently underway.

The Ordinance is recommended for approval and will amend the 2019 adopted budget.

A motion was made by Councilmember Schwartz and seconded by Councilmember Rosenbaum to adopt Ordinance No. 20-522, Amendments Nos. 1 through 5 to the original budget of the City of Bunker Hill Village, Texas for Fiscal Year 2019.

The motion carried 5– 0.

**XIV. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A ONE YEAR CONTRACT EXTENSION WITH YARDWORKS, INC. AND CONTINUING THE SAME RATES FOR LANDSCAPE SERVICES INCLUDING RIGHT-OF-WAY MAINTENANCE, ESPLANADES, AND CITY HALL/MEMORIAL VILLAGES POLICE DEPARTMENT FACILITIES FOR THE TIME FRAME OF APRIL 1, 2020 THROUGH MARCH 31, 2021, AT A BASE AMOUNT OF \$95,697.00 AND A NOT TO EXCEED AMOUNT OF \$30,000 FOR ADDITIONAL WORK/MOWINGS, AS DEEMED NECESSARY- *Steve Smith, Director of Public Works/ Building Official***

Steve Smith, Director of Public Works/Building Official presented this item, answered questions and took comments.

In 2017, the City solicited proposals for landscaping services for the contract period beginning April 1, 2017 and ending March 31, 2019. Yardworks, Inc. was awarded the project and has done an excellent service for the City. The existing contract included the option for two one-year extensions. Staff recommends awarding the second and final one-year extension. Discussions with Yardworks, Inc. indicate that Yardworks will honor the current prices for an additional year.

The contract includes 5 areas based on functions to be performed in specific areas:

- Area 1 - Landscaped traffic islands at Strey, Briar Forest and Bunker Hill
- Area 2 - Irrigated Esplanades and Trails
- Area 3 - City Hall/Police Department/Remote Water Well Sites
- Area 4 - Seasonal Plantings and Associated Maintenance
- Area 5 - Hike and Bike Trails and City Rights-of-Way

Staff recommends that Yardworks, Inc. be awarded this extension.

The base bid for Yardworks, Inc. is \$95,697.00. It is recommended that the not to exceed amount is increased by \$30,000 to allow for additional servicing and irrigation repairs that are often needed throughout the year.

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to approve a one-year contract extension with Yardworks, Inc. for the time frame of April



1, 2020 through March 31, 2021, at a base amount of \$95,697 and a not to exceed amount of \$30,000 for additional work and mowing, as deemed necessary.

The motion carried 5– 0.

**XV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE A CONTRACT WITH AAA ASPHALT FOR ROADWAY REPAIRS ON MEMORIAL DRIVE AND OTHER POSSIBLE LOCATIONS IN AN AMOUNT NOT TO EXCEED \$150,000 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith, Director of Public Works/Building Official presented this item, answered questions and took comments.

The 2020 Capital Improvements Plan includes funding for asphalt rehabilitation and point repairs. Staff has been in discussion with AAA Asphalt to provide this work under the City's interlocal agreement with Harris County.

Staff has identified several areas in the City in need of asphalt pavement repair. The most critical area is Memorial Drive between Gessner and Plantation. The Public Works Crew has been monitoring this area and filling pot holes as needed; however, there appears to be a bigger problem.

City staff has identified various other locations around the city and these would be included in the authorization if funding allows after the Memorial repair. A purchase order would be issued to AAA Asphalt instead of a contract, due to the current interlocal agreement through Harris County.

Staff recommends approval of this work. This work is expected to take place in the late spring/early summer timeframe. This work will be coordinated with the school calendar.

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to Authorize the City Administrator, to approve a contract with AAA Asphalt for Roadway Repairs on Memorial Drive and other possible locations in the City in an amount not to exceed \$150,000.

The motion carried 5– 0.

**XVI. CONSIDERATION AND POSSIBLE ACTION REGARDING THE PROPOSED 2020 BEAUTIFICATION PROJECTS AND BUDGET AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE - Laurie Rosenbaum, Committee Chair and Steve Smith, Director of Public Works/ Building Official**

Steve Smith, Director of Public Works/Building Official presented this item, answered questions and took comments.

The Beautification Committee met and has developed a list of priority projects considered as the 2020 First Phase of projects for the year. There is currently \$25,000 budgeted in the 2020 Capital Budget and \$18,243.80 is requested to be carried over from 2019 and previous years.

The Committee worked together to develop the list and are now working through the details for implementation.

The Beautification Committee's priority project for the First Phase of Projects for 2020 includes improvements to the City Water Well Site on Memorial Drive. This area has been used for staging of supplies and various equipment. This Committee recommends replacing the existing guard rail to a location closer to the roadway and installing an ornamental fence. This would create an area for storage of project materials and equipment that can be screened and most importantly, secured. In order for this to be accomplished, the existing guard rail will need to be replaced and relocated.

The existing guard rail is damaged and not currently in the optimum location. A proposal was provided for the replacement and relocation of the guard rail. The cost is estimated at \$28,627.00, plus a contingency which comes to a not to exceed cost of \$32,000.00.

Funding for the new fence is shown on the Beautification Committee Project List at \$10,000.00.

Staff and the Beautification Committee recommend this expenditure. Funding for the guard rail is available in the Maintenance and Operations Budget for Streets and Drainage.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve the beautification budget and projects.

The motion carried 5– 0.

**XVII. CONSIDERATION AND POSSIBLE ACTION AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE FUNDING IN AN AMOUNT NOT TO EXCEED \$32,000 FOR THE INSTALLATION OF NEW GUARD RAIL ON MEMORIAL DRIVE AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE - Laurie Rosenbaum, Committee Chair and Steve Smith, Director of Public Works/ Building Official**

*This item was discussed as part of item XV.*

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to authorizing the City Administrator to approve funding in an amount not to exceed \$32,000 for the installation of the new guard rail on Memorial Drive as recommended by the Beautification Committee.

The motion carried 5– 0.

**XVIII. CONSIDERATION AND POSSIBLE ACTION ON APPROVING RESOLUTION NO. 03-24-2020B, A RESOLUTION BY THE CITY OF BUNKER HILL VILLAGE, TEXAS, SUSPENDING THE MAY 4, 2020 EFFECTIVE DATE OF THE PROPOSAL BY CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS**

**– HOUSTON DIVISION TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT IN 2019 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL- Karen Glynn, City Administrator**

Karen Glynn, City Administrator, presented this item, answered questions and took comments.

The City received a request from CenterPoint regarding utility rates. Bunker Hill participates in the Gulf Coast Coalition of Cities (“GCCC”), a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost effectively review and respond to issues affecting rates charged in the CenterPoint’s service area. The legal counsel for the GCCC and our City Attorney recommend that all cities take action on this request as outlined on the attached resolution.

The following has been provided by the legal counsel for the GCCC:

On March 5, 2020, CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas-Houston Division (“CenterPoint” or “Company”) filed an Interim Rate Adjustment (“GRIP”). The Company is seeking recovery of \$157,664,708 in invested capital. This will increase rates to residential customers by \$0.89 per month. The increase is currently scheduled to go into effect on May 4.

Under the GRIP statute cities may not challenge the Company’s request. The only action available is to suspend the effective date of the rate increase by 45 days. Cities have until May 4 to adopt a resolution suspending the date the rate increase would otherwise go into effect.

The purpose of the Resolution is to suspend the effective date of the rate increase by 45 days.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve Resolution 03-24-2020B, suspending the May 4, 2020 effective date of the proposal by CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex and CenterPoint Energy Texas Gas – Houston Division, to implement the interim grip rate adjustments for gas utility investment in 2019.

The motion carried 5– 0.

**XIX. DISCUSSION AND DIRECTION TO AMEND THE CITY’S ORDINANCE FOR FEES COLLECTED FOR THE VACANT PROPERTIES ORDINANCE - Karen Glynn, City Administrator**

Karen Glynn, City Administrator, presented this item, answered questions and took comments.

The City approved the Vacant Properties Ordinance effective January 1, 2020. Staff sent out letters to all affected properties informing them of the new ordinance. The City Council received a request from Charlotte and Bob Chovanec who own a vacant lot at 16 Greyton Lane. Mrs. Chovanec requested that the fee of \$500.00 be waived for her

property as this property is in the Greyton Place Subdivision and homeowner association dues of \$750.00 are required as well.

This item was on the City Council Agenda in January. The City Council directed staff to bring this back to the Planning and Zoning Commission for discussion on whether a modification should be made to the fee requirements.

The Planning and Zoning Commission discussed this item at the February 25, 2020 Meeting. The Commission did not recommend City Council consider a fee waiver or any change to the ordinance as a result of a property being located within an active homeowners association. The Planning and Zoning Commission was unanimous on this vote.

The Commission noted that all Homeowners Associations are very different and handle different issues in their respective subdivisions. The Commission believes the HOAs provide an additional means to address issues. The City should continue to work with HOAs on the vacant properties. The Commission does not believe the existing fee is too high given the issues the City works to address.

The Commission added that a hardship on a case by case basis may be justified based on specific needs and could be considered by the Council.

The Planning and Zoning did not recommend waiving the fee.

No action was taken on this item.

## **XX. CONSENT AGENDA**

**“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”**

- A. Minutes of the February 18, 2020 Regular Council Meeting
- B. RPS, Invoice No. 120189 in the amount of \$10,983.63 for professional services rendered from January 1, 2020 to January 31, 2020 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- C. RPS, Invoice No. 120192 in the amount of \$149.28 for professional services rendered from January 1, 2020 to January 31, 2020 under on-call services for Site Development Review
- D. RPS, Invoice No. 120191 in the amount of \$14,623.42 for professional services rendered from January 1, 2020 to January 31, 2020 under on-call services for Model Updates, Drainage Committee Support, and Assistance with Water Line Installation
- E. Probstfeld & Associates, Invoice No. 60936 in the amount of \$875.00 for professional services rendered in February 2020, for engineering services for drainage site development review

- F. T Construction, LLC Invoice No. 2019-004-5B in the amount of \$60,735.00 rendered in January to March 2020, for construction of the Blalock Lane Back Lot Drainage Improvements
- G. T Construction, LLC Invoice No. 2020-004-01 in the amount of \$18,725.00 rendered in January to February 2020, for the installation of three type “B” Inlets on Bunker Hill Road

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to approve the consent agenda.

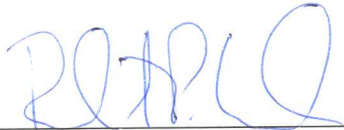
The motion carried 5– 0.

**XXI. ADJOURN**

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre, to adjourn the meeting at 7:47 p.m.

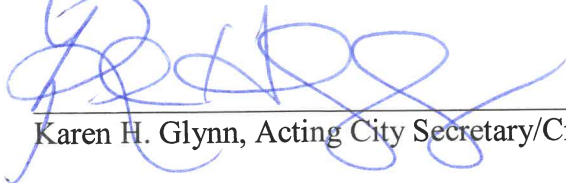
The motion carried 5 - 0.

Approved and accepted on April 21, 2020.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator