

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
June 20, 2017 AT 5:00 P.M.

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:04 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

*Those Present:*

Mayor Jay Williams  
Councilman Robert Lord  
Councilman Jay Smyre  
Councilman Jay Janecek  
Councilwoman Susan Schwartz  
Councilwoman Laurie Rosenbaum

*Also in Attendance:*

Karen Glynn, City Administrator  
Britique Williams, City Secretary/Dir of Finance  
Steve Smith, Dir of Public Works/Bldg Official  
Loren Smith, City Attorney

**II. PLEDGE OF ALLEGIANCE**

Mayor Williams suspended with the pledge.

**III. CITIZENS' COMMENTS**

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

Denise Knight, a resident of 47 Williamsburg, discussed her concerns with agenda item seven and agenda item eight. Ms. Knight asked to speak when those items were presented.

Donna Freedman, a resident of 11930 Surrey Lane, addressed the Mayor and Council about an open records request from October 2016 regarding meetings with TIRZ 17. Mrs. Freedman feels the meetings were held in secret. Mrs. Freedman read portions from several newsletters and City Administrator's reports. Mrs. Freedman feels that the City Staff and Council are not keeping the residents informed of meetings and discussions with TIRZ 17.

Leon Freedman, a resident of 11930 Surrey Lane, stated that he has been a resident for twenty-seven years. Mr. Freedman expressed that he was disappointed with the Mayor and Council for not having a town hall meeting to discuss the potential agreement with TIRZ 17.

#### IV. FIRE COMMISSIONER REPORT

##### A. Update On Activities

Commissioner Gerald Teel presented this item. He outlined items on the report provided including:

- In May there were 872 events
- Bunker Hill had 98 calls – 59 Fire and 39 EMS
- Response time in Bunker Hill was 4:30 which is showing improvement
- The Fire Department is 2.2% under their budget year-to-date
- The Department is fully staffed
- The ladder truck that was approved last year will be here Sunday and be a part of the Village Independence Festival.

##### B. Discussion and Possible Action Regarding The Commission's Request to Approve the 2016 Intra-Budgetary Transfers Based on the 2016 Audit.

Commissioner Teel presented this item which is a result of the 2016 audit results whereby line items are adjusted over the year to balance the year end expenditures.

A motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve the 2016 Intra-Budgetary Transfers. The motion carried 5-0.

##### C. Consideration and Possible Action Regarding a Request from the Commission to Utilize \$70,095.00 in surplus from Fiscal Year 2016 to be placed in Facility Fund 4 for the 2017 Budget.

Commissioner Teel shared that the Fire Department is requesting that the 2016 year end surplus of \$70,095 be transferred into the Department's "Replacement of Facilities Fund" (Fund 4) which will be used for rehabilitation of the Fire Station. The fund was established last year with a transfer of monies left over from the 2015 Budget which was about \$58,000. The Department has a building committee that Jay Carlton (an owner of a construction management company) heads. The committee is waiting on final plans to submit to the Fire Commission. Mr. Teel estimates that the building rehab will be a little below \$ 3,000,000.

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve the placement of \$70,095 in Facility Fund 4. The motion carried 5-0.

##### D. Consideration and Possible Action Regarding a Request from the Commission to utilize a refund received totaling \$13,274.77 from the sale of Prudential Shares owned by the Village Mutual Insurance Group to be placed in Hospitalization Insurance Line Item for the 2017 Budget.

Commissioner Teel presented this item. All participants in the insurance program at that time are receiving this refund. The Fire Department is proposing that the refund be placed in the Hospitalization line item for the 2017 Budget.

Karen Glynn confirmed this discussion stating that the City has also received a refund.

Robert Belt, with Belt Harris Pechacek, LLLP commented that the accounting for the funds will not be a problem.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Smyre to approve the placement of \$13,274.77 in Hospitalization Insurance Line Item for the 2017 Budget. The motion carried 5-0.

- E. Consideration and Possible Action Regarding the Proposed 2018 Village Fire Department Budget in the amount of \$5,639,696.00 with Bunker Hill Village's Annual Assessment being \$1,071,542.24

Commissioner Teel presented the proposed 2018 Budget with a power point presentation. He said that the 2018 budget as compared to the 2017 budget has a 2.47% increase. Commissioner Teel said the Compensation Committee met and is recommending a 2.1% pay increase and a 2% increase in deferred compensation in the 2018 Budget.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Smyre to approve the 2018 Village Fire Department Budget. The motion carried 5-0.

## **V. POLICE COMMISSIONER REPORT**

### **A. Update On Activities**

Commissioner Jay Smyre outlined items on the monthly report provided which include:

- The Annual Audit which was presented at the last meeting and the Department received an unmodified opinion.
- A surplus of ~\$700.00 that will be returned to the three cities.
- In May the Department responded to 7,740 calls.
- Bunker Hill Village had 3,027 of those calls.
- The average response time was 4:19.
- Officers wrote 856 citations total from all three cities.
- Bunker Hill had 279 citations.
- There is one opening in Dispatch.

- B. Consideration and Possible Action Regarding the Proposed 2018 Memorial Villages Police Department Budget in the amount of \$5,169,525.00 with Bunker Hill Village's 2018 Assessment being \$1,723,175.00.

Commissioner Smyre presented the proposed 2018 Budget with a PowerPoint presentation. He discussed the 2018 goals for the department. He said that the cities covered by the Memorial Villages Police Department are rated one of the safest places in the State of Texas according to the annual Safe Wise Report. The report is based on FBI and Police reports by Homeland Security.

Commissioner Smyre gave a brief discussion of the budget which is proposed to increase by 3.61% over the 2017 adopted budget.

A motion was made by Councilman Lord and seconded by Councilman Janecek to approve the 2018 Memorial Villages Police Department Budget. The motion carried 5-0.

**VI. PRESENTATION OF 2016 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP - Robert Belt, Belt Harris Pechacek, LLLP and Britique Williams, City Secretary/Finance Director**

Robert Belt, with Belt Harris Pechacek, LLLP, presented the City of Bunker Hill Village's Annual Audit for the year ending December 31, 2016. Mr. Belt reported that the City received an unmodified opinion which is the highest level of assurance a City can get. He reported that the City is in great financial condition with excellent fund balances.

The Finance Committee had reviewed the audit prior to the meeting. No action was needed for this item.

**VII. REVIEW AND DISCUSSION ON POSSIBLE IMPROVEMENTS AND GRANT APPLICATION PACKAGE FOR THE RECONSTRUCTION OF MEMORIAL DRIVE AND GESSNER ROAD – Mayor Jay Williams and Karen Glynn, City Administrator**

Denise Knight, a resident of 47 Williamsburg, discussed her concerns with agenda items seven and eight. Ms. Knight asked that a neighborhood meeting be held when the city has all the facts about the Gessner/ Memorial intersection. Ms. Knight expressed concern that an article published in the Memorial Examiner the first week of June was very vague. Ms. Knight feels that the Memorial/ Gessner intersection is incapable of being made safe. She further stated that in her opinion Metro National is not respecting the residents or the City.

Mayor Williams started by saying that there is an incredible amount of communication in the City by the City Staff. Mayor Williams stated that communication comes in the form of newsletters, V-lines, monthly newsletters included in water bills and the City's website. In addition, the Staff meets with residents as needed. The Mayor went on to say, that we will continue to communicate information on this project as we receive more information.

Mayor Williams went on to discuss Gessner Road and the need for rehabilitation of the northbound lanes. This is a priority street with a cost of a million dollars needed in the next three to five years. We have no financing source at this moment for it. TIRZ 17 and the City of Houston will be working within 800 feet of our intersection and it is an opportunity to possibly work with the City of Houston and TIRZ 17 to receive federal funds. The funds that may be received would only cover 80% of the cost. The opportunity to get 80% of the cost covered is in the City's best interest and a good business move.

Staff received a proposal from the Goodman Corporation to develop a joint application for Federal Funding for the Memorial Project from Tallowood Road through the Gessner Road Intersection. In addition the proposal includes Gessner Road from the area of the southern Bunker Hill City limits up to Beauregard in the City of Houston to include a section of Gessner for pavement reconstruction and sidewalk improvements. It is anticipated that the cost of the contract would be prorated to the parties involved for the joint application. The City does not know what the chances of getting approval for the federal funds would be without the City of Houston segment. The contract with the Goodman Corporation is pending action by the Mayor until any action is taken by the City of Houston and/or TIRZ 17.

There was no action taken for this agenda item; this item was to continue to share information with the Council and the public.

**VIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE STAFF TO INSTALL A SIDEWALK ALONG THE WESTERN SIDE OF GESSNER ROAD FROM MEMORIAL DRIVE TO BEAUREGARD DRIVE IN AN AMOUNT NOT TO EXCEED \$31,000 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

The work completed to date for the Gessner/ Memorial Intersection has provided the City an excellent “master plan” for the intersection. Councilmember Rosenbaum and Staff met with representatives of Spring Branch ISD (SBISD) to share the concepts. SBISD is very supportive of this plan and discussion ensued if there were any opportunities to implement some of the concepts. The proposed sidewalk along Gessner Road from Beauregard to Memorial was of particular interest.

SBISD has a crossing guard at Beauregard that stops traffic on Gessner Road. SBISD strongly supports moving the guard to the Memorial/Gessner intersection if and when the sidewalk could be installed. The total cost of the sidewalk (both for the segments in the City of Houston and Bunker Hill) is estimated at \$31,000. Staff has been working with SBISD and Metro to see if funds could be available from those entities to partner with the City to construct the sidewalk this summer. Staff is seeking Council’s approval in implementing the sidewalk installation this summer before school starts.

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to authorize the staff to install a sidewalk along the western side of Gessner Road from Memorial Drive to Beauregard Drive with outside funding provided for the portion in the City of Houston. The motion carried 5-0.

**IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO AN "ON-CALL" SITE AND PLAN REVIEW AND APPROVAL SERVICES CONTRACT WITH PROBSTFELD & ASSOCIATES, AT A SET HOURLY RATE OF \$150.00 PER HOUR - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item.

Mr. Smith shared that the City has utilized the City’s current on-call contract with RPS Klotz Associates to respond to site development and plan review/approval services. He went on to state that because of the new drainage ordinance approved in 2015 and additional work given to Klotz, staff has requested a proposal from Probstfeld & Associates to supplement this need with the number of applications being submitted.

Probstfeld has done excellent work for the City helping us with survey services as needed and they also assisted in the review and update of the City’s Development Code. Probstfeld provided an hourly rate of \$150.00 per hour for this work. Staff is asking that Council authorize the City Administrator to execute the agreement with Probstfeld.

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to authorize the City Administrator to enter into an on-call contract with Probstfeld & Associates. The motion carried 5-0.

**X. 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 April 18, 2017 Regular Council Meeting
- B. Minutes of the May 9, 2017 Joint City Council Meeting with the Cities of Piney Point, Hunters Creek and Memorial Villages Police Commission.
- C. Minutes of the May 16, 2017 Council Meeting.
- D. May 2017 Financials.
- E. RPS Klotz Associates, Invoice No. 1216097 in the amount of \$2,677.35 for professional services rendered from December 3, 2016 to December 31, 2016 under on-call services the Update to the Drainage Master Plan.
- F. RPS Klotz Associates, Invoice No. 417018 in the amount of \$2,781.00 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Preliminary Engineering Report for 2017 Water Rehab.
- G. RPS Klotz Associates, Invoice No. 417137 in the amount of \$16,245.15 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Preliminary Engineering Report for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone.
- H. RPS Klotz Associates, Invoice No. 417138 in the amount of \$3,556.80 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Final Design for Wood Lane.
- I. RPS Klotz Associates, Invoice No. 417139 in the amount of \$1,401.74 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Miscellaneous Needs including the Drainage Workshop for Engineers.
- J. RPS Klotz Associates, Invoice No. 417141 in the amount of \$4,155.85 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for Site Development Review.
- K. RPS Klotz Associates, Invoice No. 417144 in the amount of \$20,378.60 for professional services rendered from April 1, 2017 to April 28, 2017 under on-call services for the Preliminary Engineering Report for Gessner Road, Warrenton Drive, Kilts Drive and Valley Star Drive.
- L. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0317 in the amount of \$4,243.00 for professional services through March 31, 2017 for traffic evaluations at various locations including Blalock Road Ped Crossing, Briar Forest and Memorial, and Right Turn Signal at Memorial and Gessner.
- M. Probstfeld & Associates, Invoice No. 54403 in the amount of \$525.00 for professional services rendered in May 2017 for surveying services for the City’s Water Well Site.
- N. Langford Engineering, Inc., Invoice No. 20288 in the amount of \$905.37 for professional services rendered through April 28, 2017 for General Engineering Services.
- O. Langford Engineering, Inc., Invoice No. 20289 in the amount of \$717.83 for professional services rendered through April 28, 2017 for the Taylorcrest Water Plant Expansion Project.
- P. Langford Engineering, Inc., Invoice No. 20290 in the amount of \$1,981.04 for professional services rendered through April 28, 2017 for the 2017 Sanitary Sewer Rehab Project.

- Q. Langford Engineering, Inc., Invoice No. 20291 in the amount of \$1,057.22 for professional services rendered through April 28, 2017 for the Liberty Bell Water Line.
- R. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-01 in the amount of \$7,150.00 for professional services rendered from February 13, 2017 through May 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- S. Neil Technical Services, Corp., Invoice No. 73321 in the amount of \$839.30 for repair for Water Well #3 SCADA Repair.
- T. Neil Technical Services, Corp., Invoice No. 73428 in the amount of \$ 3,236.95 for the City Hall Generator Repair.
- U. Spring Branch ISD in the amount of \$8,000 annually for Tax Collection Services for the 2016 tax year.
- V. Konica Minolta Business Solutions US in the amount of \$5,598.97 for a new City Hall copier/scanner/fax
- W. D.L. Elliott Enterprises, Inc. in the amount of \$49,325.50 for the Construction of the Liberty Bell Water Line

A motion was made by Councilwoman Schwartz and seconded by Councilwoman Rosenbaum to approve the consent agenda. The motion carried 5-0.

## **XI. MAYOR'S REPORT**

### **A. Report on Activities**

Mayor Williams introduced Grace Kenningham, one of the summer interns that we are sharing with Memorial Villages Police Department. Grace attends Roger Williams University in Rhode Island.

Jennifer Miller is also serving as an intern. She was unable to stay for the meeting. Jennifer attends Texas A &M and is majoring in Engineering

### **B. Update on Committees**

- Beautification Committee - *Laurie Rosenbaum*

Councilwoman Rosenbaum reported that the Beautification Committee funded the new fencing and gate around the kennel area. She stated that the sign bases have all been repainted. The committee will have a meeting in the fall to discuss further plans.

- Drainage Committee - *Robert Lord*

Councilman Robert Lord presented this item. The Drainage Committee met today, June 20, 2017 and discussed the recent storm on Sunday, June 4, 2017. This was a 25 year event based on the 30 minute data ~2.5 inches in 30 minutes. An additional ½ inch would have been a 100 year event. The City did not have any reports of water in homes on this date; however, several residents in flooded areas were very concerned. The storm data allows us to continue to calibrate our model.

Robert Lord updated the Council on the following:

- Regional Project Phase 1 - Final Design. Surveys are done. The plan is to complete and go out for bids in September.
  - Wood Lane - Final Design complete. Will be out for proposals next week. The plan is to award the project in August with construction completed in November.
  - Monica Street - Cover Ditch. This work is underway with new development.
  - Wendover - Cover Ditch. This is a resident initiative and we are waiting on the residents to move forward.
  - Brandywine Proposed – Cover Ditch. This is a private street construction paid by the homeowners.
  - The next committee meeting is scheduled for July 18, 2017.
- Public Safety Committee & Tri Cities Public Safety Committee - *Jay Janecek*

Chairman Janecek presented this item.

The Community Engagement and Education Sub-Committee met and are focused on an Education Safety Program. Officer Owens is working with some of the local High School Teen Girls to develop a program and training ideas. Officer Owens along with another officer is going to have RADD training in July. In addition, the Sub-Committee on EMS Response has been meeting and will be reporting on their findings to the full Committee on July 12, 2017.

Chairman Janecek went on to say that the public safety committee is still gathering information from other cities on the Virtual Gate Project

- C. Discussion and Possible Action Regarding Appointment of Mayor Pro Tem for a Term of One Year.

The position of Mayor Pro-tem is selected on an annual basis. Councilmember Jay Janecek has served in the Mayor Pro-tem Position since the resignation of Councilmember and Mayor Pro-tem, Keith Brown in November 2015. The Mayor has asked Councilmember Janecek if he is interested in continuing to serve in this position for the new term. Councilmember Janecek agreed to continue to serve if approved by the Council.

A motion was made by Councilman Smyre and seconded by Councilman Lord to appoint Councilman Janecek as Mayor Pro Tem. The motion carried 5-0.

- D. Discussion and Possible Action Regarding Appointments for the Planning and Zoning Commission for a Two Year Period Ending June 30, 2019.

Mayor Williams noted that there is one vacancy (resignation of Mr. Andy Newton) on the Planning & Zoning Commission that is available to be filled. The Mayor has asked John Gillette if he would be interested and Mr. Gillette has responded positively. John Gillette was on the Zoning Board of Adjustments.



Mayor Williams shared the recommended appointments for the Planning and Zoning Commission:

- William Purifoy
- Catherine Wile
- Monica Muschalik
- Jean Krivan
- Bill Going
- Jack Christiansen
- John Gillette

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve the appointment of these individuals to the Planning and Zoning Commission. The motion carried 5-0.

E. Discussion and Possible Action Regarding Appointments for the Zoning Board Of Adjustment for a Two Year Period Ending June 30, 2019.

Mayor Williams noted that with John Gillette moving to the Planning and Zoning Commission and the vacancy of Mark Allen, he is recommending that we move one of the alternates on the Zoning Board of Adjustment to actual members. He also noted that we will need to fill the remaining vacancies for the alternates at some point; however, this board has not been as active as the Planning and Zoning Commission. At this time, the alternate positions noted will remain vacant.

Mayor Williams shared the recommended appointments for the Zoning Board of Adjustment:

- Jennifer Rigamonti
- Michelle Belco
- David W. Light III
- David Marshall
- Patricia Shuford
- Alternates:
- Ryan West
- Louie Crapitto
- Vacant
- Vacant

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve the recommended appointments to the Zoning Board of Adjustments. The motion carried 5-0.

- F. Discussion and Possible Action Regarding Appointments for Municipal Court: Judge, Associate Judge, Prosecutor, and Associate Prosecutor for a Two Year Period Ending June 30, 2019.

Mayor Williams stated that he is recommending the City continue with the previous appointments. The judges and prosecutors have done an excellent job serving and are interested in continuing in these positions.

Mayor Williams shared the recommended appointments:

- Carl Moerer – Presiding Judge
- Brian Chandlers – Associate Judge
- Stanley Topek – Presiding Prosecutor
- Christopher Gore – Associate Prosecutor

A motion was made by Councilman Smyre and seconded by Councilman Lord to approve the recommended appointments. The motion carried 5-0.

- G. Discussion and Possible Action Regarding Designation of the City's Finance Committee.

Mayor Williams presented this item stating that the Finance Committee is established to review the City's Audit, Investment Policy, and other financial matters. This Committee is typically the Mayor, a Councilmember and the City Administrator. The Mayor has asked Susan Schwartz if she would be interested in continuing to serve on this Committee.

Mayor Williams shared the recommended appointments:

- Jay Williams
- Susan Schwartz

A motion was made by Councilman Janecek and seconded by Councilman Smyre to approve the appointments. The motion carried 5-0.

- H. Appointment of a Technology Committee

Mayor Williams discussed the possibility of starting a Technology Committee to explore options of possibly having a city-wide Wi-Fi. The Mayor asked that if anyone has any ideas for volunteers for the committee to let him know and there will be appointments at a later time.

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve the creation of a Technology Committee. The motion carried 5-0.

## **XII. CITY ADMINISTRATOR'S REPORT**

### **A. Introduction of Summer Interns**

Mayor Williams introduced the interns under the Mayor's report.

### **B. Recommended Restriping Plans for Gessner Road and Memorial Drive**

Karen Glynn stated that the plan to restripe Gessner/Memorial following the intersection master plan should take place in July prior to school starting.

### **C. Update on Activities & Projects**

Steve Smith informed the Council of the following updates:

The Wastewater Rehab Project has begun. The contractor started with televising lines and then pipe bursting.

Liberty Bell Water Line is almost complete. New service was connected and clean-up is happening.

The Taylorcrest Water Tank replacement is going well and moving forward.

Piney Point's Project to correct the wastewater line at Blalock and Memorial is on hold. Piney Point is trying to get the County to approve closing Memorial Drive for 19 days to correct the problem. The County has only approved 14 days. Piney Point and their engineer, HDR are trying to get some extra days; they felt they needed one more week. They are expecting this will occur in July.

Steve Smith stated that he had contacted Harris County for the Memorial Drive overlay project and was waiting on a response. The project is budgeted for 2017.

### **D. Update on the Village Independence Festival**

Karen Glynn mentioned that plans are coming together for the Village Independence Festival. Staff is working on ideas for another "winning float." She reminded the Council that the festival is on Tuesday, July 4th. The parade starts at 9:00 a.m. Ms. Glynn asked City Council to let her know if they will be attending the festival.

### **E. Update on 2018 Budget Development and Schedule**

Karen Glynn provided a brief update stating we are starting to work on the 2018 Budget and expect to maintain the 4% M&O. The Infrastructure and Utility Models that were developed and shared in May will be updated. Workshop dates were discussed and the Council agreed to hold the budget workshop on Thursday, August 24, 2018 at lunchtime starting at 11:30 am.

**XIII. ADJOURN**

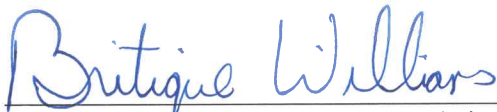
A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to adjourn the meeting at 7:55 p.m. The motion carried 5-0.

Approved and accepted on August 15, 2017.

A handwritten signature in blue ink, appearing to be 'J. Williams', written over a horizontal line.

Jay Williams, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to be 'Britique Williams', written over a horizontal line.

Britique Williams, City Secretary/Dir. of Finance