

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
February 18, 2020 at 5:30 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order 5:30 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
Councilmember Keith Brown
Councilmember Laurie Rosenbaum

Also in Attendance:

Karen Glynn, City Administrator
Steve Smith, Dir. of Public Works/Bldg. Official
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary

II. PLEDGE OF ALLEGIANCE

Mayor Lord asked Chief Ray Schulz of the Memorial Villages Police Department to lead the Pledge of Allegiance.

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.

J. Mark Fischer stated he was speaking regarding item XI, consideration and possible action to approve work order with CenterPoint Energy to install street lighting on Memorial Drive. He made a recommendation that for future construction projects to be undertaken by the City, that there be a landscaping plan included in the scope of work in the general contractor's agreement.

IV. FIRE COMMISSION LIAISON REPORT

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

Councilmember Brown gave a synopsis of the Village Fire Department 2019 Annual Report. There were a total of 2,090 emergency calls, 1,193 of which were fire calls and 897 of which were EMS calls. Of the EMS calls, 647 of those patients were transported to a hospital. The average transport time was 15 minutes. There were 9 working fires in 2019. No injuries resulted from smoke inhalation. Two (2) firefighters sustained minor injuries.

The average total response time in 2019 was 4 minutes and 53 seconds.
Significant projects for 2019 were:

- Upgraded EMS protocols
- Hired new Medical Director
- Ordered replacement engine
- Worked with Fire Commission to renovate fire station
- Ordered and received state of the art defibrillators
- Instructed city staff, police and citizen in CPR procedure

B. January 2020 Board Update - *2020 Addition & Renovation Project*

Councilmember and Commission Liaison Keith Brown presented an updated, tentative bid phase schedule as follows:

- February 20th – bid opening
- February 24th – bid evaluation
- February 25th – sub committee contractor selection
- March 9th – finish contract negotiations
- March 11th – construction contract Board presentation

The project budget increased by \$163,000, from \$5,149,500 to \$5,312,500.

V. **POLICE COMMISSIONER REPORT**

A. Police Liaison, Billy Murphy gave an update on activities

- For the month of January, the Department responded to 7,824 total calls; Bunker Hill Village had 3,248 of the calls. Officers wrote 233 citations in Bunker Hill.
- The Police Department is projecting to be approximately (7%) under budget for the 2019 fiscal/calendar year based on unaudited reports.
- There were 5 fleet accidents, 3 of which were preventable and 2 of which were unpreventable.
- Six (6) stolen vehicles were identified because of the ALPR, 5 of which were linked to previous crimes.
- Body cameras are all in use and operational.
- A personnel finance committee is being assembled to develop a budget audit, which they hope to complete by April of 2020. There will be 1 member from each of the Villages on the committee and they hope to present the FY 2021 budget to Council by May of 2020.
- Five (5) major repairs will be necessary at the police station soon: a new roof, a new HVAC system, a new radio system, various building repairs and a new CAD RMS system.

B. Police Liaison, Billy Murphy, gave an update on Annual Employee Benefits Contracts

Benefit cost to City and PD employees mostly did not change; however, there was a 5% increase in health insurance. Dental, vision, short and long Term disability, basic life and additional life all remained the same.

- C. Consideration and Possible Action Regarding Employee Insurance Coverage for the Time Period of April 1, 2020 through March 31, 2021, Contracting for Health, Vision, Dental and Ancillary Insurance in Partnership with the Memorial Villages Police Department and the City of Piney Point Village, Texas

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

All full time City employees are eligible for employee insurance benefits as part of their compensation package. Insurance coverage has been provided through the Memorial Villages Police Department and includes health, dental, vision, life, and disability insurance. The City of Piney Point also participates in this group.

Health insurance plans and rates are evaluated every year. As a result, this item includes: health, vision, dental and ancillary insurance products. The next plan period will be April 1, 2020 through March 31, 2021.

Proposals were advertised and bidding opened on January 28, 2020. Proposals were received from other carriers in addition to the re-rate from the City's current providers. After review and analysis, the following is recommended:

Health Insurance

It is recommended that the group continue to cover health insurance through our current provider, Blue Cross Blue Shield, as they offered the best option. Blue Cross Blue Shield submitted a 5% increase from the current rates and there are no changes to the plan coverage.

Dental and Vision

It is recommended that the group continue with Cigna for Vision and Dental at no increase to rates and no disruption to employees.

Life/Disability Ancillary Insurance

These insurance plans were awarded in 2017 with a multi-year contract through 2019 and fortunately they have agreed to a rate-pass for all lines of coverage, meaning there will be no increase to rates.

The Police Commission voted on this recommendation at the February 10, 2020 Commission Meeting.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the benefits recommended by City staff and the Police Commission.

The motion carried 5 – 0.

VI. MAYOR'S REPORT

- A. Report on Activities and Upcoming Events

Metro Meeting -- The Mayor attended the Multi Cities Meeting with Metro and will be sharing information received on “2020 Metro on the Move.” Mayor Lord spoke about getting the City on the list of projects to be financed by the Metro Fund. He suggested one of the projects be the project planned for the intersection of Memorial Drive and Gessner making it safer by adding a sidewalk and fixing the turn lane.

The Committee reappointed Bob Fry to be the Metro Board representative for the next 2 years.

Karen Glynn, City Administrator is preparing Metro’s required annual report.

The next Mayors Meeting is February 20, 2020. The Mayor expects to discuss payments toward the fire department renovation.

The Mayor will attend the West Houston Teen Leadership Summit, hosted by Representative Jim Murphy.

- B. Consideration and Possible Action to Appoint City Administrator, Karen Glynn, as the Acting City Secretary for the City of Bunker Hill Village, Texas

A motion was made by Councilmember Schwartz and seconded by Councilmember Smyre to appoint Karen Glynn as acting City Secretary.

The motion carried 5 – 0.

- C. Consideration and Possible Action to Approve a Contract with Claire Bogard to serve as Interim Finance Director for the City of Bunker Hill Village, Texas at the rate of \$125.00 per hour

The City Administrator received a contract from Claire Bogard to serve as the City’s interim Finance Director until the position is filled. Ms. Bogard has worked for the Cities of Sugar Land and Pearland. She is currently retired and providing contract services. She has been working with the Cities of Fulshear and West University Place and provides excellent financial services. Ms. Bogard shared her experience with the City Council.

Councilmember Smyre inquired as to the number of hours per week Ms. Bogard will work. Karen Glynn stated that Ms. Bogard will work full-time until the audit is complete in March and then Ms. Glynn hopes her hours will go down.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve the contract with Ms. Bogard to serve as the City’s interim Finance Director.

The motion carried 5 – 0.

D. Committee Reports/Updates

- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*
Will give update in March.
- Technology Committee – *Councilmember Eric Thode, Chair*
Will give update in March.
- Public Safety Committee – *Councilmember Keith Brown, Chair*
Next Meeting is Wednesday, February 26, 2020
Public Safety Forum will be Wednesday, March 11, 2020 at 6:00 p.m.
- Drainage Committee – *Karen Glynn presented this item as Chairperson*
Jack Christiansen was not present.

Drainage Committee met on Tuesday, February 11, 2020 and went very well. The Committee is focusing on the City’s design standards. Both the City of Houston and Harris County have changed their standards so the City has asked RPS to summarize these new standards and other cities’ as well in order to better compare. There is also an item on this agenda to use the local drainage funds to update the City’s model to the updated version. In addition, the City needs to ensure it is on Atlas 14, which is a Harris County requirement. If approved, this will allow the City to have an updated model that will run much quicker and can provide more information such as street ponding, the actual timing to drain specified areas and water surface elevations.

VII. CITY ADMINISTRATOR’S REPORT

A. Report on Activities and Upcoming Events

- Election Information:
There is one contested position: Position 1
The last day to withdraw is Friday February 21, 2020.
The Candidate Draw for Place on the Ballot is Tuesday, February 25, 2020 at 9:00 a.m.
Early Voting Begins April 20th - 28th
Election Day is May 2, 2020 from 7:00 a.m. – 7:00 p.m.
At the March Meeting, City Council will have the opportunity to move the May meeting to May 12, 2020 to be able to canvass the election.
- “Ask the Building Official” is February 19, 2020 at 10:30 a.m.
- The next Planning and Zoning meeting will be on February 25, 2020 at 11:30 a.m.
- The Memorial Forest Club Lighting Readings will take place Wednesday night, February 19, 2020
- Next week the City will begin its interim audit, with the final audit set for March 9th - 13th

- The March Meeting is the 4th Tuesday – March 24th at 5:30 p.m. to accommodate Spring Break
- B. Public Works Director - Report on Capital Projects
- The rest of Kilts was poured today! Driveways, Street Lighting and Restoration will follow. There is another item on the agenda regarding some additional concrete pavement work.
 - Blalock Lane Drainage has been installed. The restoration is currently underway. The pipe and inlets are in. The City is waiting on landscaping.
 - Construction of the new water line on Winshire Circle has begun; Chapel Bell will follow once Winshire is complete.
 - Additional Drainage Inlets were installed on Bunker Hill Road.
 - 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 most troublesome, noisy manhole was fixed. The issue was a faulty ring. There is one more to fix on Bunker Hill Road.
 - The City has been having problems with its computer control system for its water system. City staff is working with John Davis, Langford Engineering to address this issue. The company that supported the system no longer supports it. City staff will come to Council in March, if needed, with a recommendation for a replacement company.
 - The reinstallation of the new pump at Water Well 3 should begin this week.
- C. Consideration and Possible Action to approve funding for reconstruction of the Council/Court Room Dais in an amount not to exceed \$5,000 to be funded out of the General Fund Building Maintenance.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve funding for reconstruction of the Council/Court Room Dias in an amount not to exceed \$5,000.00.

The motion carried 5 – 0.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AUTHORIZING THE ISSUANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020; SETTING CERTAIN PARAMETERS FOR THE BONDS; AUTHORIZING THE REDEMPTION PRIOR TO MATURITY OF CERTAIN OUTSTANDING OBLIGATIONS; AUTHORIZING THE PRICING OFFICER TO APPROVE THE AMOUNT, THE INTEREST RATE, PRICE, AND TERMS THEREOF AND CERTAIN OTHER PROCEDURES AND PROVISIONS RELATING THERETO
Karen Glynn, City Administrator

Karen Glynn, City Administrator, introduced the City's Financial Advisor, Drew Masterson to present the proposed bond refunding. Clay Holland with Andrews Kurt, the City's bond counsel, also addressed council.

The City has been working with the City’s Financial Advisor, Masterson Advisors, to identify an opportunity to lower the City’s interest rate on our 2011 and 2012 General Obligation Bonds resulting in a savings for the City. The current interest rate on the City’s 2011 and 2012 Series Bonds is an average of 3.527% and the current market interest rate is 1.812%, resulting in a potential savings of over \$530,000 for the duration of the bond. These bonds are callable in April 2020.

Drew Masterson presented the Ordinance which was prepared containing the parameters to be used in determining if a refunding is appropriate and designating authority to authorize on behalf of the City Council. These steps provide authorization based on certain parameters to trigger the refunding since monthly City Council Meeting may not coincide with the best market opportunity. The payout timeframe does not change with the refunding.

Parameters include:

- (i) none of the Bonds shall bear interest at a rate greater than 15% per annum or in excess of the maximum rate allowed by Chapter 1204, Texas Government Code;
- (ii) the proceeds from the sale of the Bonds, along with any available funds of the City that may be used in the refunding, must be sufficient to provide, after all original issue discount and underwriter’s discount, amounts necessary to fund the costs and expenses of refunding the Refunded Obligations and the estimated costs of issuance of the Bonds; and
- (iii) the net present value savings in debt service resulting from the refunding of the Refunded Obligations shall be at least 5.00% of the principal amount of the Refunded Obligations, as shown by a table of calculations prepared by the City’s financial advisor and attached to the Officer’s Pricing Certificate.

“Authorized Representative” shall mean either of the Mayor, Mayor Pro Tem or the City Administrator.

The plan is to sell on Thursday, February 20, 2020. Drew Masterson offered Council the opportunity to watch the bid process online.

The Mayor noted a typo in the Ordinance on page 9 regarding the county. This will be corrected prior to approval of the Ordinance.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the ordinance authorizing the issuance of the City’s general obligation refunding bonds and authorizing the redemption prior to maturity of certain outstanding obligations and authorizing the pricing officer to approve the amount, the interest rate, price and terms thereof and certain other procedures and provisions related thereto.

The motion carried 5 – 0.

IX. CONSIDERATION AND POSSIBLE ACTION REGARDING CHANGE ORDER NO. 4 TO THE CONTRACT WITH AAA ASPHALT PAVING FOR ADDITIONAL PAVEMENT REHAB FOR VALLEY STAR, PLANTATION AND OTHER LOCATIONS IN AN AMOUNT NOT TO EXCEED \$100,000.00 AND

EXTEND THE CONTRACT FOR 60 DAYS TO COMPLETE THIS WORK - 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 Warrenton Kilts Valley Star Reconstruction Project is progressing very well and nearing completion. The City awarded the construction contract to AAA Asphalt in April 2019. There have been three change orders to date, including one extension of time.

Construction on Warrenton and Kilts is projected to be completed in early March with restoration to follow. Limited repairs to Valley Star Drive were included in the project but City staff has observed substantial further deterioration of the pavement on the street. The project engineer projected final costs for the project and City staff expects sufficient savings to fund these additional pavement repairs. In addition, a concrete repair is needed on Plantation Road.

Change Order No. 4 is proposed to repair the pavement on Valley Star Drive and Plantation Road in an amount not to exceed \$100,000. In addition, an extension of time is included to complete this work. The current contract end date is March 14, 2020 as approved at the January Meeting. Change Order No. 4 would extend the contract until May 13, 2020 adding 60 days to the contract completion time.

Additional repairs may come up in the project. Councilmember Smyre asked what part the City of Houston has in addressing these repairs. Houston staff has not been responsive to the City's requests. City staff has been and will continue to document the process throughout. The next step is to reach out to Greg Travis' office for help in getting a response from the City of Houston.

A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to approve Change Order No. 4, in an amount not to exceed \$100,000.00.

The motion carried 5 – 0.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SUPPLEMENT TO THE CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND LLOYD SMITHA & ASSOCIATES BY \$43,200.00 FOR A TOTAL AMOUNT NOT TO EXCEED \$191,200.00 TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE WARRENTON, KILTS AND VALLEY STAR RECONSTRUCTION PROJECT AND APPROVED CHANGE ORDERS - 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's construction manager, Lloyd, Smitha & Associates, projected an additional \$43,200 of expense for the work related to Change Order No. 4. This would result in a total budget of \$191,200 for construction management.

RPS has provided the projections below on the project and expected budget savings. Funding is available in the project budget for proposed Change Order No. 4 and additional funds for Construction Management.

Councilmember Rosenbaum noted that there is a crack in asphalt at the entrance of Warrenton and Valley Star that needs to be checked out and repaired.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the supplement to the contract between the City and Lloyd, Smitha & Associates by \$43,200.00, for a total amount not to exceed \$191,200.00.

The motion carried 5 – 0.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A WORK ORDER WITH CENTERPOINT ENERGY TO INSTALL STREET LIGHTING ON MEMORIAL DRIVE, IN AN AMOUNT NOT TO EXCEED \$15,000.00 AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE TO BE FUNDED BY METRO FUNDS - *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 has been working to implement black cobra head street lights along Memorial Drive at the curves to improve the safety and appearance at these locations. The next segment is the curve at near Hickory Ridge Drive, south of City Hall.

CenterPoint has provided a plan for all proposed street lights along Memorial Drive and the proposed new lights are shown circled in blue. The City is awaiting final pricing from CenterPoint but the last street lights of this type were \$2,247.00 each. The requested funding would allow up to six new lights to be installed.

In the past, City Council noted that street lighting should not be wholly funded by the Beautification Committee as Metro Funding is available for these projects. However, this would be a budget amendment.

All of the lights will be located in Bunker Hall city limits.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve a work order with CenterPoint Energy to install street lighting on Memorial Drive in an amount not to exceed \$15,000.00.

The motion carried 5 – 0.

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A WORK ORDER IN AN AMOUNT NOT TO EXCEED \$30,400.00 WITH RPS INFRASTRUCTURE UNDER THE CITY'S ON CALL CONTRACT TO DEVELOP AN UPDATE TO THE CITY'S DRAINAGE MODEL, MEETING THE HARRIS COUNTY ATLAS 14 STANDARDS, AS RECOMMENDED BY THE DRAINAGE COMMITTEE,

TO BE FUNDED BY THE CAPITAL IMPROVEMENTS PROGRAM - LOCAL DRAINAGE PROJECTS - *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 Drainage Committee met on Tuesday, February 11, 2020 and recommended another project for 2020. RPS has submitted a proposal to update the City's Drainage Model. The update will include an updated drainage modeling program as well as meeting the Harris County Atlas 14 Standards.

The Drainage Committee had a good discussion on the desired design standards and expectations for extreme events as was experienced with the various storms including Tropical Storm Imelda, Tax Day and Memorial Day floods, as well as Hurricane Harvey. It was the consensus of the Committee to ensure the City's model is updated with the latest projects and data.

A proposal was submitted by RPS. Staff and the Committee recommend proceeding with the modeling project first. The Committee will then discuss next steps and determine the need to update the Master Drainage Plan.

Funding is available in the 2020 Capital Projects Budget – Local Drainage Projects. The Local Drainage Projects has a 2020 Budget of \$200,000. At the February Council Meeting, a project for additional inlets was approved in an amount not to exceed \$25,000, leaving an available balance of \$175,000.

It is the Staff and Committee's desire to make sure Bunker Hill meets regional standards. Updating the model to run iterations in 1 hour as opposed to one half day will save money on engineering costs. Mayor Lord wants to make sure the model is compatible with Piney Point Village's model.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a work order with RPS Infrastructure to develop an update to the City's drainage model, meeting the Harris County Atlas 14 standards, in an amount not to exceed \$30,400.00.

The motion carried 5 – 0.

XIII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF AN INTERLOCAL AGREEMENT WITH THE CITY OF PINEY POINT VILLAGE, TEXAS FOR A JOINT PROJECT FOR THE INSTALLATION OF A CROSSWALK ON BLALOCK ROAD – *Steve Smith, Director of Public Works/Building Official*

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

City Staff have been working with the City of Piney Point Village to improve pedestrian safety.

The proposed Pedestrian Crosswalk for Blalock Road at the Pedestrian Bridge has been discussed with the City Council over the years and was funded in the 2019 Capital Improvements Plan with a projected budget of \$10,000.00.

Staff has developed an interlocal agreement which outlines the partnership between the Cities. This agreement follows the intent of the project and the previous agreement approved for the Memorial Landscaping Project. This outlines funding for the project, project management and long term maintenance responsibilities.

The improvements have been made, however, no invoice has been received to date and no payment has been made.

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to approve an interlocal agreement with Piney Point Village for joint project installation of a crosswalk on Blalock Road.

The motion carried 5 – 0.

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION 02-18-2020A FOR A ONE-YEAR CONTRACT EXTENSION BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND BBVA COMPASS BANK TO SERVE AS THE CITY'S BANK DEPOSITORY FOR THE PERIOD OF MARCH 1, 2020 THROUGH FEBRUARY 28, 2021 - Karen Glynn, City Administrator

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

The City's contract with Compass Bank will be completed at the end of February. This agreement included a 3 year contract approved in 2017 with the opportunity to extend for two additional - one year terms (2020 and 2021). The City has been pleased with the services provided by this contract. With the City's current balance, there are no fees and there is a minimum interest rate on all balances.

Staff has been in discussion with Compass and Compass has agreed to extend the contract for one additional year at the same contract terms.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve Resolution 02-18-2020A, for a one-year contract extension between the City and BBVA Compass to serve as the City's bank depository for the period of March 1, 2020 to February 28, 2021.

The motion carried 5 – 0.

XV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RESOLUTION TO UTILIZE ALLEGIANCE BANK TO SERVE AS THE CITY'S SUPPLEMENTARY BANK DEPOSITORY FOR THE PERIOD OF MARCH 1, 2020 THROUGH FEBRUARY 28, 2021 - Karen Glynn, City Administrator

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

It is recommended that the City continue to utilize Allegiance Bank to serve as the City's Supplementary Depository. In 2017, the Finance Committee recommended and City Council approved, that \$1,000,000 be deposited at Allegiance Bank. With this amount, there are no fees charged and the City earns interest on this amount. Allegiance Bank has agreed to continue these services at the same terms. Representatives at Allegiance indicate there is no "end date" for these services.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Resolution 02-18-2020B, to utilize Allegiance Bank as the City's supplemental bank depository for the period March 1, 2020 to February 29, 2021.

The motion carried 5 – 0.

XVI. DISCUSSION AND DIRECTION TO AMEND THE CITY'S ORDINANCES FOR REDEVELOPMENT OF CHALLENGING PROPERTIES (CONDITIONAL ZONING PERMIT OR SPECIAL EXCEPTIONS) - Karen Glynn, City Administrator and Loren Smith, City Attorney

Steve Smith, Karen Glynn, and Loren Smith presented this item, answered questions and took comments.

This item was introduced at the January 2020 City Council Meeting. As shared, Staff has been working with the City Attorney to develop a means of providing for special conditions for residential uses for challenging lots in the City whereby certain parts of the City's Code of Ordinances may prevent the lots from being developed or sold for redevelopment.

Loren Smith, City Attorney has developed a memo as well as a list of pros and cons for various processes to provide special conditions. The City Administrator and the City Attorney presented these options to discuss further with the City Council. This concept was presented to the Planning and Zoning Commission and it was recommended that the Commission gain further direction from the City Council.

After discussion, it was the Council consensus to take the item back to the Planning and Zoning Committee with direction to proceed with the Conditional Use Permit Process. It was noted that the Conditional Use Permit Concept provides a more pro-active approach and provides for public input at both the Planning and Zoning Commission and City Council.

The item and direction will be taken back to the Planning & Zoning Committee at their February 25, 2020 meeting for further discussion and direction.

XVII. REPORT ON FISCAL YEAR 2019 PRELIMINARY, UNAUDITED FINANCIAL YEAR END RESULTS AND CAPITAL IMPROVEMENT PROJECTS - Karen Glynn, City Administrator and Steve Smith, Director of Public Works/Building Official

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

Ms. Glynn shared that staff is very happy to report that the City has exceeded its budgeted revenues for 2019 in both the General and Utility Funds and have kept expenses below budget.

Throughout the year, there were some areas where actual revenues and expenditures decreased or increased over budgeted numbers as well as items/projects that were also brought to Council's attention for implementation. Overall, the City ended the year very well.

The City Administrator will be working with the Interim Finance Director to confirm the 2019 End of the Year Results and will place the December Financials on the March City Council Agenda for approval.

Following discussion at the Council Meeting, all items will be detailed in a Budget Amendment Ordinance for March to prepare for the annual audit.

XVIII. 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 January 21, 2020 Regular Council Meeting
- B. AAA Asphalt Paving, Inc., Pay Request No. 8 in the amount of \$289,892.50 through January 31, 2020 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- C. RPS, Invoice No. 1219023 in the amount of \$8,777.58 for professional services rendered from November 30, 2019 to December 31, 2019 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- D. RPS, Invoice No. 1219018 in the amount of \$2,156.26 for professional services rendered from November 30, 2019 to December 31, 2019 under on-call services for Site Development Review
- E. RPS, Invoice No. 1219017 in the amount of \$1,530.12 for professional services rendered from November 30, 2019 to December 31, 2019 under on-call services for Model Updates
- F. Langford Engineering, Inc., Invoice No. 22899 in the amount of \$2,054.59 for professional services rendered through December 31, 2019 for General Engineering On Call Services Miscellaneous Assignments
- G. Langford Engineering, Inc., Invoice No. 22900 in the amount of \$4,245.16 for professional services rendered through December 31, 2019 for Preliminary Engineering for the replacement of Water Well No. 2 (New Water Well No. 5)
- H. Probstfeld & Associates, Invoice No. 60617 in the amount of \$305.00 for professional services rendered in December 2019, for engineering services for drainage site development review

- I. Probstfeld & Associates, Invoice No. 60749 in the amount of \$155.00 for professional services rendered in January 2020, for engineering services for drainage site development review
- J. Probstfeld & Associates, Invoice No. 60750 in the amount of \$155.00 for professional services rendered in January 2020, for engineering services for drainage site development review
- K. T Construction, LLC Invoice No. 2019-004-07 in the amount of \$7,700.00 for professional services rendered in December 2019, for construction of a water main repair on J Star
- L. Annual Contribution to the Village Independence Festival for 2020 in the amount of \$5,000.00
- M. Northwest Pest Patrol Contract for Mosquito Spraying for March 1, 2020 to October 31, 2020

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the consent agenda.

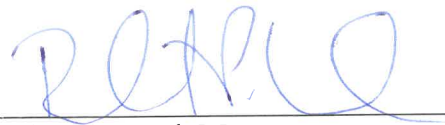
The motion carried 5– 0.

XIX. ADJOURN

A motion was made by Councilmember Thode and seconded by Councilmember Brown to adjourn the meeting at 8:00 p.m.

The motion carried 5 - 0.

Approved and accepted on March 24, 2020.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator