

**MINUTES OF THE REGULAR CITY COUNCIL MEETING  
CITY OF SPRING VALLEY VILLAGE, TEXAS  
TUESDAY, FEBRUARY 23, 2021 AT 6:00 P.M.  
IN THE COUNCIL CHAMBERS OF CITY HALL  
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

**1. CALL THE ROLL AND ANNOUNCE A QUORUM IS PRESENT**

With a quorum of the Council Members present, the Regular Meeting of the Spring Valley Village City Council was called to order by Mayor Vajdos at 6:01 p.m.

Members Present:

Mayor Marcus Vajdos

Council Member Bo Bothe (by video conference)

Council Member David Dominy (by video conference)

Council Member Tom Donaho (by video conference)

Council Member Joy McCormack

Members Absent:

Mayor Pro-Tem Allen Carpenter

**2. INTRODUCTIONS**

Julie M. Robinson, City Administrator

Roxanne Benitez, City Secretary

Pat Riley, Public Works Director

Michelle Yi, City Treasurer

Zachary Meadows, Director of Community Development

Matthew Hitt, Assistant to the City Administrator

Loyd Evans, Police Chief (by phone conference)

Mark Schulze, Police Captain

David Dixon, Police Commissioner

Loren Smith, City Attorney

**3. PROCLAMATIONS / ANNOUNCEMENTS / SWEARING-IN**

None.

**4. PUBLIC COMMENTS**

At this time, any person with City-related business may speak to the Council. In compliance with the Texas Open Meetings Act, the City Council may not deliberate. **Comments from the public should be limited to a maximum of three (3) minutes per individual speaker.**

None.

**5. 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 will be considered separately.

5.1 Minutes for Special Called City Council Meeting on January 26, 2021

- 5.2 Minutes for Regular City Council Meeting on January 26, 2021
- 5.3 Approval of Pay Estimate No. 3 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$51,733.80.
- 5.4 Approval of Pay Estimate No. 4 for Green Valley Drive & Winningham Lane Pavement & Utility Improvements Project to Conrad Construction Co., LTD. in the Amount of \$151,556.92
- 5.5 Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF CHANGE ORDER NUMBER 1 TO THE AGREEMENT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION, LTD., FOR GREEN VALLEY & WINNINGHAM PAVEMENT & UTILITY IMPROVEMENTS PROJECT; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE SUCH AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.
- 5.6 Approval of Pay Estimate No. 5 for the New Production Well Project to W. W. Payton Corporation in the Amount of \$129,060.00.
- 5.7 Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, RATIFYING THE ACTIONS OF THE CITY ADMINISTRATOR IN EXECUTING AN AMENDMENT TO THE CONTRACT BY AND BETWEEN THE CITY OF SPRING VALLEY VILLAGE, TEXAS AND CONRAD CONSTRUCTION CO. LTD. FOR PAVING AND UTILITY IMPROVEMENTS TO SERVE LONE STAR DR., LOESER DR., TRAWEEK DR., WEST TEX DR. AND LARIAT DR. (CSB #2020-11-101); PROVIDING FOR INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.
- 5.8 Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING A PUBLIC INFRASTRUCTURE DESIGN MANUAL; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AND PROVIDING AN EFFECTIVE DATE.

Council Member McCormack made a motion to approve all items on the Consent Agenda, and Council Member Donaho seconded the motion. Motion carried 4-0.

**OLD BUSINESS**

**6. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING: January 2021 Police Department Staff Report (Chief Evans):**

Captain Schulze provided the report on behalf of Chief Evans.

- 1. Number of Calls for Service – 2,813
- 2. Number of Traffic Violations – 1,587
- 3. Number of K-9 Deployments – 146

Commissioner Dixon briefed the Council on significant incidents that occurred in Spring

Valley Village and Hilshire Village.

7. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Activities of the Village Fire Department Commissioners Meeting on January 27, 2021 and Any Special Meetings That May Have Occurred since January 27, 2021. (Mayor Pro-Tem Carpenter / Council Member Bothe)

Mayor Pro Tem Carpenter was unable to attend the meeting. No update was provided.

8. **UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** City's Activities Related to Response to Severe Winter Weather.

City Administrator Julie Robinson advised that an emergency meeting was held on February 19 in which the disaster declaration and emergency curfew were extended. She also advised that the boil water notice was rescinded on February 19 with the City being the second city in the region to rescind, and added that some cities were still under the boil water notice. Ms. Robinson commended the Public Works employees for being prepared for and providing such a tremendous response to Winter Storm Uri. The Council requested that Staff identify all of the things that are needed for providing response to future emergency incidents, and Ms. Robinson advised that Staff would be researching the following:

- Installing another shower as there is only one located in the Police Department, one in the Public Works building that is very old, and none at City Hall
- The purchase of a portable trailer-mounted generator
- The use of a new alert system
- The purchase of a new telephone system

. Ms. Robinson advised that Director of Community Development Zachary Meadows and Michelle Killbrew, with BBG, began damage assessments on Friday, February 19, and luckily there were no major damages resulting from the Storm. However, 11 homes were considered Affected, meaning damage occurred within non-habitable areas of the property (i.e. garages, irrigation systems) and 22 homes had minor damage, meaning damage within habitable areas of the home, however do not exceed 50% of the value or square footage of the home. She also advised that a Disaster Summary Outline would be submitted to the state and that Staff was in the process of preparing documents to send to FEMA. She also advised that she wanted to ensure that the City is prepared and Staff has all the necessary tools and materials for future events. There was a discussion concerning a stipend for employees who worked on-site during the Storm, who should receive the stipend and in what amount. Following discussion, it was the consensus of the Council to give a \$2,000 stipend to the six Public Works employees who worked on-site during the Storm, and Council directed Ms. Robinson to include the stipend in the employees' regular pay cycle.

### **NEW BUSINESS**

9. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2021-XX - AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, REVISING ARTICLE 3.1500, DRAINAGE CRITERIA, OF CHAPTER 3, BUILDING AND CONSTRUCTION, OF THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS BY DELETING EXHIBIT 1, DETAIL FOR CURB DRAIN CONNECTIONS, AND ADOPTING A NEW EXHIBIT 1, DETAILS FOR CURB DRAIN CONNECTIONS; PROVIDING FOR THE INCORPORATION OF PREAMBLE;

PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EACH VIOLATION OF THIS ORDINANCE WITH EACH DAY OF VIOLATION CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, A SAVINGS CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. Council Member McCormack made a motion to approve Ordinance No. 2021-06, and Council Member Donaho seconded the motion. Motion carried 4-0.

- 10. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance Number 2021-XX – AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, BY AMENDING SECTION 3.001 RESIDENTIAL BUILDING AND CONSTRUCTION FEE SCHEDULE OF APPENDIX “A”, SCHEDULE OF FEES, FOR THE CITY OF SPRING VALLEY VILLAGE BY ESTABLISHING A NEW FEE FOR CURB DRAIN CONNECTION DEVICES; AND PROVIDING A REPEALER CLAUSE, A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. After a brief discussion, Council Member McCormack made a motion to approve Ordinance No. 2021-07, and Council Member Dominy seconded the motion. Motion carried 4-0.

- 11. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 21-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, ADOPTING AN ELECTRONIC SIGNATURE POLICY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Vajdos read the Resolution by caption only. Council Member McCormack made a motion to approve Resolution No. 21-06, and Council Member Dominy seconded the motion. Motion passed 4-0.

- 12. CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Ordinance No. 2021-XX: AN ORDINANCE OF THE CITY OF SPRING VALLEY VILLAGE, TEXAS, DECLARING UNOPPOSED CANDIDATES IN THE MAY 1, 2021 GENERAL CITY ELECTION ELECTED TO OFFICE; PROVIDING FOR THE INCORPORATION OF PREAMBLE; CANCELING THE MAY 1, 2021 GENERAL CITY ELECTION; PROVIDING A SEVERABILITY CLAUSE, AND AN EFFECTIVE DATE.

Mayor Vajdos read the Ordinance by caption only. Council Member McCormack made a motion to approve Ordinance No. 2021-08, and Council Member Dominy seconded the motion. Motion carried 4-0.

- 13. UPDATE, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Briefing by City Administrator:

1. Status of New Production Well

Public Works Director Pat Riley advised that the contractor is progressing nicely.

2. Status of Loeser, Traweek, Lone Star and W. Tex Paving and Utility Improvements Project

Public Works Director Pat Riley advised that the administrative notice to proceed had been issued. He also advised that they were waiting on concrete pipes to arrive as they were on backorder due to the Pandemic.

3. Green Valley Drive & Winningham Lane (West of Voss) Roadway, Drainage and Utility Improvements 2020

Public Works Director Pat Riley advised that the contractors are doing well. He also advised that half of the roads are complete and the other half are under construction. Mr. Riley advised that the contractors are working faster than anticipated.

**14. ADJOURNMENT**

Council Member McCormack made a motion to adjourn the meeting at 7:05 p.m., and Council Member Donaho seconded the motion. Motion carried 4-0.

Signed: \_\_\_\_\_

Marcus Vajdos  
Mayor

Attest: \_\_\_\_\_

Roxanne Benitez, TRMC, CPM, CMCC  
City Secretary