

**MINUTES OF THE MEETING OF THE
VILLAGE OF BEAR CREEK COMMISSIONERS
June 20, 2016**

1) Call to Order

The meeting was called to order 7:05 pm.

2) Roll Call

Mayor Upham, Commissioner Brushwood and Commissioner Burns are present.

3) Citizens Comments will be taken from the audience on Non-Agenda related topics. No action may be taken by the City during Citizens Comments.

Kathryn Rosenbluth solicits help with contacting Time Warner Cable and requesting they repair the wrap on the overhead double line at 8501 N Madrone Trl. She's contacted them numerous times to no avail.

Kathryn Rosenbluth said on Saturday, 6/18/16, Dallas Hudson held a ceremony dedicating the VOBC monument with plaque to the Village.

4) Approval of Minutes from May 16, 2016 Commissioner Meeting.

Commissioner Brushwood makes motion to approve May16, 2016 minutes as submitted. Commissioner Burns seconds. Motion is approved unanimously.

5) Discussion and possible action in regards to reviewing 2015 – 2016 budget and actual expenditures.

Budget/Expenses reviewed. Question regarding the Income for Plat/Review Fee and associated expense for Recording Fee. The income received is greater than the expense. However, the expense is showing as not an approved 'budget item'. City Secretary will investigate.

6) Consent Agenda – the following may be acted upon in one motion. A

Commissioner, Mayor or a Citizen may request items be pulled for separate discussion and/or action.

A. Approval to pay Hays County Tax Assessor-Collector \$28.05, fee for 2015 tax roll. Invoice dated 5/27/16.

B. Approval to pay Jeff Raffaele \$170.00 for tree clean up in ROW. Invoice

dated 5/21/16.

- C. Approval to pay Jeff Raffaele \$165.00 for sign installation. Invoice dated 5/21/16.
- D. Approval to pay Hays Central Appraisal District \$95.51 for 2016 3rd quarter. Invoice dated 6/30/16.
- E. Approval to pay Pathmark Traffic Products \$134.90 for pole and signs. Invoice dated 5/10/16.
- F. Approval to pay Jeff Raffaele \$145.00 for repair damaged stop sign pole @ N Madrone Trl. Invoice dated 6/11/16.
- G. Approval to pay Pathmark Traffic Products \$27.50 for replacement pole. Invoice dated 6/8/16.

Commissioner Burns makes motion to approve the consent agenda in its entirety.

Commissioner Brushwood seconds. Motion is approved unanimously

7) New Business

A. Discussion and possible action on ROW work to improve drainage on both sides of driveway at 8411 Bear Creek Drive.

Glen Ragan approved driveway/culvert applications for two driveways for this property. During the last big rains May 2016, the owner, Tom Hallberg, observed water flow through the property and off the property. He provides water flow pictures to council. In summary he says the drainage ditch does not presenting a problem, even with damaged culvert the water flows off the property and not onto the street. He feels it's unnecessary for VOBC to do ditch work at this location. Council reviews pictures provided has discussion with Hallberg and Michele Hernandez and Steve Cranford (who live across the street). Michele states that to the right of Sally's property water runs onto the road and can sit on the road a while. They expect future ditch work and construction on Hallberg's property could possibly change the velocity of water flow on their property. Mayor Upham makes three suggestions in regards to the two new driveways:

1. Minor lowering of the ditch. Maybe 4 to 6 inches lower.
2. Photo "J": to left of the picture, remove the bump so it doesn't impede water flow. Bump is between Sally's driveway and the proposed driveway and might be near mail box.

3. Repair crushed culvert.

Hallberg is concerned if these changes are made the 18" culvert may not be large enough. He prefers no work is done in front of the property, but has no problem work done on Sally's property. Mayor Upham is more concerned with Sally's property than Hallberg's.

B. Discussion and possible action regarding considering a new variance request to supersede the existing approved driveway/variance at 8601 Bear Creek D (Lot 41A) by LSH Properties LC (Tom Hallberg)

Tom Hallberg explains he is not asking for a dip style, instead wants a straight tie in driveway where the concrete will match the existing grade. He will dig into the ground and concrete or asphalt slopes to make water flow away. He will not create a damn and a culvert isn't necessary. If approved this will eliminate the previously approved variance. New variance w/ drawing and specs of tie in driveway dated 6/20/16 is presented to council. Mayor Upham is in favor of approving the variance if Hallberg matches the contour of the land and water flows from right to left. Mayor Upham makes motion to approve the VOBC culvert size waiver request dated 6/20/16 allowing for a tie in driveway. Commissioner Burns seconds. Motion is approved unanimously.

C. Discussion and possible action regarding replat request Lot 17-B, Section III and Lot 21, Section 1, BCO 13012 S Madrone Trl (Owners Tracie and Bruce Upham) Replat to reconfigure acreage and lot lines.

Item tabled.

D. Discussion and possible action regarding 3 year engagement (2016, 2017, 2018) with Montemayor Britton & Bender at cost of \$3,150.00 per year.

Kathryn Rosenbluth presents new engagement letter from Montemayor Britton & Bender extending their services for another 3 years at an annual rate of \$3,150.00. Montemayor Britton & Bender do our annual financial review. Our current 3 yr contract expires this year; and had an annual rate of \$2,625.00. Archie Montemayor said their average standard charges over the past 3 years was \$3,152.00. Commissioner Brushwood makes motion to approve the 3 year engagement letter with Montemayor Britton & Bender at cost of \$3,150.00 for years 2016, 2017 and 2018. Mayor Upham seconds. Motion is approved unanimously.

E. Discussion regarding damaged stop sign pole at N Madrone Trl.

There was damage to the stop sign pole at the 3 way intersection; N Madrone Trl/N

Madrone Trl/Niles Cove. The damaged was to the stop sign pole at N Madrone Trl, leaving the neighborhood. The pole needed immediate repair thus, Mayor Upham approved purchasing a replacement pole and contracting with Jeff Raffaele to install.

8) Old Business

A. Discussion and possible action on road system including the low water crossing and road signage. (Upham)

Ramming Paving representative, Scott Gheen, is now with Wheeler Companies.

Wheeler Companies and Ramming Paving are competitors.

Scott Gheen last month as an employee of Ramming Paving gave us three general options:

4. Asphalt is fairly young. For +/- \$100,000.00 we could spray oil on it to rejuvenate.
5. We could chip seal the entire roadway. Chip sealing will assist with adding a layer for asphalt to adhere to. Hard for asphalt to stick to asphalt.
6. Resurface with asphalt.

Now with Wheeler Companies he's proposed 2 sections of repairs. Mill & Inlay for mild fractured asphalt and full depth repair for serious failures. Total 14 areas identified for repairs and marked on road. 2 of which have serious failures requiring full depth repairs. Proposed cost for all work is \$350,095.95. This amount exceeds our budget. Council discusses and would like to get an engineer's opinion on these 14 areas.

C. Discussion and possible action regarding an automated digital speed limit detection and warning sign. (Brushwood)

Commissioner Brushwood reports the digital speed sign has been relocated to S Madrone Trail. He is still having issues with getting the data downloaded, and working on getting this resolved.

D. Discussion and possible action regarding Village of Bear Creek Right-of-Way; including but not limited to ditch work. (Upham)

Commissioner Brushwood has a quote for ditch work from Johnny Valario of \$1,200.00 per day. Quote includes a dump truck, bob cat and 2 to 3 operators. He reached out to neighbors in need of fill dirt. At this point these 5 residents want fill dirt: Lawrence Ragan, Janis Genert, Dola Price, Tom Hallberg, and Sarah Sallis. Asking council's assistance in identifying the most critical areas to work on first. Mayor Upham shared that months ago he marked the roads where culvert/ditch

work should be done. If marked with an "A" that is a priority area. Council has discussion of general areas in neighborhood with water flow/culvert issues.

Commissioner Brushwood makes motion to contact Johnny Valario to start on ditch improvement project with an amount not to exceed \$2,500.00. Brushwood would lead the project. Coordinate with contractor, property owners and dirt fill property owners. Commissioner Burns seconds. Motion is approved unanimously.

Discussion on mowing the ROW prior to 4th of July fireworks season. Commissioner Brushwood makes motion to pay Jeff Raffaele an amount not to exceed \$1,000.00 for ROW mowing and edging. Mayor Upham seconds. Motion is approved unanimously.

**E. Discussion and possible action to change the Minimum Driveway Standards.
(Burns)**

Commissioner Burns is working with Glen Ragan on this complex issue. This is a work in progress. He is provides council with the Travis County residential driveway permit brochure. Brochure is one page double sided sheet providing all the information you need to know about Travis County permit process, driveway models and specs. He would like to see VOBC driveway/culvert design(s) and permitting process simplified. Council has discussion on driveway size, culvert sizes and water flow.

Mayor Upham reopens Old Business 8. A

8)

A. Discussion and possible action on road system including the low water crossing and road signage. (Upham)

Commissioner Brushwood discusses the certified letter VOBC received from Hays County Grant Dept regarding Hays County's plans to submit a Flood Protection Application to the Texas Water Development Board for an improved Hays County Flood Monitoring System. This system will be used to provide improved flood protection and awareness for Hays County.

9) Announcements

**A. Next VOBC Commissioners Meeting is scheduled for Monday,
July 18, 2016 7:00 PM**

10) Adjournment

The meeting adjourned at 9:40 PM

Submitted on July 18, 2016 by Kathryn Rosenbluth.

Approved on 7/18/16

By Kathryn Rosenbluth, City Secretary Kathryn Rosenbluth