

**MINUTES OF THE MEETING OF THE  
VILLAGE OF BEAR CREEK COMMISSIONERS  
February 20, 2017**

**1) Call to Order**

The meeting was called to order 7:10 pm.

**2) Roll Call**

Mayor Upham and Commissioner Brushwood are present. Commissioner Burns is on his way.

**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.**

Mayor Upham states if anyone's property sustained damaged in the storms that brought lightening, hail, high winds and rain on 2/19/17 to 2/20/17. Please report the damage to Hays County Emergency Management, via email: [reporthaysstormdamage@co.hays.tx.us](mailto:reporthaysstormdamage@co.hays.tx.us).

They're seeking storm damage reports for storm tracking purposes.

Mayor Upham received notification from Hays County Elections Administrator, Jennifer Anderson announcing a human error in the November 8, 2016 election. This error affected only ballots for the Anthem MUD election.

7:12 PM Commissioner Burns is now in attendance.

**4) Approval of Minutes from January 16, 2017 Commissioner Meeting.**

Commissioner Burns makes motion to approve January 16, 2017 minutes as submitted.

Commissioner Brushwood seconds. Motion is approved unanimously.

**5) Discussion and possible action in regards to reviewing 2016 – 2017 budget and actual expenditures.**

Reviewed no changes needed.

**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. Approve payment to Montemayor Britton Bender PC \$1,575.00 retainer fee for ½ for 2015-2016 fiscal review. Invoice dated 12/23/16.**

Commissioner Brushwood makes motion to approve the consent agenda. Commissioner Burns seconds. Motion is approved unanimously.

## **7) New Business**

### **A. Discussion and possible action to schedule 2017 date for TDS/VOBC**

#### **Annual Trash Clean Up Day. (Upham)**

Council reviews the calendar makes suggestions of when to schedule the annual Trash Clean Up Day. The preferred date is Saturday April 29, 2017, if that date isn't available the second choice is Saturday May 13, 2017. City Secretary will contact TDS and notify council when it's been scheduled with TDS.

### **B. Discussion and possible action regarding VOBC Audit/Financial Statement**

#### **10/1/2015 thru 9/30/2016 prepared by Montemayor Britton Bender PC.**

Council reviews the final VOBC Audit/Financial Statement. Only question they have for Montemayor Britton and Bender is to explain what "\$844.00 receivables" is on page 7 & 9. Mayor Upham makes motion to approve the Audit/Financial Statement pending satisfactory explanation of \$844.00 receivables. Commissioner Burns seconds. Motion is approved unanimously.

## **8) Old Business**

### **A. Discussion and possible action on road system including but not limited to:**

#### **Volkert Inc engineering services bid package/proposal. (Upham)**

Mayor Upham updates council on discussions with Volkert Inc, who is preparing the bid package for road work. Three locations proposed for curb & gutters: 1) N Madrone Trl @ 3 way stop sign 2) Bear Creek Dr & Madrone Trl intersection 3) On S Madrone Tr. Council discusses curb & gutters and agree curb & gutters will be removed if cost prohibited. Volkert Inc proposes the road covered with oil base and layer of small white rock. Once the material is down it would be rolled over. Volkert Inc bid package will detail the work requested and prioritize work by importance of current road condition. VOBC legal council will approve the bid package prior to posting. Presently VOBC legal council is reviewing Volkert Inc's bid package. Commissioner Brushwood makes motion for VOBC to move forward with bid package prepared by Volkert Inc and have the Mayor, City Secretary and/or attorney communicate to VOBC legal counsel to proceed with bid package for City Council approve before next VOBC city council's next meeting. Commissioner Burns seconds. Discussion: Mayor Upham states getting City Council to review and approve will prove difficult in meeting the timeframe to get work done in spring. He prefers that council direct

him to get the bid package in good order and once VOBC legal council approves; allow him authorization to request Volkert Inc to proceed. Commissioner Brushwood withdraws his motion. Commissioner Burns makes a motion authorizing Mayor Upham to work with Volkert Inc and VOBC legal counsel. Upon legal counsel approval make the road bid package available for public bidding as soon as possible. Commissioner Brushwood seconds. Motion is approved unanimously.

**B. Discussion and possible action regarding Hays County Hazard Mitigation Plan.**

Commissioner Brushwood attended the third meeting for participating communities on 2/13/2017 in San Marcos. Meeting was a continuation of analyzing risks and discuss mitigation strategy. Of the 14 risk items identified in the second meeting they were tasked to identify at least 2 action items to mitigate each risk and establish a plan for implementation. Brushwood will continue working on the hazard mitigation plan.

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

Commissioner Brushwood spoke to Sargent Jim Young about our speeding issue. Sargent Young said they will blanket an area if there is a need. He doesn't want the data from the digital speed limit detection sign; he prefers VOBC provide him with information identifying the key locations and time of day. Brushwood identified the next location for the speed limited detection sign; it will be moved to N Madrone Trl between the low water crossing and Cedar Cove facing inbound.

**D. Discussion and possible action regarding letter to residents about reckless driving.**

With months of ongoing discussion of speeding and reckless driving council discusses sending out a letter to all residents alerting them to the issue and requesting they heed to 30 MPH. Kathryn Rosenbluth, BCOPOA suggests she include a letter addressing this subject with the annual BCOPOA invoices. Council agrees this is a good idea and says if BCOPOA approves they will pay for the printing and half of postage.

Commissioner Burns makes a motion that she present the idea to BCOPOA if they agree to proceed. Mayor Upham seconds. Motion is approved unanimously.

**E. Discussion and possible action regarding Village of Bear Creek Right-of-Way. (Upham)**

Council discusses moving the right of way. No action is taken.

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

Commissioner Burns requests item be tabled.

**9) Announcements**

**A. Next VOBC Commissioners Meeting is scheduled for Monday, March 20, 2017 7:00 PM**

**10) Adjournment**

The meeting adjourned at 8:50 PM

Submitted on April 9, 2017 by Kathryn Rosenbluth.

Approved on 4/10/17

*Kathryn Rosenbluth*

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By Kathryn Rosenbluth, City Secretary