

**Village of Point Venture
Village Council Meeting
Monday, December 4, 2000, 7:30 P.M.
Venture Room at Point Venture
555 Venture Boulevard S.
Point Venture, Texas**

MINUTES

- A. Call to Order** – Mayor Hickman called the meeting to order at 7:31 P.M. He welcomed all of the guests and thanked them for attending the meeting.
- B. Roll Call** – Mayor Hickman acknowledged that all of the Council members were present (Aldermen Edwards, Hestand, Nesheim, Strong and Stuart).
- C. Consent Agenda** – Mayor Hickman explained that this agenda item would be used in the future. All items listed are considered to be routine by the Council and will be enacted by one motion. An example he gave was approval of minutes.
- D. Special Agenda**
- 1. Discussion and Possible Action Regarding City Secretary** – Mayor Hickman made a recommendation to the Council to appoint Charlotte Banasik as the City Secretary. A motion was made by Stuart and seconded by Edwards to appoint Charlotte Banasik as City Secretary. A vote was taken and the motion passed, 5-0. Mayor Hickman reviewed the duties of the city secretary as stated in Local Government Code 22.073. A motion was made by Edwards and seconded by Stuart to accept the duties for City Secretary as outlined in Local Government Code 22.073. A vote was taken and the motion passed, 5-0.
- E. Citizen Inquiry** – Mayor Hickman explained that there were two sign in sheets in the back of the room. One sheet would show the citizen attendance at the meeting. If an individual wanted to speak before the Council on items not on the agenda, they should sign the appropriate sheet listing the topic they wished to discuss. In accordance with the Open Meetings Act, the Council is prohibited from acting on or discussing any items brought before them other than providing factual responses to specific questions.
- F. General Business and Action Items:**
- New Business**
- 1. Election of Mayor Pro Tempore** – Mayor Hickman explained that Council needed to elect a Mayor Pro Tempore who would act in the Mayor's absence. The item was opened for discussion. A motion was made by Hestand and seconded by Edwards to elect Strong as Mayor Pro Tempore. A vote was taken and the motion passed, 5-0.
 - 2. Report from Pedernales Electric Cooperative** – Mayor Hickman introduced Mike Collins from Pedernales Electric Cooperative. Mr. Collins mentioned that he looked forward to meeting with the Council on a quarterly basis. Items discussed were the one

point of entry of the power source to the Village; finding weak spots in the system before a problem arises; and effect of deregulation issues.

- 3. Report from Southwestern Bell Telephone** – Mayor Hickman discussed his talks with Mic Wertz, a former Southwestern Bell employee, and also mentioned that he talked to the area manager, regarding problems that the Village was having. Council will be working with Southwestern Bell to develop Franchise fee structures.
- 4. Report from Cable Vision of Lake Travis** – Mayor Hickman mentioned that Cable Vision of Lake Travis was now Time Warner Cable. Time Warner will be sending the Council an agreement for us to consider regarding franchise fees. Discussion followed regarding the trash pickup company and this was not on the agenda so it was suggested it be tabled to a future meeting.
- 5. Report from Village Marshal** – Marshal Solpietro said that he had discussions with the Mayor and the Sheriff's Department's Public Relations Director on how to handle any problems that may arise in the Village. Citizens are to handle any emergency by dialing 911 as in the past.
 - a. Discussion and Possible Action on Village Marshal's Duties** – Mayor Hickman reviewed the duties of the Marshal as stated in Local Government Code 341.021. Discussion followed and a suggestion was made that somehow the Marshal should be involved with the Neighborhood Watch Program and the Security Committee. Since the Point Venture Property Owners Association (PVPOA) currently handles these programs, it was recommended that this suggestion be brought before the PVPOA. A motion was made by Edwards and seconded by Strong to accept the duties for Marshal as outlined in Local Government Code 341.021. A vote was taken and the motion passed, 5-0. In addition, there was a discussion about the possibility of the Marshal appointing one, and possibly two, deputies in the future if the need arises.
- 6. Discussion and Possible Action on Future Council Meetings** – Mayor Hickman suggested to the Council that we schedule future Council meetings on the first Monday of the month at 7:30 P.M. A motion was made by Strong and seconded by Nesheim to schedule future meetings on the first Monday of the month, and if a holiday falls on that day, having the meeting on the following day (Tuesday) at 7:30 P.M. A vote was taken and the motion passed, 5-0. Mayor Hickman explained that the Open Meetings Act required that the agenda for the Council meetings be posted at least 72 hours prior to the start of the meeting. The Village of Point Venture Village Council meeting agendas will be posted outside the PVPOA office and at the Point Venture Golf Pro Shop. Strong made a motion that the Council have an additional meeting on the third Monday of December (the 18th). Discussion followed as to why this meeting would be necessary. Stuart then seconded the motion. A vote was taken and the motion passed, 5-0.
- 7. Discussion and Possible Action on Term of Office for Elected Officials** – Mayor Hickman explained that currently the Council was serving a one-year term. He suggested that the Council consider in the November 2001 election that the Mayor and two aldermen run for a one-year term, and in the November 2002 election, and all

subsequent elections, these positions would run for two-year terms. In addition, in the November 2001 election, the other three aldermen positions would run for two-year terms and continue to do so in all subsequent elections. Hestand recommended this agenda item be tabled till another meeting and the Council agreed.

8. Discussion and Possible Action on Bank Selection for Village Account – It was mentioned that the county is no longer handling our building permits and fees are being collected on the Village's behalf. The county turned that over to the Village. Mayor Hickman stated that we should immediately begin to consider what bank should be used to handle the Village account. Strong explained that the appropriate way for this to be handled would be to send out Requests for Proposal to various area banks, but first the Council needed to set geographical parameters to narrow the number of banks eligible to receive a Request for Proposal. Discussion followed. A motion was made by Nesheim and seconded by Edwards to set a mileage parameter of not more than 25 miles by road and banks falling within the parameter would be sent a Request for Proposal to handle the account for the Village of Point Venture. A vote was taken and the motion passed, 5-0.

9. Discussion and Possible Action on Adopting Records Management Policy – Mayor Hickman informed the Council that he had requested Charlotte Banasik to make a recommendation to the Council on how the Village's records should be maintained. Ms. Banasik explained the three options available and made the recommendation that the Council should sign a Declaration of Compliance stating that the Village would keep its records as long as the Local Schedules that are put out by the State of Texas say it should. These Local Schedules list the mandatory minimum retention periods for each record. Also, Ms. Banasik recommended that the Council appoint the position of City Secretary as the Records Management Officer. Discussion followed. A motion was made by Hestand and seconded by Strong to sign a Declaration of Compliance stating that the Village of Point Venture will adopt records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission for use in our records management program. A vote was taken and the motion passed, 5-0. In addition, a motion was made by Hestand and seconded by Nesheim to appoint the position of City Secretary as the Records Management Officer. A vote was taken and the motion passed, 5-0.

10. Discussion and Possible Action of Office Space and Equipment for City Hall – Mayor Hickman informed the Council of various office items that had been donated to the Village in response to a request that was published in the PVPOA newsletter. Mayor Hickman opened the floor to discussion on a lease agreement for Village office space that was submitted to the Mayor by Jack Tyler on behalf of the PVPOA. Concern was voiced that we could not commit future Councils to a five-year lease and Strong explained that the lease had a contingent clause to allow for this concern. A motion was made by Hestand and seconded by Stuart to accept the Lease Agreement for Village office space with the Pont Venture Property Owners Association. A vote was taken and the motion passed, 3-0, with Strong and Edwards abstaining from the vote. It was recommended that the Council pass an ordinance regarding the lease in order to make the action more formal. A motion was made by Nesheim and seconded by Stuart to

approve an ordinance of the Village of Point Venture designating the location of the Village office and approving the leasing of space necessary for the office. The motion was amended by Nesheim and seconded by Stuart prior to the vote to include an ordinance number, 2000-1. A vote was taken and the motion passed, 3-0, with Strong and Edwards abstaining from the vote.

11. Discussion and Possible Action on Building Permits and Fees – An ordinance of the Village of Point Venture requiring the obtaining of a permit and payment of a permit fee for new building or other building improvement on any property within the Village limits was brought before the Council. Discussion followed and the decision was made to table this ordinance to a later date. Council would like to include a list of specific criteria as to what constitutes the need for a permit, i.e. what type of home improvement would require a permit; what type would not require a permit. A motion was made by Hestand and seconded by Edwards to resolve that the Point Venture Architectural Control Committee shall continue to collect an \$80 building permit fee on new construction pending the approval by Council of a revised ordinance as aforementioned. A vote was taken and the motion passed, 5-0.

12. Mayor's Report on Texas Municipal League Meeting – Mayor Hickman informed the Council that the Village became a member of the Texas Municipal League and that he paid the \$430 fee. He explained all of the advantages of membership and discussed the assistance he has received from the organization.

G. Adjournment – A motion was made by Strong and seconded by Nesheim to adjourn the meeting. A vote was taken and the motion passed, 5-0. Mayor Hickman adjourned the meeting at 9:25 P.M.

Terry Hickman, Mayor
Village of Point Venture

ATTEST:

Charlotte Banasik, City Secretary