

**The City of Balcones Heights  
Regular City Council Meeting  
3300 Hillcrest Drive  
Balcones Heights, Texas 78201**

**Regular Meeting**

**MINUTES**

**DATE: November 14, 2011**

**TIME: 6:00 p.m.**

Members Present:     Suzanne de Leon (Mayor)                     Charles Matthies (Mayor Pro Tem)  
                              Miguel Valverde                                     Linda Pohl  
                              Lamar Gillian   Charles White

Members Absent:     None

Public Hearing  
Sign In Sheet:       None

Sign in Sheet:       Jack Burton                     Roger Lawhead             Russell Persyn  
                              Trey Jacobson                 Ambrose J. Vince         Bo Wall  
                              Bill Johnson                 Rudy Perez

**CALL TO ORDER AND RECORDING OF QUORUM:**

Meeting was called to order and quorum was present.

**INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS**

Councilman Gillian gave the invocation and led pledges.

**PUBLIC COMMENT PERIOD:**

Jack Burton – resident of Balcones Heights came up to give a re-cap of property on Gentleman and submitted pictures of its poor condition. He also had concerns with shopping carts and sewage running down the street towards apartments.

**1. PRESENTATIONS and REPORTS:**

- a. Convention & Visitors Bureau Report, including Norris Conference Center updates.  
(Nastasi)

Mr. Nastasi came up and gave highlights of his report.

- b. Police Department Report. (Dominguez)

Police Chief Dominguez came up and gave highlights of his report.

- c. Fire Department Report. (Prince)

Fire Chief Prince came up and gave highlights of his report.

- d. Proclamation to Support Pancreatic Cancer Awareness month during November. (Mayor)

Mayor de Leon presented Bruce McGilvery, a volunteer with the San Antonio Affiliate Advocacy Coordinator Pancreatic Cancer Action Network, a proclamation in support of Pancreatic Cancer Awareness.

**2. CONSENT AGENDA ITEMS:**

- a. Approval of minutes for regular meeting of October 10, 2011.
- b. Approval of the October 2011 Check Register.
- c. Approval of Financial Report for month of October 2011.

MOTION: Mayor, I would like to make a motion to approve all in its entirety.

Motion by: Councilman Gillian      Second: Councilwoman Pohl      5/0/0      PASSED

**BOARD AND COMMISSION APPOINTMENTS:**

**PUBLIC HEARINGS: (6:18 p.m.)**

3. City Council will conduct a **PUBLIC HEARING** on the proposed amendments to the Zoning Ordinance approved by Planning and Zoning Commission.

Public hearing closed at 6:19 p.m.

**ACTION ITEMS:**

4. Consideration and **ACTION** regarding San Antonio River Authority's Memorandum of Understanding (MOU) regarding San Antonio River Basin Regional Modeling Standards for Hydrology and Hydraulic Modeling between the City of Balcones Heights and the San Antonio River Authority. (Wall)

Russell Persyn from San Antonio River Authority and Bo Wall informed council of the benefits and recommended approval of this MOU.

MOTION: Mayor, I would like to make a motion that we accept the recommendation to approve this proposed MOU.

Motion by: Councilman Gillian      Second: Councilwoman Pohl      5/0/0      PASSED

5. Consideration and **ACTION** to approve change order for Concord street project. (Lawhead)

Roger Lawhead informed council that R. L. Jones has agreed to only charge the \$8,000.00 for the base material. Price for the Impound Lot for three different options Roger Lawhead proposed will be brought back in the December 2011 meeting.

MOTION: I want to make a motion to approve.  
(Approval to use money for base instead of Impound Lot)

Motion by: Councilman Valverde      Second: Councilwoman Pohl      5/0/0      PASSED

6. Consideration and **ACTION** on amendments to the Zoning Ordinance as recommended by Planning and Zoning Commission.

Trey Jacobsen was present to address any questions council may have. A final copy of the zoning ordinance with all the changes proposed by Drenner Golden and proposed in workshops held by Planning and Zoning and City Council was included in packet.

3.1.5. R-5 Townhouse Residence - (Questioned but not changed)

5.5.6. Home Occupation – (Questioned but not changed)

7.1.3 Fences and Walls – (Questioned but not changed - direction was given for City Administrator to look into the wording regarding the 6 month period and bring back at a later date)

MOTION: I make a motion we approve the rewrite of the changes to the zoning ordinance.

Motion by: Councilman Gillian      Second: Councilwoman Pohl      5/0/0      PASSED

7. Consideration and **ACTION** to authorize Chief of Police to execute the Interlocal Agreement regarding forfeiture disbursement between Bexar County District Attorney's Office and the City of Balcones Heights Police Department. (Dominguez)

Chief of Police stated he needed approval for authority to sign the Interlocal Agreement with Bexar County District Attorney's Office.

MOTION: Councilman Valverde      Second: Councilwoman Pohl      5/0/0      PASSED

8. Consideration and **ACTION** regarding the voting phase of selection process for Election of Bexar Appraisal District Board of Directors for 2012-2013. (Mayor)

A Resolution was submitted for this item giving Councilman Lamar B. Gillian the city's three taxing unit votes.

MOTION: I make a motion to approve.

Motion by: Councilman Valverde      Second: Councilman Matthies      5/0/0      PASSED

9. Consideration and **ACTION** to adopt an ordinance amending Code Book Chapter 130.03 Intentional Interference with Passage on Public Sidewalks and entrances to public or private property abutting a public sidewalk. (Valverde)

Councilman Valverde stated that his priority is to provide clearer and updated code ordinances in order to implement and maintain equal code enforcement procedures in this community.

MOTION: I would like to make a motion to approve.

Motion by: Councilman Valverde      Second: Councilman Gillian      5/0/0      PASSED

10. Consideration and **ACTION** regarding Personnel Policy revisions. (Buckert)

Recommendation of revisions to the personnel policy was given at the October 2011 meeting.

MOTION: I make a motion to amend original motion to include changing prior employment to prior history {Article 8.01 (d) (i)}.

Motion by: Councilman Gillian    Second: Councilwoman Pohl    5/0/0    PASSED

11. Consideration and **ACTION** to certify the 2011 Property Tax Roll for the City of Balcones Heights. (Griffin)

MOTION: Motion to approve.

Motion by: Councilman White    Second: Councilman Gillian    5/0/0    PASSED

**DISCUSSION ITEMS:**

12. Discussion regarding trash and recycle pick-up.

Albert Perez from Waste Management came up and informed council they are willing to continue the contract to include pick up of hazardous waste.

Councilman Gillian recommended not going out for request for proposals because of the history we have with Waste Management and explore at a future date to going to once a week with two large containers.

**EXECUTIVE SESSION:**    7:16 p.m.

13. Discussion pursuant to Section 551.074, of the Texas Government Code, to consider employee evaluation for City Administrator Amy Buckert.

**RE-CONVENE IN OPEN SESSION:**    9:11 p.m.

14. Council may take **ACTION** regarding discussion of City Administrator's evaluation during executive session.

Mayor de Leon stated she was given the direction to meet with City Administrator to discuss her annual performance review and based on the evaluations that council gave she meets expectations and she will receive her annual raise.

**ADJOURNMENT:**

Meeting adjourned at 9:12 p.m.

**Submitted by:**

**DELIA FLORES**  
**City Secretary, TRMC**

Minutes approved by City Council at the meeting of December 12, 2011.