

MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MAY 28, 2013 AT 5:00 P.M.

I. PLEDGE OF ALLEGIANCE

The mayor suspended with the pledge.

II. CALL TO ORDER

Mayor Essary called the meeting to order at 5:00 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

Mayor Derry D. Essary

Councilman Keith Brown

Councilman John Glover

Councilwoman Susan Schwartz

Councilman Jay Janecek arrived @ 5:02 p.m.

Councilwoman Laurie Rosenbaum

Also in Attendance:

Karen Glynn, City Administrator

Kelly Johnson, City Secretary/Dir of Finance

Steve Smith, Dir of Public Wrks/Bldg Official

Loren Smith, City Attorney

Tom Ramsey, City Engineer

III. OATH OF OFFICE – MAYOR JAY WILLIAMS

Mayor Essary administered the Oath of Office to Jay Williams.

IV. CITIZENS' COMMENTS

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

No comments

V. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF MAYOR PRO TEM FOR A TERM OF ONE YEAR

Mayor Williams proposed Councilman Keith Brown to be Mayor Pro Tem for a term of one year.

Motion was made by Councilwoman Schwartz and seconded by Councilwoman Rosenbaum to appoint Councilman Brown as Mayor Pro Tem for a term of one year. Motion carried 5-0.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, NAMING SAID CITY'S ALTERNATE COMMISSIONER ON THE BOARD OF COMMISSIONERS OF THE MEMORIAL VILLAGES POLICE DEPARTMENT

Mayor Williams recommended Mr. Derry Essary as Alternate Police Commissioner.

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to appoint Mr. Derry Essary as Alternate Police Commissioner. Motion carried 5-0.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, NAMING SAID CITY'S ALTERNATE COMMISSIONER ON THE BOARD OF COMMISSIONERS OF THE VILLAGE FIRE DEPARTMENT

Mayor Williams recommended Councilman Janecek as Alternate Fire Commissioner.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to appoint Councilman Janecek as Alternate Fire Commissioner. Motion carried 5-0.

VIII. MAYOR'S REPORT

A. Discussion and possible action appointing City Council - Planning and Zoning Liaison

Mayor Williams recommended Councilman Glover as liaison to the Planning and Zoning Board.

Motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to appoint Councilman Glover as the liaison to the Planning and Zoning Board. Motion carried 5-0.

B. Update on other activities

No comments

IX. POLICE COMMISSIONER'S REPORT

A. Update on accounting issues and other activities

Chief Osborne reported at the last commission meeting they recognized two officers and a dispatcher for the good work they have done. He also said they have hired three new officers and briefly discussed them.

Commissioner Soanes said he had a few procedural things to report. He said they had made significant progress in getting the year to date actual versus budget reconciled. He said they are working on the end of year estimates and it appears the police department will be over budget by \$240,000 to \$270,000. He said most of the cost is related to trying to rebuild the department and trying to get a new chief. He said they will finalize the budget at the commission level and will come back to city council at the next meeting to ask for a budget amendment for additional funding.

X. FIRE COMMISSIONER'S REPORT

A. Update on activities

Commissioner Smyre said Bunker Hill Village is rotating off the chairman position on the commission and the City of Piney Point is now in the chairman position. He said the new chairman is Mr. Zeb Nash.

Commissioner Smyre reported they are below budget for the year. He said in April the fire department had 127 calls with Bunker Hill Village having 17. Of the 17, 12 were fire calls with 8 being false alarms.

At the last Fire Commissioners Meeting the Commission voted to accept the 2014 budget. He said the 2014 budget is slightly lower than the 2013 by \$42,000. He said what was driving some of that is the fire department is continuing to hire younger fire fighters. He said with younger employees it affects TMRS, FICA, etc.

Commissioner Smyre said at the meeting tomorrow night the commission is looking at some engineering proposals on the building. He said the building is 38 years old and has some issues. He said they have plumbing issues with pipes under the foundation not lining up. He said he did not think they were in favor of a new building but tomorrow night they would probably approve an engineering firm to review the foundation issues.

XI. UPDATE ON STREY LANE PROJECT - CARL SMITHA, P.E.

Mr. Smitha said the project should be complete this week. He said they have some clean up items still to do like the hydro mulch.

Mayor Williams asked if there will be a final walk through. Mr. Smitha said there will be a final walk through and everything will be cleaned up and completed.

XII. DISCUSSION AND POSSIBLE ACTION TO APPROVE A CHANGE ORDER IN AN AMOUNT NOT TO EXCEED \$ 471,450.00 TO THE STREY LANE PROJECT FOR THE OVERLAY OF TAYLORCREST AND KNIPP ROAD; REPAIRS ON BAYHURST DRIVE AND TAMERLAINE; AND MISCELLANEOUS STREET REPAIRS NOT TO EXCEED 6 LOCATIONS

Mr. Smith, Dir of Public Wrks/Bld Official, said they are proposing Change Order #8 to overlay Taylorcrest and Knipp Road along with some side streets. He said this is taking advantage of some excellent pricing we received as part of the Strey Lane Drainage Project. He said through the original contract we can increase the original bid amount by 25%, through change orders, without going out for additional bids. Mr. Smith said the streets to be overlaid are in the budget to be done this year.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve Change Order #8 in the amount of \$471,450.00. Motion carried 5-0.

XIII. UPDATE ON EAST SIDE DRAINAGE PROJECT - KLOTZ ASSOCIATES

A. Discussion and possible action authorizing a contract with Calco Contracting, Ltd. for the construction of Blalock Road West Ditch Maintenance Project in an amount not to exceed \$196,232.00

Mr. Ramsey, with Klotz Engineering, said we received 2 bids with Calco Contracting, Ltd being the lowest bid. He said they have checked the bids and recommended awarding the contract to Calco Contracting, Ltd.

Councilman Glover asked about the tree canopy loss along the ditch. Mr. Frazier, with Calco Contracting, said there were no trees in the ditch.

Motion was made by Councilwoman Schwartz and seconded by Councilwoman Rosenbaum to approve the contract with Calco Contracting, Ltd. for the construction of Blalock Road West Ditch Maintenance Project in an amount not to exceed \$196,232.00. Motion carried 5-0.

B. Discussion and possible action authorizing a construction management contract with Texascal Enterprises, LLC in an amount not to exceed \$6,300.00 for the Blalock Road West Ditch Maintenance Project

Mayor Williams said this is to hire Carl Smitha to manage the contract on Blalock Road.

Motion was made by Councilman Glover and seconded by Councilman Janeczek to approve the contract with Texascal Enterprises, LLC in an amount not to exceed \$6,300 for the Blalock Road West Ditch Maintenance Project. Motion carried 5-0.

XIV. COUNCIL WILL NOW MEET IN CLOSED EXECUTIVE SESSION PURSUANT TO CHAPTER 551 OF THE TEXAS GOVERNMENT CODE AS FOLLOWS:

A. Pursuant to Section 551.071 of the Texas Government Code to consult with the city attorney regarding a matter in which the duty of the attorney requires to be discussed in closed session; and

B. Pursuant to Section 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: personnel of the Memorial Villages Police Department."

Mayor Williams convened into closed executive session at 5:13 p.m.

XV. RECONVENE AND TAKE ACTION, IF ANY, ON ITEMS DISCUSSED IN EXECUTIVE SESSION

Mayor Williams reconvened the meeting at 5:43 p.m.

XVI. ADJOURN

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to adjourn the meeting at 5:44 p.m. Motion carried 5-0.

Approved and accepted on June 18, 2013.



JAY WILLIAMS, Mayor

ATTEST:



Kelly Johnson, City Secretary