

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
JULY 16, 2013 AT 5:00 P.M.

**I. PLEDGE OF ALLEGIANCE**

The mayor suspended with the pledge.

**II. CALL TO ORDER**

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

Present:

Mayor Jay Williams  
Councilman Keith Brown\*  
Councilman John Glover  
Councilwoman Susan Schwartz  
Councilman Jay Janecek  
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

\*Councilman Keith Brown left at 7:55 p.m.

**III. 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

**IV. PLANNING AND ZONING COMMISSION REPORT ON THEIR RECOMMENDATION TO CITY COUNCIL REGARDING THE PUBLIC HEARING AND REQUEST TO AMEND APPENDIX "A" OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY ADOPTING A SPECIFIC USE PERMIT FOR THE MEMORIAL DRIVE PRESBYTERIAN CHURCH LOCATED AT 11612 MEMORIAL DRIVE, HOUSTON, TEXAS FOR CONSTRUCTION AND USE OF ADDITIONAL STRUCTURES FOR A PRAYER GARDEN AND COLUMBARIUM - Steve Smith, Director of Public Works/Building Official and William Purifoy, Chairman of the Planning and Zoning Commission**

Steve Smith said we have received an application for renovations and a prayer garden from Memorial Drive Presbyterian Church. He said the application has gone before the Planning and Zoning Commission and the Chairman, Mr. Purifoy, was present to give their recommendation. He said there was particular attention given with the application to drainage issues. Steve Smith said in the ordinance to approve the Specific Use Permit it states there will be no increase in pervious coverage.

Mr. Purifoy said the Planning and Zoning Commission did review the application and was recommending to council to approve. He said the Commission approved without any objections.

**V. PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY ADOPTING A SPECIFIC USE PERMIT FOR THE MEMORIAL DRIVE PRESBYTERIAN CHURCH LOCATED AT 11612 MEMORIAL DRIVE, HOUSTON, TEXAS FOR CONSTRUCTION AND USE OF ADDITIONAL STRUCTURES FOR A PRAYER GARDEN AND COLUMBARIUM. ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED ABOVE.

Mayor Williams opened the Public Hearing at 5:03 p.m.

Michelle Carter, the architect for Memorial Drive Presbyterian Church, showed a slide presentation of the renovations and the prayer garden.

**VI. CLOSE THE PUBLIC HEARING**

Mayor Williams closed the Public Hearing at 5:08 p.m.

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY ADOPTING A SPECIFIC USE PERMIT FOR THE MEMORIAL DRIVE PRESBYTERIAN CHURCH LOCATED AT 11612 MEMORIAL DRIVE, HOUSTON, TEXAS FOR CONSTRUCTION AND USE OF ADDITIONAL STRUCTURES FOR A PRAYER GARDEN AND COLUMBARIUM.**

Mayor Williams said the only concern he had was the drainage. He said he asked that the church do a drainage report. He said they did better than that, Memorial Drive Presbyterian Church came back and instead of increasing the amount of pervious coverage they decreased it.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to approve the ordinance of the City of Bunker Hill Village, Texas, amending Appendix “A” of the Code of Ordinance of the City, same being the Comprehensive Zoning Ordinance of said city, by adopting a Specific Use Permit for the Memorial Drive Presbyterian Church. Motion carried 5-0.

## **VIII. MAYOR'S REPORT**

### **A. Appointment of City Council Committee Chairs: Beautification and Drainage Committees**

Mayor Williams said he wants to establish two committees. One committee being the Drainage Committee with Councilman Glover heading up that committee. He said he would like to have three or four people on the committee representing certain areas around the city that have drainage issues. The mayor also added he wanted the Drainage Committee to tackle the city's drainage ordinance and see if we are up-to-date.

Mayor Williams said the other committee he would like to create was a Beautification Committee with Councilwoman Rosenbaum heading up that committee. He said there has been a lot of interest regarding beautification and he would like a committee to help with those issues.

The creation of both committees was not placed on the agenda as an action item therefore no formal action taken.

## **IX. POLICE COMMISSIONER'S REPORT**

### **A. Introduction of Chief J.D. Sanders**

Commissioner Soanes said we now have a police chief who joined us on July 1, 2013. He said he brings to us thirty plus years of experience.

Chief J.D. Sanders said he was sincerely pleased to be at Memorial Villages Police Department. He said he wants the police department out and more visible in the community.

Chief Sanders said he already has implemented some changes, one being he noticed right away we have too many people in the office and not enough out on the street. He said they already have moved one detective out of the office and back on the street.

Chief Sanders said they have identified some areas that he thought council would not be real pleased with. One being the dispatch area. He said our dispatch is literally 15 years behind. He said it's not because we don't have good dispatchers, he said we do. He said he has been talking to the commission figuring out a way to have one dispatch center for all the villages. He said he will be doing more talking about it in the future.

He said the Memorial Villages Police Department has to have a record management system that is up to date. He said there are products out there that don't cost a fortune that do a good job and can work well for the police department. He said this time next year he will be able to report how much it costs per mile to run the police department. He said he cannot do that now, the records are simply not in place to do that.

Chief J.D. Sanders gave an open invitation to the mayor and city council to call anytime with questions or concerns.

### **B. Update on activities**

Commissioner Soanes said they have not started the 2014 Budget but plan on starting this month.

- C. Discussion and possible action on Budget Amendment No. 1 in the amount of \$300,000 which amounts to an additional assessment of \$100,000 per participating Village for the Memorial Villages Police Department 2013 Budget

Commissioner Soanes referred to a budget forecast worksheet that the commission had put together that was a worst case scenario for the end of year 2013. He said if there is any surplus in the 2013 Budget he pointed out that the dispatch system is held together by using post-it notes and for that to run more efficiently and effectively it will cost money. He said any surplus could start the frame work for that update.

He said the commission thinks the overrun will be roughly \$300,000, which is an additional cost to each city of \$100,000. He said the \$300,000 overrun is due from the additional cost for legal and employment payout to former Chief Walpole and the additional costs associated with bringing in the interim chief and housing for the interim chief. Also the recruiting costs and salary difference for the new chief. He also added the on-going costs relating to the accounting changes and payroll audit.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve Budget Amendment No. 1 in the amount of \$300,000 which amounts to an additional assessment of \$100,000 per participating Village. Motion carried 5-0.

## **X. FIRE COMMISSIONER'S REPORT**

### **A. Update on activities**

Commissioner Smyre reported that five of the six villages have approved the 2014 Village Fire Department Budget. He said the one village that has not approved the budget is scheduled to meet this week and is expected to approve the budget.

Commissioner Smyre said in the month of June, the Village Fire Department responded to 26 calls in Bunker Hill Village; 9 fire and 17 EMS. He said ladder truck 1 has been out of service for a couple of weeks with a fuel injection problem. He said that should be resolved and the truck back in service on Friday.

Commissioner Smyre said they have ordered the new ambulance and it should be arriving in November. He said they have been waiting on grant money but because of Hurricane Sandy and other delays they decided to go ahead and order the ambulance.

He said they renegotiated their ambulance billing contract from a 12% commission down to an 8% commission. Commissioner Smyre said in the renegotiation process they did learn that Medicare is paying a lot less than previously and their collection amount is down about half because of it.

He also reported that the fire department year to date is 2.9% below budget.

## **XI. CONSENT AGENDA**

**“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE**

**MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”**

- A. Minutes of the June 18, 2013 Regular Council Meeting
- B. June 2013 Financials
- C. AAA Asphalt Paving Inc., Application No. 16 in the amount of \$319,916.42 for Strey Lane Storm Sewer Improvements
- D. Klotz Associates, Invoice No. 613042 dated June 24, 2013 in the amount of \$3,430.00 for professional services rendered from May 16, 2013 to June 15, 2013 in connection with East Side Drainage Improvements along Flintdale and Greenbay
- E. Klotz Associates, Invoice No. 613060 dated June 30, 2013 in the amount of \$770.00 for professional services rendered from May 16, 2013 to June 30, 2013 in connection with Strey Lane Drainage Improvements Design Bid and Construction Phase Services
- F. HTS, Inc., Invoice No. 32032 dated May 1, 2013 – May 31, 2013 in the amount of \$3,130.25 for geotechnical investigation related to the Strey Lane Drainage Project
- G. Texascal Enterprises, LLC, Invoice for the month of June 2013 in the amount of \$4,475.00 for professional services related to Strey Lane Storm Sewer Improvements

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve the consent agenda. Motion carried 5-0.

**XII. DISCUSSION AND POSSIBLE ACTION ON AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF BUNKER HILL VILLAGE AND HARRIS COUNTY TO PERFORM HEALTH INSPECTIONS WITHIN THE CITY OF BUNKER HILL VILLAGE** *Karen Glynn, City Administrator and Michael Schaffer, Harris County Health Department*

Karen Glynn said we received a letter from Harris County regarding health inspections in Bunker Hill Village. What they are trying to do is formalize this process by adopting the state standards and approving an interlocal agreement between the City of Bunker Hill Village and Harris County.

Michael Schaffer said they had been doing the inspections for Bunker Hill Village all along but by approving the interlocal agreement it formalizes the process.

Questions came up about churches serving food to the members. Mr. Schaffer said the health department does not come out because they would be classified as non-profit. If they would have an event that the church was selling food, then Harris County would come out to inspect.

Motion was made by Councilman Brown and seconded by Councilman Janecek to approve an Interlocal Agreement by and between the City of Bunker Hill Village and Harris County to perform health inspections within the City of Bunker Hill Village. Motion carried 5-0.

**XIII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE ADOPTING THE HARRIS COUNTY HEALTH DEPARTMENT CODE FOR FOOD INSPECTION TO BE PERFORMED WITHIN THE CITY OF BUNKER HILL VILLAGE** *Karen Glynn, City Administrator and Michael Schaffer, Harris County Health Department*

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve. Motion carried 5-0.

**XIV. DISCUSSION AND POSSIBLE ACTION ON A BUDGET ADJUSTMENT FOR CAPITAL PROJECTS** – *Karen Glynn, City Administrator and Kelly Johnson, Director of Finance/City Secretary*

Karen Glynn said at our last meeting we talked about ornamental sign posts and council asked staff if there was anything else that has come up that is not budgeted.

She said we are requesting a budget adjustment between funds. She said we currently have \$250,000 that is budgeted for the eastside drainage project that is not going to be used this budget year. She is requesting most of those funds to be reallocated to the following:

Decorative Street Poles \$120,000  
Restriping on Gessner for Frostwood Elementary \$15,000  
Signal detection @ Gessner and Memorial \$30,000  
Fencing along Taylocrest Court \$7,000

Councilman Brown voiced his dislike to replacing city poles with decorative poles. He said it's an irresponsible way to spend city money. Mayor Williams said from someone that just went through a big campaign the number one thing he heard was why don't we have nice street sign poles like the City of Piney Point Village. Councilwoman Rosenbaum said she heard the same thing as Mayor Williams.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve as stated. Motion carried 3-2. (Councilman Brown and Councilwoman Schwartz voting No)

**XV. UPDATE ON STREY LANE PROJECT** - *Carl Smitha, P.E.*

Carl Smitha, Project Supervisor, reported that Strey Lane was complete. He said most of what had been done over the last month was Change Order #8, involving the overlay of Taylorcrest, Knipp Rd., and Bayhurst. He said there still is some striping to do and additional overlay on a few smaller streets as per Change Order #8.

Karen Glynn, the City Administrator, said at the last council meeting council asked staff to look at getting a bid to replace the hydro-mulch, which was not taking off very well. She said the bid to replace the hydro-mulch with sod came back in at around \$20,000.

Karen Glynn said the sod that the contactor laid down that was doing better than the hydro-mulch last month is not doing very well now in the heat. Carl Smitha said our contact has a provision regarding the grass that it must be maintained for 1 year. He said typically it's 30 days and that is what the contractor thought. He said that is why the contractor quit watering after 30 days. Mr. Smitha advised council to wait through the

summer and see how the hydro-mulch and sod do. He said currently the hydro-mulch is doing better than the sod.

## **XVI. UPDATE ON EAST SIDE DRAINAGE PROJECT**

### **A. Blalock Ditch Project - *Carl Smitha, P.E.***

Carl Smitha, Project Supervisor, reported they kicked off the project on June 24<sup>th</sup>. He said they have removed and replaced all the culverts with the exception of Blalock Lane. He said they have a waterline issue which they will be coming back with a change order to complete that. Carl Smitha said the project should be completed in the next thirty days.

Mayor Williams asked about the shrubs along the ditch at Blalock. Karen Glynn, the City Administrator, said the clean out of all the shrubs along the fence line by the ditch will be a separate project. She said they will be going to each of the homeowners along the ditch and talking with them.

Tom Ramsey, with Klotz Engineering, said they are almost complete with the pod study. He said he would be getting with staff in the next week to discuss their findings.

## **XVII. CITY BUILDING OFFICIAL'S REPORT**

### **A. Water Utility System Update**

Steve Smith, Dir of Public Wrks/Bldg Official, had a slide presentation dealing with the city's water system. He said the City of Bunker Hill Village water system expects to provide 400,000,000 gallons of water to their residents during the period of May 1, 2013 through April 30, 2014. He said half of that water will come from the city's four water wells and the other half will come from the City of Houston's surface water or lake supply.

As mandated from the Harris Galveston Subsidence District, the City of Bunker Hill Village is only allowed to take 20% of its water from their wells and the other 80% from surface water. Mr. Smith said in this part of Texas, surface water only comes from the City of Houston. He said however, there is available Class "B" water credits. This allows Bunker Hill Village to pump an additional 30% from its own wells. He said these credits are not free.

Steve Smith said to help understand why we purchase Class "B" credits you have to understand why these credits are so important to us. He said it costs the City of Bunker Hill Village \$1.74 per thousand gallons to pump water out of the ground, treat it, and deliver it to a household. When we purchase water from the City of Houston it ranges from \$2.69 per thousand gallons up to \$3.36 per thousand gallons plus \$1.74 to pump and treat the water. So you can see why the City of Bunker Hill Village pumps as much water from its wells as allowed by its permit through Harris Galveston Subsidence District. By purchasing Class "B" credits it will save the city over \$350,000 based on the 400,000,000 gallons projection.

Steve Smith said by buying water conservation kits for school age children through the Harris Galveston Subsidence District we are able to purchase Class "B" credits.

**XVIII. DISCUSSION AND POSSIBLE ACTION CONCERNING AN INTERLOCAL AGREEMENT BETWEEN THE HARRIS-GALVESTON SUBSIDENCE DISTRICT AND THE CITY OF BUNKER HILL VILLAGE TO JOINTLY ACHIEVE WATER CONSERVATION GOALS FOR THE 2013-2014 SCHOOL YEAR** *Steve Smith, Director of Public Works/Building Official*

Mayor Williams said this is the agreement to buy the Class “B” credits.

Motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve. Motion carried 5-0.

**XIX. CITY ADMINISTRATOR’S REPORT**

A. Fiscal Year 2014 Budget Planning

No discussion

**XX. JOINT WORKSHOP WITH THE CITY COUNCIL AND PLANNING AND ZONING COMMISSION TO OUTLINE ROLES AND RESPONSIBILITIES AND 2013/2014 WORK PLAN**

Chairman Purifoy called the Planning and Zoning Commission meeting to order at 6:48 p.m.

Loren Smith, the City Attorney, had a slide presentation outlining the roles, responsibilities and legal ramifications of the Planning and Zoning Commission. City staff provided all of the Planning and Zoning Commission a binder with the city’s current zoning ordinances and for comparison a few surrounding city zoning ordinances.

The City Council and Planning and Zoning Commission discussed the opportunity to review our current Subdivision and Zoning Ordinances and outline areas where improvements or clarity could be made. The commission will come back in September for a workshop discussion. They will continue to work toward a recommendation to the City Council to follow in the November timeframe. Actual adoption of any recommendations would go through the public process in early 2014.

**XXI. ADJOURN**

Motion was made by Councilman Glover and seconded by Councilman Janecek to adjourn the meeting at 8:47 p.m. Motion carried 4-0.

Approved and accepted on August 20, 2013.

  
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JAY WILLIAMS, Mayor

ATTEST:

  
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Kelly Johnson, City Secretary