

MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
APRIL 15, 2014 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:04 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

Mayor Jay Williams
Councilman Keith Brown
Councilman John Glover
Councilman Jay Janecek
Councilwoman Laurie Rosenbaum
Councilwoman Susan Schwartz

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

II. PLEDGE OF ALLEGIANCE - *Mason Walker*

Mason Walker, a Boy Scout and a student at Memorial High School, was asked to lead the Pledge of Allegiance.

III. RECOGNITION OF MASON WALKER FOR THE DONATION OF HIS EAGLE SCOUT PROJECT

Mayor Williams read a proclamation recognizing Mason Walker's donation and hard work installing the cannon.

IV. PROCLAMATION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROCLAIMING APRIL 2014 AS "*SAFE DIGGING MONTH*"

Mayor Williams read a proclamation stating April 2014 was Safe Digging Month.

V. 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.

William Hampton, a resident at 215 Plantation, asked council where are we going in Bunker Hill Village that we are allowing eight foot fences. He also questioned why so much concrete in backyards and no street lights in the front yards.

Amy Dodson, a resident at 238 Stoney Creek, said Memorial Green is coming in across from the Fresh Market. She was aware that was not in Bunker Hill Village but wanted to make sure Bunker Hill's voice was heard when it came to drainage.

VI. POLICE COMMISSIONER REPORT

A. Financial Report

Commissioner Essary said they are just about finished working on the 2013 financials. What they are still working on is the Health Benefits Fund. He said they do have numbers through March, the Memorial Villages Police Department (MVPD) is over \$60,000 in one department and another department they are under about \$60,000. He said they are moving forward on budget meetings for 2015.

Commissioner Essary said he will never be more convinced that the current commissioner system we have is broken. He said our police chief has six commissioners and three mayors that believe they can walk into his office at anytime and give him guidance. Commissioner Essary said that can be confusing.

Commissioner Essary said in our fire department we have six mayors and twelve commissioners that can walk into the fire chief's office at anytime and give him guidance. He said this puts a tremendous amount of pressure on our chiefs and the fallout of this is early exits of our chiefs. He said it was his belief that he would have a public safety director for the three villages, Bunker Hill Village, Piney Point Village, and Hunter's Creek Village. Then he would have for both the fire department and police department a human resource person and a high level accountant. He would also consolidate dispatch and put them under the public safety director.

Mayor Williams asked how this could be shared with the police department being shared by three villages where the fire department is shared by all six villages. Commissioner Essary said that is why he is purposing one public safety director and he/she could have 60% of the vote. Commissioner Essary said he believed there was one other mayor that would be willing to share in that process.

B. Update on Activities

Captain Jones said April was the first full month they have been on their new CAD/RMS system. He said they are still working out some bugs but they do find they are running more efficiently. He also said they have done shift changes the beginning of March.

Councilman Brown said twice last month his next door neighbor had medical emergencies and called 911. He said the fire department takes about 7 minutes to get to their location but the police department was there within 90 seconds of the call. He said the police are to be commended, they did a great job. Captain Jones said one of the things the department has been working on is taking their officers to the next level of first aid training to assist the fire department.

VII. FIRE COMMISSIONER REPORT

A. Financial Report

Commissioner Smyre said the first quarter of 2014 the fire department was 2.08% below budget. He said after implementing the new salary adjustments that were approved by all the villages the fire department was still below budget by almost .7% in the first quarter.

Commissioner Smyre reported the EMS collections to date were running about 31% totaling \$71,918. This is above their goal of 28%.

B. Update on Activities

Commissioner Smyre reported the number of calls for Bunker Hill Village the first quarter of the year totaled 62, 16 fire calls and 46 EMS. He said the average response time, which is travel time for the fire department, is 4:02 minutes for all the villages and 4:56 minutes for Bunker Hill Village.

Commissioner Smyre said they have drafted a 2015 budget and are having their first workshop meeting on Wednesday.

Commissioner Smyre said currently they have four openings. Because of the changes that have been made with salaries they have had a lot more applicants than in the past. He said one of the fire fighters that left gave his notice two days after the salary adjustments were made. He said he left because of the retirement. Commissioner Smyre said employees do not see the 457 plan along with TMRS the fire department offers equal to other agencies' TMRS. He said all they see is that other agencies are paying retirement 2 to 1 where the fire department pays 1.5 to 1.

VIII. EAST SIDE DRAINAGE PROJECT - Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official

A. Update on Project and Proposed Schedule

Karen Glynn said Klotz Engineering has been doing analysis on their pod detention system and looking at some of our streets along W146. She said they are recommending doing a little more analysis and making sure we are spending our money where we are getting the most detention in our streets. She said item B is expanding the study to look at Powderhorn and Brandon Way for pod detention.

Mayor Williams said when they met with Klotz to review the almost final design plans on Flintwood we asked the question of how much detention were we going to get and what was the cost. Mayor Williams said originally it was talked about getting 2 acre feet of detention at a cost of somewhere between \$700,000-\$800,000 an acre foot. When the almost final plans were being reviewed we found out that we would be gaining .45 acre feet of detention at a cost of over \$1,000,000. Mayor Williams said we found we were getting better results from the pod detention system. So we challenged Klotz to find a better solution on Flintwood.

B. Consideration and Possible Action on a Contract Amendment for Additional Services with Klotz Associates for an amount not to exceed \$3,650 for Design Services and \$37,500 for Utility Rehabilitation Design.

Karen Glynn said this was to expand the current study to see about an alternate for the Flintwood system. She said if we do a pod system for the Flintwood system it would make sense since we have the street open to go ahead and replace the utilities.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the contract amendment for additional services with Klotz Associates. Motion carried 5-0.

- C. Consideration and Possible Action to proceed with Blalock Ditch Adjustments for an amount not to exceed \$12,000.

Karen Glynn said we still have some tweaking to do on Blalock. She said this is to look at those areas that are not silting in and still holding water. She said this also includes the area along Monica where we took out a retaining wall and it's not sloping the way it should. She said they would also like to add some rock in the ditch along Memorial Drive Presbyterian Church.

Mayor Williams said the problem is that the ditch is an open flat ditch.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to approve the Blalock Ditch Adjustments in an amount not to exceed \$12,000. Motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION ON RECOMMENDATIONS OF PROJECTS BY THE BEAUTIFICATION COMMITTEE - Laurie Rosenbaum, Beautification Committee Chair and Karen Glynn, City Administrator

- A. Approval of Dedication Ordinance for Trees and Benches

Councilwoman Rosenbaum said the Beautification Committee has worked real hard to come up with an ordinance establishing a dedication program. She said we have come up with several donation sites throughout the city with the first site being in front of the Memorial Forest Club. Councilwoman Rosebaum said in this area we could add 26 trees with several benches. She said how it would work is an individual can donate/dedicate a tree or bench and once the tree is planted or bench placed the individual would receive notification. She said we would also place in front of the tree or bench, whichever they donate/dedicate, a granite plaque with a canon stating their name or in memory of/in celebration of, etc. She said this would be nice for our citizens and would be beautiful for our city.

Councilwoman Rosenbaum said \$500 for a tree and \$1,000 for a bench. She said the bench would be a metal bench with a back. As part of the ordinance there is a form that the individual would fill out and if they chose a tree it allows a selection of nine types of trees.

Mayor Williams thought it was a great idea. Councilman Brown asked if the trees were going to be planted in the city right of way. Councilwoman Rosenbaum said yes the trees being planted are going in the city's right of way and the city will be putting in a sprinkler system.

Motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve the Dedication Ordinance for Trees and Benches. Motion carried 5-0.

- B. Replacement of the Sign at Bunker Hill Road and Taylorcrest Road

Councilwoman Rosenbaum showed two signs, a brick sign and a metal sign. Councilman Rosenbaum said a temporary metal sign was placed at this location and the size was okay but it was sitting way too low. She thought the metal sign raised higher with landscaping would look beautiful.

Mayor Williams said from the last meeting it was discussed that the insurance money received for the replacement of the sign at this location, all of the \$7,000 received should be spent at this location.

Councilwoman Rosenbaum said if we put a metal sign at this location we would have money left over and could put a brick sign on Gessner to stay uniform with the existing sign that is at that location. There was discussion about putting brick signs up where they possible could get hit again.

Councilman Glover said the location at Bunker Hill Road and Taylocrest is a main entrance into the city and he liked the brick sign. He liked the brick sign because it made an announcement, you are entering Bunker Hill Village, whereas the metal sign just does not make the same statement.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Brown to approve a metal sign at the corner of Bunker Hill Road and Taylorcrest Road. Motion failed 2-3. (Councilman Janecek, Councilman Glover, and Councilwoman Schwartz voted Nay)

Another motion was made by Councilman Janecek and seconded by Councilman Glover to approve a brick sign at the corner of Bunker Hill Road and Taylorcrest Road. Motion carried 3-2. (Councilwoman Rosenbaum and Councilman Brown voted Nay).

C. Recommended Projects for 2014

Karen Glynn said we have for beautification about \$29,000 to use this year with the carryover from last year. She referred to a handout that outlined the projects for 2014. She said they have budgeted projects up to \$29,000 and if we have money left over they can continue down the list. She said of course if the cost comes in above what is on the list, then they would not be able to do everything on the list.

Councilwoman Rosenbaum said they are asking council to approve everything on the list up to \$29,000.

Motion was made by Councilman Glover and seconded by Councilman Brown to approve the projects outlined and not to exceed \$29,000. Motion carried 5-0.

X. 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 March 25, 2014 Special Council Meeting
- B. March 2014 Financials

- C. Klotz Associates, Invoice No. 214113 in the amount of \$2,594.80 for professional services from January 16, 2014 to February 15, 2014 in connection with Drainage Ordinance Assistance (\$2,365.64) and GIS Base Map Update (\$229.16)
- D. Klotz Associates, Invoice No. 314090 and No. 314054 in the amount of \$54,990.18 for professional services from February 16, 2014 to March 15, 2014 in connection with Drainage Ordinance Assistance (\$2,116.98), the Blalock W. Ditch Erosion Protection Plans (\$489.62), and East Side Drainage Project (\$52,383.58)
- E. Langford Engineering, Inc. Invoice No. 17600 in the amount of \$842.88 for professional services through March 28, 2014 in connection with Water Wells 1 and 2
- F. Contract with Langford Engineering for the Design and Construction Phase Services for the Memorial Bridge Water Line in an amount not to exceed \$30,000
- G. Water line easement dedicated by Farid & Asha Virani for the Monica Lane water line loop
- H. Water line easement dedicated by Jonathan Read for the Monica Lane water line loop
- I. CenterPoint Energy's 2014 Annual Gas Reliability Infrastructure Program filing and Suspension Request for the Houston Division suspending the operation of its 2014 interim rate adjustment for one year

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

XI. MAYOR'S REPORT

A. Discussion and Possible Action on Regular Council Meetings:

- Reschedule Tuesday, May 20, 2014 to Tuesday, May 27, 2014

Mayor Williams said he will be out of town on May 20th and asked to reschedule that meeting to May 27th.

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to approve rescheduling the May 20, 2014 meeting to May 27, 2014. Motion carried 5-0.

- Cancel June 17, 2014 Meeting

Mayor Williams said as our summer cancellation meeting he is proposing to cancel June 17, 2014 meeting.

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to approve cancelling the June 17, 2014 meeting. Motion carried 5-0.

B. Update on Meeting Activities:

- Meeting with Don Huml, Executive Director of TIRZ 17

Mayor Williams said he met with Don Huml, Executive Director of TIRZ 17, and they have money to repave/rebuild Memorial from the Beltway to our city limits. He said they are wanting to redo the intersection of Gessner at Memorial at no cost to the City of Bunker Hill Village. Mayor Williams said as long as the number of lanes do not change the city would be happy for them to repave that intersection.

Mayor Williams said he thought if they are going to bring their drainage project down Gessner they possibly want some help from us. He said if we helped them with that he thought they might repave Gessner for us.

- Meeting with Michael Turco, Harris County Subsidence District

Mayor Williams said he met with Michael Turco, with the Harris County Subsidence District (HCSD), and the 80% / 20% surface water conversion is probably not going to change. He said that HCSD thinks they have done a terrific job because they have stopped subsidence in this area. He said any relief would have to come from the state level.

- Zoning Board of Adjustment Meeting Results

Mayor Williams said on March 31st the Zoning Board of Adjustments met and granted a variance. He said it was a good meeting and he felt the result was the right one.

XII. CITY ADMINISTRATOR'S REPORT

A. Update on Bond Refunding

Karen Glynn said we are very pleased with the bond refunding. She said our parameters were a 5% saving and 3% interest. She said we received a 10% savings and 2% interest. She said we also were glad to get reaffirmation of our AAA Bond Rating.

B. Update on Village Independence Festival and City's Donation

Karen Glynn said the 4th of July Festival is coming up soon and we have a planning committee that is actively working on it. She said Councilwoman Schwartz is very active with that committee. Karen Glynn reminded council that we have our annual \$1,500 contribution budgeted and Kelly Johnson, City Sec./Dir of Finance, will be sending the check over soon. She also said the inserts will be going out in this month's utility bills letting residents know about the festival.

C. Planning for repairs to City Hall

Karen Glynn said we are looking at some upgrades at city hall. She said our artwork will be coming down and you will see our walls are in need of some paint. We will be painting the hallway and council chambers. Karen Glynn said she has been working with Dawn Frazier, an interior designer, to help with some color selections. She also said they are looking at some improvements to the council /court counter, this would not only improve efficiency but deal with some safety concerns.

Karen Glynn said they are looking at a hanging system in the hallway to display the artwork so they don't have to attach the artwork to the walls.

D. City's Storm Water Permit (MS4) Report

Karen Glynn said we are in need of doing our permit and probably will be working with our engineer, Klotz Assoc., at an estimated cost of \$15,000.00 Karen Glynn said she just wanted to make sure council was aware of the permit and the estimated cost.

XIII. JOINT WORKSHOP WITH THE PLANNING AND ZONING COMMISSION

- A. Recommendations to the City Council for amendments to the Subdivision, Zoning Ordinances and other related Ordinances

*MEMBERS OF THE ZONING BOARD OF ADJUSTMENT MAY BE IN ATTENDANCE
AT THIS MEETING.*

XIV. ADJOURN

Motion was made by Loren Smith and seconded by Councilman Janecek to adjourn the meeting at 8:40 p.m. Motion carried 5-0.

Approved and accepted on May 27, 2014.



JAY WILLIAMS, Mayor

ATTEST:



Kelly Johnson, City Secretary