

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
JANUARY 20, 2015 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 5:01 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 (arrived at 5:08 p.m.)

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 Works/Bldg Official

Loren Smith, City Attorney

**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.

Mr. Pensotti at 315 Chapel Belle Lane commented on an existing water break on his street.

**IV. FIRE COMMISSION REPORT**

**A. Update on activities**

Commissioner Teel introduced Mac Shuford as the proposed Alternate Fire Commissioner. He would be replacing Jay Smyre.

Commissioner Teel said there has been no commission meeting since the last council meeting. Commissioner Teel did talk about the unfortunate incident that happened in Spring Valley. He said the incident was a teenage girl fell through a shower door and died. He said there were some comments about our fire department not showing up. Commissioner Teel said that simply was not true. He said the 9-1-1 call was made from a cell phone and it was picked up by City of Houston dispatch. He said it was five minutes before City of Houston sent the call over to our fire department dispatch and we responded in three minutes.

There was a discussion about cell phones being used to dial 9-1-1. The cities have no control on what cell tower picks up the signal and where the call is routed. A land line is easy for 9-1-1 to identify and route to the proper agency. Chief Sanders of the Memorial Villages Police Department said there definitely is a technology issue that has to be worked out.

**V. 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 Jay Williams***

Mayor Williams recommended Mac Shuford.

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

**VI. POLICE COMMISSION REPORT**

**A. Update on activities**

Chief Sanders introduced Ray Schultz as their new Assistant Chief. Chief Sanders went through his resume and was very confident in Ray Schultz.

No report on activities.

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, SUPPORTING THE D.A.R.E. PROGRAM - *Mayor Jay Williams***

At a previous city council meeting, Councilman Glover asked that the city council consider acting on a resolution to show the council's continued support of the Memorial Villages Police Department and the D.A.R.E. Program. This is a cooperative effort with the Memorial Villages Police Department and Spring Branch I.S.D.

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve the proposed resolution. Motion carried 5-0.

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 9, 2015, FOR THE PURPOSE OF ELECTING THE MAYOR AND TWO COUNCILMEMBERS (POSITION NOS. 4 AND 5); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Kelly Johnson, City Secretary/Finance Director***

The City of Bunker Hill Village holds its election for the Mayor and City Council on the second Saturday in May of each year. The election for Positions 1, 2, and 3 are held in even numbered years, while the election for Mayor and Positions 4 and 5 are held in odd numbered years. The next scheduled City Election is Saturday, May 9, 2015 and accordingly, will be for the Mayor and Positions 4 and 5. Filing for a position on the ballot will begin January 28, 2015 and will conclude February 27, 2015.

This ordinance outlines all election information including polling locations, early voting, etc. and also names the Election Officers. Officers to be named include Clara Nelson as the Presiding Judge and Tom Rigamonti as the Alternate Presiding Judge. Both were named last year; however, no election was held.

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to approve the ordinance as presented. Motion carried 5-0.

**IX. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING CHAPTER 2, ARTICLE I, SECTION 2.4 OF THE CODE OF ORDINANCES OF THE CITY OF BUNKERHILL VILLAGE, TEXAS BY DELETING ALL OF SECTION 2.4 OF CHAPTER 2, ARTICLE I AND ADDING A NEW SECTION 2.4 OF CHAPTER 2, ARTICLE I, SAID SECTION DESIGNATING THE HOUSTON COMMUNITY NEWSPAPER AS THE OFFICIAL NEWSPAPER OF THE CITY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT -*Kelly Johnson, City Secretary/Finance Director***

State Law requires that cities shall designate an official newspaper for all official publications for the year. The City of Bunker Hill Village has utilized the Houston Community Newspaper as the official newspaper of the city in years past and staff is recommending we continue with this publication.

Staff recommends approval of the Ordinance amending the city's current ordinance and designating the Houston Community Newspaper as the city's official newspaper.

On the consent agenda is a contract with the Houston Community Newspaper. This contract provides set costs for the year. These costs are the same as in 2014.

Motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve the ordinance as presented. 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 November 18, 2014 Regular Council Meeting
- B. Minutes of the January 8, 2015 Special Council Meeting
- C. November 2014 Financials
- D. Klotz Associates, Invoice No. 1114035 in the amount of \$4,605.00 for professional services rendered from October 16, 2014 to November 15, 2014 in connection with East Side Drainage Project
- E. Klotz Associates, Invoice No. 1214034 in the amount of \$5,606.73 for professional services rendered from November 16, 2014 to December 15, 2014 in connection with East Side Drainage Project
- F. Klotz Associates, Invoice No. 1114021 in the amount of \$1,750.00 for professional services rendered from October 16, 2014 to November 15, 2014 in connection with Chapel Belle Lane, Rhett Drive, and Tara Drive Improvements
- G. Klotz Associates, Invoice No. 1114020 in the amount of \$3,618.54 for professional services rendered from October 16, 2014 to November 15, 2014 in connection with On Call Services
- H. Klotz Associates, Invoice No. 1214027 in the amount of \$603.09 for professional services rendered from November 16, 2014 to December 15, 2014 in connection with On Call Services
- I. Klotz Associates, Invoice No. 1214028 in the amount of \$3,000.00 for professional services rendered from November 16, 2014 to December 15, 2014 for Environmental Engineering Services for TPDES MS4 Storm Water Permit Renewal
- J. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-03 for professional services rendered from November 1, 2014 to November 30, 2014 in the amount of \$3,087.50 for professional

services related to East Side Drainage Project

- K. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-04 for professional services rendered from December 1, 2014 to December 31, 2014 in the amount of \$2,275.00 for professional services related to East Side Drainage Project
- L. AAA Asphalt Paving, Inc. Change Order No. 2 to the East Side Drainage Project to adjust quantities and water service lines for Flintwood Drive for an increase to the contract in the amount of \$2,317.00.
- M. AAA Asphalt Paving, Inc. Application No . 3 in the amount of \$113,924.61 for construction services rendered for November 2014 in connection with East Side Drainage Project
- N. Langford Engineering, Inc., Invoice No . 18179 in the amount of \$1,169.08 for professional services rendered through November 28, 2014 for the Memorial Bridge Water Line Project.
- O. Langford Engineering, Inc., Invoice No. 18245 in the amount of \$225.94 for professional services rendered through December 31, 2014 for the Memorial Bridge Water Line Project.
- P. Houston Community Newspaper Contract for publishing notices or other matters required by law for the period of January 1, 2015 through December 31, 2015.
- Q. Harris-Galveston Subsidence District, Fee No. HG-249008 in the amount of \$98,943.00 for participation in the District's Annual Water Wise Program for the 2014-2015 school year in accordance with the City's contract.
- R. AAA Asphalt Paving, Inc. Application No. 4 in the amount of \$137,151.88 for construction services rendered for December 2014 in connection with East Side Drainage Project

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

Karen Glynn said item Q was our annual Water Wise Program we do through the school district. This is the program that allows the city to pump 30% more water. The cost of the kits are much cheaper than to purchase surface water from the City of Houston.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve item Q on the consent agenda. Motion carried 4-0. (Councilwoman Rosenbaum stepped out and did not vote)

## **XI. MAYOR'S REPORT**

- A. Discussion and possible action on Regular City Council Meeting for March 2015, Annual State of the City, and other Council Meeting Dates

Mayor Williams said the regular monthly council meeting in March falls during spring break and we are proposing to move back the meeting to March 24<sup>th</sup>. He said we are also going to do the State of the City Meeting on March 24<sup>th</sup>.

Motion was made by Councilman Janecek and seconded by Councilman Glover to move the regular council meeting from March 17<sup>th</sup> to March 24<sup>th</sup>. Motion carried 5-0.

- B. Nomination for a Metro Board Member to represent Small Cities

Mayor Williams said he was on a conference call this week with the fourteen small city mayors about nominating a new Metro board member. He said the position is term limited and there are three nominations for the position. He said the former mayor of Katy was nominated by the fourteen mayors. He said the reason that the mayors voted for the former mayor of Katy was they felt he

would be more focused on I-10 issues. The other two nominations were inside the loop and they felt they may be more focused on rail.

## **XII. CITY ADMINISTRATOR'S REPORT**

### **A. Update on Eastside Drainage Project**

Karen Glynn said we are doing great on our Eastside Drainage Project. She said we are finished with Flintwood and Brandon Way. Currently they are working on Green Bay and Powderhorn. Staff is planning on having another meeting for the residents on Winshire Circle in February. The project is expected to be complete by May.

### **B. Update on Memorial Bridge Water Line Project**

Karen Glynn said they have staged all the water lines and expect the project to be complete within the next 30 days.

### **C. Update on New Recycling Program**

Karen Glynn said the new recycling program is under way. She said 167 homes have requested smaller bins. The deadline to request a smaller bin is Thursday. Start date to implement the new carts is still April 1, 2015.

### **D. Update on City's Website Project**

Karen Glynn said we are very pleased with our new website.

### **E. Update on Blalock Right Turn Lane with Piney Point Drainage Project**

Karen Glynn said we had some comments on our Right Turn Study with HDR Engineering and they are suppose to be reviewing and making those changes.

Karen Glynn said the City of Piney Point Village is suppose to be going out for bid on their drainage project. She said we are wanting to see what those numbers are before we authorize any type of design. Hopefully in February we will have more information.

### **F. Report on Drainage and Beautification Committees**

Karen Glynn said the Drainage Committee met this morning and got organized for the year. The Beautification Committee will be meeting on Thursday.

### **G. Recommendation on Bank Depository Agreement with Compass Bank**

Karen Glynn said that our current depository agreement is up the end of February. The current agreement is with Compass Bank and we are recommending to extend the agreement another year. There is a provision in the existing agreement that we can extend the contract for two one year terms.

Staff will be bringing the extension to the agreement to the next council meeting.

### **H. Recommendation to proceed with Infrastructure Management Program**

Karen Glynn said there is money in the budget to continue our Infrastructure Management Program. She said we need to dig deeper on the conditions of our streets. She talked with Carl Smitha about doing some of that work and he gave us a proposal of \$8,500 to classify the conditions of our streets.

**XIII. EXECUTIVE SESSION**

**THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.**

Mayor Williams convened into closed executive session at 6:35 p.m.

Mayor Williams reconvened the meeting at 7:05 p.m.

**XIV. ADJOURN**

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Brown to adjourn the meeting at 7:05 p.m. Motion carried 5-0.

Approved and accepted on February 17, 2015.



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Jay Williams, Mayor

ATTEST:



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Kelly Johnson, City Secretary/Dir. of Finance