

MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
MARCH 24, 2015 AT 5:00 P.M.

I. 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
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 Works/Bldg Official
Loren Smith, City Attorney

*left at 6:45 p.m.

II. PLEDGE OF ALLEGIANCE

The mayor suspended with the pledge.

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. POLICE COMMISSIONER REPORT

A. Financial Report

Commissioner Essary reported this week that the commission will have their first budget workshop for the 2016 Budget. He said the police department is focusing on preventive police work. He said they will be looking at service versus cost.

B. Update on Activities

Commissioner Essary reported they have three openings in the police department.

Chief Sanders reported that a resident called and reported a suspicious vehicle on Taylorcrest. Chief Sanders said our patrol kept an eye out for the vehicle and about an hour later spotted the vehicle on Blalock. The officer then pulled the vehicle over and was questioning the driver when the officer heard a home alarm going off on Oak Shadows. Then a second suspect emerged from the fence line and the officer was able to apprehend

him and found jewelry on the suspect. The homeowner on Oak Shadows later identified the jewelry as what had been taken from their home earlier in the day.

Chief Sanders advised everyone to be very cautious of their surroundings. He said we are seeing more purse snatching at the surrounding shopping centers and parking lots. He said don't let your guard down.

V. FIRE COMMISSIONER REPORT

A. Financial Report

Commissioner Teel reported year to date through the end of February the 2015 Budget was about 1% under budget. He said year to date through the end of February the total number of calls in the fire department were 308 with 53 being calls from Bunker Hill Village. He reported that of the 53 calls 27 were EMS and 26 were fire calls.

Commissioner Teel said the audit for 2014 will be a little later this year, it should be ready in May.

B. Update on Activities

Commissioner Teel said the Greater Harris County 9-1-1 is encouraging all to continue to dial 9-1-1 versus dialing a ten digit number from a cell phone. He said reports show that 86% of the time they are able to get the address information from the cell phone calls. He said it was the Village Fire Commission's opinion to stay with what has been taught to children for many years, dial 9-1-1 in an emergency.

Commissioner Teel said the assessment of the whole fire facility is under consideration. He said from the two bids that have been received the cost should be somewhere between \$12,000 and \$14,000.

Mayor Williams asked how dialing the police or fire department direct, using a ten digit number, would not be faster than dialing 9-1-1. Commissioner Teel said there is concern that telling people to dial a ten digit number from a cell phone might cause confusion when there is the actual need to call for an emergency.

Chief Foster said every kid in the country for 47 years have been taught to dial 9-1-1 in an emergency. He said they received an emergency call recently and the individual was confused on what number to call. He said the fear is in an emergency we don't want there to be confusion on what number to call. Chief Foster advised to stay with dialing 9-1-1 in an emergency.

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATES FOR THE MAYOR AND COUNCILMEMBERS, POSITIONS 4 AND 5 ELECTED; PROVIDING THAT THE MAY 9, 2015 GENERAL MUNICIPAL OFFICERS ELECTION SHALL NOT BE HELD; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH.** *Kelly Johnson, City Secretary/Finance Director*

Kelly Johnson said we had no opposition in all three positions and in accordance to the Texas Election Code council has to approve an ordinance to cancel the election.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve the ordinance as presented to cancel the General Election to be held on May 9, 2015. Motion carried 5-0.

VII. DISCUSSION AND POSSIBLE ACTION ON A PROPOSAL WITH KLOTZ ASSOCIATES FOR ENGINEERING DESIGN FOR CHAPEL BELLE LANE AND RHETT AND TARA DRIVES - DRAINAGE AND ASSOCIATED UTILITY AND PAVEMENT IMPROVEMENTS FOR AN AMOUNT NOT TO EXCEED \$31,900.00. - Karen Glynn, City Administrator

Karen Glynn said as discussed at the February Meeting, there are two drainage projects that were identified and recommended for improvements this fiscal year. The first project is drainage concerns/issues on Tara Drive/Rhett Drive and the second is drainage for Chapel Belle. Klotz Associates developed a Preliminary Engineering Report (PER) for these projects. In addition, the pavement was evaluated and found to be in good condition. The City had \$315,000 budgeted for the Tara/Rhett Project for 2015; however, with concentrating the work on the drainage outside of the pavement, the Chapel Belle project could be accomplished as well.

Karen Glynn said we also are looking at the opportunity to construct these projects as a change order to the current Eastside Drainage Project. This would result in a cost savings on engineering and also the construction since the contractor is already mobilized in the area. The time frame to provide the design is 45 days which should allow the opportunity for a potential change order.

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve the proposal as presented. Motion carried 5-0.

VIII. A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS DESIGNATING CERTAIN TRACTS OF LAND OUT TEALWOOD SECTION TWO CONTAINING 8,644 SQUARE FEET OF LAND (TRACT 1), 8,658 SQUARE FEET OF LAND (TRACT 2), AND 17,106 SQUARE FEET OF LAND (TRACT 3) AS A PARK OF THE CITY OF BUNKER HILL VILLAGE, TEXAS; NAMING SUCH PARK "BILL MARSHALL PARK", AND CONTAINING OTHER PROVISIONS RELATED HERETO. - Karen Glynn, City Administrator and Loren Smith, City Attorney

Karen Glynn said The City of Bunker Hill Village worked together with the Tealwood Homeowners Association in 2008 to modify the intersection of Gessner Road and Memorial Drive. These improvements resulted in the installation of a left turn lane and the reconstruction of the "Tealwood" Neighborhood Sign. In addition, the City Council voted to move forward with the dedication of the area within the median as Parkland and installed landscaping and a trail in the esplanade to complement the neighborhood sign and preserve the area for the future.

Karen Glynn said the formal action of a resolution to designate the tracts of land was never officially done. By passing the resolution it would make it official.

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve this resolution for the parkland dedication and complete the work that was started in 2008. The City has spent our capital dollars to improve the median and it looks great. We are very proud of this area that serves as an entry way to our City. Motion carried 5-0.

Councilwoman Rosenbaum asked staff to review the metes and bounds for this area and also look at the area north of Memorial adjacent to Frostwood Elementary. The City has put in an entry sign and landscaping in this area as well. In addition, the Beautification Committee has included the northern median tip of the intersection in their plan for future landscaping to match

the southern end. At a future meeting, Councilwoman Rosenbaum would like the City to consider extending the park to include north of Memorial to the city limit line and south of the existing metes and bounds of the current park area to the city limit line to preserve our green space and our capital investment. Mayor said we can't take any action at tonight's meeting but we will direct staff to review and bring back to council at the next meeting.

IX. 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 February 17, 2015 Regular Council Meeting
- B. February 2015 Financials
- C. Klotz Associates, Invoice No. 215090 in the amount of \$1,640.10 for professional services from January 16, 2015 to February 15, 2015 in connection with on call services for drainage plan review and council/committee meetings
- D. Klotz Associates, Invoice No. 215022 in the amount of \$4,572.48 for professional services from January 16, 2015 to February 15, 2015 in connection with East Side Drainage Project
- E. AAA Asphalt Paving, Inc. Change Order No. 3 to the East Side Drainage Project to request additional items, adjust quantities as a result of survey issues, and extend a water line to provide a loop and improve fire protection to Wood Lane for an increase to the contract in the amount of \$23,241.00
- F. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-06 for professional services rendered from February 1, 2015 to February 28, 2015 in the amount of \$8,547.50 for professional services related to East Side Drainage Project
- G. AAA Asphalt Paving, Inc. Application No. 6 in the amount of \$347,163.98 for construction services rendered for February 2015 in connection with East Side Drainage Project
- H. Neil Technical Services Invoice No. 57322 in an amount of \$29,550.00 to install new motor operating valves at Wells 1, 2, and 3 as budgeted
- I. Accept Resignation of Mr. Greg Nelson, Zoning Board of Adjustment

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

X. MAYOR'S REPORT

- A. Discussion and Possible Action on Regular Council Meetings for the months of May through August and July 4th Holiday Observance

Mayor Williams said we usually take one month off in the summer and last year we cancelled the July Meeting. He asked council if they had a preference to a different month. He said if not we can cancel July's Regular Council Meeting.

The Mayor said he will be out for the May Regular Council Meeting but as long as the Mayor ProTem is available, everything is fine. Mayor ProTem Brown said he should be at the meeting in May.

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to cancel July's Regular Council Meeting. Motion carried 5-0.

Karen Glynn said Bunker Hill Village is the host City this year for the 4th of July Festival. She said the 4th falls on a Saturday this year and typically if the holiday falls on a Saturday we take off the Friday before in observance. She said staff will be busy that Friday getting ready for the celebration and asked council if we could move the holiday to Monday, July 6th.

Motion was made by Councilwoman Schwartz and seconded by Councilwoman Rosenbaum to approve moving the city holiday to Monday, July 6th. Motion carried 5-0.

B. Update on Neighborhood Meeting Activities

Mayor Williams said he had been to two neighborhood meetings, Warrenton/Whispering Oaks and Tealwood. He said their concerns were the same, the widening of Gessner Road. He said he is opposed to widening Gessner and it will be a hot topic for the next several years. He said it's on the City of Houston capital list to widen Gessner from Richmond to Buffalo Bayou.

Mayor Williams said Oliver Pennington shared with him they were successful in stopping the widening of Wilcrest, which is a similar situation as Gessner.

XI. CITY ADMINISTRATOR'S REPORT

A. Notice Of City Of Houston 4.4% Annual Rate Adjustment For Contract Treated Water To Be Effective April 1, 2015

Karen Glynn said a 3% increase was included in the 2015 Budget. She said we have reviewed the budget based on the increase and feels confident that we can meet our budget. The adjustment goes into effect in April (Actual increase will cover 8 months versus a 12 month timeframe).

Karen Glynn said we will continue to monitor our usage along with our revenues and expenditures as the Utility Fund is very dependent on weather conditions.

B. Update on East Side Drainage Project

Karen Glynn said on Winshire Circle they poured concrete on half the street today and should be close to finishing by Easter.

Karen Glynn also reported they had a neighborhood meeting with the residents on Powderhorn and the meeting went well. She said after Easter they should be installing the pods on Powderhorn.

C. Update on Recycling Program

Karen Glynn said the carts will be delivered and assembled at City Hall on Wednesday, March 25 with distribution to residents planned for Thursday and Friday, March 26 and 27.

A CodeRED will be sent on Monday as a friendly reminder. We have been working with Republic Services on the customer service side for a smooth transition.

D. Report on Legislative Agenda Item for Sexual Predators in General Law Cities

Karen Glynn said we continue to follow our bill on the Sexual Predator Requirements for General Law Cities. We have asked the other Villages to adopt a Resolutions of support and will be working with TML in notifying other General Law Cities in the State.

XII. PRESENTATION: STATE OF THE CITY - *Mayor Jay Williams*

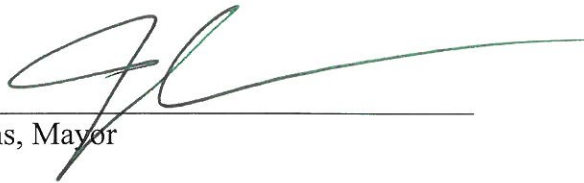
MEMBERS OF THE PLANNING & ZONING COMMISSION and ZONING BOARD OF ADJUSTMENT MAY BE IN ATTENDANCE AT THIS MEETING.

Mayor Williams showed a PowerPoint presentation.

XIII. ADJOURN

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to adjourn the meeting at 7:03 p.m. Motion carried 4-0. (Councilman Janecek had left)

Approved and accepted on April 21, 2015.



Jay Williams, Mayor

ATTEST:



Kelly Johnson, City Secretary/Dir. of Finance