

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
January 16, 2018 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:10 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

Those Present:

Mayor Jay Williams

Councilman Robert Lord

Councilwoman Laurie Rosenbaum

Councilman Jay Janecek

Also in Attendance:

Karen Glynn, City Administrator – *By phone*

Steve Smith, Dir of Public Works/Bldg Official -

By phone

Loren Smith, City Attorney

Councilman Jay Smyre - *absent*

Councilwoman Susan Schwartz – *absent*

City Secretary Britique Williams - *absent*

II. PLEDGE OF ALLEGIANCE

Mayor Williams 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.

There were no citizen comments.

Mayor Williams noted that because of the severe weather conditions, there will be no action on many of the items on the agenda. The Council will focus on time sensitive items only. The following items were addressed by City Council:

IV. POLICE COMMISSIONER REPORT

B. Consideration and Possible Action to Approve Resolution No. 01-16-2018A to Appoint William Murphy as Alternate to the Police Commission to Replace Mac Shuford.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve the appointment of William Murphy to the Memorial Villages Police Commission. The motion carried 3-0.

V. FIRE COMMISSIONER REPORT

B. Consideration and Possible Action to approve funding for Bunker Hill's share (19% equaling \$6,650.00) for an "Analysis of Emergency Medical Services Response Time" for the Village Fire Department Fire Commission proposed at a total cost of \$35,000.00

Fire Commissioner, Derry Essary and Mayor Williams presented this item. The Mayors had met and asked the Commission to develop a process to have a comprehensive village-wide study performed for EMS Services. The Commission solicited proposals. The proposal from McGrath Consulting Group, Inc. is recommended.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve funding an "Analysis of Emergency Medical Services Response Time" for the Village Fire Department Fire Commission. The motion carried 3-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE CHANGE ORDERS TO THE CITY'S EXISTING CONTRACT WITH T CONSTRUCTION INC. FOR THE CITY'S 2017 WASTEWATER REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT AS NOTED BELOW - *Steve Smith, Director of Public Works/ Building Official*

- A. Change Order No. 7 - Increase contract amount by \$ 24,480.00 to remove and replace an existing water line at the intersection of Memorial Drive and Knipp Road
- B. Change Order No. 8 - Increase the contract amount by an additional \$ 5,550.00 to locate a water line along Blalock Road for the design of the 2017 Water Line Rehab Project and to install service lines on Steppingstone and Bunker Hill Road
- C. Change Order No. 10 – Increase the contract amount up to an additional \$100,000.00 to provide additional wastewater rehabilitation for 2018 Projects

Steve Smith presented the item:

The City awarded the 2017 Wastewater Rehab Construction Project to T. Construction, LLC in March 2017. The bid amounts received in this pre-Harvey project are less than current construction costs. As various repair and construction needs have developed in the city, maximum use of this contract is recommended.

There are three items shown below that are recommended to be incorporated into this contract.

- A. **Change Order No. 7** - Increase contract amount by \$ 24,480.00 to remove and replace an existing water line at the intersection of Memorial Drive and Knipp Road.

This water line was in the excavation area of the Knipp Road and Memorial Drive emergency wastewater repair performed after Hurricane Harvey. Replacement of this line segment allowed the needed water line rehab work to be performed while the line was

exposed as a result of other utility work. This was shared with City Council at the last meeting.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Robert Lord to approve Change Order No. 7. The motion carried 3-0.

B. Change Order No. 8 - Increase the contract amount by an additional \$ 5,550.00 to locate a water line along Blalock Road for the design of the 2017 Water Line Rehab Project and to install service lines on Stepping Stone and Bunker Hill Road.

As part of the planning process for the 2018 Water Line Rehabilitation project on Blalock Road, various locations need to be excavated along Blalock to determine the exact location of the existing utilities in the area. In addition, wastewater service lines need adjustments on Stepping Stone and Bunker Hill Road. It was most economical for the City to use T Construction for this work.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve Change Order No. 8. The motion carried 3-0.

C. Change Order No. 10 – Increase the contract amount up to an additional \$100,000.00 to provide additional wastewater rehabilitation for 2018 Projects.

The Texas laws for public projects allows the City to include additional work to a contract up to a maximum of up to 25% of the original base bid of the contract. As the current wastewater rehabilitation project nears completion, there is approximately \$100,000.00 remaining in the change order capacity of this contract. The City has \$500,000 budgeted for wastewater rehabilitation in 2018. The authorization of this change order would allow a full utilization of the \$100,000 for line repairs at pre- Harvey costs without the typical soft costs of bidding. In addition, staff has been very pleased with T. Construction, LLC and their work.

Mayor Williams asked that staff provide Council with updates as additional work is planned.

Karen Glynn noted that follow up change orders will be brought back to the Council for approval. It is expected that the additional work can be completed within the next 30 days.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve Change Order No. 10. The motion carried 3-0.

XII. CONSIDERATION 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 5, 2018, FOR THE PURPOSE OF ELECTING THREE COUNCILMEMBERS (POSITION NOS. 1, 2, AND 3); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - Britique Williams, City Secretary/Finance Director

Mayor Williams presented this item stating that the Council must call our election each year. Positions 1, 2, and 3 are up for election this year.

A motion was made by Councilmember Robert Lord and seconded by Councilmember Jay Janecek to approve the Ordinance. The motion carried 3-0.

XIII. CONSIDERATION 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 BUNKER HILL 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 -*Karen Glynn, City Administrator*

Mayor Williams introduced this item stating that the City must annually 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.

Karen Glynn noted that the actual contract with the Houston Community Newspaper is on the consent agenda.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve the Ordinance. The motion carried 3-0.

XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16 - 26, (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16 -26, (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY - *Karen Glynn, City Administrator*

Karen Glynn presented this item noting that this ordinance sets the rate for solid waste. The increase was not available when the rates were set for utilities in November. This includes a 2% increase over 2017 and is proposed at \$ 82.56. The 2018 budget included a 3% increase.

This rate is for two months as this is billed bi-monthly with the City's water and wastewater utilities. This rate is the same per residential unit, school, church, public building, or similar use.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve the ordinance. The motion carried 3-0.

XVI. 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 14, 2017 Regular Council Meeting
- B. November 2017 Financials
- C. The Goodman Corporation, Invoice No. 10-2017-16 in the amount of \$2,921.01 for professional services rendered through October 31, 2017 for the Memorial Drive and Gessner Road Grant Application.
- D. The Goodman Corporation, Invoice No. 11-2017-15 in the amount of \$4,277.05 for professional services rendered through November 30, 2017 for the Memorial Drive and Gessner Road Grant Application.
- E. Kimley-Horn and Associates, Inc., Invoice No. 067787103-0917 in the amount of \$4,242.50 for professional services through September 30, 2017 for traffic evaluation and recommendations for Memorial Drive and Gessner Road Intersection.
- F. RPS Klotz Associates, Invoice No. 1017105 in the amount of \$865.13 for professional services rendered from October 1, 2017 to October 27, 2017 under on-call services for the Preliminary Engineering Report for Memorial Drive and Gessner Road.
- G. RPS Infrastructure, Invoice No. 1017106 in the amount of \$38,410.44 for professional services rendered from October 1, 2017 to October 27, 2017 under on-call services for the Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- H. RPS Infrastructure, Invoice No. 1017046 in the amount of \$4,622.95 for professional services rendered from October 1, 2017 to October 27, 2017 under on-call services for miscellaneous meetings and projects.
- I. RPS Infrastructure, Invoice No. 717002 in the amount of \$3,340.68 for professional services rendered from July 1, 2017 to July 24, 2017 under on-call services for Site Development Review.
- J. RPS Infrastructure, Invoice No. 1017045 in the amount of \$344.52 for professional services rendered from October 1, 2017 to October 27, 2017 under on-call services for Site Development Review.
- K. RPS Infrastructure, Invoice No.1017047 in the amount of \$1,261.62 for professional services rendered from October 1, 2017 to October 27, 2017 under on-call services for the Final Design for Wood Lane and Winshire Circle.
- L. RPS Infrastructure, Invoice No. 1017025 in the amount of \$5,279.55 for professional services rendered from October 1, 2017 to October 27, 2017 under on-call services for the Final Engineering Design for 2017 Water Line Rehab – Blalock Road and Wendover Lane.
- M. RPS Infrastructure, Invoice No. 1117009 in the amount of \$2,988.41 for professional services rendered from October 28, 2017 to December 1, 2017 under on-call services for the Final Engineering Design for 2017 Water Line Rehab – Blalock Road and Wendover Lane.
- N. RPS Infrastructure, Invoice No. 1117037 in the amount of \$228.39 for professional services rendered from October 28, 2017 to December 1, 2017 under on-call services for Site Development Review.
- O. RPS Infrastructure, Invoice No. 1117038 in the amount of \$4,696.04 for professional services rendered from October 28, 2017 to December 1, 2017 under on-call services for miscellaneous meetings and projects.
- P. RPS Klotz Associates, Invoice No. 1117140 in the amount of \$1,150.87 for professional services rendered from October 28, 2017 to December 1, 2017 under on-

call services for the Preliminary Engineering Report for Memorial Drive and Gessner Road.

- Q. RPS Infrastructure, Invoice No. 1117141 in the amount of \$2,215.56 for professional services rendered from October 28, 2017 to December 1, 2017 under on-call services for Winshire Circle and Wood Lane.
- R. RPS Infrastructure, Invoice No. 1117142 in the amount of \$31,333.01 for professional services rendered from October 28, 2017 to December 1, 2017 under on-call services for the Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- S. Probstfeld & Associates, Invoice No. 55707 in the amounts of \$300.00 for professional services rendered in November 2017 for engineering services for drainage site development review.
- T. Probstfeld & Associates, Invoice Nos. 55890, 55891, and 55893 in the amounts of \$305.00, \$305.00, and \$ 305.00 for professional services rendered in December 2017 for engineering services for drainage site development review.
- U. Langford Engineering, Inc., Invoice No. 20894 in the amount of \$556.64 for professional services rendered through December 1, 2017 for on call services.
- V. Langford Engineering, Inc., Invoice No. 20896 in the amount of \$8,208.58 for professional services rendered through December 1, 2017 for the 2017 Sanitary Sewer Rehab Project.
- W. Langford Engineering, Inc., Invoice No. 20895 in the amount of \$3,166.30 for professional services rendered through December 1, 2017 for the Taylorcrest Water Plant Improvements Project.
- X. Langford Engineering, Inc., Invoice No. 20961 in the amount of \$1,064.71 for professional services rendered through December 29, 2017 for on call services.
- Y. Langford Engineering, Inc., Invoice No. 20963 in the amount of \$42.91 for professional services rendered through December 29, 2017 for the 2017 Sanitary Sewer Rehab Project.
- Z. Langford Engineering, Inc., Invoice No. 20962 in the amount of \$1,701.32 for professional services rendered through December 29, 2017 for the Taylorcrest Water Plant Improvements Project.
- AA. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-06 in the amount of \$8,190.00 for professional services rendered from November 1, 2017 through November 30, 2017 for on-call services.
- BB. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-07 in the amount of \$5,525.00 for professional services rendered from December 1, 2017 through December 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- CC. T Construction, LLC Pay Estimate No. 8 in the amount \$78,686.77 for construction services rendered from October 27, 2017 to November 30, 2017 for the 2017 Sanitary Sewer Rehab Project.
- DD. T Construction, LLC Pay Estimate No. 9 in the amount \$56,262.96 for construction services rendered from December 1, 2017 to December 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- EE. W.W. Payton Corp. Pay Estimate No. 5 in the amount of \$158,724.00 for construction services rendered from October 7, 2017 to November 3, 2017 for the Taylorcrest Water Plant No. 1 Improvements.
- FF. W.W. Payton Corp. Pay Estimate No. 6 in the amount of \$11,902.50 for construction services rendered from November 4, 2017 to December 4, 2017 for the Taylorcrest Water Plant No. 1 Improvements.
- GG. D.L. Elliott Enterprises, Inc. Pay Estimate No. 2 and Final Reconciliation Change Order in the amount of \$8,486.50 for the Construction of the Liberty Bell Water Line.

HH. Houston Community Newspaper Contract for publishing notices or other matters required by law for the period of January 1, 2018 through December 31, 2018

A motion was made by Councilmember Robert Lord and seconded by Councilmember Laurie Rosenbaum to approve the consent agenda. The motion carried 3-0.

XVII. MAYOR'S REPORT

B. Discussion and possible action on Resolution No. 01-16-2018C appointing Kyle Sears to serve on the Harris – Galveston Subsidence District for another term

Mayor Williams presented this item. He shared information from the last Mayor's Luncheon. Kyle Sears attended the lunch as well as representatives from the Harris-Galveston Subsidence District. The Mayor shared that he is very interested in Bunker Hill being a pilot area to see how educational and other opportunities for conservation could impact the area. This is something Bunker Hill may want to consider with Representative Jim Murphy through the next legislative session.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve the Resolution. The motion carried 3-0.

XX. ADJOURN

Motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to adjourn the meeting at 5:42 p.m. Motion carried 3-0.

Approved and accepted on February 20, 2018.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance