

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
OCTOBER 16, 2018 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

Those Present:

Mayor Jay Williams
Councilmember Robert Lord - absent
Councilmember Jay Smyre
Councilmember Jay Janecek
Councilmember Susan Schwartz
Councilmember Laurie Rosenbaum

Also in Attendance:

Karen Glynn, City Administrator
Britique Williams, City Secretary/Dir of Finance
Steve Smith, Dir of Public Works/Bldg Official
Loren Smith, City Attorney

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 comments from the public.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Jay Smyre outlined items on the monthly report provided to the Council. Highlights included:

- In September, the Department responded to 7,948 calls.
- Bunker Hill Village had 2,628 of those calls.
- The average response time was 3:51.
- Officers wrote 736 citations total from all three cities.
- Bunker Hill had 201 citations.
- Bunker Hill added eight new V-LINC registrations
- There is currently one opening in dispatch.

The Commissioner also noted a recent case solved and the good work provided by the Department. There are also some targeted hot spots for speeding in the Villages.

The Police Department has also been assisting the Village Fire Department with calls in the MVPD Area. The Police are responding to all calls. These calls are now being reported and summarized.

V. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CHANGE ORDER TO THE CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND G & A BORING DIRECTIONAL TO ADD ADDITIONAL WATER LINE WORK ON BLALOCK WOODS IN AN AMOUNT NOT TO EXCEED \$800.00 - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented this item:

The City's Regional Water Line Project is substantially complete. As with most projects, there are often field conditions that require some adjustments.

One item was identified during the project as problematic. A fire hydrant was installed on Blalock Woods as part of the project. In review of the actual location of the hydrant, a field adjustment is recommended to relocate the hydrant further away from the pavement to help reduce future potential damage from traffic.

The cost of relocation is \$800.00. Staff recommends approval of this change order.

Mr. Smith also noted that the development team is completing the review of quantities and the budget and there may be an opportunity to change order some additional work.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to approve the Change Order No. 1 in the amount not to exceed \$800.00 to G & A Boring Directional to add additional water line work on Blalock Woods.

The motion carried 4-0.

VI. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Bert Rosenbaum presented these items. He outlined items on the report provided to Council. Highlights included:

- In September, there were 1,693 events
- Bunker Hill had 199 calls -- 108 Fire and 91 EMS
- Average response time in Bunker Hill was 3:51

There was also an amendment to the 2018 Budget for \$50,000 for legal fees.

B. Review and Discussion on Improving Response Times and Next Steps

Bert Rosenbaum and Mayor Williams shared that the Commission met on Monday, October 15, 2018 and discussed the Mayor's request to take the next 60 days and see if an amicable plan can be achieved. Bunker Hill will bring back a plan that outlines the details for an additional Fire Station and potential operating costs. Mayor Williams added that based on this agreement, there is no need for the Executive Session and the following action items should be re-considered. He noted that Council should ensure that Bunker Hill would be reimbursed should Bunker Hill leave the Fire Department at the end of 2019.

VII. EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE TO CONSULT WITH ITS ATTORNEY ABOUT PENDING OR CONTEMPLATED LITIGATION OR A MATTER IN WHICH THE DUTY OF THE ATTORNEY REQUIRES TO BE DISCUSSED IN PRIVATE

There was no Executive Session.

VIII. CONSIDERATION AND POSSIBLE ACTION REGARDING FIRE AND EMS SERVICES FOR THE CITY OF BUNKER HILL VILLAGE:

Mayor Williams introduced the following items:

- A. Consideration and Possible Action on Bunker Hill's Request to have a 60 Day "Cooling Off" Period to Resolve Bunker Hill's Concerns

No action was taken on this item as no action was taken by the Fire Commission.

- B. Re-Consideration and Possible Action to Approve the Proposed 2019 Village Fire Department Fund 4 Facilities Budget in the amount of \$3,500,000.00 and for the Cities to provide additional funding for Fund 4 Facilities with Bunker Hill's proportionate share being \$665,000.00 (19%) for the Renovation or Reconstruction of the Fire Station

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to Approve the Proposed 2019 Village Fire Department Fund 4 Facilities Budget in the amount of \$3,500,000.00 and for the Cities to provide additional funding for Fund 4 Facilities with Bunker Hill's proportionate share being \$665,000.00 (19%) for the Renovation or Reconstruction of the Fire Station, contingent upon Bunker Hill receiving written confirmation that funds would be reimbursed to Bunker Hill should Bunker Hill separate from the Village Fire Department at the end of 2019.

The motion carried 4-0.

- C. Re-Consideration and Possible Action to approve Resolution 10-16-2018 A which includes a Budget Amendment for Budget Year 2018 for the Fire Commission to facilitate a roof replacement, in an amount not to exceed \$280,000.00 and for the Cities to provide additional funding for the budget amendment with Bunker Hill's proportionate share of \$53,200.00 (19%)

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to approve Resolution 10-16-2018 A which includes a Budget Amendment for Budget Year 2018 for the Fire Commission to facilitate a roof replacement, in an amount not to exceed \$280,000.00 and for the Cities to provide additional funding for the budget amendment with Bunker Hill's proportionate share of \$53,200.00 (19%), contingent upon Bunker Hill receiving written confirmation that all unamortized funds, based on the useful life of the roof, would be reimbursed to Bunker Hill should Bunker Hill separate from the Village Fire Department at the end of 2019.

The motion carried 4-0.

Items D, E, and F were taken in one motion.

- D. Re-Consideration and Possible Action to Approve Resolution 10-16-2018 B for the Village Fire Department Commission to Utilize the Surplus from the 2017 Budget in the Amount of \$62,906 to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities
- E. Re-Consideration and Possible Action to Approve Utilizing the FEMA Reimbursement Funds to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities
- F. Re-Consideration and Possible Action to Approve Utilizing the 3rd Quarter Ambulance Funds to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Jay Smyre to approve Item D. Resolution 10-16-2018 B for the Village Fire Department Commission to Utilize the Surplus from the 2017 Budget in the Amount of \$62,906 to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities; Item E, To Approve Utilizing the FEMA Reimbursement Funds to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities; and Item F. To Approve Utilizing the 3rd Quarter Ambulance Funds to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements

to the premises and to modernize the facilities, contingent upon Bunker Hill receiving written confirmation that funds would be reimbursed to Bunker Hill should Bunker Hill separate from the Village Fire Department at the end of 2019.

The motion carried 4-0.

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 September 18, 2018 Council Meeting
- B. Minutes of the September 26, 2018 Special Budget Meeting
- C. Minutes of the September 28, 2018 Special Meeting for Fire and EMS Services
- D. Minutes of the October 2, 2018 Special City Council Meeting to adopt the Budget
- E. September 2018 Financials
- F. Fused Industries, Payment No. 3 in the amount of \$568,676.47 for work completed through August 1, 2018 to September 8, 2018 for the Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road
- G. G&A Boring Directional, Pay No. 3 in the amount of \$66,411.00 for work completed through July 21, 2018 to August 20, 2018 for the Water Rehab on Blalock Road and Wendover
- H. Lloyd, Smitha & Associates, Inc. Invoice No. CMBH1703-03 for professional services rendered from September 30, 2018 to October 31, 2018 in the amount of \$13,543.00 for Regional Drainage Project 1 and \$411.00 for the Water Rehab Project
- I. RPS, Invoice No. 007054 in the amount of \$1,864.35 for professional services rendered from July 28, 2018 to August 31, 2018 under on-call services for Site Development Review and HGL Calculations for Plan Reviews
- J. RPS, Invoice No. 818103 in the amount of \$3,376.31 for professional services rendered from July 28, 2018 to August 31, 2018 under on-call services for miscellaneous projects including Blalock Woods Drainage, Construction Project Updates, Drainage Review Coordination Meeting Green Oaks Blalock Wood with City of Piney Point
- K. RPS, Invoice No. 818104 in the amount of \$1,864.35 for professional services rendered from July 28, 2018 to August 31, 2018 under on-call services for Drainage Reviews
- L. RPS, Invoice No. 818086 in the amount of \$1,467.00 for professional services rendered from July 28, 2018 to August 31, 2018 under on-call services for Engineering on Kilts, Warrenton and Valley Star Paving and Drainage
- M. RPS, Invoice No. 818087 in the amount of \$15,889.70 for professional services rendered from July 28, 2018 to August 31, 2018 under on-call services for Regional Drainage Project 1 – Taylorcrest, Bunker Hill Road, Cobblestone and Williamsburg
- N. RPS, Invoice No. 818088 in the amount of \$4,008.96 for professional services rendered from July 28, 2018 to August 31, 2018 under on-call services for Water Rehab on Blalock Road and Wendover Lane

- O. T-Construction, LLC Invoice No. 2018-027-02 in the amount of \$ 15,561.75 for Construction of Back Lot Drainage Line on Green Oaks Street and Blalock Lane. This work is being done under the Interlocal Agreement with Texas City.
- P. The Goodman Corporation, Invoice No. 9-2018-5 in the amount of \$286.79 for professional services rendered through September 30, 2018 for the Memorial Drive and Gessner Road Grant Application

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Jay Janecek to approve the Consent Agenda.

The motion carried 4-0.

X. MAYOR'S REPORT

A. Update on Meetings and Activities

Mayor Williams wanted to give recognition and thank Mark Kobelan, Mayor of Piney Point for reaching out to help get the Fire Department issues moving forward in a positive way.

B. Update on Committees

- Beautification Committee – *Councilmember Laurie Rosenbaum*

Councilmember Rosenbaum reported that the lights on Briar Forest and Memorial Drive have been completed and look very nice.

- Drainage Committee - *Councilmember Robert Lord*

Steve Smith reported for Robert Lord who was absent:

The Drainage Project is going very well! The contractor has completed all drainage work on Bunker Hill Road and has moved to Cobblestone West. Restoration is beginning on Bunker Hill Road and we are hopeful we can open the roadway in early November.

Steve Smith met with the Cobblestone and Williamsburg neighborhoods last week and they agreed to staging in the neighborhood and getting Bunker Hill opened. We should finish up with Cobblestone before Thanksgiving and Williamsburg will then begin. We hope the actual roadway construction on Williamsburg will not begin until after Christmas.

Two Localized Projects in the Piney Point Right of Way along the Blalock Ditch were discussed with the Committee. These include Green Oaks and Blalock Lane and Blalock Woods. RPS is currently looking at an alternative design which may

be better. Mayor Williams noted that drainage is a critical issue for Piney Point as well and we should understand their concerns and the redesign may be a much better alternative.

The Winshire Check Valve is being relocated and this should help that area.

- Public Safety & Tri Cities Public Safety Committee - *Councilmember Jay Janeczek*

No report was provided as the Committee has not met since the last Council meeting.

- Technology Committee – *Mayor Jay Williams*

No report was provided as the Committee has not met since the last Council meeting.

- Court Security Committee – *Karen Glynn, City Administrator*

No report was provided as the Committee has not met since the last Council meeting.

XI. CITY ADMINISTRATOR'S REPORT

Karen Glynn presented this item.

A. Upcoming Calendar Events for 2018

Ms. Glynn outlined the following events planned for the last few months of 2018:

- October 27th - The Six Memorial Villages are hosting a Recycling Event. This will be held at Hedwig Village City Hall from 8:00 am until 12:00 p.m. This will include shredding, prescriptions, electronics and also household and clothing for reuse.
- November 13th - This will be the last Regular City Council Meeting for the year and it has been moved up one week to accommodate the Thanksgiving Holiday.
- November 22nd & 23rd - Thanksgiving Holidays – City Hall will be closed.
- December 18th – The City Council Meeting has been cancelled; the City will be hosting our annual Holiday, Thank You Event for our Volunteers at Eddy V's at City Centre.
- December 20th - The 2nd Annual Twinkle Light Parade.

- December 24th thru January 1st - City Hall will be closed for the holidays; Employees will be taking vacation time with their holidays. We will be back January 2nd.

B. Update on Projects and Activities

Ms. Glynn shared that staff is looking at our funding for the water line project as noted by Steve Smith earlier in the meeting. There are two additional streets that have become priority projects. These were not on Gama's initial top 10 list but are now. We are hoping to bring back a change order to complete these two with the contractor who had done a really good job for us.

Work continues at the Taylorcrest Water Plant. The well has been cleaned and the new submersible well assembly was being installed today. It is expected that this well will be completed and returned to service in two weeks.

Water Well #3 on Memorial developed some problems. Staff found that this was a motor issue. The motor was replaced using a spare motor and the problem has been resolved.

The Goodman Corporation shared that the grant application for Memorial and Gessner will be submitted to HGAC by the end of October. Ms. Glynn also clarified a public comment at the last Council Meeting that there are no TxDOT requirements for public meetings until funding is approved. If funded, the City will then proceed with these meetings. In the meantime, there will be an article in the October newsletter.

The City is featuring a new artist, Len Kowitz. Mr. Kowitz will be hosting a reception this weekend.

XII. ADJOURN

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Laurie Rosenbaum to adjourn the meeting at 6:26 p.m.

The motion carried 4-0.

Approved and accepted on November 13, 2018.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance