

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
NOVEMBER 13, 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 - absent  
Derra Purnell, Attorney - Olson and Olson

**II. PLEDGE OF ALLEGIANCE - Bennett Pearson, Boy Scout**

Bennett Pearson with Boy Scout Troop No. 642 led the group in the Pledge of Allegiance. Bennett attends Memorial Middle School.

**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.

Mayor Jay Williams addressed the audience. There is an item regarding Bunker Hill and the Village Fire Department on the Agenda. The Mayor suggested that attendees hear the presentation on this topic and then speak at that time unless someone would like to address the council first and/or if someone had a topic other than the fire topic.

Bob Croyle, resident at 657 Bunker Hill Road reported that he is not happy with the progress being made on the Bunker Hill Road Construction Project. Mr. Croyle said that there are not enough people working on the project. Bunker Hill Road is getting beaten up with a lot of pot holes and he would like for the City Council to come out and take a look at it and see if the City can expedite the project.

Mayor Williams asked that Steve Smith, Public Works Director and Ed Lloyd with Lloyd Smith & Associates who serves as the Construction Project Manager, meet with Fused Construction. The Mayor would like for Bunker Hill Road to be completed and open for Thanksgiving.

Steve Smith reported that there is a different crew performing the sidewalk, driveway and grass restoration. The weather has played a big part of not being able to complete this work; however, the project is ahead of schedule overall. Per Mayor Williams request, Ed Lloyd, Karen Glynn and Steve Smith will work during this next week to make sure this work can be completed and the road opened by Thanksgiving.

Tom Zay, resident at 11609 Green Oaks, shared his concerns regarding a project to recreate the ditch in the back of his lot (between Blalock Lane and Green Oaks). This project has been discussed for the last two years and was finally moving forward. Stakes were out and construction was almost ready to begin when a number of issues came up and now Piney Point will not approve. Mr. Zay wants to understand the status of this project. He feels this is a political issue.

Steve Smith commented that he is working with the City of Piney Point to answer questions regarding the project. The staff is also working with the homeowners to see if an alternate design could be accomplished. However, the City does feel that the best option is to get things resolved with the City of Piney Point. Mr. Smith will continue to work through and pursue both options.

#### **IV. FIRE COMMISSIONER REPORT**

##### **A. Review and Discussion on Improving Response Times -- Update and Next Steps**

Mayor Williams shared that Derry Essary, Fire Commissioner, will make a presentation and the Council will then take public comments after the presentation.

Commissioner Essary presented a powerpoint presentation which included information on the City's mission for public safety; reports developed and provided to the Fire Commission on response times for the department; data on Fire Services and response times; National Standards regarding fire services; efforts made to mitigate the concerns; and recommendations to improve response times in the south-western service area.

Jason Williams, Bissinger, Oshman & Williams LLP (the City's contract Attorney for this issue) discussed a difference in opinion between the Fire Commission and Bunker Hill regarding Bunker Hill's "membership" in the Village Fire Department. Bunker Hill continues to receive services from the Village Fire Department and desires to resolve this issue.

A discussion with the Council included comments from Chief David Foster regarding some history and recommendations for a second fire station. In addition, Chief Foster commended Bunker Hill's Public Safety Committee for their recommendation to partner with the Memorial Villages Police Department to assist the Fire Department in responding to all fire calls.

Mayor Williams invited comments from the public. The following residents spoke at the meeting:

- Pamela Kersey - 11906 Cobblestone Drive  
Ms. Kersey comments included the desire for more communications on this topic; the desire to remain a part of the Village Fire Department; support for reconstruction/renovation of the Fire Station; and the recommendation to reconcile with the other Villages

- Jerry Thompson - 21 Bylane Drive  
Mr. Thompson asked about the possible locations for an additional Fire Station and if these have been disclosed.
- Lauren Eagle – 11637 Green Oaks  
Ms. Eagle asked about the City’s plans after December 2019 and the possible locations for an additional Fire Station.
- Clay Connelly - 3 Greyton Lane  
Mr. Connelly asked about the City’s plans after December 2019.
- Jennifer Thompson – 21 Bylane Drive  
Ms. Thompson asked about the possible locations for an additional Fire Station and how would the station be funded with the other Villages.
- Jake Graham - 11821 Chapelwood  
Mr. Graham commented on the possible location of an additional Fire Station and the desire to improve coverage overall for the Department.

## **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**

Mayor Williams convened into closed executive session at 6:31 p. m.

Mayor Williams reconvened the meeting at 7:26 p. m.

- B. Consideration and Possible Action to Ratify a Contract with Kirksey Architecture in an amount not to exceed \$15,000 to develop a plan and cost evaluation for a Fire Station in the Southwest Area of the Village Fire Department Service Area

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Jay Smyre to Approve a Contract with Kirksey Architecture in an amount not to exceed \$15,000 to develop a plan and cost evaluation for a Fire Station in the Southwest Area of the Village Fire Department Service Area.

The motion carried 4-0.

- C. Update on Activities

There were no updates provided.

## V. POLICE COMMISSIONER REPORT

### A. Update on Activities

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

- In October, the Department responded to 7,204 calls.
- Bunker Hill Village had 2,313 calls.
- The average response time was 3:07.
- Officers wrote 865 citations total from all three cities.
- Bunker Hill had 307 citations.
- Bunker Hill added six new V-LINC registrations
- There is currently one opening in dispatch.

Commissioner Smyre noted that the Department has been focusing on the STEP Program and on house checks especially over the holidays.

## VI. 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, (1) - (4) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1) - (4); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER; 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.

Each November, following adoption of the Fiscal Year Budget, the City Council sets the annual utility rates for Water and Wastewater Services. With approval of the 2019 Budget, a fee increase for water and wastewater was recommended and approved. The increase for water and wastewater is primarily to the base rate. The increase for water has been balanced between higher and lower water users and is planned for implementation over several years. The water increase also includes an estimated increase anticipated for the City of Houston water that is purchased. The wastewater increase is to the base only. Increases are for both residential and nonresidential users. The average increase is 9%.

Staff recommends approval of an Ordinance setting the fees for water and wastewater rates in the City of Bunker Hill Village for 2019.

It was noted that this Ordinance does not include a rate increase for Texas Pride for solid waste and recycling. Texas Pride provided a rate decrease in June that would continue for the remainder of the contract which ends in December 2019.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve the Ordinance as presented.

The motion carried 4-0.

**VII. CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULING OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item:

On an annual basis, the City adopts, by resolution, a schedule for various fees. During the budget process for 2019, there were no recommended changes in the fee schedule.

In accordance with the City's permit fee schedule, the annual assessment for building permits is to be reviewed annually and adjusted as required based on certified values from HCAD for the most recent three years of completed new construction. The fees assessed for building permits are based on a per square foot of climate-controlled space as well as all other non-climate-controlled spaces under roof. The climate-controlled space fee valuation is to be rounded up to the nearest \$10. Non-climate controlled under roof improvements will be set at 50% of climate-controlled fees.

The new valuation was calculated based on the policy outlined above and the HCAD certified tax role. The valuation for the climate-controlled space was calculated and recommended to be set at \$190.00 per square foot with the valuation for all non-climate-controlled spaces at \$95.00. This is consistent with HCAD valuations for 2018 following Hurricane Harvey.

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Susan Schwartz to Approve the Resolution as presented.

The motion carried 4-0.

**VIII. CONSIDERATION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ACKNOWLEDGING REVIEW AND APPROVAL OF THE PUBLIC FUNDS MANAGEMENT AND INVESTMENT POLICY - Britique Williams, Director of Finance/City Secretary**

Britique Williams presented this item:

The City's Investment Committee includes Mayor Jay Williams, Councilmember Susan Schwartz, and City Administrator Karen Glynn. Britique Williams, City Secretary/Finance Director serves as the City's Investment Officer. The Committee met on Tuesday, November 6, 2018 to review the City's Investment Policy. This is required on an annual basis.

The Committee discussed opportunities to gain more interest revenue since interest rates have increased. It was decided to use the City's existing banks and ladder certificates of deposit. As a result, there are two amendments recommended by the City's auditor. A sentence has been added that "All funds, must have the collateralization level of 102% of the market value of the principal and interest" and increasing the collateralization for CDs over \$250,000.

The Committee also discussed the contract for the 2018 audit and the operational audit. The Committee recommends contracting with Belt Harris Pechacek, LLLP for the 2018 Audit. The operational audit planned for 2018 is currently underway. The City focused on the collection of fees for the development process. The auditor has completed field work and the report is expected in late November. The Committee will meet in the new year to review the operational audit in addition to the proposed “Red Flag” Policy that staff has been working to develop.

Staff and the Investment Committee recommend approval of the Resolution readopting the City's Public Funds Management and Investment Policy with amendments.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to Approve the Resolution as presented.

The motion carried 4-0.

**IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH BELT HARRIS PECHACEK, LLLP FOR THE 2018 AUDIT IN AN AMOUNT NOT TO EXCEED \$16,345.00 - Britique Williams, Director of Finance/City Secretary**

Britique Williams presented this item.

The Finance Audit Committee is recommending a contract with Belt Harris Pechacek, LLLP for the 2018 Audit. Staff has received a proposal from Belt Harris Pechacek LLLP to conduct the 2018 Audit. The cost is slightly higher as a result of some additional requirements. Funds are budgeted in 2019 for this service.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Jay Smyre to approve the contract with Belt Harris Pechacek, LLLP for the 2018 audit in an amount not to exceed \$16,345.00.

The motion carried 4-0.

**X. CONSIDERATION AND POSSIBLE ACTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND LOCK IN A RATE FOR ELECTRIC RETAIL SALES AT THE MOST FAVORABLE RATE TO THE CITY - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item:

The City is currently under a contract with the General Land Office (GLO) for electric retail sales. The contract will expire at the end of January 2019. The GLO has provided this service to the City since 2002.

Recent discussions with the GLO indicate a rate higher than the current contract rate; however, rates are changing daily. Staff has also been contacted by other energy providers. Mr. Smith shared the recommendation that the City Council authorize the City Administrator to review costs and to negotiate and lock in the best price available. A new contract would come back to the Council to ratify in January.

A motion was made by Councilmember Laurie Rosebaum and seconded by Councilmember Susan Schwartz to Approve the City Administrator to negotiate and lock in a rate for electric retail sales at the most favorable rate to the City.

The motion carried 4-0.

**XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 4 TO THE CONTRACT WITH FUSED INDUSTRIES, LLC FOR CONSTRUCTION OF THE CITY'S REGIONAL DRAINAGE PROJECT ON TAYLORCREST, WILLIAMSBURG, BUNKER HILL AND COBBLESTONE IN AN AMOUNT NOT TO EXCEED \$10,605.00 FOR ADDITIONAL DRAINAGE EXPENSES - *Steve Smith, Director of Public Works/ Building Official***

Steve Smith presented this item.

Regional Drainage Project No. 1 is currently underway in the area of Taylorcrest, Bunker Hill Road, Williamsburg and the Cobblestone. The project is progressing very well. As with most projects, field conditions often require changes to the design. Change Order No. 4 has been presented to RPS and Staff.

The cost of Change Order No. 4 is \$10,605.00 and will be funded from the project contingency. This change order includes additional piping and coring required to tie-in existing yard drains into the proposed 6' x 3' Reinforced Concrete Boxes on Bunker Hill Road (east side). Cost of yard drains has been established at \$15/LF and \$1,200 per core. The additional work on the east side of Bunker Hill Road totaled 5 cores and 307 LF of pipe for a total of \$10,605.00.

*Jay Janecek left the council meeting at 8:04 p. m. and returned at 8:07 p.m.*

A motion was made by Councilmember Susan Schwartz and seconded by Councilmember Jay Smyre to approve Change Order No. 4 to the contract with Fused Industries, LLC for construction of the City's Regional Drainage Project on Taylorcrest, Williamsburg, Bunker Hill and Cobblestone in an amount not to exceed \$10,605.00 for additional drainage expenses.

The motion carried 3-0.

**XII. CONSIDERATION AND POSSIBLE ACTION ON RECOMMENDATIONS FROM THE DRAINAGE COMMITTEE FOR LOCAL PROJECTS - *Steve Smith, Director of Public Works/ Building Official and William Conlan, RPS Klotz Associates***

- A. Approve Funding in an amount not to exceed \$600,000.00 and authorize the City Administrator to approve a Change Order with Fused Industries LLC to add Drainage, Street, and Water Line Improvements to CobblestoneEast
- B. Approve Funding in an amount not to exceed \$49,900.00 to Partner with Thompson Custom Homes for the Construction of a Local Drainage Improvement Project on Monica Lane

Steve Smith presented these items. The Drainage Committee met on Tuesday, November 13, 2018. The Committee has been in discussion regarding two local drainage projects:

#### **A. Cobblestone East**

The City Council approved the contract with Fused Industries in April 2018 to construct Regional Drainage Project Phase 1. At that time, there were also 3 alternate bids that were evaluated and it was determined that a recommendation on the Cobblestone East alternate would come to City Council at a later date. As the project is in its last phase for the storm sewer work, the Drainage Committee and Staff are recommending adding the improvements on Cobblestone East to the Project.

RPS has evaluated different alternatives for Cobblestone East. The recommended design includes the design originally bid as Alternate 1 in addition to constructing a 48 inch pipe on the south side as well. This recommendation maximizes storage on both sides of the roadway. In addition, there would be a new water line constructed.

The actual change order is being priced; however, Fused has provided a cost not to exceed \$600,000 for the additional drainage and water line work.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to Approve Funding in an amount not to exceed \$600,000.00 and authorize the City Administrator to approve a change order with Fused Industries, LLC to add Drainage, Street, and Water Line Improvements to Cobblestone East.

The motion carried 4-0.

#### **B. Monica Lane**

The City has previously participated with home builders on Monica Street to improve the drainage pattern as new homes have been planned. Thompson Custom Homes is constructing a new home, two lots to the east of W146 and has agreed to construct street drainage pipe sized to the city standards. Between the house currently under construction and the ditch are two lots. One has an open ditch and the other has the ditch already covered; however, the pipe is too shallow and undersized. This existing pipe needs to be removed and replaced with an adequately sized pipe and at the proper depth.

The drainage contractor working with Thompson Custom Homes has provided the City with a proposal to install a 24" High Density Poly-Ethylene (HDPE) pipe at the City's cost not to exceed \$49,900.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to approve funding in an amount not to exceed \$49,900.00 to partner with Thompson Custom Homes for the construction of a Local Drainage Improvement Project on Monica Lane.

The motion carried 4-0.



**XIII. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A CHANGE ORDER TO THE CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND G & A BORING DIRECTIONAL TO ADD ADDITIONAL UTILITY WORK ON CARL LANE AND/OR JACK LANE IN AN AMOUNT NOT TO EXCEED \$89,000.00 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item:

The City's Regional Water Line Project is substantially complete. A walk through was conducted on Thursday, October 11, 2018 with minimal needs. G & A Directional Boring has done excellent work on this project and the pricing is competitive.

As discussed with the City Council at the October Meeting, Staff has identified two additional priority streets in need of water rehab. These streets are Carl Lane and Jack Lane. Staff has completed the review of the final quantities as well as City priorities and financials for 2018 to see if there is an opportunity to add other priority work to this contract. G & A has provided a cost to bore these lines in an amount not to exceed \$89,000 with minimal engineering costs.

It is recommended to utilize the FEMA reimbursement funds which have a balance of \$104,000 following funding the gap for the dump truck and reimbursement to Piney Point and Hunters Creek.

Staff recommends approval of a change order and expenditure to add new water lines for these streets.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to authorize the City Administrator to approve Change Order No. 2 to the contract with G & A Boring Directional to add additional utility work on Carl Lane and Jack Lane in an amount not to exceed \$89,000.

The motion carried 4-0.

**XIV. DISCUSSION AND DIRECTION FOR THE CITY TO WORK WITH THE PLANNING AND ZONING COMMITTEE TO PURSUE A VACANT HOUSE ORDINANCE - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item:

Staff continues to get complaints about various vacant houses in the City. There are currently four houses that have been problematic and have been targeted for continuous code enforcement focus which include high grass, vandalism, and ongoing complaints from surrounding property owners.

Staff has reviewed opportunities to address these concerns and found a city outside of Texas that has implemented a vacant house ordinance whereby vacant houses must be registered with the City and assessed a fee.

The purpose of this item is to gain City Council support of this concept. Staff would then work with the Planning and Zoning Commission in 2019 to review opportunities to address these concerns and make a recommendation to the City Council.

The Mayor gained City Council consensus with this recommendation and directed Staff to proceed with working with the Planning and Zoning Commission on this concept. There was no motion or vote on this item.

#### **XV. 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 October 12, 2018 Special Council Meeting
- B. Minutes of the October 16, 2018 Regular Council Meeting
- C. October 2018 Financials
- D. Fused Industries, LLC Payment No. 4 in the amount of \$421,303.09 for work completed through September 9, 2018 to October 5, 2018 for the Regional Drainage Project 1 - Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road
- E. G & A Boring Directional, Pay No. 4 in the amount of \$47,949.25 for work completed through September 21, 2018 to October 21, 2018 for the Water Line Rehab on Blalock Road and Wendover Lane
- F. T-Construction, LLC Invoice No. 2018-027-01 in the amount of \$6,375.00 for installation of a new fire hydrant on Blalock Lane and mobilization transportation of equipment to and from job site - one per job. This work is being done under the Interlocal Agreement with Texas City.
- G. T-Construction, LLC Invoice No. 2018-027-04 in the amount of \$8,325.00 for mobilization and remove & existing 18" check valve and relocate on existing 18" storm sewer pipe. This includes excavation, check valve, removal, relocated and sod restoration. This work is being done under the Interlocal Agreement with Texas City.
- H. Lloyd, Smitha & Associates, Inc. Invoice No. CMBH1 703-03 for professional services rendered from September 29, 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. 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 Regional Phase I Project Review, Green Oaks/Blalock Lane Design, Drainage Committee/City Council Meetings and Site Development Reviews and HGL determination
- J. 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 Regional Phase I Project Review, Green Oaks/Blalock Lane Design, Drainage Committee/City Council Meetings and Site Development Reviews and HGL determination
- K. RPS, Invoice No. 918094 in the amount of \$3,757.00 for professional services rendered from September 1, 2018 to September 30, 2018 under on-call services for Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- L. RPS, Invoice No. 918093 in the amount of \$12,700.15 for professional services rendered from September 1, 2018 to September 30, 2018 under on-call services for Regional Drainage Project 1

- M. RPS, Invoice No. 918074 in the amount of \$5,222.80 for professional services rendered from September 1, 2018 to September 30, 2018 under on-call services for Green Oaks/Blalock Lane Design, Drainage Committee Meeting and Site Development Reviews and HGL determination
- N. RPS, Invoice No. 918075 in the amount of \$1,718.45 for professional services rendered from September 1, 2018 to September 30, 2018 under on-call services for Green Oaks/Blalock Lane Design, Drainage Committee Meeting and Site Development Reviews and HGL determination
- O. Langford Engineering, Inc. Invoice No. 21655 in the amount of \$266.17 meeting at City Hall and Well # 3 concerns and status of Well #1
- P. Sergio Scheveloff (Electronic Security Solutions) 50% Down Payment in the amount of \$4,907.50 for Proposal CBH\_O1 to Install Video Surveillance and Electronics Security and Panic System in the Court/City Council and City Hall Lobby Area
- Q. Horticultural Services, Inc. Estimate No. 7737 in the amount of \$5,600.00 for trees, mulch, stakes and bubbler.
- R. The Goodman Corporation, Invoice No. 10-2018-2 in the amount of \$573.54 for professional services rendered through October 31, 2018 for the Memorial Drive and Gessner Road Grant Application

Councilmember Rosenbaum asked that Item R be removed from the consent agenda.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve the Consent Agenda except for Item. R.

The motion carried 4-0.

Councilmember Rosenbaum wanted clarification on Item R. Karen Glynn explained that this was an invoice from the Goodman Corporation in accordance with the contract to prepare the grant application which was completed in October.

A motion was made by Councilmember Laurie Rosembaum and seconded by Councilmember Jay Smyre to approve Item R.

The motion carried 4-0.

## **XVI. MAYOR'S REPORT**

### **A. Update on Activities**

Mayor Williams noted that Mayor Pro Tem Jay Smyre will be attending the Mayors Meeting for him on Wednesday, November 14, 2018.

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

### **A. Update on Activities**

Karen Glynn noted that the Grant Application for Memorial Drive and Gessner Road has been submitted to HGAC.

### **B. Update on Capital Projects**

Karen Glynn reiterated that the goal is to finish the work on Bunker Hill Road and open the roadway in both directions by Thanksgiving.

### **C. Calendar of Events for the end of 2018**

Karen Glynn reminded the Council of the upcoming events and City Hall Hours:

- City Hall will be closed Thursday, November 22 and Friday, November 23 for the Thanksgiving Holiday.
- The City's Holiday Party to honor volunteers will be December 18 at Eddie V's at City Centre at 5:00 p.m.
- The 2<sup>nd</sup> Annual Twinkle Light Parade will be December 20 at 6:00 p.m.

### **D. City Hall Holiday Schedule**

Karen Glynn noted that City Hall will be closed December 24 thru January 1 for the holidays. Staff will be taking vacation time.

## **XVIII. ADJOURN**

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to adjourn the meeting at 8:41 p.m.

The motion carried 4-0.

Approved and accepted on January 15, 2019.

  
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Jay Williams, Mayor

ATTEST:

  
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Britique Williams, City Secretary/Dir. of Finance