

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
JANUARY 15, 2019 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
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

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.

Pamela Kersey, 11906 Cobblestone, spoke. Ms. Kersey received the V-LINC from Councilmember Jay Janecek and asked if the Council could define "stop gap/temporary." Councilmember Jay Janecek responded. He shared that the City's Public Safety Committee recommended that Memorial Villages Police Officers assist with the Fire calls in the MVPD Service Area. This has been very helpful. The City appreciates the coordination and cooperation between the Departments and it is expected that this will continue. However, the Committee did recommend a second station as the ultimate solution to ensure an EMT or paramedic could be onsite as soon as possible.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Keith Brown presented this item and outlined the following on the monthly report provided to the Council:

- The Department year end unaudited financials are showing ~ 6% under budget
- In December, the Department responded to 10,583 calls; Bunker Hill Village had 4036 calls
- The average response time was 3:04
- Officers wrote 954 citations total from all three cities; Bunker Hill had 296 citations
- There is a significant increase in house watches especially during the holidays
- There is currently one opening for a uniformed officer and one opening in dispatch

Commissioner Brown shared that clearance rates for crimes is improving. He also shared that Councilmember/Commissioner Smyre will be the Commission Chairman for 2019.

- B. Receipt of Check from the Memorial Villages Police Department for Surplus Reimbursement for Fiscal Years 2016 and 2017 in the amount of \$ 51,051.00

Karen Glynn noted that the City has received a check from the Memorial Villages Police Department. Audits from 2016 and 2017 resulted in a surplus that has been sent back to the Cities. Bunker Hill received a check for \$51,051.00. Bunker Hill had previously established a reserve for Police Department from a reimbursement in 2015. The latest reimbursement has been included in this reserve which has a resulting balance of \$88,051.00.

V. FIRE COMMISSIONER REPORT

Review and Discussion on Efforts to Improve Response Times

Bert Rosenbaum, Alternate Fire Commissioner and Jay Smyre, Police Chairman, gave a presentation and answered questions from the council and audience. The presentation shared was the presentation made to the Village Fire Commission on December 19, 2018 and included efforts to date.

The following residents spoke and comments made were included as follows:

- Pamela Kersey, 11906 Cobblestone – Ms. Kersey referenced the December Fire Commission Meeting where the Fire Chief shared that he did not think the Department would ever hit the 20% mark for needing to staff an additional ambulance.

It was noted that Bunker Hill Village City Council believes that with all the new construction along 1-10, that this could very well happen. When additional staff is needed, Bunker Hill proposes that an additional station be constructed on the southwest side and sees this potential in the next 3-5 years.

- Ed Knight, 47 Williamsburg – Mr. Knight thanked the City Council for their time and energy that they have put into this issue. Mr. Knight had questions about the interlocal agreement and budget with regards to the Village Fire Department.

It was noted that Bunker Hill Village approved the operating budget but did not approve the capital budget because there was not enough information of how the money was going to be spent.

- Tom Snyder, 11702 Broken Bough Circle – Mr. Snyder asked if the other two cities (Piney Point and Hunters Creek) would help with the funding of this proposed new station since it will help them as well.

It was noted that, at this time, the other cities do not seem to be interested in participating.

- Victor Burk, 9 Dunham Lane – Mr. Burk stated that the City Council has done an effective job. He asked if the Commission has to have a unanimous vote to approve Bunker Hill Village getting back in the VFD. He also asked what options are Bunker Hill Village looking at after December, 2019.

It was noted that Bunker Hill Village wants to remain a part of the VFD. The Fire Commission has set-up a sub-committee to review the interlocal agreement and determine the process for the Commission to take for this action. Bunker Hill would like a letter in writing that states that the City has coverage beyond December, 2019. Bunker Hill has been evaluating other options if needed.

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 6:19 p. m.

Mayor Williams reconvened the meeting at 7:06 p. m.

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

- A. Consideration and Possible Action to Increase the contract with Bissinger, Oshman & Williams LLP by \$10,000.00

A motion was made by Councilmember Jay Janeczek and seconded by Councilmember Jay Smyre to Approved the Increase to the Contract with Bissinger, Oshman & Williams LLP by \$10,000.00.

The motion carried 5-0.

- B. Update on Activities

There were no updates.

VI. 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 4, 2019 FOR THE PURPOSE OF ELECTING THE MAYOR AND TWO COUNCIL MEMBERS (POSITION NOS. 4 AND 5); 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 noted that this is the Ordinance approved annually to call the City's Election.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve the Ordinance No. 19-502 as presented.

The motion carried 5-0.

VII. 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*

Karen Glynn, City Administrator, presented this item and answered questions and comments. Ms. Glynn noted that this ordinance is an action required by state law on an annual basis. Staff is recommending the Memorial Examiner be the City's official newspaper.

A motion was made by Councilmember Robert Lord and seconded by Councilmember Susan Schwartz to approve Ordinance No. 19-503 as presented.

The motion carried 5-0.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 6 TO THE CONTRACT WITH FUSED INDUSTRIES, LLC FOR CONSTRUCTION OF THE CITY'S REGIONAL DRAINAGE PROJECT ON TAYLORCREST, WILLIAMSBURG, BUNKER HILL, AND COBBLESTONE TO ADD NEW BID ITEMS AND ADJUST QUANTITIES RESULTING IN A NO COST IMPACT TO THE PROJECT - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item and answered questions and comments: Ms. Glynn noted that this is a "no cost" change order that added line items to complete Bunker Hill Road by Thanksgiving and adjusted quantities not being used on the project.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Robert Lord to approve Change Order No. 6 to the contract with Fused Industries, LLC for Construction of the City's Regional Drainage Project on Taylorcrest, Williamsburg, Bunker Hill and Cobblestone to Add New Bid Items and Adjust Quantities Resulting in a No Cost Impact to the Project.

The motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO RATIFY AN AGREEMENT BETWEEN THE TEXAS GENERAL LAND OFFICE AND THE CITY OF BUNKER HILL VILLAGE FOR ELECTRIC RETAIL SALES AT THE MOST FAVORABLE RATE TO THE CITY - Karen Glynn, City Administrator

Karen Glynn, City Administrator, presented this item and answered questions and comments: Ms. Glynn noted that this item was discussed at the November meeting. Since November, staff has asked for proposals to provide the City's electricity needs. These proposals and costs were reviewed. The City Administrator approved continuing to utilize the General Land Office for a 60 month contract period. There is an increase but this amount will be stable for the contract time period and was the best proposal.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to ratify an Agreement between the Texas General Land Office and the City of Bunker Hill Village for Electrical Retail Sales at the Most Favorable Rate to the City.

The 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 13, 2018 Regular Council Meeting
- B. Minutes of the December 18, 2018 Special Council Meeting
- C. November 2018 Financials
- D. Fused Industries, LLC Payment No. 5 in the amount of \$375,165.35 for work completed through October 6, 2018 to November 9, 2018 for the Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone, and Bunker Hill Road
- E. Fused Industries, LLC Payment No. 6 in the amount of \$260,642.00 for work completed through November 10, 2018 to December 1, 2018 for the Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone, and Bunker Hill Road
- F. T-Construction, LLC Invoice No. 2018-027-05 in the amount of \$6,429.00 for installation of a service replacement with cleanouts including mobilization and traffic control. This work is being done under the Interlocal Agreement with Texas City

- G. Lloyd, Smitha & Associates, Inc. Invoice No. CMBH1703-04 for professional services rendered from November 1, 2018 to November 30, 2018 in the amount of \$20,207.00 for Regional Drainage Project 1
- H. RPS, Invoice No. 1018012 in the amount of \$3,619.20 for professional services rendered from October 1, 2018 to November 2, 2018 under on-call services for Water Line Improvements for Blalock Road and Wendover Lane
- I. RPS, Invoice No. 1018013 in the amount of \$20,561.33 for professional services rendered from October 1, 2018 to November 2, 2018 under on-call services for Regional Drainage Improvements on Taylorcrest Road, Bunker Hill Road, Williamsburg Lane, and Cobblestone Drive
- J. RPS, Invoice No. 1018014 in the amount of \$20,500.00 for professional services rendered from October 1, 2018 to November 2, 2018 under on-call services for Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- K. RPS, Invoice No. 1018020 in the amount of \$1,644.99 for professional services rendered from October 1, 2018 to November 2, 2018 under on-call services for General On-Call Services
- L. RPS, Invoice No. 1018021 in the amount of \$1,472.77 for professional services rendered from October 1, 2018 to November 2, 2018 under on-call services for drainage site development review
- M. RPS, Invoice No. 1118024 in the amount of \$2,784.00 for professional services rendered from November 3, 2018 to November 30, 2018 under on-call services for Water Line Improvements for Blalock Road and Wendover Lane
- N. RPS, Invoice No. 1118025 in the amount of \$9,609.35 for professional services rendered from November 3, 2018 to November 30, 2018 under on-call services for Regional Drainage Project 1 – Taylorcrest, Bunker Hill Road, Cobblestone and Williamsburg
- O. RPS, Invoice No. 1118028 in the amount of \$32,409.00 for professional services rendered from November 3, 2018 to November 30, 2018 under on-call services for Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- P. Neil Technical Services, Corp., Invoice No 83083 in the amount of \$16,196.75 through December 2018 for Water Plant #1 Well Upgrade, Soft Start and RTD Equipment
- Q. Neil Technical Services, Corp., Invoice No 83696 in the amount of \$115.00 through December, 2018 for Wiring for City Sign
- R. Neil Technical Services, Corp., Invoice No 83714 in the amount of \$7,046.00 through December, 2018 for City Hall Water Plant, Investigate Generator and ATS
- S. Probstfeld & Associates, Invoice No. 58296 and 58297 in the amounts of \$117.50 and \$385.00 for professional services rendered and billed on December 11, 2018 for engineering services for drainage site development review
- T. Probstfeld & Associates, Invoice No. 58319, 58320, 58321 and 58327 in the amounts of \$610.00, \$497.50, \$305.00 and \$460.00 for professional services rendered and billed on December 14, 2018 for engineering services for drainage site development review
- U. Probstfeld & Associates, Invoice No. 58350, 58351, 58353 and 58355 in the amounts of \$305.00, \$305.00, \$620.00 and \$155.00 for professional services rendered and billed on December 19, 2018 for engineering services for drainage site development review
- V. Layne Christensen Company, Invoice No. 92093610 in the amount of \$31,618.00 for work completed through November 21, 2018 on the City Hall Water Well #1 Repair

- W. Layne Christensen Company, Invoice No. 92093611 in the amount of \$27,780.00 for work completed through November 21, 2018 on the City Hall Water Well #1 Repair
- X. Layne Christensen Company, Invoice No. 92091993 in the amount of \$79,316.00 for work completed through October 26, 2018 on the City Hall Water Well #1 Repair
- Y. Langford Engineering, Inc., Invoice No. 21655 in the amount of \$266.17 for professional services rendered through September 30, 2018 for the Water Well #3 Improvements

- Z. Langford Engineering, Inc., Invoice No. 21758 in the amount of \$576.70 for professional services rendered through October 31, 2018 for the Taylorcrest Water Plant Improvements Project
- AA. Langford Engineering, Inc., Invoice No. 21806 in the amount of \$88.72 for professional services rendered through November 30, 2018 for the Taylorcrest Water Plant Improvements Project
- BB. Bissinger, Oshman & Williams LLP, Invoice No.14500 in the amount of \$10,221.03 for professional services rendered July 30, 2018 and October 31, 2018
- CC. Northwest Pest Control Contract for Fiscal Year 2019 Mosquito Spraying
- DD. Renewal agreement between the Harris County Sheriff's Office and the City of Bunker Hill Village to house, support, maintain, and confine city prisoners under the same terms and conditions through December 31, 2019 (\$80.00 per day, or portion of a day) and may be renewed for three (3) additional one-year periods
- EE. Houston Community Newspaper Contract for publishing notices or other matters required by law for the period of January 1, 2019 through December 31, 2019
- FF. Interlocal Agreement with Harris County in the amount of \$1,925.49 for administration and implementation of a regional watershed protection education program for a one- year timeframe with automatic renewals on an annual basis
- GG. Renewal agreement (36 months) with ALSCO Linen and Uniform Rental Services for the City's Public Works Staff

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Robert Lord to approve the Consent Agenda as presented.

The motion carried 5-0.

XI. MAYOR'S REPORT

A. Report on Activities

Mayor Williams reported that all activities to report are dealing with the Village Fire Department and these items have been discussed.

B. Update on Committees

- Drainage Committee - Councilmember Robert Lord

Robert Lord, Councilmember, and Karen Glynn, City Administrator, shared the following update:

The Regional Drainage Project should be complete by the end of the month. Punch list items will then be addressed. The rain has slowed progress. The Committee would like to do a thank you event following completion of the project.

The Bunker Hill sign and landscaping at Bunker Hill and Taylorcrest will be addressed following the project and staff will be working with the Beautification Committee on this area.

In 2019, the Committee has limited funding for the year and is monitoring the activities going on in the area with the Harris County Bond money that was approved.

The Committee received new lidar maps which is very interesting. The Committee will be reviewing this data in more detail.

The group will continue to work on public policy items and will be developing an update of the master plan to show the public what has been accomplished since adoption.

- Court Security Committee – Karen Glynn, City Administrator

Karen Glynn, City Administrator, presented this item:

Cameras and communications have been installed in City Hall. Panic buttons have been installed in the Council Chambers/Court Room and the next step is to test and be trained on how to use all these items.

C. Discussion and possible action on 2019 City Council Meetings, Events and Holiday Schedule

Karen Glynn, City Administrator, presented this item:

The 2019 Holiday Schedule includes the nine (9) major holidays and a Floating Holiday is observed by each employee for their birthday

Reviewing the third Tuesday Meetings for 2019, there is one date that Ms. Glynn recommended be adjusted. This is Tuesday, May 21, 2019. A special meeting will be needed if the City has an election on May 4, 2019 to canvass the election. The May 21, 2019 Meeting could be moved to Tuesday, May 14, 2019 to accomplish the canvass and the regular meeting. In addition, Council typically cancels one meeting during the summer and the December meeting to hold the annual Christmas Appreciation Reception.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve the 2019 Holiday and City Council Meeting Schedule, moving the May meeting to May 14, 2019 and cancelling the July and December Meetings as discussed.

The motion carried 5-0.

Ms. Glynn also highlighted the City's Annual Events and noted that the Annual State of the City Presentation may be adjusted to include other priorities and projects.

XII. CITY ADMINISTRATOR'S REPORT

A. Update on Activities

Karen Glynn, City Administrator presented this item.

Ms. Glynn highlighted the December Events which included the Annual Volunteer Appreciation Reception for the City's Boards, Commissions, and Committees. Ms. Glynn also reported that Bunker Hill Village had a great Twinkle Light Parade in December. It was great to have the City of Humble join the parade. A special thank you was given to the Police Department for all of their great work. Santa and his family enjoyed the festivities and loves the spirit here in Bunker Hill.

Ms. Glynn reported that Staff is working on reorganizing with the committees early in 2019. There are a lot of year end items that need to be finalized that the City will be working on.

B. Update on Capital Projects

The Drainage Project is going well; however, Williamsburg has been a challenge in addition to the weather. Fused has a new foreman working on the concrete crew. Fused will be removing a section of the cul-de-sac that was just completed at no cost to the City. This is causing added delay on the project.

Cobblestone East is going very well. The residents have been very understanding of the construction and very appreciative of the project.

Planning for the 2019 projects is underway. One of the priority projects will be the overlay on Bunker Hill Road. Cobblestone East and Blalock Woods will also be done at this time.

Mayor Williams wanted to know if the heat exchangers at the VFD had been completed. Karen Glynn will follow-up with Steve Smith on this item.

There are two lighting projects that Bunker Hill is working on with Center Point. Branch Bend and Memorial Drive Lighting should be coming to fruition and Blalock Woods is the other location. Blalock Woods previously had street lights. The streets lights were removed when the waterline and drainage projects were being constructed. These residents are missing their street lights. Bunker Hill is working with Center Point to try to resolve the issue.

RPS is working on the final design for Warrenton, Valley Star and Kilts.

C. Update on 2018 Year End Financials and Planning for 2019 Capital Projects

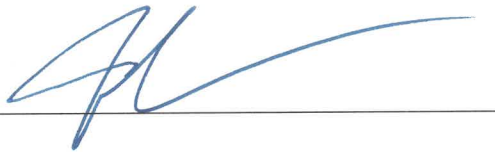
Staff is working on completing the 2018 Year End Financials and will have unaudited results in February. November reports were very favorable.

XIII ADJOURN

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to adjourn the meeting at 7:33 p. m.

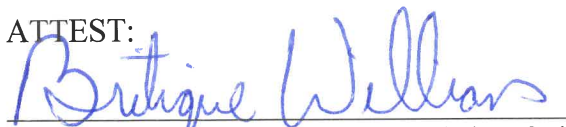
The motion carried 5-0.

Approved and accepted on February 19, 2019.

A handwritten signature in blue ink, appearing to read 'J Williams', is written above a horizontal line.

Jay Williams, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read 'Britique Williams', is written above a horizontal line.

Britique Williams, City Secretary/Dir. of Finance