

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

Mayor Williams suspended with the pledge

III. PROCLAMATION

A Proclamation naming April 2019 as "*Child Abuse Prevention Month*" in the City of Bunker Hill Village, Harris County, Texas

Councilmember Schwartz, a member of the Exchange Club, read the proclamation and shared that child abuse prevention is the national project for the Exchange Club. The Exchange Club has been sponsoring this event for many years.

Mayor Williams signed the Proclamation and presented it to Councilmember Schwartz.

IV. 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 under this item.
Citizens asked to speak under the specific item.

V. FIRE COMMISSIONER REPORT

- A. Financial Report/ Proposed 2020 Budget Process
- B. Update on Activities

Mayor Williams noted that there was no information regarding the 2020 Budget and recognized Brian Muecke, Mayor of Hedwig Village to address the Council.

Mayor Muecke is a member of the Fire Commission Subcommittee designated to recommend amendments to the interlocal agreement. Mayor Muecke noted that he expected all cities to sign the “Letter of Intent.” He noted that there are several issues that are being addressed:

1. Defining the budget for the annual approval process and noting that the budget includes four funds.
2. Specifying and further defining the equity/asset provision should a city leave the Fire Department.
3. Define the process to re-enter the Fire Department.

Councilmember Smyre asked if there are any plans to change the pension plan. Mayor Muecke said he personally did not support changes to the pension plan.

Pamela Kersey, Bunker Hill Resident, spoke on behalf of her neighbor, Linda Binion, who could not attend the meeting. She asked about the process for the Letter of Intent and she also asked how Bunker Hill could be unaware that the City was no longer a member of the Fire Department.

Mayor Williams noted that the City does not have the information on the process for the Letter of Intent as noted by Mayor Muecke. In addition, he re-emphasized that her second comment is the dispute between Bunker Hill and the Commission. Bunker Hill does not agree that the City left the Fire Department. Bunker Hill approved the operations budget and believes that the capital portion was treated differently in the current agreement.

VI. POLICE COMMISSIONER REPORT

- A. Financial Report/ Proposed 2020 Budget Process
- B. Update on Activities

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

- The 2019 Budget, year to date, is on track for the year at 25% expenditures
- In March the Department responded to 8,754 calls (Bunker Hill Village had 3,057 of the calls) and 6,758 house watches
- The average response time was 3:46; Bunker Hill was 3:12
- Officers wrote 1040 citations total from all three cities (Bunker Hill had 330 citations)
- There is one opening in patrol and one in dispatch; there were four applicants for patrol and two applicants for dispatch.

Chief Ray Schultz shared that the Department's effort on projects including the Automated License Plate Reader (ALPR) Project and utilization of the drone. The department is working with Flock, a company that installs cameras that are portable. Flock's installation is based on a per camera fee. They are working with testing the installation on the department's speed trailer. The department continues to test the drone for various opportunities.

Chief Schultz is working on the proposed 2020 Budget and will be meeting with the Finance Committee over the next few months to share a proposed budget in May. The Commission is working to present an approved 2020 Budget to the cities for the June Council Meetings.

VII. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE CITY'S 2019 HSA CONTRIBUTION IN ACCORDANCE WITH THE CONTRIBUTION APPROVED FOR THE MEMORIAL VILLAGES POLICE DEPARTMENT -- *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item, answered questions and took comments.

At the February City Council Meeting, the Council approved the City's Employee Insurance coverage as provided through the Memorial Villages Police Department. This includes health, dental, vision, life, and disability insurance. The City of Piney Point also participates in this group.

As approved in February, the group changed carriers for health insurance to Blue Cross Blue Shield. Blue Cross Blue Shield submitted an 11% decrease from the current rates; however, there were some changes to the plan including an increase to the annual deductible. At the time, there was a discussion to possibly increase the HSA contribution to offset this increase for employees. The Police Commission increased the HSA contribution by \$500.00 per Employee for the Police Department, linking this to the wellness/fitness program.

Staff recommends approval to increase the City's HSA contribution to match the Memorial Villages Police Department to help employees offset the increase to the annual deductible. This increase would be based on employee's participation in the annual wellness examination.

A motion was made by Councilmember Janecek and seconded by Councilmember Lord to approve an increase to the City's HSA Contribution for employees.

The motion carried 5 - 0.

VIII. CONSIDERATION AND POSSIBLE ACTION TO AWARD A BID AND AUTHORIZING THE MAYOR TO EXECUTE CONTACTS BETWEEN THE CITY OF BUNKER HILL VILLAGE AND AAA ASPHALT PAVING, INC. FOR THE WARRENTON, KILTS AND VALLEY STAR RECONSTRUCTION PROJECT AT A BASE BID OF \$2,579,366.50 -- *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official, presented the next three items together.

The City of Bunker Hill Village's 2019 and 2020 Capital Improvements Plan includes reconstruction of the pavement, drainage and water line infrastructure for Warrenton, Kilts and Valley Star. This project was identified as the City's highest priority pavement project as part of the City's Pavement Assessment Project conducted in 2015 and has been in the City's Infrastructure Management and Financial Plan. The City has been planning for the funding and priority for this project over the years.

Bidding advertisements were included in the City's newspaper of record in March and April and bids were opened on April 4, 2019. Of the 9 contractors that came to the mandatory pre-proposal meeting, 5 contractors followed through with bids. The apparent low bidder is AAA Asphalt Paving, Inc. AAA has constructed many projects in the City and the City currently utilizes AAA through the Interlocal Agreement with Harris County. As a result, AAA is very familiar with our City.

The bid information has been reviewed and a recommendation provided by the design engineer, RPS Infrastructure, although the low bid is over budget. In discussion with AAA and RPS, pricing over the last 6 months has increase substantially with the amount of drainage and roadway work underway in the Houston area. The increase is primarily in the drainage area.

City Administrator, Karen Glynn outlined a funding plan to be able to proceed with the project.

There were also three alternate bids that were part of the bid package. These were evaluated and staff is not recommending any alternates at this time. These alternates can be awarded at a later time since AAA will begin with the waterline construction first.

Mr. Smith explained that the two items following include the Engineering Construction Phase Services and Inspection Services for the project if the project proceeds with award.

The Mayor and Council discussed the need for utilizing Lloyd Smitha & Associates; however, felt these costs could be managed and reduced to \$100,000.

A motion was made by Councilmember Janecek and seconded by Councilmember Rosenbaum to approve the following contracts for the Warrenton, Kilts and Valley Star Reconstruction Project:

- AAA Asphalt Paving, Inc. at a base bid of \$2,579,366.50 to construct the project.
- RPS Infrastructure in an amount not to exceed \$97,965.00 to provide construction management services.
- Lloyd Smitha & Associates in an amount not to exceed \$100,000 (reduced from the amount of \$148,000) to provide construction management and inspection services

The motion carried 5 - 0.

- IX. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND RPS INFRASTRUCTURE IN AN AMOUNT NOT TO EXCEED \$97,965.00 TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE WARRENTON, KILTS AND VALLEY STAR RECONSTRUCTION PROJECT - Steve Smith, Director of Public Works/ Building Official**

See Item VIII Above. Items VIII, IX, and X were presented and action taken together.

- X. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LLOYD SMITH & ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$148,000.00 TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE WARRENTON, KILTS AND VALLEY STAR RECONSTRUCTION PROJECT - Steve Smith, Director of Public Works/ Building Official**

See Item VIII Above. Items VIII, IX, and X were presented and action taken together.

- XI. CONSIDERATION AND POSSIBLE ACTION ON RATIFYING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LAYNE CHRISTIANSEN FOR FURTHER INSPECTION OF WATER WELL NUMBER 2 LOCATED AT CITY HALL IN AN AMOUNT NOT TO EXCEED \$21,750.00 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith, Director of Public Works/Building Official, presented the next two items together:

In late March, staff reported that one of our water wells (the one at City Hall) had failed. Staff had on-call contractor; Layne Company inspect the well. Layne Company recommended the well be pulled for inspection. The well was pulled in April and our consultant, John Davis of Langford Engineering has been working with Layne Company to provide a recommendation to repair the problem.

Video inspection of the well has revealed that the well casing has failed and has allowed a substantial amount of the exterior gravel pack to enter into the well casing at 1045 feet below ground level. Inspection of the well casing below this point was not possible as the casing was blocked by the gravel pack intrusion.

The removal of the gravel pack and continued video inspection of the well is recommended. The total amount requested for approval is \$21,750 which includes ratifying costs to date and completion of the inspection process.

Once the inspection of the well casing is performed, an evaluation of the repair approach will be performed by the City's Well Engineer, Langford Engineering.

An estimate to repair the well casing based on current information is \$260,000. There is a very real possibility that repair of this well may not be possible as referenced in the Layne Company exhibit. This well was drilled in 1961.

Staff is requesting that Council authorize the City Administrator to proceed with repair only if the repair is recommended by Langford Engineering and the team of experts and does not exceed \$260,000.

A motion was made by Councilmember Janecek and seconded by Councilmember Smyre to approve a contract with Layne Christiansen for further inspection of water well number 2 located at City Hall in an amount not to exceed \$21,750.00 and to give the City Administrator the authority to enter into a contract with Layne Christiansen for possible repairs in an amount not to exceed \$260,000.00 if recommended by Langford Engineering and the team of experts.

The motion carried 5 - 0.

XII. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LAYNE CHRISTIANSEN TO REPAIR WATER WELL NUMBER 2 LOCATED AT CITY HALL IN AN AMOUNT NOT TO EXCEED \$260,000 - Steve Smith, Director of Public Works/ Building Official

See Item XI above. Items XI and XII were presented and action taken together.

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 8 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 - Steve Smith, Director of Public Works/ Building Official

Steve Smith, Director of Public Works/Building Official, presented this item and answered questions and took comments.

Regional Drainage Project No. 1 will be finalized soon. Change Order No. 8 includes several items including the driveway at 90 Williamsburg Lane Driveway and retro-fitting the necessary grate inlets to the storm sewer.

These items are offset by a reduction of the Groundwater Control Item due to actual field measurements in the amount of \$22,530.00 which results in a no cost impact to the project.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Lord to approve Change Order No. 8 to the contract with Fused Industries for Regional Drainage Project #1.

The motion carried 5 - 0.

XIV. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A WORK ORDER BETWEEN THE CITY OF BUNKER HILL VILLAGE AND T

CONSTRUCTION UNDER THE INTERLOCAL AGREEMENT WITH TEXAS CITY TO RELOCATE A FIRE HYDRANT ON WILLIAMSBURG LANE IN AN AMOUNT NOT TO EXCEED \$13,000.00 - Steve Smith, Director of Public Works/ Building Official

Steve Smith, Director of Public Works/Building Official, presented this item and answered questions and took comments.

Staff is recommending the City Council's consideration and action to proceed with a work order for T Construction, under the City's interlocal agreement with Texas City, to relocate a fire hydrant on Williamsburg Lane. The fire hydrant was installed by Fused Construction in accordance with the construction plans for the water line project on Williamsburg; however, the location of the hydrant is problematic.

The hydrant's current location is directly in front of the home at 82 Williamsburg. This is a design detail made in error and needs to be corrected as hydrants are typically put on the property line. The work involves removing the hydrant and relocating to the property line between 82 and 86 Williamsburg.

The cost is \$13,000 and funding is available in the Project Budget which is currently under budget for the utility costs for the project.

A motion was made by Councilmember Janecek and seconded by Councilmember Schwartz to approve the Work Order with T Construction to relocate the fire hydrant on Williamsburg Lane.

The motion carried 5 - 0.

- XV. CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FINDING THAT CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR PURSUANT TO 16 TEX. ADMIN. CODE § 25.243 TO CHANGE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL**
-- Karen Glynn, City Administrator

Karen Glynn, City Administrator, noted that this item needs to be pulled from the agenda.

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 March 19, 2019 City Council Meeting.
- B. Minutes of the March 27, 2019 Special City Council Meeting.
- C. March 2019 Financials.
- D. Lloyd, Smitha & Associates, Inc. Invoice No. CMBH1703-07 for professional services rendered from February 1, 2019 to February 28, 2019 in the amount of \$9,696.00 for Regional Drainage Project 1
- E. Lloyd, Smitha & Associates, Inc. Invoice No. CMBH1703-07 for professional services rendered from February 1, 2019 to February 28, 2019 in the amount of \$137.00 for Regional Water Rehabilitation
- F. RPS, Invoice No. 219052 in the amount of \$37,725.00 for professional services rendered from February 2, 2019 to March 1, 2019 under on-call services for Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- G. RPS, Invoice No. 219018 in the amount of \$1,114.78 for professional services rendered from February 2, 2019 to March 1, 2019 under on-call services for Site Development Review
- H. RPS, Invoice No. 219017 in the amount of \$1,567.88 for professional services rendered from February 2, 2019 to March 1, 2019 under on-call services for miscellaneous services including Drainage Committee Meeting, Project Planning and GIS work
- I. Chief Solutions, Inc., Invoice No. 67011 in the amount of \$1,200.00 for an emergency response to televise a wastewater line failure on Wilshire Circle
- J. Harris Galveston Subsidence District Water Conservation Program, Fee No. HG-303660 in the amount of \$29,131.54 for sponsorship of students in the regional watershed protection education program (Water Wise Program) for the 2018-2019 school year
- K. Harris Galveston Subsidence District Water Conservation Program, Fee No. HG-302775 in the amount of \$14,584.00 for sponsorship of students in the regional watershed protection education program (Water Wise Program) for the 2018-2019 school year

Britique Williams noted that the March Financials are not available and should be removed from the agenda. Councilmember Lord asked to remove item C.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the Ordinance.

The motion carried 5 - 0.

XVII. MAYOR'S REPORT

A. Report on Activities

Mayor Williams reported on information he is hearing regarding the Legislative Session and the proposed tax reform. It appears there will be a 3.5% cap and a possible carve out for small cities.

Mayor Williams also commented on ALPR Projects in other cities. West University Place is moving forward with their ALPR project. Jersey Village is also working with Flock and has 48 Flock cameras installed.

B. Update on Committees

- Beautification Committee – *Councilmember Laurie Rosenbaum*
There was no report. Mayor Williams noted that everything really looks good in the City.
- Drainage Committee - *Councilmember Robert Lord*
Councilmember Lord noted that the Committee met last week and is working on several items. The Staff is working to wrap up the Drainage Project and schedule a neighborhood party to celebrate the completion. The Committee heard a report on a meeting with Harris County Flood Control and discussed the new Lidar Maps. Piney Point has completed their Drainage Master Plan and RPS is working to review and coordinate our plans along Blalock and looking in particular to the Green Oaks/Blalock Lane Project.
- Public Safety Committee & Tri Cities Public Safety Committee - *Councilmember Jay Janecek*
Councilmember Janecek noted he is very pleased to see the ALPR moving forward in the capable hands of the Police Department. He extended thanks to Councilmember/Commission Smyre and the Commission for their support.
- Technology Committee – *Mayor Jay Williams*
Mayor Williams also noted that he is pleased about the ALPR. The next item for this Committee will be 5G.

XVIII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Projects

Karen Glynn, City Administrator shared the following:

- The Regional Drainage Project is still in the “punch list” phase. Steve Smith is taking the lead to get this resolved. Ms. Glynn had sent a date to the calendar for the street party but felt it best to delay based on outstanding items.
- RAD for Seniors is going very well! Summer RAD Classes will be publicized shortly. Ms. Glynn also noted an appreciation for Officer Larry Bogus who helps Officer Michelle Owens with RAD. Officer Bogus was recognized by the Exchange Club as the MVPD Officer of the Year. Ms. Glynn appreciated attending the Exchange Club Luncheon.
- Early Voting Starts on Monday, April 22, 2019 and will go thru April 30, 2019. There are two late days where City Hall will be opened 7:00 a.m. to 7:00 p.m.
- The Candidate Forum has been rescheduled for Tuesday, April 23 at 6:00 p.m.
- City Hall is closed on Friday for regular business in observance of the Good Friday Holiday. City Hall will be opened from 9:00 a.m. to 12:00 p.m. only for voters to request a ballot by mail in person.

- A friendly reminder: The May Meeting will be May 14, 2019 which is the second Tuesday instead of May 21, 2019 which is the typical third Tuesday. This is on the Council calendars.

B. Public Works Director Report on Capital Projects

Steve Smith updated the Mayor and Council on the following:

- Drainage Project – As noted previously, the project is still in the punch list phase. Mr. Smith is working with Ed Lloyd to resolve. In addition, Mr. Smith noted that he received information from CenterPoint Energy and the street lighting costs have decreased as a result of a new vendor. Mr. Smith is working with the neighborhood association to discuss the street lighting with participation from the association.
- Bunker Hill Road Paving – Mr. Smith has met with AAA Asphalt and the project will include Bunker Hill Road, Forest Glen, Cobblestone East, and other repairs around the City based on budget.

C. Save the Date: Thursday, July 4, 2019 – *The 27th Annual Villages Independence Festival*

Karen Glynn reminded everyone about the Villages Independence Festival and shared that work is underway by the Committee and Staff for our float and entourage.

D. Proposed July 4, 2019 Holiday

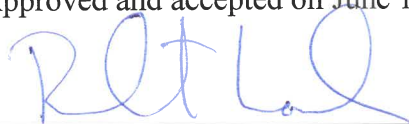
Karen Glynn noted that July 4, 2019 falls on a Thursday this year. Staff will be working the festival and proposed that the City close on Friday for the staff holiday. The Mayor and Council concurred with this recommendation.

XIX. ADJOURN

A motion was made by Councilmember Janecek and seconded by Councilmember Smyre to adjourn the meeting at 7:55 p.m.

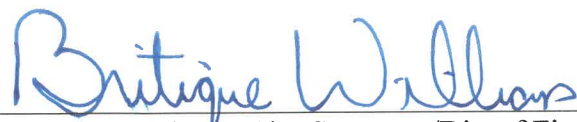
The motion carried 5 - 0.

Approved and accepted on June 18, 2019.



Robert Lord, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance