

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
May 14, 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. DISCUSSION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 506 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON MAY 4, 2019

Mayor Jay Williams read Ordinance No. 506.

A motion was made by Councilmember Janecek and seconded by Councilmember Smyre to approve Ordinance No. 506 canvassing the May 4, 2019 Election.

The motion carried 5 - 0.

Mayor Williams shared his appreciation for all of the support over the six years he served as Mayor and shared his sentiments.

IV. OATH OF OFFICE:

- Mayor - *Robert P. Lord*
- Councilmember Position 4 - *Keith Brown*
- Councilmember Position 5 - *Laurie Rosenbaum*

Mayor Williams administered the oath of office for the newly elected positions and extended his congratulations, appreciation and best wishes for the next term.

V. RECOGNITION OF SERVICE TO BUNKER HILL VILLAGE

Mayor Robert Lord and City Administrator Karen Glynn recognized Mayor Jay Williams and Councilmember Jay Janecek for their years of service to the City. They presented each with

thank you gifts from the City. In addition, Dena Williams and Kaylen Janecek were presented flowers for supporting the efforts of their husbands and the City.

VI. 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.

Mark Fisher, 11802 Bunker Hill Circle, shared his interest in improved beautification efforts in the City. He has developed a PowerPoint presentation that he will share with the council.

VII. 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 28% expenditures
- In April the Department responded to 5,923 calls (Bunker Hill Village had 2,310 of the calls and 1,708 house watches)
- The average response time was 2:30 for significant EMS emergencies and the Department responded to 3 EMS calls. (A new CAD system went online for the Fire Department in April.)
- Officers wrote 994 citations total from all three cities (Bunker Hill had 362 citations)
- There is one opening in patrol and one in dispatch.

The Commission is currently in the 2020 Budget Process. Discussion includes the second year of a two year phase in plan for increases to salaries in addition to a technology funding increase to implement the proposed Automated License Plate Reader (ALPR) Project.

VIII. FIRE COMMISSIONER REPORT

- A. Update on Activities

Commissioner Bert Rosenbaum presented this item. Commissioner Rosenbaum reported on the last Commission Meeting held on April 24, 2019. The VFD Attorney has begun the process of developing the agreements in accordance with the Letter of Intent. Five of the six Cities have signed the agreement. The VFD Attorney is 70% – 80% complete with these initial drafts. There was no indication about the process to approve. There was discussion on the use of ambulance fees; however, this item was tabled.

The Commission Budget Sub-Committee has been meeting on the proposed 2020 Budget. There was also discussion on the replacement of the engine vehicle which is part of the vehicle replacement plan.

Karen Glynn noted that the monthly Fire Department report was not included in the packet. This has not been provided to any of the cities. Chief Foster shared that he will be getting approval to share the report from the Commission.

IX. MAYOR'S REPORT

A. Report on Activities

Mayor Lord shared some of the comments he heard during the election process which focused on transparency and increasing resident engagement. As a result, Mayor Lord asked that the Mayor, Committee, and City Administrator Reports be moved up on the agenda as noted for this meeting. In addition, Mayor Lord recommends moving the monthly Council Meetings to 5:30 p.m. with the concurrence of the Council. Councilmembers agreed to the change in time for future meetings.

Mayor Lord reported that he will be attending the Mayors Luncheon on Wednesday, May 15, 2019.

B. Committee Reports

Drainage Committee – Mayor Lord reported that there was a Drainage Committee this morning, Tuesday, May 14, 2019. The Committee is working on reviewing the various policies including the Drainage Ordinance. Mayor Williams had also noted he attended the Committee Meeting. The Committee will continue to evaluate the impact of our various policies and requirements.

Beautification Committee – Councilmember Rosenbaum had no report.

C. Audit-Finance Committee – *Mayor Designation*

Mayor Lord explained that we will be working through Committee Assignments in June. However, the Audit – Finance Committee is set as the Mayor and one Councilmember. As a result, Mayor Lord will be taking over this role as the annual audit is completed.

X. CITY ADMINISTRATOR'S REPORT

A. Report on Activities

City Administrator, Karen Glynn reported that she and the staff are working through the transition for the new Mayor and Councilmembers as well as some organizational needs. Correspondence is going out to the various Commissions and Boards regarding the annual appointments. This will be on the agenda in June.

B. Public Works Director - Report on Capital Projects

Public Works Director, Steve Smith reported on projects:

- Drainage Project on Williamsburg – Staff continues to work with Lloyd Smith and Fused to finish the outstanding issues. Staff will then schedule the “Street Party.” Mr. Smith confirmed that the City continues to hold the retainage on the project until all items are complete.
- Street Lighting on Williamsburg – The Neighborhood Association has agreed to partner with the City on adding streetlights. The City received payment for 50% of the cost and lights have been ordered.
- Asphalt Paving – Bunker Hill Road is complete as well as Forest Glen. Work continues on Cobblestone East.
- Warrenton, Kilts and Valley Star – The project is scheduled to begin the first week in June. Staff is scheduling a pre-construction meeting to meet the contractor and talk through details including tree trimming and removal in the next few weeks.
- Bunker Hill Esplanade – The lighting has been ordered. Staff was able to add electrical conduit to the esplanade with the paving project.

XI. REPORT ON WATER WELL NO. 2 LOCATED AT CITY HALL AND NEXT STEPS *- 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.

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. The City Council ratified this work at the City Council Meeting in April. In addition, the Council authorized additional funding to continue inspection and evaluation of the well casing and develop a recommendation for next steps. An estimate to repair the well casing based on current information was projected at \$260,000. The Council approved authorization for the City Administrator to proceed with repairs if recommended by the consulting team.

Further evaluation and a recommendation were developed by the consulting team. It is not recommended to repair the well. Therefore, no further work was authorized and the \$260,000 remains in the Utility Fund.

Mr. Smith reiterated that there is no concern regarding the City’s water system as a result of this failure. This well was drilled in 1961 and is the City’s smallest well. In addition, the City is also supplemented by the City of Houston for surface water. The Consulting Team and staff are working to develop an overall rehab and replacement plan for the City’s Water Production System. This will be incorporated into the budget process.

XII. CONSIDERATION AND POSSIBLE ACTION ON AWARDDING A WORK ORDER BETWEEN THE CITY OF BUNKER HILL VILLAGE AND T CONSTRUCTION UNDER THE INTERLOCAL AGREEMENT WITH TEXAS CITY TO REPAIR A WASTEWATER LINE ON COACHMAN IN AN AMOUNT NOT TO EXCEED \$50,000.00 - *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 repair a wastewater line on Coachman. The City was recently notified by residents on Coachman that they were experiencing sink holes at ground level. The City's Public Works Department responded and found a problem with the existing concrete sewer line. The crew was able to clear the line and provide service to residents; however, this is a temporary fix.

The Public Works Director met with T Construction, the City's on call utility crew under the City's interlocal agreement with Texas City, to evaluate and determine a permanent repair and logical improvements. T Construction found that the concrete line had failed and needed to be replaced. T Construction recommends the repair include the burst and pull method. This includes approximately 600 linear feet of wastewater line. T Construction has submitted a not to exceed amount of \$ 46,030.00. Staff is requesting approval of a not to exceed expenditure of \$50,000.00 to include a contingency and additional restoration if needed. Funding is available in the Utility Fund Balance.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve the work order with T Construction to repair a wastewater line on Coachman in an amount not to exceed \$50,000.00

The motion carried 4 - 0.

XIII. CONSIDERATION AND POSSIBLE ACTION ON CHANGE ORDER NO. 9 TO THE CONTRACT WITH FUSED INDUSTRIES LLC FOR CONSTRUCTION OF THE CITY'S REGIONAL DRAINAGE PROJECT ON TAYLORCREST, WILLIAMSBURG, BUNKER HILL AND COBBLESTONE TO RECONCILE AND ADJUST QUANTITIES RESULTING IN A SAVINGS OF \$114,678.95 - *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 requesting Council's approval of Change Order No. 9 for the Regional Drainage Project on Taylorcrest, Williamsburg, Bunker Hill Road and Cobblestone East and West.

Change Order No. 9 is the consolidation of bid item quantities based on over-runs and under-runs encountered during the project. The net result is a savings of \$114,678.95. This savings will be reconciled to the Utility Fund and General Fund: Streets and Drainage.

As previously noted by Mr. Smith, Fused is finalizing the punch list and one outstanding item before the City will release the 5% retainage.

A motion was made by Councilmember Schwartz and seconded by Councilmember Rosenbaum to approve Change Order No. 9.

The motion carried 4 - 0.

XIV. CONSIDERATION AND POSSIBLE ACTION TO INCREASE THE CONTRACT AMOUNT WITH RPS INFRASTRUCTURE FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE CITY'S REGIONAL DRAINAGE PROJECT ON TAYLORCREST, WILLIAMSBURG, BUNKER HILL AND COBBLESTONE IN THE AMOUNT OF \$2,500.00 FOR ADDITIONAL MATERIALS TESTING - *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.

RPS Infrastructure has been the City's consultant for construction services for the Regional Drainage Project on Taylorcrest, Bunker Hill, Williamsburg and Cobblestone. RPS has notified the City that they have exceeded the amount of \$124,340.00 approved in May 2018. RPS did not increase their fees as a result of the Cobblestone East change order; however, there were additional materials testing services conducted as a result of the additional scope of work. RPS provided documentation from a sub-contractor for the additional costs which totaled \$2,500.00.

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve an increase to the RPS contract for the additional materials testing.

The motion carried 4 - 0.

XV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE RPS INFRASTRUCTURE TO PERFORM ENVIRONMENTAL ENGINEERING SERVICES UNDER THE CITY'S ON CALL SERVICES AGREEMENT TO DEVELOP THE CITY'S MS4 STORM WATER PERMIT RENEWAL IN THE AMOUNT OF \$15,000.00 - *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.

The City currently has an MS4 (Municipal Small Storm Sewer System) Permit with the Texas Commission on Environmental Quality (TCEQ). As part of the permitting process, a "Notice of Intent" and a "Storm Water Management Program" is required as well as the annual report. The actual "Program" is updated and completed every 5 years.

RPS Infrastructure has submitted a proposal to perform the 5 year update in an amount not to exceed \$15,000.00. Funding is available in the City's General Fund Professional Services line item. The deadline for submitted is July 23, 2019.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the agreement with RPS to proceed with developing the City's MS4 Storm Water Permit Renewal.

The motion carried 4 - 0.

XVI. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH THE INSTALLATION OF STREET LIGHTING ON MEMORIAL DRIVE AS PART OF

THE CITY’S 2019 BEAUTIFICATION PROGRAM IN AN AMOUNT NOT TO EXCEED \$11,235.00 TO BE FUNDED FROM METRO FUNDS - Steve Smith, Director of Public Works/Building

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

At the March 2019 City Council Meeting, Councilmember and Beautification Committee Chair, Laurie Rosenbaum, presented the recommended 2019 Beautification Program which included a list of potential projects for implementation. One project included continuing the installation of street lights along Memorial Drive at the curved areas. The next area proposed is the Mayerling curve near the Memorial Drive Christian Church.

Staff presented a proposal from CenterPoint in the amount of \$11,235.00.

It was noted at the March Council Meeting and was the consensus of Councilmembers that street lighting should not be wholly funded by the Beautification Committee. The City Administrator suggested that Metro Funds be used for street lighting along Memorial. As a result, this item included a recommendation on a budget amendment to fund these improvements out of Metro Funds.

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to proceed with the proposal from CenterPoint to install street lights along Memorial Drive and to approve a budget amendment to fund these improvements out of Metro Funds.

The motion carried 4 - 0.

XVII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION NO. 05-14-19A ACCEPTING THE DEDICATION OF A PUBLIC UTILITIES EASEMENT AT 11902 HERITAGE LANE - Steve Smith, Director of Public Works/Building

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

Mr. Smith shared that a new house is under construction at 11902 Heritage Lane. As part of the site planning, the builder has requested to install storm sewer and cover the ditch. Heritage Lane is a private street. Logistically the easement is needed outside of the existing roadway easement and has the potential to serve multiple homes; therefore, a public easement is recommended. Existing water and wastewater lines are also in the area.

The builder, 800 Builders, LLC has the easement documents, survey and metes and bounds for dedication of the Public Utilities Easement.

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to approve the Public Utilities Easement.

The motion carried 4 - 0.

XVIII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION NO. -5-14-19 B OF THE CITY OF BUNKER HILL VILLAGE, TEXAS SUSPENDING THE MAY 27, 2019 EFFECTIVE DATE OF THE PROPOSAL BY CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS – HOUSTON DIVISION TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT IN 2018 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL -- *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented the next two items together:

The City of Bunker Hill Village is a member of a coalition of political subdivisions in the Greater Houston area known as the Gulf Coast Coalition of Cities (“GCCC”). The Coalition has been in existence since the early 1990s. The GCCC represents the interests of its members on gas and electric utility matters before the Public Utility Commission, the Railroad Commission, the Electric Reliability Council of Texas and the courts.

The City has received two requests from CenterPoint regarding increasing utility rates – one is for gas and one is for electric. The legal counsel for the GCCC and our City Attorney are recommending all cities deny this request as outlined on the resolutions.

Ms. Glynn explained that the Electric Rate Increase has a date of May 10, 2019. However, the Attorney for the Coalition has contacted Centerpoint on our behalf regarding the timing of Bunker Hill’s City Council Meeting.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve Resolutions No. 05-14-19 B and No. 05-14-19 C.

The motion carried 4 – 0.

XIX. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF RESOLUTION NO. 05-14-19 C BY THE CITY OF BUNKER HILL VILLAGE, TEXAS SUSPENDING THE MAY 10, 2019 EFFECTIVE DATE OF CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC’S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING CONTINUED COOPERATION WITH THE GULF COAST COALITION OF CITIES; HIRING LLOYD GOSSELINK ATTORNEYS AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; REQUIRING REIMBURSEMENT OF CITIES’ RATE CASE EXPENSES; 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*

See Item XVIII above. Items XVIII and XIX were presented and action taken together.

XX. CONSIDERATION AND POSSIBLE ACTION TO DELETE JAY WILLIAMS AND JAY JANECEK AND ADD KEITH BROWN AS AN AUTHORIZED SIGNER ON

THE CITY’S BANK ACCOUNTS AT BBVA COMPASS BANK - Karen Glynn, City Administrator

Britique Williams, Finance Director, presented this item and answered questions and took comments.

As a result of the election, staff will be working with our Financial Institute, BBVA Compass Bank, to change the City’s authorizations. Jay Williams and Jay Janecek will be removed and Keith Brown will be added as an authorized signature.

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to approve the change in authorized signatures.

The motion carried 4 - 0.

XXI. 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. March 2019 Financials
- B. RPS, Invoice No. 319090 in the amount of \$34,284.00 for professional services rendered from March 2, 2019 to March 31, 2019 under on-call services for Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- C. RPS Infrastructure, Invoice No. 319115 in the amount of \$308.56 for professional services rendered from March 2, 2019 to March 31, 2019 under on-call services for the Construction Phase Services for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- D. RPS, Invoice No. 319117 in the amount of \$940.25 for professional services rendered from March 2, 2019 to March 31, 2019 under on-call services for Site Development Review
- E. RPS, Invoice No. 319118 in the amount of \$3,615.46 for professional services rendered from March 2, 2019 to March 31, 2019 under on-call services for miscellaneous services including Drainage Committee Meeting, Project Planning, Meeting with Flood Control and GIS work
- F. RPS, Invoice No. 1218068 in the amount of \$3,137.10 for professional services rendered from December 1, 2018 to December 31, 2018 under on-call services for Regional Water Line Rehabilitation for Blalock Road and Wendover Lane
- G. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0319 in the amount of \$1,750.00 for professional services through March 31, 2019 for traffic evaluation for Warrenton Speed Study and Traffic Calming Concepts
- H. Probstfeld & Associates, Invoice No. 58873 in the amounts of \$225.00 for professional services rendered in March 2019 for engineering services for drainage site development review.
- I. Probstfeld & Associates, Invoice No. 58875 in the amounts of \$230.00 for professional services rendered in March 2019 for engineering services for drainage site development review.

- J. Probstfeld & Associates, Invoice No. 58786 in the amounts of \$305.00 for professional services rendered in March 2019 for engineering services for drainage site development review.
- K. Probstfeld & Associates, Invoice No. 58793 in the amounts of \$305.00 for professional services rendered in March 2019 for engineering services for drainage site development review.
- L. Probstfeld & Associates, Invoice No. 58825 in the amounts of \$230.00 for professional services rendered in March 2019 for engineering services for drainage site development review
- M. Probstfeld & Associates, Invoice No. 58897 in the amounts of \$75.00 for professional services rendered in March 2019 for engineering services for drainage site development review
- N. Langford Engineering, Inc., Invoice No. 22180 in the amount of \$3,472.68 for professional services rendered through April 30, 2019 for on call services for Emergency Repair Well 2
- O. Langford Engineering, Inc., Invoice No. 22066 in the amount of \$135.00 for professional services rendered through March 31, 2019 for on call services for General Engineering Services
- P. Langford Engineering, Inc., Invoice No. 22067 in the amount of \$765.00 for professional services rendered through March 31, 2019 for on call services for Emergency Repair Well 2
- Q. Layne Christensen Company, Invoice No. 92097164 in the amount of \$7,900.00 dated April 2019 for Evaluation of Water Well No. 2
- R. Fused Industries, LLC Payment No. 10 in the amount of \$21,403.49 for work completed through March 6, 2019 to April 2, 2019 for the Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone, and Bunker Hill Road

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the consent agenda.

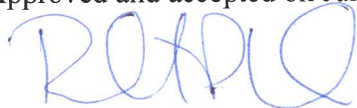
The motion carried 4 - 0.

XXII. ADJOURN

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to adjourn the meeting at 6:33 p.m.

The motion carried 4 - 0.

Approved and accepted on June 18, 2019.



Robert P. Lord, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance