

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
October 15, 2019 AT 5:30 P.M.

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:31 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord
Councilmember Eric Thode
Councilmember Susan Schwartz
Councilmember Jay Smyre
Councilmember Keith Brown
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 Lord asked Chief Ray Schultz, of the Memorial Villages Police Department to lead the Pledge of Allegiance.

III. CITIZENS' COMMENTS

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed. Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

There were no public comments.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Billy Murphy presented this item. Commissioner Murphy outlined items on the monthly report which included:

- The Department responded to 7,992 total calls; Bunker Hill Village had 2,677 of the calls.
- The average response time was under 3 minutes for priority calls; there were 2 priority events.
- Officers wrote 292 citations in Bunker Hill.

- The Police Department is managing at 69% of the annual budget at 75% of the 2019 fiscal/calendar year.
- There are still openings in MVPD and a conditional offer has been made. The Department is happy to report seeing more applicants.

The Department has been working on the following projects:

- The Automated License Plate Readers – Four of the Six Cameras are installed in Bunker Hill Village. Two mobile units are also being used. The remaining locations will need easements by the City of Houston. The Chief is working on this with the City of Houston.
- The Body Cams have been ordered.
- Six Urban Rifles – Active Shooter Equipment has been received via a donation.
- Hunters Creek did not approve the Interlocal Agreement. This item will be coming back to the Cities for approval with modifications.

B. Report on National Night Out - *October 1, 2019*

Chief Schultz reported that the Police Department had a very successful National Night Out event. The event continues to grow as there were more parties registered and “impromptu” parties held this year than last year. The Department enjoyed the parties until 10:00 p.m. Mayor Lord noted that he appreciated Councilmembers also attending the various parties.

V. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Bert Rosenbaum presented a summary of the meeting held on September 25, 2019. The report included:

- The Department is over budget about 1.2% through August 2019.
- The Department is fully staffed.
- The Rescue Truck is currently out of service.
- The Department has issued a purchase order for a new pumper truck that is funded in the Vehicle Replacement Fund.
- There is currently \$240,000 in Ambulance Funds that will not be going back to the Cities.
- Fire Station Renovation:
The Commission is requesting a 2020 Budget Amendment for \$1.5M for the Facilities Fund for the reconstruction of the Fire Station. The build-out is within projected budget; however, the FF&E and temporary facilities are over the projected budget for these items. In addition, the existing generator is having issues. The costs continue to be “fine-tuned.”

- B. Consideration and Possible Action to amend the 2020 Village Fire Department Budget for the Facility Fund 4 in the amount of \$1,500,000 with Bunker Hill Village's share being \$285,000.00.

Karen Glynn, City Administrator, noted that funding is available in the 2020 Capital Improvements Budget that could be used for this amendment.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve an amendment to the 2020 Village Fire Department Budget for the Facility Fund 4 in the amount of \$1,500,000 with Bunker Hill Village's share being \$285,000.00.

The motion carried 5 – 0.

C. Update on Fire Services

EXECUTIVE SESSION: The City Council will convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to deliberate with the attorney for the City on a matter which the duty of the attorney requires to be discussed in closed session.

Mayor Lord convened into closed executive session at 6:04 p. m.

Mayor Lord reconvened the meeting at 6:54 p. m.

CONSIDERATION AND POSSIBLE ACTION REGARDING:

- i. Approve the Interlocal Agreement for Fire Protection and Emergency Services Between the City of Bunker Hill Village, Texas, Hedwig Village, Texas, Hilshire Village, Texas, Hunters Creek Village, Texas, Piney Point Village, Texas, Spring Valley Village, Texas and the Village Fire Department and authorize the Mayor to sign the agreement.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the Interlocal Agreement for Fire Protection and Emergency Services.

Councilmember Jay Smyre shared that he was very frustrated with this process. As a previous member of the Fire Commission, he was also very disappointed; however, he has heard from our residents and it is clearly about the residents. He knows that the Mayor and City Council will continue to work to improve response times for all residents in Bunker Hill Village.

The motion carried 4 – 1.
Councilmember Smyre opposed.

- ii. Approve the Mutual Release Agreement between the City of Bunker Hill Village, Texas and the Village Fire Department, the City of Hunters Creek Village, Texas, the City of Piney Point Village, Texas, the City of Hedwig Village, Texas, the City of Spring Valley Village, Texas, and the City of Hilshire Village, Texas and authorize the Mayor to sign the agreement.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the Mutual Release Agreement.

The motion carried 4 – 1.
Councilmember Smyre opposed.

- iii. Approve Amendment #5 to the 1978 Interlocal Agreement creating the Village Fire Department and authorize the Mayor to sign the agreement.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Amendment #5 to the Interlocal Agreement.

The motion carried 5 – 0.

VI. MAYOR'S REPORT

A. Report on Activities

Mayor Lord reported that there was no Mayors' Luncheon this month. He also noted that the resolution to support the Metro Bond Election is on the agenda. The City received confirmation that the Sales Tax Agreement along with the relocation of the Bus Rapid Transit Lane from Gessner to Beltway 8. The letter confirming these key points is an attachment to the resolution. Mayor Lord plans to notify all residents in the Gessner area about the City's support if approved.

Councilmember Schwartz and Karen Glynn will be attending the Harris County Mayors and Councils Meeting. The bylaws will be on the agenda.

Mayor Lord, Councilmembers Schwartz, Brown and Smyre attended the TML Conference in San Antonio. The City had a great contingency and heard sessions on legislative issues including Senate Bill 2 and the Building Code Changes. In addition, there were some good motivational speakers and dinner with other cities.

B. Committee Reports/Updates

- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*

Councilmember Laurie Rosenbaum reported that a Beautification Committee meeting is set for Wednesday, October 30, 2019. She also noted that street lights are up on Memorial. The Committee will be discussing the Arbor Walk and other projects in October. Steve Smith also noted that lights are up on Williamsburg and have been ordered for Warrenton.

- Drainage Committee – *Mayor Robert Lord, Chair*

Mayor Lord gave a brief update on the Drainage Committee. The Committee met on October 8, 2019. The main topic was Tropical Storm Imelda. The presentation will

be shared with Council at this meeting. Several homeowners attended. In addition, a meeting was held with residents on the Green Oaks/Blalock Lane Project. Efforts are still underway for this area.

- Technology Committee – *Councilmember Eric Thode*

Councilmember Thode shared that the Committee’s first meeting is Thursday, October 17, 2019 at 7:30 a.m.

- Public Safety Committee – *Councilmember Keith Brown*

Councilmember Brown shared that he hopes to reconvene the Public Safety Committee in November.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

Karen Glynn, City Administrator reported the following events:

- The City’s Holiday Party to honor volunteers will be December 17, 2019. The event will be held at Churrascos at Gateway.
- The 3rd Annual Twinkle Light Parade will be December 19, 2019 at 6:00 p.m. The route will be a little different this year. The parade will be starting at Frostwood Elementary and ending at Memorial Drive Presbyterian Church. The City appreciates the City of Piney Point joining in the event and allowing Blalock Road to be a part of the parade route this year.
- The Villages Hazardous Waste and Recycling Event is planned for Saturday, October 26, 2019 from 8:00 a.m. to 12:00 noon at Hedwig Village. Valerie Cantu will be the City’s Representative.

B. Public Works Director - Report on Projects

Steve Smith, Director of Public Works/Building Official, provided an update on the following projects, answered questions and took comments:

- Warrenton, Kilts and Valley Star – Pavement is underway on Warrenton. This is the most difficult part of the project. The Contractor is on schedule.
- Forest Club Lighting - Light readings were taken to serve as a baseline. The City is waiting to hear that the modifications have been made and additional readings will be taken.

- Pre-Development Meetings – Steve Smith continues to field calls on the Church Site on Memorial to discuss the City’s Regulations and Zoning Ordinances. No information on a buyer has been provided to the City.
- Water Well Replacement – Work continues to identify the best site and plan for the replacement of Water Well #3. Discussion continues with Spring Branch School District and the process has been outlined for further discussion.
- School Zone Flasher – The City received a check for the school zone flasher. It was 90% of the cost based on depreciation.

C. City Hall Holiday Hours

Karen Glynn, City Administrator shared that she has been in discussion with the Mayor regarding City Hall Office Hours during the upcoming holidays.

The City is closed Thursday and Friday of Thanksgiving and will close at noon on the Wednesday before.

In years past, the City has closed City Hall between Christmas and News Years and employees used vacation time to supplement holiday time. Since Christmas Day and News Years Day are mid-week this year, it is recommended that City Hall be opened on Mondays, December 23 and December 30, 2019. Staff will take vacation on December 26, 27 and December 31, 2019. The Council concurred with this plan.

VIII. PRESENTATION AND REPORT ON TROPICAL STORM IMELDA

Steve Smith, Director of Public Works/ Building Official presented this item, answered questions and took comments. He led a discussion on Tropical Storm Imelda and the resulting impact and analysis in Bunker Hill Village.

Rain Data

The City had approximately 9 inches of rain in a 3 hour period. This storm was rated as the highest intensity storm over the past 6 years. This item was discussed with the Drainage Committee Meeting on Tuesday, October 8, 2019. Several residents attended the Drainage Committee Meeting.

Houses Impacted in the 2019 Storm -

There was one homeowner that reported extensive flooding in the house. This home is located on 322 Folwell as a result of a storm sewer failure on the lot of a house currently still under the construction process. The homeowner was provided the insurance information of the permit holder.

There were 5 other homes that reported some water in the house:

- Two included water in a garage and converted garage
- Two included limited water in some area (s) of the house
- One was a result of back lot drainage issues

As a result of the Drainage Committee Meeting, RPS is conducting some additional analysis on the storm, primarily looking at the model regarding the new improvements completed on Bunker Hill Road, Williamsburg, Taylorcrest and Cobblestone. Residents did see an improvement in the water surface level; however, once the storm stopped, the area took much longer to drain. This will be discussed with the Drainage Committee in November.

There was no action taken on this item.

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION SUPPORTING THE METRONEXT PLAN AND THE DECISION OF THE BOARD OF DIRECTORS TO SEEK APPROVAL FOR (A) THE ISSUANCE OF BONDS, NOTES AND OTHER OBLIGATIONS IN AN AGGREGATE PRINCIPLE AMOUNT NOT TO EXCEED \$3.5 BILLION FOR IMPLEMENTATION OF THE METRONEXT PROGRAM AND (B) THE EXTENSION OF THE MOBILITY PAYMENTS TO THE MULTI-CITIES AS PROVIDED IN METRO RESOLUTION #2019-71 PARAGRAPH 16 (B) AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT

Mayor Robert Lord presented this item, answered questions and took comments.

The Metro Board of Directors have adopted a comprehensive regional transit plan known as MetroNext for the acquisition, construction, repair, equipping, improvement and/or extension of Metro's transit system. In addition, the Board has called for a bond referendum in November 2019 to fund the 40 year plan. Metro has asked for the City's support of the referendum. The City of Bunker Hill is a participant with the other smaller cities in the area which have representation on the Board.

The City has received confirmation that a Bus Rapid Transit Lane on Gessner Road within the corporate limits of the City of Bunker Hill Village has been removed from the plan and it is now shown to be located on Beltway 8. In addition, Metro will continue to contract with the cities for funding opportunities past 2025.

As a result, the Mayor recommends supporting the bond referendum. The letter of confirmation is attached to the resolution. In addition, there will be no increase in tax as a result of the projects.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve the resolution supporting the MetroNext Plan and upcoming Bond Election.

Councilmember Keith Brown noted that he opposed this item. He does not feel Metro has had a positive impact with previous projects.

The motion carried 4 – 1.

Councilmember Brown opposed.

X. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A ONE YEAR CONTRACT EXTENSION WITH TEXAS PRIDE AND CONTINUING THE SAME RATES FOR SOLID WASTE (TRASH AND RECYCLING) SERVICES INCLUDING SERVICING THE DUMPSTER AT CITY HALL FOR THE TIME FRAME JANUARY

1, 2020 THROUGH DECEMBER 31, 2020 AT A BASE AMOUNT OF \$28.40 PER HOME PER MONTH AND \$293.52 PER MONTH FOR SERVICING THE CITY'S DUMPSTER

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

In February 2018, the City Council approved the transfer for Solid Waste and Recycling Services from Republic Services to Texas Pride under the same conditions and pricing. At the time, the City was in year 4 of a 5 year contract with Republic Services for these services. The existing/transferred contract period ends in December 2019 with the option to extend for two additional 1 year options.

Texas Pride officially took over in Mid-March of 2018 and the transition went very well. The City has been very pleased with the services provided by Texas Pride.

The City Administrator has been in discussion with Texas Pride to evaluate rates and exercise the first of two additional 1 year options as discussed during the City's budget process. Texas Pride has agreed to continue services in 2020 at the same price.

Rate with Republic Services <i>2018 Rate per Contract</i>	Rate with Texas Pride <i>June 2018 – December 2019</i>	Proposed Rate with Texas Pride <i>Calendar Year/Fiscal Year 2020</i>
\$ 35.99	\$ 28.40	\$ 28.40

With Council approval, the rate will be included in the Ordinance to be adopted in November setting the fees for water, wastewater, solid waste and recycling. The adopted rate will also include required taxes and administration costs.

The current and proposed two month rate is \$67.46.
The rate in 2018 before Texas Pride was \$82.56.

Councilmember Thode commented that he would consider a longer contract period based on the fixed rate provided.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve a one year contract extension With Texas Pride and continue the same rates for solid waste (trash and recycling) services including servicing the dumpster at City Hall.

The motion carried 5 – 0.

XI. CONSIDERATION AND POSSIBLE ACTION TO AWARD A CONTRACT WITH LANGFORD ENGINEERING UNDER THE CITY'S ON CALL CONTRACT TO PROVIDE PRELIMINARY ENGINEERING SERVICES FOR THE DESIGN AND INSTALLATION OF A NEW WATER WELL (NO. 5 - REPLACEMENT FOR WELL NO. 2) AND TRANSMISSION MAIN IN AN AMOUNT NOT TO EXCEED \$50,000

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

Since March 2018, staff has shared information with the Mayor and City Council regarding Water Well No. 2 located at City Hall. The well had failed and it was not recommended to be repaired. This well was drilled in 1961.

The Consulting Team and staff have been working to develop an overall rehab and replacement plan for the City's Water Production System. This was discussed with the City Council during the budget process and has been incorporated into the City's 10 year plan.

The plan includes drilling a new well and constructing a transmission main. Staff has been working on the location of a new well and outlining costs and financing for this project.

Staff recommends contracting with Langford Engineering to provide Preliminary Engineering Services for this work. The scope will include a site plan and schematic as well as renderings to work through the site planning. In addition, the outline of costs and timeline for construction will be included. The timing for this work is 6 months and the cost is not to exceed \$50,000. This work will be completed under the City's on call contract terms. Funding is available in the City's Utility Fund Capital Improvements Plan for 2019 and 2020.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to award a contract with Langford Engineering under the City's on call contract to provide Preliminary Engineering Services for the design and installation of a new water well (no. 5 - replacement for well no. 2) and transmission main.

The motion carried 5 – 0.

XII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE LAYNE CHRISTENSEN COMPANY UNDER THE CITY'S ON-CALL CONTRACT TO REMOVE THE WELL PUMP ASSEMBLY FOR WATER WELL 3 AND INSPECT THE WELL ASSEMBLY, TELEWISE THE WELL COLUMN AND PROVIDE REPORTS AND RECOMMENDATIONS IN AMOUNT NOT TO EXCEED \$20,000

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

During the budget process, Staff outlined a plan for inspection and evaluation of the three operational water wells in the City. Given the failure of the casing of Water Well 2, the continued production of the remaining water wells is critical to the water provision capability of the city.

Water Well 3, located on Memorial Drive near Hickory Ridge, is the only well which has not been removed for inspection in the last 10 years. This well was drilled in 1961. Staff is recommending that the City's on-call contractor, Layne Christiansen, remove and inspect Water Well 3 during the lower water production months this year. The inspection is to determine if similar casing failure issues are developing in this well and hopefully address any issues prior to a casing failure. This well would also be converted to a submersible assembly as has been done previously on other wells.

Removal and inspection of the well is not expected to exceed \$20,000. Funding is available in the Utility Fund Capital Projects Fund for 2019 and 2020.

Once the inspection is performed, staff will report on any recommended work to extend the useful life of the well. Conversion to a submersible assembly along with a potential casing lining could be as high as \$350,000.

Inspection of Water Wells 1 and 4 will include routine production testing given the recent major maintenance on these two wells.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to authorize Layne Christensen Company under the City's on-call contract to remove the well pump assembly for Water Well 3 and inspect the well assembly, televise the well column and provide reports and recommendations.

The motion carried 5 – 0.

XIII. CONSENT AGENDA

“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”

- A. Minutes of the September 17, 2019 Council Meeting
- B. Minutes of the October 1, 2019 Special City Council Meeting to Adopt the 2020 Budget
- C. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-02 for professional services rendered from August 1, 2019 to September 30, 2019 in the amount of \$28,997.00 for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- D. RPS, Invoice No. 819121 in the amount of \$419.09 for professional services rendered from August 3, 2019 to August 30, 2019 under on-call services for Site Development Review
- E. RPS, Invoice No. 819119 in the amount of \$3,698.01 for professional services rendered from August 3, 2019 to August 30, 2019 under on-call services for miscellaneous services including Drainage Committee Planning, Meeting and Associated Assignments
- F. RPS, Invoice No. 919011 in the amount of \$3,942.68 for professional services rendered from August 31, 2019 to September 30, 2019 under on-call services for miscellaneous services including Drainage Committee Planning, Meeting and Imelda Flood Damage Review
- G. RPS, Invoice No. 919012 in the amount of \$950.13 for professional services rendered from August 31, 2019 to September 30, 2019 under on-call services for Site Development Review
- H. AAA Asphalt Paving, Inc., Invoice 1511-4 in the amount of \$18,754.97 dated September 23, 2019 to Mill and Overlay Patches throughout the City of Bunker Hill

- I. AAA Asphalt Paving, Inc., Pay Request No. 4 in the amount of \$184,101.29 through September 30, 2019 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- J. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0819 in the amount of \$1,075.00 for professional services through August 31, 2019 for ADA Related Engineering Support
- K. T Construction, LLC Invoice No. 2019-004-05 in amount of \$9,255.00 for Removal of Asphalt Driveway, Removal of concrete drainage pipe and regrading the ditch. This work is being done under the Interlocal Agreement with Texas City
- L. T Construction LLC Invoice No. 2019-004-06 in the amount of \$ 9,875.00 for Removal and Replacement of corrugated Pipe on Bunker Hill Road. This work is being done under the Interlocal Agreement with Texas City
- M. Probstfeld & Associates, Invoice No. 59999 in the amounts of \$305.00 for professional services rendered in September 2019, for engineering services for drainage site development review
- N. Probstfeld & Associates, Invoice No. 60037 in the amounts of \$380.00 for professional services rendered in September 2019, for engineering services for drainage site development review
- O. 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 with no increase in pricing for the term January 1, 2020 through December 31, 2020

A motion was made by Councilmember Smyre and seconded by Councilmember Thode to approve the consent agenda.

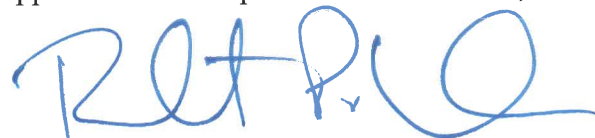
The motion carried 5 – 0.

XIV. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to adjourn the meeting at 8:34 p.m.

The motion carried 5 - 0.

Approved and accepted on November 19, 2019.



Robert P. Lord, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance