

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
SEPTEMBER 17, 2013 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.

Present:

Mayor Jay Williams
Councilman Keith Brown
Councilman John Glover
Councilman Jay Janecek **
Councilwoman Laurie Rosenbaum
Councilwoman Susan Schwartz

Also in Attendance:

Karen Glynn, City Administrator
Kelly Johnson, City Secretary/Dir of Finance
Steve Smith, Dir of Public Wrks/Bldg Official
Loren Smith, City Attorney
Tom Ramsey, City Engineer

**arrived at 5:07 p.m.

II. PLEDGE OF ALLEGIANCE

Jason Daniels, a Boy Scout from Second Baptist School, led 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.

No Comments

IV. PUBLIC HEARING

THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2013 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2014 BUDGET

Mayor opened the Public Hearing at 5:02 p.m.

No Comments

Mayor closed the Public Hearing at 5:03 p.m.

V. FIRE COMMISSIONER'S REPORT

A. Update on activities

Commissioner Smyre said it's an exciting time at the Villages Fire Department. He said we have been upgraded from an ISO rating of two to an ISO rating of one. Chief Foster said in the state of Texas we are one of fifteen entities and nationwide we are one of sixty with an ISO rating of one. Commissioner Smyre said this is an outstanding accomplishment for the Villages Fire Department.

The Insurance Service Organization, ISO, is something formed by insurance companies and is used in calculating premiums. The Chief did not know what effect this would have on homeowners premiums.

Commissioner Smyre said year to date Bunker Hill Village has had 169 incidents with 69 fire and 99 EMS calls. He said year to date revenue collected from ambulance calls was \$191,000, which is not a budgeted item for the fire department.

Councilman Brown asked about the ongoing structural issues with the fire station. Chief Foster said they have received one bid to correct the plumbing problems and are waiting on another bid. Commissioner Smyre said they have formed a committee to look at the station's structural issues.

VI. POLICE COMMISSIONER'S REPORT

A. Update on activities

Chief Sanders said he attended the Warrenton Homeowner's Meeting last week and said it was a great meeting and appreciated the opportunity to attend.

Chief Sanders said as he outlined in his 2014 Proposed Budget, which all three cities had approved, two major weaknesses. He said the first being in the 911 communications with the Computer Aided Dispatch (CAD) and Records Management System (RMS). Chief Sanders said since the cities approved the 2014 Budget the Memorial Villages Police Department (MVPD) has moved forward with planning for implementation of a system sometime around January. He said they have already had one system demo and are looking at two other systems.

Chief Sanders said in light of the recent events that happened in Hunters Creek Village, the MVPD is moving up implementation to have a recommendation ready for the Police Commission in October. He said they are wanting to implement a CAD system first with the RMS system to follow.

The other weakness that was identified was a staffing shortage in dispatch. He said again with the events that happened in Hunters Creek Village recently, they realized how weak it is to have one dispatcher on duty. In looking for a solution to the staffing issue, the Police Commission met on Monday and approved having two dispatchers at all times except Monday through Friday during the day. He said the reason for only one dispatcher Monday through Friday during the day was office staff could help out if the 911 phones started to ring. He said they have looked at the current budget and he thinks they have found away without asking for additional money to increase staffing in dispatch.

Chief Sanders said he is finishing up the first round of employee evaluations. He said he doesn't believe in across the board increases, he said they will evaluate and bring it back to council and ask for their perspective before giving any merit increases.

He said one thing that has changed at MVPD is they are now responding to all alarm calls, even if they are called off. This is something they have not done in the past but for obvious reasons they have made it standard procedure to make physical contact on each alarm call.

Mayor Williams asked about the DARE Program and if Chief Sanders had found out why Bunker Hill Elementary had cancelled the program in their school. Chief Sanders said he had spoken to the principal and the reason was a scheduling dilemma. He said the school was not mad, just that they have such a limited number of days students can participate in non-curriculum activities it has become very difficult to schedule. Chief Sanders said he believed the DARE Program was a good and important program and is still working with the principal in trying to work something out.

Chief Sanders wanted to encourage everyone to come out to National Night Out on October 1, 2013. He said they are going to have a great line up this year.

Councilwoman Rosenbaum asked Chief Sanders if they were going to put unused police cars at the elementary. Chief Sanders said they started that last week at Bunker Hill Elementary and Hunters Creek Elementary. He said currently they only have two vehicles they can leave at the schools and are working on getting another vehicle to sit at Memorial Drive Elementary and eventually another at Frostwood Elementary.

VII. 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 August 20, 2013 Regular Council Meeting
- B. Minutes of the August 27, 2013 Special Council Meeting
- C. August 2013 Financials
- D. Notice of formal action required, prior to October 14, 2013, to nominate Ed Heathcott as a candidate to serve on the Harris County Appraisal District's Board of Directors
- E. AAA Asphalt Paving Inc., Application No. "Retainage" in the amount of \$115,954.11 for Strey Lane Storm Sewer Improvements
- F. Klotz Associates, Invoice No. 813117 dated August 28, 2013 in the amount of \$1,350.11 rendered from July 16, 2013 to August 15, 2013 for On Call Services.
- G. Klotz Associates, Invoice No. 813039 dated August 23, 2013 in the amount of \$8,575.00 for professional services rendered from July 16, 2013 to August 15, 2013 in connection with East Side Drainage Improvements
- H. Texascal Enterprises, LLC, Invoice for the month of August 2013 in the amount of \$1,000.00 for professional services related to Blalock Drainage Improvements

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve the consent agenda. Motion carried 5-0.

VIII. UPDATE ON EAST SIDE DRAINAGE PROJECT - *Steve Smith, Director of Public Works/Building Official and Klotz Associates*

- A. Discussion and possible action regarding approval of additional construction for ditch regrading and culvert/driveway replacement with Calco for the Blalock Ditch Project in an amount not to exceed \$48,862.80

Steve Smith said he hoped all of council had a chance to look at the work done on the Blalock ditch. The ditch work is done with the exception of two areas that are not draining well. He said this change order addresses those areas. The first area is at Barazi Oaks and the second area is in front of Memorial Drive Presbyterian Church (MDPC).

He said the Barazi Oaks area has to do with some concrete inside the culvert and the grade. He said with the removal of the concrete and regrading of that area, it will correct the standing water problem.

The south end of the ditch in front of the Memorial Drive Presbyterian Church is not that simple. He said we have very little fall in that area. He said after the regrading was done they found that part of a covered pipe had fallen under a driveway and water has to go uphill in order to drain. Steve Smith said we don't have room in the contract to do a change order so we are proposing a new contract for \$48,862.80 to fix those areas.

Gary Struzick, with Klotz Engineering, explained the problem in front of MDPC. He said after the survey and design was complete and they actually started construction could they see that part of the covered pipe had fallen under one of the driveways at MDPC. He said the fallen pipe is causing about a 4" higher grade causing water to go up and over to drain. As a result, there is 3-4 inches of standing water in the ditch at all times.

Gary Struzick said what they are recommending is taking the two southern driveway culverts and lowering them down about a foot to the flow line of 63. That means cutting those two southern driveways out. He said water will drain more effectively and efficiently. He said we are not changing capacity in the ditch we are deepening the flow line.

Mayor Williams said bottom line is if we would have known this before the construction started we still would have done the work. But because we caught it afterwards, it's costing us an estimated \$10,000 more because we are having to regrade again. He said nobody is at fault, it's just one of those things.

Karen Glynn said they have already spoken to the City of Piney Point Village and they are okay with it.

Motion was made by Councilman Brown and seconded by Councilman Glover to approve the additional construction for ditch regrading and culvert/driveway replacement with Calco for the Blalock Ditch Project in an amount not to exceed \$48,862.80. Motion carried 5-0.

- B. Discussion and possible action regarding approval for engineering design services with Klotz Associates for the design of pod detention, repairs to W146, and the Greenbay connection improvements for the East Side Drainage Improvement Project in an amount not to exceed \$208,900.00

Mayor Williams said this is the final piece of the East Side Project.

Motion was made by Councilman Brown and seconded by Councilman Janecek to table this to the October Meeting until we receive further clarification from Klotz Engineering. Motion carried 5-0.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING BID AWARD FOR DECORATIVE SIGN POSTS TO BRANDON INDUSTRIES IN AN AMOUNT NOT TO EXCEED \$52,160.00 - Steve Smith, Director of Public Works/Building Official

Steve Smith said we did solicit bids for decorative sign posts and received three back with the low bidder being Brandon Industries. He contacted TXDOT and found out that for stop sign poles the required height was 2” taller than our current poles so we put that in our bid requirements. He said the low bid came in at almost half of what we had budgeted. The mayor wanted to clarify the bid included all of the street and stop sign posts.

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Glover to award the bid for decorative sign posts to Brandon Industries in the amount not to exceed \$52,160.00. Motion carried 3-2. (Councilman Brown and Councilwoman Schwartz voted Nay)

X. DISCUSSION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 10 IN AN AMOUNT OF \$12,990.00 TO THE STREY LANE PROJECT FOR CURB, PAVEMENT AND PAVER REPAIRS - Karen Glynn, City Administrator and Steve Smith, Director of Public Works/Building Official

Steve Smith said Change Order #10 is for the rebuilding of the esplanade at the intersection of Memorial Dr. and Briar Forest. He said the Change Order is to cut back the nose section and narrow the esplanade. This will help traffic to make the corner without driving over the esplanade. Councilwoman Rosenbaum said trucks can't make it through the intersection without driving over the esplanade.

Motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to approve Change Order #10 in the amount of \$12,990.00. Motion carried 5-0.

XI. MAYOR'S REPORT

A. Discussion and possible action regarding designation of a representative and an alternate to the General Assembly of the Houston-Galveston Area Council for 2014

Mayor Williams said that Councilwoman Schwartz and Councilwoman Rosenbaum volunteered to continuing serving. Councilwoman Schwartz is our representative and Councilwoman Rosenbaum is our alternate.

Motion was made by Councilman Janecek and seconded by Councilman Brown to approve. Motion carried 5-0.

B. Cancellation of December 17, 2013 Regular City Council Meeting and set the date for the Christmas Party

Mayor Williams said instead of having our Regular Council Meeting on December 17, 2013 we will have our annual Christmas Party on that date.

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve. Motion carried 5-0.

C. Update on Activities

Mayor Williams said he did meet with the Winshire Homeowners Association. He said it was a great turn out. He said he did tell the group a little about the proposed pod detention and construction and they were very excited and positive about it. He said they want more doggy waste stations.

XII. CITY ADMINISTRATOR'S REPORT

A. Discussion and possible action on proceeding with recommended Beautification Improvements Project for 2013 Fiscal Year

Karen Glynn said there is \$22,000 in the budget for beautification. She said they have driven the city and have taken inventory on things that they would like to do in 2013. She said the Gessner esplanades need attention. She said it's the whole area from across the school all the way down past the Tealwood sign to the old wooden Bunker Hill entrance sign on the far end. She said she would like to get council approval to spend \$15,000 for plantings and the design work.

The second thing they would like to work on is replacing pavers around esplanades. She said Strey Lane, Bunker Hill, and Briar Forest esplanades all have pavers that need to be replaced.

Karen Glynn said just this week we received a phone call that the city could get some plantings at a reduced price. She said we are asking for funds to purchase some trees/plantings to add to areas around the city.

She said there was a note in the budget for more marker signs. She said they felt we needed to take care of what we had first before we moved forward on anymore signs.

The mayor said after we went out and looked at the Gessner esplanades and seen the condition it was in we thought maybe we should take care of what we have before purchasing anymore Bunker Hill signs. The mayor also suggested, when the time comes, that maybe we could buy smaller metal signs similar to Piney Point's.

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to spend up to \$15,000 for the Gessner esplanades. Motion carried 5-0.

Motion was made by Councilman Glover and seconded by Councilwoman Rosenbaum to spend up to \$2,000 to repair the miscellaneous pavers across the city. Motion carried 5-0.

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to spend up to \$5,000 to allow Karen Glynn to purchase miscellaneous plantings if the opportunity comes up between now and the end of the year. Motion carried 5-0.

B. Upcoming Special City Council Meetings

Karen Glynn reminded council that next Tuesday, September 24th, there is a Special Council Meeting at 8:00 a.m. She also reminded council of another Special Council Meeting on Tuesday, October 1st at 8:00 a.m.

XIII. COUNCIL WILL NOW MEET IN CLOSED EXECUTIVE SESSION PURSUANT TO CHAPTER 551 OF THE TEXAS GOVERNMENT CODE AS FOLLOWS:

The City Council will convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to consult with the City Attorney regarding a matter which the duty of the City Attorney requires to be held in closed session.

Mayor Williams convened into closed executive session at 6:09 p.m.

Mayor Williams reconvened the meeting at 7:17 p.m.

XIV. ADJOURN


Motion was made by Loren Smith and seconded by Councilman Brown to adjourn the meeting at 7:30 p.m. Motion carried 5-0.

Approved and accepted on October 15, 2013.



JAY WILLIAMS, Mayor

ATTEST:



Kelly Johnson, City Secretary