

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
OCTOBER 15, 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:	Also in Attendance:
Mayor Jay Williams	Karen Glynn, City Administrator
Councilman Keith Brown	Kelly Johnson, City Secretary/Dir of Finance
Councilman John Glover	Steve Smith, Dir of Public Wrks/Bldg Official
Councilman Jay Janecek	Loren Smith, City Attorney
Councilwoman Laurie Rosenbaum	Tom Ramsey, City Engineer
Councilwoman Susan Schwartz	

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.

Donna Freedman, at 11930 Surrey Lane, said she spoke with Methodist Hospital about the property across from the shopping center along Memorial Drive just outside of Bunker Hill Village regarding detention. She reported the spokesman told her the land was too valuable for detention and they were just about ready with plans for development.

IV. FIRE COMMISSIONER'S REPORT

A. Update on activities

Commission Smyre said the monthly fire commission meeting was tomorrow night. Commissioner Smyre said he did speak with Chief Foster and went over the items on the agenda for tomorrow. Commissioner Smyre was happy to report the ISO rating is now official and they are working on a public relations strategy.

Commissioner Smyre said year to date the budget is 4.63% under budget. He said Bunker Hill has had 186 incidents year to date. Of those 186 incidents, 80 were fire and

106 EMS. He said he had been asked about the delivery of the new ambulance and he reported it should be here the end of November.

Another item Commissioner Smyre reported on was the structural issues with the building at the Fire Department. He said they currently were taking bids on some foundation/plumbing repairs.

V. POLICE COMMISSIONER'S REPORT

A. Update on activities

Chief Sanders updated mayor and council on the progress of the CAD/RMS system. He said they are going to look at their second demo tomorrow and invited all to come. Chief Sanders said he was going to the Annual International Association of Chief's and Police Conference in Philadelphia over the weekend. He said he was taking one of the commissioners with him so they can take a look at what is new out there and do some comparisons.

Chief Sanders said as he reported last month they were working on having two dispatchers on duty at all times except during normal 8-5 working hours. He said with the new hire that will start November 4th, they will accomplish two dispatchers on duty at all times except during normal business hours when they have office staff to help out.

Chief Sanders said they have chosen Code Red for their emergency communication system. He said what sold them on Code Red was the vast data base. He said the 911 System does not have a broad data base. He said they are going to wait until he gets back from the Chief's Conference before making the final decision just in case they find something better at the conference.

Commissioner Essary reported he had been to New Mexico to look at the demo software they looked at last month. He went to two different agencies that currently were using Capers software. He said the basic observation was our police department is twenty years behind in technology. He said buying too big of a system is just as much a problem as under buying a system. Commissioner Essary said the Capers System does real well with Police, Fire, and EMS. He said training is absolutely essential. He said the system can be up and running in six to eight weeks. He said Capers came very highly recommended from both agencies.

Commissioner Essary reported at the Police Commission Meeting last night they received a clean opinion for the financial audit ending 12/31/12. However, he said the payroll audit came back with some problems. He said any payroll system has to have two basic things, how much a person is getting paid and how many hours an employee worked. He said we failed in both areas. He said it will be fixed by January 2014. He said we are going to a bi-weekly payroll system and a biometric time recording system with an easy to understand hourly compensation plan. He said the commission takes this very seriously and they will get it corrected.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL FOR AUDIT SERVICES WITH BELT HARRIS PECHACEK, LLP IN AN AMOUNT NOT TO EXCEED \$14,996.00 FOR FISCAL YEAR 2013 WITH THE OPPORTUNITY TO

RENEW FOR TWO ADDITIONAL YEARS - *Kelly Johnson, City Secretary/Finance Director*

Kelly Johnson said they received three very good proposals. She said herself and the City Administrator, Karen Glynn, sat down and interviewed each firm. She said price was not a sole factor in the decision. She said one of the firms had only been in business for about 1-1/2 years. Also was the thought of switching to a new firm the additional time needed for that switch and with a new mayor and two new council members the existing firm would offer some continuity with that transition. It was staff's recommendation to stay with the existing firm, Belt Harris Pechacek, LLP.

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve Belt Harris Pechacek, LLP in the amount not to exceed \$14,996 for fiscal year 2013. Motion carried 5-0.

VII. MAYOR'S REPORT

A. Discussion and possible action on appointments for the Zoning Board of Adjustment for a two year period ending May 31, 2015

Mayor said we have two vacancies on the Board of Adjustments (BOA) and he was recommending Jennifer Rigamonti as a regular member and moving Mark Worthen from alternate to a regular member. He said it would be the following as regular members:

1. Henry Houston
2. Michelle Belco
3. Mark Allen
4. Jennifer Rigamonti
5. Mark Worthen

With the alternates as follows:

1. Gregory Nelson
2. David Light (has not yet responded)
3. Vacant
4. Vacant

The mayor said if anyone knew of someone that might be interested in filling one of the vacancies, please let him know.

Motion was made by Councilwoman Schwartz and seconded by Councilman Glover to approve the Board of Adjustment members as stated. Motion carried 5-0.

B. Meeting held at TxDOT on September 25, 2013 regarding Memorial Drive Bridge Replacement

The mayor said they met with TxDot on September 25, 2013, and TxDot is planning on maintaining the opening below the bridge exactly the same as it is today. He said if during the construction of the new bridge the concrete walls below have to be replaced they will do it at that time but as of now there are no plans of replacing them. The

mayor said he asked if TxDot could leave one pedestrian bridge open at all times. The construction of the bridge is estimated to take 90 days.

The mayor said we do have a waterline attached to one of the pedestrian bridges and we will look at that during the bridge replacement to see about relocating the waterline. He said the cost of the waterline replacement is Bunker Hill Village's.

The construction will take place during the summer of 2015.

VIII. CITY ADMINISTRATOR'S REPORT

A. Update on East Side Drainage Project

Karen Glynn said the East Side Drainage Project is currently more about the Blalock ditch and moving towards the maintenance of the ditch. She said they sent out 35 letters to the residents along the Blalock ditch letting them know what the city's expectations were in getting the right-of-way along the ditch cleaned up. She said they received a very good response. She said the end of October or the first of November the clearing and trimming will start.

B. Update on Strey Lane Project

Karen Glynn said they have a few warranty issues they are working through.

C. Update on the Planning and Zoning Commission Ordinance Review

Karen Glynn said the Planning and Zoning Commission (P&Z) met in September to start tackling and talking through some of the concerns that have come up in the past few years. She said they are meeting again this Thursday to further that discussion. The areas the commission identified as problems were as follows:

1. Cul-de-sac Lots
2. Drainage
3. Tree Ordinance

She said they had hoped to come back to city council in November with some recommendations but thought that might be too soon.

D. Update on Projects

- **Landscaping Projects**

Karen Glynn, City Administrator, said the landscaping project on Gessner was delayed and it probably was a good thing since last week a car ran through the Tealwood Sign and damaged the trees, shrubs, lights, and the sprinkler system. She said we filed a complaint against the insurance company but are waiting to hear back from them.

There was discussion about who was responsible for maintaining the Tealwood Sign. The sign is in the city's right-of-way and Mayor Williams did not think the city was responsible for the maintenance. Councilwoman Rosenbaum said she spoke with the former mayor and he said the city was

responsible for the maintenance. It was decided to find out who is responsible and make sure we have a written agreement in place if the City is responsible.

- Decorative Sign Posts

Karen Glynn said they were waiting on the first shipment of decorative sign posts. She said they were also looking into some city entrance signs.

- Dog Stations

Karen Glynn said she had received a few requests to put in more dog stations. She said we have budgeted to add four more in next year's budget. She thought with the completion of the Strey Lane Project and since we have had some requests now might be a good time to go ahead and put some in. She said they have looked at some locations and thought two on Strey Lane, two on Knipp Road, and one on Taylorcrest. This would be at a cost of \$200 each or a total for five new dog stations would be \$1,000. She said she was asking council if they wanted to move forward and put them in now instead of waiting until next year.

Council was in favor of ordering and installing five more dog stations this year instead of waiting until next year.

- Signal Project

Karen Glynn said they just completed the camera project at Gessner @ Memorial and Plantation @ Memorial.

IX. 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 - Steve Smith, Director of Public Works/Building Official

Councilman Brown said he was opposed to Klotz Engineering doing anymore work for the city. He said Klotz Engineering has done a great job for the city but most recently they have entered into a contract with the TIRZ to review some of the TIRZ previous drainage studies. He said by Klotz Engineering taking this review it puts them in a compromising position. He said if the city would enter into a legal suit, Klotz Engineering could not act on the City's behalf as a consultant and/or as a testifying expert.

Councilman Brown did confirm over the weekend that the surrounding neighborhoods still have plans to bring suit against the TIRZ which will most likely draw the City of Bunker Hill Village into the lawsuit. Councilman Brown said he thought the City needs to go out for a different engineering firm to handle the City's drainage projects.

Tom Ramsey, with Klotz Engineering, said their assignment with the TIRZ is they have been asked to review their most recent study of W151. He also said for the last fifteen years

they have worked with the City of Houston, TxDot, Harris County Flood Control and various other agency's dealing with drainage. He said Klotz Engineering can continue to give the City of Bunker Hill an independent view.

It was the majority of city council and the mayors decision that Klotz Engineering is the best engineering firm for the City of Bunker Hill Village. The mayor said to stop and hold up the current project would be very costly and cause a longer than wanted delay. The mayor said he did not see the risk to be significant enough to stop our East Side Drainage Project. The mayor said Klotz Engineering has the support of himself, former Mayor Essary, Karen Glynn, Loren Smith, Steve Smith, and John Glover.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve the Klotz Engineering contract in the amount of \$208,900.00. Motion carried 4-1 (Councilman Brown opposed).

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 September 17, 2013 Regular Council Meeting
- B. Minutes of the September 24, 2013 Special Council Meeting
- C. Minutes of the October 1, 2013 Special Council Meeting
- D. September 2013 Financials
- E. AAA Asphalt Paving Inc., Application No. 18 in the amount of \$40,081.70 for Strey Lane Storm Sewer Improvements
- F. Texascal Enterprises, LLC, Invoice for the month of September 2013 in the amount of \$1,690.00 for professional services related to Strey Lane Storm Sewer Improvements and Blalock Road West Ditch Maintenance Project
- G. Calco Contractors, Ltd., Invoice 2 (FINAL) for the period from August 1, 2013 to September 25, 2013 in the amount of \$14,639.62 for Blalock Road West Ditch Maintenance Project
- H. Calco Contractors, Ltd., Invoice 1 (FINAL) for the period from August 1, 2013 to September 25, 2013 in the amount of \$45,755.10 for Blalock Road West Ditch Maintenance Supplemental Contract
- I. Extension of the interlocal agreement between the City of Bunker Hill Village and Harris County for the administration and implementation of the Regional Watershed Protection Education Program at a cost to the city in the amount of \$1,925.49 to provide the city credits for surface water

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

XI. ADJOURN

Motion was made by Loren Smith and seconded by Councilman Brown to adjourn the meeting at 6:18 p.m. Motion carried 5-0.

Approved and accepted on November 19, 2013.

A handwritten signature in black ink, appearing to be 'J. Williams', written over a horizontal line.

JAY WILLIAMS, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to be 'Kelly Johnson', written over a horizontal line.

Kelly Johnson, City Secretary