

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
AUGUST 18, 2015 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 Works/Bldg Official
Loren Smith, City Attorney

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.

Rakesh Verma, at 11522 N. Lou, offered his services for free to maintain/upgrade the city's SCADA System.

IV. PLANNING AND ZONING COMMISSION REPORT ON THEIR RECOMMENDATION TO CITY COUNCIL REGARDING THE PUBLIC HEARING AND REQUEST TO AMEND APPENDIX "A" OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY ADOPTING A SPECIFIC USE PERMIT FOR THE MEMORIAL DRIVE LUTHERAN CHURCH LOCATED AT 12211 MEMORIAL DRIVE, HOUSTON, TEXAS TO RENOVATE AN INSTITUTIONAL SIGN - *Steve Smith, Director of Public Works/Building Official and Catherine Wile, Vice-Chairman of the Planning and Zoning Commission*

Steve Smith presented a PowerPoint overview of the request by Memorial Drive Lutheran Church to renovate an institutional sign. He said the sign structure itself would not be changing but the insert area of the sign would be changing

The purpose of the Specific Use Permit (SUP) process is to look at individual sites on a case by case basis and determine if the proposal would negatively impact adjacent properties and the city as a whole. The church property as well as Frostwood Elementary School are somewhat unique from other non-residential sites in the city. There are no residential homes across the street from the church. The church's entire property fronts Frostwood Elementary School property. The church does share back and side lot lines with residential lots. The sign location is in the front of the church directly across from Frostwood Elementary School.

The SUP process provides for conditions to be included to ensure specific concerns are addressed for the various factors. Conditions were placed on the Frostwood Elementary School Sign.

Catherine Wile, Vice Chairperson of the Planning Zoning Commission gave the following report:

The Planning and Zoning Commission met on June 22, 2015 and held a Public Hearing to discuss the specific use request. The Commission voted unanimously to recommend to the City Council that council approve the Specific Use Permit with the following conditions:

- *The sign lighting grid shall be a monochromatic, subdued color, such as amber or other color approved by the Director of Public Works/Building Official, and shall not strobe, blink, or move or create a glare or impede traffic.*
- *The sign shall be turned on only during specified hours. The recommended specified hours of operation are 7:00 a.m. to 9:00 p.m.*
- *Should any unexpected circumstances occur which compromises the integrity of the existing sign structure, the entire structure will be reconstructed to meet the city's current sign dimensions.*

V. PUBLIC HEARING

A PUBLIC HEARING WILL BE HELD REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX "A" OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY ADOPTING A SPECIFIC USE PERMIT FOR THE MEMORIAL DRIVE LUTHERAN CHURCH LOCATED AT 12211 MEMORIAL DRIVE, HOUSTON, TEXAS TO RENOVATE AN INSTITUTIONAL SIGN ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED ABOVE.

Mayor Williams opened the public hearing at 5:07 p.m.

No comments

VI. CLOSE THE PUBLIC HEARING

Mayor Williams closed the public hearing at 5:08 p.m.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY ADOPTING A SPECIFIC USE PERMIT FOR THE MEMORIAL DRIVE LUTHERAN CHURCH LOCATED AT 12211 MEMORIAL DRIVE, HOUSTON, TEXAS TO RENOVATE AN INSTITUTIONAL SIGN
- Mr. Steve Smith, Director of Public Works/Building Official

Councilman Brown asked if anyone had approached the church about a flood easement similar to what had been done with SBISD. Loren Smith, the City Attorney, said he did not think it was legally permissible to request a drainage easement in relation to their request for a sign. He said the two are totally unrelated.

Mike Riggs, with Memorial Drive Lutheran Church, said the church would be open to discuss an underground drainage easement with the city in the future.

Motion was made by Councilwoman Schwartz and seconded by Councilman Janecek to approve the ordinance as presented. Motion carried 5-0.

VIII. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Essary reported that there were two positions open in the police department. He said the commission has made it clear that it is a priority to keep a full complement.

Commissioner Essary said year to date the police department is running slightly under budget. He also reported the average response time was 3:05. Commissioner Essary said the new web page has been launched and includes the new sign up for no solicitation. He also said they are in the testing stage of the new resident communication notification system and it should go live on Thursday.

Commissioner Essary reported that Commissioner Smyre is dealing with a very serious health issue and hopefully he will be back in 30 – 60 days.

IX. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Shuford reported year to date the fire department is slightly under budget by 1.6%. Through July they had 1,243 calls with 182 calls being in Bunker Hill Village. Average response time for all the Villages was 4:07 with Bunker Hill Village’s average response time being 4:56 minutes.

B. Discussion And Possible Action Regarding The Commission's Request to Approve the 2014 Intra-Budgetary Transfer of \$193,458.82

Commissioner Shuford said this is from the 2014 audit and the funds will be reimbursed to the city based on the city’s pro-rata share.

Motion was made by Councilman Glover and seconded by Councilwoman Rosenbaum to approve as presented. Motion carried 5-0.

X. CONSIDERATION AND POSSIBLE ACTION REGARDING CHANGE ORDER NO. 7 WITH AAA ASPHALT PAVING, INC. FOR THE EAST SIDE DRAINAGE PROJECT FOR AN INCREASE TO THE CONTRACT IN THE AMOUNT OF \$46,010.95 FOR RECONCILIATION OF ITEMS REGARDING INTERSECTION IMPROVEMENTS AT BUNKER HILL ROAD AND MEMORIAL DRIVE, OVERLAY AND REPAIRS TO POWDERHORN AND BUNKER HILL ROAD AND ADDING IMPROVEMENTS TO MEMORIAL DRIVE AND ADDITIONAL STRIPING ALONG TAYLORCREST – Steve Smith, Director of Public Works/Building Official

Steve Smith said the purpose of Change Order #7 was to finalize the East Side Drainage Project. He said this also includes Bunker Hill Road and the intersection of Memorial and Bunker Hill Road.

Mayor Williams asked where the funds were coming from to pay the \$46,010.95. Steve Smith said in reconciling there were items that came in under budget and the \$46,010.95 was not anything that was not previously approved. Bottom line it is coming from savings in other line items.

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve as presented. Motion carried 5-0.

XI. CONSIDERATION AND POSSIBLE ACTION REGARDING CHANGE ORDER NO. 8 WITH AAA ASPHALT PAVING, INC. FOR THE EAST SIDE DRAINAGE PROJECT FOR AN INCREASE TO THE CONTRACT IN THE AMOUNT OF \$17,895.00 FOR NEEDED REPAIRS ON STREY LANE TO BE PAID FROM STREET MAINTENANCE – Steve Smith, Director of Public Works/Building Official

Steve Smith said after the extensive rain back in May & June we noticed there were issues on Strey Lane. He said they did further investigation and found in four areas the base under the road had failed from all the rain.

Steve Smith said this street is over two years old and not under warranty. He said they talked with AAA Asphalt and the city can take advantage of the pricing under the East Side Drainage Project and can be added as Change Order #8.

Mayor Williams asked if it was the contractor or possibly the materials that were at fault. Steve Smith said he talked to Carl Smitha, the Project Supervisor, and concluded that everything met standards. He said if it was something to do with workmanship, AAA Asphalt said they would correct the problem even though the warranty period had expired. Steve Smith said bottom line, the road base was saturated and it had nothing to do with workmanship or materials.

Motion was made by Councilman Glover and seconded by Councilwoman Schwartz to approve as presented. Motion carried 5-0.

XII. CONSIDERATION AND POSSIBLE ACTION REGARDING CONSTRUCTION OF INTERSECTION IMPROVEMENTS AT STREY LANE AND MEMORIAL DRIVE IN

AN AMOUNT NOT TO EXCEED \$65,000 FOR ENGINEERING, SURVEYING, AND CONSTRUCTION – *Steve Smith, Director of Public Works/Building Official*

Steve Smith said we have received very positive comments from the improvements made to the intersection at Bunker Hill Road and Memorial Drive.

Steve Smith said continuing with that same philosophy we are requesting to make the same improvements at Strey Lane and Memorial Drive. We have requested costs from AAA Asphalt and have received a not to exceed amount of \$50,000 for construction that could be added to the project by a change order. We would also need to have this area surveyed and engineered plus include some construction management estimated in an amount of \$15,000.

Mayor Williams asked Councilman Brown what his thoughts were since he lived the closest to the intersection. Councilman Brown was in favor of the proposal. Councilman Brown did have concerns about how Stepping Stone would work with the improvements. Steve Smith said they had the same concerns and Manu Isaac, the engineer, would be looking at that.

Councilwoman Rosenbaum said the reason for the improvements at Bunker Hill Rd. and Memorial Drive were for safety because of all the accidents. She said we have not had the accidents at Strey Lane and Memorial Drive. She was not in favor of spending \$65,000 if there is not a safety problem. Councilwoman Rosenbaum thought the proper signage and striping could be the solution. Councilman Brown said he lives two blocks from the intersection and the cars do not slow down there and he was amazed we haven't had more accidents at that intersection.

Councilman Glover asked if there was any timing on this that could not wait until the next meeting, after the Infrastructure Workshop discussion. Mayor Williams said by doing it now we can take advantage of AAA Asphalt being mobilized and the pricing from the East Side Drainage Project by doing a change order. If we waited we would have to bid the project and being it's a smaller job the cost would probably be higher and with the bidding process would delay the project 60-90 days.

Councilman Glover asked about doing the survey and engineering before approving the actual construction. Mayor said he was not comfortable with approving spending any money on the project unless the whole project was approved.

Motion was made by Councilman Glover and seconded by Councilman Janecek to approve as presented. Motion carried 4-1. (Councilwoman Rosenbaum opposed)

XIII. CONSIDERATION AND POSSIBLE ACTION AUTHORIZING ROOF REPLACEMENT/REPAIRS FOR CITY HALL AND THE PUBLIC WORKS BUILDING IN AN AMOUNT NOT TO EXCEED \$49,000 TO BE PAID OUT OF THE CITY'S ANNUAL REPLACEMENT FUND - - *Steve Smith, Director of Public Works/Building Official & Klotz Associates*

Steve Smith reported that we have been experiencing roof leaks at City Hall over the past several years. We have had a contractor repair specific areas in City Hall over this timeframe. During the extensive rains in May and June, more problems surfaced in addition to some areas in the Public Works Building. Following discussions with several contractors, it is recommended to replace the roof on City Hall and make repairs on the Public Works Building.

We have requested bids and have identified a contractor, Metro Roofing, for an amount not to exceed \$49,000. Metro Roofing will be able to do this work over the next month.

Funding is available in the City's Facility Replacement Fund.

Mayor Williams asked about the warranty. Steve Smith said the warranty was for 30 years.

Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to approve as presented. Motion carried 5-0.

XIV. 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 June 16, 2015 Council Meeting
- B. June 2015 Financials
- C. July 2015 Financials
- D. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-10 for professional services rendered from June 1, 2015 to June 30, 2015 in the amount of \$3,445.00 for professional services related to East Side Drainage Project and change orders.
- E. Lloyd, Smitha, & Associates, LLC, Invoice No. CMBH14-11 for professional services rendered from July 1, 2015 to July 31, 2015 in the amount of \$2,307.50 for professional services related to East Side Drainage Project and change orders.
- F. Klotz Associates, Invoice No. 615028 in the amount of \$3,520.30 for professional services rendered from May 15, 2015 to June 15, 2015 for storm sewer improvements on Chapel Belle Lane and Rhett/Tara Drive.
- G. Klotz Associates, Invoice No. 615102 in the amount of \$2,668.22 for professional services rendered from May 15, 2015 to June 15, 2015 under on-call services including the Memorial Day Flood, Drainage Review, and GIS needs.
- H. Klotz Associates, Invoice No. 615027 in the amount of \$307.00 for professional services rendered from May 16, 2015 to June 15, 2015 in connection with East Side Drainage Project.
- I. AAA Asphalt Paving, Inc. Application No. 10 in the amount of \$98,910.65 for construction services rendered for June 2015 in connection with East Side Drainage Project and associated change orders.
- J. AAA Asphalt Paving, Inc. Application No. 11 in the amount of \$327,985.41 for construction services rendered for July 2015 in connection with East Side Drainage Project and associated change orders.
- K. Don Mar Grading, Inc. in the amount of \$14,880.00 for ditch cleaning and disposal on Mayerling Drive as part of the City's ongoing maintenance.
- L. Interlocal Agreement between The Harris-Galveston Subsidence District and the City of Bunker Hill Village to jointly achieve water conservation goals for the 2015-2016 school year through participation in the District's Annual Water Wise Program.
- M. Accept Resignation of Mr. Mark Worthen, Zoning Board of Adjustment.
- N. New On - Call Contract with Jason Bienek for Inspection Services through September 1, 2016.

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

XV. MAYOR'S REPORT

A. Mayor's Luncheons

Mayor Williams said they are back having the monthly mayors' luncheon and he was happy to report they are very pleasant and a good group of mayors that all are willing to work together.

Next monthly meeting is coming up and the superintendent, Mr. Scott Muir is the guest speaker.

XVI. CITY ADMINISTRATOR'S REPORT

A. Budget Development and Schedule for 2016 Budget Process

Karen Glynn said the preliminary property tax workshop/public hearing dates are as follows:

September 3rd at 11:30 a.m. – Lunch Workshop (Councilman Brown unavailable)
September 15th at 5:00 p.m. – Public Hearing
September 22nd at 8:00 a.m. – Public Hearing
September 29th at 8:00 a.m. – Adopt Tax Rate and Budget

B. Annual TML Conference

Annual TML Conference is September 22nd through September 25th in San Antonio.

C. Back to School Update

Karen Glynn said school traffic flags are out and school starts back on August 24th.

D. City Hall Improvements

Karen Glynn said we finished up painting in the offices and we have budgeted \$5,000 to replace the carpet but we are noticing that it does not need to be done right away. She said instead we would like to use those funds to do some work out in the maintenance building where the guys are located and the city's archived records.

City Council took a break at 6:18 p.m. and reconvened at 6:35 p.m.

XVII. PRESENTATION AND DISCUSSION ON THE CITY'S INFRASTRUCTURE MANAGEMENT PROGRAM INCLUDING STREETS, DRAINAGE, WATER AND WASTEWATER INFRASTRUCTURE AND TO PROVIDE DIRECTION ON BUDGET PRIORITIES FOR FISCAL YEAR 2016 AND SETTING THE 2015 TAX RATE - Karen Glynn, City Administrator

Karen Glynn reported during the 2015 budget process, taking care of our city's aging infrastructure is a top priority for the city. The city has invested resources into compiling data

(Streets, Drainage, Water Lines & Wastewater Lines) into the GIS system and have also completed an assessment of our streets.

Karen Glynn presented a PowerPoint overview of the city's infrastructure.

The general consensus was to move forward with the infrastructure model and keep the assumptions as presented. There was some concern about raising the base utility rate by \$25.00 per billing cycle. Council thought that might be a little high for the lower consumption users.

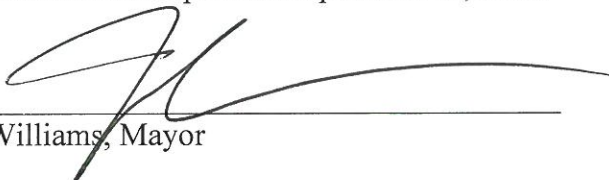
Council asked at the next meeting to see a cash flow model with the assumptions as presented.

Kelly Johnson, City Secretary/Director of Finance said with the infrastructure model assumptions the proposed 2015 tax rate would more than likely be above the proposed roll back rate. Council understood and gave direction to make sure the 2015 proposed tax rate is lower than the 2014 tax rate.

XVIII. ADJOURN

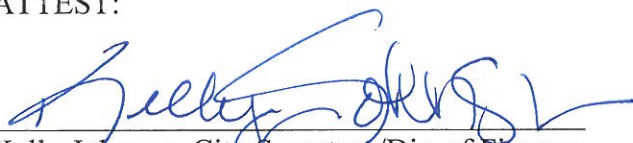
Motion was made by Councilman Janecek and seconded by Councilwoman Schwartz to adjourn the meeting at 8:28 p.m. Motion carried 5-0.

Approved and accepted on September 15, 2015.



Jay Williams, Mayor

ATTEST:



Kelly Johnson, City Secretary/Dir. of Finance