

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
October 18, 2016 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
Councilman Robert Lord
Councilman Jay Smyre
Councilman Jay Janecek
Councilwoman Susan Schwartz-*Absent*
Councilwoman 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
Valerie Cantu, Muni Court Admin/Asst. City Sec

II. PLEDGE OF ALLEGIANCE

The Mayor suspended 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.

Mrs. Donna Freedman, who resides at 11930 Surrey Lane, spoke about the open records request she recently made to the City regarding the City's involvement with TIRZ 17 and the reconstruction of Memorial Drive. Mrs. Freedman expressed great concern regarding the City's involvement with TIRZ 17 and the Memorial Project. She is requesting the City send a newsletter out to all the residents. She feels that none of the residents are aware of meetings, discussions, and agreements between the City and TIRZ 17. She was also concerned with a map that she obtained from the open records request. The map was not labeled with a date nor did it indicate who made the map.

Mayor Williams provided some brief comments on the City's involvement with the TIRZ and the Memorial Project to date:

- Representatives of TIRZ 17 met with the City in August 2015 to discuss their proposal for improvements (no widening) of Memorial from the Beltway to the Bunker Hill City Limit Line which is approximately 800 feet west of Gessner Road. The TIRZ was

working to secure federal funding to help offset the cost of the project to the TIRZ. The City of Bunker Hill met with these representatives to understand the project and because of the concern the City has that this project would go right up to the edge of the City's boundary and stop.

- The TIRZ thought that the City may be interested in reviewing the plans in case the City wanted to make improvements on our section of Memorial and also join the efforts to apply for federal funding.
- Mayor Williams met with several Board Members of the Tealwood Homeowners Association as well as Karen Glynn, the City Administrator and Laurie Rosenbaum, City Councilwoman since this neighborhood would be the most affected by the project.
- There was no consensus from the Tealwood HOA at the time on whether or not improvements should be pursued.
- Since that time, the City has left it alone feeling that the decision should be made by the Tealwood Subdivision when and if more information is available.
- Where this stands as of today, there has not been any more meetings with the TIRZ.
- The Mayor added that there are other conversations about that area which includes the intersection of Memorial at Gessner with a desire to improve pedestrian access and safety especially with the location of Frostwood Elementary School.

IV. FIRE COMMISSIONER REPORT

A. Update on Activities

The Fire Commissioners were unable to attend this meeting. Karen Glynn presented the report as provided in the packet. She mentioned that the Fire Commission would be meeting next week.

The Fire Department was 3% under their budget year-to-date. Through the month of September there were 1635 combined incidents; Bunker Hill had 208 of those incidents. The average response time for all Villages was 4:06 minutes with the City of Bunker Hill averaging response time being 5:12 min. Billable revenue for ambulance calls was \$1,226,921 with \$171,654 being returned to the Cities. Cheryl Easley is retiring after many years with the Department and Teresa Liggin will be taking Cheryl's position. The Department has hired a new person which will start next month.

The Fire Department will be hosting an Open House on Saturday October 29, 2017 from 10:00 am until 2:00pm. Please bring your families and come out.

V. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Jay Smyre reported that there is one opening for a sergeant position and testing will begin on November 9, 2016. Sergeant Rivas was moved to an administrative assignment due to medical reasons.

There have been year to date 55,000 responses for the Department; Bunker Hill has had 20,600. In the month of September, there were 5,700 events and of those Bunker Hill had 2,204. Over all response time for all the Villages was 4:02 minutes and Bunker Hill was

3:30 minutes. Year to date there were 44,693 house watches which is up 13% from 2015. The September incident report showed that there were no crimes against people, 15 crimes against property and 68 petty crimes. There were 18 arrests in September. Traffic enforcement issued 222 citations written for all the Villages with 62 for speeding. Bunker Hill had 105 of those citations.

Year to date the Department is at 71% of the budget and forecasting a 99% for the year ending on December 31, 2016.

The status of various projects was noted:

- The motorcycle that was previously approved has been ordered and the delivery date is expected to be October 27, 2016.
- The Department has received several proposals for the building space cost analysis for the refurbishment of the building.
- Defibrillators have arrived and been installed in the vehicles.
- Ticket writers have been ordered and will be implemented in January.
- An IT contract has been signed with Merger Tree for the next three years.

Chief J.D. Sanders informed the Council that he spoke to the Piney Point contractor that is working on Blalock Road and they are anticipating Blalock Road to be opened before November. Chief Sanders reminded everyone of upcoming events including the Oktoberfest sponsored by the City of Piney Point and the Clay Shoot sponsored by the Memorial Villages Police Association. Chief Sanders also noted that National night out was a great success.

Chief Sanders also shared an appreciation story involving Officer Jarvis who had provided an EMT presentation to a group of cub scouts. One of the boys went home and recognized that his mom was having signs of a stroke and he urged his parents to get help. The mom was hesitant but the boy insistent. The mom went to the hospital and that may have saved her life. The resident sent a letter to Chief Sanders thanking Officer Jarvis on a job well done.

Mayor Williams mentioned that Derry Essary would be leaving the position of Police Commissioner and Keith Brown had shown interest in serving in this position. The Mayor would be bringing this to the November meeting for possible action.

VI. CONSIDERATION AND POSSIBLE ACTION ON AN INTERLOCAL AGREEMENT BETWEEN THE MEMORIAL VILLAGES POLICE DEPARTMENT'S TRI-CITIES WHICH INCLUDE THE CITY OF PINEY POINT VILLAGE, THE CITY OF HUNTERS CREEK VILLAGE, AND THE CITY OF BUNKER HILL VILLAGE FOR THE EVALUATION AND CONSIDERATION OF A SMART CITIES VIRTUAL GATE PROJECT - PRELIMINARY ENGINEERING REPORT -- Karen Glynn, City Administrator and Jay Janecek, Public Safety Committee Chair

Jay Janecek and Karen Glynn discussed the item. One of the top priorities for the Public Safety Committee is the "virtual gate/camera concept" for the three cities that make up the Memorial Villages Police Department jurisdiction. A sub-committee has been selected by the overall committee and is now working with the Public Safety Committees from Hunters Creek and Piney Point as the "Tri-Cities Public Safety Committee."

The "Tri-Cities Public Safety Committee" met on September 28, 2016. The Committee recommends the interlocal agreement be approved to outline the preliminary engineering process. All three cities are represented by Olson & Olson who has reviewed and approved the agreement. The estimated cost of the Preliminary Engineering Phase is \$60,000 to \$70,000 and different elements will be the responsibility of each city.

Jay Janecek commented that he is very pleased with all the cities working together so well and they are ready to move forward. Karen Glynn explained that the cameras are going to be used as an investigative tool to help and not a live monitoring system. She explained that this study is to show all the different capabilities of the cameras. Ms. Glynn also noted that funding is available in the 2016 Budget under *Police Department - Other* that was targeted for the camera concept project.

A motion was made by Councilman Lord and seconded by Councilman Janecek to approve the interlocal agreement for the preliminary study and the motion carried 4-0.

VII. UPDATE ON THE CITY'S DRAINAGE MASTER PLAN AND ADOPTION PROCESS -
Karen Glynn, City Administrator and Robert Lord, Drainage Committee Chair

Karen Glynn provided an update on the City's Drainage Master Plan Project. The City's Drainage Committee has been meeting since January, working with staff and RPS Klotz to update the Plan. The Master Plan is close to completion. Ms. Glynn explained that this is a technical report that has compiled all the previous studies and will document the history regarding drainage, rainfall and outline criteria and goals that have been established and areas of concerns to address. Ms. Glynn explained that the Committee and Staff have created a summary table because there are different ways of tackling the areas of concern.

The Committee and Staff are recommending setting several meetings to ensure the plan is ready for adoption. The City Council coordinated schedules and set the following meetings:

November 7, 2016 -- Joint Workshop with City Council and the City's Drainage Committee

November 29, 2016 -- Open House for the Public

January 17, 2017 --- City Council Meeting
Approval of Master Plan
Approval of PER for Priority 1

VIII. PRESENTATION ON THE CITY'S 2016 WASTEWATER REHABILITATION PROJECT -
Steve Smith, Director of Public Works/ Building Official

Steve Smith provided a presentation to provide an update on the Wastewater Rehab Project. Mr. Smith shared a map of the area and explained the wastewater rehab work that has been done to date. During the project, there were lines identified in the field that didn't need to be replaced - these line materials were incorrectly documented. He explained that when all the work is completed with this phase, the City will not have any concrete sanitary sewer lines on the west side of W151. All will be a plastic base product which will help to resolve future failures.

The project should be completed in November and will complete our first phase of a multi-year program. The City's budget for 2016 was \$500,000. The change order approved in July will reach the budget.

Mr. Smith also discussed preparing for the 2017 project based on the lessons we learned this year. Mr. Smith and our Engineer, John Davis are recommending we conduct a manhole inspection project prior to bidding our next phase. This will help us better understand the existing conditions and plan for the best method of rehab. Mr. Smith said that the next item requests this authorization.

IX. CONSIDERATION AND POSSIBLE ACTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT IN AN AMOUNT NOT TO EXCEED \$25,000 TO PERFORM WASTEWATER LINE AND MANHOLE INSPECTION IN PREPARATION FOR THE REHABILITATION OF WASTEWATER LINES IN ACCORDANCE WITH THE 2017 CAPITAL IMPROVEMENTS PROGRAM - Steve Smith, Director of Public Works/ Building Official

Steve Smith explained that the process this year included televising the lines prior to the rehab process. This resulted in finding lines that had already be reconstructed. We are suggesting that we hire a company to inspect our man holes whereby we identify the type of lines that are in place. This will save time and money and prepare us for the next bid document. John Davis is helping to identify a reputable company to perform this work.

A motion was made to approve the spending of up to \$25,000 on a contractor to inspect the sewer manholes by Councilman Janecek and seconded by Councilman Smyre and the motion carried 4-0.

X. CONSIDERATION AND DIRECTION TO PROCEED WITH NEEDED REPAIRS/REPLACEMENT TO THE CITY'S PUBLIC WORKS OPERATIONS BUILDING - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item. The roof in the City's Public Works Operations Building has recently collapsed in several areas. As a result, staff has been reviewing the opportunity to fix the problem and address other concerns such as the kennel area, the public records and other opportunities to better utilize the space available. Mr. Smith presented the concepts and associated costs. He mentioned that there was money put aside for a new roof this year that hasn't been used. He presented numbers for improvements or a total rebuild.

A complete renovation would cost approximately \$100,000 and tear down and rebuild would be \$250,000. Mayor and Council questioned how much money is in the reserves.

Mayor Williams and the Council agreed that staff continue to discuss the improvements, review the current budget and the reserves and bring back a project and funding recommendation.

XI. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2016 - *Jay Williams, Mayor*

Mayor Williams said that it is time to appoint the City's Representatives for the Houston-Galveston Area Council. These appointments serve a one year time frame. Susan Schwartz has indicated her interest in continuing to be the City's H-GAC Representative. Laurie Rosenbaum has agreed to continue as alternate.

A motion was made by Councilman Janecek and seconded by Councilman Lord to appoint Councilwoman Susan Schwartz as the City's Representative for the Houston-Galveston Area Council and Councilwoman Laurie Rosenbaum as the alternate and the motion carried 4-0.

XII. 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 20, 2016 City Council Meeting
- B. Minutes of the September 27, 2016 Special City Council Meeting
- C. Minutes of the October 4, 2016 Special City Council Meeting
- D. September 2016 Financials
- E. Langford Engineering, Inc., Invoice No. 19676 in the amount of \$3,285.65 for professional services rendered through September 2, 2016 for the final design of the Taylorcrest Water Plant Expansion Project
- F. RPS Klotz Associates, Invoice No. 816163 in the amount of \$7,975.10 for professional services rendered from July 30, 2016 to September 2, 2016 for the Master Drainage Plan Update
- G. RPS Klotz Associates, Invoice No. 816127 in the amount of \$4,520.16 for professional services rendered from July 30, 2016 to September 2, 2016 under on-call services for the MS4 Permit Review and Submittal Process
- H. RPS Klotz Associates, Invoice No. 816128 in the amount of \$6,118.10 for professional services rendered from July 30, 2016 to September 2, 2016 under on-call services for Drainage Site Development Reviews
- I. Lloyd, Smitha & Associates, LLC, Invoice No. CMBH1601-02 in the amount of \$8,970.00 for work completed through September 30, 2016 on the Wastewater Rehabilitation Project
- J. Interlocal Agreement with Harris County in the amount of \$1,925.49 for administration and implementation of a regional watershed protection education program effective from September 1, 2016 to August 31, 2017
- K. Interlocal Agreement with Harris-Galveston Subsidence District for the administration and implementation of a regional watershed protection education program effective from the effective date of the agreement until termination of the 2016-2017 school year
- L. Cancellation of the December 20, 2016 Regular City Council Meeting

The Mayor noted that the cancellation of the December 20, 2016 Regular City Council Meeting was included on the Consent Agenda.

A motion was made by Councilman Smyre and seconded by Councilwoman Rosenbaum to approve the consent agenda and the motion carried 4-0.

XIII. MAYOR'S REPORT

A. Update on Committees

- Beautification Committee - *Laurie Rosenbaum*

Councilwoman Rosenbaum said that there are three trees and one bench that have been purchased for the dedication program. These are in the process of being ordered. She said that they will be installing four new benches at a few of the bus stops where there are existing benches that need repair and replacement. They will be adding some trash cans outside the picnic area in front of City Hall and a new doggy station on Flintdale. She also said that they will be discussing their 2017 Budget soon.

- Public Safety Committee - *Jay Janecek*

Councilman Janecek discussed the interlocal agreement that was approved earlier. The next Bunker Hill Safety Committee meeting is next week. They will discuss with Monica Muschalik and Donna Marshall, the school ambassadors, about the idea to get a personal safety program started for teens as well as their current efforts for elementary age students and the DARE Program. The Police Department is willing to be involved. The target start date is in the new year 2017.

XIV. CITY ADMINISTRATOR'S REPORT

A. Update on Memorial Drive Bridge Project

Karen Glynn stated the bridge is open. She also said that staff has been in discussion with TxDOT and working to get everything cleaned up. There is a meeting Thursday to outline the punch list and the dates we can expect all to be accomplished.

B. Report on the City of Piney Point's Drainage Project

Karen Glynn reported that HDR is saying they may open Blalock at the end of this week or early next week. There will still be work to do but we are hoping to get the road opened. Our water line has been completed. We will look at the Bunker Hill sign once the roadway is opened.

C. Update on the Taylorcrest Water Plant Expansion Project

Karen Glynn noted that we held a mandatory Pre-Bid meeting last week. There was a great turn out. John Davis also took them out for a site visit. We will open bids on Wednesday, October 26, 2017, at 2:00 pm.

D. Upcoming Calendar Events for 2016

Karen Glynn gave a reminder on upcoming events as previously mentioned:

- The October Fest is this Saturday, October 22, 2016, evening at the Church in Hunters Creek from 7:00 pm to 11:00 pm.
- The Fire Department Open House will be October 29, 2017 at the Fire Station.

She noted that all of these items are on the Council outlook calendar and the website. Ms. Glynn will be adding the meetings for the Drainage Master Plan Project as discussed.

Ms. Glynn discussed the idea of the Christmas parade and setting a date. In discussing the calendar and the funding for the year, Council agreed not to host the Christmas Parade this year. The money will be used for the Public Works Building.

Lastly, Ms. Glynn reminded the Council of the Holiday/Christmas Party on Tuesday, December 13, 2016, at 6:30 at Lakeside Country Club. Staff is working on the invitation list and entertainment

XV. ADJOURN

A motion was made by Councilman Smyre and seconded by Councilwoman Rosenbaum to adjourn the meeting at 6:58 p.m. and the motion carried 4-0.

Approved and accepted on November 15, 2016.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance