

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
June 19, 2018 AT 5:00 P.M.

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:02 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

*Those Present:*

Mayor Jay Williams  
Councilmember Robert Lord  
Councilmember Jay Smyre  
Councilmember Jay Janecek  
Councilmember Susan Schwartz  
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**

The Mayor suspended with the pledge.

**III. OATH OF OFFICE:**

Loren Smith, City Attorney, administered the Oath of Office to the following:

Councilmember Position 3 – *Jay Smyre*

**IV. 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.

Mr. Vishnu Divecha has resided at 260 Bunker Hill Road for 33 years and is a professional engineer by experience and qualification. Mr. Divecha reported a potential unsafe Pedestrian Crossing Sign on Bunker Hill Road between Memorial Drive and Taylorcrest about 100 feet north of Eaton Court. Mr. Divecha is concerned that the pedestrian crossing sign is very small in size and the lettering is hard to read; therefore, drivers are not slowing down for pedestrians crossing Bunker Hill Road. Mayor Williams asked Steve Smith for any comments on this issue. Steve Smith, Public Works Director, reported that a sign with larger lettering has been ordered. Mr. Smith will follow-up and check on the status of this order. Once the new sign is delivered, it will be installed at this location.

Karen Glynn, City Administrator, introduced summer intern Jake Reinbolt. Jake is a resident of Bunker Hill and is a sophomore at SMU studying business. Jakes father, Paul Reinbolt, serves on the Drainage Committee. Karen reported that the summer interns are doing a great job and will start working on the float for the July 4<sup>th</sup> Parade as their next task.

## V. FIRE COMMISSIONER REPORT

### A. Update On Activities

Commissioner Derry Essary presented this item.

The Commission continues to discuss needs of the Fire House. Commissioner Essary feels that there needs to be a clear vision and it would be helpful to see other stations.

### B. Receive Report on the Annual Audit: Consideration And Possible Action Regarding The Commission's Request to Approve the 2017 Intra-Budgetary Transfers Based on the 2017 Audit

Commissioner Derry Essary presented this item.

The Belt Harris report for the Memorial Village Fire Department's 2017 Audit was completed and found to be a "clean" opinion. The only item in terms of financial control would be to separate the duties to strengthen the Department; however, this is a small Department and it is difficult with the current number of employees on staff.

The Department ended 2017 with a surplus. The Commission is asking that this surplus be placed in Fund 4 Facilities.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to approve the Intra-Budgetary Transfers.

The motion carried 5-0.

### C. Consideration and Possible Action Regarding Resolution 06-19-18C for the Village Fire Department Commission to Utilize the Surplus from the 2017 Budget in an Amount of \$62,906 to be Placed in Fund 4 Facilities to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities.

Commissioner Essary shared that the Fire Department is requesting that the 2017 Year End surplus of \$62,906 be transferred into the Department's Fund 4 "Replacement of Facilities Fund" which will be used for rehabilitation of the Fire Station. The fund was established in 2016 with a transfer of monies left over from the 2015 Budget which was about \$58,000 along with a transfer of 2016 surplus in the amount of about \$70,000.

There was no action taken on this item.

*Commissioner Essary presented the remaining items. No action was taken on the following items. These items are on the agenda for action at the Special Meeting set for Thursday, June 21, 2018. The action items will follow the 2019 Budget Presentation and Discussion.*

D. Presentation on Proposed 2018 Budget Amendments:

- i. A Resolution to approve a Budget Amendment for Budget Year 2018 for the Fire Commission to facilitate a roof replacement, in an amount not to exceed \$280,000.00 and for the Cities to provide additional funding for the budget amendment with Bunker Hill's proportionate share being \$53,200.00 (19%) to be contributed to Fund 4 Facilities.

Commissioner Essary continues to share concerns for spending a significant amount of money on the replacement of a new roof on an old building.

- ii. A Resolution to approve a Budget Amendment for Budget Year 2018 for the Fire Commission to purchase a rescue boat in an amount not to exceed \$20,000 from Fund 2 Capital Replacement.

The Memorial Village Fire Department does not currently have a boat. After Hurricane Harvey it became obvious that a boat was needed. The Department is recommending a Zodiac Inflatable Boat with a motor. The Fire Fighters have been trained in swift water and water rescue. Funding for the boat is proposed from Fund 2, Capital Replacement Fund.

- E. Presentation of the Proposed 2019 Village Fire Department Operational Budget which includes Funds 2 and 3 in the amount of \$6,191,155.25 with Bunker Hill Village's Annual Assessment being \$1,176,319.49 (19%).

Derry Essary presented an overview for the 2019 Proposed Budget. The Budget includes a 13.25% salary increase for Fire Fighters, EMT and Paramedics as well as a 15% increase in health insurance costs.

As previously discussed, there has been difficulty hiring these positions due to a competitive market. The Department is proposing to adjust the salary structure to the 75 percentile level to compete with other departments.

Commissioner Essary shared that he has been talking with other Fire Fighters and Paramedics and has found the following list of what employees are looking for:

- Ability to work close to home
- Their Paycheck -- Actual "Take Home Pay"
- Facilities – Fire Fighters and Paramedics live in the facility for 48 hours at a time
- Ability to fight fires

The two areas that the Village Fire Department needs to focus on include the “paycheck” and facilities. Mayor Williams added that personal space is very important to these employees re-emphasizing the need for the right facility improvements.

- F. Presentation of the Proposed 2019 Village Fire Department Fund 4 Facilities Budget in the amount of \$3,500,000.00 and for the Cities to provide additional funding for Fund 4 Facilities with Bunker Hill’s proportionate share being \$665,000.00 (19%) for the Renovation or Reconstruction of the Fire Station.

Commissioner Essary shared that the McGrath Study will be presented next Wednesday, June 26, 2018 at 6:00 p.m. at Hedwig Village City Hall. Commissioner Essary added that the 2019 Budget should include the implementation of the McGrath results.

Mayor Williams added that a good architect is needed with experience in fire stations to help us determine the best approach for these facilities.

## **VI. POLICE COMMISSIONER REPORT**

### **A. Update On Activities**

Commissioner Keith Brown outlined items on the monthly report which included:

- In May, the Department responded to 9,190 total calls; Bunker Hill Village had 3,299 of those calls.
- The average response time was 3:38.
- Officers wrote 435 citations total from all three cities; Bunker Hill had 103 citations.
- The Police Department is under budget for 2018 at this time.
- One new officer and one new dispatcher have been hired
- Eight (8) new V-LINC registrations were added in May, for a total of 1,129 for Bunker Hill

Commissioner Brown stated that a draft of the 2017 Audit was presented to the Commission and no management letter or recommendations were made. Once the final draft is completed, it will be presented to the Councils. Commissioner Brown added that The Texas Police Chief’s Association Best Practices On-site Inspection and Audit was conducted on May 22 and 23, 2018. The assessors reviewed all the 168 standards. The Department met all conditions. There was a single policy that required some additional clarification that was immediately completed and distributed to all personnel. At the exit interview, the inspection team stated that their recommendation would be for the MVDP to receive “recognition” from the full committee.

Commissioner Brown also noted that the Department met all of the 2017 goals and objectives.

- B. Presentation of the Proposed 2019 Memorial Villages Police Department Budget in the amount of \$5,445,726 with Bunker Hill Village’s 2019 Assessment being \$1,815,242.00

Commissioner Brown presented the 2019 Budget. The focus of the 2019 Budget is to hire, develop and maintain the best qualified and experienced employees. The MVPD is in competition with many other agencies on the local, state and federal level.

The 2019 Budget Proposal has a 7.58% increase in M&O, a 53.56% decrease in capital outlay (there will be a carryover balance that will be used to purchase three vehicles) resulting in a grand total budget of \$5,445,726, an increase of 5.34% over 2018.

The MVPD still has vacancies in 2018. The proposed salary increase in the 2019 Budget is proposed to help attract and retain new hires with increased salaries and benefits for the department.

The Police Commission has initiated a \$1,500 Hiring and Mentoring Incentive for current officers to identify a candidate. If hired the current officer will mentor for a certain period of time and receive a bonus. The new hire will receive a signing bonus. Other incentives are also proposed including:

- Full Insurance Benefits
- TMRS
- Longevity Pay
- College Tuition Assistance
- College Pay Incentives

*No action was taken on this item. This item is on the agenda for action at the Special Meeting set for Thursday, June 21, 2018. The action item will follow the 2019 Budget Presentation and Discussion.*

**VII. PRESENTATION OF THE CITY'S 2017 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP - Robert Belt, Belt Harris Pechacek, LLLP and Britique Williams, City Secretary/Finance Director**

Mike Brotherton, Belt Harris Pechacek, LLLP, presented the results of the City of Bunker Hill Village's Annual Audit for the year ending December 31, 2017. Mr. Brotherton reported that the City received a clean unmodified opinion which is the highest level of assurance a City can get. He reported that the City is in great financial condition with excellent fund balances. In addition, there were no management comments found during the audit.

The Finance Committee had previously met with Mr. Brotherton to go over the results of the 2017 Audit. A copy of the 2017 Audit Report was sent to all Councilmembers prior to the meeting for review. The Councilmembers had no questions about the audit results.

This item was for presentation only. No action was needed for the audit.

**VIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO EXECUTE RESOLUTION NO. 06-19-18A OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL MUTUAL AID AGREEMENT BETWEEN THE CITY OF**

**SPRING VALLEY VILLAGE, TEXAS, CITY OF BUNKER HILL VILLAGE, TEXAS, CITY OF HEDWIG VILLAGE, TEXAS, CITY OF HUNTERS CREEK VILLAGE, TEXAS, CITY OF PINEY POINT VILLAGE, TEXAS, CITY OF HILSHIRE VILLAGE, TEXAS, MEMORIAL VILLAGES POLICE DEPARTMENT, AND VILLAGE FIRE DEPARTMENT; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT BY THE MAYOR; AND PROVIDING AN EFFECTIVE DATE**

Karen Glynn presented the following:

This Interlocal Agreement between all of the Memorial Villages, the Memorial Village Police Department and the Memorial Village Fire Department has been developed to be able to assist each other in times of emergency. This agreement allows the Villages to share and use resources and contracts from each Village or Department when necessary. Following Hurricane Harvey, it was discussed and recommended that it would be best to have an interlocal agreement to outline the expectations to track the use of resources and time and how an entity may be charged for mutual aid. As small cities, resources and personnel are limited and as experienced with Hurricane Harvey, helping each other is essential in these situations. This agreement follows the interlocal agreement the Cities have with Harris County.

One item discussed included ensuring Cities understand the requesting party for assistance which may be the Fire and/or Police Departments as well as the Cities.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Robert Lord to authorize the Mayor to execute the Resolution as presented.

The motion carried 5 - 0.

**IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO EXECUTE RESOLUTION NO. 06-19-18B INCLUDING AN INTERLOCAL AGREEMENT BY AND BETWEEN TEXAS CITY, TEXAS AND THE CITY OF BUNKER HILL VILLAGE TO ALLOW BUNKER HILL VILLAGE TO UTILIZE TEXAS CITY'S CURRENT CONTRACT(S) FOR AS NEEDED UTILITY SERVICES IN ORDER TO INCREASE THE EFFICIENCY AND EFFECTIVENESS OF GOVERNMENT -- *Karen Glynn, City Administrator***

Karen Glynn presented the following:

This item is an Interlocal Agreement with Texas City to use their purchasing contracts for various needs. Texas City currently has an on-call contract for utility services that would be very helpful for our City. Bunker Hill Village has the same interlocal agreement with Harris County; however, Harris County does not have utilities.

Texas City currently has a contract in place with T Construction, LLC for utility work. Bunker Hill used T Construction, LLC on a previous project and was pleased with their work.

T Construction is also in favor of this agreement to purchase materials, goods, or services under this contract. Mayor Williams added that he appreciated Texas City helping us with this contract.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to authorize the Mayor to execute the Resolution and Agreement once Texas City has approved.

The motion carried 5 - 0.

**X. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE STAFF, WORKING WITH OLSON AND OLSON AND THE OTHER VILLAGES, TO DRAFT A RIGHT-OF-WAY RENTAL AGREEMENT FOR USE BY NETWORK PROVIDERS DESIRING TO CONTRACT WITH THE CITY FOR APPROVAL OF ALL SMALL CELL NODE INSTALLATIONS PROJECTED BY A SPECIFIC PROVIDER -- Karen Glynn, City Administrator**

Karen Glynn presented the following:

Over the past several months, the Villages' City Administrators have been in discussion with Olson and Olson and AT&T regarding the installation of small cell nodes in the area. It has been suggested that, instead of using a permitting process, that a right-of-way agreement may be more beneficial for this work. This would allow the Villages to outline where the nodes would be and how they would be installed. After discussion with AT&T, they also thought it was an excellent idea to partner together.

This item would provide direction to Olson & Olson to draft an agreement. There would be one template agreement for each city to use. This could help make the path easier for 5G and helps in planning for the future such as with the smart cities project.

A motion was made by Councilmember Laurie Rosembaum and seconded by Councilmember Robert Lord to authorize Olson & Olson to draft a right-of-way rental agreement.

The motion carried. 5 - 0.

**XI. CONSIDERATION AND POSSIBLE ACTION ON ORDINANCE NO. 18-496 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFOR A NEW SECTION 16-26 (5): ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY -- Karen Glynn, City Administrator**

Karen Glynn presented the following:

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. The City was currently in year 4 of a 5 year contract with Republic Services for Solid Waste and Recycling Services.

Texas Pride officially took over in mid-March and the transition has gone very well. At the time of transition, Texas Pride informed the City that they would be open to renegotiating our rate in June once they have serviced the area for a few months.

The City Administrator and Finance Director met with Texas Pride recently and received a proposal to reduce the existing rate for all residents. The following outlines the current rate and proposed rate:

<b>Current Rate: (Republic)</b>	<b>Proposed Rate: (Texas Pride)</b>
82.56	67.46

The new rate is 18% lower than the 2018 rate adopted in January. In addition, the rate will be consistent for 18 months until the end of the base contract term (through December 2019).

This rate is for two months as this is billed bi-monthly with the City's water and wastewater utilities. This rate is the same per residential unit, school, church, public building, or similar use. Staff recommends approval of this Ordinance setting the fee for solid waste and recycling in the City of Bunker Hill Village for the remainder of 2018 and for 2019. The existing contract period ends in December 2019 with the option for two additional one year options.

A comment was made that Texas Pride has been starting earlier than 7:00 a.m. Mayor Williams suggested that if Texas Pride starts the trash service earlier than 7:00 a.m. on days due to inclement weather, Texas Pride notify the City so a V-LINC can be sent out to the residents.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to approve the Ordinance as presented.

The motion carried 5 - 0.

**XII. CONSIDERATION AND A POSSIBLE ACTION ON ORDINANCE NO. 18-497 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY ESTABLISHING A NEW DONATION AMOUNT FOR THE TREE AND BENCH DEDICATION PROGRAM -- Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

The Beautification Committee met to outline projects for 2018 and noted that the plaques used for the dedication notes were wearing and not all were legible any more. In discussions and



further review, a new plaque was recommended. Instead of using engraved granite, a base with raised bronze lettering will now be used. The new plaque is more expensive.

The Committee is funding the new plaques for the existing dedications. In discussion with the City Council, it was recommended that the City raise the donation amount to cover the full cost for the trees and benches. The new plaques are \$200.00 more per plaque.

The Beautification Committee is recommending to increase the dedication prices as follows:

<b>Item:</b>	<b>Current Donation:</b>	<b>Recommended Donation:</b>
Tree	\$500.00	\$700.00
Bench	\$1000.00	\$1200.00

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to approve the new donation amounts to be \$700 for a tree and \$1,200 for a bench.

The motion carried 5 - 0.

**XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE STAFF TO INSTALL SCHOOL SAFETY IMPROVEMENTS FOR BUNKER HILL VILLAGE'S ELEMENTARY SCHOOLS - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the following:

- A. Ordinance No. 18-495 establishing school zone times on school days in the City of Bunker Hill Village for area elementary schools and install new signs in an amount estimated at \$2,000.00.

The City has been in contact with Spring Branch ISD along with the Memorial Villages Police Department to discuss improvements needed to the City's school areas to prepare for the 2018-2019 school year. The Principals of Bunker Hill Elementary and Frostwood Elementary have requested school zone time changes for the morning hours. The new hours are recommended to be adjusted to 7:00 a.m. to 8:15 a.m. from the current time of 7:15 a.m. to 8:30 a.m. Funding of \$19,000 is available in the Child Safety Budget to fund these new signs and the other requests below.

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Robert Lord to approve the Ordinance as presented.

The motion carried 5 - 0.

- B. Installation of flasher systems on Taylorcrest Road and Strey Lane as requested by Spring Branch Independent School District and the Memorial Villages Police Department in an amount estimated at \$20,000.

The Memorial Villages Police Department along with parents in the area have requested that the City convert school zone signs around Bunker Hill Elementary to a flasher systems with timers to flash during school zone times. Flasher systems are currently located on Memorial Drive and Gessner Road for Frostwood Elementary School. The sign/flasher locations proposed are Westbound on Taylorcrest and Northbound on Strey Lane. The estimated cost is \$20,000 to change these signs to flasher systems.

As noted, funding in the Child Safety Fund is available as well as Street Maintenance.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to install flashing systems for the school zone adjacent to Bunker Hill Elementary School.

The motion carried 5 - 0.

C. Installation of a fence along the Gessner Road sidewalk in an amount estimated at \$20,000.

Last summer, the City and Frostwood Elementary School Dad's Club constructed a sidewalk along Gessner Road to improve the "safe walk to school" for Frostwood Elementary School Students. This provided a controlled crossing across Gessner Road at the signalized intersection at Gessner Road and Memorial Drive. This has worked very well this school year. A recommendation has been made to add a safety railing along the newly constructed sidewalk on Gessner Road since the sidewalk is so close to the vehicular traffic lane. Per Manu Issac, our City Engineer, a fence can legally be installed at the end of the sidewalk. This would only be installed in the city limits of Bunker Hill Village. The railing used would be the same as other railings used in the City.

Metro Funds are available to be used to fund this project.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Smyre to approve the installation of a fence along the Gessner Road sidewalk.

The motion carried 3 - 2.

**XIV. DISCUSSION AND POSSIBLE ACTION TO RATIFY THE FOLLOWING CONTRACT AND CHANGE ORDERS WITH YARDWORKS, INC. FOR LANDSCAPE SERVICES -**  
*Steve Smith, Director of Public Works/ Building Official*

- A. Contract to install large trees at the Taylorcrest Water Plant in an amount of \$49,485.00
- B. Change Order No. 1 to install plant replacements at various locations as a result of severe weather conditions in the amount of \$10,519.00
- C. Change Order No. 2 to install landscaping in front of the Taylorcrest Water Plant in the amount of \$6,215.25
- D. Change Order No. 3 to install trees at Bunker Hill Road and Memorial Drive for Safety Improvements in the amount of \$3,000.00

Steve Smith presented the following:

As previously discussed with the City Council, a proposal was developed and submitted to three vendors for the installation of large trees at the Taylorcrest Water Plant. Yardworks, Inc. provided the lowest bid at the best timeframe for the installation. As a result, the City contracted with Yardworks, Inc. to install these trees in an amount of \$49,485. This item is considered a separate contract with Yardworks, Inc.

The City has a contract in place with Yardworks, Inc. for landscape services in the City. Items B - D were presented to City Council at previous meetings. This action formalizes these change orders to the existing contract with Yardworks, Inc.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve the contract and change orders as presented.

The motion carried 5 - 0.

**XV. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE STAFF TO IMPLEMENT SAFETY IMPROVEMENTS IN CITY HALL AS RECOMMENDED BY THE COURT SECURITY COMMITTEE AND MEMORIAL VILLAGES POLICE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$10,000 - *Karen Glynn, City Administrator***

Karen Glynn presented the following:

New legislation has been passed that requires cities to have a security committee and a security plan for their Court Rooms. A Joint Committee with the other Memorial Villages Police Department Cities has been formed for our City. Members include the Judges, City Administrators, Court Administrators, and Police Department. MVPD has done an assessment of all of the court/council chambers for our cities.

Recommended improvements include the installation of panic buttons and cameras in the court room/council chamber. In addition, cameras in the lobby area are recommended as well as signage. The committee is working on policies and procedures to be consistent with the bailiffs. The cameras would interface with the Police Department where Dispatch could access the cameras when alerted by the panic button, bailiffs, or by other means. These improvements will also be available for council meetings and other meetings in the court room/council chamber.

Hunters Creek has received proposals for these improvements and have proceeded with installation. The cost was approximately \$6,000. Hunters Creek is also adding more cameras (beyond the court room measures) in the lobby/collection area. This is an additional \$3,000.

Staff recommends that the City proceed with the installation of safety improvements in an amount not to exceed \$10,000. Funding is available in the Court Security Fund which has a current balance of \$19,000.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Susan Schwartz to authorize staff to implement safety improvements in City Hall as

recommended by the Court Security Committee and Memorial Villages Police Department in an amount not to exceed \$10,000.

The motion carried 5 - 0.

#### **XVI. 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 May 15, 2018 Regular Council Meeting
- B. May 2018 Financials
- C. RPS, Invoice No. 418035 in the amount of \$1,499.60 for professional services rendered from April 1, 2018 to April 27, 2018 under on-call services for Site Development Review.
- D. RPS, Invoice No. 418034 in the amount of \$4,945.17 for professional services rendered from April 1, 2018 to April 27, 2018 under on-call services for the Miscellaneous Needs including City Council and Drainage Committee Meetings, Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road and Final Engineering Design for 2017 Water Line Rehab – Blalock Road and Wendover Lane
- E. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0418 in the amount of \$8,512.50 for professional services through April 30, 2018 for traffic evaluations at various locations including Bunker Hill Road and Memorial, Branch Bend and Memorial and School Safety Improvements
- F. Probstfeld & Associates, Invoice No. 56866 in the amount of \$845.00 for professional services rendered through May 2018 for site development and drainage review
- G. Probstfeld & Associates, Invoice No. 56867 in the amount of \$610.00 for professional services rendered through May 2018 for site development and drainage review
- H. Probstfeld & Associates, Invoice No. 56868 in the amount of \$460.00 for professional services rendered through May 2018 for site development and drainage review
- I. Probstfeld & Associates, Invoice No. 56869 in the amount of \$765.00 for professional services rendered through May 2018 for site development and drainage review
- J. Probstfeld & Associates, Invoice No. 56870 in the amount of \$610.00 for professional services rendered through May 2018 for site development and drainage review.
- K. Probstfeld & Associates, Invoice No. 56882 in the amount of \$1,060.00 for professional services rendered through May 2018 for Short Form Final Plat Review
- L. Probstfeld & Associates, Invoice No. 56883 in the amount of \$305.00 for professional services rendered through May 2018 for site development and drainage review.
- M. Probstfeld & Associates, Invoice No. 56884 in the amount of \$460.00 for professional services rendered through May 2018 for site development and drainage review
- N. Probstfeld & Associates, Invoice No. 56999 in the amount of \$305.00 for professional services rendered through May 2018 for site development and drainage review
- O. Langford Engineering, Inc., Invoice No. 21283 in the amount of \$1,541.02 for professional services rendered through April 27, 2018 for the Taylorcrest Water Plant Improvements Project

- P. Langford Engineering, Inc., Invoice No. 21282 in the amount of \$754.18 for professional services rendered through April 27, 2018 for General Services for Water Well No. 4 at City Hall
- Q. Langford Engineering, Inc., Invoice No. 21360 in the amount of \$7,489.10 for professional services rendered through May 25, 2018 for the Taylorcrest Water Plant Improvements Project
- R. Langford Engineering, Inc., Invoice No. 21359 in the amount of \$399.26 for professional services rendered through May 25, 2018 for General Services for Water Well No. 4 at City Hall
- S. The Goodman Corporation, Invoice No. 4-2018-8 in the amount of \$1,616.64 for professional services rendered through April 30, 2018 for the Memorial Drive and Gessner Road Grant Application
- T. Layne Christensen Company, Invoice No. 92087294 in the amount of \$24,575.00 for work completed through April 23, 2018 on the City Hall Water Well #4 Repair
- U. W. W. Payton Corp, Change Order No. 2 and Final in the amount of \$9,555.00 for the Taylorcrest Water Plant Improvements
- V. W. W. Payton Corp, Pay Estimate No. 10 and Final for work completed from March 31, 2018 to June 1, 2018 in the amount of \$ 112,147.50 for the Taylorcrest Water Plant Improvements
- W. T Construction, LLC, Change Order No. 11 and Final in the amount of \$ 6,965.24 for the 2017 Sanitary Sewer Rehab Project and Hurricane Harvey Repairs
- X. T Construction, LLC, Pay Estimate No. 14 and Final for work completed from May 1, 2018 to May 31, 2018 in the amount of \$ 67,896.22 for the 2017 Sanitary Sewer Rehab Project and Hurricane Harvey Repairs

A motion was made by Councilmember Robert Lord and seconded by Councilmember Jay Janecek to approve the consent agenda.

The motion carried 5 - 0.

## **XVII. MAYOR'S REPORT**

### **A. Report on Activities**

Mayor Williams reported the following:

- On Wednesday, June 27, 2018 there will be a meeting to review the McGrath Report for the Fire Department. The meeting will be posted so all councilmembers can attend.
- The Village's Mayors Luncheon is scheduled for July.
- A meeting with TIRZ Representatives and Mayor Williams will take place this Friday morning to review the Gessner and Memorial Improvements. Bunker Hill is capping their costs at \$1,200,000 for this project.
- Susan Schwartz and Mayor Williams met with Chief Schultz and the SBISD Chief to review the security plans in place for the two schools located in Bunker Hill. SBISD Chief and staff have control of the security for these schools with MVPD as the back-up.

- Chiefs from SBISD, MVPD, and other Villages are meeting monthly to discuss safety in the schools.
- Karen Glynn, City Administrator will talk to Chief Schultz to have the DARE officer let the school principals know that after they make their protocol radio call they can also call 911. MVPD is close and can also respond.

B. Discussion and Possible Action Regarding Appointment of Mayor Pro Tem for a Term of One Year

Mayor Williams proposed that Councilmember Jay Smyre serve as the Mayor Pro Tem for the next year. Councilmember Smyre said he would be proud to serve in this position.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve the appointment of Jay Smyre as Mayor Pro Tem for a term of one year.

The motion carried 5 - 0.

C. Discussion and Possible Action Regarding Designation of the City's Finance Committee.

Mayor Williams presented this item stating that the Finance Committee is established to review the City's Audit, Investment Policy, and other financial matters. This Committee is typically the Mayor, a Councilmember and the City Administrator.

The Mayor asked Susan Schwartz if she would be interested in continuing to serve on this Committee as she has done a good job in the past. Councilmember Schwartz agreed to serve another year.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve the appointment of Susan Schwartz to the City's Finance Committee.

The motion carried 5 - 0.

D. Update on Committees

- Beautification Committee - *Laurie Rosenbaum*

Councilmember Rosenbaum reported the following:

- The water plant landscaping is essentially completed.
- CenterPoint is boring at Strey Lane for hardwire lighting. The contractor has not completed the work at this time.
- New dedication plaques have been ordered for our trees and benches.
- Several additional trees have been dedicated in the City.
- Work is needed on a few more esplanades to add hardwire lighting instead of solar.

- There are more things planned that will be assessed once these projects are completed and the weather gets cooler.
- Drainage Committee - *Robert Lord*

Councilmember Lord reported the following:

- Taylorcrest is now closed and the project is going well these few weeks. The City is happy with the contractor at this time following a few issues that were resolved.
- The City is looking into using our interlocal agreements to construct the work for Green Oaks/Blalock Lane. We will discuss pricing with the Drainage Committee to develop a recommendation to the Council.
- Staff is also looking at the street and drainage on Blalock Woods with the Water Line Project.
- Staff and RPS continue to look at different options for improved drainage on Cobblestone East. This will be presented to the Drainage Committee for review.
- Public Safety Committee & Tri Cities Public Safety Committee - *Jay Janeczek*

Councilmember Janeczek reported the following:

- The Tri-Cities Committee met on May 21st and was very well attended. The current plan was reviewed. This is an ALPR only version (a scaled back version) of the larger, more comprehensive plan. The revised plan would still include the 25 locations around the villages for a cost of \$1,200,000. The whole committee was in favor of this plan. Members of the Committee will go back to their respected councils this month to gain approval. The next Committee Meeting is scheduled for July 23rd for the Committee to see if the Cities plan to fund the revised project.
- The RAD training class for the June session had approximately 20 signed up. So far there are 15-16 signed up for the July class. The class is approximately 12 hours long. In August, they are going to hold evening classes once a week so that the people that work can attend a class. Lunch is provided by Bunker Hill for these classes. This has been very well received by all.
- Technology Committee – *Mayor Jay Williams*

Mayor William reported there will be a meeting scheduled in late August or early September. The results of the camera project should be determined by this time.

- Court Security Committee – *Karen Glynn*

Karen Glynn noted that this item was addressed previously in the meeting (Item XV).

## **E. CITY ADMINISTRATOR'S REPORT**

### **A. Update on Activities & Projects**

There will be a Planning and Zoning Commission Meeting on Tuesday, June 19th at 11:30 a.m. Three plats were never recorded. These items will be brought to the next council meeting. Susan Schwartz agreed to attend the meeting for Robert Lord who will not be able to attend.

### **B. Update on the Village Independence Festival**

The Village Independence Festival will start at 9:00 a.m. The parade route begins at the Memorial Drive Church of Christ and ends at Ecclesia on the West Side. Parking will be available at Memorial Drive Presbyterian Church and Memorial High School. Metro shuttle buses will drop and pick people up. Karen Glynn will send out a V-LINC on how to get to the parade and where you can park. You will not be able to park on the street due to construction on Piney Point Road.

### **C. Update on 2018 Budget Development and Schedule**

Karen Glynn reminded the Council that there is a Budget Workshop on Thursday, at 11:30 a.m. here in the Council Chambers.

### **D. Public Works Director Report on Capital Projects**

Karen Glynn reported that the City had their first progress meeting with Fused Industries, the contractor doing the drainage work on Taylorcrest and they are making great headway. Fused talked would like to start working on Bunker Hill Road earlier than planned, probably within the next few weeks.

Fused would work on the westbound side of Bunker Hill Road. This will allow the contractor to tie the sidewalk work all together. They would move their large equipment to Bunker Hill Road and a different crew would start work on the sidewalks, driveway approaches and restoration. This will shut down the Southbound traffic on Bunker Hill; however, the westbound traffic on Taylorcrest will open up at all times. They will only need one lane closed to complete the work on Taylorcrest.

Next Monday, trees along Bunker Hill will be tagged for removal. Most are unhealthy trees that need to be removed. There are no plans at this time to replace the trees. Once the project is complete, the City will revisit this item. Money for new trees is not in the budget at this time.

Fused acknowledged that it has been very helpful to the contractor to have Ed Lloyd on-site. Mr. Lloyd is helping with the residents; this allows the contractor to focus on doing their work.



Steve Smith presented the following:

The City is using the County Interlocal Agreement with AAA to repair pot holes on Bunker Hill Road. AAA will be repairing potholes on Knipp Road also.

A position has been filled in the Public Works Department. The new employee goes by the name, Manny, and is working out very well and fits the department needs.

An old light bar from the Police Department is being installed on one of the City's trucks. It will have to be re-programmed to use a different color than the police.

The water plant and waste waterline rehabilitation projects are complete, all bills paid, and we are reconciling the budget.

The waterline contractor, G&A Boring will be starting the Water Rehab Project with work on Wendover at Flintdale. The residents on Flint Forest have been notified that they will not be getting new water lines at this time.

The two trees at Bunker Hill Road and Memorial Drive (Eaton Court) have been installed.


The Water Quality Report is being prepared. This report will be put on the City's website and does not have to be mailed out as in previous years. A comment will be in the newsletter on where to find this report on the website.

**E. ADJOURN**

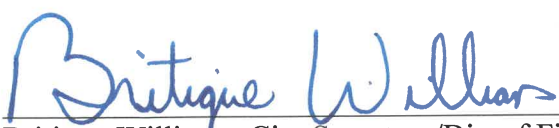
A motion was made by Councilmember Robert Lord and seconded by Councilmember Jay Smyre to adjourn the meeting at 8:08 p.m.

The motion carried 5 - 0.

Approved and accepted on August 21, 2018.

  
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Jay Williams, Mayor

ATTEST:

  
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Britique Williams, City Secretary/Dir. of Finance