

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
June 18, 2019 at 5:30 p.m.

I. CALL TO ORDER

Mayor Lord called the meeting to order at 5:30 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord
Councilmember Eric Thode
Councilmember Susan Schwartz
Councilmember Jay Smyre- absent
Councilmember Keith Brown
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

Mayor Lord asked Boy Scout, Sean Donovan, to lead the pledge. Sean is a member of Troop 673 at St. Cecilia Catholic Church.

III. CONSIDERATION AND POSSIBLE ACTION ON THE APPOINTMENT OF CITY COUNCILMEMBER POSITION 1 TO COMPLETE THE TERM ENDING MAY 2020

Mayor Lord presented his recommendation on the appointment of Mr. Eric Thode to serve as Councilmember Position 1 through the remaining term vacated by Mayor Lord.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to appoint Eric Thode to this position.

The motion carried 3-0.

IV. OATH OF OFFICE - *Councilmember Position 1*

Eric Thode signed his Statement of Officer. Loren Smith, City Attorney, administered the Oath of Office to Councilmember Thode.

Councilmember Thode took his seat at the dais. Mayor Lord welcomed the new Councilmember and gave him an opportunity to give the Council and audience a brief introduction.

V. 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.

There were no public comments.

VI. POLICE COMMISSIONER REPORT

Chief of Police, Ray Schultz presented Items A - D:

A. Update On Activities

Chief Schultz shared significant events:

- Two “Hits” received using the Automated License Plate Readers matched the Texas DPS Combined DNA Index System (CODIS) which resulted in identifying and solving two incidents in Bunker Hill. One incident was a burglary on Gessner and the suspect is in custody in Illinois. The second was a “juggling” incident on Raydon which was identified as a habitual offender in Houston and a warrant has been issued for his arrest
- The Department used the ALPR for burglaries in Piney Point to identify vehicles and individuals as construction site workers.
- The Department was dispatched and asked to assist utilizing the drone in the search for Kemah Police Chief Chris Reed. MVPD was one of the first to respond and the last to leave.

Chief Schultz went over the May Report:

- In May, the Department responded to 8,315 total calls; Bunker Hill Village had 2,726 of those calls.
- The average response time was 2:00 for priority calls; there were 7 priority events.
- Officers wrote 343 citations in Bunker Hill.
- The Police Department is under budget for 2019 at this time.

Mayor Lord asked Chief Schultz about the number of vehicles and speeds on Blalock. Chief Schultz will be setting up the speed trailer in this location once the trailer is repaired.

Chief Schultz presented the 2020 Budget with a PowerPoint presentation. The focus of the 2020 Budget is to hire, develop and maintain the best qualified and experienced employees and provide and maintain tools, technology and equipment. Chief Schultz

discussed continued utilization of the ALPR and the need for in car video and body cameras.

The 2020 Budget Proposal has a 5.75% increase in M&O, an overall total budget of \$5,804,062.00 which is an increase of 6.58 % over the 2019 Budget.

The Council then took the following actions:

- B. Consideration and Possible Action Regarding a Request from the Police Commission to Utilize \$245,387.00 (\$81,796.00 per City) in surplus from the Audited Fiscal Year 2018 Budget to be Placed in the Special Asset Capital Fund for the 2019 Budget to be Restricted to the Payment of the Costs, Over a Five Year Period, for Modernization and Standardization of In-Car Video Systems and Body-Worn Camera Systems for all Personnel

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve the Memorial Villages Police Department to utilize the 2018 Budget surplus to be placed in the Department's special asset capital fund for the modernization and standardization of in-car video systems and body-worn camera systems for all personnel to be implemented over a 5 year period.

The motion carried 4-0.

- C. Consideration and Possible Action Regarding a Request from the Police Commission for a 2019 Budget Adjustment from the Health Insurance Account to the Equipment Maintenance Contracts Account in the amount of \$44,000.00 for the Purpose of Funding an Expanded Test for Automated License Plate Reader (ALPR) Technology

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve a 2019 Budget adjustment from the health insurance account to the equipment maintenance contract account in the amount of \$44,000 to be used for funding an expanded test for automated license plate reader technology.

The motion carried 4-0.

- D. Consideration and Possible Action Regarding the Proposed 2020 Memorial Villages Police Department Budget in the amount of \$5,804,062.00 with Bunker Hill Village's 2020 Assessment being \$1,934,687.00

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the 2020 Memorial Villages Police Department Budget.

The motion carried 4-0.

Karen Glynn, City Administrator, presented Item E:

E. Consideration and Possible Action to Approve Funding \$6,000 for Community Education Utilizing Reserve Officer Michelle Owens

Ms. Glynn shared that the City has been contracting with Officer Michelle Owens to organize and provide the RAD Classes. Each class is costing between \$1,300 and \$1,500 depending on the number of participants. There are 4 classes planned for the remainder of 2019. This action will complete 2019. Next year, the MVPD Budget includes the funding for this training and community engagement.

Staff is recommending the City Council approve utilizing \$6,000 for Community Education and Training. Funding is available in the City's 2019 for Public Safety - Other Projects.

Ms. Glynn thanked the Public Safety Committee for their recommendation for Community Engagement and highlighted the process which piloted the program in the City of Bunker Hill and then expanded/transferred the program to the Police Department to be shared with all of the cities.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve funding of \$6,000 for Community Education as recommended.

The motion carried 4-0.

VII. FIRE COMMISSIONER REPORT

A. Update On Activities

Commissioner Bert Rosenbaum presented this item. Commissioner Rosenbaum reported on the last Commission Meeting held on May 22, 2019. Mayor Lord, Councilmember Susan Schwartz and Commissioner Rosenbaum attended the meeting.

The VFD Attorney has begun the process of developing the agreements in accordance with the Letter of Intent. The VFD Attorney is 70% – 80% complete with the initial drafts. There was no indication about the process to approve. There was discussion on the use of ambulance fees; however, this item was tabled.

Other reports included:

- The Department is 1.4% over budget to date; however, this is skewed by some expenses paid earlier in the year.
- The Chief also reported on the retirement of a Captain; He will work to fill the position from within.
- All calls in 2019 to date have been within the National Standards.
- The roof project is complete and approximately \$40,000 under budget.
- The Subcommittee for the Building Project plan to present options to the Commission at the June Meeting.

B. Update on the Proposed 2020 Village Fire Department Budget

Commissioner Rosenbaum reported that Karen Glynn and he attend the Commission Budget Workshop held on June 10, 2019. The 2020 Budget will be presented to the Commission at the June Meeting. The 2020 Budget is proposed at 6.55% over the 2019 Base Budget.

C. Consideration and Possible Action to increase the contract with Bissinger, Oshman & Williams LLP by \$20,000.00

Karen Glynn presented this item.

The City has been working with Bissinger, Oshman & Williams LLP over the past year as the City's legal counsel for fire issues. The City is expecting to receive and have the opportunity to review the draft agreement(s) as a result of the Letter of Intent with the other Cities. The City is expecting 3 – 4 agreements. It is recommended to increase the authorization with Bissinger, Oshman and Williams LLP by \$20,000 to provide this review.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve an increase to the contract with Bissinger, Oshman & Williams LLP by \$20,000.00.

The motion carried 4-0.

VIII. MAYOR'S REPORT

A. Report on Activities

Mayor Lord reported that he has been busy attending meetings. He has met with the Chief of Police; the Fire Chief and the Emergency Management Coordinator; the Village Mayors Meeting; Representative Lizzie Fletcher and the Village Mayors; and various residents.

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

Mayor Lord proposed that Councilmember Jay Smyre continue to serve as the Mayor Pro Tem for the next year. Councilmember Smyre had shared that he would be happy to continue serving in this position.

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

The motion carried 4 - 0.

C. Consideration and Possible Action Regarding Appointments for the Planning and Zoning Commission for a Two Year Period Ending June 30, 2021

Mayor Lord noted that the current appointees to the Planning and Zoning Commission have all been contacted and have all agreed to return for another 2 year term.

Mayor Lord recommended the following appointments for the Planning and Zoning Commission:

- William Purifoy
- Catherine Wile
- Monica Muschalik
- Jean Krivan
- Bill Going
- Jack Christiansen
- John Gillette

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the appointment of these individuals to the Planning and Zoning Commission. The motion carried 4-0.

D. Consideration and Possible Action Regarding Appointments for the Zoning Board Of Adjustment for a Two Year Period Ending June 30, 2021

Mayor Lord noted that the current appointees to the Zoning Board of Adjustment have all been contacted and have all agreed to return for another 2 year term.

Mayor Lord noted that we will need to fill the remaining vacancies for the alternates at some point; however, this board has not been active. At this time, the alternate positions noted will remain vacant.

Mayor Lord recommended the following appointments for the Zoning Board of Adjustment:

Members:

- Jennifer Rigamonti
- Michelle Belco
- David W. Light III
- David Marshall
- Patricia Shuford

Alternates:

- Ryan West
- Louie Crapitto
- *Vacant*
- *Vacant*

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the recommended appointments to the Zoning Board of Adjustments.

The motion carried 4-0.

E. Consideration and Possible Action Regarding Appointments for Municipal Court: Judge, Associate Judge, Prosecutor, and Associate Prosecutor for a Two Year Period Ending June 30, 2021

Mayor Lord stated that he is recommending the City continue with the previous appointments. The judges and prosecutors have done an excellent job serving and all are interested in continuing in these positions.

Mayor Lord shared the recommended appointments:

- Carl Moerer – Presiding Judge
- Brian Chandler – Associate Judge
- Kelly Benavides – Associate Judge
- Stanley Topek – Presiding Prosecutor
- Christopher Gore – Associate Prosecutor

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to approve the recommended appointments.

The motion carried 4-0.

F. Consideration and Possible Action Regarding Designation of the City's Audit Finance Committee

Mayor Lord noted that this Committee is typically the Mayor, a Councilmember and the City Administrator. The Finance Committee is established to review the City's Audit, Investment Policy, and other financial matters.

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 Rosenbaum and seconded by Councilmember Brown to approve the appointment of Susan Schwartz to the City's Finance Committee.

The motion carried 4 - 0.

G. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming Said City’s Commissioners and Alternate Commissioner on the Board of Commissioners of the Memorial Villages Police Department

Mayor Lord presented the resolution keeping Jay Smyre as Commissioner and recommending changing Billy Murphy from Alternate Police Commissioner to Commissioner. Mayor Lord will serve as Alternate Commissioner.

A motion was made by Councilmember Brown to approve the resolution and seconded by Councilmember Thode.

The motion carried 4-0.

H. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming Said City’s Commissioner or Liaison and Alternate Commissioner or Liaison for the Village Fire Department.

Mayor Lord presented the resolution recommending a change to the City’s appointed Fire Commissioner or Liaison and Alternate Commissioner or Liaison. The Mayor recommended that Bert Rosenbaum be appointed as the Fire Commissioner or Liaison replacing Derry Essary. The Mayor also is recommending Councilmember Brown to serve as Alternate Commissioner or Liaison replacing Bert Rosenbaum.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the appointment of Bert Rosenbaum and Keith Brown as the Village Fire Commissioners or Liaisons.

The motion carried 4-0.

I. Committee Reports/Updates

Mayor Lord outlined the following Committees and made appointments for the Chair Position. Each Chair will work to fill the various positions on the Committees.

- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*
- Drainage Committee – *Mayor Robert Lord, Chair*
- Technology Committee – *Councilmember Eric Thode, Chair*
- Public Safety Committee – *Councilmember Keith Brown, Chair*

Councilmember Rosenbaum gave a brief update on the Beautification Committee sharing the continued efforts for landscaping and street lighting.

Mayor Lord gave a brief update on the Drainage Committee continuing this year with reviewing our current policies including the detention ordinance and the cost of detention to the builders/residents.

IX. CITY ADMINISTRATOR'S REPORT

A. Introduction of Summer Interns

Karen Glynn introduced Summer Interns, Morgan Gaille and Jake Reinbolt to the Council. Ms. Gaille attends Texas A&M and is majoring in Political Science. Mr. Reinbolt attends SMU and is majoring in Finance. Both interns are returning from last summer. They are working on various items here at the City including the e-books program, the 4th of July float, and other work for staff. Both are doing a great job and it is nice to have them back.

B. Report on Activities

Ms. Glynn extended a welcome to the new Councilmember. She will be working with Councilmember Thode to schedule time for orientation, to order business cards, take pictures, and other information that is needed.

Ms. Glynn will also be updating the website to include a “meet your Mayor and City Council” section. A brief survey was shared with each to share information with the public.

Staff will be planning the “Street Party” for Williamsburg, Cobblestone East and West, Bunker Hill, and Taylorcrest. This is expected in mid July.

C. Public Works Director - Report on Capital Projects

Steve Smith, Director of Public Works/Building Official, provided an update on the following projects, answered questions and took comments.

- Regional Drainage Project – there was one more item from the punch list being completed.
- Cobblestone Driveways – driveways were poured today
- Bunker Road and Paving Projects – staff has worked to review the budget and will be able to continue with a few more repairs
- Water Well - staff is meeting tomorrow with the City’s Utility Engineer; staff will have a plan outlined during the budget process
- Coachman Wastewater Line – this line is completed pending the installation of a manhole

- Warrenton, Kilts and Valley Star – the project has started and is going well
- Street Lights have been ordered for Memorial and Williamsburg - street lights have been ordered

D. Update on the Village Independence Festival

Karen Glynn mentioned that plans are coming together for the Village Independence Festival. She reminded the Council that the festival is on Thursday, July 4th. The parade starts at 9:00 a.m. Ms. Glynn asked Council to let her know if they will be attending the festival.

E. Update on 2020 Budget Development and Schedule

Ms. Glynn provided a brief update on the 2020 Budget Process. The Infrastructure and Utility Models that were developed and shared in the past will be updated. Workshop dates were discussed and the Council agreed to hold the budget workshop on Monday, August 12, 2019 at lunchtime starting at 11:30 am.

F. City Hall Office Hours

Ms. Glynn shared that Mayor Lord had noticed that Piney Point and Hedwig Villages both close on Friday afternoons and asked if this would be something to consider for Bunker Hill. Staff does see that Fridays are a lighter day. In addition, the contract inspectors work for Hedwig and Piney Point and tend not to work on Friday afternoons. Staff have reviewed the hours and are proposing a change to City Hall Office Hours if Council feels this is a good idea. The Council concurred with closing on Friday afternoons and agreed to the following office hours starting in July:

Monday – Thursday 7:00 am. to 4:30 p.m.
Fridays 7:00 a.m. to 12:00 noon

X. PRESENTATION OF 2018 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP - Robert Belt, Belt Harris Pechacek, LLP and Britique Williams, City Secretary/Finance Director

Mike Brotherton, Belt Harris Pechacek, LLLP, briefly presented the City of Bunker Hill Village's Annual Audit for the year ending December 31, 2018. Mr. Brotherton reported that the City received an 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.

The Finance Committee had reviewed the audit prior to the meeting.

No action was needed for this item.

XI. CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULE OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS, AND OTHER MATTERS, EFFECTIVE JUNE 19, 2019
- Steve Smith, Director of Public Works/ Building Official

Steve Smith, Director of Public Works/Building Official, presented this item and answered questions and took comments.

Mr. Smith shared that on an annual basis, the City adopts, by resolution, a schedule for various fees. During the budget process for 2019, there were no recommended changes in the fee schedule.

In May, the State Legislature passed a bill which prohibited permit fees from being based on value of construction. This requirement was approved for immediate implementation.

The staff took this opportunity to review the fee schedule and is recommending changes. The recommended building fees are based on square footage of construction. The fee is calculated based on the most recent fees collected over the 18 months of new home construction. In addition, there are recommended changes based on the number of inspections needed for the various phases of construction. Staff is also recommending that contractors for new construction set water meters. This has been a work item for the Public Works Staff and at times, has created a delay for contractors.

Staff will continue to evaluate what other cities are charging for these fees and will be ready to discuss more during the budget process.

A motion was made by Councilmember Schwartz and seconded by Councilmember Brown to Approve the Resolution as presented.

The motion carried 4-0.

XII. CONSIDERATION AND POSSIBLE ACTION TO ADD COUNCILMEMBER POSITION 1 AS AN AUTHORIZED SIGNER ON THE CITY'S BANK ACCOUNTS AT BBVA COMPASS BANK - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator, presented this item and answered questions and took comments.

As a result of the election and new appointment, the City needs to change authorizations with the City's financial institute, BBVA Compass Bank, adding Eric Thode as an authorized signature.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve the change in authorized signatures.

The motion carried 4 - 0.

XIII. 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 April 16, 2019 Regular Council Meeting
- B. Minutes of the May 14, 2019 Regular Council Meeting
- C. April 2019 Financials
- D. May 2019 Financials
- E. RPS Infrastructure, Invoice No. 419121 in the amount of \$601.71 for professional services rendered from April 1, 2019 to May 3, 2019 under on-call services for the Construction Phase Services for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- F. RPS, Invoice No. 419124 in the amount of \$3,616.74 for professional services rendered from April 1, 2019 to May 3, 2019 under on-call services for Design of Street, drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- G. RPS, Invoice No. 419125 in the amount of \$705.13 for professional services rendered from April 1, 2019 to May 3, 2019 under on-call services for miscellaneous services including Drainage Committee Planning and Meeting and Field Investigation
- H. RPS, Invoice No. 419049 in the amount of \$616.11 for professional services rendered from April 1, 2019 to May 3, 2019 under on-call services for Site Development Review
- I. RPS, Invoice No. 419114 in the amount of \$692.50 for professional services rendered from April 1, 2019 to May 3, 2019 under on-call services for Regional Water Line Rehabilitation for Blalock Road and Wendover Lane
- J. RPS, Invoice No. 519037 in the amount of \$194.76 for professional services rendered from May 4, 2019 to May 31, 2019 under on-call services for the 2019 MS4 Annual Report and Permit Renewal
- K. RPS, Invoice No. 519034 in the amount of \$2,890.40 for professional services rendered from May 4, 2019 to May 31, 2019 under on-call services for Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- L. RPS, Invoice No. 519014 in the amount of \$1,566.83 for professional services rendered from May 4, 2019 to May 31, 2019 under on-call services for miscellaneous services including Drainage Committee Planning, Meeting and Associated Assignments
- M. RPS, Invoice No. 519015 in the amount of \$622.71 for professional services rendered from May 4, 2019 to May 31, 2019 under on-call services for Site Development Review

- N. Probstfeld & Associates, Invoice No. 59123 in the amounts of \$230.00 for professional services rendered in April 2019 for engineering services for drainage site development review
- O. Probstfeld & Associates, Invoice No. 59124 in the amounts of \$155.00 for professional services rendered in April 2019 for engineering services for drainage site development review
- P. Probstfeld & Associates, Invoice No. 59125 in the amounts of \$380.00 for professional services rendered in April 2019 for engineering services for drainage site development review
- Q. Probstfeld & Associates, Invoice No. 59159 in the amounts of \$305.00 for professional services rendered in April 2019 for engineering services for drainage site development review
- R. Probstfeld & Associates, Invoice No. 59272 in the amounts of \$225.00 for professional services rendered in April 2019 for engineering services for drainage site development review
- S. AAA Asphalt Paving, Inc., Invoice No. 1514-2 in the amount of \$228,976.33 through May 31, 2019 for on-call services to make various pavement repairs in the City and repaving Bunker Hill Road, Forest Glen and Cobblestone East
- T. CenterPoint Energy, Letter dated April 22, 2019, in the amount of \$11,235.00 to Furnish, Install, Own and Maintain Street Lighting Service on Memorial Drive
- U. Two Year Contract with Spring Branch ISD for Tax Collection Services beginning September 1, 2019 and ending on August 31, 2021

A motion was made to approve the consent agenda by Councilmember Thode and seconded by Councilmember Rosenbaum.

The motion carried 4-0.

XIV. EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.072 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE CONCERNING THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY.

Mayor Lord convened into closed executive session at 8:20 p. m.

Mayor Lord reconvened the meeting at 8:34 p. m.

XIV. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 8:34 p.m.

The motion carried 4 - 0.

Approved and accepted on August 20, 2019.



Robert P. Lord, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance