

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
MARCH 22, 2016 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  
Councilman Robert Lord  
Councilman John Glover  
Councilman Jay Janecek  
Councilwoman Laurie Rosenbaum  
Councilwoman Susan Schwartz

*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**

Mayor Williams invited Scout Troop 825 from Holy Spirit Episcopal Church to introduce themselves and to lead us in the pledge of allegiance.

**III. PROCLAMATION**

*A proclamation naming April 2016 as "Child Abuse Prevention Month" in the City of Bunker Hill Village, Harris County, Texas*

Mayor Jay Williams read the Proclamation and invited Councilwoman Susan Schwartz, a member of the Exchange Club, to make any comments. She informed the Council and the audience that child abuse prevention is the national project for the Exchange Club. April is Child Abuse Prevention Month. She received a proclamation earlier from Governor Abbott. She spoke about child abuse being a terrible problem that goes on all across society. The Exchange Club has established "Child Abuse Prevention Centers" all across the United States to help educate and to break the cycle. She mentioned that we have a large center here locally. The website is [www.learntoparent.org](http://www.learntoparent.org).

**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.

*No comments were made.*

- V. **CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATES FOR COUNCILMEMBERS, POSITIONS 1, 2, AND 3 ELECTED; PROVIDING THAT THE MAY 7, 2016 GENERAL MUNICIPAL OFFICERS ELECTION SHALL NOT BE HELD; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH - *Karen Glynn, City Administrator***

Karen Glynn presented this item sharing with the Council that all incumbents have filed for election and are unopposed. This ordinance will declare the incumbents as elected and cancel the election called in May. A motion was made by Councilman Janecek to approve the ordinance and seconded by Councilwoman Rosenbaum and the motion carried 5-0.

VI. **POLICE COMMISSIONER REPORT**

- A. Discussion And Possible Action Regarding A Resolution of the City Council of the City Of Bunker Hill Village, Texas, Naming Said City's Alternate Commissioner on the Board of Commissioners of the Memorial Villages Police Department - *Mayor Jay Williams*

The Mayor presented the resolution recommending changes to both the Police and Fire Commissioner Alternates. The Mayor recommended that Mac Shuford be moved to the Police Commission to serve as Alternate... A motion was made by Councilman Lord to approve the resolution and seconded by Councilwoman Rosenbaum and the motion carried 5-0.

- B. Update on Activities

Chief Sanders announced that the Police Department is fully staffed. He said that in February the police responded to 3,623 calls. Bunker Hill Village had 1,241 of those calls. Average response time was 3:54 and Bunker Hill was 3:42. House checks have gone up by 12% compared to last year. Officers wrote 270 tickets total from all three cities. Bunker Hill had 64 tickets. Chief Sanders said the Police Department responded to a house alarm, while there the officers put out a kitchen fire before the Fire Department arrived. He commented that the Police and Fire Departments work well together and appreciated the letter sent by Chief Foster commending this action. He also reminded everyone about the Memorial Bridge closure and stated that there are plans ready for implementation during the project. He also mentioned the countdown calendar on the MVPD's website.

VII. **FIRE COMMISSIONER REPORT**

- A. Discussion and Possible Action Regarding a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming Said City's Alternate Commissioner on the Board of Commissioners of the Village Fire Department - *Mayor Jay Williams*

The Mayor introduced Bert Rosenbaum. The Mayor recommended that Mr. Rosenbaum be appointed to serve as the Alternate Commissioner for the City's Fire Commission. A motion was made by Councilman Janecek to approve the resolution and seconded by Councilman Lord and the motion carried 5-0.

#### B. Update on Activities

Commissioner Gerald Teal discussed the budget from the report at the end of January of 2016. The budget is \$5,154,231 and as of the end of the first month, the Department is 7.92% into the year and at 8.33% of the budget. He said that overtime was over budget due to illness. From the unaudited 2015 budget it is projected that the Department will have approximately \$58,000 in overage. Once the audit is complete, the amount will be confirmed.

Mr. Teal said that there were 179 incidents and 81 were in the City of Houston and 23 were in Bunker Hill Village (averaging ~13%). Fire alarms were ~ 56%; EMS calls being ~ 44%. The average response time was 4 minutes and 6 seconds for all cities; Bunker Hill averages 4 minutes and 45 seconds. EMS billed approximately \$161,000 and has collected ~17%. These dollars have not been returned back to the cities as of this time.

Commissioner Teal spoke about the discussion on adding another dispatcher to each shift and the possibility of the Fire and Police Department dispatchers merging together. A committee has been set, researching and studying the recommendation and they should have more information at next month's meeting. Commissioner Teal said that the Fire Department is considering sending out a quarterly newsletter to keep everyone updated on future plans, statistics and events. Mr. Teal reminded everyone that Saturday, April 16<sup>th</sup> from 11:00 am to 1:00 pm is Family Day at the Fire Department.

The Mayor commented that he and council feel strongly about adding the extra dispatcher and that this is an immediate need.

#### **VIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE A BUDGET AMENDMENT FROM WATER WELL RESERVES AND APPROVE AND RATIFY EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$100,000 FOR REPAIRS TO THE CITY HALL WATER WELL. THIS ITEM IS AUTHORIZED BY SECTION 252.002 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS - *Steve Smith, Director of Public Works/ Building Official***

Steve Smith presented this item. An annual performance test was performed on the city's water wells as part of our annual maintenance of the water system. The well in the back of City Hall was flagged as under-performing. This could be a result of problems with the pumps. After contacting John Davis with Langford Engineering, it is recommended that the well pump assembly needs to be removed for inspection. It is expected that a budget of \$100,000 will allow for the system to be removed, inspected and repaired. This work has begun to make certain that repairs are made timely in order to ensure our system is ready for the upcoming warmer weather and higher water usage.

A motion was made by Councilman Janecek to approve and seconded by Councilman Glover and the motion carried 5-0.

**IX. CONSIDERATION AND POSSIBLE ACTION ON A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LANGFORD ENGINEERING INC. TO DEVELOP THE FINAL DESIGN PLANS AND PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE EXPANSION OF THE TAYLORCREST WATER PLANT FOR AN AMOUNT NOT TO EXCEED \$153,900.00 - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented the item, sharing that City Council had discussed this item at the February Meeting and directed Staff to work with Langford Engineering to move forward with the development of the final design contract for the Taylorcrest Water Plant Expansion. Tonight's action is to approve the contract and move forward with developing the final design plans. The contract also includes the bidding and construction phase services for the project.

A motion was made by Councilman Glover and seconded by Councilwoman Schwartz and the motion carried 5-0.

**X. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT WITH HORSESHOE CONSTRUCTION INC. FOR THE CITY'S 2016 WASTEWATER REHAB PROJECT IN AN AMOUNT OF \$310,350.00 - Steve Smith, Director of Public Works/ Building Official**

Steve presented a PowerPoint presentation on the proposed wastewater rehab work to be done primarily in Zoning District B. He explained that this is much needed work on the rehabilitation for the sanitary sewer system replacing the old materials with PVC Pipe. The project was bid and we were very pleased in receiving 7 bidders. Langford Engineering and Staff is recommending contracting with the low bidder, Horseshoe Construction.

In addition, staff is recommending contracting with Carl Smitha, Lloyd, Smitha and Associates (Item XI) to provide our construction phase services and oversee the project in the field. Mr. Smitha has worked with the City on several projects and has done an excellent job. This project will be in the back yard easements the additional support will be very helpful to both the staff and the residents.

*The Mayor combined items X and XI.*

A motion was made by Councilwomen Schwartz and seconded by Councilman Lord and the motion carried 5-0 to approve both items.

**XI. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT WITH LLOYD, SMITHA & ASSOCIATES, LLC FOR CONSTRUCTION FIELD SERVICES FOR THE CITY'S WASTEWATER REHAB PROJECT IN AN AMOUNT NOT TO EXCEED \$29,900.00 - Steve Smith, Director of Public Works/ Building Official**

*See item X.*

- XII. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE FUNDING AND RATIFY EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$50,000 FOR REPAIRS TO THE CITY'S WASTEWATER SYSTEM ON BUNKER HILL ROAD AND TELEVISIONING ADJACENT LINES. THIS ITEM IS AUTHORIZED BY SECTION 252.002 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS AND WILL BE FUNDED FROM THE 2016 WASTEWATER REHAB PROJECT - *Steve Smith, Director of Public Works/ Building Official***

Steve Smith explained that a pavement failure was found on Bunker Hill Road. It was determined that it was a result of a failure to the wastewater line located under the pavement. Langford Engineering contacted with Horseshoe Construction (the low bidder on the Wastewater Rehab Project) to discuss and get costs on repairs. This was considered an emergency repair. The Mayor was notified prior and this is an official approval by City Council to approve the repairs already done and to complete the project. The repair is almost complete.

A motion was made by Councilman Janecek and seconded by Councilman Glover and the motion carried 5-0.

- XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE FUNDING IN AN AMOUNT NOT TO EXCEED \$100,000 FOR REPAIRS TO THE CITY'S WASTEWATER SYSTEM ON VALLEY FORGE AND JACK LANE IN COORDINATION WITH THE BUNKER HILL ROAD EMERGENCY REPAIR . THIS ITEM IS AUTHORIZED BY SECTION 252.002 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS AND WILL BE FUNDED FROM THE 2016 WASTEWATER REHAB PROJECT - *Steve Smith, Director of Public Works/ Building Official***

*Karen Glynn explained that this item is no longer needed after getting a better understanding of the Bunker Hill work. This agenda item was skipped.*

- XIV. CONSIDERATION AND POSSIBLE ACTION ON APPOINTMENTS -**

*Jay Williams, Mayor*

**A. Zoning Board of Adjustment**

Louie Crapitto - Alternate Member

**B. Beautification Committee**

Ana Marie Cortes

**C. Drainage Committee**

Melanie Ottens

Mayor Williams recommended additional appointments as a result of resident interest that the City has received. A motion was made by Councilman Glover and seconded by Councilwoman Schwartz and the motion carried 5-0.

#### **D. Establishment of a Public Safety Committee**

Chaired by Councilmember Jay Janecek

Mayor Williams explained that he feels that a resident committee is needed to assist the City Council in addressing and understanding Bunker Hill's expectations and desires for Police, Fire, and EMS Services. He thinks this is a much needed committee. Councilmember Jay Janecek has agreed to Chair the Committee.

A motion was made to establish a Public Safety Committee and appoint Jay Janacek to be the Chairman. The motion was made by Councilman Glover and seconded by Councilman Lord and the motion carried 5-0.

#### **XV. 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 February 16, 2016 Regular Council Meeting
- B. December 2015 Financials - *Before Audit Adjustments*
- C. January 2016 Financials
- D. RPS Klotz Associates, Invoice No. 116035 in the amount of \$4,649.40 for professional services rendered from January 1, 2016 to January 29, 2016 under on-call services for Drainage Site Development Review.
- E. RPS Klotz Associates, Invoice No. 116034 in the amount of \$ 3,637.37 for professional services rendered from January 1, 2016 to January 29, 2016 under on-call services including the Drainage Site Development, Drainage Committee and City Council Meetings and Support.
- F. Langford Engineering, Inc., Invoice No. 19167 in the amount of \$4,444.94 for professional services through January 29, 2016 for the Taylorcrest Water Plant Improvements.
- G. Langford Engineering, Inc., Invoice No. 19168 in the amount of \$13,262.88 for professional services through January 29, 2016 for the City's Wastewater Rehab Project.
- H. Lloyd, Smitha & Associates, LLC, Invoice No. ENGKZ1501-01 in the amount of \$1,852.50 for professional services from June 25, 2015 to October 21, 2015 in connection with the Taylorcrest/Williamsburg/Cobblestone Drainage Evaluation.

A motion was made to approve the consent agenda by Councilman Janecek and seconded by Councilman Glover and the motion carried 5-0.

#### **XVI. MAYOR'S REPORT**

- A. Report on Neighborhood Meeting Activities
- B. Report on Village Mayors Meeting

The Mayor attended the Tealwood Annual Meeting and the major concern was the bridge closure and Memorial Drive Improvements with TIRZ 17. He commented that there will be a public

meeting on April 13, 2016 about the widening of Gessner from Richmond to the Bayou which is a City of Houston Project.

**XVII. CITY ADMINISTRATOR'S REPORT**

A. Update on the Memorial Bridge Construction Project

Karen Glynn provided a brief update on the project explaining that there will be a TxDOT pre-construction meeting in early April she said that the Changeable Message Signs are being rotated throughout the City to further inform residents and drivers that the project is coming.

**XVIII. PRESENTATION:**

**STATE OF THE CITY - *Mayor Jay Williams***

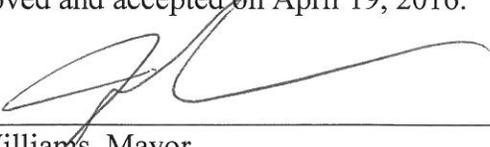
**Members of the  
Planning & Zoning Commission and Zoning Board of Adjustment  
may be in attendance at this meeting**

*Mayor Williams presented the attached power point presentation.*

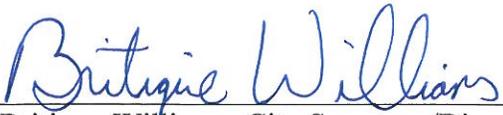
**XIX. ADJOURN**

A motion was made by Councilwoman Schwartz and seconded by Councilman Lord to adjourn the; meeting at 7:00 p.m. The motion carried 5-0.

Approved and accepted on April 19, 2016.

  
\_\_\_\_\_  
Jay Williams, Mayor

ATTEST:

  
\_\_\_\_\_  
Britique Williams, City Secretary/Dir. of Finance

*Attachment - 2016 State of the City*