

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
NOVEMBER 19, 2013 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:01 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

Mayor Jay Williams
Councilman Keith Brown
Councilman John Glover
Councilman Jay Janecek
Councilwoman Laurie Rosenbaum
Councilwoman Susan Schwartz

Also in Attendance:

Karen Glynn, City Administrator
Kelly Johnson, City Secretary/Dir of Finance
Steve Smith, Dir of Public Wrks/Bldg Official
Loren Smith, City Attorney

II. PLEDGE OF ALLEGIANCE

Matthew Garvin, a Boy Scout and a student at Memorial High School, was asked to lead the Pledge of Allegiance.

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.

Denise Knight, at 47 Williamsburg, wanted to know why Frostwood Elementary was granted an electronic sign permit when she thought Bunker Hill Village had an ordinance against it. She also wanted to know how many signatures is required to have the sign removed.

Former Mayor Derry Essary said it was part of a deal that was struck with Frostwood Elementary. He said the school put in over \$1,000,000 of drainage improvements along with some street enhancements. In return the city granted a Specific Use Permit allowing certain height requirements, electronic signage only to illuminate during daytime hours, and fencing. Mayor Essary said if the sign was not granted by the City of Bunker Hill Village it would have been put around the corner on the City of Houston property side.

Mr. Loren Smith, City Attorney, said there was not a specific procedure to have residence sign a petition to have the sign removed.

IV. MAYOR'S REPORT

A. Discussion and possible action on Regular City Council Meeting for March 2014

Mayor Williams said the regular council meeting in March 2014 is during spring break and wanted to move it to March 25th.

Motion was made by Councilman Glover and seconded by Councilman Janecek to cancel the regular council meeting on March 18, 2014 and move it to March 25, 2014. Motion carried 5-0.

B. Discussion and possible action on Beautification Committee

Mayor Williams proposed the following residents for the Beautification Committee:

Councilwoman Rosenbaum – Chairman
Cooky Mays
Jean Krivan
Carolyn Bernell

Motion was made by Councilman Janecek and seconded by Councilman Glover to approve the proposed members for the Beautification Committee. Motion carried 5-0.

C. Update on Meetings regarding the Harris County Subsidence District and the City's Ground Water Reduction Plan

Mayor Williams said he had a conference call with Karen Glynn, Steve Smith, and John Davis. He said it was more of a teaching phone call. He said Harris County Subsidence District (HCSD) was formed in 1985 and this is where the 80% surface water and 20% ground water formula comes from. He said the most interesting thing that John Davis said in the phone call was that the aquifer that we get water from has risen by 200 feet since 1985. He said it's interesting that we are required to do the 80%/20% formula when our aquifer has risen.

V. POLICE COMMISSIONER'S REPORT

A. Update on activities

Commissioner Essary said this past weekend, Chief Sanders experienced some health issues and yesterday had some stints put in and is doing very well.

Commissioner Essary said they expect to have a new dispatch system installed by the second quarter of 2014. He also said they were very close to signing a contract with Code Red that would allow the police department to do reverse 911 calls for all of the three villages. It also would be available to the cities for non law enforcement related issues like power outages, street closures, and etc.

VI. FIRE COMMISSIONER'S REPORT

A. Update on activities

Commissioner Smyre reported there was a fire last week at a townhouse with one fatality. He also reported that the new ambulance is scheduled to be delivered by the end of November. The price has been reduced from \$158,000 to \$155,000. A bit of unexpected news, they were able to sell the old ambulance for \$14,600.

Commissioner Smyre said there is a plumber working on the building at the fire department. He said as he has reported in the past the foundation issues have caused the underground

pipes to break and/or not be in alignment anymore. This is causing things like sewage to back up in the showers. Another problem they have in the building is the ventilation system that is causing mold. That project will be starting in the next few weeks.

The Commissioner reported year to date the budget is 5.2% under budget. He also said with the TMRS change effective in January 2015 that will reduce retirees benefits by .5% - 1% each year for fourteen years' could potentially affect 13 of their fire fighters to retire early before the change goes in effect.

Commissioner Smyre said we just received the 2014 health insurance rates and they have increased 9.5%. He said the commission has approved the rates.

VII. 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 October 15, 2013 Regular Council Meeting
- B. October 2013 Financials
- C. 2013 Second & Third Quarter Investment Report
- D. Resolution Number 11-19-2013A casting its ballot for the election of Ed Heathcott as a candidate to serve on the Harris County Appraisal District's Board of Directors
- E. Renewal agreement between the Harris County Sheriff's Office and the City of Bunker Hill Village to house, support, maintain, and confine city prisoners under the same terms and conditions as 2013, with no increase in pricing for the term January 1, 2014 through December 31, 2014 (\$74.00 per day, or portion of a day)
- F. AAA Asphalt Paving Inc., Application No. 19 in the amount of \$ 17,887.00 for a change order to the Strey Lane Project for Inlet Adjustments and Paver/Pavement Reconstruction
- G. Klotz Associates, Invoice No. 1013095 dated October 16, 2013 in the amount of \$2,417.04 for professional services rendered from September 16, 2013 to October 15, 2013 under the City's on call contract
- H. Taylor Landscape & Gardens, Invoice No. 104135 in the amount of \$2,380.00 for Tree Plantings
- I. Taylor Landscape & Gardens, Invoice No. 104131 in the amount of \$4,500.00 for Landscaping at the Gessner Entryway Sign

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

VIII. DISCUSSION AND POSSIBLE ACTION CONCERNING EMPLOYEE INSURANCE COVERAGE FOR CALENDAR YEAR 2014 WITH THE MEMORIAL VILLAGES POLICE DEPARTMENT - Karen Glynn, City Administrator

Karen Glynn said to keep the exact same medical health care plan through Aetna the increase would have been 38% increase. The increase was due to the Health Care Reform Act and our claims history. With some plan changes, which included eliminating the HMO and only having H.S.A. and P.P.O. plans, and deductible changes the increase is 12.9%.

Karen Glynn said we are recommending to keep the H.S.A. plan as the base plan and the city pays 100% of the employee coverage and 50% of dependent care coverage. She said we are changing carriers in the dental plan and the new plan offers vision coverage. The mayor said we budgeted a 15% increase.

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

IX. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING ALL OF SECTION 16-26 OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFOR A NEW SECTION 16-26; ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER, SANITARY SEWER AND SOLID WASTE SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY - Karen Glynn, City Administrator

Karen Glynn said this ordinance sets our water, waste water, and solid waste rates for 2014. This is in accordance with our budget and was discussed during the budget process. She said to remind council this is keeping with the philosophy of a break even Utility Fund.

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

X. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION NO 11-19-2013B OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULING 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 - Steve Smith, Director of Public Works/ Building Official

Steve Smith said what specifically is changing in this fee schedule is the average cost of new construction that we use for permitting in the city. This is updated annually. The current rate is \$180.00 per square foot of air conditioned space for new construction and is changing to \$170.00 per square foot of air conditioned space for new construction. Steve Smith said the reason for the decrease is this is the first time since we have been doing this calculation that we have seen a substantial number of protests.

Motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve. Motion carried 5-0.

XI. CITY ADMINISTRATOR'S REPORT

A. Update on the Blalock Ditch Drainage Project

Karen Glynn said today they finished the tree trimming along Blalock. She said driving by it really looks good and now that everything is complete it should make maintaining the ditch much easier.

B. Update on Beautification Projects

Karen Glynn went over a powerpoint presentation of the various projects. She said we have completed our Gessner Project. Karen showed pictures of the Gessner Road esplanade/Bill Marshall Park and the Gessner Road esplanade across from Frostwood Elementary. She said we are still waiting on the Tealwood sign and lighting. She said we are waiting on the insurance company, from the car that went through that intersection, it's a 4-6 week delay.

Karen Glynn said also as part of the beautification improvements we were able to pull back the median nose and fix the broken pavers at Briar Forest at Memorial. We also did our tree plantings at Briar Forest, Branch Bend, Bunker Hill, and Strey Lane.

Karen Glynn gave a brief summary of the beautification projects budget vs. actual cost.

Karen Glynn said that the decorative street sign poles came in today and reminded council that we had originally budgeted \$120,000 and the bid came at \$52,160. She also said we are re-doing our no outlet signs to be consistent throughout the city and still need to get some miscellaneous materials at an estimated cost of \$10,000. With all that, it still leaves us way under budget.

Karen Glynn said one of the things we would like to propose is three smaller city entrance signs. It could be an option for Memorial Drive approaching Gessner Road, Gessner Road approaching Memorial Drive, and Taylorcrest at Blalock Road. She said we would like to also add a sign at city hall that says City Hall, Municipal Court, and Police Department. She said we have had a request to put a way finding sign on Taylorcrest at Bunker Hill Road. Then finally a sign that would be strategically located to show which building Municipal Court is located in. She said all the signs presented would cost around \$4,000 (per the sign manufacturer) versus the one brick monument sign like we currently have that costs \$10,000. Council was in agreement for staff to proceed with the signs.

C. Update on the Planning and Zoning Commission Ordinance Review

Karen Glynn said the Planning and Zoning Commission has been meeting and working really hard. They have been talking through lot coverage, permeable and impermeable coverage, drainage, and the tree ordinance. The next meeting is scheduled for December 4, 2013 and the hope is to wrap up the hard core areas and then in January wrap up some miscellaneous items and come to city council in January with their recommendations.

D. Update on Frostwood Elementary School Re-opening

Karen Glynn said we met with the school and they are set to open on January 7th. She said they have offered to do a tour for the mayor, council, and the chief the week of December 16th. She said their grand opening is not going to be until February. She said they want to get the kids back and everything in place before they have the grand opening.

E. Update on Current Landscape Contracts

Karen Glynn said we currently have three separate landscape contracts. These contracts are all set to expire the end of January. She said we are working to develop our specifications to go out for bid. She said we are working with each of the contractors on extending the

contracts 60 days. We have been working with them to see what is working well and what is not working as well to develop a really good set of bid specifications. All three contractors have agreed to extend the contract for 60 days.

F. Holiday Schedule

Karen Glynn said we will be closed for Thanksgiving, Thursday and Friday. No trash pickup on Thanksgiving Day but they will pick up on Friday and resume their normal schedule the following week.

Karen Glynn said we will be closed for Christmas Monday through Wednesday, with staff taking a vacation day for Monday and then Tuesday and Wednesday are city holidays. No trash pickup on Christmas Day.

G. Holiday Dinner

Our Holiday Dinner is planned for December 17, 2013 at 6:30 p.m. at Lakeside Country Club and invitations will be going out next week.

H. End of the Year Financial Update

Kelly Johnson, City Secr./Dir of Finance said the budget is running on track. She did go into detail on the 2011 Bond Fund.

XII. CITY BUILDING OFFICIAL'S REPORT

A. Update on the Curlee Subdivision Amending Plat

Steve Smith, Dir of Public Wrks/Bldg Official, said we have become aware there are several errors with the Curlee Subdivision Plat. He said the City Attorney and staff have taken a look at the plat and have decided that it is significant enough that an amended plat should be filed. Steve Smith said there are references that are incorrect and from the time the plat was submitted to when the plat was approved the third lot sold and ownership changed. Loren Smith said there is a number of small issues that are minor but at some point they add up and he would feel better that an amended plat be filed with the correct references and owners. This requires an amended plat to go back to Planning and Zoning and then to City Council for approval.

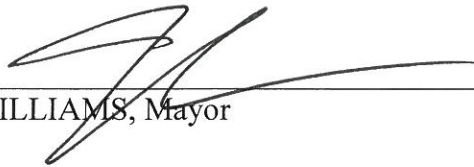
Mr. Christiansen, of 11603 Oak Shadows Lane, said that the plat should go back through the whole process. He believed his creditability was discounted because he told both Planning and Zoning and City Council the references were incorrect and everyone ignored him.

The mayor apologized to Mr. Christiansen and said the whole time you were right and we, the City, kept saying you were wrong. All of our sources were telling us the plat was correct. The mayor said because of this whole situation, the city is going to do things differently in the future. He said we are going to have all plats reviewed by a third party so this does not happen again.

XIII. ADJOURN

Motion was made by Councilman Brown and seconded by Councilwoman Rosenbaum to adjourn the meeting at 6:49 p.m. Motion carried 5-0.

Approved and accepted on January 21, 2014.



JAY WILLIAMS, Mayor

ATTEST:



Kelly Johnson, City Secretary