

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
FEBRUARY 16, 2016 AT 5:00 P.M.**

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:03 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

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 a scout in the audience to lead us in the pledge.
The scout then introduced himself as Jens Moen a sophomore at Stratford High School.

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.

Donna Freedman a resident of 11930 Surrey Lane signed in to speak. She wanted to address the Mayor and Council about the City's Noise Ordinance. Mrs. Freeman complained of the neighbor behind her backyard who continually plays Christmas music and it is February. Mrs. Freedman says that the music is offensive to her husband because he is Jewish and he works on the weekends and is getting interrupted sleep due to the music. She mentioned that she has called the Police Department several times and they have confronted her neighbor and he tells the officer that he doesn't have to turn down his music because there is nothing written to enforce the noise level. Mrs. Freedman mentioned that one of the surrounding cities has an ordinance in place for loud music that addresses the measure of noise by decibels. She is recommending to Mayor and Council to address this Noise Ordinance. The Mayor commented that when the Planning and Zoning Committee meets that they can look and review the current Noise Ordinance and recommend if any changes are needed.

IV. FIRE COMMISSIONER REPORT

A. Update on Activities

Mac Shuford, Alternate Fire Commissioner, said that the 2015 budget was set at \$4,937,372 and the expenses were \$4,850,840 ending with 1.75% (\$86,532) under budget. He said that thru December 2015, all the Villages combined had 2162 calls and of them 271 were City of Houston. Calls for Bunker Hill were 292 (13.5% of total). There were 153 Fire Alarms (52.4%) and 139 EMS calls (47.6%). Average response time is 4:11 min. for all calls. Bunker Hill is 4:59 min. which is very consistent.

Mr. Shuford said that the EMS revenue thru the third quarter was billed at \$1,216,392 and the gross revenue paid was \$252,871 (20%). The return for the cities was \$281,566.

Commissioner Shuford talked about the ongoing discussion of the recommendations of combining MVPD and VFD dispatch in order to improve on efficiency. He said that they have requested hiring an additional dispatcher. The Fire Department is now fully staffed.

Mayor Williams commented that MVPD is asking for the location when answering 911 calls and this is important especially given the problems with the location when cell phones are used. He also commented on the discussion of combining both dispatcher systems and the importance of having two dispatchers at the Fire Department as opposed to only one. They are waiting for a response from the recommendation.

V. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Jay Smyre updated the Mayor and Council with his latest report which included:

There is currently a job opening for both a dispatcher and an officer. There is an applicant testing for the position and if successful the officer position will be filled. He said that year to date the three villages have had 4,145 events/responses and of these, Bunker Hill has had 1,372 (including house watch checks). In January, the average response time for all the villages was 3:01 minutes for all villages and 1:03 minutes for Bunker Hill. Year to date there have been 3,067 house watch checks compared to 2,523 in 2015 which is a 21% increase.

The budget year to date net expenses were \$377,158 which comes to 8% of the budget. An annual report is being prepared and will be presented to the Mayor and Council by late March or early April announcing the achievements and successes accomplished at the Memorial Village Police Department the Department goals for the next two years.

Chief Sanders spoke about the success they have had on the new phone scams. These individuals are portraying to be law enforcement entities asking for money to avoid an arrest. -With the help of a resident, the MVPD joined together and responded to a scammer that was linked to Georgia. The Harris County Sheriff's Department is teaming with MVPD to work on catching these thieves.

VI. PRESENTATION AND DISCUSSION ON THE UPCOMING MEMORIAL BRIDGE CONSTRUCTION PROJECT AND PLANS FOR THE MEMORIAL DRIVE CLOSURE.
- Karen Glynn, City Administrator and Steve Smith, Director of Public Works/Building Official

Steve Smith presented a PowerPoint presentation on the detours and closures planned for the Memorial Bridge Construction project. Karen Glynn said that our goal is to make sure that people are aware that the project is coming so they can start planning for it. The City wants to be open with communications. The target dates are set for Mid-April to Mid- August. Steve mentioned that the pedestrian bridge will be closed during the construction.

The City has changeable message signage posted to make commuters as well as residents aware. Together we have worked with Frostwood and Bunker Hill Elementary Schools, Spring Branch ISD bus service, Spring Branch ISD police, Metro, Republic Waste, and the City of Houston. TxDOT will also mention the project in their press conferences.

Councilwomen Rosenbaum suggested that the City get Precinct 5 involved to help with the Tealwood and Frostwood areas. Karen Glynn and Steve Smith detailed the different types of ways that the City is working to get the information out. Besides all the signage, we have scheduled two Town Hall Meetings at Frostwood Elementary, door hangers, newspaper ads and newsletters in the utility bill.

Chief Sanders explained that they are committed to making sure that the process runs smoothly. Councilwomen Rosenbaum questioned signage for Blalock because the Piney Point construction is going to overlap with the Memorial Bridge Construction project. Bunker Hill Staff continues to work with Piney Point on this coordination.

VII. CONSIDERATION AND POSSIBLE ACTION ON AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS: AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 4-149, VARIANCE PROCEDURES, OF DIVISION 3, ADMINISTRATION, OF ARTICLE V, DRAINAGE AND FLOOD DAMAGE PREVENTION, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION, TO PROHIBIT THE APPLICATION OF THE VARIANCE PROCEDURES CONTAINED THEREIN TO THE REGULATIONS CONTAINED IN SECTION 4-82, STORMWATER DRAINAGE MANAGEMENT PROGRAM AND THE LANDS TO WHICH ORDINANCE APPLIES, OF DIVISION 1, IN GENERAL, OF ARTICLE V, DRAINAGE AND FLOOD DAMAGE PREVENTION, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION; PROVIDING A PENTALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF THIS ORDINANCE, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING FOR SEVERABILITY -- Steve Smith, Director of Public Works/Building Official

Steve Smith explained that the reason for the change is to correct the Ordinance because we have an overlap of authority. We are required to have the provision for a variance for the FEMA portion. However, Steve Smith said that the variance verbiage, found at the beginning of the chapter, made it apply to the entire drainage ordinance. This new verbiage will limit the variance procedure to only the FEMA sections.

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

VIII. CONSIDERATION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING THE CITY OF BUNKER HILL VILLAGE DRAINAGE CRITERIA MANUAL -- *Steve Smith, Director of Public Works/Building Official*

Steve Smith explained that our Drainage Criteria Manual had some typographic errors and these changes will correct those errors. For example there was a mistake on the area required for the adjacent survey - on one part it says 20 feet (which is correct) and in another area it says 40 feet.

Steve Smith said the City had created a permeable pavers and permeable surfaces design standard which contractors were following. This was a stand-alone document. This amendment will add the design into the drainage criteria manual. Other Cities are using our form/design standard and have also adopted it formally.

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

IX. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A ONE YEAR CONTRACT EXTENSION WITH CHANGE ORDER NO. 1 WITH YARDWORKS, INC. FOR LANDSCAPE SERVICES INCLUDING RIGHT-OF-WAY MAINTENANCE, ESPLANADES, AND CITY HALL/MEMORIAL VILLAGES POLICE DEPARTMENT FACILITIES EFFECTIVE APRIL 1, 2016 THROUGH MARCH 31, 2017 FOR A BASE AMOUNT OF \$81,595.00 AND NOT TO EXCEED \$89,062.50 FOR ADDITIONAL WORK AS DEEMED NECESSARY - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith stated that Yardworks Inc. has been our landscape contractor and has provided excellent service to the City. We are recommending exercising a one year extension. Mayor Williams relied on Councilwoman Laure Rosenbaum's recommendation from the Beautification Committee and noted that the language on the agenda was somewhat confusing. Councilwoman Laurie Rosenbaum made a motion to approve the contract in the amount of \$89,0595.00 for the base work with an additional not to exceed amount of \$7,467.50 for additional work as deemed necessary (such as extra mowings).

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

X. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH PREPARING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LANGFORD ENGINEERING INC. TO DEVELOP THE FINAL DESIGN PLANS FOR THE EXPANSION OF THE TAYLORCREST WATER PLANT - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented a PowerPoint showing the proposed design and site layout for an additional water storage tank for the Taylorcrest Water Plant site. John Davis explained that the new, larger tank will allow an extra 250,000 gallons of water storage. The Mayor questioned the height, color and size of the tank because there are homes close to the area where the tank will be placed. Steve Smith told the Mayor and Council that all those questions were addressed in the plan and the homeowners had some input with the planning.

Steve Smith explained that the old tank needs some maintenance but is still in good condition. Councilwomen Rosenbaum also commented that the beautification committee will be involved with the landscaping. John Davis said he will have the final design contract ready for approval for the March Meeting.

Loren Smith said that no action was necessary and so the Mayor approved to proceed with developing the contract with Langford Engineering to prepare the final design plan for the expansion of the Taylorcrest Water Plant.

XI. DISCUSSION AND POSSIBLE ACTION ON APPOINTMENTS - *Jay Williams, Mayor*

Mayor Williams noted that the following appointments are proposed in response to our citizens submitting volunteer forms with the City:

A. Zoning Board Of Adjustment

Patricia Shuford - Alternate Member

B. Planning and Zoning Commission

Jack Christiansen

C. Drainage Committee

William Johnson, Eric Schmidtke and Paul Reinbolt

D. Beautification Committee

Leslie Teel, and Darleen Christiansen

One motion was made for all the appointees by Councilman Janecek and seconded by Councilman Lord and the motion carried 5-0.

XII. PRELIMINARY FINANCIAL REPORT ON FISCAL YEAR 2015 -- UNAUDITED YEAR END RESULTS - *Karen Glynn, City Administrator*

Karen Glynn noted that we expect to bring the end of the year Financials to the March Meeting and can talk through various items. Karen Glynn did state that our water revenues were low due to all the rains and this will be offset somewhat with the City of Houston funds that we pay. She mentioned that on the General Fund, our building permits were lower than expected.

Ms. Glynn also stated that Kelly Johnson (via contract) has continued to provide assistance during the interim period - while Victoria Bowman served the City and now, with Britique Williams starting. Ms. Johnson has agreed to continue as needed to assist Ms. Williams.

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 January 19, 2016 Regular Council Meeting
- B. December 2015 Financials - Before Audit Adjustments
- C. RPS Klotz Associates, Invoice No. 1015018 in the amount of \$ 14,002.54 for professional services rendered from September 26, 2015 to October 30, 2015 under on-call services including the Drainage Committee Support and Misc. Projects including the Winshire Evaluation with Benchmark Engineering, the CIP Matrix Summary, and Sensitivity Analysis for Flintdale.
- D. RPS Klotz Associates, Invoice No. 1015017 in the amount of \$4,729.27 for professional services rendered from September 26, 2015 to October 30, 2015 under on-call services for Drainage Site Development Review.
- E. RPS Klotz Associates, Invoice No. 1015016 in the amount of \$254.74 for professional services rendered from September 26, 2015 to October 30, 2015 in connection with the Taylorcrest/Williamsburg/Cobblestone Drainage Evaluation.
- F. RPS Klotz Associates, Invoice No. 1215041 in the amount of \$5,845.58 for professional services rendered from November 28, 2015 to December 31, 2015 under on-call services for Drainage Site Development Review.
- G. RPS Klotz Associates, Invoice No. 1215040 in the amount of \$ 3,559.32 for professional services rendered from November 28, 2015 to December 31, 2015 under on-call services including the Drainage Committee Support and Misc. Projects including 322 Knipp Road Drainage Concerns.
- H. AAA Asphalt Paving, Inc., Invoice No. 1302-1 in the Amount of \$30,894.00 for the installation of stamped concrete.
- I. Neil Technical Services, Invoice No. 64449 in the amount of \$11,975 for the labor to remove and install a new motor at the City Hall Water Plant.
- J. Bank Depository Agreement with Compass Bank for the period of March 1, 2016 through February 28, 2017.
- K. Northwest Pest Control Contract for Fiscal Year 2016 Mosquito Spraying.

The Mayor recommended to remove item B (December Financials for 2015) and table it until the next meeting in March since this is the end of the year financials.

A motion was made, removing item B, by Councilman Janecek and seconded by Councilman Glover and the motion carried 5-0

XIV. MAYOR'S REPORT

A . Report on Meeting with the District Attorney and Village Mayors

The Mayor reported on a meeting held with the District Attorney, Devon Anderson and the Village Mayors and Chiefs. The DA brought her Chief Investigator and the Head of the Gang Unit. Assistant Chief Ray Schultz represented Memorial Villages Police Department and did an excellent job. All Village Mayors attended. The District Attorney provided contact information for her office and explained their processes. The meeting was a big success in continuing our communications with the DA's Office. This was an excellent opportunity to provide for an open dialogue between agencies and to ensure all know the resources available.

B. Report on Meeting with the Harris - Galveston Subsidence District
Councilwoman Schwartz attended this meeting and reported that the Subsidence District is satisfied with their plan and the results and do not see any reason to change or tweak at this time. However, they are open to more discussion.

C. Report on Neighborhood Events
The Annual Tealwood HOA meeting is on February 23, 2016. A Meeting has also been set on April 13th for the Gessner Project with the City of Houston to provide options regarding this project.

The Mayor reported on the Tree Dedication Event. The Tariq Masaud Family (Bunker Hill Residents on Kilts) dedicated a tree in honor of Malala Yousafzai a Noble Peace Prize winner that promotes education worldwide. The event was very nice. Councilmembers Rosenbaum and Schwartz also attended.

XV. CITY ADMINISTRATOR'S REPORT

A. Update on City of Piney Point Drainage Project
Karen Glynn reported that the project is underway and we are pursuing the interlocal agreement for the additional drainage, waterline, and pavement improvements. Karen Glynn said that the wastewater waterline does not need to be replaced after all which was great news.

B. Update on the Wastewater Rehab Project
Karen Glynn reported that the pre-bid is on February 24, 2016 and we will be opening bid proposals on March 1, 2016.

C. Update on Drainage Committee Meeting
Karen Glynn provided an update on the Committee Meeting. Klotz is working on the Drainage Master Plan. The next meeting is on April 9th. The Committee will be reviewing the work deliverable. Karen Glynn talked about the City's involvement with educating the public on the Zika Virus and that information was put in the newsletter and on the City's website. We will begin mosquito spraying in March and also adding larvacide in some of our ditches.

D. Report on Liberty Bell Neighborhood Meeting and Drainage Project
Steve Smith reported on this project. A neighborhood meeting was prompted due to a new house being built on Liberty Bell which is a private street. The new construction has to meet the current drainage requirements for onsite drainage as well as connecting to the City's receiving point which, in this case, ties into Flintdale as opposed to W146. Their proposed design allows the neighborhood to have a 100 year drainage system. The City has confirmed that the City has an easement on Liberty Bell Circle which allows the City to have ownership of the line outside of the street after the one year warranty process. The City will own the line but will not own the private street.

E. Report on Metro Meeting

Karen Glynn reported on a meeting with Metro to discuss getting some shelters for the City and replacing the benches that are old. There is another meeting scheduled next week. Metro is looking at putting a shelter by City Hall and the other on Gessner. The Mayor asked about the nice colored shelters and Steve Smith responded that they were substantially more expensive.

F. Report on Upcoming Events and State of the City Presentation

Karen Glynn reminded the Council about several upcoming meetings:

- Tealwood HOA Meeting as mentioned by the Mayor
- The Memorial Bridge Town Hall Meetings on February 25 and March 1
- There is no Council Meeting on March 15th
- The State of the City and Open House will be on March 22nd

XVI. ADJOURN

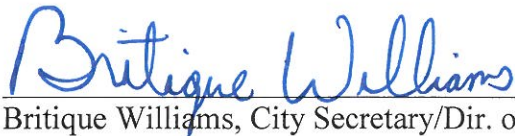
Motion was made by Councilman Lord and seconded by Councilman Glover to adjourn the meeting at 6:51 p.m. and the motion carried 5-0.

Approved and accepted on March 22, 2016.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance