

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
May 16, 2017 AT 5:00 P.M.

**I. CALL TO ORDER**

Mayor Williams called the meeting to order at 5:00 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

*Those Present:*

Mayor Jay Williams  
Councilman Robert Lord  
Councilman Jay Smyre  
Councilman Jay Janecek  
Councilwoman Susan Schwartz  
Councilwoman 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:

- Mayor – *Jay Williams*
- Councilmember Position 4 – *Jay Janecek*
- Councilmember Position 5 – *Laurie Rosenbaum*
- 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.

Mrs. Donna Freedman, who resides at 11930 Surrey Lane, spoke about Agenda Item Number Nine and the City's involvement with TIRZ 17. Mrs. Freedman showed the City Council the City's recent newsletter and felt that the information regarding TIRZ 17 should have been placed on the front of the City's newsletter instead of the second page. She also wanted to know how much money the "20 percent" match that was referred to in the newsletter would equal. She is requesting the City hold a Town Hall Meeting to discuss the Memorial/ Gessner intersection and the City's involvement with TIRZ 17. She feels that none of the residents are aware of the City's meetings, discussions, and agreements between the City and TIRZ 17.

## V. POLICE COMMISSIONER REPORT

### A. Update on Activities

Councilman Jay Smyre presented this item. He outlined items on the report provided including:

- In April the police responded to 6,115 calls, 4,351 House watches, and 877 traffic stops with 586 citations being issues
- Bunker Hill Village had 2,283 of those calls, 1,855 house watches and 161 citations
- Average response time was 4:52 and Bunker Hill was 2:12.
- House checks have gone up by 16% compared to last year.
- Officers wrote 432 tickets total from all three cities.
- Bunker Hill had 122 tickets.

### B. Budget Planning for the 2018 Memorial Villages Police Department Budget

C. Councilmember Smyre shared information on the Budget Planning for the 2018 Memorial Villages Police Department Budget. The 2018 budget process has begun and includes the following:

- Salary increase of 2% which includes 1% for COLA and 1% for Step increases
- Capital replacement for building at \$25, 000
- An overall increase of 3.47%
- Police will have a budget to submit in the June Meeting

## VI. FIRE COMMISSIONER REPORT

### A. Update of Activities

Commissioner Gerald Teel presented this item. He outlined items on the report provided including:

- In April there 699 events.
- Bunker Hill had 73 calls – 44 Fire and 29 EMS calls.
- Response time in Bunker Hill was 4:33 which was improved by 11 seconds.
- The Fire Department is 2% under their budget year-to-date.
- The Department is fully staffed.
- There is a newly formed Building Committee which includes Gerald Teel, Ron Thompson (a homebuilder), Jay Carlton (from a construction management company), and Jared Jackson, (an architect). The committee met and discussed options for a new Fire Building.

Commissioner Teel also mentioned that the cost of rebuilding the Fire Station is estimated to be approximately \$600,000 - \$800,000 from each City.

### B. Budget Planning for the 2018 Village Fire Department Budget

Mr. Teel reported that the 2018 budget process has begun and include the following:

- Salary increase of 2.1%
- Capital replacement budget of \$130, 000
- Facility Fund of \$30, 000
- Meal Allowance of 2.1% increase for staff

Mayor Williams commended the Fire Department for their response to Memorial Drive Presbyterian Day School with the recent incident. In addition, Mayor Williams asked if the Building Committee had considered using the area where the training tower is located for additional space. Mr. Teel responded that this was a question asked and that the tower is a critical training opportunity for the firefighters.

**VII. REVIEW, DISCUSS AND PROVIDE DIRECTION ON THE CITY'S TEN YEAR FINANCIAL PLAN AND MODEL FOR FUNDING CAPITAL PROJECTS AND PLANNING FOR THE 2018 BUDGET PROCESS – Karen Glynn, City Administrator**

Karen Glynn presented this item and reported the following:

The City Council and Staff have been working over the past several years to understand and evaluate the City's aging infrastructure. A pavement assessment was conducted as well as an inventory of water and wastewater lines. A need for improved drainage infrastructure was also included. As a result, a 10 – year financial management plan and model was developed to ensure the ability to fund the needed rehabilitate, maintenance, and improvements to this infrastructure on a pay as you go basis. Reserve funds were created for Streets, Drainage and Utility Lines. In addition, funding was already being set aside for water production and buildings.

The assumptions for this model in 2015 included the following:

- General Fund Property Tax Revenue Cap of 8%
- Utility Rate Schedule to Achieve a Base Rate at 30% of M&O
- General Fund and Utility Fund Expenditures Capped at 4%

Over the past year, several additional projects have been identified for funding. These include:

- The Virtual Gate Project - \$900,000
- Fire Station Improvements - \$800,000
- Drainage Master Plan Improvements – Utilizing the \$750,000 per year
- Public Works Facility - \$130,000
- Memorial / Gessner Intersection Pedestrian Improvements and Reconstruction
  - *Federal Funding Match*

In addition, Senate Bill 2 is currently under committee review in the State Legislature and proposes to cap the General Fund Property Tax Revenue at 5% (versus the 8% in our model) unless approved by the voters.

In planning for the 2018 Budget process, Staff has run our model with the 5% General Fund Revenue Cap, leaving all other assumptions in place. In addition, the listed projects were included for the projected timeframes. In working to balance the needs of the City, utility projects were adjusted over the later years. A projected model for Fiscal Year 2018 and beyond was presented which showed the opportunity to fund these projects over the next 5 years and continue to meet the rehabilitation of utilities and streets. This model will be the basis for the 2018 Budget planning efforts.

There was no action taken on this item; however, the City Council concurred with the assumptions in preparation for the 2018 Budget Process and this provided Council the opportunity to see how these additional projects could be included and funded with new assumptions.

**VIII. CONSIDERATION AND POSSIBLE ACTION ON RECOMMENDATIONS FROM THE DRAINAGE COMMITTEE FOR REGIONAL AND LOCAL PROJECTS - *Robert Lord, Drainage Committee Chairman, Steve Smith, Director of Public Works/ Building Official and Williams Conlan, RPS Klotz Associates***

- A. Contract between the City and RPS Klotz Associates for the Final Design of Regional Drainage Project Phase 1 for the Northern Area of the City which includes the Taylorcrest, Bunker Hill, Williamsburg, Cobblestone Areas in an amount not to exceed \$238,900

Steve Smith presented this item.

At the April 2017 City Council Meeting, the Drainage Committee, RPS Klotz, and Staff presented the results and recommendations for the Preliminary Engineering Study for the northern area of the City including Taylorcrest, Williamsburg, Cobblestone, Rebecca Pines, etc. This area was identified as the highest priority regional area to be addressed in the City. The City Council directed the Committee and Staff to bring back a recommended final design contract with RPS Klotz Associates to proceed with the final design for the project. The proposal has been reviewed and is recommended by the Drainage Committee to provide the final design for the project for an amount not to exceed \$238,900.

A motion was made by Councilman Janecek and seconded by Councilman Lord to approve the contract with RPS Klotz for final design of Regional Drainage Project Phase 1. The motion carried 5-0.

- B. Amend a current design contract with RPS Klotz Associates to include the design of a Local Drainage Improvement Project on Wendover Street in an amount not to exceed \$14,960.00 to Develop a Coordinated Engineering Design and Bid Package

Steve Smith presented this item.

At the April City Council Meeting, the Council awarded a contract to RPS Klotz Associates to develop a final engineering design and bid package for the 2017 Water Rehabilitation Project. This included a water line on Wendover Lane. Since this time, Staff has been contacted by the residents on Wendover Lane requesting the opportunity to pipe their drainage ditches. In discussion with the residents, the residents understand that they need to pay for the cost of construction. The City could consider paying the cost of design. This resulted in an excellent opportunity for synergy between the water line project and this proposed drainage project. The City can design the projects together saving on survey costs as well as developing the construction plans and construction phase services. All construction can also be completed together which is best for the residents.

A proposal was received from RPS Klotz Associates on the costs needed to amend the current design contract to add the design of the storm sewer.

A memo of understanding was also provided to the residents indicating that, should the residents decide not to proceed with the construction, they will reimburse the City for the design costs. The residents are continuing to discuss this project and will get back to staff with their decision.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to approve a contract amendment with the agreement of the residents to proceed. The motion carried 5-0.

- C. Approve Funding in an amount not to exceed \$25,000 to partner with McCollum Custom Homes for the Construction of a Local Drainage Improvement Project on Monica Lane

Steve Smith presented this item.

The City has previously participated with a home builder on Monica Street to improve the drainage as new homes have been planned. The City performed the engineering work for a 30" drainage line for 11702 Monica in 2015. This street drainage line improved the overall drainage for Monica. McCollum Homes is constructing a new home, two lots to the west of this first project and has agreed to construct street drainage pipe sized to the city standards. Between the house currently under construction and the house constructed in 2015 is a crucial lot which has the ditch already covered nearly 20 years ago. The pipe is an undersized concrete pipe with the top of the pipe visible in some locations. This existing pipe needs to be removed and replaced with an adequately sized pipe and at the proper depth. The benefit of constructing this pipe as well as the other builder funded improvements is overall improved drainage for not only Monica but Mayerling. At least one house was identified on Mayerling as a flooded structure in our recent Master Drainage Plan update. The proposed improvements would directly impact this flooded structure.

The drainage contractor working with McCollum Homes at 11710 Monica has provided the City with a proposal to remove the existing drainage pipe at 11706 Monica and install a 24" High Density Poly-Ethylene (HDPE) pipe at a cost not to exceed \$25,000.

This item had been discussed with the Drainage Committee and the Committee recommends approval.

A motion was made by Councilwoman Rosenbaum and seconded by Councilman Smyre to approve the funding not to exceed \$25,000. The motion carried 5-0.

**IX. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH FURTHER STUDY AND PREPARE FOR A POSSIBLE FEDERAL FUNDING APPLICATION FOR IMPROVEMENTS TO MEMORIAL DRIVE AND GESSNER ROAD -- Steve Smith, Director of Public Works/ Building Official**

- A. Contract between the City and RPS Klotz Associates in an amount not to exceed \$65,000.00 to develop a Preliminary Engineering Report for Memorial Drive from the City's Western City Limit through the Gessner Road Intersection and Gessner Road from the City's Southern City Limit to Beauregard Drive to include Proposed Pedestrian Improvements as Prepared by Kimley Horn

Steve Smith presented this item.

At the April 18, 2017 City Council Meeting, the City Council approved a contract with Kimley Horn to prepare a Preliminary Engineering Study to address the pedestrian safety concerns at the intersection of Memorial Drive and Gessner Road. Mr. Smith presented the results of the Study which includes narrowing the lanes reducing pavement, the addition of sidewalks along Memorial and Gessner, plazas and ballards at he intersection, signal upgrades and better signal timing options. Staff is asking for consideration for a contract with RPS Klotz to take the information from Kimley Horn and their information from the Gessner Preliminary Engineering Study to prepare a Preliminary Engineering Study for the whole

project including estimated costs for pavement, drainage, utility and pedestrian improvements. This will provide the City with a better understanding of the overall improvements needed and the associated costs.

A motion was made by Councilman Lord and seconded by Councilwoman Rosenbaum to approve the contract with RPS Klotz not to exceed \$65,000 for development of a PER for Memorial Drive. The motion carried 5-0.

- B. Authorize the Mayor Jay Williams to Contract with the Goodman Corporation in an amount not to exceed a pro-rated share of the total contract amount of \$66,150.00 to Develop an Application for Federal Funding for the Proposed Memorial Drive and Gessner Road Improvements

Mayor Williams and Karen Glynn presented this item.

Staff received a proposal from the Goodman Corporation to develop a joint application for Federal Funding for the Memorial Project from Tallowood Road through the Gessner Road Intersection. In addition the proposal includes Gessner Road from the area of the southern Bunker Hill City Limits up to Beauregard in the City of Houston to include a section of Gessner for pavement reconstruction and sidewalk improvements. It is anticipated that the cost of the contract would be prorated to the parties involved for the joint application. Because of the uncertainty with the timing of possible action by the City of Houston, staff recommended that authorization be given to Mayor Williams to negotiate a contract with the Goodman Corporation in an amount not to exceed a pro-rated share of the total contract amount of \$66,150.00 to develop a joint application for federal funding for the proposed improvements. It is expected that this amount would not exceed \$50,000.

A motion was made by Councilman Smyre and seconded by Councilwoman Rosenbaum to authorize Mayor Williams to negotiate and enter into a contract with Goodman Corporation not to exceed a pro-rated share of \$50,000. The motion carried 5-0.

- X. **REVIEW, DISCUSS AND PROVIDE DIRECTION TO THE TRI-CITIES PUBLIC SAFETY COMMITTEE ON THE CITY'S "SMART CITIES VIRTUAL GATE STUDY" – Jay Janecek, Public Safety Committee Chairman and Karen Glynn, City Administrator**

Bunker Hill Safety Committee Chairman Janecek presented this item.

The Tri-Cities Public Safety Committee hosted a Joint Workshop with the Cities of Bunker Hill, Piney Point, and Hunter Creek Villages and the Memorial Villages Police Department to share the results of the Preliminary Engineering Report for the "*Smart Cities Virtual Gate Study*."

The Tri-Cities Public Safety Committee met following the meeting and is recommending postponing the public meeting set for June 6, 2017. The Committee is working to further study and get answers to the questions received from the three Cities' Mayors and Councils. The Committee recommends reconvening the three Cities again at the end of the summer to address comments and concerns raised. This would provide the Cities to give direction to the Committee to go back to the public. The Committee would like to hold the public meeting in the fall after summer vacations.

Mayor Williams also introduced the Tri Cities Public Safety Chairman Stuart Marks who attended the meeting. Mr. Marks supported the action mentioned above.

Mayor Williams and the City Council concurred with this approach

**XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A BUDGET AMENDMENT UTILIZING FUNDS ALLOCATED IN THE CITY'S RESERVE ACCOUNT TO PURCHASE A NEW COPIER/PRINTER FOR CITY HALL IN AN AMOUNT NOT TO EXCEED \$6,000.00 -- Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item.

Staff is continuing to have issues with the current printer/copier and requested a proposal from Konica Minolta Business Solutions including a new maintenance agreement. Staff recommend that we continue utilizing Konica Minolta as they will allow us to terminate our existing maintenance contract and we have been very pleased with their service. Konica Minolta is on the state contract list for bidding purposes. Konica Minolta also services the Police Department as our two entities acquired and purchased our last printer/copiers together in 2010.

The Cost of the new copier is \$5,444.72 and the ongoing monthly maintenance costs will decrease. There is currently funding in the reserve account for \$15,000.00.

A motion was made by Councilman Janecek and seconded by Councilman Smyre to approve the purchase of a new copier. The motion carried 5-0.

**XII. 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. April 2017 Financials

B. RPS Klotz Associates, Invoice No. 317093 in the amount of \$ 1,317.13 for professional services rendered from February 25, 2017 to March 31, 2017 under on-call services for Meetings and Project Preparation.

C. RPS Klotz Associates, Invoice No. 317094 in the amount of \$ 3,030.74 for professional services rendered from February 25, 2017 to March 31, 2017 under on-call services for Drainage Site Development Review

D. RPS Klotz Associates, Invoice No. 317163 in the amount of \$ 17,483.16 for professional services rendered from February 25, 2017 to March 31, 2017 under on-call services for Localized Drainage Project -- Winshire Circle and Wood Land Final Design.

E. RPS Klotz Associates, Invoice No. 317020 in the amount of \$ 18,464.90 for professional services rendered from February 25, 2017 to March 31, 2017 under on-call services for Gessner Road, Warrenton Drive, Kilts Drive, and Valley Star Drive.

F. RPS Klotz Associates, Invoice No. 317098 in the amount of \$18,751.14 for professional services rendered from February 25, 2017 to March 31, 2017 under on-call services for services rendered for Regional Drainage Project 1 -- Taylorcrest Road, Bunker Hill Road, Williamsburg Lane, and Cobblestone Drive Area Preliminary Engineering Report.

G. Layne Christiansen Company, Invoice No. 44993 in the amount of \$1,425.00 for professional services rendered for Wells 1, 3, and 4 for Predictive Well Maintenance Testing.

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

### **XIII. MAYOR'S REPORT**

#### **A. Update on Meeting Activities**

Mayor Williams shared the following information:

Steve Smith, Karen Glynn and the Mayor attended the annual “Emergency Management Preparedness Meeting” hosted by the Fire Chief. Unfortunately, Chief Foster and Chief Schultz had to leave for the incident at Memorial Drive Presbyterian Church – Yellow House School. The Departments did a great job as the attendees listened to the radio. The Mayors remaining also took a tour the station while there. The meeting will be rescheduled.

Mayor Williams discussed the possibility of starting a Technology Committee to explore options of having City-Wide Wi-Fi.

#### **B. Public Safety Committee - *Jay Janecek, Chairman***

Chairman Jay Janecek presented the item:

The Community Engagement and Education Sub-Committee met and are focused on an Education Safety Program. Officer Owens is working with some of the local High School Teen Girls to develop a program and training ideas. In addition, the Sub-Committee on EMS Response has been meeting and will be reporting on their findings to the full Committee.

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

#### **A. Update on Wastewater Rehab Project**

Karen Glynn asked Steve Smith to report. Mr. Smith informed the Council that the Wastewater Rehab Project has begun. After holding a neighborhood meeting, the contractor started televising lines. The pipe bursting should start tomorrow.

#### **B. Update on Taylorcrest Water Plant**

Mr. Smith also updated the Council on this item sharing that the site has been cleared of trees and the concrete work begins next week.

#### **C. Update on Wood Street Localized Drainage Improvement Project**

Mr. Smith shared that Karen Glynn along with RPS Klotz Associates and he met with residents on Wood Lane on Wednesday, May 3, 2017. The meeting went very well. The plans are at 90% completion. The residents on the north side voiced interest in paying to pipe their side as well. This project is expected to come to City Council in August or September for award of the contract with a 45-60 day construction.

In addition, Steve Smith mentioned that the public works crew has been busy painting sign bases all over the city.



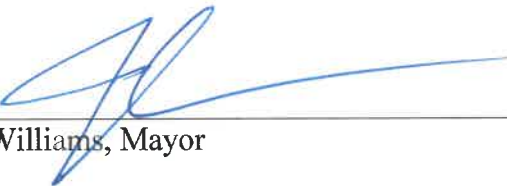
D. Report on the Village Independence Festival

Karen Glynn mentioned that plans are coming together for the Village Independence Festival. The VIF Committee met and picked a design for the T-Shirt. Staff is working on ideas for a winning float. Just a reminder the festival is on Tuesday, July 4th. The parade starts at 9:00 a.m. Ms. Glynn asked City Council to let her know if they will be attending the festival.

**XV. ADJOURN**

Motion was made by Councilwoman Rosenbaum and seconded by Councilman Janecek to adjourn the meeting at 7:24 p.m. Motion carried 5-0.

Approved and accepted on June 20, 2017.



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Jay Williams, Mayor

ATTEST:



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Britique Williams, City Secretary/Dir. of Finance