

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
February 20, 2018 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

Mayor Williams suspended with the pledge

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.

Dan Hart, who resides at 71 Hibury Drive, addressed the Mayor and Council about property tax appraisals. Mr. Hart also provided the Mayor and Council with a DVD of the holiday parade.

IV. FIRE COMMISSIONER REPORT

A. Update on Activities

B. Update on the McGrath Study "Analysis of Emergency Medical Services Response Time" for the Village Fire Department Fire Commission

C. Update on the Fire Station Roof Failure

Commissioner Derry Essary provided the Fire Commission Report. Commissioner Essary reported that the Commission discussed the Fire Station Roof at the last Commission Meeting. The roof is very problematic and needs to be repaired or replaced. The replacement cost is between \$170,000 and \$300,000. Commissioner Essary wanted to ensure the City was aware of this potential expense.

Commissioner Essary discussed a study being done by Tim McGrath. Mr. McGrath conducted an interview with several of the mayors along with fire personnel. Commissioner Essary stated that, hopefully, the study will be ready in April 2018.

Commissioner Essary also commented on hiring expectations and corresponding salaries. Commissioner Essary will take over as Commission Chairman in April.

V. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Jay Smyre outlined items on the monthly report which included:

- In January the Department responded to 6,120 calls.
- Bunker Hill Village had 1990 of those calls.
- The average response time was 3.42.
- Officers wrote 749 citations total from all three cities.
- Bunker Hill had 187 citations.
- There are 4 vacancies in Patrol.

B. Update on Annual Employee Benefits Contracts

Commissioner Jay Smyre stated that the Police Commission approved continuing health, dental and vision coverage with Cigna at their February 19, 2018 Meeting. The recommended benefits plan is within the budget numbers included in the adopted 2018 budget for the Police Department.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING EMPLOYEE INSURANCE COVERAGE FOR THE TIME PERIOD OF APRIL 1, 2018 THROUGH MARCH 31, 2019 CONTRACTING FOR HEALTH, VISION, AND DENTAL INSURANCE IN PARTNERSHIP WITH THE MEMORIAL VILLAGES POLICE DEPARTMENT AND THE CITY OF PINEY POINT VILLAGE - *Karen Glynn, City Administrator*

Karen Glynn presented this item, referencing the previous discussion regarding the Police Department benefits, and reported the following:

All full time City employees are eligible for employee insurance benefits as part of their compensation package. Insurance coverage has been provided through the Memorial Villages Police Department and includes health, dental, life, and disability insurance. The City of Piney Point also participates in this group. Insurance plans and rates are evaluated every year. The City Administrator has been working with the Police Chief,

the City Administrator of Piney Point, and Alliant (MVPD's consultant) in the annual process for the next plan period which will be April 1, 2018 through March 31, 2019.

Proposals were advertised. Proposals were received from some of the major carriers in addition to our current provider. After reviewing, it is recommended that the group continue to contract with Cigna for our health, dental and vision insurance. Cigna's offer continues health insurance coverage through an HSA plan, keeps all plan elements consistent, and is 14% above the current rates. All other ancillary benefits were awarded for multiple years last year. The rates received were higher than expected. However, this is common following a high claims year with only one year of coverage. Alliant recommends continuing with Cigna and giving the Police Department and Cities an opportunity to have multiple years of experience with a provider.

The Police Commission approved this recommendation at their February 19, 2018 Meeting. The recommended benefits plan is within the budget numbers included in the City's adopted 2018 budget.

A motion was made by Councilmember Janecek and seconded by Councilmember Rosenbaum to approve employee insurance coverage for the time period of April 1, 2018 through March 31, 2019 contracting with Cigna for health, vision, and dental insurance in partnership with the Memorial Villages Police Department and the City of Piney Point Village.

The motion carried 5-0.

VII. PUBLIC HEARING

A PUBLIC HEARING WILL BE HELD REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 7.11, SIGNS, OF ARTICLE VII, SUPPLEMENTARY DISTRICT REGULATIONS, OF APPENDIX A, ZONING TO LIMIT "FOR SALE" OR "FOR RENT" SIGNS TO BE LOCATED NO HIGHER THAN FIVE FEET (5') ABOVE THE NATURAL GROUND LEVEL, AND TO LIMIT NONCOMMERCIAL SIGNS LESS THAN ONE SQUARE FOOT (1') IN SIGN AREA TO BE LOCATED NO HIGHER THAN EIGHT FEET (8') ABOVE THE NATURAL GROUND LEVEL AND NONCOMMERCIAL SIGNS GREATER THAN ONE SQUARE FOOT (1') IN SIGN AREA TO BE LOCATED NO HIGHER THAN FIVE FEET (5') ABOVE NATURAL GROUND LEVEL; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF THIS ORDINANCE, WITH EACH DAY OF VIOLATION CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING FOR SEVERABILITY.

OPEN THE PUBLIC HEARING

Mayor Williams opened the public hearing at 5:55 p.m.

All interested parties shall have the right and opportunity to appear and be heard on the item listed above.

There were no public comments.

CLOSE THE PUBLIC HEARING

Mayor Williams closed the public hearing at 5:56 p.m.

- VIII. DISCUSSION AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY AMENDING SECTION 7.11, SIGNS, OF ARTICLE VII, SUPPLEMENTARY DISTRICT REGULATIONS, OF APPENDIX A, ZONING TO LIMIT “FOR SALE” OR “FOR RENT” SIGNS TO BE LOCATED NO HIGHER THAN FIVE FEET (5’) ABOVE THE NATURAL GROUND LEVEL, AND TO LIMIT NONCOMMERCIAL SIGNS LESS THAN ONE SQUARE FOOT (1’) IN SIGN AREA TO BE LOCATED NO HIGHER THAN EIGHT FEET (8’) ABOVE THE NATURAL GROUND LEVEL AND NONCOMMERCIAL SIGNS GREATER THAN ONE SQUARE FOOT (1’) IN SIGN AREA TO BE LOCATED NO HIGHER THAN FIVE FEET (5’) ABOVE NATURAL GROUND LEVEL; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF THIS ORDINANCE, WITH EACH DAY OF VIOLATION CONSTITUTING A SEPARATE VIOLATION; AND PROVIDING FOR SEVERABILITY - *Steve Smith, Director of Public Works/ Building Official***

Steve Smith presented the following:

Currently, the sign ordinance includes a height requirement for Contractor Signs, Institutional Signs, and Subdivision Signs; however, there is no height requirement for “for sale or rent” signs or non-commercial signs. The maximum height requirement is five (5) feet above the natural ground level for those signs noted. The Planning and Zoning Commission agreed that a height requirement consistent for all signage would be beneficial to the City. However, the Commission wanted to ensure smaller signs would not be negatively impacted. As a result, an additional provision was added allowing signs less than 1 square foot to be allowed up to 8 feet in height.

The Commission voted to proceed with a recommended amendment to the City Council. This will require amendments to the Zoning Ordinance. A Public Hearing was held before the Planning and Zoning Commission in November and the Commission unanimously voted to recommend this amendment to the City Council.

A motion was made by Councilmember Lord and seconded by Councilmember Schwartz to approve the amendment to the Sign Ordinance as recommended by the Planning and Zoning Commission.

The motion carried 5-0.

- IX. 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 5, 2018 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 Council that all incumbents filed for the general election and all are unopposed. This ordinance will declare the incumbents as elected and cancel the general election set for May 5, 2018.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Janecek to approve the Ordinance as presented.

The motion carried 5-0.

X. REPORT ON FISCAL YEAR 2017 UNAUDITED FINANCIAL YEAR END RESULTS AND CAPITAL IMPROVEMENT PROJECTS - *Karen Glynn, City Administrator, Britique Williams, Finance Director/City Secretary and Steve Smith, Director of Public Works/ Building Official*

Karen Glynn presented these items:

Ms. Glynn stated that she was very happy to report that actual revenues collected in 2017 exceeded the budgeted revenues in both the General and Utility Funds. In addition, Maintenance and Operation expenses were below budget in both the General and Utility Funds. Throughout the year, there were some areas where actual revenues and expenditures decreased or increased over budgeted numbers as well as items/projects that were also brought to Council's attention for implementation. Overall, the City ended the year very well. All savings are available for infrastructure.

Ms. Glynn also reviewed the Capital Projects planned in 2017 and those actually completed. Highlights of the year included significant progress on wastewater rehabilitation, construction of the Taylorcrest Water Plant, design for the City's first regional drainage and water line projects, local drainage projects and planning for street rehabilitation and safety improvements. Overall, the City completed over \$2.5 Million in the planning and construction of infrastructure in 2017.

There will be an ordinance at the March City Council Meeting to make budget adjustments as staff prepares for the annual audit. This item was a discussion item; there was no action taken.

XI. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND CRAFTMANSHIP BY JOHN, INC. FOR CONSTRUCTION OF REPAIRS TO THE CITY'S PUBLIC WORKS OPERATIONS BUILDING IN THE AMOUNT OF \$120,916.35
- Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item.

Mr. Smith recapped previous discussion explaining the needed repairs for the City's Public Works Operations Building, outlining the budget process and funding, and sharing the results of the bidding process.

Bids were accepted for the building repairs and the low bid exceeded the original budget amount in the 2018 Budget Year for this work. Negotiations with the contractor have resulted in reducing the bid to a final building cost of \$120,916.35. The City's budget in the 2018 CIP is \$105,000.00 which also includes \$10,000 for appliances and incidentals.

In review of the bid and discussions with the proposed contractor, there are several factors influencing this cost. The largest factor appears to be post-Harvey costs and the current demand on building contractors. Mr. Smith explained that Hurricane Harvey is probably the reason we received only one bidder with contractors being very busy. Overall, staff is confident in the project, the proposed contractor and the costs submitted. Staff recommends a new budget be established for the project totaling \$131,000.00. Funding in the building reserve fund and 2017 budget savings could be available to supplement the budget.

Mayor Williams asked the City Council to table action on this item until the Fire Department Study is completed. Mayor Williams wants to make sure there is no need to re-evaluate the property as a whole to accommodate public safety needs before proceeding with this capital expenditure.

No action was taken on this item.

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDERS TO THE CITY'S EXISTING CONTRACT WITH RELIANCE CONSTRUCTION SERVICES, L.P. FOR THE WOOD LANE DRAINAGE IMPROVEMENTS TO INCREASE THE CONTRACT AMOUNT BY AN ADDITIONAL \$10,151.00 AND \$816.50 AND THE FINAL PAY REQUEST TO FINALIZED THE PROJECT - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented this item.

At the City Council Meeting on August 15, 2017, the City Council approved a contract with Reliance Construction Services, L.P. for the Wood Street Drainage Improvements as part of the City's efforts to address local drainage needs and partner with new development. The project scope included covering the southern drainage ditch on Wood Lane.

The project is complete. Change Order No. 1 and 2 are necessary to address unforeseen conflicts with the existing wastewater services and to reconcile the project. Several of the home sewer lines were rerouted to allow the installation of the planned drainage line. There was also additional piping necessary to join existing private drainage on the street and reconcile the project.

The total cost of the project with these change orders including engineering and construction phase services is \$260,962.70 which is right below the budget of \$263,200.00.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the change orders as presented. The motion carried 5-0.

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 02-20-2018 STATING THE CITY'S INTENT TO USE THE COMPETITIVE SEALED PROPOSAL PROCESS FOR SELECTING A CONTRACTOR FOR THE CONSTRUCTION OF THE CITY'S WATER LINE REHABILITATION AND REGIONAL DRAINAGE PROJECTS PLANNED FOR FISCAL YEARS 2018 AND 2019 - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item:

The City of Bunker Hill Village's 2018 Capital Improvements Plan includes construction of the City's Water Rehabilitation Project 1 in addition to Regional Drainage Project 1 which includes Taylorcrest, Bunker Hill Road, Williamsburg and Cobblestone West. It was recommended to combine the two projects to ensure the coordination of the construction and to combine the quantity of utility work needed for the water line and drainage projects. It is expected that this will also allow the City to realize reduced costs for items such as mobilization.

In discussion with RPS and the City's Drainage Committee, it was recommended that the City utilize the competitive sealed proposal process for selecting a contractor for the construction versus simply, the low bidding process. This will allow the City to select a contractor based on their proposed costs in addition to their scope management and scheduling plan and references/experience. This approach is being used successfully by other cities for larger construction projects.

Resolution No. 02-20-2018 outlines the City's intent to use the competitive sealed proposal process for selecting the contractor.

The project has been advertised and a mandatory pre-proposal meeting resulted in 16 contractors attending. Proposals are due February 22, 2018 with interviews targeted for February 27 and 28.

A motion was made by Councilmember Janecek and seconded by Councilmember Lord to approve the resolution as presented. The motion carried 5-0.

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A REVISED CHANGE ORDER NO. 10 TO THE CITY'S EXISTING CONTRACT WITH T CONSTRUCTION INC. FOR THE CITY'S 2017 WASTEWATER REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT BY \$78,453.00 TO PROVIDE WASTEWATER REHABILITATION ON GREEN OAKS, COBBLESTONE AND BROKEN BOUGH - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item:

As discussed with the City Council at the January Meeting, the City awarded the 2017 Wastewater Rehab Construction Project to T Construction, LLC in March 2017. The bid

amounts received in this pre-Harvey project are less than current construction costs. As various repair and construction needs have developed in the city, maximum use of this contract is recommended.

In January, the City Council approved the City Administrator to authorize up to \$100,000 in change orders to continue the City's rehabilitation efforts in 2018. The Council also asked that the City Administrator provide the details for additional projects prior to the work.

Staff has been working with T Construction and Langford Engineering on the change order. As a result, staff is recommending a revised Change Order No. 10 be approved. The Change Order would increase the contract amount by \$78,453 to perform additional wastewater rehab (pipe bursting) on Cobblestone Drive, Broken Bough Circle and Green Oaks Street. The wastewater systems on these streets were selected as being part of the original "top 10 problem lines" and two of the lines are in the general area of the proposed Regional Drainage Project on Bunker Hill Road.

The authorization of this change order would allow utilization for line repairs at pre-Harvey costs without the typical soft costs of bidding. In addition, staff has been very pleased with T. Construction and their work. Funding in the amount of \$500,000 is available in the 2018 Budget.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve Revised Change Order 10 as presented. The motion carried 5-0.

XV. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT FOR REMOVAL AND REPLACEMENT OF THE FENCING AND GATES FACING TAYLORCREST ROAD FOR THE CITY'S WATER PLANT SITE IN AN AMOUNT NOT TO EXCEED \$26,300 - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item:

The City awarded the reconstruction of the Taylorcrest Water Plant Project to WW Payton in November 2016. Construction is going very well and we are nearing the end of the project. Adjustments to driveway locations as well as pipe replacements performed through earlier change orders have resulted in the removal of portions of the fencing along the front of the site. Staff has also been working with our Beautification Committee to discuss fencing and landscaping work to ensure that the area blends in well with the adjacent neighbors. In addition, staff has met with Cary Moran, the City's contract arborist to develop a tree plan to help screen the facility.

Mr. Smith recommended that TREX materials be used versus wood Mr. Smith provided illustrations for an 8 foot fence versus a 14 foot fence showing the impact of the proposed landscaping.

Following discussion, it was the consensus to move forward with an 8-foot fence to match the existing fences and to utilize the TREX materials.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Janecek to authorize the City Administrator to enter into a contract to install fencing at the Taylorcrest Water Plant in an amount not to exceed \$26,300.00.

The motion carried 5-0.

XVI. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO IMPLEMENT TRAFFIC IMPROVEMENTS FOR THE FOLLOWING LOCATIONS - *Steve Smith, Director of Public Works/ Building Official*

- Memorial Drive and Bunker Hill Road
- Memorial Drive and Branch Bend Circle
- Gessner Road Sidewalk Safety Railing

Steve Smith presented this item. Manu Isaac assisted Mr. Smith in answering questions.

Mr. Smith presented exhibits for Memorial Drive and Bunker Hill Road and Memorial Drive and Branch Bend Circle. He explained that these two areas experienced accidents within 2017. Mr. Isaac has reviewed and is recommending that the guard rail at the intersection of Memorial Drive and Bunker Hill Road be extended. The estimated cost of the guard rail is \$15,000.00.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to authorize traffic improvements for Memorial Drive and Bunker Hill Road in an amount not to exceed \$15,000.00.

The motion carried 5-0.

Recommendations for the Branch Bend Circle intersection with Memorial includes the construction of a concrete wall in addition to landscaping. The Council requested more information on this location.

In addition, there was a discussion regarding a safety railing along the newly constructed sidewalk on Gessner Road. Council requested more information on this location as well.

XVII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE THE TRANSFER OF SOLID WASTE AND RECYCLING SERVICES FROM REPUBLIC SERVICES TO TEXAS PRIDE AND REMOVE THE TEALWOOD AREA FROM THE CITY'S CONTRACT - *Karen Glynn, City Administrator*

Karen Glynn presented this item.

Republic Services has contacted the City and requested the City's approval to transfer the City's Solid Waste and Recycling to Texas Pride under the same conditions and pricing. The City is currently in year 4 of a 5 year contract with Republic Services for Solid Waste and Recycling Services.

Ms. Glynn met with Republic Services and Texas Pride to discuss the request. Texas Pride is a smaller company and is currently serving the adjacent Frostwood Area as part of approximately 100,000 + homes in the Houston area. As part of the transfer, Texas Pride will be hiring the current Republic Services' staff that works in Bunker Hill Village. Our residents will keep their current recycling carts. Texas Pride plans to add stickers to provide the Texas Pride Logo and Phone Number. Republic and Texas Pride have committed to the same quality service including the customer service administration stating that the only change residents will see is new "Black and White Texas Pride Trucks" versus the "Blue Republic Trucks."

With the City's approval, the transfer would take place in early March. The City and Texas Pride would work through a communications plan to residents. In addition, Texas Pride is open to renegotiating our contract in June once they have serviced the area for a few months. Hedwig Village is also proposed to be transferred to Texas Pride.

As part of the transfer, the Tealwood Home Owners Association has asked that Tealwood's 82 homes in Bunker Hill be removed from the Bunker Hill contract. Tealwood HOA would like to work directly with Texas Pride to service their entire HOA which is split between the City of Houston and Bunker Hill Village. Texas Pride said this would not negatively impact Bunker Hill's contract.

Mr. David Aguilar from Republic Services attended the meeting. He thanked the City Council for the partnership over the years and explained that Republic was getting out of the "back door service."

Mr. Kevin Atkinson from Texas Pride was also in attendance. Mr. Atkinson introduced himself and said he was very pleased to have the opportunity to service Bunker Hill and this would be a seamless transition.

A motion was made by Councilmember Janecek and seconded by Councilmember Smyre to authorize the approval of the transfer document and the removal of Tealwood from the City's Service Area for Solid Waste and Recycling Services.

The motion carried 5-0.

Councilmember Laurie Rosenbaum stepped out of the meeting.

XVIII. 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 17, 2017 Regular Council Meeting
- B. December 2016 Financials - *Before Audit Adjustments*
- C. The Goodman Corporation, Invoice No. 1-2018-10 in the amount of \$2,138.53 for professional services rendered through January 31, 2018 for the Memorial Drive and Gessner Road Grant Application.
- D. RPS Infrastructure, Invoice No. 1217035 in the amount of \$7,190.55 for professional services rendered from December 2, 2017 to December 31, 2017 under on-call

- services for the Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- E. RPS Infrastructure, Invoice No. 1217011 in the amount of \$1,100.00 for professional services rendered from December 2, 2017 to December 31, 2017 under on-call services for the Final Engineering Design for 2017 Water Line Rehab – Blalock Road and Wendover Lane.
 - F. RPS Infrastructure, Invoice No.1217111 in the amount of \$719.70 for professional services rendered from December 2, 2017 to December 31, 2017 under on-call services for the Final Design for Wood Lane and Winshire Circle.
 - G. RPS Infrastructure, Invoice No. 1217106 in the amount of \$9,105.23 for professional services rendered from December 2, 2017 to December 31, 2017 under on-call services for miscellaneous projects including the City’s MS4 Annual Report, resident concerns and development HGL determination.
 - H. Probstfeld & Associates, Invoice Nos. 55977,55978, 55975, 56019, 56124, and 55976, in the amounts of \$305.00, \$305.00, \$155.00, \$80.00, \$155.00 and \$ 385.00 for professional services rendered in January 2018 for engineering services for drainage site development review.
 - I. Langford Engineering, Inc., Invoice No. 21060 in the amount of \$5,152.75 for professional services rendered through January 26, 2018 for the Taylorcrest Water Plant Improvements Project.
 - J. Langford Engineering, Inc., Invoice No. 21061 in the amount of \$5,000.00 for professional services rendered through January 26, 2018 for the 2017 Sanitary Sewer Rehab Project.
 - K. T Construction, LLC Pay Estimate No. 10 in the amount \$50,465.50 for construction services rendered from January 1, 2018 to January 16, 2018 for the 2017 Sanitary Sewer Rehab Project and Hurricane Harvey.
 - L. W.W. Payton Corp. Pay Estimate No. 7 in the amount of \$49,500.00 for construction services rendered from December 5, 2017 to February 2, 2018 for the Taylorcrest Water Plant No. 1 Improvements.
 - M. Interlocal Agreement with the City of Piney Point Village for Animal Control Services.
 - N. Northwest Pest Control Contract for Fiscal Year 2018 Mosquito Spraying.
 - O. Annual Contribution to the Village Independence Festival in the amount of \$ 5,000.00.

Councilmember Lord asked that Item N be removed from consent agenda for discussion.

A motion was made by Councilmember Janecek and seconded by Councilmember Schwartz to approve the consent agenda with the removal of Item N.

The motion carried 4 - 0

The Mayor then addressed Item N to Councilmember Lord. Councilmember Lord asked if the mosquito spraying would be the same as last year. Karen Glynn responded to this question. She explained that the contract for mosquito spraying included twice a week spraying beginning in March. This is the same level as in 2017. She reminded Council that the budget was increased for 2018 to maintain the same 2017 service level.

The Mayor took a motion to approve Items N:

Item N - A motion was made by Councilmember Lord and seconded by Councilmember Schwartz to approve the contract with Northwest Pest Patrol.

The motion carried 4 – 0

Councilmember Laurie Rosenbaum re-entered the meeting.

XIX. MAYOR'S REPORT

A. Report on Activities

Mayor Williams shared information from the last Mayor's Luncheon. The topic of the Mayor's lunch was all about the approval of the McGrath Fire Study. Mayor Williams also shared that he, along with some of the other Mayors, had been interviewed for the Study.

B. Discussion and possible action on 2018 City Council Meetings, Events and Holiday Schedule

Mayor Williams referenced the handout that each Council Member received regarding the proposed 2018 Holiday and Meeting Schedule.

Typically one Summer Meeting is cancelled. The City Council discussed cancelling the Meeting in July. In addition, the November Meeting falls the week of Thanksgiving. The City Council discussed moving this meeting to November 13, 2018. The City Council cancelled the December Meeting to hold the Christmas Party on December 18, 2018.

A motion was made by Councilmember Janecek and seconded by Councilmember Smyre to approve the holiday and meeting schedule as discussed.

The motion carried 5-0.

C. Consideration and Action on appointment of Jim Griffin to the Gulf Coast Authority Board representing the Municipalities Waste Disposal Council.

Mayor Williams referenced a letter from Mayor Tom Ramsey of Spring Valley asking the City's support to appoint Jim Griffin to the Gulf Coast Authority Board representing the Municipalities Waste Disposal Council.

A motion was made by Councilmember Smyre and seconded by Councilmember Schwartz to approve the holiday and meeting schedule as discussed cancelling the July Meeting, Rescheduling the November Meeting to November 13 and cancelling the December Meeting.

The motion carried 5-0.

D. Update on Committees

- Beautification Committee - *Laurie Rosenbaum*

Councilwoman Rosenbaum reported that she will be meeting with Karen Glynn and Steve Smith tomorrow, February 21, 2018 to discuss the priorities and projects for 2018. She also mentioned that she was trying to locate some large trees to screen the Taylorcrest Water Plant. She said that she and Mr. Smith had contacted several companies for bids and was waiting on the information. Councilwoman Rosenbaum stated that the Committee is requesting to carry over funds from 2017 budget that was not spent. Karen Glynn had mentioned this in the budget presentation.

- Public Safety Committee - *Jay Janecek*

Chairman Janecek reported that the Public Safety Tri-Cities Committee is regrouping. Several of the members can no longer serve so there will be a few changes.

The Tri-Cities Committee has met and we are working with Shrader to scale back our project to a more reasonable Phase 1 to see if Piney Point and Hunters Creek will be able to participate. In addition, Mr. Janecek stated that the Committee is pleased to see the Fire Commission moving forward with the Study.

Lastly, the Community Education Program is moving ahead starting with the HS Girls and RAD Program. Officer Owens is creating an overall community education calendar. There is also discussion to include the Hunters Safety Class.

- Drainage Committee - *Robert Lord*

Councilman Lord reported that the Committee had a very good Meeting on Tuesday, February 13, 2018. One of the Committee members agreed to sit in for the interviews for the Regional Drainage Project at Taylorcrest, Williamsburg, Bunker Hill and Cobblestone to be held next week. Councilman Lord stated that a localized project is also proposed for this year and that includes the back lot drainage between Green Oaks and Blalock Lane. This will be coming forward for engineering design at the next meeting.

- Technology Committee – *Mayor Jay Williams*

Mayor Williams reported that the Technology Committee met and had a great meeting. The Committee discussed several internet and Wi-Fi opportunities for our city. The camera/smart cities project was also discussed.

XX. CITY ADMINISTRATOR'S REPORT

A. Report on Activities, Upcoming Events and State of the City Presentation

Karen Glynn reported the following:

The Annual Tealwood HOA meeting is Tuesday, February 28, 2018. Councilmember Rosenbaum and Karen Glynn will attend.

Steve Smith will attend the Piney Point City Council meeting on Monday, February 26, 2018, to answer any questions regarding the water line project.

Karen Glynn reminded everyone that the March 21, 2017 City Council Meeting will be an Open House and the State of the City in addition to our Regular Council Meeting.

XXI. EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.

Mayor Williams convened into closed executive session at 7:51 p.m.

Mayor Williams reconvened the meeting at 8:27 p.m.

XXII. ADJOURN

A motion was made by Councilmember Janecek and seconded by Councilmember Lord to adjourn the meeting at 8:27 p.m.

The motion carried 5-0.

Approved and accepted on March 20, 2018.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance