

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
FEBRUARY 19, 2019 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:02 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas

Those Present:

Mayor Jay Williams
Councilmember Robert Lord
Councilmember Jay Smyre - *absent*
Councilmember Jay Janecek
Councilmember Susan Schwartz
Councilmember 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. 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.

Mayor Jay Williams asked for public comment. There were four (4) people that signed up for public comment. All deferred to speak during the particular item.

IV. FIRE COMMISSIONER REPORT

Review and Discussion on Efforts to Improve Response Times

EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE TO CONSULT WITH ITS ATTORNEY ABOUT PENDING OR CONTEMPLATED LITIGATION OR A MATTER IN WHICH THE DUTY OF THE ATTORNEY REQUIRES TO BE DISCUSSED IN PRIVATE

Mayor Williams convened into closed executive session at 5:04 p.m.

Mayor Williams reconvened the meeting at 5:21 p.m.

CONSIDERATION AND POSSIBLE ACTION REGARDING FIRE AND EMS SERVICES FOR THE CITY OF BUNKER HILL VILLAGE:

A. Consideration and Possible Action on Settlement Offer/Agreement with the Village Fire Commission regarding Bunker Hill Fire and EMS Services

Mayor Williams presented this item. Mayor Williams noted that Council, Commissioners, and he are focusing their efforts on a settlement agreement with the Village Fire Department to provide services beyond December 31, 2019. The City of Bunker Hill Village has received letters of support from the City of Spring Valley Village and the City of Piney Point Village.

Mayor Williams shared that there appear to be three options under discussion:

1. Bunker Hill Village approved and paid all disputed costs and asked to be recognized as a full member of Village Fire Department. Bunker Hill Village asked the Fire Commission to work in good faith to build a second station when a second ambulance is fully staffed by the Village Fire Department.
2. Bunker Hill Village contracts with Village Fire Department for Fire Services and Bunker Hill Village would provide its own EMS Services.
3. Bunker Hill Village contracts with Village Fire Department for Fire and EMS for four additional years after December 31, 2019. Bunker Hill Village would have the right to opt in to membership at the end of the four year period with eighteen months notice.

Mayor Williams noted that no formal action will be taken as there continues to be ongoing discussions. The Mayor asked for Council consensus to continue to move forward in discussions regarding these three options. Councilmembers concurred with support to continue these discussions and options.

The Fire Commission will be meeting on Wednesday, February 27, 2019.

The Mayor then took public comment. Those who spoke included:

- Victor Burk - 9 Dunnam Lane
- Dr. Danuta Chacko - 11706 Greenbay Drive
- Arron Stai - 11905 Knippwood Lane
- Tom Snyder - 11702 Broken Bough Circle

B. Consideration and Possible Action to increase the contract with Bissinger, Oshman & Williams LLP by \$10,000.00

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve an increase to the contract with Bissinger, Oshman & Williams LLP by \$10,000.00.

The motion carried 4-0.

C. Update on Activities

There were no additional updates provided.

V. POLICE COMMISSIONER REPORT

A. Update on Activities

Commissioner Keith Brown presented this item and outlined the following on the monthly report provided to the Council:

- In January, the Department responded to 8,523 calls; Bunker Hill Village had 2,719 calls
- The average response time was 3:32.
- Officers wrote 960 citations total from all three cities; Bunker Hill had 250 citations
- There is currently one opening for a uniformed officer and one opening in dispatch
- Bunker Hill added 13 new residents to V-LINC

Commissioner Brown also discussed the possibility of a Capital Replacement Fund and where this should be housed either at the Department or with the Cities.

Chief Ray Schultz commented on a homeless camp that is located at San Felipe and Voss Road. This is located in the City of Houston. Although this is not in the Memorial Villages Police Department's jurisdiction, the police are continuing to watch and observe this area.

B. Update on Annual Employee Benefits Contracts

Commissioner Brown noted that the annual employee benefits have recently been presented to the Commission for approval. The Commission was pleased to see a decrease in healthcare costs.

C. Consideration and action on approving a Resolution of the City Council of the City of Bunker Hill Village, Texas, acknowledging the efforts and recommendations of the Tri-Cities Public Safety Committee, established by the City of Piney Point Village, the City of Hunters Creek Village, and the City of Bunker Hill Village, for the use of Cameras and Technology to improve Public Safety in the Memorial Villages Police Department Jurisdiction

Councilmember Jay Janecek presented this item. The Tri-Cities Public Safety Committee met recently and concluded that the Committee has completed their work and recommendations. The Committee further recommends that the project be moved to the Police Commission for implementation. Councilmember Janecek is hopeful that this action can see the project to fruition. Mayor Williams thanked Councilmembers Janecek and Smyre and the Committee for their efforts. Councilmember Janecek offered his assistance to the Commission and the Chief as the project proceeds.

A motion was made by Councilmember Susan Schwartz and seconded by Councilmember Robert Lord to approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, acknowledging the efforts and recommendations of the Tri-Cities Public Safety Committee, established by the City of Piney Point Village, the City of Hunters Creek Village, and the City of Bunker Hill Village, for the use of Cameras and Technology to improve Public Safety in the Memorial Villages Police Department Jurisdiction.

The motion carried 4-0.

VI. CONSIDERATION AND POSSIBLE ACTION REGARDING EMPLOYEE INSURANCE COVERAGE FOR THE TIME PERIOD OF APRIL 1, 2019 THROUGH MARCH 31, 2020 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, City Administrator, presented this item and answered questions and took comments.

As noted during the Police Commission report, employee benefits are evaluated annually. Insurance coverage has been provided through the Memorial Villages Police Department and includes health, dental, vision, life, and disability insurance. The City of Piney Point also participates in this group.

Ms. Glynn has been working with the Police Chief, the City Administrator of Piney Point, and Alliant (MVPD's consultant) in the annual process for health, vision and dental for the next plan period which will be April 1, 2019 through March 31, 2020. Health insurance plans and rates are evaluated every year. Life and disability insurance was awarded in 2017 with a multi-year contract at no increase for 2019.

Proposals were advertised and opened on February 6, 2019. Proposals were received from all of the major carriers in addition to our re-rate from our current provider, Cigna. After review and analysis, the following is recommended:

Health Insurance

It is recommended that the group change carriers for health insurance to Blue Cross Blue Shield. Blue Cross Blue Shield submitted an 11% decrease from the current rates. There are some changes to the plan including an increase to the deductible. As a result, there is a discussion to possibly increase the HSA contribution to offset this increase. This will be discussed further with the Police Commission.

Dental and Vision

It is recommended that the group continue with Cigna for Vision and Dental at no increase to rates and no disruption to employees.

The Police Commission voted on this recommendation at the February 11, 2019 Commission Meeting.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to approve Employee Insurance Coverage for the Time Period of April 1, 2019 through March 31, 2020 contracting for Health, Vision, and Dental Insurance Partnership with The Memorial Villages Police Department and The City of Piney Point Village. Blue Cross Blue Shield for health insurance and Cigna for dental and vision insurance.

The motion carried 4-0.

VII. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT WITH PAYCHEX TO PROVIDE PAYROLL SERVICES TO THE CITY OF BUNKER HILL VILLAGE IN AN AMOUNT NOT TO EXCEED \$5,000 BEGINNING IN APRIL 2019 - Karen Glynn, City Administrator

Karen Glynn, City Administrator, presented this item and answered questions and took comments.

Staff is recommending the City begin contracting our payroll process in 2019. This includes many details to ensure employees are paid correctly and timely, with insurance needs, and taxes and all associated reporting. In discussion with the other Villages and Departments, this is an area contracted by most. Hunters Creek and Piney Point both use Paychex. In discussion with Memorial Villages Police Department, they were please when they used Paychex in the past.

Staff has met with Paychex and has received a proposal. The annual cost is less than \$5,000. This can be shared between the Utility and General Funds. Funding is available in the operations budgets.

Mayor Williams noted his concurrence with this proposal and support for the positive impact it should offer staff.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to approve a Contract with Paychex to Provide Payroll Services to The City of Bunker Hill Village in an Amount Not to Exceed \$5,000 Beginning in April 2019.

The motion carried 4-0.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 7 TO THE CONTRACT WITH FUSED INDUSTRIES, LLC FOR CONSTRUCTION OF THE CITY'S REGIONAL DRAINAGE PROJECT ON TAYLORCREST, WILLIAMSBURG, BUNKER HILL, AND COBBLESTONE TO ADD NEW BID ITEMS AND ADJUST QUANTITIES RESULTING IN A NO COST IMPACT TO THE PROJECT - Steve Smith, Director of Public Works/ Building Official

Steve Smith, Director of Public Works/Building Official, presented this item and answered questions and took comments.

Regional Drainage Project No. 1 is progressing very well and nearing substantial completion within the next few weeks. Change Order No. 7 includes the addition of new bid items and also adjusts quantities to result in a net “no cost” change order.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve Change Order No. 7 to the contract with Fused Industries, LLC for Construction of the City’s Regional Drainage Project on Taylorcrest, Williamsburg, Bunker Hill and Cobblestone to Add New Bid Items and Adjust Quantities Resulting in a No Cost Impact to the Project.

The motion carried 4-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO RATIFY A CONTRACT IN THE AMOUNT OF \$30,800.00 WITH G&A DIRECTIONAL BORING FOR AN EMERGENCY WATER LINE RELOCATION ON MONICA IN CONFLICT WITH A DRAINAGE PROJECT - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item and answered questions and comments.

In November 2018, the City Council approved funding for a local drainage project on Monica Street in partnership with a new home being constructed by Thompson Custom Homes.

During the construction of the drainage project, the contractor encountered a waterline in the same location as the proposed drainage pipe. In discussion with the Mayor, staff moved forward with an emergency project to lay a new water line for the three affected houses. The existing line was an older ductile iron pipe and was needing to be replaced.

G&A Directional Drilling performed the City's Regional Water Line Project and provided a proposal to install the new line on Monica. G&A honored the prices bid for the Regional Water Line Project and a recent change order. The total cost was \$30,800. The work was completed the week of January 21, 2019 and the drainage work is being completed this week.

This item ratifies this emergency action.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to Ratify a contract in the Amount of \$30,800.00 with G&A Directional Boring for an Emergency Water Line Relocation on Monica in Conflict with A Drainage Project.

The motion carried 4-0.

X. CONSIDERATION AND POSSIBLE ACTION TO AWARD A PURCHASE ORDER WITH AAA ASPHALT FOR ROADWAY REPAIRS ON BUNKER HILL ROAD, MEMORIAL DRIVE, COBBLESTONE EAST, AND OTHER POSSIBLE LOCATIONS IN AN AMOUNT NOT TO EXCEED \$350,000.00 - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item and answered questions and took comments.

The 2019 Capital Improvements Plan includes funding for asphalt rehabilitation and point repairs on Memorial Drive, Bunker Hill Road, and other minor streets. Staff has been in discussion with AAA Asphalt to construct this work under the City's interlocal agreement with Harris County.

Staff has identified several projects at an estimated not to exceed amount of \$350,000. This work will include repairs on Memorial, a mill and overlay on Bunker Hill Road, Cobblestone East, and Forest Glen Street.

There are some other locations to repair pavement failures around the city that will be included in the authorization. This item is actually a purchase order to be issued to AAA Asphalt instead of a contract due to the current interlocal agreement through Harris County.

This work is expected to take place in the March to May time frame once the Drainage Project is completed and the contractor can schedule with more stable warmer weather conditions.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to Award a contract with AAA Asphalt for Roadway Repairs on Bunker Hill Road, Memorial Drive, Cobblestone East, and Other Possible Locations in an Amount Not to Exceed \$350,000.

The motion carried 4-0.

XI. REPORT ON FISCAL YEAR 2018 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, City Administrator, presented this item and answered questions and took comments.

Ms. Glynn stated that staff is very happy to report that the City has exceeded budgeted revenues for 2018 in all Funds and have kept expenses below Budget as well.

Ms. Glynn presented each of the Funds including the General Fund, Utility Fund, Debt Service Fund and Metro. The General Fund and Utility Fund will see additional funds available for infrastructure reserves. She also shared a summary of the projects underway and completed in the Capital Improvements Program. Many project schedules exceed a single year and the City has also funded projects over a two year budget plan. The total expenditures for 2018 and 2019 to date included \$4.9 Million.

A Budget Amendment Ordinance will be prepared for the March Council Meeting to be ready for the annual audit.

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. Minutes of the January 9, 2019 Special Council Meeting
- B. Minutes of the January 15, 2019 Regular Council Meeting
- C. December 2018 Financials - *Before Audit Adjustments*
- D. January 2019 Financials
- E. Lloyd, Smitha & Associates, Inc. Invoice No. CMBH1703-05 for professional services rendered from December 1, 2018 to December 31, 2018 in the amount of \$13,337.00 for Regional Drainage Project 1
- F. Lloyd, Smitha & Associates, Inc. Invoice No. CMBH1703-05 for professional services rendered from September 29, 2018 to December 31, 2018 in the amount of \$548.00 for Regional Water Rehabilitation
- G. RPS, Invoice No. 918092 in the amount of \$3,062.40 for professional services rendered from September 1, 2018 to September 30, 2018 under on-call services for Regional Water Line Rehabilitation for Blalock Road and Wendover Lane

- H. RPS, Invoice No. 1118038 in the amount of \$10,774.10 for professional services rendered from November 3, 2018 to November 30, 2018 under on-call services for miscellaneous services including Cobblestone East Alternate Options and Models, Drainage Committee Meetings and City Council
- I. RPS, Invoice No. 1118039 in the amount of \$733.07 for professional services rendered from November 3, 2018 to November 30, 2018 under on-call services for Site Development Review
- J. RPS, Invoice No. 1218020 in the amount of \$2,603.60 for professional services rendered from December 1, 2018 to December 31, 2018 under on-call services for miscellaneous services including Local Drainage Projects and Models, Drainage Committee Meetings and City Council
- K. RPS, Invoice No. 1218021 in the amount of \$1,032.19 for professional services rendered from December 1, 2018 to December 31, 2018 under on-call services for Site Development Review
- L. RPS, Invoice No. 1218069 in the amount of \$2,730.83 for professional services rendered from December 1, 2018 to December 31, 2018 under on-call services for Regional Drainage Improvements on Taylorcrest Road, Bunker Hill Road, Williamsburg Lane, and Cobblestone Drive
- M. RPS, Invoice No. 1218070 in the amount of \$21,576.00 for professional services rendered from December 1, 2018 to December 31, 2018 under on-call services for Design of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- N. Probstfeld & Associates, Invoice No. 58451 in the amounts of \$80.00 for professional services rendered and billed on January 8, 2019 for engineering services for drainage site development review
- O. Kimley Horn, Invoice No. 067787100-1118 in the amount of \$1,500.00 for traffic consulting services rendered through November 30, 2018 for the Memorial and Gessner Grant Application
- P. G & A Boring Directional, Pay No. 5 and Final in the amount of \$37,888.50 for work completed October 22, 2018 to date for the Water Line Rehab on Blalock Road and Wendover Lane including Change Orders for Jack and Carl Lanes
- Q. Fused Industries, LLC Payment No. 7 in the amount of \$547,239.43 for work completed through December 2, 2018 to January 4, 2019 for the Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone, and Bunker Hill Road
- R. AAA Asphalt, Invoice No 1487-2 in the amount of \$11,222.25 for pavement work completed by January 31, 2019 on Blalock Woods
- S. LOML Consulting, Invoice dated January 10, 2019 in an amount of \$600.00 for professional services regarding EMS and Fire Services
- T. Bissinger, Oshman & Williams LLP, Invoice No.14530 in the amount of \$8,900.00 for professional legal services rendered November 1, 2018 to December 31, 2018
- U. Harris Galveston Subsidence District Water Conservation Program, Fee No. HG-300168 in the amount of \$56,476.54 for participation in the regional watershed protection education program (Water Wise Program) for the 2018-2019 school year Annual Contribution to the Village Independence Festival in the amount of \$ 5,000.00

A motion was made by Councilmember Susan Schwartz and seconded by Councilmember Robert Lord to approve the Consent Agenda as presented.

The motion carried 4-0.

XIII. MAYOR'S REPORT

A. Report on Activities

Mayor Williams reported that most activities to report are dealing with the Village Fire Department and these items have been discussed.

He also noted that Councilmembers Laurie Rosenbaum and Robert Lord and Karen Glynn attended the Annual Tealwood HOA Meeting on Tuesday, February 12, 2019. The Fire Department was the main topic of discussion. Susan Schwartz attended the HGAC Meeting today.

B. Update on Committees

- **Beautification Committee**
Councilmember Laurie Rosenbaum shared that the lighting for the esplanades as well as the new street lights at Branch Bend are installed and looked very nice. She also noted that we have had some members leave the committee because of other commitments or obligations. As a result, Ann Tidwell has joined the Committee.
- **Public Safety Committee**
Mayor Williams recommended that the appointment of a new committee chair for the Public Safety Committee be tabled to another meeting. Councilmember Janecek volunteered to assist the Police Commission and Police Chief with the Camera Project as the Commission proceeds with the project.
- **Drainage Committee - Councilmember**
Councilmember Robert Lord noted that the Committee met last week and will be working this year on policies. In addition, the staff is working to schedule a meeting with Harris County Flood Control on proposed projects as a result of the bond election, hoping there may be opportunities to partner with projects in the City's Master Plan.
- **Technology Committee**
Mayor Williams noted that this Committee is on hold anticipating the work of the First Net and 5G efforts as well as the changes in the technology for the camera project.

XIV. CITY ADMINISTRATOR'S REPORT

A. Update on Activities

Karen Glynn, City Administrator, presented several items including welcoming Steve Smith back after his recent absence. There are several meetings/events on the calendar:

- Staff is monitoring the Memorial/Gessner Grant Application which has been submitted for Federal Funding. Staff is hearing that the project is not as competitive as expected. There is a Public Hearing at HGAC on Friday, February 22, 2019. We are also working to set a meeting with HGAC to better understand the process.
- RAD is currently underway on Tuesday evenings.
RAD for Seniors will be coming in March
- The Warrenton, Kilts, Valley Star Resident Meeting is set for Tuesday, February 26, 2019 at 5:30 to share the upcoming construction project

- The Spring Branch ISD State of the Schools Event is Thursday, February 28, 2019
- The Fire Commission Meeting is Wednesday, February 27, 2019
- A Planning and Zoning Commission Meeting has been set for March 7, 2019 to begin discussion on the proposed vacant house/lot ordinance.

B. Update on Capital Projects

Steve Smith, Public Works Director/Building Official provided updates on projects:

- The drainage project is nearly completion. The substantial completion walk through is scheduled.
- New street lights have been installed on Memorial Drive and Blalock Woods. The City has received numerous emails to say “thank you” from the residents on Blalock Woods.
- Staff is working to update the City’s GIS with our projects and summarize the improvements that have been made and develop a new “top 10” list.
- The City Hall/Council Chamber Camera Project has been completed.

Mr. Smith shared the drone video of the Taylorcrest Water Plant provided by the Police Department.

XV. 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 7:12 p.m.

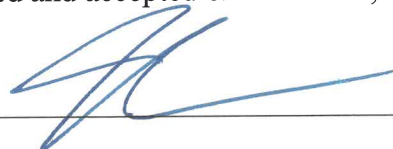
Mayor Williams reconvened the meeting at 7:31 p.m.

XVI ADJOURN

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Laurie Rosenbaum to adjourn the meeting at 7:32 p.m.

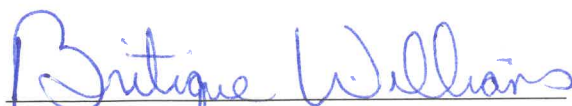
The motion carried 4-0.

Approved and accepted on March 19, 2019.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance