

MINUTES OF THE SPECIAL MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
December 19, 2019 AT 4:00 P.M.

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 4:02 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord  
Councilmember Eric Thode  
Councilmember Susan Schwartz  
Councilmember Jay Smyre  
Councilmember Keith Brown  
Councilmember Laurie Rosenbaum

*Also in Attendance:*

Karen Glynn, City Administrator  
Steve Smith, Dir of Public Works/Bldg Official  
Loren Smith, City Attorney

**II. 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.

There were no public comments.

**III. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF A LETTER OF ENGAGEMENT WITH MASTERSON ADVISORS LLC – *Karen Glynn, City Administrator***

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

The City has utilized the services of Hilltop Securities; however, the City's advisor has left Hilltop and started a new firm. Ms. Glynn shared that two of the City's bonds will be callable in April 2020. In addition, there will also be financing needs for the new water well project.

The Finance Audit Committee held interviews with Joe Morrow with Hilltop Securities and Drew Masterson and Kristin Blomquist with Masterson Advisors LLC. The Committee has discussed and recommends the City Council enter into a letter of engagement with Masterson Advisors LLC to serve as the City's Financial Advisor. Both firms are very

qualified. Mayor Lord noted that Masterson’s recent experience with Spring Valley is very timely for Bunker Hill’s needs.

In order to meet the City’s needs in a timely manner, the City held this special meeting to begin the process for the refunding and the City’s application for financing the water well.

The fees are lower than provided previously and are consistent with other cities in the area.

A motion was made by Councilmember Schwartz and seconded by Councilmember Rosenbaum to approve the Letter of Engagement.

The motion carried 5 – 0.

**IV. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF AN INTERLOCAL AGREEMENT WITH THE CITY OF PINEY POINT VILLAGE FOR A JOINT LANDSCAPING PROJECT FOR MEMORIAL DRIVE – *Steve Smith, Director of Public Works/ Building Official***

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

The City’s 2020 Capital Improvements Plan adopted as a part of the Annual Budget, includes a Joint Landscaping Project with the City of Piney Point for improvements to Memorial Drive/Briar Forest in the amount of \$60,000. The City’s Beautification Committee has been working with Piney Point to approve the project. Councilmember Laurie Rosenbaum provided the plans to City Administrator, Karen Glynn. Piney Point has indicated that a better price would be available if the project could begin in January during the landscaping contractor’s “off-season.” Staff has worked with the City of Piney Point and Olson and Olson to prepare the interlocal agreement. The City of Piney Point will design and construct the improvements. Bunker Hill will reimburse Piney Point at 50% not to exceed \$60,000. Piney Point will assume all maintenance responsibilities once completed.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve the Interlocal Agreement.

The motion carried 5 – 0.

**V. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT IN AN AMOUNT NOT TO EXCEED \$20,000 WITH TYLER TECHNOLOGIES TO UPGRADE THE CITY’S PERMIT SOFTWARE – *Steve Smith, Director of Public Works/ Building Official***

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

Tyler Technologies is the Company for the City's technology system. This includes the City's Financial Systems, Utility Billing, Court and Permits. The Permits module is in need of being upgraded. The upgrade to permits module will also include a customer service system. The estimated cost of the upgrade including a contingency is \$20,000. Staff is recommending funding available in the City's Maintenance and Operations Budget for 2019 and 2020. With this approval staff will be able to work with Tyler Technologies and schedule the upgrade for 2020.

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to approve the authorization to upgrade the City's Permit System.

The motion carried 5 – 0.

## **VI. MAYOR / CITY ADMINISTRATOR REPORTS AND UPDATE ON ACTIVITIES**

*Karen Glynn reported on the following:*

At the November City Council Meeting, the Council authorized the Mayor to sign the Contract following a Request for Qualifications Process. The Finance Committee Conducted the RFQ Process for the 2019 Audit and held interviews on Monday, December 9, 2019. The Committee agreed to continue audit services with Belt Harris Pechacek LLLC for a three year contract for the 2019, 2020, and 2021 audits. The Mayor has signed the agreement. Mayor Lord asked City Administrator Karen Glynn to share some of the articles provided by Belt Harris on rotation of audit firms.

Warrenton pavement has been poured. The northern intersection with Kilts will be poured Friday. The new pavement will be open for parking on Saturday. There will be no work next week. Driveways along Warrenton will be installed after Christmas. Pavement reconstruction will move to Kilts after the holidays.

Applications continue to come in for the Vacant Properties Ordinance. The City had good results already from this implementation. There was a large sign on a vacant property. The staff was able to contact the property owner who was unaware the sign was there. The property owner had the sign removed immediately. This was a result of having a good contact and communications.

Many thanks go out to all for attending the Appreciation Reception on Tuesday evening. Everyone had a great time.

The City is set for the Twinkle Light Parade tonight! Many thanks go out to Memorial Drive Presbyterian Church for hosting the parade ending.

A reminder that City Hall will be open with regular business hours (with a "skeleton crew") on Monday, December 23, 2019 and Monday, December 30, 2019.

The next City Council Meeting will be on Tuesday January 21, 2020.

The staff wishes all of the Council and residents a wonderful holiday and looks forward to a great year in 2020.

*Mayor Lord reported on the following:*

The Mayors held their bi-monthly meeting in December. The main topic was the rehabilitation project for the fire station. Chief David Foster has been charged with the relocation of dispatch which is proposed to be in place prior to the reconstruction. Chief Foster is responsible for selecting a permanent or temporary location. It is expected, per the latest schedule, that the reconstruction project will go out for bid in February.

Bunker Hill will host the next Mayors Meeting in February 2020. The Mayors will get back to the bi-monthly schedule.

Councilmember/Liaison Keith Brown attended the Fire Commission Meeting on December 18, 2019. He noted that he will report at the January meeting.

## **VII. ADJOURN**

A motion was made by Councilmember Smyre and seconded by Councilmember Brown to adjourn the meeting at 4:33 p.m.

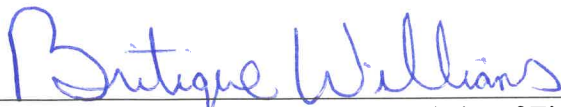
The motion carried 5 - 0.

Approved and accepted on January 21, 2020.



Robert P. Lord, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance