

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
April 18, 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-Absent  
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. PROCLAMATION - *Safe Digging Month - April 2017***

Mayor Williams read the Proclamation for Safe Digging Month.

**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.

Donna Freedman, a resident of 11930 Surrey Lane, addressed the Mayor and Council about an article on the second page of the Houston Chronicle about representation on TIRZ 17.

Denise Knight, a resident of 47 Williamsburg, discussed her concerns with agenda item number nine. Mrs. Knight questioned if the results of the Memorial/Gessner study would be published for the residents. She also wanted to know how long it would take for the study and who would see a benefit.

## **V. FIRE COMMISSIONER REPORT**

### **A. Financial Report/ Proposed 2018 Budget Process**

Commissioner Gerald Teel presented this item.

Commissioner Teel said the Compensation Committee had met and is recommending a 2% pay increase and a 2% increase in deferred compensation in the 2018 Budget. He said the overall 2018 Budget is expected to increase between 3% - 3-1/2%. He said the Commission should vote on the budget on June 26, 2017 and he would be able to bring the approved 2016 Budget to council for approval in June.

### **B. Update on Activities**

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

- In March there were 510 events.
- Bunker Hill had 52 calls –31 Fire and 21 EMS calls.
- Response time in Bunker Hill was four minutes and thirty-seven seconds which was twenty seconds below our typical average.
- Dispatch has been working with Memorial Villages Police to assist on responses.
- The facilities committee has met three times. Jared Jackson along with AIA toured the building and is developing a facilities renovation program along with costs estimates for identified priorities.
- Family Day is set for Saturday April 22, 2017.

Mayor Williams asked Commissioner Teel to explain the new dispatch procedure. Commissioner Teel explained that most of the 911 calls come to the Memorial Villages Police Department first. The police are able to call the Fire Department on the radio to alert of the emergency and at the same time dispatch the police to the scene. Chief Shultz added that the police department staff is trained in basic first aid and begins that procedure upon arrival.

## **VI. POLICE COMMISSIONER REPORT**

### **A. Financial Report/ Proposed 2018 Budget Process**

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

The Chief and Staff have taken a preliminary review of the budget numbers and the 2018 Budget will be at 4% or below.

The Chief has brought in an architect to review and provide a preliminary plan for the first and second floor of the building. The costs are being developed. The Department is looking at using the funds given back to the City in 2015 along with Capital Funds in 2018 to rehabilitate the Police Department building.

## B. Update on Activities

Commissioner Jay Smyre and Chief Ray Schultz presented this item. They outlined items on the report provided including:

- “Passing of the Baton” from Chief Sanders to Chief Schultz.
- Restructuring the Police Department.
- Dispatch is fully staffed.
- In process of filling three vacancies for patrol.
- In March the police responded to 6,908 calls.
- Bunker Hill Village had 2,561 of those calls.
- Average response time was 5:12 and Bunker Hill was 1:30.
- House checks have gone up by 14% compared to last year.
- Officers wrote 473 tickets total from all three cities.
- Bunker Hill had 176 tickets.

Mayor Williams asked if the ticket writers speed up the process of writing tickets. Chief Schultz responded that it saves about six minutes versus writing tickets. Mayor Williams asked who is in charge when the Chief is not available. Chief Schultz explained that he has two Commanders that can step in when needed. Mayor Williams also asked Chief Schultz if the dispatch center had the capability of radioing Hedwig if there is a call received for Hedwig. Councilwoman Rosenbaum asked if the department listens to Spring Branch ISD radio traffic. Chief Schultz said he would look into this.

## VII. **CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FINDING THAT CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC’S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR PURSUANT TO 16 TEX. ADMIN. CODE § 25.243 TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY’S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL** – *Karen Glynn, City Administrator*

Karen Glynn presented this item and reported the following:

The City has received a request from CenterPoint regarding utility rates. CenterPoint has filed an application with the PUC for a Distribution Cost Recovery Factor (“DCRF”) seeking to increase electric distribution rates. Bunker Hill participates in the Gulf Coast Coalition of Cities (“GCCC”), a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in the CenterPoint’s service area. Legal counsel for the GCCC and our City Attorney are recommending all cities deny this request by adopting a resolution.

A motion was made by Councilwoman Schwartz and seconded by Councilman Lord to approve the resolution. The motion carried 5-0.

**VIII. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE FUNDING AND RATIFY EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$29,764.14 FOR REPAIRS TO THE CITY'S WASTEWATER SYSTEM ON FLINTDALE ROAD. THIS ITEM IS AUTHORIZED BY SECTION 252.002 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS AND WILL BE FUNDED FROM THE 2017 WASTEWATER REHAB PROJECT - Steve Smith, Director of Public Works/ Building Official**

Items VIII and IX were taken together.  
Steve Smith presented these items:

Mr. Smith reported that City Staff responded to a roadway failure on March 20, 2017 on Flintdale Road near Flintwood Drive. The response found a wastewater line that had failed causing the pavement failure. This line is an older concrete pipe and is targeted as part of our wastewater rehab plan although it was not included in the 2016 or 2017 Projects. The line was in need of immediate repair. Televising the line showed that the top of pipe was missing and the soil was acting as the pipe until the soil failed. Staff consulted John Davis with Langford Engineering and Mayor Williams and was authorized to proceed with the emergency repair.

The City's 2017 Wastewater Rehab Contractor, T Construction, Inc. was able to make the needed repair.

A motion was made by Councilman Janecek and seconded by Councilman Smyre to ratify the emergency repair completed by T Construction, Inc. on Flintdale Road. The motion carried 5-0.

**IX. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CHANGE ORDER TO THE CITY'S EXISTING CONTRACT WITH T CONSTRUCTION INC. FOR THE CITY'S 2017 WASTEWATER REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT BY AN ADDITIONAL \$29,764.14 FOR THE FLINTDALE ROAD EMERGENCY REPAIR AND ADDING ADDITIONAL ITEMS NECESSARY TO COMPLETE THE FLINTDALE EMERGENCY REPAIR - Steve Smith, Director of Public Works/ Building Official**

Steve Smith presented this item along with item VIII

A motion was made by Councilman Janecek and seconded by Councilman Smyre to approve the change order in the amount of \$29,764.14 to complete the emergency repair.  
The motion carried 5-0.

**X. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND RPS KLOTZ ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$75,000 TO DEVELOP A FINAL ENGINEERING DESIGN AND BID PACKAGE FOR THE REHABILITATION OF WATER LINES IN ACCORDANCE WITH THE 2017 CAPITAL IMPROVEMENTS PROGRAM - *Steve Smith, Director of Public Works/ Building Official***

Steve Smith presented this item:

RPS Klotz provided a preliminary engineering report for a project area to begin the City's water line rehab as defined by Langford Engineering and our Staff based on the top problem areas in the City. It was recommended to plan for approximately 2800 linear feet of water line to develop for a bid package, including alternates, to accommodate the highest priorities in the city. The recommended design project consists of approximately 2400 linear feet of 8 inch PVC water line along Blalock Road and Flint Forest. In addition, replacement of the water line on the cul-de-sac streets as well as new fire hydrants. The water line along Wendover which includes 425 linear feet will also be designed and will be included as an additional alternate should the bid pricing and budget allow for this line to be included.

The cost for design is \$75,000 and includes topographic survey and easement verifications, final design and coordination, and the bidding phase of the project. The design is expected to be completed and the project ready to bid in 120 days.

A motion was made by Councilman Janecek and seconded by Councilwoman Rosenbaum to award the design for the City's 2017 Water Rehab Project to RPS Klotz Associates in an amount not to exceed \$75, 000. The motion carried 5-0.

**XI. CONSIDERATION AND POSSIBLE ACTION TO PROCEED WITH A PRELIMINARY ENGINEERING STUDY WITH KIMLEY HORN TO ADDRESS THE PEDESTRIAN SAFETY CONCERNS AND TRAFFIC NEEDS AT THE INTERSECTION OF MEMORIAL DRIVE AND GESSNER ROAD IN AN AMOUNT NOT TO EXCEED \$24,000 TO PREPARE FOR FURTHER STUDY AND DIRECTION INCLUDING A POSSIBLE FEDERAL FUNDING APPLICATION -- *Mayor Jay Williams and Steve Smith, Director of Public Works/ Building Official***

Mayor Williams presented this item:

Mayor Williams started by saying that he is not a fan of going into a joint project with TIRZ 17. However, the Gesner rehab is a priority street with a million dollar plus cost needed in the next three to ten years. We have no financing source at this moment for it. The children in Tealwood cannot walk to school because there are no sidewalks. The City added a no right turn to the Memorial/Gessner intersection in December 2016. Drivers are disregarding the sign and it is difficult for children and pedestrians to cross.

He went on to say that TIRZ 17 and the City of Houston will be working within 800 feet of our intersection and it is an opportunity to possibly piggy back with the City of Houston and TIRZ 17 to receive federal funds. The funds that may be received would only cover 80% of the cost.

SB 2 may pass in some form and impact our infrastructure management plan. Currently our plan shows a 7% increase per year for revenues over the next ten years. This projection is based on valuation and new construction. If SB2 passes as written right now it will restrict us to only a 5% increase without having a bond election.

The City has received notice from representatives of TIRZ 17 and the City of Houston informing us that the City of Houston will be proceeding with the TIRZ 17 annexation of the portion of Memorial Drive in the City of Houston from Tallowood Road to Bunker Hill's City Limits. Mayor Jay Williams, Councilmember Laurie Rosenbaum, Karen Glynn, and Steve Smith met with Manu Isaac, Kimley Horn and Catherine Ostroff and Bart Standley, RPS Klotz to discuss the project and plan for a process to give Bunker Hill the information needed to make a decision regarding improvements and funding for Memorial Drive from the City of Houston City Limits through the Gessner Road intersection. During this meeting it was determined that pedestrian safety is paramount and that should lead this effort. Vehicular traffic flow and drainage are both important but are secondary priorities. As a result, Manu Isaac developed a proposal to conduct a Preliminary Engineering Study for the intersection. The plan would be available for the application process for the federal funds this summer or fall.

We are recommending authorization to contract with Kimley Horn in an amount not to exceed \$24, 000 to develop a Preliminary Engineering Study focusing on pedestrian traffic improvements at the intersection of Memorial Drive and Gessner Road.

A motion was made by Councilwoman Rosenbaum and seconded by Councilwoman Schwartz to approve contracting with Kimley Horn for the PER. The motion carried 5-0.

**XII. DISCUSSION AND DIRECTION ON RECOMMENDATIONS FROM THE DRAINAGE COMMITTEE REGARDING PROPOSED REGIONAL DRAINAGE PROJECT(S) AS A RESULT OF A PRELIMINARY ENGINEERING STUDY FOR THE NORTHERN AREA OF THE CITY WHICH INCLUDES THE TAYLORCREST, WILLIAMSBURG, COBBLESTONE, REBECCA PINES, ETC. AREAS - Robert Lord, Drainage Committee Chairman, Steve Smith, Director of Public Works/ Building Official and Williams Conlan, RPS Klotz Associates**

Eric Schmidtke a resident of 11719 Cobblestone addressed the Mayor and Council about the attached letter he sent to the Mayor.

Steve Smith presented the following:

At the January 2017 City Council Meeting, the City Council approved the Master Drainage Plan and a 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. The City's Drainage Committee has been meeting bi-weekly over these past months to provide oversight on this study. Key elements of the study include the opportunity to add detention volume in this area striving to address the 250 year storm event. In addition, project phasing, constructability and traffic implications were found to be critical to meeting the projected budget implications.

William Conlan, RPS Klotz Associates and Steve Smith presented the results of the Preliminary Engineering Study. The Drainage Committee had reviewed the study and is recommending to proceed with a final design contract.

It was the consensus of the Council to ask RPS Klotz Associates to prepare a final design contract for consideration at the May City Council Meeting.

### **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 March 21, 2017 City Council Meeting.
- B. Minutes of the March 31, 2017 Special City Council Meeting.
- C. March 2017 Financials.
- D. RPS Klotz Associates, Invoice No. 217019 in the amount of \$ 2,056.32 for professional services rendered from January 28, 2017 to February 24, 2017 under on-call services for Localized Drainage Project -- Winshire Circle and Wood Land Final Design.
- E. RPS Klotz Associates, Invoice No. 217020 in the amount of \$ 1,028.16 for professional services rendered from January 28, 2017 to February 24, 2017 under on-call services for Blalock Ditch Evaluation.
- F. RPS Klotz Associates, Invoice No. 217021 in the amount of \$10,493.10 for professional services rendered from January 28, 2017 to February 24, 2017 under on-call services for services rendered for Regional Drainage Project -- Taylorcrest Area Preliminary Engineering Report.
- G. Langford Engineering, Inc., Invoice No. 20169 in the amount of \$790.17 for professional services rendered through March 31, 2017 for On-Call General Engineering Services for Document Development.
- H. Langford Engineering, Inc., Invoice No. 20139 and 20170 in the amount of \$6,969.34 for professional services rendered through March 31, 2017 for the final design of the Taylorcrest Water Plant Expansion Project.
- I. Langford Engineering, Inc., Invoice No. 20140 and 20171 in the amount of \$ 22,144.13 for professional services rendered through March 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- J. Langford Engineering, Inc., Invoice No. 20141 and 20172 in the amount of \$3,427.13 for professional services rendered through March 31, 2017 for On-Call General Engineering Services for Liberty Bell Circle Waterline.
- K. Shrader Engineering, Invoice No. 46571703 in the amount of \$19,051.67 for professional services rendered from March 1, 2017 to March 31, 2017 under the Tri-Cities Interlocal Agreement for the Virtual Gate Preliminary Engineering Study (*Bunker Hill Village amount is \$7,455.00*).
- L. T Construction, Inc., Invoice No. 1-2016243 in the amount of \$29,764.14 for professional services through March 24, 2016 for the Emergency Sanitary Sewer Line Repair on Flintdale Road.
- M. Harris-Galveston Subsidence District, Fee No. HG-278091 in the amount of \$99,969.60 for participation in the District's Annual Water Wise Program for the 2016-2017 School Year in accordance with the City's contract and annual budget.

Councilman Smyre asked that item M be removed from consent agenda for discussion.

A motion was made by Councilman Lord and seconded by Councilman Janecek to approve the consent agenda minus item M. The motion carried 5-0.

The Mayor then addressed Item M. Steve Smith gave a brief summary of the Water Wise program and the annual purchase of water credits which are budgeted for \$100,000. The City has been purchasing these credits annually to help offset the City's requirement for surface water. The Mayor took a motion to approve Items M:

Item M - A motion was made by Councilwoman Rosenbaum and seconded by Councilman Smyre to approve the purchase as listed. The motion carried 5-0.

#### **XIV. MAYOR'S REPORT**

##### **A. Report on Activities**

Mayor Williams asked, Karen Glynn to update the ten year plan and bring the updated plan to council in May. He requested that the plan include the 7% projections along with the 5% projections. Mayor Williams asked Steve Smith to also have the plans for the renovation of the public works building and include the cost of this project along with other projects discussed.

##### **B. Update on Committees**

- Public Safety Committee - *Jay Janecek*

Chairman Janecek presented this item.

Bunker Hill Public Safety Committee will meet on May 10, 2017 at City Hall. The Sub-Committees reported their progress. The EMS Sub Committee has been meeting and will be discussing their findings with the committee as a whole in May. The Education/Community Outreach is underway with Officer Owens working with the high school girls to develop our program. Councilman Janecek will be attending the next Police Commission meeting.

The Tri Cities Committee met with Shrader Engineering and reviewed the 95% Study on March 29, 2017. Councilman Janecek shared the following items from the meeting with Shrader: There will be 25 installation locations. The system will automatically detect and document over 90% of vehicles entering the project area (cities' limits). The system will automatically detect and document over 90% of vehicles leaving the project area (cities' limits). The system will be able to automatically trigger notifications for specific license plates: stolen vehicles, Amber Alert vehicles, or other such vehicles which are detected. The system will automatically send data to the Memorial Villages Police Department in a secure and reliable manner such that detection, processing, and response triggers occur almost instantaneously. The surveillance system is estimated to cost between \$2,000,000 and \$2,700,000 to construct/install the complete system. The recurring service and maintenance costs are estimated to be 10% of the system cost. The Committee is planning for a Meeting with the Committee, the Three Cities, and the Police Commission to hear the presentation. This is set for Tuesday, May 9<sup>th</sup> from 6 – 8 pm. We are working on a location.



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

### **A. Report on City of Houston Water Rate Increase**

Karen Glynn shared that the City received a letter from the City of Houston stating that we will see a 3.4% increase in the rates beginning in April. We have a 3% increase in the budget for 2017. We expect this cost to be within the budget for the year as a whole.

### **B. Public Works Director Report on Capital Projects**

Steve Smith reported that 2017 Wastewater Rehab will be starting.

Staff will be holding a neighborhood meeting with the residents on Wood Lane for the upcoming Drainage Project.

### **C. New City Hall Art featuring Artist – Ronel D. Pierre**

Ms. Glynn shared that the City is pleased to welcome the artwork from Ronel D. Pierre. It's always nice to have art here at City Hall. The artist is planning an art show for Saturday, May 13, 2017, at 5:00 pm.

### **D. Save the Date: Tuesday, July 4, 2017 – The 25<sup>th</sup> Annual Villages Independence Festival**

Councilwoman Schwartz shared that they are trying to make it a spectacular event for the 25<sup>th</sup> year! Karen Glynn said the planning is underway and staff is working on ideas for the city's winning float. Ms. Glynn asked Council to mark their calendar for July 4<sup>th</sup> and the parade begins at 9:00 a.m. Ms. Glynn also reminded the Council that Family Day at the Fire Department is on Saturday, April 22, 2017 and the bench the cities are donating for Teresa Liggin has been installed.

## **XVI. ADJOURN**

Motion was made by Councilman Janecek and seconded by Councilman Lord to adjourn the meeting at 7:28 p.m. Motion carried 5-0.

Approved and accepted on June 20, 2017.

  
\_\_\_\_\_  
Jay Williams, Mayor

ATTEST:

  
\_\_\_\_\_  
Britique Williams, City Secretary/Dir. of Finance