

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
October 17, 2017 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  
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 invited boy scouts Brady Watkins and Luke Muschalik, to lead the Pledge of Allegiance.

**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.

Denise Knight, a resident of 47 Williamsburg, thanked the City Council and the Police Chief for all the information during Hurricane Harvey. Ms. Knight questioned if trees located on Williamsburg are going to be cut down as part of the upcoming drainage project planned for 2018. Ms. Knight was informed that the City is working on the tree plan and will be conducting neighborhood meetings and an open house to share more information on the project and in particular, the impact to trees as the specific information is available.

#### IV. FIRE COMMISSIONER REPORT

##### A. Update on Activities

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

- In August there were 1764 events
- Bunker Hill had 218 calls: 139 Fire and 79 EMS
- Response time in Bunker Hill was 4:53.
- The Fire Department is 1% under budget year-to-date
- The Department is fully staffed

Discussion also included the proposed renovation and expansion of the existing Fire Station. The Mayor clarified that the City is in favor of needed maintenance of the building as outlined by the Chief after the storm. Bunker Hill continues to ask the Commission to address response times prior to any expansion at the existing site.

#### V. POLICE COMMISSIONER REPORT

##### A. Update on Activities

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

- In September the Department responded to 7750 calls
- Bunker Hill Village had 2063 of those calls.  
Bunker Hill had 1587 House watches
- The average response time was 5:10.
- Officers wrote 382 citations total from all three cities.
- Bunker Hill had 131 citations.
- There are 2 openings in patrol. Officer Jeff Hodges is still recovering at home from the staph infection he contracted during the hurricane.

Also noted there was a significant number of new vline registrations during the storm. Bunker Hill is now at 89% participation.

*Items VI and VII were presented together.*

#### VI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO FUND REPAIRS TO THE CITY'S WASTEWATER AND DRAINAGE SYSTEM ON KNIPP ROAD AND MEMORIAL DRIVE. THIS ITEM IS AUTHORIZED BY SECTION 252.022 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS - *Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented the following:

City Staff responded to a roadway failure during the Hurricane Harvey recovery at the intersection of Knipp Road and Memorial Drive. The response initially found a sink hole adjacent to the pavement and was assumed to be a result of the significant rainfall during the storm. The City consulted with our Utility Engineer John Davis, Langford Engineering Inc. There was also found significant drainage infrastructure in this area so the City's Drainage Engineer, William Conlan at RPS was also contacted. Both engineers recommended we work with our current contractor, T Construction, Inc. to further evaluate the issues which revealed that there is structural failure with the sanitary sewer manhole near the sink hole and a substantial void in the surrounding area as well as some settlement of the storm sewer junction box nearby.

T. Construction has provided pricing for the repair of the sanitary sewer manhole in an amount not to exceed \$86,980.00. However, this does not include any repair to the storm sewer system. Storm sewer repairs could not be confirmed and will be determined once the area is excavated. Estimates at this time indicate that the total repair will be approximately \$120,000.00 including the sanitary sewer manhole and storm sewer system.

Staff is requesting approval of a change order in the amount of \$ 86,980.00 adding line items and costs necessary to complete the sanitary sewer repair and authorization of a total amount not to exceed \$120,000.00 for the total repair.

This emergency repair is not bound by the legal restriction of a maximum of 25% of the original contract amount to which the change order is being added. State law specifically has a provision for emergencies such as hurricanes.

Funding to accomplish this additional work will be from any remaining contingency in the wastewater rehabilitation project in 2017, the wastewater maintenance line item currently budgeted and wastewater rehabilitation project amounts for 2018. The City will apply for FEMA reimbursement as this repair is flood related.

A motion was made by Councilman Janecek and seconded by Councilman Smyre to authorize the City Administrator to approve a change order with T Construction, Inc. for an emergency repair at the area of Knipp and Memorial in an amount of \$86,980.00 for repairs to the City's wastewater and a total amount not to exceed \$120,000.00 to include the impacted drainage infrastructure. The motion carried 5 - 0.

**VII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE A CHANGE ORDER TO THE CITY'S EXISTING CONTRACT WITH T CONSTRUCTION INC. FOR REPAIRS TO THE CITY'S WASTEWATER AND DRAINAGE SYSTEM ON KNIPP ROAD AND MEMORIAL DRIVE CAUSED BY HURRICANE HARVEY AS AUTHORIZED BY SECTION 252.022 OF THE TEXAS LOCAL GOVERNMENT CODE - *Steve Smith, Director of Public Works/ Building Official***

*One motion was made for both items.*

- VIII. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING A CHANGE ORDER TO THE CITY'S EXISTING CONTRACT WITH W. W. PAYTON CORP. FOR THE TAYLORCREST WATER PLANT REHAB PROJECT TO INCREASE THE CONTRACT AMOUNT BY AN ADDITIONAL \$55,328.00 FOR REMOVAL AND REPLACEMENT OF THE FRONT WALL FACING TAYLORCREST ROAD - *Steve Smith, Director of Public Works/ Building Official***

Mayor Williams tabled this item until a later date.

- IX. CONSIDERATION AND POSSIBLE ACTION ON AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS BY REPEALING IN ITS ENTIRETY ARTICLE VII, REGULATION OF SEX OFFENDER RESIDENCY, OF CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS; ADDING A NEW ARTICLE VII, LIMITATION ON REGISTERED SEX OFFENDERS, TO CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS, TO ESTABLISH DEFINITIONS, TO RESTRICT A REGISTERED SEX OFFENDER FROM GOING WITHIN 1,000 FEET OF ANY CHILD SAFETY ZONE, TO PROVIDE FOR AFFIRMATIVE DEFENSES AND EXCEPTIONS; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF THIS ORDINANCE WITH EACH DAY CONSTITUTING A SEPARATE OFFENSE; AND PROVIDING FOR SEVERABILITY – *Karen Glynn, City Administrator***

*This item was taken out of order*

Mayor Williams presented the following:

The 85th Legislative Session concluded in August 2017. The City worked with Representative Jim Murphy's Office and TML during both the 2015 and 2017 Legislative Sessions regarding General Law Cities and their ability to impose reasonable residency restrictions for sex offenders. The City was very pleased with the passing of this legislation to allow General Law Cities to enact reasonable residency restrictions for sex offenders. As a result, an ordinance for Bunker Hill Village was drafted and recommended for approval.

Representative Jim Murphy was in attendance at the meeting. Mayor Williams presented Representative Murphy with a proclamation and thanked him for all of the work and leadership he provided to see that this legislation passed.

A motion was made by Councilwoman Schwartz and seconded by Councilwoman Rosenbaum to approve Ordinance 17-480. The motion carried 5 - 0.

- X. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2016 - *Jay Williams, Mayor***

Mayor Williams stated that it is time to appoint the City's Representatives for the Houston-Galveston Area Council. These appointments serve a one year time frame.

Susan Schwartz has indicated her interest in continuing to be the City’s H-GAC Representative.  
Laurie Rosenbaum has agreed to continue as alternate.

A motion was made by Councilman Janecek and seconded by Councilman Lord to approve the designation of Councilwoman Schwartz as the HGAC representative with Laurie Rosenbaum serving as Alternate. The motion carried 5 - 0.

**XI. 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 August 15, 2017 Council Meeting
- B. Minutes of the August 24, 2017 Special Budget Meeting
- C. Minutes of the August 31, 2017 Special Budget Meeting
- D. Minutes of the August 31, 2017 Emergency Council Meeting
- E. Minutes of the September 7, 2017 Emergency Council Meeting
- F. Minutes of the September 19, 2017 City Council Meeting
- G. Minutes of the September 27, 2017 Special City Council Meeting
- H. Minutes of the October 3, 2017 Special City Council Meeting
- I. September 2017 Financials
- J. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-04 in the amount of \$1,170.00 for professional services rendered from August 31, 2017 through September 30, 2017 for on-call services.
- K. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1701-04 in the amount of \$4,420.00 for professional services rendered from August 31, 2017 through September 30, 2017 for the 2017 Sanitary Sewer Rehab Project.
- L. RPS Infrastructure, Invoice No. 817099 in the amount of \$4,255.50 for professional services rendered from July 29, 2017 to September 1, 2017 under on-call services for the Final Engineering Design for 2017 Water Line Rehab – Blalock Road and Wendover Lane.
- M. RPS Infrastructure, Invoice No. 817123 in the amount of \$70,200.39 for professional services rendered from July 29, 2017 to September 1, 2017 under on-call services for the Final Engineering Design for Regional Drainage Project 1 – Taylorcrest, Williamsburg, Cobblestone and Bunker Hill Road.
- N. RPS Infrastructure, Invoice No. 817124 in the amount of \$6,006.22 for professional services rendered from July 29, 2017 to September 1, 2017 under on-call services for the PER for Gessner and Memorial Drive Intersection Improvements.
- O. RPS Infrastructure, Invoice No. 817104 in the amount of \$324.41 for professional services rendered from July 29, 2017 to September 1, 2017 under on-call services for the Final Design for Wood Lane and Winshire Circle.
- P. RPS Infrastructure, Invoice No. 817103 in the amount of \$2,351.65 for professional services rendered from July 29, 2017 to September 1, 2017 under on-call services for Site Development Review.
- Q. RPS Infrastructure, Invoice No. 817105 in the amount of \$3,830.92 for professional services rendered from July 29, 2017 to September 1, 2017 under on-call services for miscellaneous meetings and Tealwood North Site, and HGL Development.
- R. RPS Infrastructure, Invoice No. 717002 in the amount of \$3,340.68 for professional services rendered from July 1, 2017 to July 24, 2017 under on-call services for Site Development Review.

- S. The Goodman Corporation, Invoice No. 9-2017-21 in the amount of \$2,921.01 for professional services rendered through September 30, 2017 for the Memorial Drive and Gessner Road Grant Application.
- T. Shrader Engineering, Invoice No. 46571709 in the amount of \$2,485.00 for professional services rendered 100% Complete under the Tri-Cities Interlocal Agreement for the Virtual Gate Preliminary Engineering Study (*Bunker Hill Village amount is \$828.33*)
- U. Probstfeld & Associates, Invoice No. 54627 in the amount of \$460.00 for professional services rendered in June 2017 for engineering services for developing a property survey for Water Plant #3 on Memorial Drive.
- V. Langford Engineering, Inc., Invoice No. 20600 in the amount of \$221.82 for professional services rendered through July 28, 2017 for on call services.
- W. Langford Engineering, Inc., Invoice No. 20601 in the amount of \$6,422.02 for professional services rendered through July 28, 2017 for the Taylorcrest Water Plant Improvements Project.
- X. Langford Engineering, Inc., Invoice No. 20602 in the amount of \$3,830.25 for professional services rendered through July 28, 2017 for the 2017 Sanitary Sewer Rehab Project.
- Y. Langford Engineering, Inc., Invoice No. 20603 in the amount of \$828.91 for professional services rendered through July 28, 2017 for the Liberty Bell Water Line.
- Z. Langford Engineering, Inc., Invoice No. 20721 in the amount of \$1,774.52 for professional services rendered through September 29, 2017 for the 2017 Sanitary Sewer Rehab Project.
- AA. Langford Engineering, Inc., Invoice No. 20720 in the amount of \$6,014.85 for professional services rendered through September 29, 2017 for the Taylorcrest Water Plant Improvements Project.
- BB. T Construction, LLC Pay Estimate No. 4 in the amount \$74,273.22 for construction services rendered from July 1, 2017 to July 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- CC. T Construction, LLC Pay Estimate No. 5 in the amount \$116,944.43 for construction services rendered from August 1, 2017 to August 31, 2017 for the 2017 Sanitary Sewer Rehab Project.
- DD. W.W. Payton Corp. Pay Estimate No. 3 in the amount of \$136,714.50 for construction services rendered from August 1, 2017 to September 20, 2017 for the Taylorcrest Water Plant No. 1 Improvements.
- EE. W.W. Payton Corp. Pay Estimate No. 4 in the amount of \$153,000.00 for construction services rendered from September 21, 2017 to October 6, 2017 for the Taylorcrest Water Plant No. 1 Improvements.
- FF. Annual agreement between the City and Harris County Public Library to participate in funding certain library materials at the Spring Branch Memorial Library for the benefit of the residents of the City and the County at a cost of \$1,500.00.
- GG. Renewal agreement between the Harris County Sheriff's Office and the City of Bunker Hill Village to house, support, maintain, and confine city prisoners under the same terms and conditions as 2017, for the term January 1, 2018 through December 31, 2018 (\$74.00 per day, or portion of a day)

*Councilwoman Rosenbaum stepped out.*

A motion was made by Councilman Smyre and seconded by Councilwoman Schwartz to approve the consent agenda. The motion carried 4 - 0.

## **XII. MAYOR'S REPORT**

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

Mayor Williams reported on the following:

- Winshire Circle HOA  
The Mayor commented that he and Steve Smith will meet with the Winshire Homeowners on Sunday evening for their annual meeting. The meeting was rescheduled due to the hurricane.
- After Action Review with the Mayors at the Fire Dept.  
The Mayors and City Administrators will be meeting with the Chiefs on Wednesday October 25, 2017 to review the EOC Operations during the Hurricane

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

- Beautification Committee - *Laurie Rosenbaum*

Councilwoman Rosenbaum reported that the Beautification Committee met yesterday, October 16, 2017 and drove the City. The committee identified some areas to improve such as the landscaped islands. She also mentioned that she was trying to locate some large trees to screen the Taylorcrest Water Plant. The Committee is going to prioritize the needs.

- Public Safety Committee - *Jay Janecek*

Chairman Janecek reported that the Public Safety Tri-Cities Committee will meet on Monday, October 23. Chairman Stuart Marks and Chief Ray Schultz flew to Florida to see two sites with the smart cities technology. They will be reporting to the full committee on Monday. The Committee will also expect to hear from Piney Point Village as their reps were not at the last meeting.

The High Schoolers attended the second part of RAD Training in late September. Chairman Janecek reported that his daughter loved the physical part of the session.

Another RAD Training is scheduled for the “older than high school” women on November 15-17, 2017. The time is 10 a.m. until 2 p.m. Karen Glynn shared that Councilmembers and wives are welcome to join us.

The next full committee meeting is set for November 8, 2017.

- Drainage Committee – *Robert Lord*

Councilman Lord reported that the Committee had a very good Meeting on Tuesday, October 10. We reviewed the 60% plans for the Regional Drainage Project at Taylorcrest, Williamsburg, Bunker Hill and Cobblestone. We are working to package the project with “ad-alts” to give us the opportunity to

ensure we can award a project within budget given the possible cost impacts of the Hurricane. We are being cautious since we are not sure how projects costs are being affected by the storm. The goal is to bid the project in January, award in March and be ready to start construction in May to take advantage of the summer school break. The project is funded over two fiscal years. The Committee is also planning for an Open House to share information with all residents.

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

#### **A. Upcoming Calendar Events for 2017**

Karen Glynn gave a reminder on upcoming events that are on the calendar:

- The Fire Department Open House is Saturday October 21 from 10:00 to 2:00
- The Oktoberfest is also on Saturday October 21 from 10:00 to 10:00
- Memorial Villages Recycling Day is set for Saturday, October 28 from 8:00 until Noon

The November Meeting was rescheduled to the 2<sup>nd</sup> Tuesday, November 14 to accommodate the Thanksgiving Holidays.

Staff is working on holiday events:

- Twinkle Light Parade on Thursday, December 14 at 6:00 pm
- Boards/Commissions/Committees Thank you Reception at Eddy V's on Tuesday December 19 from 5:00 – 7:00
- City Hall will be closed December 25, 2017 thru January 2, 2018 for Christmas Week. This will require each Staff member to take 3 days of vacation.

#### **B. Update on Projects**

Karen Glynn asked Steve Smith to update the Council on any other projects. Mr. Smith shared that the City may be expecting additional utility failures due to the hurricane and excessive rain experienced.


### **XIV. ADJOURN**

A motion was made by Councilman Janecek and seconded by Councilman Lord to adjourn the meeting at 6:22 p.m. Motion carried 5 - 0.

Approved and accepted on November 14, 2017.

  
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Jay Williams, Mayor

ATTEST:

  
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Britique Williams, City Secretary/Dir. of Finance