

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
March 20, 2018 AT 5:00 P.M.

I. CALL TO ORDER

Mayor Williams called the meeting to order at 5:01 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Jay Williams
Councilmember Laurie Rosenbaum
Councilmember Jay Smyre
Councilmember Jay Janecek
Councilmember Susan Schwartz

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

Councilmember Robert Lord was absent.

II. PLEDGE OF ALLEGIANCE

Mayor Williams invited Ryan Jones and Matthew Fenz, with the Scout Troop 641 from the Chapelwood United Methodist Church, to introduce themselves and to lead the pledge of allegiance.

III. PROCLAMATION

A Proclamation naming April 2018 as "*Child Abuse Prevention Month*" in the City of Bunker Hill Village, Harris County, Texas.

Councilmember Schwartz, a member of the Exchange Club shared that child abuse prevention is the national project for the Exchange Club. The Exchange Club has been sponsoring this event for several years.

Mayor Williams read and signed the Proclamation and presented it to Councilmember Schwartz.

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.

Lois Meyers at 9705 Westview stated concerns about the widening of Memorial Drive, the drainage design and overall expenses for the project.

Cynthia Neely at 403 Hollow Drive stated concerns about the widening of Memorial Drive and the drainage being inadequate and negatively impacting Bunker Hill Village.

V. POLICE COMMISSIONER REPORT

A. Update on Activities

Councilmember/Commissioner Jay Smyre presented the following:

- 1) The Department is currently 3% under budget for 2018.
- 2) There are four (4) patrol openings.
- 3) The Department is having difficulty finding candidates to fill vacancies. This is a problem in many other areas as well. This is also difficult based on the Department's requirement of 5 years of patrol experience as required by MVPD. Commissioner Smyre shared that salary increases are needed to hire and retain employees which could impact the 2019 budget. The Commission is going to implement hiring and recruiting bonuses in an effort to become more competitive. Commissioner Essary stated that more information will be presented during the upcoming 2019 Budget Process.

VI. FIRE COMMISSIONER REPORT

A. Update on Activities

Commissioner Derry Essary presented the following:

- 1) The Fire Department is having difficulty hiring Paramedics and EMS Staff. Salary adjustments will need to be made to hire and retain employees.
- 2) McGrath & Company are completing a study to see how the Department can enhance the response times throughout the Villages. The study will be ready in approximately 60 days. The Mayors of all six of the Villages have been interviewed for this study.
- 3) The fire station is in need of a new roof. There are concerns about the foundation needing repair also. There is a proposal to spend \$2,000,000.00 on the fire station but it does not include the roof or foundation issues. This could be a significant increase in the 2019 budget for capital improvements to the station.

VII. CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 03-20-2018 REJECTING ALL PROPOSALS RECEIVED FOR THE CONSTRUCTION OF THE CITY'S REGIONAL DRAINAGE AND WATER LINE REHABILITATION PROJECTS
- Steve Smith, Director of Public Works/ Building Official

Steve Smith presented the following:

Sixteen companies attended the pre-proposal meeting for the City's Regional Drainage and Water Line Rehabilitation Project. However, there were only two bids proposals received. The costs were significantly over the City's budget and the Engineer's estimate. The interview team proceeded with interviews and made the recommendation to the Drainage Committee to reject all bids, split the two projects and proceed with rebidding as soon as it deemed practical.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Susan Schwartz to approve the Resolution rejecting all proposals.
The motion carried 4-0.

VIII. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 1 THROUGH 4 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR FISCAL YEAR 2017; PROVIDING DETAILED LINE ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Britique Williams, City Secretary/Finance Director*

Britique Williams – presented the following:

Britique Williams, City Secretary/Dir of Finance, said the four amendments were needed in preparation for the annual audit. Mayor Williams stated that these are just moving line items around in the budget and asked Council if they had any questions regarding the budget amendments. There were not any questions.

A motion was made by Councilmember Schwartz and seconded by Councilmember Laurie Rosenbaum to approve the Ordinance outlining Amendments 1 through 4.
The motion carried 4-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO ESTABLISH A TECHNOLOGY COMMITTEE AND MAKE APPOINTMENTS - *Mayor Jay Williams*

Mayor Williams presented this item. A Technology Committee is proposed to review the City's interest in pursuing the "smart cities" concepts including possibly establishing a city-wide WIFI system. These efforts will coordinate with the Tri-Cities Camera Project.

Mayor Williams recommended the following appointments as a result of resident interest:

Jay Janecek – Councilmember
Billy Murphy - Resident
Ben Moreland - Resident
Jay Williams - Mayor

The first meeting will be held on Thursday, March 22, 2018.

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Laurie Rosenbaum. The motion carried 4-0.

X. CONSIDERATION AND POSSIBLE ACTION ON CONTRACTS FOR ON-CALL SERVICES - *Steve Smith, Director of Public Works/ Building Official*

- A. **Premier Tree Service - *Tree Removal, Pruning, and Maintenance***
- B. **Layne Christensen Company – *Water Well, Pump Maintenance and Testing Services***
- C. **Neil Technical Services - *Electrical and Pump Repair and Maintenance Services***

Steve Smith presented this item. Mr. Smith shared that the City currently utilizes the services of these contractors and staff is working to update and establish formal agreements for use on an “on-call” basis. These contractors were very helpful to us following Hurricane Harvey.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Susan Schwartz to approve the contracts for on-call services.
The motion carried 4-0.

XI. UPDATE FOR THE IMPLEMENTATION OF TRAFFIC IMPROVEMENTS - *Steve Smith, Director of Public Works/ Building Official*

No action was taken on this item.

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 February 21, 2018 Regular Council Meeting.
- B. January 2018 Financials.
- C. The Goodman Corporation, Invoice No. 2-2018-3 in the amount of \$2,921.01 for professional services rendered through February 28, 2018 for the Memorial Drive and Gessner Road Grant Application.
- D. RPS Infrastructure, Invoice No. 118077 in the amount of \$6,389.00 for professional services rendered from January 1, 2018 to February 2, 2018 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. 118039 in the amount of \$6,294.93 for professional services rendered from January 1, 2018 to February 2, 2018 under on-call services for the Final Engineering Design for 2017 Water Line Rehab – Blalock Road and Wendover Lane.
- F. RPS Infrastructure, Invoice No. 118087 in the amount of \$5,226.34 for professional services rendered from January 1, 2018 to February 2, 2018 under on-call services for miscellaneous projects including the City’s MS4 Annual Report, additional modeling and Drainage Committee.

- G. Langford Engineering, Inc., Invoice No. 21156 in the amount of \$3,853.85 for professional services rendered through March 2, 2018 for the Taylorcrest Water Plant Improvements Project.
- H. Langford Engineering, Inc., Invoice No. 21155 in the amount of \$384.82 for professional services rendered through March 2, 2018 for General Services including Water Line Plan Review.
- I. W.W. Payton Corp. Pay Estimate No. 8 in the amount of \$44,550.00 for construction services rendered from February 3, 2018 to March 2, 2018 for the Taylorcrest Water Plant No. 1 Improvements.
- J. Interlocal Agreement with Harris County in the amount of \$1,925.49 for administration and implementation of a regional watershed protection education program effective from August 22, 2017 to August 22, 2018.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to approve the consent agenda.
The motion carried 4-0.

XIII. PRESENTATION

STATE OF THE CITY - *Mayor Jay Williams*

*Members of the
Planning & Zoning Commission and Zoning Board of Adjustment
may be in attendance at this meeting*

Mayor Williams presented a power point presentation outlining the City's financial position and planning efforts as well as accomplishments in 2017 and the goals for 2018.

XIV. ADJOURN

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Smyre to adjourn the meeting at 6:43 p.m. The motion carried 4-0.

Approved and accepted on April 17, 2018.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance