

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
April 17, 2018 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
Councilmember Laurie Rosenbaum
Councilmember Jay Smyre
Councilmember Jay Janecek
Councilmember Susan Schwartz
Councilmember Robert Lord

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 Scout Troop 825, from the Holy Spirit Episcopal Church, to introduce themselves and 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.

There were no public comments.

IV. FIRE COMMISSIONER REPORT

Commissioner Derry Essary presented the following:

A. Financial Report/ Proposed 2019 Budget Process

- The Department is 2% under budget through the first 3 months of the year.
- There is one (1) vacancy for a fire fighter/paramedic.
Six applicants have applied and are being reviewed at this time.
- The roof and foundation issues at the Fire Department are being reviewed at this time and could be significant needs in the 2019 budget.

B. Update on the McGrath Study “Analysis of Emergency Medical Services Response Time” for the Village Fire Department Fire Commission

The McGrath Study is expected to be completed in May. The consultants toured the Bunker Hill/MVPD facility to see if a potential sub-station would work at this location. The consultant’s work continues to evaluate all locations to see what the best location would be to house a potential sub-station.

C. Update on Activities

The Open House/Family Day is Saturday, April 21, 2018 between 11:00 a.m. – 1:00 p.m. at the Fire Station.

V. POLICE COMMISSIONER REPORT

Councilmember/Commissioner Jay Smyre presented the following:

A. Financial Report/ Proposed 2019 Budget Process

- The Department is currently under budget for 2018 due to the vacancies in the Department. There are currently four (4) patrol openings and one (1) dispatch vacancies.
- The Commission and Chief continue to work on developing the 2019 budget and will submit the budget to the councils in June. The MVPD audit will begin on April 30, 2018.
- The incentives for hiring and recruiting bonuses appear to be helping.

B. Update on Activities

- The Police Association’s Annual Spring BBQ fundraiser will be held on April 28, 2018 from 10:00 a.m. to 2:00 p.m. in the parking lot of Memorial Drive Presbyterian Church located at 11612 Memorial Drive.
- On April 28, 2018 the MVPD will be presenting cyber security training on how to protect your family against online predators and criminals. This event is being hosted by the Memorial Area Exchange Club and will be held at the Ecclesia Church located at 325 Piney Point.
- MVPD attended a joint Houston Area Chiefs and ISD Chiefs meeting and conference on schools and active shooter response protocols, duties and responsibilities.
- MVPD personnel attended a sentencing hearing on a suspect involved in a Bunker Hill Home Invasion Robbery in 2014. The offender was sentenced to a 35 year prison term.
- Taser recertification has begun for all personnel and will be completed in April.
- Bunker Hill continues to increase its v-linc participation with 23 additional registrations.

VI. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND THE MEMORIAL CITY REDEVELOPMENT AUTHORITY FOR THE JOINT PROJECT DEVELOPMENT, GRANT APPLICATION, DESIGN AND RECONSTRUCTION OF MEMORIAL DRIVE AND GESSNER ROAD – Karen Glynn, City Administrator

Karen Glynn presented the following:

In an effort to prepare for a Federal Funding Grant Application, the City has been working over the past year on planning for improvements to the intersection of Memorial Drive and Gessner Road in addition to pursuing the reconstruction of Memorial Drive and a portion of Gessner Road. Actions resulted in a schematic layout and preliminary costs for these improvements. This is a result of a potential joint project with the Memorial City Redevelopment Authority (TIRZ 17) to continue improvements to Memorial Drive from Tallowood to the Bunker Hill City Limits and through the Gessner intersection. The City has also worked to plan for funding the City's share for the grant match.

In order to proceed with a joint grant application, an interlocal agreement is needed between the Memorial City Redevelopment Authority and the City of Bunker Hill Village. This agreement includes the organizational items for the project, and outlines the estimated costs and the pro-rata share for each entity.

Ms. Glynn explained that the Goodman Corp has recommended that Bunker Hill serve as the project "sponsor" since the City has never submitted a grant application before and since Bunker Hill is a municipality. In exchange for the City serving as sponsor, the MCRA has agreed to fund all costs incurred with the Goodman Corp (including Bunker Hill's share) to manage the project. Bunker Hill and MCRA will provide oversight. Mr. Jim Webb from the Goodman Corp. spoke to Council and informed them that the Memorial City Redevelopment Authority did approve the agreement at their recent meeting. Ms. Glynn shared that the estimated costs, for Bunker Hill's portion of the project, includes funding for the street, drainage, traffic and pedestrian improvements out of the General Fund and construction of a water line out of the Utility Fund. The proposed General Fund needs are estimated above the city's current budget for the project. Mayor Williams added that he does not support the City spending more than the \$1.2 Million included in the City's financial plan.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Robert Lord to approve the Interlocal Agreement between the City of Bunker Hill Village and the Memorial City Redevelopment Authority with a cap of \$1,200,000 for the General Fund Improvements.

The motion carried 5-0.

VII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DESIGNATING PORTIONS OF MEMORIAL DRIVE AND STREY LANE AS PART OF THE CITY'S DEDICATION AREA FOR THE DONATION OF TREES AND BENCHES AND NAMING THIS AREA AS THE "ARBOR TRIBUTE WALK"- Steve Smith, Director of Public Works/ Building Official

Steve Smith presented the following:

The City received a donation to plant four trees to be planted in the City's right-of-way as a part of the City's dedication program. The donor wants to remain anonymous and plans to donate more in the future.

In order to accommodate these and other donations, it has been recommended that the City extend the Arbor Tribute Walk to include a section of Memorial Drive and Strey Lane from Arbordale Lane to Raydon Lane in addition to an area of Memorial Drive from Claywood Street to Applewood Street.

Karen Glynn has also been working with "Trees for Houston" to possibly assist the City in planting trees in the City. This proposed area could accommodate this effort as well.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Susan Schwartz to approve the Resolution. The motion carried 5-0.

VIII. 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 CHANGE 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.

The City has received a request from CenterPoint Energy regarding utility rates. CenterPoint has filed an application with the PUC seeking to change electric distribution rates.

Bunker Hill participates in the Gulf Coast Coalition of Cities a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost effectively review and respond to issues affecting rates charged in the CenterPoint's service area. The legal counsel for the GCCC and our City Attorney are recommending all cities deny this request as outlined on the attached resolution. Even with the proposed rate decrease, it is recommended that this be reviewed before cities accept the proposed decrease.

A motion was made by Councilmember Jay Smyre and seconded by Councilmember Susan Schwartz to approve the resolution as presented. The motion carried 5-0.

IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO EXECUTE A RESOLUTION INCLUDING AN INTERLOCAL AGREEMENT BY AND BETWEEN HARRIS COUNTY, TEXAS AND THE CITY OF BUNKER HILL VILLAGE TO ALLOW BUNKER HILL VILLAGE TO UTILIZE HARRIS COUNTY'S CURRENT CONTRACTS IN ORDER TO INCREASE THE EFFICIENCY AND EFFECTIVENESS OF GOVERNMENT -- *Karen Glynn, City Administrator*

Karen Glynn presented this item.

A State Law was approved in 2005 to increase the efficiency and effectiveness of local governments by allowing entities through an interlocal agreement to utilize existing contracts with various vendors. The City of Spring Valley Village recently approved an interlocal agreement with Harris County for various purchasing needs.

Ms. Glynn shared that she spoke with Harris County to seek a similar agreement. Harris County currently purchases certain materials, goods, and services from vendors under executed Harris County contracts, following the required bidding requirements. With approval, Harris County would allow Bunker Hill to utilize its current contracts and agrees to supply Bunker Hill with information concerning contracts the County currently utilizes or will utilize in the future with various Vendors. Each Vendor, in its own discretion, must agree to allow Bunker Hill to purchase materials, goods, or services under the contract between the Vendor and the County. Items that will be very helpful to Bunker Hill Village include the procurement of on-call contracts for the repair of streets, drainage, and utilities.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Robert Lord to approve the resolution. The motion carried 5-0.

- X. **CONSIDERATION AND POSSIBLE ACTION ON AWARDING A BID AND AUTHORIZING THE MAYOR TO EXECUTE CONTACTS BETWEEN THE CITY OF BUNKER HILL VILLAGE AND FUSED INDUSTRIES LLC FOR CONSTRUCTION OF THE CITY'S REGIONAL DRAINAGE PROJECT ON TAYLORCREST, WILLIAMSBURG, BUNKER HILL AND COBBLESTONE IN A BASE BID AMOUNT OF \$2,863,320.50 AND WITH POSSIBLE ALTERNATES AS RECOMMENDED BY THE CITY'S DRAINAGE COMMITTEE --** *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official*

Steve Smith presented this item:

The City of Bunker Hill Village's 2018 and 2019 Capital Improvements Plan includes construction of Regional Drainage Project 1 which includes linear detention and storm water conveyance along Taylorcrest, Bunker Hill Road, Williamsburg and the Cobblestone area.

The City recently rebid the Drainage Project. Bids were opened on April 12, 2018. There were five (5) bids submitted with the apparent low bidder being Fused Industries LLC.

RPS has reviewed the bids, checked references and provided a recommendation letter supporting Fused Industries LLC. The Drainage Committee met Tuesday morning, April 17, 2018 and reviewed the information and is recommending that the City Council award the bid and authorize the Mayor to execute a contract with Fused Industries LLC.

In discussion with Fused Industries LLC, they should be able to meet the City's objective to begin work as soon as possible to take advantage of the summer "non-school traffic".

The City will host an Open House on May 10th from 5:30 p.m. to 7:30 p.m.
To inform the public about the project and the proposed traffic impacts.

A motion was made by Councilmember Jay Janecek and seconded by Councilmember Robert Lord to award the project and authorize the Mayor to execute the contracts.
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 March 20, 2018 City Council Meeting.
- B. February 2018 Financials.
- C. March 2018 Financials.
- D. RPS Infrastructure, Invoice No. 218047 in the amount of \$2,052.00 for professional services rendered from February 3, 2018 to March 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. 218025 in the amount of \$14,073.63 for professional services rendered from February 3, 2018 to March 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. 218034 in the amount of \$1,147.76 for professional services rendered from December 2, 2017 to March 2, 2018 under on-call services for Site Development Review for Drainage Impacts.
- G. RPS Infrastructure, Invoice No. 218032 in the amount of \$9,323.53 for professional services rendered from February 3, 2018 to March 2, 2018 under on-call services for miscellaneous projects including the City’s MS4 Annual Report, additional modeling and Drainage Committee.

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Susan Schwartz to approve the consent agenda. The motion carried 5-0.

XII. MAYOR’S REPORT

- Beautification Committee -

Councilmember Laurie Rosenbaum reported on this committee. The committee is looking at new dedication plaques for the tree and bench program. This new plaque is more expensive and will increase the price. The Council felt that these donations should cover the full cost and should be increase if needed.

Hard wire, up-lighting is being added to the esplanades on Strey Lane. This is also planned for the other landscaped esplanades. There was discussion with the Mayor and City Council on lighting. Staff will get the Strey Lane area completed and see how the lighting works in this area.

- Drainage Committee –

Councilmember Robert Lord reported on this committee. He referenced the action previously taken by the Council on the Regional Drainage Project. He also discussed the Green Oaks/Blalock Lane Local Project and the desire to see this completed working through the best process either by change order to the Regional Drainage Project or a project to be bid separately.

- Public Safety Committee & Tri Cities Public Safety Committee

Karen Glynn assisted Councilmember Jay Janecek in discussing the work for the sub-committee which has been working with Shrader/Hatch to outline a project for \$1,000,000 versus the \$2,700,000. The sub-committee met on Monday and is working to set a meeting with the full committee in May.

- Technology Committee –

Mayor Williams reported that the technology committee met in March. In addition, staff has met with AT&T and the other Villages to discuss their Smart Cities initiative. The proposed 5G systems will be coming out in the future so it is wise that the City makes sure it will all work together.

Olson and Olson proposed the idea of a right of way rental agreement versus the permitting process. This is being discussed with the other Villages.

- Court Security Committee –

Karen Glynn reported that Judge Carl Moerer along with Court Administrator Valerie Cantu is working with the Memorial Villages Police Department and the other MVPD Villages to develop a court security plan as required by recent State Legislation. The Police Department has done an assessment for each Court and the cities are working through outlining recommendations and costs for some improvements. These recommendations and plans would also provide improved safety for City Council and other public meetings held in the Court /Council Chambers. Some of the proposed improvements include adding panic buttons along with adding additional bailiffs to meetings.

XIII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Projects

Karen Glynn reported following:

- A pre-trial meeting is to be held on May 18th for a code enforcement case – the resident has requested a jury trial. The jury trial will be set for later in the summer with several other cases.
- The trash and recycling transition is going pretty well with Texas Pride. We are working with Tealwood to make their changes effective May 1.

- Ms. Glynn reported that she has been working on a sub-committee with the other Villages to review our Emergency Preparedness Plan. This is headed by the City Administrator in Spring Valley. Chief David Foster is also working to host a meeting to prepare for our 2018 Hurricane Season. We learned a lot from Hurricane Harvey and are working to incorporate our lessons learned and get our interlocal agreements in place.
- The City will have 2 summer interns this summer. We have a list of projects for them and Chief Shultz would like to use them as well. The interns are:
 - Jake Reinbolt from SMU
 - Morgan Gauille from Texas A&M
- Ms. Glynn shared that she has added the Open House to the Council calendars. It will be Thursday, May 10th from 5:30 p.m.– 7:30 p.m.
- All documents regarding Hurricane Harvey impacts have been submitted to FEMA.
- The newsletter will go out next week with utility bills.
- The R.A.D - Self-Dense Class will be held on April 24-26th at the Memorial Drive Presbyterian Church. About 14 women have registered.

B. Public Works Director Report on Capital Projects

Steve Smith reported the following:

- T Construction has almost completed the current Wastewater Rehab Project.
- The work on the fence at the water plant is 90% complete at this time.
- Bids will be opened next week for the Water Line Rehab Project.
- The water well in front of Bunker Hill Village is under investigation at this time. The pumps are bad and work will be inspected next week. We will get a cost estimate to bring back to the City Council.

C. Save the Date: Wednesday, July 4, 2018 - *The 26th Annual Villages Independence Festival*

Karen Glynn reported that planning for the festival is underway with the committee. In addition, staff is getting ready for another award winning float.

XIV. ADJOURN

A motion was made by Councilmember Laurie Rosenbaum and seconded by Councilmember Jay Janecek to adjourn the meeting at 7:05 p.m. The motion carried 5-0.

Approved and accepted on May 15, 2018.



Jay Williams, Mayor

ATTEST:



Britique Williams, City Secretary/Dir. of Finance