



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, NOVEMBER 16, 2021, AT 5:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmembers may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

This meeting agenda, and the agenda packet, are posted online at

www.bunkerhilltx.gov

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The public will be able to observe and participate in the meeting as follows:

Join Zoom Meeting

<https://us06web.zoom.us/j/82662038755?pwd=d3FuQitFYk8rSnF6bWFRZVNST0czQT09>

Meeting ID: 826 6203 8755

Passcode: 693310

Dial by your location

+1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

CLOSED EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.089 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE AN ITEM CONCERNING CRITICAL INFRASTRUCTURE OF THE CITY: EMERGENCY PREPAREDNESS PLANS FOR THE CITY'S WATER SYSTEM

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE TO CONSULT WITH THE CITY ATTORNEY REGARDING POTENTIAL LITIGATION OR A MATTER WHICH THE DUTY OF THE CITY ATTORNEY REQUIRES TO BE HELD IN CLOSED SESSION.

The Regular City Council Meeting will commence at 5:30 p.m. following the closed executive session:

I. CALL TO ORDER

II. 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.

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING ACCEPTANCE OF A SETTLEMENT OFFER FROM LAYNE CHRISTENSEN COMPANY FOR A PUMP FAILURE AT WATER PLANT NO. 1 – Loren Smith, City Attorney

V. POLICE COMMISSIONER REPORT

- A. Update on Activities
- B. Consideration and Possible Action to Approve an Amendment to the 2022 Budget for the Memorial Villages Police Department to increase the Employee Health Insurance Benefits by \$60,000.00 to Cover 75% for Dependent Care and to direct City Staff to Submit an Amendment to the City's 2022 Budget for \$20,000.00 for the City's Share

VI. FIRE LIAISON REPORT

- A. Update on Activities
- B. Renovation of Fire Station, Move In and Expected Final Completion
- C. Consideration and Possible Action on Implementation of Agreements Including Escrow Payment of \$74,556 for Employee Post Retirement Liability

- D. Review and Discussion on Dispatch Responses
- E. Deadline for Decision Regarding the Village Fire Department

VII. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 21-562 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, EXTENDING A PUBLIC HEALTH EMERGENCY AND EXTENDING A STATE OF DISASTER DUE TO THE OUTBREAK OF COVID-19; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE
- B. Consideration and Possible Action Regarding An Appointment for the Planning and Zoning Commission for an Eighteen Month Period Ending June 30, 2023
- C. Consideration and Possible Action Regarding Appointments for Municipal Court: Judge and Magistrate, Associate Judge, Prosecutor, and Associate Prosecutor for an Eighteen Month Term Ending June 30, 2023
- D. Report on Activities and Upcoming Events
 - Mayor's Meeting
 - Village Fire Station Tour
 - Candidates for Local Offices
 - Other Updates
- E. Committee Reports/Updates
 - Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*
 - Drainage Committee – *Chairman Jack Christiansen & City Admin Karen Glynn*
 - Technology Committee – *Councilmember Eric Thode*
 - Public Safety Committee – *Councilmember Keith Brown*

VIII. CITY ADMINISTRATOR'S REPORT

- A. Report on Activities and Upcoming Events
 - Planning and Zoning Commission Meeting November 18, 2021
 - End of the Year Events for 2021
 - Thanksgiving Holidays – *November 24 – November 26, 2021*
 - Holiday Volunteer Appreciation Event – *Tuesday, December 14, 2021*
 - Twinkle Light Parade – *Thursday, December 16, 2021*
 - Christmas & New Year's Holidays – *December 23 and 24, 2021 and December 30 and 31, 2021*
- B. Public Works Director - Report on Capital Projects
 - Water Well No. 5 Sitework and Bunker Hill Elementary School Progress
 - Improvements to the Intersection of Bunker Hill Road and Taylorcrest
 - Schedule for the Reconstruction of Chapel Belle and Tamerlaine
 - Pavement Failures on Bunker Hill Road

IX. CONSIDERATION AND POSSIBLE ACTION TO INCREASE THE CITY'S EMPLOYEE HEALTH INSURANCE BENEFITS TO COVER 75% FOR DEPENDENT CARE AND TO DIRECT CITY STAFF TO SUBMIT AN AMENDMENT TO THE CITY'S 2022 BUDGET TO REFLECT THIS INCREASE - *Karen Glynn, City Administrator*

X. PRESENTATION ON PRIMARY PROJECT DELIVERY OPTIONS FOR DESIGN AND CONSTRUCTION OF THE CITY'S PUBLIC WORKS AND DISASTER OPERATIONS BUILDING - *Karen Glynn, City Administrator*

- XI. CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 11-16-2021 C, A RESOLUTION OF THE CITY COUNCIL OF BUNKER HILL VILLAGE, TEXAS, APPROVING THE CONSTRUCTION MANAGER-AT-RISK PROCESS FOR CONSTRUCTION OF THE NEW PUBLIC WORKS AND DISASTER OPERATIONS BUILDING - Karen Glynn, City Administrator**
- XII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF THE FOLLOWING ITEMS FOR A JOINT PROJECT WITH THE MEMORIAL CITY REDEVELOPMENT AUTHORITY FOR THE RECONSTRUCTION OF MEMORIAL DRIVE AND GESSNER ROAD INCLUDING PRELIMINARY ENGINEERING AND THE DEVELOPMENT OF A GRANT APPLICATION – Karen Glynn, City Administrator**
- A. 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
 - B. A Contract with the Goodman Corporation for the City’s Pro-Rata Share for the Development of the Grant Application for Memorial Drive and Gessner Road in an amount not to exceed \$15,500.00
 - C. A Contract with Gauge Engineering for the Preliminary Engineering for the City’s Portion of Memorial Drive and Gessner Road in an amount not to exceed \$58,640.00
 - D. A Contract with RPS for the Analysis of Drainage Infrastructure for the City’s Portion of Memorial Drive and Gessner Road in an amount not to exceed \$10,500.00
- XIII. CONSIDERATION AND POSSIBLE ACTION ON APPROVAL OF THE FOLLOWING ITEMS FOR THE BUNKER HILL ELEMENTARY SCHOOL DETENTION PROJECT FINAL DESIGN – Karen Glynn, City Administrator**
- A. A Contract with S&G Engineering Consultants, LLC for the Primary Final Engineering Design and Construction Phase Services in an amount not to exceed \$50,000.00
 - B. A Contract with RPS for Supplementary Final Design and Construction Phase Services for the Junction Box and the Stormwater Lift Station in an amount not to exceed \$39,500.00
- XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING A ONE YEAR CONTRACT EXTENSION WITH TEXAS PRIDE FOR SOLID WASTE (TRASH AND RECYCLING) SERVICES INCLUDING SERVICING THE DUMPSTER AT CITY HALL FOR THE TIME FRAME JANUARY 1, 2022 THROUGH DECEMBER 31, 2022 AT A BASE AMOUNT OF \$30.71 PER HOUSEHOLD PER MONTH AND \$293.52 PER MONTH FOR SERVICING THE CITY’S DUMPSTER - Karen Glynn, City Administrator**
- XV. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 21-563 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26 (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY- Karen Glynn, City Administrator**
- XVI. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-16-2021A, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH ALLEGIANCE BANK, TO PROVIDE DEPOSITORY AND RELATED BANKING SERVICES AND TO EXECUTE ALL REQUIRED CONTRACTS, AGREEMENTS, AND DOCUMENTATION FOR THE PERIOD OF MARCH 1, 2022**

THROUGH FEBRUARY 28, 2024 AS RECOMMENDED BY THE FINANCE/AUDIT COMMITTEE - Karen Glynn, City Administrator and Susan Grass, Finance Director

XVII. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-16-2021B, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, SELECTING INDEPENDENT FINANCIAL TO SERVE AS THE CITY'S SECONDARY DEPOSITORY BANK AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE ALL REQUIRED CONTRACTS, AGREEMENTS AND DOCUMENTATION FOR THE PERIOD OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2024 AS RECOMMENDED BY THE FINANCE/AUDIT COMMITTEE - Karen Glynn, City Administrator and Susan Grass, Finance Director

XVIII. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-16-2021D, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ACKNOWLEDGING REVIEW OF THE PUBLIC FUNDS INVESTMENT POLICY AND THE ADOPTION THEREOF FOR THE CITY OF BUNKER HILL VILLAGE, TEXAS – Susan Grass, Finance Director

XIX. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 21 – 564 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 2 THROUGH 11 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2021; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – Karen Glynn, City Administrator and Susan Grass, Finance Director

XX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 11-16-2021 E OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, CASTING ITS BALLOT FOR THE ELECTION OF A PERSON TO THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT - Karen Glynn, City Administrator

XXI. 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 October 19, 2021, Regular Council Meeting
- B. October 2021 Financials
- C. Minutes for Finance Audit Committee
- D. RPS, Invoice No. 1021029 in the amount of \$2,063.20 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for Miscellaneous Services including Winshire Circle, Flood Insurance Program, and Coordination and Inspection of Backfill Locations on Taylorcrest
- E. RPS, Invoice No. 1021028 in the amount of \$1,258.84 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for Site Development Review for Drainage Impact
- F. RPS, Invoice No. 1021031 in the amount of \$920.52 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for support to the Drainage Committee

- G. RPS, Invoice No. 1021030 in the amount of \$613.68 for professional services rendered from October 2, 2021 to October 29, 2021, under on-call services for Bunker Hill Detention Services
- H. RPS, Invoice No. 1021023 in the amount of \$33,495.00 for professional services rendered from October 2, 2021 to October 29, 2021 under on-call services for the Final Design for Reconstruction of Chapel Belle Lane
- I. Probstfeld & Associates, Invoice No. 64278 in the amount of \$305.50 for professional services rendered in October 2021 for engineering services for drainage site development review
- J. Probstfeld & Associates, Invoice No. 64363 in the amount of \$380.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- K. Probstfeld & Associates, Invoice No. 64380 in the amount of \$305.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- L. Probstfeld & Associates, Invoice No. 64445 in the amount of \$305.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- M. Alsay, Inc., Monthly Pay Estimate No. 6 in the amount of \$20,250.00 for services rendered through October 27, 2021 for the Construction of Water Well No. 5
- N. Neil Technical Services, Corp., Invoice No. 103031-5 in the amount of \$2,874.00 dated October 28, 2021 for the monthly rental fee (9/17/21-9/28/21) for a temporary generator at the Taylorcrest Water Plant and for Generator Removal
- O. Neil Technical Services, Corp., Invoice No. 106431 in the amount of \$1,075.00 dated October 26, 2021 to investigate GST Over-Flow at the City Hall Water Plant
- P. Renewal agreement (36 months) with ALSCO Linen and Uniform Rental Services for the City's Public Works Staff with no increase in pricing for the term January 1, 2022 through December 31, 2024
- Q. 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
- R. 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 with no increase in pricing for the term January 1, 2022 through December 31, 2022

XXII. ADJOURN

I, Karen Glynn, City Administrator of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas government Code, on November 12, 2021 by 12:00 p.m.

(SEAL)



Karen H. Glynn, P.E., City Administrator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.