



## CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, JANUARY 18, 2022 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](http://www.bunkerhilltx.gov)  
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*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.*

## EXECUTIVE SESSION

THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.

*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. PRESENTATION AND PUBLIC HEARING

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:

**PRESENTATION AND PUBLIC HEARING ON A RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION – Karen Glynn, City Administrator and Loren Smith, City Attorney**

**AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT TO THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR RECREATIONAL AND SUPPORTING AND INCIDENTAL USES; PROVIDING FOR A REPEALER; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY**

*Open Public Hearing*

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING A RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION REGARDING AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT TO THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR**

**RECREATIONAL AND SUPPORTING AND INCIDENTAL USES; PROVIDING FOR A REPEALER; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.**

*Close the Public Hearing*

**CONSIDERATION AND POSSIBLE ACTION, AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, TO APPROVE ORDINANCE NO. 22-565 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING A SPECIFIC USE PERMIT TO THE MEMORIAL FOREST CLUB AT 12122 MEMORIAL DRIVE FOR OUTDOOR RECREATIONAL AND SUPPORTING AND INCIDENTAL USES; PROVIDING FOR A REPEALER; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.**

**V. POLICE COMMISSIONER REPORT**

A. Update on Activities

**VI. FIRE COMMISSION LIAISON REPORT**

A. Update on Activities

**VII. MAYOR’S REPORT**

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 22 - 566, 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 to Appoint Kyle Sears to the Harris-Galveston Subsidence District Board
- C. Report on Activities and Upcoming Events
  - Mayors Meetings
  - Appreciation Dinner for Judge Carl Moerer
  - Community Conversation on Crime with the Memorial Village Mayors
  - Other Updates

**VIII. CITY ADMINISTRATOR'S REPORT**

- A. Report on Activities and Upcoming Events
  - Planning and Zoning Commission Meetings
  - Memorial Drive and Gessner Road Grant Application
- B. Consideration and Possible Action on Fiscal Year 2022 Proposed Calendar for Council Meetings and Special Events
- C. Resident Request to Consider Banning Gas Powered Blowers
- D. Public Works Director - Report on Capital Projects
  - Water Well No. 5 Sitework and Bunker Hill Elementary School Progress
  - Public Works and Disaster Operations Building

- Safety Improvements to the Intersection of Bunker Hill Road and Taylorcrest
- Pavement Failures on Bunker Hill Road
- Winshire Circle Drainage Concerns
- Beautification Efforts and Projects for 2022
  - Metro Improvements
  - Bunker Hill Road Concerns
  - Beautification Committee

- IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE FUNDING AND TO DIRECT THE MAYOR TO REQUEST THAT SPRING BRANCH INDEPENDENT SCHOOL DISTRICT ISSUE A CHANGE ORDER TO THE CONTRACT WITH DUROTECH FOR THE RECONSTRUCTION OF BUNKER HILL ELEMENTARY SCHOOL IN THE AMOUNT OF \$3,197,439.00 FOR ADDITIONAL DRAINAGE DETENTION IN ACCORDANCE WITH THE INTERLOCAL AGREEMENT BETWEEN THE CITY AND THE DISTRICT DATED OCTOBER 2021 - *Karen Glynn, Acting City Secretary/City Administrator and Loren Smith, City Attorney***
- X. CONSIDERATION AND POSSIBLE ACTION TO AWARD A BID AND AUTHORIZE THE MAYOR TO EXECUTE CONTACTS BETWEEN THE CITY OF BUNKER HILL VILLAGE AND METRO CITY, LLC FOR THE RECONSTRUCTION OF CHAPEL BELLE AT A BASE BID PRICE OF \$ 895,939.00 AND AWARDED THE ALTERNATIVE BID OF \$100,456.00 TO RECONSTRUCT A SEGMENT OF TAMERLAINE FOR A TOTAL PRICE OF \$996,395.00 - *Steve Smith, Director of Public Works/ Building Official***
- XI. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND RPS INFRASTRUCTURE IN AN AMOUNT NOT TO EXCEED \$ 60,078.00 TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE CHAPEL BELLE AND TAMERLAINE RECONSTRUCTION PROJECT INCLUDING MATERIALS TESTING - *Steve Smith, Director of Public Works/ Building Official***
- XII. CONSIDERATION AND POSSIBLE ACTION REGARDING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND LLOYD SMITH & ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$ 100,000.00 TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE CHAPEL BELLE AND TAMERLAINE RECONSTRUCTION PROJECT - *Steve Smith, Director of Public Works/ Building Official***
- XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE REPAIR OF GUARDRAIL AT THE INTERSECTION OF BUNKER HILL ROAD AND MEMORIAL DRIVE IN AN AMOUNT NOT TO EXCEED \$23,000.00 - *Steve Smith, Director of Public Works/ Building Official***
- XIV. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 22 – 567 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 7, 2022 FOR THE PURPOSE OF ELECTING THREE COUNCIL MEMBERS (POSITION NOS. 1, 2, AND 3); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Karen Glynn, Acting City Secretary/City Administrator***

- XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-568, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2022; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Susan Grass, Finance Director***
- XVI. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 22 – 569 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING ALL OF SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, AND ADDING A NEW SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, SAID SECTION DESIGNATING THE MEMORIAL EXAMINER (HOUSTON COMMUNITY NEWSPAPER) AS THE OFFICIAL NEWSPAPER OF THE CITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT - *Karen Glynn, Acting City Secretary/City Administrator***
- XVII. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING BUNKER HILL VILLAGE’S EFFORTS TO BEGIN THE PROCESS TO EXERCISE THE PROVISIONS OF THE INTERLOCAL AGREEMENT FOR FIRE AND EMERGENCY SERVICES BETWEEN THE CITIES OF BUNKER HILL VILLAGE, TEXAS, HILSHIRE VILLAGE, TEXAS, HEDWIG VILLAGE, TEXAS, HUNTERS CREEK VILLAGE, TEXAS, PINEY POINT VILLAGE, TEXAS, AND SPRING VALLEY VILLAGE, TEXAS AND THE VILLAGE FIRE DEPARTMENT DATED OCTOBER 2019 – *Robert Lord, Mayor***
- XVIII. 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 November 16, 2021 Regular Council Meeting
  - B. Minutes of the January 6, 2022 Special Council Meeting
  - C. November 2021 Financials
  - D. RPS, Invoice No. 1121037 in the amount of \$4,422.81 for professional services rendered from October 30, 2021 to November 26, 2021 under on-call services for Miscellaneous Services including Winshire Circle, Williamsburg Ditch Drainage Review, and City Council Meeting
  - E. RPS, Invoice No. 1121039 in the amount of \$1,293.68 for professional services rendered from October 30, 2021 to November 26, 2021 under on-call services for Site Development Review for Drainage Impact
  - F. RPS, Invoice No. 1121040 in the amount of \$1,534.20 for professional services rendered from October 30, 2021 to November 26, 2021 under on-call services for support to the Drainage Committee
  - G. RPS, Invoice No. 1121041 in the amount of \$4,020.00 for professional services rendered from October 30, 2021 to November 26, 2021, under on-call services for Bunker Hill Detention Services

- H. Probstfeld & Associates, Invoice No. 64429 in the amount of \$550.00 for professional services rendered in October 2021 for engineering services for drainage site development review
- I. Neil Technical Services, Corp., Invoice No. 103974 in the amount of \$49,460.00 dated November 16, 2021 to Install the New SCADA Software
- J. Neil Technical Services, Corp., Invoice No. 103801 in the amount of \$5,140.00 dated November 9, 2021 to Install New Antenna at Water Plant No. 1
- K. Neil Technical Services, Corp., Invoice No. 106893 in the amount of \$260.00 dated December 2, 2021 to Investigate Remote Well No. 3 Alarm
- L. Langford Engineering, Inc., Invoice No. 24687 in the amount of \$5,567.07 for professional services rendered through October 29, 2021 for General Engineering Services
- M. Langford Engineering, Inc., Invoice No. 24688 in the amount of \$2,474.87 for professional services rendered through October 29, 2021 for Emergency Preparedness Plan
- N. Langford Engineering, Inc., Invoice No. 24689 in the amount of \$1,209.48 for professional services rendered through October 29, 2021 for Risk and Resilience Assessment
- O. Langford Engineering, Inc., Invoice No. 24690 in the amount of \$51,424.34 for professional services rendered through October 29, 2021 for Construction Plans for Water Well No. 5 Transmission Line
- P. PGAL, Invoice No. 10054672 in the amount of \$1,500.00 for professional services rendered from October 1, 2021 to October 31, 2021 for Municipal Facilities Planning Study
- Q. Kimley-Horn and Associates, Inc., Invoice No. 067787105-1121 in the amount of \$5,600.00 for professional services through November 30, 2021 for Safety Investigation and Recommendations for Bunker Hill Road and Taylorcrest
- R. Kimley-Horn and Associates, Inc., Invoice No. 067787105-1021 in the amount of \$5,200.00 for professional services through October 31, 2021 for Safety Investigation and Recommendations for Bunker Hill Road and Taylorcrest
- S. Houston Community Newspapers & Media Group Contract for publishing notices or other matters required by law for the period of January 1, 2022 through December 31, 2022 at set amounts
- T. Northwest Pest Patrol Contract for Mosquito Spraying under the same terms and conditions at a price increase of 6%

**XIX. 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 January 14, 2022 by 12:00 p.m.**

(SEAL)



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**Karen H. Glynn, P.E., City Administrator/Acting City Secretary**

*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.*