



## CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, AUGUST 16, 2022, AT 5:30 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)  
***LATEST NEWS***

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

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/81685671193?pwd=TE9hdCtjTnpEZ3EyQVpUWDJZM1QyZz09>

**Meeting ID: 816 8567 1193**

**Passcode: 381718**

**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.*

**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, PUBLIC HEARING AND CONSIDERATION FOR SPECIFIC USE PERMIT - Steve Smith, Director of Public Works/ Building Official**

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

**PRESENTATION AND PUBLIC HEARING REGARDING A REQUEST FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE CONSTRUCTION AND EDUCATIONAL USE FOR FROSTWOOD ELEMENTARY SCHOOL, 12214 MEMORIAL DRIVE TO ADD LIGHTING TO THE EXISTING ATHLETIC FIELDS– Steve Smith, Director of Public Works/ Building Official and Frostwood Elementary School**

*Open Public Hearing*

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING A REQUEST FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE CONSTRUCTION AND EDUCATIONAL USE FOR FROSTWOOD ELEMENTARY SCHOOL, 12214 MEMORIAL DRIVE TO ADD LIGHTING TO THE EXISTING ATHLETIC FIELDS**

*Close the Public Hearing*

**CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-580, 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 AN AMENDMENT TO THE SPECIFIC USE PERMIT TO THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE CONSTRUCTION AND EDUCATIONAL USE FOR FROSTWOOD ELEMENTARY SCHOOL, 12214 MEMORIAL DRIVE TO ADD LIGHTING TO THE EXISTING ATHLETIC FIELDS; PROVIDING FOR REPEAL; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY – Steve Smith, Director of Public Works/ Building Official**

**V. VILLAGE FIRE DEPARTMENT REPORT**

- A. Update on Activities

**VI. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities

**VII. MAYOR'S REPORT**

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-581, 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 – *Mayor Robert P. Lord*
- B. Report on Activities and Upcoming Events
- SBISD Villages Mayors and Police Chiefs Safety and Security Lunch and Update
  - Proposed City Hall “Open House” – October 2022
  - Centerpoint Meetings
  - Upcoming Mayors Lunch
  - MVPD Public Safety Video

**VIII. CITY ADMINISTRATOR'S REPORT**

- A. Report on Activities and Upcoming Events
- Report on First Day of School
  - Update on the 2023 Budget Process
  - Update on Annual TML Conference in San Antonio
  - Memorial Drive and Gessner Road Grant Application
- B. Public Works Director - Report on Capital Projects
- Chapel Belle and Tamerlaine Reconstruction and Change Orders: Eaton Court Drainage and Memorial Sidewalk
  - Water Well No. 5, Sitework, Transmission Line, Detention, and School Progress
  - Public Works and Emergency Operations Building
  - Chatham Lane Water Line
  - Verizon Cell Nodes
  - Report on Proposal from American Tower Regarding the Cell Tower at City Hall

- IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A THREE-YEAR ENGAGEMENT LETTER WITH BELT HARRIS PECHACEK LLLP FOR AUDIT SERVICES FOR YEARS 2022, 2023, AND 2024 AND APPROVE SERVICES NOT TO EXCEED \$21,395.00 FOR FISCAL YEAR 2022 AUDIT SERVICES – *Susan Grass, Finance Director***

- X. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE FOLLOWING AUTHORIZATIONS - *Steve Smith, Director of Public Works/ Building Official and Karen Glynn, City Administrator***

- Purchase of the ATV for \$21,034.99
- Commemorative Plaque for Memorial HS - \$2,500.00
- Clark Condon Landscaping Design Contract for Water Well No. 5 - \$8,000.00
- Clark Condon Landscaping Design Contract for Taylorcrest Court - \$12,500.00

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PLAN AND BUDGET TO RE-ESTABLISH THE LANDSCAPING AND FENCE FOR TAYLORCREST COURT - *Karen Glynn, City Administrator***
- XII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO PROCEED WITH DISCUSSION AND/OR EXECUTE DOCUMENTS BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE INSTALLATION AND MAINTENANCE OF LANDSCAPING FOR THE CITY’S WATER WELL LOCATED AT BUNKER HILL ELEMENTARY SCHOOL AND LANDSCAPING ALONG TAYLORCREST COURT - *Karen Glynn, City Administrator***
- XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS NO. 7 AND 8 TO THE CURRENT CONTRACT WITH METRO CITY, LLC FOR ADDITIONAL WORK ON THE CHAPEL BELLE PROJECT AND ADDITIONAL ASSOCIATED MATERIALS TESTING FOR THE PROJECT - *Steve Smith, Director of Public Works/ Building Official***
- Change Order No. 7 Priced at \$3,699.54
  - Change Order No. 8 Priced at \$6,535.00
  - Materials Testing with RPS Contract *Not to Exceed \$15,632.10*
- XIV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 2 TO THE CURRENT CONTRACT WITH MCDONALD MUNICIPAL AND INDUSTRIAL FOR A TIME EXTENSION TO THE CONTRACT FOR AN ADDITIONAL 105 CALENDAR DAYS - *Steve Smith, Director of Public Works/ Building Official***
- XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CERTIFICATE OF FORMATION AND BYLAWS FOR THE CREATION OF A LOCAL GOVERNMENT CORPORATION, A NON-PROFIT CORPORATION – *Loren Smith, City Attorney and Karen Glynn, City Administrator***
- XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH PUBLIC ADMIN CONSULTING IN AN AMOUNT NOT TO EXCEED \$13,500.00 TO ASSIST IN THE SEARCH FOR A NEW CITY ADMINISTRATOR – *Eric Thode, Committee Chair and Karen Glynn, City Administrator***
- XVII. 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 June 21, 2022 City Council Meeting
  - B. Minutes of the June 29, 2022 Special City Council Meeting
  - C. Minutes of the August 4, 2022 Special City Council Meeting
  - D. June 2022 Financials
  - E. July 2022 Financials
  - F. Probstfeld & Associates, Invoice No. 65872 in the amount of \$305.00 for professional services rendered in June for engineering services for drainage site development review
  - G. Probstfeld & Associates, Invoice No. 65886 in the amount of \$305.00 for professional services rendered in June for engineering services for drainage site development review

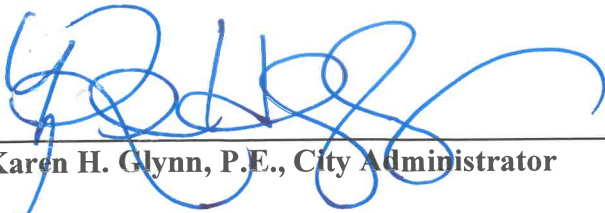
- H. RPS, Invoice No. 622056 in the amount of \$16,062.50 for professional services rendered from May 28, 2022 to June 30, 2022, under on-call services for Street and Drainage Improvements for Chapel Belle Lane.
- I. RPS, Invoice No. 622055 in the amount of \$1,780.64 for professional services rendered from May 28, 2022 to June 30, 2022 for General On-Call Services.
- J. RPS, Invoice No. 622054 in the amount of \$1,119.66 for professional services rendered from May 28, 2022 to June 30, 2022 under on-call services for Site Development Review for Drainage Impacts.
- K. RPS, Invoice No. 622062 in the amount of \$3,670.67 for work performed May 28, 2022 to June 30, 2022 for On-Call Committee Services
- L. RPS, Invoice No. 622063 for Professional Services Rendered from May 28, 2022 to June 30, 2022 in the amount of \$1,800.00 for On-Call BHE Detention Services
- M. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-02 for professional services rendered from April 1, 2022 to April 30, 2022 in the amount of \$6,440.00 for Paving and Drainage Improvements for Chapel Belle Lane.
- N. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-03 for professional services from May 1, 2022 to May 31, 2022 in the amount of \$6,911.00 for Paving and Drainage Improvements to Chapel Belle Lane.
- O. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-04 for professional services from June 1, 2022 to June 30, 2022 in the amount of \$5,244.00 for Paving and Drainage Improvements to Chapel Belle Lane.
- P. McDonald Municipal and Industrial, Monthly Pay Estimate No. 5 for work performed April 1, 2021 to April 30, 2022 in the amount of \$92,724.30 for Construction of Water Well No. 5 Site Improvements
- Q. McDonald Municipal and Industrial, Monthly Pay Estimate No. 6 for work performed May 1, 2022 to May 31, 2022 in the amount of \$311,265.54 for Construction of Water Well No. 5 Site Improvements
- R. McDonald Municipal and Industrial, Monthly Pay Estimate No. 7 for work performed June 1, 2022 to June 30, 2022 in the amount of \$284,072.04 for Construction of Water Well No. 5 Site Improvements
- S. McDonald Municipal and Industrial, Monthly Pay Estimate No. 8 for work performed July 1, 2022 to July 30, 2022 in the amount of \$13,738.86 for Construction of Water Well No. 5 Site Improvements
- T. Langford Engineering, Inc., No. 25290 in the amount of \$971.80 for professional services rendered through May 27, 2022 for General Engineering Services for a Taylorcrest Well No. 1 Rework
- U. Langford Engineering, Inc., Invoice No. 25289 in the amount of \$75,994.16 for professional services rendered through May 27, 2022 for Engineering Services for the Design and Construction of the Transmission Line for Water Well No. 5
- V. Langford Engineering, Invoice No. 25199 for work performed up to April 29, 2022 in the amount of \$766.25 for Bunker Hill General Engineering Services
- W. Langford Engineering, Invoice No. 25200 for work performed up to April 29, 2022 in the amount of \$374.04 for Bunker Hill General Engineering Services
- X. Langford Engineering, Invoice No. 25406 for work performed up to June 30, 2022 in the amount of \$25,361.28 for Water Well No. 5 Transmission Line & Taylorcrest Water Plant Modification.
- Y. Langford Engineering, Invoice No. 25403 for engineering services through June 30, 2022 in the amount of \$1,484.84 for Bunker Hill General Engineering Services involving Bunker Hill Elementary
- Z. Langford Engineering, Invoice No. 25404 for engineering services through June 30, 2022 in the amount of \$892.94 for City Hall Expansion/Chatam Water Line
- AA. Underground Construction Solutions, LLC., Monthly Pay Estimate No. 1 for work performed May 30, 2022 to June 24, 2022 in the amount of \$261,675.00 for Construction of Taylorcrest Transmission Line

- BB. Underground Construction Solutions, LLC,, Monthly Estimate No. 1 for work performed July 25, 2022 to August 3, 2022 in the amount of \$22,536.00 for Water Well No. 5 Transmission Line – Water Plant Improvements
- CC. Clark Condon, Invoice No. 49733 for Professional Services from July 7, 2022 to July 31, 2022 in the amount of \$1600.88 for Bunker Hill Village Well Site
- DD. The Goodman Corporation, Invoice No. 6-2022-20 in the amount of \$310.00 for professional services rendered for June 2022 for Memorial Drive and Gessner Road Grant Application – TIP Call for Projects Funding Pursuit Assistance.
- EE. The Goodman Corporation, Invoice No. 7-2022-2 in the amount of \$1,085.00 for professional services rendered for July 2022 for Memorial Drive and Gessner Road Grant Application – TIP Call for Projects Funding Pursuit Assistance.
- FF. PGAL, Invoice No. 10056227 in the amount of \$11,500.00 for professional services rendered in June 2022 for Municipal Facilities Design Development and Reimbursables.
- GG. MetroCity, LLC, Monthly Pay Estimate No. 5 in the amount of \$107,003.21 for services rendered from June 1, 2022 through June 30, 2022 for the Paving and Drainage Improvements for Chapel Belle and Tamerlaine Drive.
- HH. Southwest Signal Supply, Inc. Invoice No. 121757 for services rendered through April 19, 2022 in the amount of \$373.00 for traffic light repair
- II. Southwest Signal Supply, Inc. Invoice No. 121771 for services rendered through April 30, 2022 in the amount of \$2,864.88 for Flasher rehab at Bunker Hill North @ Taylorcrest
- JJ. Southwest Signal Supply, Inc. Invoice No. 121772 for services rendered through April 30, 2022 in the amount of \$6,166.74 for Signal Replacement at Bunker Hill @ Taylorcrest
- KK. Southwest Signal Supply, Inc. Invoice No. 121782 for services rendered through May 10, 2022 in the amount of \$739.00 for pedestrian button repair
- LL. Southwest Signal Supply, Inc. Invoice No. 121795 for services rendered through May 20, 2022 in the amount of \$979.00 for Broken Pull Box Lid Reinstallation.
- MM. Annual Interlocal Agreement with Harris-Galveston Subsidence District for the administration and implementation of a regional watershed protection education program (Water Wise Program) effective from the effective date of the agreement until termination of the 2022-2023 school year.

#### **XVIII. 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, by August 12, 2022 by 12:00 p.m.**

**(SEAL)**



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**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.**