

**MINUTES OF THE SPECIAL MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
June 30, 2020 at 11:30 A.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 11:35 a.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord at City Council Chambers – left meeting at 1:30 p.m.  
Councilmember Eric Thode via Zoom – left meeting at 1:48 p.m.  
Councilmember Susan Schwartz via Zoom  
Councilmember Jay Smyre via Zoom  
Councilmember Keith Brown via Zoom  
Councilmember Laurie Rosenbaum via Zoom

*Also in Attendance:*

Karen Glynn, City Administrator at City Council Chambers  
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers  
Jennifer Namie, Assistant to the City Secretary, via Zoom  
Claire Bogard, Interim Finance Director, at City Council Chambers

**II. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 5 TO THE CONTRACT WITH AAA ASPHALT FOR CONSTRUCTION OF THE WARRENTON KILTS AND VALLEY STAR PROJECT TO ADD NEW BID ITEMS AND ADJUST QUANTITIES TO FINALIZE THE PROJECT AND AUTHORIZE FINAL PAYMENT INCLUDING RETAINAGE - Steve Smith, Director of Public Works/ Building Official**

*Items II and III were presented together.*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

The Warrenton Kilts Valley Star Reconstruction Project has been completed. The City awarded the construction contract to AAA Asphalt in April 2019. There have been four change orders to date including additional work and the extension of time.

Change Order Number 5 is submitted to reconcile the quantities for the project. This change order results in a net reduction of the project by \$314,911.25. Mr. Smith summarized the approved budget and costs of the project. Staff recommended approval of Change Order Number 5 and payment of Pay Request Number 12 and Final Payment for the project.

Staff and residents are very pleased with the outcome of the project. There may be minimal expenses still to come, including final bills from consultants; however, staff is also very pleased with the budget results which include a savings of \$213,411.92.

As a result of the cost savings in the General Fund, staff requested that the City consider reimbursing the Warrenton Kilts HOA at 50% for the cost to install street lights. It was staff's understanding that the Council would consider this as part of the project if the budget allowed. The total cost of the street lights was \$12,852.00. Fifty percent would be \$6,426.00.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve Change Order No. 5 and adjust quantities to finalize the project and authorize final payment including retainage.

The motion carried 5 - 0.

**III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE REIMBURSEMENT TO THE WARRENTON KILTS HOA FOR STREET LIGHTS AT 50% FUNDING IN AN AMOUNT NOT TO EXCEED \$6,426.00**

*Steve Smith, Director of Public Works/ Building Official*

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve reimbursement to the Warrenton Kilts HOA for street lights at 50% funding in an amount not to exceed \$6,426.00.

The motion carried 5 - 0.

**IV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE FUNDING AND RATIFY EXPENDITURES IN AN AMOUNT NOT TO EXCEED \$130,000.00 FOR REPAIRS TO WATER WELL NO. 1 LOCATED AT THE TAYLORCREST PLANT. THIS ITEM IS AUTHORIZED BY SECTION 252.002 OF THE TEXAS LOCAL GOVERNMENT CODE BECAUSE IT IS NECESSARY TO PRESERVE OR PROTECT THE PUBLIC HEALTH OR SAFETY OF THE RESIDENTS - Steve Smith, Director of Public Works/ Building Official**

*Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

As shared with the City Council at the June Meeting, City personnel recently responded to service calls related to Water Well No. 1 located at the Taylorcrest Water Plant. The well was not operating. Electrical and well service technicians inspected the assembly and recommended removal of the well for further evaluation.

Staff talked with Mayor Lord. As a result, the City proceeded with evaluating the repair of the well as an emergency after consulting with our Engineer, Langford Engineering Inc. and Weisinger Water Well Company.

The evaluation was completed and showed that the failure was the result of a manufacturing defect. Council may recall that this well was converted to a submersible assembly approximately 2 years ago by Layne Christensen Company. Layne Christensen Company is no longer providing well services in the Houston area. Staff recommends making the repair and working to get reimbursement. Although the one-year warranty expired, the City's consultant believes there may be a means to negotiate some compensation.

Staff is requesting ratification and authorization of an amount not to exceed \$130,000.00 to pay for this work. This includes \$20,000 for the evaluation and \$110,000 for the repair.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to authorize funding and ratify expenditures in an amount not to exceed \$130,000.00 for repairs to Water Well No. 1 located at the Taylorcrest Plant.

The motion carried 5 - 0.

**V. DISCUSSION AND DIRECTION ON THE CITY'S PROPOSED FY 2021 BUDGET**  
*- Karen Glynn, City Administrator and Claire Bogard, Interim Finance Director*

Karen Glynn, City Administrator, and Claire Bogard, Interim Finance Director presented a PowerPoint presentation on the 2021 Proposed Budget and the updated 10 Year Financial and Infrastructure Management Model.

***General Fund/Debt Service Fund***

Three options were provided for the proposed 2020 tax rate. These options took into account the 2020 refunding in the Debt Service Fund and considerations regarding the residents and the impact of COVID-19.

The 2021 Budget for revenues and updated 10 year model included the 1.76 % increase for the 2020 tax year as provided in the preliminary tax roll from Harris County and the model adjusted for Senate Bill 2 with the cap of 3.5% for the out years. In addition, the Debt Service Fund presented included the recent refunding and an increase in the draw down of the Debt Service Fund Balance.

The General Fund includes increases as proposed by the Memorial Villages Police Department and Village Fire Department. The Police reserves were used to help balance the budget and fund the requirement for fund balance.

A merit pool for City Employees is recommended at 4% and fully funding the Finance Manager position at the higher level.

***Utility Fund***

The Budget includes no increase for Utility Rates. The City's base rate has reached the goal to help stabilize the fund. The M&O Expenses were capped at 4% including a 4% merit pool and funding the Finance Manager (split with General Fund).

### ***Capital Projects***

Ms. Glynn then discussed the details on the capital projects including the current 2020 projects, those proposed for 2021 and projected through 2030. This included plans for drilling a new well to replace well #2 which is currently out of service. Discussion also included a ten-year plan to replace or rehab two additional wells. The plan continues to show the rehabilitation of water and wastewater lines.

The plan also includes funds to partner with Bunker Hill Elementary School to include detention with the school reconstruction project and continued efforts to continue the rehabilitation of concrete streets and provide for asphalt overlays.

The City Council provided input into the proposed 2021 Proposed Budget. The Beautification Budget was increased to \$40,000. In addition, the Council discussed the opportunity to lower the tax rate. This could be further discussed once the certified roll was received. Questions were also raised on the amount budgeted for Attorney and Engineering Fees. The Council also discussed reserve accounts. The City utilized funds out of the Emergency Reserve Account to cover costs in implementing the agreement with the Village Fire Department and the other Cities. The Council agreed not to repay this reserve account for legal fees.

Ms. Glynn concluded that staff would finalize the budget based on Council's direction and the final tax roll received by Harris County Appraisal District. Staff plans to file the budget at the August 18, 2020 City Council Meeting.

*Mayor Lord left and Mayor Pro-Tem Jay Smyre continued the Meeting.*

**VI. DISCUSSION AND DIRECTION ON THE ISSUANCE OF DEBT FOR THE DESIGN AND CONSTRUCTION OF WATER WELL NO. 5 AND ASSOCIATED TRANSMISSION MAIN - Karen Glynn, City Administrator, Claire Bogard, Interim Finance Director and Drew Masterson, Financial Advisor**

*Items VI and VII were presented together.*

Karen Glynn, City Administrator and Claire Bogard, Interim Finance Director, presented this item, answered questions and took comments.

Since March 2018, staff has shared information with the Mayor and City Council regarding Water Well No. 2 located at City Hall. The well had failed and was not recommended to be repaired. This well was drilled in 1961.

A Preliminary Engineering Report has been completed to drill a new well (Water Well No. 5) and construct a transmission main to the Taylorcrest Water Plant. The recommended location for the new water well is Bunker Hill Elementary School. Staff has been working with the

school district as the site is reconstructed and is proceeding with land acquisition through the Spring Branch Independent School Board process.

Ms. Glynn presented options to the City Council for the issuance of the debt needed to construct the project. Staff and the City's Financial Advisor have been exploring the options for financing which include the Texas Water Development Board Bond Program versus a Public Sale. Interest rates are at a record low.

Should the City determine to proceed with the Texas Water Development Board Bond Program, a Resolution must be approved by the City Council to begin the process.

Because of the time frame needed with the School District in addition to the extra efforts needed with the State Funding and the record low rates, the City's Financial Advisor and Staff recommended a public sale.

The Council concurred with this recommendation.

**VII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION TO APPLY FOR THE TEXAS WATER DEVELOPMENT BOARD FOR FUNDING WATER WELL NO. 5 AND ASSOCIATED TRANSMISSION MAIN -**  
*Karen Glynn, City Administrator and Claire Bogard, Interim Finance Director*

No action was needed on this item.

**VIII. 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. May 2020 Financial Report
- B. 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 2020-2021 school year.
- C. AAA Asphalt Paving, Inc., Final Pay Request No. 12 in the amount of \$128,081.49 through June 2020 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve the consent agenda.

The motion carried 5 – 0.

## IX. UPDATE ON ACTIVITIES

City Administrator, Karen Glynn reported on the following:

- COVID 19:  
No interns or part time person are working for now.  
Staff continues to have meetings remotely via the Zoom platform.
- Reminder that the Planning and Zoning Commission will be meeting on July 7, 2020. This will include two Specific Use Permits:
  1. Paratus Memorial - Church and School - This will be a public hearing. The notice has been posted and letters to adjacent properties within 200 feet have been sent.
  2. Bunker Hill Elementary School Reconstruction - This will be a workshop meeting with the Commission. A schedule has been set for the permit to be before the City Council in the fall timeframe.

## X. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 2:07 p.m.

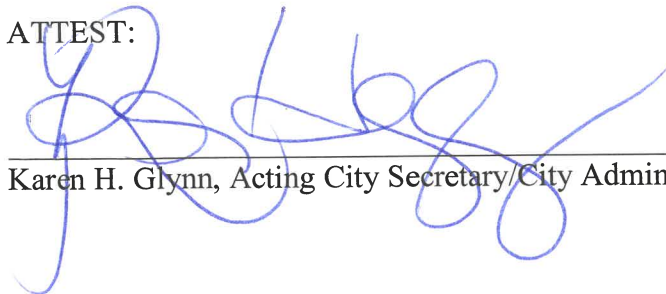
The motion carried 5 – 0.

Approved and accepted on August 18, 2020.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator