

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
May 19, 2020 at 5:30 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:34 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord at City Council Chambers
Councilmember Eric Thode at City Council Chambers
Councilmember Susan Schwartz at City Council Chambers
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
Loren Smith, City Attorney at City Council Chambers
Jennifer Namie, Assistant to the City Secretary via Zoom
Ray Schultz, MVPD, Chief of Police at City Council Chambers

II. PLEDGE OF ALLEGIANCE

Boy Scout, Luke Muschalik (via Zoom) led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

Jeremy Mitschke (via Zoom) introduced himself to the City Council. Jeremy shared that he will be joining the City this summer as one of the City's Summer Interns and wanted to watch the meeting. Jeremy is a Bunker Hill Resident and attends Baylor University.

IV. POLICE COMMISSIONER REPORT

- A. Update on Activities – Police Commissioner, Jay Smyre gave an update on activities, including personnel, calls for service, the 2019 audit and 2019 year end. He also shared the progress on the 2021 budget process.
- B. Consideration and Possible Action to Accept the 2019 Annual Audit and Surplus which will be placed in the City's Police Department Reserve Account.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to accept the 2019 Annual Audit and to deposit the City's Share of Surplus in the City's Police Department Reserve Account.

Discussion led by Councilmember Brown included a recommendation to utilize surplus funds for the increase proposed for the Police Department's 2021 Budget.

The motion carried 4– 1, with Councilmember Brown opposed.

- C. Consideration and Possible Action Regarding the Proposed 2021 Memorial Villages Police Department Budget in the amount of \$6,109,444.00 with Bunker Hill Village's 2021 Assessment being \$2,036,481.00.

Chief Ray Schultz presented the proposed 2021 Police Department Budget. The Commission approved the budget at the May Meeting.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve the 2021 Budget.

The motion carried 5– 0.

V. FIRE COMMISSION LIAISON REPORT

- A. Update on Activities

Fire Commission Liaison, Keith Brown presented this item.

- The Monthly Report (Strategic Plan Report) was shared in the Council Agenda Packet.
- The reconstruction of the Fire Station was approved by the Fire Commission on Wednesday, May 13, 2020.
- The next Commission Meeting will be May 27, 2020.

- B. Financial Report/Proposed 2021 Budget Process

Fire Commission Liaison Brown gave a brief synopsis of the Village Fire Department's Proposed 2021 Budget. The next meeting is scheduled for May 27, 2020 and Councilmember Eric Thode will attend for Councilmember Brown.

VI. MAYOR'S REPORT

- A. Report on Activities and Upcoming Events

Mayor Lord reported on the following:

COVID 19 – The Governor's next executive order is expected to open to 50% and include Bars, Day Cares, Camps, etc. The City and Public Safety Departments continue to monitor the City's needs.

Police Officers Week – The Mayor provided a proclamation and the City provided dinners this week. The City will recognize EMS Week next week.

Memorial Forest Cub – The lights were adjusted for the Memorial Forest Club last week. The City is working with the lighting vendor to adjust one of the hoods. The City is hopeful that this should resolve the neighborhood issues.

The Mayor's Luncheon was held at Hedwig Village City Hall last month.

The Memorial High School held a Graduation Parade for the 2020 Seniors.

There were no committee reports this month as committee work was minimal:

- A Technology Committee Meeting is set for May 27, 2020 via Zoom.
- The Drainage Committee will meet in June.
- The Finance Audit Committee met to review the Audit.

B. Discuss July 4th Festival and Possibility of Delaying until Labor Day

Mayor Lord noted that most of the Village Mayors agree to postpone the July 4th parade to a Labor Day parade instead. Council is in favor of the postponement.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

City Administrator, Karen Glynn presented the following:

- COVID 19:

The City will be back open to regular office hours starting May 26, 2020.

City staff is looking at ways to safely reopen. For Municipal Court, the City is required to work with the Regional Judge to reopen. This includes approval of a plan from the Health Department. It appears that most courts will not open until July. Court Administrator, Valerie Cantu is working on this plan and coordinating with the other Villages.

Staff continues to have meetings remotely via the Zoom platform.

- Report on Planning and Zoning Commission Efforts:

Staff continues to work with the applicant for the Specific Use Permit for Paramus School. A draft ordinance has been sent to the applicant and a meeting is scheduled to discuss. The City is anticipating the applications from the Memorial Forest Club and Bunker Hill Elementary to begin the specific use permit process.

- Budget Process:

A proposed schedule for the 2021 Budget Process was shared. The Council agreed to a Budget Workshop to be scheduled for June 29th during lunch.

- Cyber Security Awareness Training:

A new state law requires that all local government employees and elected officials who have access to a local government computer system complete a cyber security training program by June 2020.

City Staff completed this training via a video produced by the Texas Municipal League. Karen Glynn will send the link to Council and asked that Council Members complete the training to meet the requirement.

B. Public Works Director - Report on Capital Projects
Building Official, Steve Smith presented this item.

- The Water Site Beautification Project is underway. There have been some concerns regarding the guard rail. The guard rail meets or exceeds the requirements. Staff is working to address the concerns raised.
- Tree plantings have continued using funds from the Offsite Tree Fund. There were some complaints about the Oaks trees being planted west of Gesner; the trees will be replaced with Holly.
- City staff is working to reconcile the Warrenton, Kilts, and Valley Star Construction Project and complete punch list items.
- Striping started today on Memorial Drive and will extend from Gessner to Briar Forest.
- The contractor is completing the dais work in the Council Chambers.

VIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-525, 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*

Mayor Robert Lord presented this item.

The Mayor, Public Safety Officials and the City Administrator have been working with various agencies in monitoring the impact of the COVID-19 Virus and the impact to the City of Bunker Hill Village. An Ordinance Declaring an Emergency was approved by the City Council on March 24, 2020 for a 30 day period and was extended an additional 30 days by Ordinance in April. This action ensured that any additional support needed from other agencies would be available to the City.

It is recommended that this Declaration of Emergency be extended another 30 days.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to adopt Ordinance Number 20-525, to extend the Public Health Emergency and State of Disaster for 30 days due to the outbreak of COVID-19.

The motion carried 5– 0.

IX. PRESENTATION AND RECEIPT FOR FILING OF THE 2019 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP – *Mike Brotherton, Belt Harris Pechacek, LLP and Claire Bogard, Interim Finance Director*

Mike Brotherton, Belt Harris Pechacek, LLLP, briefly presented the City of Bunker Hill Village's Annual Audit for the year ending December 31, 2019. Mr. Brotherton reported that the City received an unmodified opinion which is the highest level of assurance a City can get. He reported that the City is in great financial condition with excellent fund balances.

The Finance Committee reviewed the audit at their meeting on May 12, 2020. No action was needed for this item.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 05-19-20, A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AUTHORIZING THE ADOPTION OF THE HARRIS COUNTY MULTI-HAZARD MITIGATION ACTION PLAN UPDATE - *Karen Glynn, City Administrator*

Karen Glynn, City Administrator presented this item.

The City of Bunker Hill Village and Harris County have an inter-local agreement for Emergency Management Plans and other similar programs for Comprehensive Emergency Management which includes the Mitigation, Preparedness, Response and Recovery Phases of Emergency Management. The Village Fire Department serves as the City's Emergency Management Coordinator.

A coalition of 38 Harris County cities and special districts worked together to prepare for and lessen the impacts of specified natural hazards. This is provided through the Harris County Multi-Hazard Mitigation Action Plan. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the partnership was formed to pool resources and to create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding success.

The Harris County Mitigation Plan is considered a living document. The Plan is evaluated and revised on a continual 5-year time frame. The coalition has been working to update the plan. Resolution No. 05-19-20 is recommended for approval which adopts the 5 year update to the Harris County's Multi-Hazard Mitigation Plan as another element of the Comprehensive Emergency Management Program.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Resolution No. 05-19-20, authorizing the adoption of the Harris County Multi-Hazard Mitigation Action Plan update.

The motion carried 5 to 0.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BUNKER HILL VILLAGE, TEXAS AND HEDWIG VILLAGE, TEXAS, HUNTERS CREEK VILLAGE, TEXAS, PINEY POINT VILLAGE, TEXAS, AND MEMORIAL VILLAGES POLICE DEPARTMENT FOR THE INSTALLATION OF A TEMPORARY FUELING STATION AND THE PURCHASE OF FUEL – *Steve Smith, Director of Public Works/Building Official*

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

The Memorial Villages Police Department and other Villages currently purchase fuel from the Village Fire Department. The Fire Department notified all entities that the fuel pumps would not be available for the next year during construction of the Fire Station. The Fire Commission

approved the contract to proceed with construction at the special meeting held on May 13, 2020.

To provide for fuel during the construction timeframe, the Council approved the City to install a temporary fueling station at City Hall/Memorial Villages Police Department in an amount not to exceed \$5,000 for the City's participation.

The fueling station has been completed. An inter-local agreement has been developed with the various entities who have agreed to participate. The agreement outlines the various aspects for the station including the installation cost and the ongoing fuel usage and billing.

The total cost for installation and insurance was \$6,220.24. It is proposed that the cost will be proportionately shared between the entities based on consumption during a three (3) month timeframe. The entities will be provided codes for their vehicles and will be billed monthly at the cost of the fuel plus \$0.03 per gallon. The \$0.03 per gallon cost is included for administration of the station in accordance with the process currently followed with the Village Fire Department.

The participating entities include Hedwig Village, Hunters Creek, Piney Point and Memorial Villages Police Department.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve an interlocal agreement, as written, between the Cities of Bunker Hill Village, Texas, Hedwig Village Texas, Hunters Creek Village, Texas, Piney Point Village, Texas and Memorial Villages Police Department for the installation of a temporary fueling station and the purchase of fuel.

The motion carried 5– 0.

XII. 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. April 21, 2020 Minutes
- B. December 2019 Financial Report
- C. March 2020 Financial Report
- D. April 2020 Financial Report
- E. AAA Asphalt Paving, Inc., Pay Request No. 10 in the amount of \$188,236.44 through March 31, 2020 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- F. AAA Asphalt Paving, Inc., Pay Request No. 11 in the amount of \$194,578.01 through April 30, 2020 for Construction of Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- G. AAA Asphalt Paving, Inc., Invoice No. 1514-7 in the amount of \$95,775.74 dated April 30, 2020 for Memorial Drive Asphalt Street Repair and Overlay

- H. AAA Asphalt Paving, Inc., Invoice No. 1514-8 in the amount of \$6,493.00 dated May 12, 2020 for Asphalt Street Repair
- I. RPS, Invoice No. 320010 in the amount of \$4,320.25 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- J. RPS, Invoice No. 320013 in the amount of \$9,120.00 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for XP-SWMM Model Update
- K. RPS, Invoice No. 320015 in the amount of \$3,168.04 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for Model Updates, Drainage Committee Support, and Meetings
- L. RPS, Invoice No. 320016 in the amount of \$223.92 for professional services rendered from February 29, 2020 to March 31, 2020 under on-call services for Site Development Review
- M. RPS, Invoice No. 420038 in the amount of \$7,879.61 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive
- N. RPS, Invoice No. 420040 in the amount of \$17,024.00 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for XP-SWMM Model Update
- O. RPS, Invoice No. 420046 in the amount of \$3,201.22 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for Site Development Review
- P. RPS, Invoice No. 420045 in the amount of \$2,496.33 for professional services rendered from April 1, 2020 to May 1, 2020 under on-call services for Model Updates, Drainage Committee Support, and Meetings
- Q. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-06 for professional services rendered from January 1, 2020 to January 31, 2020 in the amount of \$14,418.00 for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- R. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-08 for professional services rendered from March 1, 2020 to March 31, 2020 in the amount of \$16,020.00 for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- S. Lloyd, Smitha & Associates, LLC Invoice No. CMBH1705-09 for professional services rendered from April 1, 2020 to April 30, 2020 in the amount of \$11,741.00 for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive, and Valley Star Drive
- T. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0120 in the amount of \$4,142.50 for professional services through January 31, 2020 for the Memorial Drive Guard Rail Design at the Water Well No. 3 Site
- U. Probstfeld & Associates, Invoice No. 61185 in the amount of \$305.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- V. Probstfeld & Associates, Invoice No. 61186 in the amount of \$230.00 for professional services rendered in April 2020, for engineering services for drainage site development review

- W. Probstfeld & Associates, Invoice No. 61236 in the amount of \$305.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- X. Probstfeld & Associates, Invoice No. 61280 in the amount of \$230.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- Y. Probstfeld & Associates, Invoice No. 61303 in the amount of \$380.00 for professional services rendered in April 2020, for engineering services for drainage site development review
- Z. Probstfeld & Associates, Invoice No. 61304 in the amount of \$155.00 for professional services rendered in April 2020, for engineering services for drainage site development review

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the consent agenda, minus items E, F, and G.

The motion carried 5 – 0.

After discussion of items E, F, and G, a motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve.


The motion carried 5 – 0.

XIII. ADJOURN

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to adjourn the meeting at 8:07 p.m.

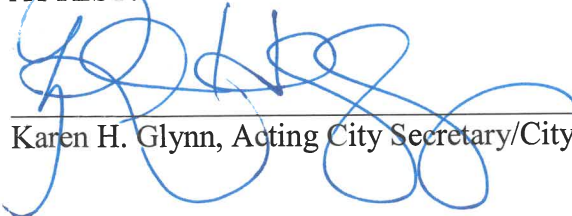
The motion carried 5 – 0.

Approved and accepted on June 16, 2020.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator