

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
May 18, 2021 at 5:30 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:30 p.m. on Zoom and 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 at City Council Chambers  
Councilmember Keith Brown at City Council Chambers  
Councilmember Laurie Rosenbaum at City Council Chambers

*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  
Ray Schultz, MVPD, Chief of Police at City Council Chambers  
Susan Grass, Finance Manager at City Council Chambers  
Jennifer Namie, Assistant to the City Secretary (via Zoom)

**II. PLEDGE OF ALLEGIANCE**

Robert Belt led the Pledge of Allegiance.

**III. OATH OF OFFICE:**

- Mayor - *Robert P. Lord*
- Councilmember Position 4 - *Keith Brown*
- Councilmember Position 5 - *Laurie Rosenbaum*

The City holds its election for Mayor and City Council in May of each year. The election for the Mayor and Positions 4 and 5 are held in odd numbered years and was called for May 1, 2021. The Mayor and Positions 4 and 5 had no opposition.

Jennifer Namie administered the Oath of Office to the Mayor and Council Members.

**IV. CITIZEN COMMENTS**

There were no citizen comments.

**V. POLICE COMMISSIONER REPORT**

A. Update on Activities

Commissioner, Jay Smyre gave an update on April activities, including personnel, calls for service, the 2020 and the 2021 Budgets.

B. Consideration and Possible Action to Accept the 2020 Annual Audit and Surplus which will be placed in the City's Police Department Reserve Account.

The Police Department's 2020 Audit is completed. The Department received the highest level and there were no comments. It was noted that the TMRS Retirement is funded at 85%. There will be an end of year surplus provided back to the Cities.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to accept the 2020 Annual Audit and Surplus to be placed in the City's Police Department Reserve Account.**

**The motion carried 5 to 0.**

C. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 553, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING ITS CODE OF ORDINANCES TO ADD A NEW DIVISION 3, AUTOMATED LICENSE PLATE RECOGNITION CAMERAS, TO ARTICLE V, RIGHT-OF-WAY MANAGEMENT, OF CHAPTER 13, STREETS AND SIDEWALKS, TO PROVIDE CERTAIN DEFINITIONS, AND ALLOWING AUTOMATED LICENSE PLATE RECOGNITION CAMERAS IN THE CITY'S RIGHTS-OF-WAY WHEN SUCH CAMERA IS APPROVED BY THE MEMORIAL VILLAGES POLICE DEPARTMENT AND THE CITY; REQUIRING APPLICATION FOR A PERMIT UPON CERTAIN CONDITIONS; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EVERY VIOLATION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING AN EFFECTIVE DATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT

Mayor Lord asked that that no action be taken on this item. The City Administrator and City Attorney are working on some revisions and will be meeting with the Mayor, Chief Schultz, and Councilmember Smyre to review and will bring back to City Council.

No action was taken on this item.

**VI. FIRE COMMISSION LIAISON REPORT**

A. Update on Activities - Fire Commission Liaison, Keith Brown provided a report on activities, staffing, calls for service and response times, and the 2021 Budget to date.

The next Commission Meeting is Wednesday, May 26, 2021.

- B. Financial Report
- Fiscal Year 2021 Audit
  - Proposed 2022 Budget

The Village Fire Department completed the 2020 Audit process and also received clean results. The proposed increase for the 2022 Budget is 7%.

**VII. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 552 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 19 THROUGH 23 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2020; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Susan Grass, Finance Manager***

Susan Grass, Finance Manager, presented a final budget amendment for Fiscal year 2020 based on the annual audit results.

Amendments 19 through 23 compare the Fiscal Year 2020 Adopted Budget passed by City Council in September 2019 to the Fiscal Year 2020 Amendments 1-9 approved in October 2020 and Amendment 10-18 approved in April 2021. This included both revenues and expenditures/expenses, for all funds, in order to see all changes from the adopted budget.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 552.**

**The motion carried 5 to 0.**

**VIII. PRESENTATION AND RECEIPT FOR FILING OF THE 2020 FINANCIAL AUDIT CONDUCTED BY BELT HARRIS PECHACEK, LLLP – *Robert Belt, Belt Harris Pechacek, LLP and Susan Grass, Finance Director***

Robert Belt from Belt Harris Pechacek, LLLP was very pleased to report that the annual audit process has been completed and the City received an unmodified opinion which is the highest level of assurance a city can obtain. There were no management comments. Mr. Belt shared the highlights of the Financials for 2020.

The Audit Finance Committee reviewed the report and financials at their meeting held on Tuesday, May 11, 2021.

**A motion was made by Councilmember Smyre and seconded by Councilmember Rosebaum to accept the 2020 financial audit conducted by Belt Harris Pechacek, LLLP.**

**The motion carried 5 to 0.**

**IX. CONSIDERATION AND POSSIBLE ACTION TO AWARD A CONTRACT WITH VALLEY VIEW CONSULTING, L.L.C. FOR SUPPORT SERVICES FOR THE**

**CITY’S DEPOSITORY BANK SERVICES SOLICITATION PROCESS IN THE AMOUNT NOT TO EXCEED \$7,500.00 - Susan Grass, Finance Director**

The City's Bank Depository Contracts will be completed at the end of February 2022 based on the agreements and extensions approved in 2017, 2020 and 2021:

***BBVA Compass Bank***

The agreement with BBVA Compass included a three (3) year contract approved in 2017 with the opportunity to extend for two additional one-year terms (2020 and 2021).

***Allegiance Bank***

In 2017, the Finance Committee recommended and City Council approved Allegiance Bank as the City’s secondary depository.

The final one-year extension was approved in February 2021 to provide the City ample time to begin and complete the “Request for Proposal Process.”

Staff has been in discussion with other cities and found that many used a consultant to assist with this process especially during these recent years. The City of Spring Valley has utilized Valley View Consulting, L.L.C. and highly recommends the firm and the process. The Spring Valley City Administrator also used Valley View in the City of Dickinson. She shared that proposals went from 1 to over 6 banking proposals in Spring Valley and in Dickinson, it went from 1 to 12 making the process much more competitive. The Finance Manager reached out to City of Katy Finance Director and was pleased to hear that they also recommended the Bank Solicitation Process with Valley View Consultants.

This process and proposal was discussed with the City’s Finance Audit Committee and is recommended for approval. Although the firm shows a Virginia address, this is the “office of record.” The company originated in Texas and staff members have City experience and are available in Texas.

**A motion was made by Councilmember Brown and seconded by Councilmember Smyre to award a contract with Valley View Consulting, L.L.C. for support services for the City’s depository bank services solicitation process in an amount not to exceed \$7,500.00.**

**The motion carried 5 to 0.**

**X. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE UP TO \$40,000 FOR PRE-DESIGN ENGINEERING SERVICES FOR THE BUNKER HILL ELEMENTARY SCHOOL DRAINAGE DETENTION PROJECT - Steve Smith, Director of Public Works/ Building Official**

Staff has been working with Bunker Hill Elementary School to discuss partnership opportunities to include detention with the school reconstruction project. Preliminary Engineering found that there may be up to 2 Acre Feet of Detention available under the proposed ball field on the site. The preliminary cost estimate was within the City’s benchmark of \$1.0M per Acre-Foot. In addition, the City’s modeling exercise found significant results with the added detention. As a result, the Drainage Committee

recommended the Bunker Hill Elementary Detention to be the highest priority project at this time noting this opportune timing.

Staff has been working with SBISD, the Engineers and Durotech (Contractor for the new school) to price the detention project. Durotech has outlined some concerns regarding the timing of the project and constructability details. As a result, additional engineering is being requested and recommended.

The Engineering needs include both work to be conducted by RPS on the actual detention site as well as the work of SBISD's Engineer, S&G, to design the outfall of the detention that impacts the school site.

Staff has worked with the Engineering Team of RPS and S&G and they have provided a not to exceed amount of \$40,000.00 for the pre-design work. Staff is recommending the Council authorize the Mayor to work with staff to execute this work over the next few weeks.

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to authorize the Mayor to approve up to \$40,000.00 for pre-design engineering services for the Bunker Hill Drainage Detention Project.**

**The motion carried 5 to 0.**

## **XI. MAYOR'S REPORT**

A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 21-551, 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

An Ordinance Declaring an Emergency was approved by the City Council on March 24, 2020 and later extended. The proposed ordinance includes an additional extension through June 30, 2021 and ensures that any support needed from other agencies would be available to the City.

**A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to adopt Ordinance No. 21-551 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.**

**The motion carried 4 to 1 with Councilmember Thode dissenting.**

B. Report on Activities and Upcoming Events

- COVID-19 Recovery and Weather Event Meetings - Mayor Lord continues to attend these online meetings as needed.
- Harris County Park and Drainage Detention –Mayor Lord is working to share information with Commissioner Tom Ramsey including Council

feedback. Mayor Lord had breakfast with Katherine Mears with RPS regarding the project. There are many details that will need to be addressed including safety, access and maintenance. This is still in the planning stages and these items will be taken into consideration.

- Mayors' Meetings/Discussions – The Mayors met for the Monthly Luncheon on May 5, 2021. Biggest discussion was about graduation parade and 4<sup>th</sup> of July parade. The Mayors also talked about the Fire Department and term limits for Commissioners.
- Legislative Update – The Mayor noted that several items noted before have not continued in the process such as changes to City Elections.
- Villages Independence Festival Parade on Monday, July 5, 2021 – Mayor Lord announced that it will be a “parade only event.” The parade will be on Monday, the recognized day for the holiday. Mayor Lord asked if any Councilmembers will be able to attend as he will be out of town. Karen Glynn will also be out of town; however, the City will have a float and staff will participate. The City of Hunters Creek will handle the Parade.
- American Rescue Plan (ARP) – Funding from ARP should begin in June or July. Council briefly discussed opportunities to spend the money.

C. Committee Reports/Updates  
Beautification Committee – No report.

Technology Committee – No report.

Public Safety Committee – No report.

Drainage Committee – Karen Glynn provided the report from the Committee's May Meeting. Committee Chairman, Jack Christiansen attended the Harris – Galveston Subsidence District Public Meeting and reported back to the Committee. The Committee is looking at an update to the Drainage Master Plan in 2022.

## **XII. CITY ADMINISTRATOR'S REPORT**

A. Report on Activities and Upcoming Events

- Report on Zoning Board of Adjustment Meeting Held on April 28, 2021. Karen Glynn shared the Final Decision for the variance request for 11646 Memorial Drive as executed by the Chairman of the Zoning Board of Adjustment. The variance is contingent upon the demolition of the house within six (6) months.
- Proposed Calendar for the 2022 Budget Process. Ms. Glynn outlined the proposed calendar for the Budget Process. Council provided input and all dates will be added to the calendar.

- Annual Cyber Security Training. Ms. Glynn reminded Councilmembers that all members with a city e-mail address will need to take the annual training. Steve Smith will be providing the link. It is all online.
- Potential Code Concerns:
  - Proposed Amendment - Off-Site Tree Program
  - Proposed Ordinance – Blowing Cut Grass into Streets
  - Proposed Ordinance – Landscaping Along Fences

Staff will work with Councilmember Rosenbaum and the Beautification Committee for further discussion.

B. Public Works Director - Report on Capital Projects

- Water Well No. 5 – The Project will begin in full force in June when school is out. A test well will be drilled first. Following lab results, the permanent well will be drilled.
- City Hall Water Storage Tank – The project has been completed by the Contractor. All items have been addressed.
- Bunker Hill Elementary School Progress and Traffic – Staff will present drone photos at next meeting. Existing traffic plans will continue through the end of the school year.
- Plan for Damaged Landscaping on the City’s Right of Way Side (Major Roadways) of Private Property as a Result of the Winter Storm – The City has seen some movement by residents to clean up landscaping. The City is working on removing dead trees/plants that are the City’s responsibility in the City’s right-of-way.

C. CONSIDERATION AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS TO THE CITY’S PERSONNEL POLICIES FOR EMERGENCY OPERATIONS PROCEDURES

Staff has been preparing for the Hurricane Season which begins June 1. Many Cities, including Hunters Creek and Spring Valley, adopted Emergency Operations Procedures following Hurricane Harvey. A policy was proposed which is very similar to the policy adopted by Spring Valley. One item in particular is the requirements of staff during the planning, emergency and recovery periods including how staff will be compensated. This is critical in submitting for FEMA funds for emergency reimbursement.

**A motion was made by Councilmember Schwartz and seconded by Councilmember Rosenbaum to approve a resolution of the City Council of the City of Bunker Hill Village, Texas, adopting amendments to the City’s personnel policies for emergency operations procedures.**

**The motion carried 5 to 0.**

- D. Update on the Planning Efforts for Needed Repairs/Replacement of the City's Public Works and Disaster Operations Needs – The Mayor authorized a contract with PGAL Architects for planning services. A report and presentation will be available in June.
- E. Letter from Texas Pride Regarding Solid Waste and Recycling Services - A letter was recently sent by Texas Pride to their Service Providers. Staff has been working with Texas Pride to support their efforts. There has been a significant increase in trash and recycling during the pandemic.

**XIII. 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 20, 2021 Minutes
- B. April 2021 Financial Report
- C. Probstfeld & Associates, Invoice No. 63283 in the amount of \$305.00 for professional services rendered in April 2021 for engineering services for drainage site development review
- D. Probstfeld & Associates, Invoice No. 63392 in the amount of \$155.00 for professional services rendered in April 2021, for engineering services for drainage site development review
- E. Probstfeld & Associates, Invoice No. 63368 in the amount of \$230.00 for professional services rendered in April 2021, for engineering services for drainage site development review
- F. Probstfeld & Associates, Invoice No. 63391 in the amount of \$455.00 for professional services rendered in April and May 2021, for engineering services for drainage site development review
- G. Viking Industrial Painting, Monthly Pay Estimate No. 1 in the amount of \$50,778.86 for services rendered through January 2021 to Repair and Repaint the Ground Storage Tank at Water Plant No. 2
- H. Viking Industrial Painting, Monthly Pay Estimate No. 2 in the amount of \$74,771.14 for services rendered through February 2021 to Repair and Repaint the Ground Storage Tank at Water Plant No. 2
- I. Viking Industrial Painting, Monthly Pay Estimate No. 3 in the amount of \$123,210.00 for services rendered through March 2021 to Repair and Repaint the Ground Storage Tank at Water Plant No. 2
- J. Neil Technical Services, Corp., Invoice No. 101813 in the amount of \$759.00 for services rendered in April 2021 to Replace Lights in the Control Room for the City Hall Water Plant
- K. Neil Technical Services, Corp., Invoice No. 101812 in the amount of \$2,517.50 for services rendered in March 2021 to Install Junction Boxes for Booster Pumps for the City Hall Water Plant



- L. Neil Technical Services, Corp., Invoice No. 101844 in the amount of \$123.00 for services rendered in March 2021 to Perform Checks for Booster Pumps for the City Hall Water Plant
- M. Neil Technical Services, Corp., Invoice No. 99343 in the amount of \$87,975.00 for services rendered in March 2021 to Perform Checks for Booster Pumps for the City Hall Water Plant

**A motion was made by Councilmember Brown and seconded by Councilmember Smyre to approve the consent agenda.**

**The motion carried 5 to 0.**

**XVI. ADJOURN**

**A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to adjourn the meeting at 8:23 p.m.**

**The motion carried 5 to 0.**

Approved and accepted on June 15, 2021.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator