

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
August 17, 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 via Zoom
Councilmember Susan Schwartz at City Council Chambers
Councilmember Keith Brown at City Council Chambers
Councilmember Laurie Rosenbaum at City Council Chambers

Those Absent:

Councilmember Jay Smyre was absent

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 at City Council Chambers

II. PLEDGE OF ALLEGIANCE

City Attorney, Loren Smith, led the Pledge of Allegiance.

III. CITIZEN COMMENTS

There were no citizen comments.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities

Chief Ray Schultz and Commissioner Bert Rosenbaum gave an update on July activities, including personnel and calls for service. Chief Schultz provided information on the recent Greenbay incident.

There are currently four openings at the Police Department, three officers and one dispatcher. Multiple candidates have applied; however, many applicants do not intend to get the COVID vaccine, which is a requirement for employment at the Memorial Villages Police Department.

The Patrol Commander Position was filled by Sergeant Brian Baker. Sergeant Baker will be sworn in at the September Meeting. Commander Jones took over Commander of CID Administration. Chris Nash was promoted to Sergeant and will move to nights and Sergeant Pavlock will move to days.

The Chief noted Stormy's Birthday and Welcome Back to School Event to be held on Saturday, August 21, 2021, from 10:00 a.m. – 1:00 p.m. Besides Stormy's birthday, the community will celebrate having the first week of the new school year-behind us. The event will be held at Hunters Creek City Hall - Community Center Pavilion (Right behind the Farmers Market) to celebrate.

Staff at Memorial Villages Police Department continue to monitor the status of Hurricane "Grace." Currently, the storm is showing that the pathway is tracking more to Mexico than the United States.

V. 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. Approximately 33% of homes in the Villages include sprinkler systems. The reconstruction of the Fire Station is expected to be completed at the end of September with only punch list items remaining.

The next Commission Meeting is Wednesday, August 24, 2021

VI. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 21-555, 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*

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 August 2021 and ensures that any support needed from other agencies would be available to the City.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve Ordinance 21-555.

The motion carried 4 to 0.

- B. Report on Activities and Upcoming Events
- Bunker Hill will host the next Mayor's Meeting.

- Upcoming City Hall “Open House” – October 13, 2021:
The Upcoming “Open House” will be an opportunity to reengage with the community and solicit input from residents. The Drainage, Public Safety and Technology Committees will all be present at individual stations to meet with residents. Staff has discussed possible demonstrations of the drone, ALPR and ladder truck. Staff will monitor the safety protocols leading up to the event. The Mayor will also be discussing a “State of the City” address.
- Deadline for Decision Regarding the Village Fire Department:
The Public Safety Sub-Committee has been meeting and reviewing data regarding response times by the Fire and Police Departments. The Committee has outlined a schedule for the next six months to plan for the City’s response per the Interlocal Agreement with other cities. The City must provide a response by May 1, 2022.
- Vaccine Availability:
Mayor Lord has been on the various calls with the County and State. The message continues to be to promote vaccinations. For the City’s next newsletter, Mayor Lord wants to point citizens to reputable, fact-based sources of information. Eric Thode offered to share information he has regarding information from Methodist Hospital.

VII. CITY ADMINISTRATOR’S REPORT

A. Report on Activities and Upcoming Events

- Update on the 2022 Budget Process:
Staff received a Certified Tax Roll today from Spring Branch ISD, the City’s Tax Assessor Collector, which included the certification from Harris County Central Appraisal District. The certified values are shown to be the same as the pre-certified roll which was previously provided. Staff will bring the information to Council at the September Meeting which will include the Public Hearing on the Budget as well as a Public Hearing on the Tax Rate. Staff will also show the comparison over the years from the Certified to Actual Tax Roll.

The City has also been notified about the Federal COVID Funds. The City should expect a deposit of 50%, or \$487,518.86 in the next few weeks.

- Planning and Zoning Commission Meeting August 24, 2021
The Commission will take the Oath’s of Office at this meeting. This meeting will begin the process for the Specific Use Permit Application for the Memorial Forest Club. There will be a workshop with the Commission. The next step will be Public Hearing at a Commission Meeting. The agenda also includes the final plat for Bunker Hill Elementary School and an amendment to the Zoning Ordinance for clarification of definitions and height restrictions for accessory structures.
- Update on Annual TML Conference in Houston

The conference will be held in Houston from October 6-8 at the George R. Brown Convention Center.

- Report on Accident - Intersection of Bunker Hill Road and Taylorcrest:
City Staff will meet with Manu Isaac, the City's Traffic Engineer, who is reviewing and analyzing the accident and other accident data at this location. Mr. Isaac will provide options for the City to consider addressing concerns.

B. Public Works Director - Report on Capital Projects

- First Day of School:
Monday, August 16th was the first day of school and was successful especially at Bunker Hill Elementary School and the well site. The new driveway on the north end was opened and is working very well. There is not work at the well site this week. There are about six more weeks of work and will include some noise to complete this phase.
- Water Well No. 5 and Transmission Lines:
The casing is in place and work will resume after the first week of school. The Site Work Project has been advertised for bids, which will be opened next week. The site work will take place in six months. Karen Glynn took a moment to recognize Steve Smith, Langford Engineering and the Spring Branch ISD Team for doing an amazing job throughout this summer work schedule. The well project has gone very well considering its magnitude. The noisy part was completed in time for school to begin and the City received excellent water samples for the new well.
- Bunker Hill Elementary School Progress and Detention:
Staff is working with Spring Branch ISD and will discuss the detention project with the School Board in September.
- Northbound Bunker Hill Road Repairs:
RPS has reported that there are subsurface/compaction issues above the drainage infrastructure. A plan has been developed to proceed with repairs which include compaction based on the geotechnical review. The estimated cost is no more than the \$60,000.00 previously approved.
- Update on Plan for Damaged Landscaping on City Right of Way Side (Major Roadways) of Private Property as a Result of the Winter Storm:
Roughly half of the twenty homes, that City Staff contacted regarding removal of damaged landscaping, have removed the dead vegetation. City Staff will contact the City's contractors to get a proposal and schedule removal of the remaining dead vegetation.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A REQUEST FROM VIKING INDUSTRIAL PAINTING TO REOPEN THE RECOATING OF THE CITY HALL WATER STORAGE TANK PROJECT AND PROCESS CHANGE

ORDER NO. 4 AND FINAL PAY REQUEST IN AN AMOUNT NOT TO EXCEED \$11,000.00 - Steve Smith, Director of Public Works/ Building Official

Steve Smith presented this item:

In June 2021, Viking Industrial Painting presented final pay requests and project completion documentation for the City's project for recoating the Ground Storage Tank at Water Plant No. 2. The City Council approved the payment and closeout of the project. Since that time, Viking Industrial Painting has reviewed internal documentation and determined that no request for payment was submitted for the removal of the old hydro-pneumatic tank. This work was conducted by Viking in April 2021 at the request of the City in order to be able to efficiently recoat the tank.

The contractor submitted documentation to the project engineer, Langford Engineering, and the engineer confirmed that no prior invoicing has been submitted for this work and recommended payment to the contractor in an amount of \$11,000.00.

Change Order No. 4 is provided which details the costs and adjustments to the contract for the project. Pay Request No. 5 is also provided to allow payment if the change order is approved. A budget amendment will be presented to Council in October to fully fund this work through the Annual Budget Process and 2021 Projections.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve a request from Viking Industrial Painting to reopen the recoating of the City Hall Water Storage Tank Project and process Change Order No. 4 and Final Pay Request in an amount not to exceed \$11,000.00.

The motion carried 4 to 0.

IX. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE FOLLOWING AUTHORIZATIONS TO PROCEED WITH REPAIRS:

- A. Change Order No. 1 to the Contract for Water Well No. 5 with an amount not to exceed \$12,600.00 to relocate the Sound Barrier Wall to accommodate Bunker Hill Elementary School Bus Traffic.
- B. AAA Asphalt Paving in an amount not to exceed \$12,000.00 under the City's On Call Contract with Harris County to provide an asphalt overlay to accommodate Bunker Hill Elementary School Bus Traffic coordinating with the City's Water Well No. 5 Drilling Project.
- C. T Construction in an amount not to exceed \$14,000.00 to proceed with wastewater line repairs for a failed wastewater line and associated pavement repairs on Greenbay Drive.
- D. T Construction in an amount not to exceed \$9,990.00 for repairs made to a wastewater line and \$7,000.00 for additional repairs to the wastewater manhole located at the intersection of Bunker Hill Road and Forest Glen.

Steve Smith presented these items:

There have been several recent issues which required immediate action. Staff worked with the Mayor for authorization and shared these situations with the Council through the weekly update.

Four items were presented to Council for consideration and to ratify the authorization to proceed with repairs:

- A. Spring Branch Independent School District notified the City that the sound barrier enclosure for the drilling of Water Well 5 would need to be adjusted to allow the full width of the bus lane to be open in time for the new school year. This is necessary to ensure buses can maneuver through the area for both morning and afternoon needs and keep the buses on schedule. The project did include temporary pavement to widen the bus access road; however, the District did not believe that the temporary pavement would function properly for the buses for the entire school year. Alsay Incorporated has provided Change Order No. 1 to the project in the amount of \$12,000.00 for the relocation of the west sound wall. This work has already been completed to allow other necessary work to be ready for the beginning of school on Monday, August 16. Funding for this work is available from the contingency budget projected for the project. A 2021 Budget Amendment will be presented to Council in October to fully fund this emergency work.
- B. *Related to Item A:* Repairs to the school bus lane were required once the sound enclosure had been relocated. The City's on-call paving contractor, AAA Asphalt, was contacted and a proposal was received to repair and overlay only the area where the well contractor had been working. A request was presented to the Mayor for necessary work in an amount not to exceed \$12,000.00. This work was completed on Monday, August 9. Funding for this work is available from the contingency budget projected for the well project. A 2021 Budget Amendment will be presented to Council in October to fully fund this emergency work.
- C. City personnel investigated a report of pavement failure in the 11700 block of Greenbay. The investigation determined that a sanitary sewer line had failed under the street and a large void existed under the pavement. Collapse of the street in the area appeared eminent. Cones were placed to direct traffic around the area until repairs could be performed. The City's on-call utility contractor, T-Construction, was contacted and a proposal was received for the repair. The Mayor was contacted, and an approval was given to proceed with the emergency repair for a cost not to exceed \$14,000.00. Repairs were under way. Funding for this work is available from the General Fund Budget for street repair and Utility Fund M & O Budget for wastewater lines. As planned, a 2021 Budget Amendment will be presented to Council in October to fully fund this emergency work.
- D. Council was previously made aware of a sinkhole near the intersection of Bunker Hill Road and Forest Glen St. The City's on-call utility contractor, T-Construction, was contacted and emergency repairs were authorized in an amount up to \$10,000.00 for the repair. The actual cost was \$9,990.00. A failure on the

wastewater line was found and repaired. Shortly after the repair was completed, a second sink hole developed in the same area. The Mayor authorized additional repairs in an amount not to exceed \$7,000.00. T-Construction responded and a failure on a nearby manhole was discovered. Repairs were performed and no further sink holes have developed. Funding for this work is available from the Utility Fund M & O Budget for wastewater lines. A 2021 Budget Amendment will be presented to Council in October to fully fund this emergency work.

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to ratify the authorizations for the repairs listed in items A through D.

The motion carried 4 to 0.

X. 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 15, 2021, City Council Meeting
- B. Minutes of the July 21, 2021, Special City Council Meeting
- C. Minutes of the August 5, 2021, Special City Council Meeting
- D. June 2021 Financials
- E. July 2021 Financials
- F. RPS, Invoice No. 621044 in the amount of \$714.84 for professional services rendered from May 29, 2021, to June 25, 2021, under on-call services for Site Development Review for Drainage Impacts
- G. RPS, Invoice No. 621043 in the amount of \$2,997.04 for professional services rendered from May 29, 2021, to June 25, 2021, under on-call services for Bunker Hill Detention Services
- H. RPS, Invoice No. 621046 in the amount of \$594.08 for professional services rendered from May 29, 2021, to June 25, 2021, under on-call services for Bunker Hill Road Investigation and GIS File Review
- I. Langford Engineering, Inc., Invoice No. 24266 in the amount of \$3,025.75 for professional services rendered through May 28, 2021, for General Engineering Services
- J. Langford Engineering, Inc., Invoice No. 24267 in the amount of \$10,067.97 for professional services rendered through May 28, 2021, for Construction Plans for Water Well No. 2 (New Water Well No. 5)
- K. Langford Engineering, Inc., Invoice No. 24268 in the amount of \$4,016.80 for professional services rendered through May 28, 2021, for Water Plant No. 2 Ground Storage Tank Recoating
- L. Langford Engineering, Inc., Invoice No. 24269 in the amount of \$3,791.42 for professional services rendered through May 28, 2021, for Risk and Resilience Assessment
- M. Langford Engineering, Inc., Invoice No. 24356 in the amount of \$2,844.57 for professional services rendered through June 25, 2021, for General Engineering Services

- N. Langford Engineering, Inc., Invoice No. 24358 in the amount of \$23,483.54 for professional services rendered through June 25, 2021, for Construction Plans for Water Well No. 2 (New Water Well No. 5)
- O. Langford Engineering, Inc., Invoice No. 24357 in the amount of \$2,247.38 for professional services rendered through June 25, 2021, for Risk and Resilience Assessment
- P. Probstfeld & Associates, Invoice No. 63574 in the amount of \$380.00 for professional services rendered in June 2021 for engineering services for drainage site development review
- Q. Probstfeld & Associates, Invoice No. 63636 in the amount of \$75.00 for professional services rendered in June 2021 for engineering services for drainage site development review
- R. Probstfeld & Associates, Invoice No. 63691 in the amount of \$305.00 for professional services rendered in June 2021 for engineering services for drainage site development review
- S. Probstfeld & Associates, Invoice No. 63714 in the amount of \$150.00 for professional services rendered in June 2021 for engineering services for drainage site development review
- T. Probstfeld & Associates, Invoice No. 63715 in the amount of \$380.00 for professional services rendered in June 2021 for engineering services for drainage site development review
- U. Probstfeld & Associates, Invoice No. 63716 in the amount of \$305.00 for professional services rendered in June 2021 for engineering services for drainage site development review
- V. Probstfeld & Associates, Invoice No. 63738 in the amount of \$305.00 for professional services rendered in July 2021 for engineering services for drainage site development review
- W. Probstfeld & Associates, Invoice No. 63792 in the amount of \$80.00 for professional services rendered in July 2021 for engineering services for drainage site development review
- X. Probstfeld & Associates, Invoice No. 63793 in the amount of \$80.00 for professional services rendered in July 2021 for engineering services for drainage site development review
- Y. Probstfeld & Associates, Invoice No. 63823 in the amount of \$380.00 for professional services rendered in July 2021 for engineering services for drainage site development review
- Z. Jones Carter Cotton Surveying Division, Invoice No. 00324955 in the amount of \$1,975.00 for professional services rendered from May 20, 2021, to June 25, 2021, for locating the proposed power and preparing the CPE Utility Easement for Water Well No. 5
- AA. Kimley Horn, Invoice No. 067787100-0521 in the amount of \$1,730.00 for professional services rendered through May 31, 2021, for consultation to change out signal controllers at Memorial at Gessner and Plantation Road and to review tree plantings in the City right of way
- BB. Neil Technical Services, Corp., Invoice No. 103031 in the amount of \$5,126.92 for services rendered in through July 1, 2021, to set up temporary generator and for generator and cable rental

- CC. CenterPoint Energy, Invoice in the amount of \$15,888.00 to install streetlights along Memorial Drive
- DD. T Construction, Invoice No. 2021-002-03 in the amount of \$9,990.00 for services rendered for 11727 Forest Glen Lane
- EE. Spring Branch Independent School District, Change Order to the Durotech Contract for Bunker Hill Elementary School in an amount of \$75,799.00 for site work reconstruction and prep for Water Well No. 5
- FF. Alsay, Inc., Monthly Pay Estimate No. 2 in the amount of \$315,000.00 for services rendered through June 25, 2021, for the Construction of Water Well No. 5
- GG. 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 2021-2022 school year.

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

The motion carried 4-0.

XI. ADJOURN

A motion was made by Councilmember Brown and seconded by Councilmember Thode to adjourn the meeting at 7:03 p.m.

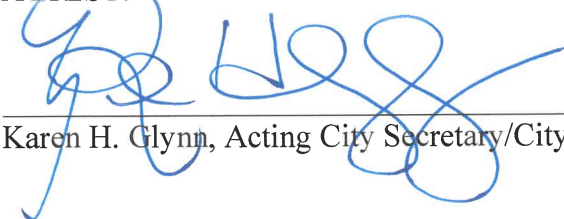
The motion carried 4 to 0.

Approved and accepted on September 21, 2021.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator