

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
October 19, 2021, at 5:00 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:02 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord
Councilmember Eric Thode
Councilmember Keith Brown
Councilmember Laurie Rosenbaum

Those Absent:

Councilmember Susan Schwartz
Councilmember Jay Smyre

Also in Attendance:

Karen Glynn, City Administrator
Loren Smith, City Attorney
Susan Grass, Finance Manager
Jennifer Namie, Assistant to the City Secretary
Larry Bogus, Officer Memorial Villages Police Department Community Relations

EXECUTIVE SESSION

THE CITY COUNCIL WILL NOW MEET IN CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE TO CONSULT WITH THE CITY ATTORNEY REGARDING POTENTIAL LITIGATION OR A MATTER WHICH THE DUTY OF THE CITY ATTORNEY REQUIRES TO BE HELD IN CLOSED SESSION.

Mayor Lord convened into closed executive session at 5:03 p.m.

Mayor Lord reconvened the meeting at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor Lord led the Pledge of Allegiance.

III. CITIZEN COMMENTS

Mike Lemanski residing at 306 Tamerlaine addressed Council specifically regarding drainage issues as well as the roadway conditions on Tamerlaine. He wants to make sure that Tamerlaine is included in the Chapel Belle Project.

IV. POLICE COMMISSIONER REPORT

Commissioner, Bert Rosenbaum, gave an update on August activities, including personnel and calls for service.

The Department is able to purchase 4 new vehicles without going over the budget. The Department is planning to sell 2 vehicles that are in need of repairs instead of fixing them. Selling these vehicles and purchasing new ones is more cost effective at this time.

V. FIRE COMMISSION LIAISON REPORT

Liaison, Keith Brown, gave an update on the Commission and Department activities, staffing, calls for service and response times, and the 2021 Budget to date.

The update also included the progress on the renovation of the Fire Station and expected completion date of November 8, 2021.

There have been a number of calls that necessitated the use of the second ambulance. The Department is looking at whether or not to fully staff a second ambulance.

The next Commission Meeting is Wednesday, October 27, 2021.

VI. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 21-560, 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 October 2021 and ensures that any support needed from other agencies would be available to the City. The open meetings provision is no longer included; therefore, all open meetings must include members in person.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve Ordinance 21-560.

The motion carried 3 to 0.

- B. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 10-19-2021A OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AUTHORIZING PARTICIPATION IN THE NATIONAL OPIOID SETTLEMENT AGREEMENTS SECURED BY THE OFFICE OF THE ATTORNEY GENERAL AS A "NON-LITIGATING SUBDIVISION"; AND, AUTHORIZING THE MAYOR TO EXECUTE CERTAIN SETTLEMENT PARTICIPATION DOCUMENTS

City Attorney Loren Smith presented this item and took comments and questions.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Resolution No. 10-19-2021A.

The motion carried 3 to 0.

C. Report on Activities and Upcoming Events

- Mayor Lord is still trying to schedule the next Mayor's meeting.
- The deadline for the City's decision regarding the Village Fire Department is approaching. Meetings will be scheduled in the near future to further discuss.
- Winshire HOA Meeting/Block Party was held on Sunday, October 17, 2021. The turnout was great. The Police Department was there and very well received.
- Councilmember Smyre and Mayor Lord attended an event in Houston where Mayor Turner was a speaker. Mayor Lord spoke to him regarding the ALPR camera installation on Gessner and Tealwood Area.
- Councilmember Greg Travis with the City of Houston is planning to run for Representative Murphy's spot when he retires. Mayor Lord has been invited to have lunch with him to discuss the goals and needs of Bunker Hill Village.
- There will be a redistricting public hearing per an e-mail received from Commissioner Tom Ramsey's Office. The hearing is to discuss a map that Commissioner Rodney Ellis drew up to redraw precincts. The public hearing will be on Thursday, October 21, 2021 at 4 p.m. at The Harris County Offices on Preston Street.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meetings *September 30, 2021 and November 18, 2021*

The Planning and Zoning Commission met on September 30, 2021 and continued the process for the Specific Use Permit Application for the Memorial Forest Club. This was a public hearing with the Commission. The next step will be further discussion and possible action on November 18, 2021.

The agenda on September 30, 2021 also included a workshop on the Specific Use Permit Amendment for Paratus Memorial to add a perimeter fence around the property. The public hearing will be held in November.

Staff expects both of these items to be presented to the Council in early 2022.

A discussion on uses for accessory structures was also included on the September agenda as recommended by the Council. This discussion will continue.

- American Tower Request and Response – Ms. Glynn will schedule a meeting with American Tower to discuss additional compensation and increase to 5G coverage as well as effects of construction on the City’s Public Works Building.
- Update on Annual TML Conference - Thank you to Mayor Lord, Susan Schwartz, Keith Brown, Jay Smyre and Steve Smith for representing the City and attending the TML Conference.
- Karen Glynn noted the following friendly reminders:

Villages Recycling Event – Saturday, October 23, 2021

Holiday Event – Tuesday, December 14, 2021 at Jonathon’s The Rub

Twinkle Light Parade – Thursday, December 16, 2021 -- Staff is working on a “COVID Safe” end of the parade event.

B. Report on Capital Projects

- Water Well No. 5 and BHE School/Detention Progress
The sound wall will be coming down Saturday, October 23, 2021. The school construction is on schedule.
- Update on Plan for Damaged Landscaping on City Right of Way Side (Major Roadways) of Private Property as a Result of the Winter Storm
The City has made good progress. The contractor will be back out for a few more areas.
- Gessner Road and Memorial Drive - Joint Application for Funding
There is another call for projects planned by HGAC. Staff recommends moving forward with the grant proposal for Memorial Drive from Tallowood to Gessner and the northbound lanes of Gessner Road which would be a joint application with the City of Houston, TIRZ and Bunker Hill Village.
- Chapel Belle Lane Reconstruction - Ms. Glynn hopes to go out for bids in November. The design is being finalized now. The Chapel Belle Project does include an alternate bid item for the reconstruction of the Tamerlaine Segment.

VIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, SETTING FORTH THE TERMS AND CONDITIONS OF THE CONSTRUCTION OF DRY UNDERGROUND ADDITIONAL STORMWATER DETENTION CAPACITY ON PROPERTY CURRENTLY OWNED BY SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, PROVIDING FOR ACCESS, AND OTHER MATTERS

Karen Glynn, City Administrator, presented the items, answered questions and took comments:

Over the past year, staff has shared information with the Mayor and City Council regarding the opportunity for the City to construct additional detention at Bunker Hill Elementary School as part of the school reconstruction project. The City's modeling exercise found significant results with the added detention and as a result, the Drainage Committee recommended the project to be the highest priority project at this time noting this opportune timing.

Staff worked with SBISD, the Engineers and Durotech (*Contractor for the new school*) to price the detention project, taking into account the timing of the project and constructability details. The City Council agreed to pursue the project and funded \$3.2 Million in the 2022 Capital Improvements Program.

The Mayor and City Administrator presented the project to the School Board for the Spring Branch Independent School District (SBISD) at the October 4, 2021 Workshop Meeting. The Board was very supportive of the project and plan. As a result, the City Attorney and legal staff from SBISD developed an interlocal agreement.

The interlocal agreement was approved by the SBISD School Board on October 18, 2021.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to authorize the Mayor to approve an interlocal agreement by and between the City of Bunker Hill Village, Texas and Spring Branch Independent School District, setting forth the terms and conditions of the construction of dry underground additional stormwater detention capacity on property currently owned by Spring Branch Independent School District, providing for access and other matters.

The motion carried 3 to 0.

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH MCDONALD MUNICIPAL & INDUSTRIAL FOR CONSTRUCTION OF THE SITE WORK FOR WATER WELL NO. 5 IN AN AMOUNT NOT TO EXCEED \$1,527,469.00

Items IX and X were presented together:

Karen Glynn, City Administrator, presented the items, answered questions and took comments:

The City has been discussing the new water well at Bunker Hill Elementary over the past few years. The Consulting Team and staff developed an overall plan for the project to ensure coordination with the reconstruction of Bunker Hill Elementary School.

Working with SBISD, the City developed a phased approach for construction. The project consists of four specific phases and various contractors to best complete the work.

- Phase I Site Preparation - ***Complete***
- Phase II Drilling the Well – ***Substantially Complete***
- Phase III Well Site Work and Restoration – ***These Items.***
Landscaping will be delayed to co-ordinate with Bunker Hill Elementary School

- Phase IV will include the transmission line to the Taylorcrest Water Plant and will be constructed during the summer of 2022. Design is currently in progress.

Langford Engineering and Staff recommended the award of the Well Site Work to McDonald Municipal & Industrial, the low bidder. This project includes construction of all site piping, the control building, site brick wall and gate, site generator, site drainage and grading.

A new generator for Water Plant No. 1 (Taylorcrest Water Plant) was included in the bid documents as an ad-alternate with the expectation that costs could be reduced if the generator were part of a larger project. Staff was pleased with the bids received for the generator; therefore, the contract total includes the cost of the Water Plant No. 1 Generator.

Langford Engineering also provided a proposal to provide Construction and Site Inspection Services for this project. Their proposal includes an amount not to exceed \$34,000.00.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve a contract with McDonald Municipal & Industrial for construction of the site work for Water Well No. 5 in an amount not to exceed \$1,527,469.00.

The motion carried 3 to 0.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH LANGFORD ENGINEERING TO PROVIDE CONSTRUCTION AND INSPECTION SERVICES FOR THE CONSTRUCTION OF THE SITE WORK FOR WATER WELL NO. 5 IN AN AMOUNT NOT TO EXCEED \$34,000.00

See discussion summary under item IX.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve a contract with Langford Engineering to provide construction and inspection services for the construction of the site work for Water Well No. 5 in an amount not to exceed \$34,000.00.

The motion carried 3 to 0.

XI. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 21-561 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1) - (4) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1) - (4); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY

Karen Glynn, City Administrator, presented the items, answered questions and took comments:

Each Fall, following adoption of the Fiscal Year Budget, the City Council sets the annual utility rates for Water and Wastewater Services. With approval of the 2022 Budget, a 7% increase was included for water and wastewater services.

Staff recommended approval of the Ordinance for Water and Wastewater Services in the City of Bunker Hill Village for 2022.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve Ordinance No. 21-561, amending the Code of Ordinances for the City of Bunker Hill Village, Texas, by deleting Section 16-26; (1) – (4) of Article II of Chapter 16 Thereof and substituting therefore a new Section 16-26 (1) – (4); establishing rates to be charged by the City for water and sanitary sewer services; repealing all ordinances or parts of ordinances inconsistent herewith; and providing for severability.

The motion carried 3 to 0.

- XII. CONSIDERATION AND POSSIBLE ACTION REGARDING A ONE YEAR CONTRACT EXTENSION WITH TEXAS PRIDE FOR SOLID WASTE (TRASH AND RECYCLING) SERVICES INCLUDING SERVICING THE DUMPSTER AT CITY HALL FOR THE TIME FRAME JANUARY 1, 2022 THROUGH DECEMBER 31, 2022 AT A BASE AMOUNT OF \$29.39 PER HOUSEHOLD PER MONTH AND \$293.52 PER MONTH FOR SERVICING THE CITY'S DUMPSTER**

Karen Glynn, City Administrator informed the Council that there was an error on the agenda; therefore, no action was taken on this item or Item XIII.

No action was taken on this item.

- XIII. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 21-562 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26 (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY**

See discussion summary under item XII.

No action was taken on this item.

- XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 10-19-2021B OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULING OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS**

Karen Glynn, City Administrator, presented the items, answered questions and took comments:

On an annual basis, the City adopts, by resolution, a schedule for various fees. During the budget process for 2022, there were no recommended changes in fee amounts. Staff recommended approval of the Resolution adopting the "City of Bunker Hill Village Fee Schedule for 2022.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve resolution No. 10-19-2021B of the City Council of the City of Bunker Hill Village, Texas, adopting a scheduling of fees, rates, deposits, and other charges for public services, including those relating to development, building and construction, electrical, plumbing, licensing and registrations, regulatory inspections, permitting, applications, hearings and other matters.

The motion carried 3 to 0.

XV. 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. September 2021 Financials
- B. Minutes of the September 21, 2021, Council Meeting
- C. RPS, Invoice No. 921028 in the amount of \$2,463.68 for professional services rendered from August 28, 2021 to October 1, 2021 under on-call services for Bunker Hill Road Investigation and Master Drainage Plan Tables for the Drainage Committee
- D. RPS, Invoice No. 921029 in the amount of \$2,161.94 for professional services rendered from August 28, 2021 to October 1, 2021 under on-call services for Site Development Review for Drainage Impact
- E. RPS, Invoice No. 821023 in the amount of \$2,781.26 for professional services rendered from July 31, 2021 to August 27, 2021, under on-call services for the Annual MS4 Report, Update Tables in Master Drainage Plan, Field work and Bunker Hill Road Repairs
- F. RPS, Invoice No. 821024 in the amount of \$136.00 for professional services rendered from July 31, 2021 to August 27, 2021, under on-call services for Site Development Review for Drainage Impact
- G. RPS, Invoice No. 821034 in the amount of \$471.10 for professional services rendered from July 31, 2021 to August 27, 2021, under on-call services for Bunker Hill Detention Services
- H. RPS, Invoice No. 821029 in the amount of \$13,860.00 for professional services rendered from July 31, 2021 to August 27, 2021 under on-call services for Bunker Hill Road Evaluation and Geotechnical Report
- I. RPS, Invoice No. 821030 in the amount of \$41,565.00 for professional services rendered from July 31, 2021 to August 27, 2021 under on-call services for the Final Design for Reconstruction of Chapel Belle Lane

- J. RPS, Invoice No. 721012 in the amount of \$17,062.00 for professional services rendered from June 26, 2021 to July 30, 2021 under on-call services for the Final Design for Reconstruction of Chapel Belle Lane
- K. Langford Engineering, Inc., Invoice No. 24408 in the amount of \$1,710.35 for professional services rendered through July 30, 2021 for General Engineering Services
- L. Langford Engineering, Inc., Invoice No. 24409 in the amount of \$35,288.69 for professional services rendered through July 30, 2021 for Construction Plans for Water Well No. 2 (New Water Well No. 5)
- M. Langford Engineering, Inc., Invoice No. 24407 in the amount of \$50.72 for professional services rendered through July 30, 2021 for Risk and Resilience Assessment
- N. Probstfeld & Associates, Invoice No. 63993 in the amount of \$305.00 for professional services rendered in August 2021 for engineering services for drainage site development review
- O. Probstfeld & Associates, Invoice No. 64012 in the amount of \$320.00 for professional services rendered in August 2021 for engineering services for drainage site development review
- P. Probstfeld & Associates, Invoice No. 64086 in the amount of \$380.00 for professional services rendered in August 2021 for engineering services for drainage site development review
- Q. Probstfeld & Associates, Invoice No. 64157 in the amount of \$155.00 for professional services rendered in September 2021 for engineering services for drainage site development review
- R. Probstfeld & Associates, Invoice No. 64158 in the amount of \$380.00 for professional services rendered in September 2021 for engineering services for drainage site development review
- S. Probstfeld & Associates, Invoice No. 64170 in the amount of \$455.00 for professional services rendered in September 2021 for engineering services for drainage site development review
- T. Probstfeld & Associates, Invoice No. 64171 in the amount of \$380.00 for professional services rendered in September 2021 for engineering services for drainage site development review
- U. Probstfeld & Associates, Invoice No. 64262 in the amount of \$305.00 for professional services rendered in September 2021 for engineering services for drainage site development review
- V. Alsay, Inc., Monthly Pay Estimate No. 3 in the amount of \$287,127.00 for services rendered through August 11, 2021 for the Construction of Water Well No. 5
- W. Alsay, Inc., Monthly Pay Estimate No. 4 in the amount of \$641,340.00 for services rendered through August 31, 2021 for the Construction of Water Well No. 5
- X. Alsay, Inc., Monthly Pay Estimate No. 5 in the amount of \$58,500.00 for services rendered through September 29, 2021 for the Construction of Water Well No. 5
- Y. Neil Technical Services, Corp., Invoice No. 103804 – 2 in the amount of \$3,400.00 for services rendered dated August 30, 2021 to repair valves at the Taylorcrest Water Plant
- Z. Neil Technical Services, Corp., Invoice No. 103803 - 2 in the amount of \$4,950.00 for services rendered in through dated August 30, 2021 to repair valves at the Bunker Hill Water Plant

- AA. Neil Technical Services, Corp., Invoice No. 103031-4 in the amount of \$3,766.92 dated September 7, 2021 for the monthly rental fee (8/17/21-9/17/21) for a temporary generator at the Taylorcrest Water Plant.
- BB. Neil Technical Services, Corp., Invoice No. 105656 in the amount of \$812.50 for services rendered dated September 21, 2021 to investigate no power at the Taylorcrest Water Plant
- CC. Neil Technical Services, Corp., Invoice No. 103101-2 in the amount of \$16,320.00 for services rendered dated September 27, 2021 to replace GenSet Radiator at the Taylorcrest Water Plant
- DD. Neil Technical Services, Corp., Invoice No. 102458 in the amount of \$7,167.85 for services rendered dated June 10, 2021 to investigate SCADA System
- EE. T Construction, Invoice No. 2021-002-03A in the amount of \$6,485.00 for services rendered for 11727 Forest Glen Lane
- FF. AAA Asphalt Paving Inc., Invoice No. 1633-1 in the amount of \$16,704.43 for services rendered in September for repairs to Bunker Hill Road
- GG. Harris Galveston Subsidence District Water Conservation Program, Fee No. 314984 in the amount of \$65,892.00 for participation in the Water Conservation Education Program (Water Wise Program) for the 2021-2022 school year

A motion was made by Councilmember Thode to approve the consent agenda. Councilmember Brown seconded the motion.

The motion carried 3 - 0.

XVI. ADJOURN

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to adjourn the meeting at 6:56 p.m.

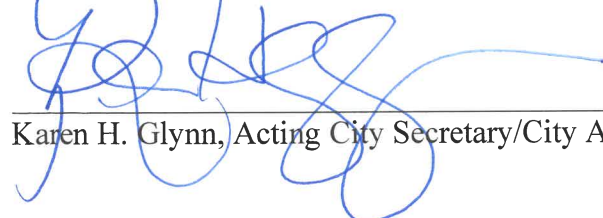
The motion carried 3 to 0.

Approved and accepted on November 16, 2021.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator