

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
August 16, 2022 at 5:30 P.M.**

**I. CALL TO ORDER**

Mayor Pro-Tem Susan Schwartz called the meeting to order at 5:31 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord (via Zoom)  
Mayor Pro-Tem/Councilmember Susan Schwartz  
Councilmember Keith Brown  
Councilmember Eric Thode  
Councilmember Laurie Rosenbaum  
Councilmember Carl Moerer

*Also in Attendance:*

Karen Glynn, City Administrator  
Steve Smith, Dir. of Public Works/Bldg. Official  
Loren Smith, City Attorney  
Jennifer Namie, Assistant to the City Secretary  
Ray Schultz, MVPD, Chief of Police  
Susan Grass, Finance Director  
Mallory Pack, Administrative Assistant to the City Administrator

**II. PLEDGE OF ALLEGIANCE**

Mallory Pack, Assistant to the City Administrator, led the Pledge of Allegiance.

**III. CITIZEN COMMENTS**

There were no citizen comments.

**IV. PRESENTATION, PUBLIC HEARING AND CONSIDERATION AND ACTION  
ON AN APPLICATION FOR A SPECIFIC USE PERMIT:**

**ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY  
TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:**

**PRESENTATION AND PUBLIC HEARING REGARDING A REQUEST FOR AN  
AMENDMENT TO THE SPECIFIC USE PERMIT FOR THE SPRING BRANCH  
INDEPENDENT SCHOOL DISTRICT FOR THE CONSTRUCTION AND  
EDUCATIONAL USE FOR FROSTWOOD ELEMENTARY SCHOOL, 12214  
MEMORIAL DRIVE TO ADD LIGHTING TO THE EXISTING ATHLETIC  
FIELDS**

Steve Smith presented the application and the recommendation approved by the Planning and Zoning Commission.

A Specific Use Permit for Frostwood Elementary School, a public school located at 12214 Memorial Drive, was approved by the City Council (as recommended by the Planning and Zoning Commission) on April 17, 2012 as Ordinance No. 12 - 413. Spring Branch Independent School District submitted an application to amend the Specific Use Permit to add lighting to the existing athletic fields located on the northeastern area of the property. The request required an amendment to the existing Specific Use Permit to amend the site plan.

On July 26, 2022, the Planning and Zoning Commission held a public hearing. Several residents from the City of Houston who reside on Beauregard attended the hearing and made comments regarding parking and noise.

The Commission unanimously recommended that the City Council approve the proposed Ordinance for an amendment to the existing Specific Use Permit with the following key provisions as outlined in the ordinance:

- The design of the lights shall include recessed, hooded Light-emitting Diode (LED) bulbs facing away from Plantation and down onto the athletic fields. No direct line of sight with the bulbs from adjacent properties shall result from the installation. The result of the lighting at the property line shall meet the City's standard.
- The field lights will be connected to a stand-alone meter, may operate 7 days a week throughout the year, and will be controlled by an on/off switch and an automatic timer that will shut off the lights no later than 9:00 p.m. Use of the lights shall not begin any earlier than 8:00 a.m. When the fields are not in use, the lights shall be turned off.
- Use of the fields shall be limited to elementary school aged children and associated parents, coaches and guardians. The use of the fields while the lights are on shall be limited to practices and scrimmages. There shall be no amplified sound during practices and scrimmages. The field lighting may also be used for no more than three (3) movie nights per school year. The lights shall be turned off no later than 10:00 p.m. on each of these movie nights.
- There shall be no parking by those associated with the use of the athletic fields on Plantation Road, Rhett Drive, and Tara Drive. All parking by those associated with the use of the athletic fields shall be in the Frostwood Elementary School Parking Lots or the parking lots onsite at the Memorial Forest Club by permission.

*Open Public Hearing*

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING A REQUEST FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT FOR THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE CONSTRUCTION AND EDUCATIONAL USE FOR FROSTWOOD ELEMENTARY SCHOOL, 12214 MEMORIAL DRIVE TO ADD LIGHTING TO THE EXISTING ATHLETIC FIELDS**

***Mayor Pro-Tem Schwartz opened the public hearing at 5:40 p.m.***

The following individuals spoke at the Public Hearing:

- Jeff Pate, outgoing President of Frostwood Dad’s Club -  
Mr. Pate requested that the proposed ordinance be amended to allow the lights to be on dim from 9:00 p.m. to 9:15 p.m. to allow everyone to gather their things and for the children to get to their rides safely. Mr. Pate thanked Council for allowing movie nights but requested that the language be changed to “school sponsored events.” This would allow the school to utilize the lights for school events and not be limited to the Dad’s Club and/or movie nights. He concurred that the number of events would continue to be limited to 3 total.
- Travis Stanford, Associate Superintendent for SBISD Operations -  
Mr. Stanford reiterated comments made by Mr. Pate.

***Mayor Pro-Tem Schwartz closed the public hearing at 5:45 p.m.***

**CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-580, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX “A” OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING AN AMENDMENT TO THE SPECIFIC USE PERMIT TO THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE CONSTRUCTION AND EDUCATIONAL USE FOR FROSTWOOD ELEMENTARY SCHOOL, 12214 MEMORIAL DRIVE TO ADD LIGHTING TO THE EXISTING ATHLETIC FIELDS; PROVIDING FOR REPEAL; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY – Steve Smith, Director of Public Works/ Building Official**

The Mayor and Council discussed the information presented.

Comments and questions from Council included changing the language from “movie nights” to “school sponsored events.” In addition, the council discussed the request to dim the lights to 50% from 9:00 p.m. to 9:15 p.m.

Concerns were voiced regarding large events like Oktoberfest being considered one of the 3 events. There was also discussion regarding limiting these events to weekends.

Councilmember Brown asked to change the language in Section 2(d) to include that permission for parking at Memorial Forrest Club if granted by the Club.

**After discussion, City Attorney, Loren Smith, recited the changes as follows:**

- **The lights shall be shut off no later than 9:00 p.m. but they will be cut back to 50% until 9:15 p.m. and then shut off completely.**

- **Change “movie nights” to three “school sponsored events” per school year and these shall not be restricted to Friday and Saturday nights per Councilmember Thode’s suggestion.**
- **Permission to park at Memorial Forrest Club must be granted by Memorial Forrest Club.**

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve Ordinance No. 22-580 with changes recited by City Attorney, Loren Smith.**

**The motion carried 5 – 0**

**V. VILLAGE FIRE DEPARTMENT REPORT**

- A. Update on Activities -- Fire Commissioner, Keith Brown provided a report on activities, staffing, calls for service and response times.
- Fire Commissioner Brown stated that there were concerns about the Department’s operations budget. He reported that the Department was slightly overbudget because most expenses are frontloaded in the 1<sup>st</sup> quarter.
  - Response times are within the national standard.
  - There were 2 house fires in July in Bunker Hill Village. Both fires were related to malfunctioning pool pumps.

**VI. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities -- Chief Ray Schultz gave an update on activities, including personnel, calls for service, and the 2022 Budget.
- Chief Schultz reported that he has received additional resignations; however, the Department has seen renewed interest from candidates.
  - The Department ordered new vehicles for 2023 and were able to pay the price previously quoted despite inflation.
  - Officer Miller is retiring, and Officer Vasquez will take over the DARE program.
  - The Department installed a new Drone Dome in front of the building.

**VIII. MAYOR’S REPORT**

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-581, 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 September 2022 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 Moerer to adopt Ordinance No. 22-581 extending a Public Health Emergency and State of Disaster due to the outbreak of COVID-19.**

**The motion carried 5 – 0**

**B. Report on Activities and Upcoming Events**

- SBISD Villages Mayors and Police Chiefs Safety and Security Lunch and Update – Mayor Lord and Karen Glynn along with Chief Schultz attended the luncheon held at SBISD. There are new safety protocols in place, including that every student and staff member must wear an I.D. badge. There was also discussion regarding entry/exit gates and doors and the access available to the public. The Mayors were able to ask their questions.
- Proposed City Hall “Open House” – October 19, 2022 – This event is being planned and the intent is to have all the committees showcased to increase public awareness, recruit new volunteers and show committee accomplishments.
- CenterPoint Meetings – Mayor Lord has attended a few CenterPoint meetings over the last few months. Meetings have focused on emergency management. Mayor Lord has learned CenterPoint has semi-trucks that operate as generators that are able to power critical parts of the grid.
- Upcoming Mayors Lunch – Mayors are generally happy with operations in their respective cities. The Mayors continue to work on common concerns.
- MVPD Public Safety Video – Mayor Lord thanked Karen Glynn, City Administrator, for all her work in helping MVPD get this video made.

**IX. CITY ADMINISTRATOR'S REPORT**

Karen Glynn introduced Mallory Pack, the City’s new Administrative Assistant to the City Administrator, and reported the following:

**A. Report on Activities and Upcoming Events**

- Report on First Day of School – Back to school operations went well. Staff and MVPD worked closely with the new Bunker Hill Elementary as there were some adjustments.
- Update on the 2023 Budget Process – The City has sent all budget information to Spring Branch ISD, and postcards are in the mail. There will be a public hearing at the September City Council meeting.
- Update on Annual TML Conference in San Antonio – The conference will be held October 5<sup>th</sup> through 7<sup>th</sup>. Councilmembers and staff will be attending.

- Memorial Drive and Gessner Road Grant Application – The grant application is not open yet as H-GAC is still trying to understand and document the needs of the area. This process was intended to receive “letters of interest” for projects.

B. Public Works Director - Report on Capital Projects

Steve Smith reported the following:

- Chapel Belle and Tamerlaine Reconstruction and Change Orders: Eaton Court Drainage and Memorial Sidewalk – Chapel Belle is nearing completion and the contractor will be moving to Tamerlaine. The City is waiting for the engineer to complete further review for Eaton Court and the Memorial Sidewalk.
- Water Well No. 5, Sitework, Transmission Line, Detention, and School Progress – The brick wall and paving are finished. The water well will be installed on a weekend as to not cause disruption to the school day. There are still needs for the final inspections and samples and some additional electrical work. The underground detention portion of the project is complete and on budget. The restoration will follow.
- Public Works and Emergency Operations Building – Removal of the old building is underway.
- Chatam Lane Water Line – Steve Smith thanked resident, Chantal Pascouet for granting the easement to the City.
- Verizon Cell Nodes – The cell tower located at 40 ½ Williamsburg has been erected but the City has denied any further permits. There are still concerns for the tower and the City hopes it can be relocated as it does not blend in with the neighborhood.
- Report on Proposal from American Tower Regarding the Cell Tower at City Hall – The City received a reply from American Tower and will schedule a meeting with the Technology Committee.

**IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A THREE-YEAR ENGAGEMENT LETTER WITH BELT HARRIS PECHACEK LLLP FOR AUDIT SERVICES FOR YEARS 2022, 2023, AND 2024 AND APPROVE SERVICES NOT TO EXCEED \$21,395.00 FOR FISCAL YEAR 2022 AUDIT SERVICES – Susan Grass, Finance Director**

Staff requested a new engagement letter from Belt Harris Pechacek, LLLP for the City’s Annual Audit. The Audit-Finance Committee reviewed the engagement letter and recommended the award of the 2022 Annual Audit with the option to be awarded for two additional years.

In addition to auditing the City’s financial statements and expressing an opinion on the financials based on the audit, the firm will also prepare the Annual Financial Report for the 2022 fiscal year.

The fees for the audit were presented:

	2022	% Increase	2023	% Increase	2024	% Increase
<b>Financial Statement Audit</b>	\$ 21,395	7%	\$ 22,895	7%	\$ 24,500	7%

For comparison, the City paid \$19,995 for 2021 audit. The 2022 showed a 7% increase. The City budgeted funds for the audit in fiscal year 2023.

**No action was taken on this item. City Attorney, Loren Smith, will review the contract and this item will be placed on the September agenda.**

**X. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE FOLLOWING AUTHORIZATIONS - Steve Smith, Director of Public Works/ Building Official and Karen Glynn, City Administrator**

- Purchase of the ATV for \$21,034.99
- Commemorative Plaque for Memorial HS - \$2,500.00
- Clark Condon Landscaping Design Contract for Water Well No. 5 - \$8,000.00
- Clark Condon Landscaping Design Contract for Taylorcrest Court - \$12,500.00

There were several recent expenses which required immediate action since the last City Council Meeting. Staff worked with the Mayor for authorization.

This item presented four items for Council consideration to ratify the authorization to proceed with purchases and plans:

- **Purchase of the ATV – \$21,034.99**  
This vehicle was approved as part of the 2022 budget but was originally approved at \$17,610. The vehicle was ordered but never received due to supply chain issues. In addition, the vendor could not provide a possible delivery date. Staff began searching for an alternative vehicle and found a similar vehicle for \$18,790.00. A roof was added for \$745.00 and a utility vehicle safety light for \$499.99. A windshield has also been requested at an estimated amount of \$1,000.00 (the windshield has not been ordered yet) bringing the total for the vehicle to \$21,034.99.

*This vehicle is funded through the Utility Capital Fund 07-9700*

- **Memorial High School Commemorative Plaque - \$2,500.00**  
As part of the Memorial High School rebuild, a “running mustang” sculpture is being installed in one of the courtyard areas with the new construction. To pay for the cost of the sculpture, landscaping, lighting, and seat wall, the MHS PTA held a fundraiser selling plaques to families to be installed around the seat wall. At the

time, Hedwig Village purchased a plaque with the names of their mayor and city councilmembers. The PTA approached the other Village Mayors to participate as well. The City agreed to participate by purchasing a plaque for Bunker Hill for the plaza area along with the other cities. The Cost was \$2,500.00.

*The expenditure was coded to Community Relations – General Fund since there was no July 4<sup>th</sup> VIF contribution made in 2022*

- **Clark Condon Landscaping Design Contract for Water Well No. 5 - \$8,000.00**

The Bunker Hill Elementary School Reconstruction along with the City’s Water Well Project is nearing completion. During the last quarter of the year, the final details will be completed which include the installation of landscaping at the water well site and along Taylorcrest Court. In discussion with SBISD, it was recommended that the City contract with SBISD’s Landscape Architect, Clark Condon, to develop and design the landscaping plan for the well and Taylorcrest Court to coordinate with the school plantings.

*Funding for the water well is available in the Utility Fund CIP for the project*

- **Clark Condon Landscaping Design Contract for Taylorcrest Court - \$12,500.00**

Staff recommended the assistance of Clark Condon for the Taylorcrest Court Landscaping.

*Funding for Taylorcrest Court was discussed in Item XI.*

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to ratify the first three expenditures above and to deny the fourth expenditure (the Clark Condon Landscaping Design Contract for Taylorcrest Court in the amount of \$12,500.00.)**

**The motion carried 5 – 0**

**XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A PLAN AND BUDGET TO RE-ESTABLISH THE LANDSCAPING AND FENCE FOR TAYLORCREST COURT - Karen Glynn, City Administrator**

Although very successful, the multi-year construction of Bunker Hill Elementary School Reconstruction, the City’s Water Well 5, and Detention Project have been difficult on adjacent residents; in particular for the residents of Taylorcrest Court. The City’s Detention Project required that a drainage line be installed along the property line between Taylorcrest Court and the school. As a result, the existing fencing and bamboo had to be removed. Staff originally met with residents and discussed a proposed plan to reconstruct the screening including the City’s current fencing standard using the black slatted chain link which would also match the school fencing. Following the meeting, staff ordered the black fencing materials. Residents from Taylorcrest Court later approached staff and were



very upset with the chain link fence option and demanded a wooden fence be installed along with trees and screening. Staff has been working with the residents to develop and propose an overall plan to reconstruct the fence and re-install landscaping/vegetation.

The proposed plan included the installation of an 8-foot wooden fence, irrigation, trees and shrubbery. As noted in Item IX, Staff had contracted with Clark Condon to assist with concepts and to work through a change order with SBISD for the shrubbery. The City would utilize its own contractor for installation of trees through the off-site tree program.

Councilmember Rosenbaum voiced her opposition to the plan to re-establish the landscaping. She shared her desire to be consistent with other areas of the City where neighborhoods have right of way use agreements. Councilmember Rosenbaum agreed that the City should replace the fence. The City Council discussed this item and concerns raised on the landscaping as well as the proposed cost for the fence.

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve putting out a Request for Proposal for construction of an 8-foot double-sided and single-sided fence with approval of an amount up to \$49,000.00 and to pay the restocking fee up to \$2,800.00. There was no approval to fund any landscaping.**

**The motion carried 5 – 0**

**XII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO PROCEED WITH DISCUSSION AND/OR EXECUTE DOCUMENTS BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT FOR THE INSTALLATION AND MAINTENANCE OF LANDSCAPING FOR THE CITY'S WATER WELL LOCATED AT BUNKER HILL ELEMENTARY SCHOOL AND LANDSCAPING ALONG TAYLORCREST COURT - Karen Glynn, City Administrator**

*This item was taken out of order.*

The Bunker Hill Elementary School Reconstruction has proven to be an excellent project and example of cooperation and success for both Spring Branch Independent School District (SBISD) and the City. The project is nearing completion which includes the completion of Water Well No. 5 and the City's Detention Project. During the last quarter of the year, the final details will be completed which includes the installation of landscaping. The City has been working with SBISD to determine not only the design and installation needs but also the long-term maintenance of the landscaping.

The following outlines the recommendation for the next steps for these three segments:

**Design:** The City contracted with SBISD's Landscape Architect, Clark Condon, to develop and design the landscaping plan. This is included in Item X on this agenda. This allows the design to coordinate with the school landscaping.

**Installation:** SBISD agreed to have the school’s contractor, Durotech, install the landscaping for the City by change order to the project. This is a savings to the City as the City does not have to prepare a set of final design plans and manage the bidding process. Clark Condon can provide drawings for Durotech to understand, price and prepare change order(s). The City would then process payment to SBISD.

**Long-Term Maintenance:** The City and SBISD discussed long term maintenance. It is critical to both parties that the landscaping is well maintained and provides the screening as presented to the school and adjacent residents. Therefore, Staff recommended the City assume this responsibility to ensure a long-term commitment to the project.

SBISD indicated that approval by the City Council and SBISD School Board could include a Memorandum of Understanding outlining the area to be landscaped and the long-term maintenance responsibilities. In addition, change order(s) to the existing construction contract can be requested by the City and will be recommended for approval by the SBISD School Board.

A landscaping budget of \$100,000.00 was included in the City’s Utility Fund CIP for the Water Well Project. Funding for Taylorcrest Court will be determined in Item XI.

Approval of this item would allow the Mayor to discuss the project with the School Officials if needed and proceed with working with the City Attorney to review the Memorandum of Understanding and the final contract documents and change orders.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to authorize the Mayor to proceed with discussion and/or execute documents between the City of Bunker Hill Village, Texas and Spring Branch Independent School District for the installation and maintenance of landscaping for the City’s water well located at Bunker Hill Elementary School.**

**The motion carried 5 – 0**

**XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS NO. 7 AND 8 TO THE CURRENT CONTRACT WITH METRO CITY, LLC FOR ADDITIONAL WORK ON THE CHAPEL BELLE PROJECT AND ADDITIONAL ASSOCIATED MATERIALS TESTING FOR THE PROJECT -**  
*Steve Smith, Director of Public Works/ Building Official*

- Change Order No. 7 Priced at \$3,699.54
- Change Order No. 8 Priced at \$6,535.00
- Materials Testing with RPS Contract *Not to Exceed \$15,632.10*

The City of Bunker Hill Village’s 2021 and 2022 Capital Improvements Plan includes reconstruction of the pavement and drainage infrastructure for Chapel Belle and a segment of Tamerlaine. The construction contract was approved in January 2022 and awarded to Metro City, LLC. The Chapel Belle Project is going very well and the Project Team has been very pleased with the work provided by Metro City, LLC.

Mr. Smith outlined the change orders for Council’s consideration and possible action:

**Proposed Change Order No. 7** was proposed for the extension of a drainage line on Chapel Belle to serve a property at the far north end of the street. The original drainage for this property was overland flow but the owner requested that the City provide a connection point for a new private lot drainage system. A short extension and additional inlet were required to provide service to this lot. The cost of this work is \$3,699.54. This work can be funded from the project contingency.

**Proposed Change Order No. 8** was proposed to fund additional street base stabilization for the cul-de-sac area of the street. When the existing cul-de-sac was removed, soil conditions were different from the previous areas of the project and modifications were needed. It was determined that a cement stabilized sand base would be the best solution to properly support the new street. The cost of this change was \$6,535.00 and can be funded from the project contingency.

Tamerlaine was bid and awarded as an Add-Alternate Item to the Chapel Belle Project. based on funding being available at the end of the project. The Project Team has determined that funding is available to complete work needed on Tamerlaine. As a result, the contractor requested a 30-day time extension to the project as the original contract time as the contract did not include the time needed for the construction work on Tamerlaine.

**Additional Materials Testing Proposal.** The original budget submitted for materials testing for the project assumed a lower number of segments and driveway tests. Additional testing was required to accommodate the change in the cul-de-sac also. The proposed increase would also include the Add/Alt construction on Tamerlaine. The proposed additional testing cost is \$15,632.10. This cost would be funded from the project contingency and handled through the City’s contract with RPS for construction services.

Mr. Smith confirmed that the project budget showed that with approval of these items, \$8,263.02 would be remaining in the project funding. Staff recommended approval of the change orders and the increase in materials testing.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to authorize Change Orders No. 7 & 8 to the current contract with Metro City, LLC for additional work on the Chapel Belle Project and additional associated materials testing for the project.**

**The motion carried 5 – 0**

**XIV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 2 TO THE CURRENT CONTRACT WITH MCDONALD MUNICIPAL AND INDUSTRIAL FOR A TIME EXTENSION TO THE CONTRACT FOR AN ADDITIONAL 105 CALENDAR DAYS - *Steve Smith, Director of Public Works/ Building Official***

The contractor for the construction of Water Well 5 Site Work has been delayed in construction due to material unavailability and shipping delays. The delays in completion of the project have also made it a challenge to coordinate with Bunker Hill Elementary

School Construction and the opening of the school. Staff has asked the contractor to delay certain operations to allow for certain activities with the school opening, ensure a successful first day of school, and work around the school day schedule going forward.

The contractor requested an extension of time to the contract of 105 calendar days. There is no request to change the cost of the project.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to authorize Change Order No. 2 to the current contract with McDonald Municipal and Industrial for a time extension to the contract for an additional 105 calendar days.**

**The motion carried 5 – 0**

**XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CERTIFICATE OF FORMATION AND BYLAWS FOR THE CREATION OF A LOCAL GOVERNMENT CORPORATION, A NON-PROFIT CORPORATION – Loren Smith, City Attorney and Karen Glynn, City Administrator**

The concept of the City creating a Non-Profit Corporation to accept donations was discussed at the May 2022 Meeting. The Mayor was approached by residents who wanted the opportunity to donate to the City to thank our Public Works Staff for their help, especially during the winter storm. A Non-Profit Corporation would be a means to allow donations.

At the May meeting, the Council directed the City Attorney to begin this process by drafting proposed bylaws and including specific details in order for the City to utilize donations in this way.

Additional documents are needed for a complete discussion. This item will be discussed at a future meeting.

**No action was taken on this item.**

**XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH PUBLIC ADMIN CONSULTING IN AN AMOUNT NOT TO EXCEED \$13,500.00 TO ASSIST IN THE SEARCH FOR A NEW CITY ADMINISTRATOR – Eric Thode, Committee Chair and Karen Glynn, City Administrator**

Following the announcement of retirement plans for the City Administrator, a committee and plan was developed to find the best replacement for this position. The Search Committee met on August 9, 2022 and agreed to a plan utilizing Public Admin Consulting to assist in this effort.

Public Admin Consulting assisted the City in filling the Finance Director and Administrative Assistant to the City Administrator Position. The firm has submitted a proposal and information about the company. In addition, a proposed schedule was discussed.

The Search Committee recommended contracting with Public Admin Consulting in an amount not to exceed \$13,500.00.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a contract with Public Admin Consulting in an amount not to exceed \$13,500.00 to assist in the search for a new City Administrator.**

**The motion carried 5 – 0**

**XVII. 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 21, 2022 City Council Meeting
- B. Minutes of the June 29, 2022 Special City Council Meeting
- C. Minutes of the August 4, 2022 Special City Council Meeting
- D. June 2022 Financials
- E. July 2022 Financials
- F. Probstfeld & Associates, Invoice No. 65872 in the amount of \$305.00 for professional services rendered in June for engineering services for drainage site development review
- G. Probstfeld & Associates, Invoice No. 65886 in the amount of \$305.00 for professional services rendered in June for engineering services for drainage site development review
- H. RPS, Invoice No. 622056 in the amount of \$16,062.50 for professional services rendered from May 28, 2022 to June 30, 2022, under on-call services for Street and Drainage Improvements for Chapel Belle Lane.
- I. RPS, Invoice No. 622055 in the amount of \$1,780.64 for professional services rendered from May 28, 2022 to June 30, 2022 for General On-Call Services.
- J. RPS, Invoice No. 622054 in the amount of \$1,119.66 for professional services rendered from May 28, 2022 to June 30, 2022 under on-call services for Site Development Review for Drainage Impacts.
- K. RPS, Invoice No. 622062 in the amount of \$3,670.67 for work performed May 28, 2022 to June 30, 2022 for On-Call Committee Services
- L. RPS, Invoice No. 622063 for Professional Services Rendered from May 28, 2022 to June 30, 2022 in the amount of \$1,800.00 for On-Call BHE Detention Services
- M. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-02 for professional services rendered from April 1, 2022 to April 30, 2022 in the amount of \$6,440.00 for Paving and Drainage Improvements for Chapel Belle Lane.
- N. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-03 for professional services from May 1, 2022 to May 31, 2022 in the amount of \$6,911.00 for Paving and Drainage Improvements to Chapel Belle Lane.
- O. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-04 for professional services from June 1, 2022 to June 30, 2022 in the amount of \$5,244.00 for Paving and Drainage Improvements to Chapel Belle Lane.

- P. McDonald Municipal and Industrial, Monthly Pay Estimate No. 5 for work performed April 1, 2021 to April 30, 2022 in the amount of \$92,724.30 for Construction of Water Well No. 5 Site Improvements
- Q. McDonald Municipal and Industrial, Monthly Pay Estimate No. 6 for work performed May 1, 2022 to May 31, 2022 in the amount of \$311,265.54 for Construction of Water Well No. 5 Site Improvements
- R. McDonald Municipal and Industrial, Monthly Pay Estimate No. 7 for work performed June 1, 2022 to June 30, 2022 in the amount of \$284,072.04 for Construction of Water Well No. 5 Site Improvements
- S. McDonald Municipal and Industrial, Monthly Pay Estimate No. 8 for work performed July 1, 2022 to July 30, 2022 in the amount of \$13,738.86 for Construction of Water Well No. 5 Site Improvements
- T. Langford Engineering, Inc., No. 25290 in the amount of \$971.80 for professional services rendered through May 27, 2022 for General Engineering Services for a Taylorcrest Well No. 1 Rework
- U. Langford Engineering, Inc., Invoice No. 25289 in the amount of \$75,994.16 for professional services rendered through May 27, 2022 for Engineering Services for the Design and Construction of the Transmission Line for Water Well No. 5
- V. Langford Engineering, Invoice No. 25199 for work performed up to April 29, 2022 in the amount of \$766.25 for Bunker Hill General Engineering Services
- W. Langford Engineering, Invoice No. 25200 for work performed up to April 29, 2022 in the amount of \$374.04 for Bunker Hill General Engineering Services
- X. Langford Engineering, Invoice No. 25406 for work performed up to June 30, 2022 in the amount of \$25,361.28 for Water Well No. 5 Transmission Line & Taylorcrest Water Plant Modification.
- Y. Langford Engineering, Invoice No. 25403 for engineering services through June 30, 2022 in the amount of \$1,484.84 for Bunker Hill General Engineering Services involving Bunker Hill Elementary
- Z. Langford Engineering, Invoice No. 25404 for engineering services through June 30, 2022 in the amount of \$892.94 for City Hall Expansion/Chatam Water Line
- AA. Underground Construction Solutions, LLC., Monthly Pay Estimate No. 1 for work performed May 30, 2022 to June 24, 2022 in the amount of \$261,675.00 for Construction of Taylorcrest Transmission Line
- BB. Underground Construction Solutions, LLC., Monthly Estimate No. 1 for work performed July 25, 2022 to August 3, 2022 in the amount of \$22,536.00 for Water Well No. 5 Transmission Line – Water Plant Improvements
- CC. Clark Condon, Invoice No. 49733 for Professional Services from July 7, 2022 to July 31, 2022 in the amount of \$1600.88 for Bunker Hill Village Well Site
- DD. The Goodman Corporation, Invoice No. 6-2022-20 in the amount of \$310.00 for professional services rendered for June 2022 for Memorial Drive and Gessner Road Grant Application – TIP Call for Projects Funding Pursuit Assistance.
- EE. The Goodman Corporation, Invoice No. 7-2022-2 in the amount of \$1,085.00 for professional services rendered for July 2022 for Memorial Drive and Gessner Road Grant Application – TIP Call for Projects Funding Pursuit Assistance.
- FF. PGAL, Invoice No. 10056227 in the amount of \$11,500.00 for professional services rendered in June 2022 for Municipal Facilities Design Development and Reimbursables.

- GG. MetroCity, LLC, Monthly Pay Estimate No. 5 in the amount of \$107,003.21 for services rendered from June 1, 2022 through June 30, 2022 for the Paving and Drainage Improvements for Chapel Belle and Tamerlaine Drive.
- HH. Southwest Signal Supply, Inc. Invoice No. 121757 for services rendered through April 19, 2022 in the amount of \$373.00 for traffic light repair
- II. Southwest Signal Supply, Inc. Invoice No. 121771 for services rendered through April 30, 2022 in the amount of \$2,864.88 for Flasher rehab at Bunker Hill North @ Taylorcrest
- JJ. Southwest Signal Supply, Inc. Invoice No. 121772 for services rendered through April 30, 2022 in the amount of \$6,166.74 for Signal Replacement at Bunker Hill @ Taylorcrest
- KK. Southwest Signal Supply, Inc. Invoice No. 121782 for services rendered through May 10, 2022 in the amount of \$739.00 for pedestrian button repair
- LL. Southwest Signal Supply, Inc. Invoice No. 121795 for services rendered through May 20, 2022 in the amount of \$979.00 for Broken Pull Box Lid Reinstallation.
- MM. 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 2022-2023 school year.

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

**The motion carried 5– 0**

## **XVII. ADJOURN**

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 8:01 p.m.**

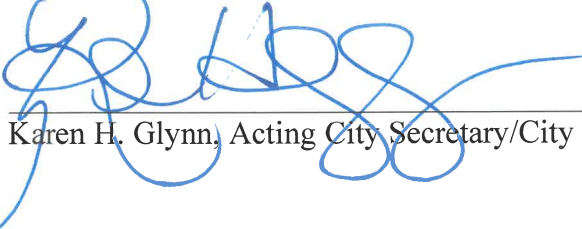
**The motion carried 5 - 0.**

Approved and accepted on September 20, 2022.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator