

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
September 20, 2022 at 5:30 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:01 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord  
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

**EXECUTIVE SESSION**

**THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.**

**THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE TO CONSULT WITH THE CITY ATTORNEY REGARDING PENDING OR THREATENED LITIGATION.**

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

*Mayor Lord reconvened and called the regular meeting to order at 6:00 p.m.*

**II. PLEDGE OF ALLEGIANCE**

Boy Scout Connor Davis led the Pledge of Allegiance.

**III. PROCLAMATION – *World Teachers’ Day 2022***

Mayor Lord announced World Teachers’ Day 2022 and read the proclamations.

**IV. CITIZEN COMMENTS**

**There were no citizen comments.**

**V. PRESENTATION AND PUBLIC HEARINGS**

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

**A. PRESENTATION AND PUBLIC HEARING ON THE PROPOSED BUDGET FOR 2023 AND THE PROPOSED 2022 TAX RATE TO SUPPORT THE BUDGET - *Karen Glynn, City Administrator and Susan Grass, Finance Director***

Karen Glynn, City Administrator, presented this item.

In accordance with the Local Government Code, Chapter 102, Texas cities are required to file and adopt an annual budget. The 2023 Budget was filed on August 4, 2022, and the City Council took action to approve a proposed tax rate of \$0.27500/\$100 of assessed value pursuant to Senate Bill 2. In addition, the budget includes a 6% increase in Utility Rates for Residential and an 8% increase for Non-Residential.

Ms. Glynn presented the details of the proposed 2023 Budget based on the proposed 2022 Tax Rate which impacts the General and Debt Service Funds. In addition, the Utility and other Funds were also presented.

The Capital Improvements Plan continues an aggressive pay-as-you-go program within the property tax rate and utility rate structure, funding \$3.8 million in projects:

- Asphalt Rehab for Bunker Hill, Taylor Crest and Evaluation of Strey and Knipp
- Design for the Memorial Dr. and Gessner Road Improvements
- Rehabilitation of Water and Wastewater Lines
- Complete Public Works Disaster Operations Building
- Meter Replacement, Sidewalk Rehab, MVPD CIP and other various projects

The City is required to hold public hearings on the budget and the tax rate.

The notices of the public hearings were in the City’s newspaper of record, on the City’s website and bulletin board. The City had received no public comments.

**B. ADOPTION OF BUDGET**

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2023 PROPOSED BUDGET**

*Mayor Lord opened the public hearing at 6:30 p.m.*

**There were no comments from the public on this item.**

*Mayor Lord closed the public hearing at 6:31 p.m.*

**CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE 22-582 ADOPTING THE CITY OF BUNKER HILL VILLAGE, TEXAS ANNUAL BUDGET FOR THE YEAR 2023, MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

Ordinance 22-582 adopts the 2023 Budget which must be adopted first.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Ordinance No. 22-582.**

**Roll Call Vote:**

- Schwartz – Yes**
- Brown – Yes**
- Thode – Yes**
- Rosenbaum – Yes**
- Moerer – Yes**

**The motion carried 5 – 0**

**C. ADOPTION TAX RATE**

**THE PURPOSE OF THE PUBLIC HEARING IS TO RECEIVE INPUT FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING THE 2022 PROPOSED PROPERTY TAX RATE TO SUPPORT THE 2023 BUDGET**

*Mayor Lord opened the public hearing at 6:33 p.m.*

**There were no comments from the public on this item.**

*Mayor Lord closed the public hearing at 6:34 p.m.*

**CONSIDERATION AND POSSIBLE ACTION OF THE 2022 PROPOSED MAINTENANCE AND OPERATING TAX RATE OF \$0.234752/\$100 OF**

**ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2023 BUDGET**

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve a Maintenance & Operating Tax Rate of \$0.234752/\$100.

- Record Vote:**  
**Schwartz – Yes**  
**Brown – Yes**  
**Thode – Yes**  
**Rosenbaum – Yes**  
**Moerer – Yes**

The motion carried 5 - 0

**CONSIDERATION AND POSSIBLE ACTION OF THE 2022 PROPOSED DEBT SERVICE TAX RATE OF \$0.040248/\$100 OF ASSESSED VALUATION ON ALL AUTHORIZED PROPERTY WITHIN THE CITY TO FUND THE 2023 DEBT OBLIGATION**

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve a Debt Service Tax Rate of \$0.040248/\$100.

- Record Vote:**  
**Schwartz – Yes**  
**Brown – Yes**  
**Thode – Yes**  
**Rosenbaum – Yes**  
**Moerer – Yes**

The motion carried 5 - 0

**CONSIDERATION AND POSSIBLE ACTION OF ORDINANCE 22-583 FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE YEAR 2022 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith**

A motion was made by Councilmember Schwartz to approve Ordinance No. 22-583, stating that the property tax rate be increased by the adoption of a tax rate of 0.275000, which is effectively a 4.12 percent increase in the tax rate. The motion was seconded by Councilmember Brown.

**Record Vote:**

**Schwartz – Yes**

**Brown – Yes**

**Thode – Yes**

**Rosenbaum – Yes**

**Moerer – Yes**

**The motion carried 5 – 0**

**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 Shultz reported the Department is under budget.
  - Effective January 1, 2023 the Department will transition from a 25-year retirement plan with TMRS to a 20-year retirement plan.
  - The Department has seen an increase in applications for dispatch and officers.
  - The Automatic License Plate Readers (ALPR) System has continued to be an effective tool to solve crimes and recover property.

**VII. 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 reported that there were concerns about the Department going over budget in over-time expenditures.
  - The fire station garage doors are in the process of being upgraded to ensure the station is impact resistant to satisfy the Coastal Zone.
  - The roof of the fire station will be upgraded to satisfy the Coastal Zone requirements.
  - The new ambulance will arrive by mid-2023.
- B. Consideration and Possible Action to Approve a Budget Amendment to the 2022 Fire Department Budget Transferring \$150,000.00 from the EMS Revenue Account to the Fire Department Operating Budget for Replacement of Bunker Gear as Recommended by the Fire Commission

Commissioner Brown cited recent information provided by the Fire Chief regarding studies that reported potential health concerns over cancer-causing PFAS chemicals in the material of the Bunker Gear. The Department follows a scheduled gear-replacement; however, there are still needs with some of the current gear. The requested transfer of funds will expedite gear replacement for the problematic gear and provide 10 new PFAS-free fire suits.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve the transfer of \$150,000.00 from the EMS Revenue Account to the Fire Department Operating Budget for the replacement of Bunker Gear.**

## VIII. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-584, 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 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 Schwartz to adopt Ordinance No. 22-584 extending a Public Health Emergency and State of Disaster due to the outbreak of COVID-19.**

Councilmember Thode abstained which is considered a “no” vote.

**The motion carried 4 – 1**

- B. DISCUSSION AND POSSIBLE ACTION REGARDING DESIGNATION OF A REPRESENTATIVE AND AN ALTERNATE TO THE GENERAL ASSEMBLY OF THE HOUSTON-GALVESTON AREA COUNCIL FOR 2022 – 2023

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to designate Councilmember Schwartz as representative and Councilmember Thode as alternate to the General Assembly of the Houston-Galveston Area Council for 2022 – 2023.**

**The motion carried 5 – 0**

- C. Report on Activities and Upcoming Events

- Mayors Meeting – Mayors continue to coordinate a meeting date.
- Holiday Reception Event – December 13, 2022
- Twinkle Light Parade – The annual community event will be held on December 15, 2022.
- Appointment of Mr. Robert Swanson as a Director to the Gulf Coast Authority Board of Directors by the Municipalities Waste Disposal Council of Harris County - Mr. Swanson was appointed to the Board. The Mayor will be meeting with him to learn more about him and this Board.

- D. Committee Reports/Updates

- Beautification Committee – Mayor Lord commended the work of the Beautification Committee and its selection of drought resilient plants. The Committee intends to get back to work on projects in October, including the landscaping by the new water well site.
- Technology Committee – The Technology Committee met on September 20, 2022 and discussed how to maximize existing infrastructure for the installation

of Verizon Nodes. The Committee also recommended that Mayor Lord sign the American Tower Agreement.

- Public Safety Committee will be showcased at the upcoming City Hall Open House.
- Drainage Committee will be showcased at the upcoming City Hall Open House.

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

Karen Glynn introduced Elson Cornelius, the City's new Customer Service/ Utility Clerk, and reported the following:

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

- Bunker Hill Elementary School Grand Opening – City Staff attended a successful ribbon cutting ceremony on September 14, 2022.
- Planning and Zoning Commission Meeting – The Committee is scheduled to meet on September 27, 2022.
- Zoning Board of Adjustments Meeting – The Board is scheduled to meet on October 11, 2022.
- Update on Annual TML Conference – City Councilmembers and Staff will attend the conference October 5<sup>th</sup> – 7<sup>th</sup> in San Antonio, TX.
- Upcoming City Hall “Open House” – October 19, 2022 – The event will display committees to increase public awareness, recruit new volunteers, and showcase committee accomplishments. The Public Safety Departments will also be showcasing public safety efforts.
- Annual Villages Recycling Event – The event will be hosted at Hedwig Village City Hall on October 22, 2022.
- Status and Use of Coronavirus Local Fiscal Recovery Funds – Funds are expected in October 2022.
- Memorial Drive and Gessner Road Grant Application – The City has not received a response from H-GAC.

### **B. Public Works Director - Report on Capital Projects**

- Chapel Belle and Tamerlaine Reconstruction and Change Orders for Eaton Court Drainage and Memorial Sidewalk – A final project inspection was performed on Chapel Belle and identified items that require correction. The contractor is addressing the items. The pavement on Tamerlaine is in the process of being removed. The drainage pipe and inlet have been constructed on Eaton Court, and sidewalk replacement and roadway repair will be addressed soon. The City is meeting this week with RPS and the contractor to establish elevations for the new sidewalk at 11646 Memorial Drive.
- Water Well No. 5, Sitework, Transmission Line, and Detention – The pump and motor are installed, and the piping is complete. A delayed electrical control panel is expected to be installed this week. Permanent electric and gas service have been connected to the site. Phase I of the transmission main is completed. Phase II includes the piping inside the Taylorcrest Water Plant. A connection fitting has been ordered and is expected to arrive soon to complete this project.
- Chatam Water Line – Construction of the water line extension, which connects the cul-de-sac of Chatam with City Hall Water Plant, has been completed.
- Public Works and Emergency Operations Building – Demolition of the former building has been completed.

- Verizon Cell Nodes – The City is working with Verizon to relocate the tower on Williamsburg.
- Report on Proposal from American Tower Regarding the Cell Tower at City Hall – The City has met with the Technology Committee and will move forward with a license agreement.

**X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ENGAGEMENT LETTER WITH BELT HARRIS PECHACEK LLLP FOR AUDIT SERVICES FOR YEARS 2022 IN AN AMOUNT NOT TO EXCEED \$21,395.00 WITH AN OPTION TO APPROVE 2023 AND 2024 AUDIT SERVICES AT SET RATES – 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 from Belt Harris Pechacek, LLLP 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 the 2021 audit. The 2022 showed a 7% increase. The City budgeted funds for the audit in fiscal year 2023.

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve an engagement letter with Belt Harris Pechacek LLLP for audit services for year 2022 in an amount not to exceed \$21,395.00 with an option to approve the 2023 and 2024 audit services at set rates.**

**The motion carried 5 – 0**

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

The Taylorcrest Court Fence and Landscaping were discussed with the City Council at the August 2022 Meeting. The City's Detention Project required that a drainage line be installed along the property line between Taylorcrest Court and the school, which includes the City right-of-way. As a result, the existing fencing and bamboo were removed. At the August Meeting, Concerns were raised by the Council to re-establish the landscaping in the City's right-of-way in addition to the proposed cost for the landscaping.



Council Member Laurie Rosenbaum and Staff met with the residents on September 7, 2022 to share the results of the Council Meeting and concerns for consistency with the landscaping and other neighborhoods. A follow up meeting was held with Mayor Lord and City Administrator Karen Glynn on Sunday, September 18, 2022.

A revised plan and budget for re-establishing plantings was proposed:

- Up to \$10,000.00 for materials for irrigation (City to provide labor) and plantings (shrubs) to be placed in accordance with a plan to be developed by the residents
- Up to \$5,500.00 for 7 - 10 trees (30 gallon and type as recommended by the City's Forrester) to be coordinated with the resident plan
- Up to \$2,000 for tree pruning and hydromulch

The Council also agreed that the residents should be responsible for the ongoing maintenance of all plantings including the trees (post tree pruning noted and post warranty) as well as the irrigation and water usage for the irrigation. As a result, a separate irrigation meter would be placed by the City and billed to a designated address.

The City Council also discussed concerns regarding a diseased tree. The Council concurred that the diseased tree will be removed at the City's expense. This tree will be removed in coordination with the new plantings.

All of these items should be included in a right-of-way use agreement that could be considered at a future meeting.

**A motion was made by Councilmember Thode and seconded by Councilmember Moerer to approve the revised plan and budget as presented for landscaping along Taylorcrest Court.**

Councilmember Rosenbaum abstained which is considered a "no" vote.

**The motion carried 4 – 1**

**XII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 2 TO THE CURRENT CONTRACT WITH ALSAY, INC. FOR WATER WELL NO. 5 TO ADD A TIME EXTENSION TO THE CONTRACT FOR AN ADDITIONAL 390 CALENDAR DAYS - *Steve Smith, Director of Public Works/ Building Official***

Alsay, Inc., the contractor for the drilling of Water Well 5, has been delayed in construction due to material unavailability and shipping delays for well equipment. Staff and our engineer have been working with our contractor as various delivery delays were encountered.

The well construction and contractor also needed to be coordinated with the sitework construction which was under construction by a separate contractor. The sitework contractor experienced multiple material delays. As a result, the well construction schedule had to be adjusted as well.

Alsay currently only has start-up operations remaining; however, the start-up is dependent on the delivery of delayed electrical equipment for the site contractor.

Staff and the City’s Engineer requested Alsay, Inc. to submit an extension to the contract to ensure successful completion with the sitework and start-up of the well. Alsay requested an additional 390 calendar days to complete the project. The new adjusted contract completion date would be November 1, 2022. There is no request to change the cost of the project

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to authorize Change Order No. 2 to the current contract with Alsay, Inc. for a time extension for an additional 390 calendar days.**

**The motion carried 5 – 0**

**XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 3 TO THE CURRENT CONTRACT WITH MCDONALD MUNICIPAL AND INDUSTRIAL FOR WATER WELL NO. 5 SITEWORK FOR ADDITIONAL ELECTRICAL WORK IN AN AMOUNT NOT TO EXCEED \$6,800.00 AND A 30-DAY EXTENSION OF TIME - *Steve Smith, Director of Public Works/ Building Official***

Staff and the City’s engineer have been working through adding an electrical circuit to the site for Water Well No. 5 to allow for the operation of the water re-use irrigation system. This work will expand the electrical panel and add a conduit around the perimeter of the site wall.

McDonald Municipal and Industrial requested an additional 30 days be added to the contract to perform this work due to supply chain issues. The cost to perform the work was provided at \$6,800.00.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to authorize Change Order No. 3 to the current contract with McDonald Municipal and Industrial for additional work on Water Well No. 5 and a 30-day time extension.**

**The motion carried 5 – 0**

**XIV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS TO THE CURRENT CONTRACT WITH METRO CITY, LLC FOR ADDITIONAL WORK ON THE CHAPEL BELLE AND TAMERLAINE PROJECT - *Steve Smith, Director of Public Works/ Building Official***

- Change Order No. 9 in an amount not to exceed \$1,906.30
- Change Order No. 10 in an amount not to exceed \$21,663.69

The City of Bunker Hill Village’s 2021 and 2022 Capital Improvements Plan included 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 project is going very well, and the Project Team has been pleased with the work provided by Metro City, LLC.

**Proposed Change Order No. 9** is for a sidewalk replacement to allow the proper drainage for 327 Chapel Belle after the new construction of the new street. The new street is designed slightly higher to allow for new storm water inlets which resulted in water pooling with the old sidewalk. The cost of this change is \$1,096.30 and can be funded from the project contingency.

**Proposed Change Order No. 10** is to fund additional pavement replacement on Tamerlaine. An area adjacent to the planned project on Tamerlaine appears to have settled since the original street evaluation. Pavement replacement was recommended by City engineering consultants. The cost of this change is \$21,663.69 and can be funded from the project contingency.

Staff recommended approval of the change orders.

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to authorize Change Order No. 9 and Change Order No. 10 to the current contract with Metro City, LLC for additional work on the Chapel Belle and Tamerlaine Project.**

**The motion carried 5 – 0**

**XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 09-20-2022 A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS APPROVING THE CREATION OF THE BHV, INC. 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 way of drafting proposed creation documents and bylaws and wanted to ensure the corporation would require specific details in order for the City to utilize donations in this way.

Resolution No. 09-20-2022 was drafted to create the corporation. The Mayor and City Attorney have been under discussion regarding the bylaws. The City Attorney has developed a draft for further discussion or possibly Council consideration.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve Resolution No. 09-20-2022 to create BHV, INC.**

**The motion carried 5 – 0**

**XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE BYLAWS FOR THE BHV, INC. A NON-PROFIT CORPORATION – Loren Smith, City Attorney and Karen Glynn, City Administrator**

*Items XV and XVI were presented and discussed together.*

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

**XVII. CONSIDERATION AND POSSIBLE ACTION TO INSTALL PROPOSED SIGNS FOR BORDER AREA OF THE CITY THAT ARE NOT ADJACENT TO OTHER VILLAGES AND BYPASS CITY OF BUNKER HILL ENTRANCE SIGNS - Karen Glynn, City Administrator**

Councilmember Rosenbaum contacted Mayor Lord and Staff and requested the City Council discuss a recommendation to add signage to border streets/entrances to the City that are not adjacent to the other Memorial Villages and bypass a City of Bunker Hill Entrance Sign. The signage is to inform drivers that they are entering Bunker Hill Village and the jurisdiction for the Memorial Village Police Department, serving as a crime deterrent.

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve installation of signage to border streets/ City entrances that are not adjacent to other Memorial Villages and bypass City of Bunker Hill entrance signs.**

**The motion carried 5– 0**

**XVIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-585 TO AMEND THE CODE OF ORDINANCES FOR CHAPTER 2, ADMINISTRATION, ARTICLE III, DIVISION 2 – CITY ADMINISTRATOR – Loren Smith, City Attorney 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. In August, the City Council approved a contract with Public Admin Consulting to assist the City in filling the position.

Public Admin Consulting began the process by reviewing the City’s Code of Ordinances, Chapter 2, Division 2 – City Administrator. There were several areas outlined to be updated. The proposed updates were reviewed with the City Administrator Search Committee at their September 7 and September 14, 2022 Meetings.

The Committee recommended approval of Ordinance No. 22 -585 which primarily included additional powers and duties and makes the ordinance “gender neutral.”

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 22-585.**

**The motion carried 5– 0**

**XIX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENTS THAT EXCEED \$150,000:**

- A. Underground Construction Solutions, LLC, Monthly Pay Estimate No. 2 for work performed June 25, 2022 through July 29, 2022 in the amount of \$269,595.00 for Construction of Taylorcrest Transmission Line.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve payments that exceed \$150,000 to Underground Construction Solutions, LLC Monthly Pay Estimate No. 2 for Taylorcrest Transmission Line Construction.**

**The motion carried 5– 0**

**XX. 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. August 2022 Financials
- B. Minutes of the August 16, 2022, City Council Meeting
- C. Probstfeld & Associates, Invoice No. 65958 in the amount of \$155.00 for drainage site development review engineering services rendered in July 2022.
- D. Probstfeld & Associates, Invoice No. 66203 in the amount of \$310.00 for drainage plan review services performed in August 2022.
- E. Probstfeld & Associates, Invoice No. 66204 in the amount of \$230.00 for drainage plan review services rendered in August 2022.
- F. Probstfeld & Associates, Invoice No. 66205 in the amount of \$310.00 for drainage plan review services performed in August 2022.
- G. Probstfeld & Associates, Invoice No. 66206 in the amount of \$1,065.00 for drainage plan review services rendered in August 2022.
- H. Probstfeld & Associates, Invoice No. 66207 in the amount of \$610.00 for drainage plan review services performed in August 2022.
- I. Probstfeld & Associates, Invoice No. 66285 in the amount of \$305.00 for drainage plan review services rendered in August 2022.
- J. Probstfeld & Associates, Invoice No. 66286 in the amount of \$305.00 for drainage plan review services performed in August 2022.
- K. RPS, Invoice No. 722035 in the amount of \$2,048.35 for professional services rendered from July 1, 2022 to July 29, 2022 for General On-Call Services.
- L. RPS, Invoice No. 722037 in the amount of \$1,257.24 for professional services rendered from July 1, 2022 to July 29, 2022 under on-call services for Site Development Review for Drainage Impacts.
- M. RPS, Invoice No. 722041 for professional services rendered from July 1, 2022 to July 29, 2022 in the amount of \$2,160.00 for On-Call BHE Detention Services.
- N. RPS, Invoice No. 722046 in the amount of \$1,871.25 for professional services performed from July 1, 2022 to July 29, 2022, under on-call services for Street and Drainage Improvements for Chapel Belle Lane.
- O. RPS, Invoice No. 722048 in the amount of \$1,314.00 for professional services rendered from July 1, 2022 to July 29, 2022 under on-call services for Proposed Reconstruction of Memorial Drive and Gessner Road.
- P. RPS, Invoice No. 822115 in the amount of \$12,565.58 for Street and Drainage Improvements for Chapel Belle Lane rendered July 30, 2022 to August 26, 2022.
- Q. RPS, Invoice No. 822058 in the amount of \$3,350.89 for professional services rendered from July 30, 2022 to August 26, 2022 for General On-Call Services.
- R. RPS, Invoice No. 822060 in the amount of \$2,514.48 for Site Development Review and Drainage Impacts services performed from July 30, 2022 to August 26, 2022.

- S. RPS, Invoice No. 822061 for professional services rendered from July 30, 2022 to August 26, 2022 in the amount of \$1,020.00 for On-Call BHE Detention Services.
- T. RPS, Invoice No. 822062 in the amount of \$360.00 for Proposed Reconstruction of Memorial Drive and Gessner Road professional services rendered from July 30, 2022 to August 26, 2022.
- U. PGAL, Invoice No. 10056625 in the amount of \$1,000.00 for professional services rendered from July 1, 2022 to July 31, 2022 for Municipal Facilities Design Development and Reimbursables.
- V. PGAL, Invoice No. 10056626 in the amount of \$38.23 for professional services rendered in from June 1, 2022 to June 30, 2022 for Municipal Facilities Design Development and Reimbursables.
- W. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-05 for professional services rendered from July 1, 2022 to July 31, 2022 in the amount of \$4,524.50 for Paving and Drainage Improvements for Chapel Belle Lane.
- X. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-06 in the amount of \$5,265.50 for Paving and Drainage Improvements for Chapel Belle Lane rendered from August 1, 2022 to August 31, 2022.
- Y. S & G Engineering Consultants, LLC, Invoice No. 4 for services rendered in August 2022 in the amount of \$7,552.50 for BHE Detention Project.
- Z. Public Admin Consulting, Invoice No. Bunker Hill 2022-102 in the amount of \$2,500.00 for administrative professional services rendered from May 21, 2022 through August 25, 2022.
- AA. The Goodman Corporation, Invoice No. 8-2022-10 in the amount of \$465.00 for professional services rendered for August 2022 for Memorial Drive and Gessner Road Grant Application – TIP Call for Projects Funding Pursuit Assistance.
- BB. MetroCity, LLC, Monthly Pay Estimate No. 6 in the amount of \$80,298.21 for services rendered from July 1, 2022 through July 31, 2022 for the Paving and Drainage Improvements for Chapel Belle and Tamerlaine Drive.
- CC. National Equipment Dealers, LLC, Invoice No. 83914220 for July 2022 purchase of Mini Excavator in the amount \$42,500.00.
- DD. Southwest Signal Supply, Inc, Invoice No. 121860 in the amount of \$528.65 for school zone signal repair work performed August 2022.
- EE. Stripe Lines, Inc, Invoice No. 5478 in the amount of \$750.00 for services rendered August 2022.
- FF. Stripe Lines, Inc, Invoice No. 5486 in the amount of \$1,000.00 for street sign work performed August 2022.
- GG. Stripe Lines, Inc, Invoice No. 5526 in the amount of \$5,350.00 for pedestrian crossing striping at Bunker Hill Elementary School performed August 2022.
- HH. Texas Hydrant Services, Invoice No. 4989 in the amount of \$1,610.00 for work performed August 2022.
- II. Strike Water Services, LLC, Invoice No. 3639 in the amount of \$1,600.00 for water sampling work performed August 2022.
- JJ. Neil Technical Services, Invoice No. 112018 in the amount of \$660.00 for water well repair services performed in August 2022.
- KK. Neil Technical Services, Invoice No. 111824 in the amount of \$5,858.70 for electrical work performed July 20, 2022.
- LL. Neil Technical Services, Invoice No. 112047 in the amount of \$280.00 for electrical repairs performed July 22, 2022.
- MM. Neil Technical Services, Invoice No. 111823 in the amount of \$1,120.00 for electrical repairs rendered July 15, 2022.

- NN. Neil Technical Services, Invoice No. 112664 in the amount of \$3,280.70 for water plant repairs rendered in August 2022.
- OO. Clark Condon, Invoice No. 49860 for professional services from August 1, 2022 to August 31, 2022 in the amount of \$3,036.51 for Bunker Hill Village Well Site.
- PP. Annual agreement between the City and Harris County Public Library to participate in funding certain library materials at the Spring Branch Memorial Library for the benefit of the residents of the City and the County at a cost of \$1,500.00.

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


**The motion carried 5– 0**

**XXI. ADJOURN**

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to adjourn the meeting at 8:24 p.m.**

**The motion carried 5 - 0**

Approved and accepted on October 18, 2022.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator