

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
January 17, 2023, at 5:00 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:00 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  
Loren Smith, City Attorney  
Jennifer Namie, Assistant to the City Secretary  
Susan Grass, Finance Director  
Ray Schultz, MVPD, Chief of Police  
Mallory Pack, 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.**

**PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE, THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION TO CONSULT WITH THE CITY ATTORNEY REGARDING A MATTER THAT THE ATTORNEY'S DUTY REQUIRES TO BE HELD IN CLOSED SESSION.**

**SECTION 551.074 – PERSONNEL MATTERS – THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION TO DELIBERATE REGARDING THE APPOINTMENT, ASSIGNMENT AND DUTIES OF THE CITY'S COMMISSIONER TO THE VILLAGE FIRE COMMISSION.**

*Mayor Lord convened into closed executive session at 5:02 p.m.*

*Mayor Lord reconvened the meeting at 6:00 p.m.*

**II. PLEDGE OF ALLEGIANCE**

Mayor Lord led the Pledge of Allegiance.

### III. CITIZEN COMMENTS

There were no citizen comments.

### IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Chief Ray Schultz gave an update on activities including personnel, calls for service, and the 2023 Budget to date.

- The Department was underbudget for the year.
- Commander Jones is attending the FBI Academy in Virginia.
- The Department is upgrading the dispatch center with new equipment.
- MVPD received a police vehicle as a donation. It will serve as the DARE vehicle.
- The Automatic License Plate Reader (ALPR) System continues to be an effective crime-solving tool.

B. Presentation on Area Residential Burglary Investigation

- Presented by Memorial Villages Police Detective Blair Cerny.

### V. VILLAGE FIRE DEPARTMENT REPORT

A. Fire Chief David Foster and Commissioner Keith Brown provided a report on activities, significant events, staffing, calls for service, and response times.

- The reserve ambulance is scheduled to be replaced in May.
- The Department temporarily promoted its first female captain.

### VI. MAYOR'S REPORT

A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23-593, 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 Schwartz to approve Ordinance 23-593 extending a Public Health Emergency and State of Disaster due to the outbreak of COVID-19.**

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

**The motion carried 3 – 2**

B. Appointment of James R. Smith to serve as Associate Judge

The Municipal Court activity has picked back up after COVID and the City is scheduling two dockets per month for 2023. The City currently has one Municipal Judge and one Associate Judge. The Municipal Judge has indicated that she may not be available to consistently preside over both dockets. The current Associate Judge has indicated some

scheduling conflicts as well. Staff is recommending the City appoint James R. Smith as a 2<sup>nd</sup> Associate Judge.

James R. Smith has served the City of Spring Valley as Presiding Judge since 2006. Judge Smith is a long-time City of Spring Valley resident and is very interested in serving in Bunker Hill Village. Judge Smith's resume was provided previously to the Council.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Moerer to approve the appointment of James R. Smith to serve as Associate Judge.**

**The motion carried 5 - 0**

C. Report of Activities and Upcoming Events

- Mayors' Meetings – There have not been any recent meetings, but the Mayors continue to work to coordinate a meeting date.
- Holiday Reception Event – *December 13, 2022* – The event recognized Councilmember Keith Brown as Volunteer of the Year, and former Councilmember Jay Smyre as Public Servant of the Year.
- Twinkle Light Parade – *December 15, 2022* – Mayor Lord thanked those who attended the parade. Mayor Lord also recognized the coordinated efforts of the Memorial Villages Police Department who ensured the parade was safe and successful. He also noted positive comments from the other Villages and was pleased with the participation.

**VII. CITY ADMINISTRATOR'S REPORT**

A. Report on Activities and Upcoming Events

- New City Administrator Transition – At the December 6, 2022 Special Meeting, the City Council approved Gerardo Barrera to serve the City as City Administrator. Mr. Barrera will start on Monday, January 23, 2023.
- Planning and Zoning Commission Meetings – The Planning and Zoning Commission is scheduled to meet on January 24, 2023.
- Agreement with American Tower Regarding the Cell Tower at City Hall – The Agreement has been finalized.
- Right of Way Use Agreement with Taylorcrest Court Homeowners for Landscaping Improvements along Taylorcrest Court – The City went out for proposals in December. The City received one proposal and is working with that landscaping company to firm the costs. This will be presented back to the residents.
- Right of Way Use Agreement with the Theissen Family for a Little Free Library on Taylorcrest – The Little Free Library has been constructed. Karen Glynn thanked the Theissen family for installing and managing the project.

- Animal Control Agreements with Piney Point and Hunters Creek – The City of Piney Point approved the agreement in December. Hunters Creek will not be approving the agreement and will instead handle individually.
- Traffic Concerns on Broken Bough and Cobblestone – The City Traffic Engineer performed a traffic analysis and traffic counts on these streets. Karen Glynn will work through the city’s engineer recommendations with Mr. Barrera.
- Verizon Cell Node on Williamsburg – Staff continues discussion with Verizon to relocate the tower on Williamsburg. The surrounding residents did not come to an agreement on the placement of the tower. Karen Glynn will schedule a time to meet with residents.

B. Report on Capital Projects

- Water Well No. 5 Sitework, Transmission Line, Detention and Landscaping – Punchlist items are completed, and contractors are working on technological challenges to be able to pump remotely.
- Public Works and Emergency Operations Building – Building walls have been erected. Council received an email from an adjacent resident regarding windows. There are no windows on the back of the building. There are some windows on the side facing the parking and other buildings. Staff is working with the architect to see how these will impact the neighbors. Nothing has changed since Staff met with the neighbors in December 2021. Staff will continue to work through this concern.
- Memorial Drive and Gessner Road Grant Application – The TIRZ has approved design up to 30%. The City has budgeted for design in 2023 to be considered “shovel ready” in terms of the grant application.

C. Finance Director Report

- Annual Audit – Field work is planned for April.
- Investments and Opportunities – As interest rates have improved, staff has been working to invest available funds to increase interest income in accordance with the City’s investment policy.

**VIII. DISCUSSION AND DIRECTION ON CONTRACT WITH TEXAS PRIDE REGARDING TRASH AND RECYCLING COLLECTION CONCERNS – *Mayor Robert P. Lord and Karen Glynn, City Administrator***

No public comments were made at the meeting regarding trash and recycling services. The Council discussed concerns regarding the holiday/January timeframe. The Mayor and City Mayor will meet with Texas Pride to further discuss concerns.

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

**IX. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23-594 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 6, 2023, FOR THE PURPOSE OF ELECTING THE MAYOR AND TWO COUNCILMEMBERS (POSITION NOS. 4 AND 5); PROVIDING DETAILS**

**RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT- *Karen Glynn, Acting City Secretary/City Administrator***

*Items IX and X were presented together:*

The City of Bunker Hill Village holds its election for the Mayor and City Council on the May General Election Date for each year. The election for Positions 1, 2, and 3 are held in even numbered years, while the election for Mayor and Positions 4 and 5 are held in odd numbered years. The next scheduled City Election is Saturday, May 6, 2023 and accordingly, will be for Mayor and Positions 4 and 5. Filing for a position on the ballot will began January 18, 2023 and will conclude February 17, 2023.

Ordinance No. 23-594 outlines the election information.

Staff recommended approval of this Ordinance calling the City's Annual Election.

**X. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 01-17-2023 A OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS APPROVING A JOINT ELECTION WITH SPRING BRANCH INDEPENDENT SCHOOL DISTRICT (SBISD) FOR ELECTING ITS MUNICIPAL OFFICERS AND APPROVING THE INTERLOCAL COOPERATION AGREEMENT FOR JOINT ELECTIONS WITH SBISD – *Karen Glynn, Acting City Secretary/City Administrator***

As approved at the November City Council Meeting, the Council agreed to partner with Spring Branch Independent School District for Election Services. The Council authorized the Mayor to sign the contract when available.

SBISD provided an agreement to the City. Early voting would be held at the SBISD Administration Building, and Election Day Polls at SBISD Middle Schools.

Mayor Lord and Staff continued to recommend this partnership but wanted to ensure the Council concurred with the terms of the agreement.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to adopt Ordinance No. 23-594, providing for a general election to be held on Saturday, May 6, 2023 and Resolution 01-17-2023 A, approving a Joint Election with Spring Branch Independent School District.**

**The motion carried 5 – 0**

**XI. CONSIDERATION AND POSSIBLE ACTION TO RATIFY AN INCREASE OF \$4,984.00 TO THE CONTRACT WITH YARDWORKS, INC. FOR THE INSTALLATION OF TREES FOR WATER WELL NO. 5 – *Karen Glynn, City Administrator***

At the December 6, 2022 Special Meeting, the City Council authorized the Mayor to approve a contract with Yardworks, Inc. for the installation of trees for Water Well No. 5 in an amount not to exceed \$32,703.00.

During the installation of the trees on December 19, 2022, staff met with Yardworks to discuss several items and possible adjustments regarding the trees and plantings. The total increase was \$4,984.00. Staff spoke with the Mayor following these discussions and he agreed that the adjustments were reasonable.

Adjustment to Contract:	Increased Cost:
1. The adjacent resident at 8 Rain Hollow Place came to the site and requested that the trees on the east side of the water well be placed closer to screen the generator from his back yard. This was discussed with the City's Forrester and Yardworks and they agreed with the adjustment to the spacing. Two additional trees were recommended for installation near the driveway area. The cost for 2 -100 gallon White Oak Trees with stakes totaled \$3,074.00.	\$ 3,074.00
2. Yardworks also indicated that there were 45 gallon crepe myrtles available versus 30 gallon which were specified at bidding. These would be larger at an installed cost of \$585.00 versus \$450.00 as included in the bid increasing the cost by \$540 for a total of 4 trees.	\$ 540.00
3. Mulch and fertilizer had not been included in the previous cost. This cost was \$1,370.00	\$ 1,370.00
Total Increase	\$ 4,984.00

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to ratify an increase of \$4,984.00 to the contract with Yardworks, Inc. for the installation of trees for Water Well No. 5.**

**The motion carried 5 – 0**

**XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 12 WITH METRO CITY (CHAPEL BELLE PROJECT) TO SUPPLEMENT CHANGE ORDER NO. 6 FOR ADDITIONAL WORK TO COMPLETE THE REMOVAL AND REPLACEMENT OF SIDEWALK ALONG MEMORIAL DRIVE IN AN AMOUNT NOT TO EXCEED \$16,585.69 – Karen Glynn, City Administrator**

The City Council approved Change Order No. 6 to the Chapel Belle Reconstruction project in May 2022. This change order was recommended for the construction of a new sidewalk at 11646 Memorial Drive. As part of the approval of the construction of the new home at 11646 Memorial Drive, the City agreed to construct a new eight-foot-wide sidewalk at this address. At the time of the change order, the home was ahead of schedule and construction of the sidewalk was planned in 2022.

A change order to the Chapel Belle project was considered the most cost-effective approach for this construction. Funding was approved with an amendment to the 2022 CIP Budget in the amount of \$25,000.00 to include contingency.

As the City and RPS began working with Metro City to actually construct the sidewalk, the City learned that Metro City had not been provided an accurate scope of the project and therefore had not completely priced the project. The original pricing was for 300 feet; however, there is 370 feet of sidewalk needed. In addition, the price did not include the removal of the existing sidewalk or fill and sod to complete the project. Staff and RPS asked for a supplemental change order to provide an accurate price for the full scope of the project.

The total project cost is \$36,643.13. RPS has confirmed this is a reasonable price for the removal, replacement and restoration of the sidewalk and project area.

There is an \$80,000 budget for sidewalk construction in the 2023 General Fund CIP Budget. It was recommended to fund the supplemental change order with \$16,585.69 from this line item. Contingency is included in the previous change order and budget amendment should there be any incidentals.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve Change Order No. 12 with Metro City to supplement Change Order No. 6 for additional work to complete the removal and replacement of sidewalk along Memorial Drive in an amount not to exceed \$16,585.69 after City staff has spoken with the resident to ensure landscape plans, drainage and final restoration concerns are addressed.**

**The motion carried 5 – 0**

**XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-597, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2022; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT - *Susan Grass, Finance Director***

The City earmarked \$25,000 in the 2022 Capital Projects General Fund budget for the installation of new sidewalk along Memorial Drive. The project was not started in 2022 and no expenditures were expensed in the 2022 year. Staff recommended amending the 2023 budget to include and carryover \$25,000 for the Memorial Drive Sidewalk Project.

**A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve Ordinance No. 23-597, adopting Amendment No. 1 to the original budget of the City of Bunker Hill Village, Texas.**

**The motion carried 5 – 0**

**XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 01-17-2023 B OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A GASB STATEMENT NO. 87 POLICY; PROVIDING FOR**

**THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE** – *Susan Grass, Finance Director*

As will be required in the 2022 Annual Financial Report, Governmental Accounting Standards Board Statement 87 (GASB 87), *Leases*, requires the City to report lessee and lessor lease activity in the City’s annual financial statement. GASB 87 requires the City report a right to use asset and related lease liability for any lessee lease positions the City maintains. Similarly, the City is required to report a lease receivable and related deferred inflow of resources for any lessor lease positions maintained by the city.

The City does not currently have a standard lease reporting policy and process in place.

Based on the inventory of leases in the City, the American Tower Cell Tower Lease Agreement may be considered a material lease required to be reported.

Staff recommended Resolution No. 01-17-2023 B to improve the level of reporting on the City’s leasing activities and financial statements. The policy was mirrored after Spring Valley’s Policy.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Resolution No. 01-17-2023 B adopting the policy.**

**The motion carried 5 – 0**

**XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE CALENDAR OF EVENTS FOR 2023** – *Karen Glynn, City Administrator*

*Items XV and XVI were presented together:*

At the November 2022 meeting, Council discussed the Calendar for 2023 outlining the Holiday and Meeting Schedule. The Council concurred with the recommendation and asked the City Administrator to discuss the Christmas holidays with staff to ensure December 25 and December 26 were the best days to take these holidays. In addition, the Council discussed changing the meeting time from 5:30 p.m. to 5:00 p.m. The following was recommended for Council approval:



<b>Recommended Holiday Schedule</b>	
Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	Memorial Day
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Thursday - Friday, November 23 & 24, 2023	Thanksgiving
Monday - Tuesday, December 25 & 26, 2023	Christmas Eve and Day ( <i>Christmas Day is Monday</i> )
Monday, January 1, 2024	New Year's Day

<b>2023 Events</b>	
City Hall Closed <i>End of the year administration, filing and clean up</i>	Thursday & Friday, February 2-3, 2023
Villages Independence Day Celebration	Tuesday, July 4, 2023
Annual Holiday Party	Tuesday, December 12, 2023
Twinkle Light Parade	Thursday, December 14, 2023 <i>Reflects SBISD Academic Calendar</i>

<b>2023 City Council Meetings</b>	
<i>(3<sup>rd</sup> Tuesday of every month at 5:30 p.m.)</i>	
✓ Tuesday, January 17, 2023	
✓ Tuesday, February 21, 2023	
✓ Tuesday, March 21, 2023	<i>SBISD Spring Break is March 13 – 17, 2023</i>
✓ Tuesday, April 18, 2023	
✓ Tuesday, May 16, 2023	
✓ Tuesday, June 20, 2023	
<b>Tuesday, July 18, 2023</b>	<i>Recommend Cancelling July Meeting Typically Cancel One Summer Meeting</i>
✓ Tuesday, August 15, 2023	
✓ Tuesday, September 19, 2023	
✓ Tuesday, October 17, 2023	
✓ <b>Tuesday, November 14, 2023</b>	<i>Moved to accommodate Thanksgiving Holiday</i>
<b>Tuesday, December 19, 2023</b>	<i>Typically Cancel December Meeting</i>
<b><i>Recommended Change to the 2023 Meeting Calendar</i></b>	

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the Calendar of Events for 2023.**

**The motion carried 5 – 0**

**XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-595 AMENDING SECTION 2-29 OF THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, PROVIDING THAT THE CITY COUNCIL SHALL MEET IN REGULAR SESSION AT SPECIFIED DAYS AND TIMES – Karen Glynn, City Administrator**

At the November 22 meeting, Council recommended changing the meeting times for City Council Meetings from 5:30 p.m. to 5:00 p.m. In November 2019, the City Council changed the meeting times for City Council Meetings from 5:00 p.m. to 5:30 p.m. This change was in response to comments received during the May 2019 Election Season to provide the opportunity for residents to participate and attend the monthly City Council Meetings. It was recommended to return to the 5:00 p.m. meeting time as the Council has not seen more attendance with the time change and meetings have been more lengthy with the business of the City extending further into the evening. Zoom has also become available for all meetings providing a means of attending remotely.

The time for City Council Meetings is defined by Ordinance.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve Ordinance No. 23-595 amending section 2-29 of the Code of Ordinances of the City of Bunker Hill Village, Texas, providing that the City Council meet in regular session at specified days and times.**

**The motion carried 5 – 0**

**XVII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23-596 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING ALL OF SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, AND ADDING A NEW SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, SAID SECTION DESIGNATING THE MEMORIAL EXAMINER (HOUSTON COMMUNITY NEWSPAPER) AS THE OFFICIAL NEWSPAPER OF THE CITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT - Karen Glynn, Acting City Secretary/City Administrator**

State Law requires that Cities shall designate an official newspaper for all official publications for the year. The City of Bunker Hill Village utilized the Houston Community Newspaper as the official newspaper of the City in years past and staff recommended the City continue with this publication.

Staff recommended approval of Ordinance No. 23-596 amending the City's current ordinance and designating the Houston Community Newspaper as the City's official newspaper.

The contract with the Houston Community Newspaper was included on the consent agenda. This contract provides for set costs for the year. Costs remain the same as in 2022.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to adopt Ordinance No. 23-596.**

**The motion carried 5 – 0**

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

- A. MetroCity, LLC Pay Estimate No. 9 in the amount of \$162,928.85 for Chapel Belle and Tamerlaine Reconstruction work completed October 2022.
- B. Underground Construction Solutions, LLC Monthly Estimate No. 2 in the amount of \$147,226.50 for Water Well No. 5 Transmission Line Water Plant work performed August 4, 2022 through September 19, 2022.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to authorize payments that exceed approximately \$150,000.00.**

**The motion carried 5 – 0**

**XIX. 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 November 15, 2022, Regular Council Meeting
- B. Minutes of the December 6, 2022, Special Council Meeting
- C. November 2022 Financials
- D. McDonald Municipal and Industrial, Monthly Estimate No. 9 in the amount of \$61,551.04 for Water Well No. 5 Site Improvements from August 1, 2022 through November 30, 2022.
- E. Langford Engineering, Invoice No. 25588 in the amount of \$2,317.04 for Water Well No. 5 design and construction services rendered through August 26, 2022.
- F. Langford Engineering, Invoice No. 25589 in the amount of \$34,327.26 for the construction of Water Well No. 5 through August 26, 2022.
- G. Langford Engineering, Invoice No. 25590 in the amount of \$25,257.80 for Water Well No. 5 Improvements completed through August 26, 2022.
- H. Langford Engineering, Invoice No. 25591 in the amount of \$4,801.23 for professional services rendered through August 26, 2022 for City Hall Expansion/ Chatam Water Line project.
- I. Langford Engineering, Invoice No. 25592 in the amount of \$950.37 for General Engineering services rendered through August 26, 2022.
- J. Langford Engineering, Invoice No. 25796 in the amount of \$441.73 for General Engineering services rendered through October 28, 2022.
- K. Langford Engineering, Invoice No. 25797 in the amount of \$5,409.71 for Water Well No. 5 Improvements completed through October 28, 2022.
- L. Langford Engineering, Invoice No. 25798 in the amount of \$620.00 for Water Well No. 5 design and construction services performed through October 28, 2022.
- M. Langford Engineering, Invoice No. 25799 in the amount of \$21,115.07 for Water Well No. 5 design and construction services performed through October 28, 2022.

- N. Probstfeld & Associates, Invoice No. 66585 in the amount of \$610.00 for drainage plan review services performed in October 2022.
- O. Probstfeld & Associates, Invoice No. 66586 in the amount of \$155.00 for drainage plan review services completed in October 2022.
- P. Probstfeld & Associates, Invoice No. 66757 in the amount of \$455.00 for drainage plan review services performed in October 2022.
- Q. Probstfeld & Associates, Invoice No. 66758 in the amount of \$305.00 for drainage plan review services performed in October 2022.
- R. Probstfeld & Associates, Invoice No. 66796 in the amount of \$305.00 for drainage plan review services completed in November 2022.
- S. Servtech Electric Co., Invoice No. INV-8724 in the amount of \$1,117.50 for electrical work services completed in December 2022 for the Chapel Belle Lane project.
- T. PGAL, Invoice No. 10057606 in the amount of \$3,000.00 for municipal facilities concept services rendered from October 1, 2022 to October 31, 2022.
- U. PGAL, Invoice No. 10057719 in the amount of \$119.70 for professional services rendered from November 1, 2022 to November 30, 2022.
- V. PGAL, Invoice No. 10057717 in the amount of \$4,000.00 for municipal facilities concept services rendered from November 1, 2022 to November 30, 2022.
- W. PGAL, Invoice No. 10057249 in the amount of \$1,000.00 for professional services performed from September 1, 2022 to September 30, 2022.
- X. Harris-Galveston Subsidence District, Fee No. 338654 in the amount of \$9,652.00 for 2023 Water Conservation School Program.
- Y. Yardworks, Invoice No. 32135 in the amount of \$33,243.00 for December 2022 tree planting at Water Well No. 5.
- Z. Yardworks, Invoice No. 32137 for December 2022 landscaping services at Water Well No. 5 in the amount of \$4,444.00.
- AA. Terracon, Invoice No. TH58834 in the amount of \$1,155.00 for Public Works and Disaster Operations Building materials testing services rendered from September 21, 2022 through October 15, 2022.
- BB. Terracon, Invoice No. TH74535 in the amount of \$2,730.50 for Public Works and Disaster Operations Building engineering services performed from October 17, 2022 to November 12, 2022.
- CC. Clark Condon, Invoice No. 50152 in the amount of \$875.00 for Water Well No. 5 design services performed from October 1, 2022 through October 31, 2022.
- DD. RPS, Invoice No. 1022063 in the amount of \$4,143.22 for General On-Call Services rendered from October 1, 2022 through October 28, 2022.
- EE. RPS, Invoice No. 1022069 in the amount of \$1,769.79 for Site Development Review services rendered from October 1, 2022 through October 28, 2022.
- FF. RPS, Invoice No. 1022070 in the amount of \$10,942.77 for City of Bunker Hill Village Drainage Committee services rendered from October 1, 2022 to October 28, 2022.
- GG. RPS, Invoice No. 1022071 in the amount of \$780.00 for Bunker Hill Elementary Detention work performed from October 1, 2022 through October 28, 2022.
- HH. RPS, Invoice No. 1022072 in the amount of \$336.83 for professional services rendered from October 1, 2022 to October 28, 2022 for the Chapel Belle Lane project.
- II. RPS, Invoice No. 1022076 in the amount of \$483.00 for professional services rendered from October 1, 2022 to October 28, 2022 for the Proposed Reconstruction of Memorial Drive and Gessner Road.
- JJ. RPS, Invoice No. 1122063 in the amount of \$4,277.62 for General On-Call Services from October 29, 2022 through December 2, 2022.

- KK. RPS, Invoice No. 1122067 in the amount of \$2,695.33 for Site Development Review for Drainage Impacts services performed from October 29, 2022 through December 2, 2022.
- LL. RPS, Invoice No. 1122068 in the amount of \$2,496.22 for City of Bunker Hill Village Drainage Committee and further review of the City’s drainage model rendered from October 29, 2022 to December 2, 2022.
- MM. RPS, Invoice No. 1122070 in the amount of \$982.62 for professional services completed from October 29, 2022 through December 2, 2022 for Chapel Belle Street and Drainage Improvements.
- NN. Kimley-Horn and Associates, Inc., Invoice No. 067787100-1122 in the amount of \$1,495.00 for Broken Bough/ Cobblestone Traffic Study performed from September 1, 2022 to November 30, 2022.
- OO. Probstfeld & Associates, Invoice No. 66940 in the amount of \$305.00 for Drainage Plan Review services performed in December 2022.
- PP. Probstfeld & Associates, Invoice No. 66941 in the amount of \$305.00 for Drainage Plan Review services rendered in December 2022.
- QQ. Probstfeld & Associates, Invoice No. 66942 in the amount of \$455.00 for Drainage Plan Review services performed in December 2022.
- RR. Houston Community Newspapers and Media Group Contract for publishing notices or other matters required by law for the period of January 1, 2023 through December 31, 2023 at set amounts.

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

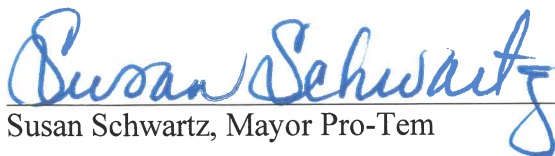
**The motion carried 5 - 0**

**XX. ADJOURN**

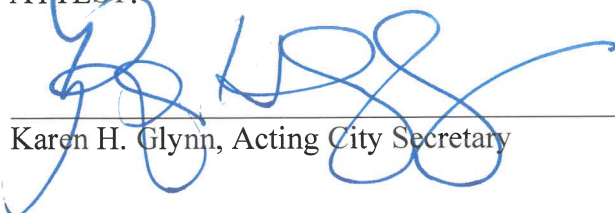
**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to adjourn the meeting at 8:23 p.m.**

**The motion carried 5 – 0**

Approved and accepted on February 21, 2023.

  
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Susan Schwartz, Mayor Pro-Tem

ATTEST:

  
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Karen H. Glynn, Acting City Secretary