

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
February 21, 2023 at 5:00 P.M.**

I. CALL TO ORDER

Mayor Pro-Tem Schwartz called the meeting to order at 5:05 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 Susan Schwartz

Councilmember Keith Brown

Councilmember Eric Thode

Councilmember Laurie Rosenbaum

Councilmember Carl Moerer

Also in Attendance:

Gerardo Barrera, City Administrator

Karen Glynn, Acting City Secretary/ Community Development

Bridgette A. Begle, City Attorney

Jennifer Namie, Assistant to the City Secretary

Susan Grass, Finance Director

Chief Ray Schultz, Memorial Villages Police Department

Mallory Pack, Assistant to the City Administrator

II. PLEDGE OF ALLEGIANCE

Commander Brian Baker of MVPD led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no citizen comments.

IV. VILLAGE FIRE DEPARTMENT REPOT

A. Introduction of Interim Fire Chief Howard Miller

Councilmember Brown introduced Interim Fire Chief Howard Miller. Chief Miller joined VFD as a firefighter in 1980 and promoted to Deputy Chief in 2009. He also serves as the Department's Training Officer and Emergency Management Coordinator.

B. Update on Activities – Interim Fire Chief Howard Miller and Fire Commissioner Keith Brown provided a report on activities, significant events, staffing, calls for service, and response times. Chief Miller noted he will be working on reports and data collection.

- All ambulances are in service.
- The annex roof is being replaced to be hurricane resistant.

V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities – Commander Baker gave an update on activities including personnel, calls for service, and the 2023 Budget to date.
- The Department is upgrading the dispatch center with new equipment.
 - The Automatic License Plate Reader (ALPR) System continues to be an effective crime-solving tool.

B. Consideration and Possible Action to Approve a Budget Amendment as Recommended by the Police Commission for the 2022 Year End Budget.

Karen Glynn presented a budget amendment as requested by the Police Department to reconcile line items for the 2022 Year End Budget. The Amendment resulted in no overall effect to the 2022 Budget.

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve the budget amendment as recommended by the Police Commission for the 2022 Year End Budget.

The motion carried 5 – 0

C. Consideration and Possible Action Regarding Employee Insurance Coverage for the Time Period of April 1, 2023 through March 31, 2024, Contracting for Health, Vision, and Dental Insurance in Partnership with the Memorial Villages Police Department and the City of Piney Point Village, Texas.

All full time City employees are eligible for employee insurance benefits as part of their compensation package. Insurance coverage has been provided through the Memorial Villages Police Department and includes health, dental, vision, life, and disability insurance. The City of Piney Point also participates in this group.

The City Administration and Finance Director have been working with the Police Department Administration and Alliant (MVPD's consultant) on the annual process for health, vision, and dental for the next plan period which is April 1, 2023 through March 31, 2024. Ancillary insurance benefits are under a separate process and will continue under current terms for the next year.

Proposals were advertised and opened on January 17, 2023. As shared with the Police Commission at the February Meeting, this was a very difficult process for health insurance as there were several large claims for the group this past year.

Two providers submitted proposals for health insurance. This included United Health Care, the current provider, and Blue Cross Blue Shield who was the previous provider for the plan.

The proposal from United Health Care included a 49% increase and United Health Care would not negotiate. Negotiations with Blue Cross Blue Shield resulted in two options:

- A. A 19% increase with minimal plan changes to coverage
- B. A 4.9% increase with increases to annual deductibles

Both options included a bundled package with dental and vision which includes an increase to dental and vision but is offset by the decrease to the health insurance.

The Historical Plan Rates and the Historical Contributions were presented. This information showed the success of managing the health care rates by changing to an “HSA only” plan in 2015. As noted, there have been increases and decreases over the 8 years; however, overall, the increases have been manageable. Mrs. Glynn noted that last year’s increase for health insurance was 17% staying with United Health Care for a second year.

After review and analysis, the following was approved by the Commission at the February 13, 2023 Commission Meeting:

Health Insurance

Blue Cross Blue Shield - Option B. The Commission also approved increasing the HSA contribution for employees to offset the increase in deductibles.

Dental and Vision

Blue Cross Blue Shield to provided and benefit from the bundled package.

Life/Disability Ancillary Insurance

Standard for the ancillary benefits – *multi-year contract continues into 2023 - 2024.*

Contributions to the HSA

Contributions to the HSA were proposed to help offset the increase in the annual deductible:

- Employee Only increase from \$1,500 to \$2,350.00
- Employee Plus Dependent(s) increase from \$2,700 to \$3,700.00
- Wellness to remain at \$1500.00

The HSA contributions proposed will meet the IRS contributions allowed.

Staff recommended approval to continue employee insurance coverage with the Memorial Villages Police Department contracting with Blue Cross Blue Shield serving as the insurance carrier for health insurance, dental and vision insurance. In addition, staff recommended continued contributions to the HSA and approval of the increases to offset the increase in the annual deductible.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Employee Insurance Coverage for the Time Period of April 1, 2023 through March 31, 2024, Contracting for Health, Vision, and Dental Insurance and Insurance in Partnership with the Memorial Villages Police Department and the City of Piney Point Village, Texas.

The motion carried 5 – 0

VI. MAYOR’S REPORT

A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23 - 598, 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 included an additional extension through March 2023 and ensures that any support needed from other agencies would be available to the City.

A motion was made by Councilmember Moerer and seconded by Councilmember Rosenbaum to adopt Ordinance 31-598 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. Report on Activities and Upcoming Events

- Mayors’ Meetings – Mayors continue to coordinate a meeting date. The Mayor would like to discuss with other Mayors the possibility of more Villages joining together for health insurance.
- Public Safety Open House – *February 1, 2023* – The event was successful and focused on the work of the Public Safety Departments, as well as trash and recycling services. Questions and concerns regarding trash and recycling services were addressed as well.
- Meeting with Texas Pride – The Mayor and City Staff met with Texas Pride representatives to discuss concerns regarding timely trash/ recycling collection and communication means. Contingency plans were also addressed.
- Meeting with residents and builder regarding the lot on Greenbay and Blalock – The Mayor met with residents regarding the intersection of the Deed Restrictions and City Codes. At this point, the City is not involved in planning for the redevelopment.
- Meeting with Metro – Mayor Pro-Tem Schwartz and City Administrator Barrera attended the meeting at Metro held on February 21, 2023.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- New City Administrator Transition and Introductions – The Council welcomed City Administrator Gerardo Barrera for his first meeting. The City continues recruitment efforts for the Public Works Director and Permit/ Utility Billing Clerk positions.
- Planning and Zoning Commission Meeting – The Planning and Zoning Commission met on February 21, 2023 to approve a final plat at 8 Valley Forge which was included on this agenda.
- May 6, 2023 Election – The call for the Annual May Election was made in January. The incumbents are unopposed, and the election will be cancelled at the March 2023 meeting. Karen Glynn thanked the elected officials/incumbents who have filed for another term, for the continued leadership and commitment to the City.
- Paratus Memorial – A final inspection is scheduled to review compliance with the Specific Use Permit.

- Verizon Cell Node on Williamsburg – Staff continues discussion with Verizon and residents to relocate the tower on Williamsburg.
- BHV, Inc. – The Texas Secretary of State has approved the formation of the LGC. Karen Glynn will contact board members to schedule a meeting.

B. Report on Capital Projects

- Water Well No. 5 Sitework, Transmission Line, Detention and Landscaping – The Water Well is in service. City Administrator Barrera thanked the Public Works Team for their efforts to see the successful completion of the project.
- Taylorcrest Ct. Landscaping – City Staff continues to work with residents on the landscape plan.
- Public Works and Emergency Operations Building – Construction is under way and the second floor is scheduled to be poured.
- 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 grant application status. The joint project will be submitted to HGAC in response to the call for projects due February 28, 2023.
- Memorial Drive Sidewalk Construction – Construction is planned to begin soon.

C. Finance Director Report

- Annual Audit – Field work is planned for April.
- Investments and Opportunities – As interest rates have improved, staff worked diligently to invest available funds to increase interest income in accordance with the City’s investment policy.
- Worker’s Compensation Audit – The audit has been completed, and the City received a refund.
- City Equipment Auction – The City auctioned various pieces of equipment formerly used by the Public Works Department.

VIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 11 IN THE AMOUNT OF \$17,679.01 TO THE CURRENT CONTRACT WITH METRO CITY, LLC RECONCILING THE COMPLETION OF WORK ON THE CHAPEL BELLE AND TAMERLAINE PROJECT – *Karen Glynn, Acting City Secretary/ Community Development*

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 went very well and is now successfully completed. In addition, it was very helpful to have utilized Metro City for other projects. Being able to “change order” work has been a savings to the City in reduced engineering costs and the procurement process.

Staff is working through the final reconciliation of payments anticipating a budget amendment may be needed to carry over the project in 2023 for final payments. The final change order was recommended for approval.

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to authorize Change Order No. 11 in the amount of \$17,679.01 to the current contract with Metro City, LLC reconciling the completion of work on the Chapel Belle and Tamerlaine project.

The motion carried 5 – 0

IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 5 AND FINAL TO REDUCE THE CONTRACT AMOUNT BY \$194,460.00 WITH ALSAY, INC. RECONCILING THE COMPLETION OF WORK ON THE CONSTRUCTION OF WATER WELL NO. 5 – Karen Glynn, Acting City Secretary/ Community Development

The City has been under contract with Alsay, Inc. for the construction of Water Well No. 5. The Project Team has worked diligently to get the project completed despite supply chain issues. The well has been tested and placed into service. Staff is very pleased to see the completion of this project and the cost savings achieved despite the supply chain challenges.

In review, the following Change Orders were approved for the project:

- Change Order No. 1, requested a contract price adjustment in the amount of \$12,600.00.
- Change Order No. 2, approved September 2022, requested a 390-calendar day time extension at no cost.
- Change Order No. 3, approved October 18, 2022, requested a 60-calendar day time extension at no cost.
- Change Order No. 4, approved November 21, 2022 requested a 60-calendar day time extension at no cost.

Staff recommended approval of Change Order No. 5 and Final reconciling all quantities and accepting the project at a cost savings of \$194,460.00.

A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to authorize Change Order. No. 5 and Final to reduce the contract amount by \$194,460.00 with Alsay, Inc. reconciling the completion of work on the construction of Water Well No. 5.

The motion carried 5 – 0

X. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 6 AND FINAL TO REDUCE THE CONTRACT AMOUNT BY \$36,304.96 WITH MCDONALD MUNICIPAL AND INDUSTRIAL RECONCILING THE COMPLETION OF WORK ON THE CONSTRUCTION OF WATER WELL NO. 5 SITE IMPROVEMENTS – Karen Glynn, Acting City Secretary/ Community Development

The City has been under contract with McDonald Municipal & Industrial for the construction of Water Well No. 5 Site Work. The well has been tested and placed into

service. Staff is very pleased to see the completion of this multi-year project and the cost savings achieved.

In review, the following Change Orders were approved for the project:

- Change Order No. 1, submitted March 2022, requested a contract price adjustment in the amount of \$4,177.00 for additional detention work. No time extension was included in the request.
- Change Order No. 2 requested a 105-calendar day time extension at no cost and was approved August 2022.
- Change Order No. 3, approved September 2022, requested a \$6,800.00 price adjustment for electrical improvements. A 30-calendar day time extension was also included.
- Change Order No. 4, approved October 18, 2022, requested a 60 day time extension at no cost.
- Change Order No. 5, approved November 21, 2022 requested a 60-calendar day time extension at no cost.

Staff recommended approval of Change Order No. 6 and Final reconciling all quantities and accepting the project at a cost savings of \$36,304.96.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to authorize Change Order No. 6 and Final to reduce the contract amount by \$36,304.96 with McDonald Municipal and Industrial reconciling the completion of work on the construction of Water Well No. 5 site improvements.

The motion carried 4 – 0

Councilmember Brown was out of the room when the vote was taken.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CHANGE ORDER WITH JLA CONSTRUCTION SOLUTIONS LLC FOR THE CONSTRUCTION OF THE PUBLIC WORKS AND DISASTER OPERATIONS BUILDING TO INCLUDE EXTERIOR IMPROVEMENTS TO CITY HALL IN THE AMOUNT OF \$88,095.00 - Karen Glynn, Acting City Secretary/ Community Development.

In September 2021, the City Council approved the final design contract with PGAL Architects for the City's Public Works and Disaster Operations Building. Additionally, JLA Construction Solutions LLC was awarded the contract to serve as the City's Construction Manager at Risk with a set guaranteed maximum price (GMP) for the construction awarded in June 2022. The new building is under construction.

During the 2023 Budget Process, the Council approved additional funds in Fiscal Year 2023 to evaluate and fund possible improvements to the exterior of City Hall. Work would be coordinated with the new addition. The existing stucco has become problematic, and improvements are needed. In addition, the HVAC units that were moved to the roof of City Hall and are now visible. The budget for City Hall design and construction was approved at \$150,000.00 and funded between the General Fund and Utility Fund.

In October 2022, the City Council approved a proposal from PGAL to provide architectural services for City Hall at an increase of \$10,000.00 to the existing design contract. At the November 2022 Council Meeting, PGAL presented design concepts for City Hall and Council directed staff to get pricing for the improvements.

Change Order No. 1 provided pricing for City Hall exterior improvements at \$88,095.00. Staff recommended these improvements to be coordinated with the current project. Substantial completion is planned for May 2023.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to a change order with JLA Construction Solutions LLC for the construction of the Public Works and Disaster Operations Building to include exterior improvements to City Hall in the amount of \$88,095.00

The motion carried 5 – 0

XII. CONSIDERATION AND POSSIBLE ACTION TO RENEW A CONTRACT WITH TX BBG CONSULTING, INC., A WHOLLY OWNED SUBSIDIARY OF SAFE BUILT, LLC FOR BUILDING PLAN REVIEW AND DEVELOPMENT SERVICES - Karen Glynn, Acting City Secretary/ Community Development

In effort to improve the City's Development Process, the City contracted with TX BBG Consulting, Inc. over the past year to supplement plan review, permitting and inspection processes. Four of the six Memorial Villages (Spring Valley, Hilshire, Hedwig, and Hunters Creek) currently use BBG; therefore, BBG is very familiar with the Villages. With the current amount of redevelopment in the City and the number of City capital projects underway, this contract has helped balance the workload for City Staff and City contract inspectors.

BBG submitted a renewal to the existing contract and included an annual renewal. BBG proposed set fees for the various items.

Staff recommended approval of the proposed renewal with BBG.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to renew a contract with TX BBG Consulting for building plan review and development services.

The motion carried 5 – 0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 8 VALLEY FORGE – Karen Glynn, Acting City Secretary/ Community Development

Plans for construction of a new home at 8 Valley Forge were submitted for review. During the plan review process, it was found that no final plat was ever recorded with Harris County. The property does not qualify for a short form final plat as the property does not

lie within an existing public street circulation. Valley Forge is considered as a private street.

A Preliminary Plat for the property was presented to the Planning and Zoning Commission on January 24, 2023. The Commission recommended that the platting process move forward to the next step with the submission of a Final Plat. A Final Plat was presented to the Commission on February 21, 2023 and the Commission recommended approval by the City Council.

Staff, as well as the City’s platting consultant, reviewed the Final Plat and found the plat meets all requirements of the City’s Ordinances.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a final plat for 8 Valley Forge.

The motion carried 5 – 0

XIV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-599, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 2 AND NO. 3 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FOR THE FISCAL YEAR 2023; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Susan Grass, Finance Director*

City Staff submitted for City Council consideration and approval a budget amendment to the Fiscal Year 2023 Budget.

The City budgeted in 2022 and 2023 for Capital Projects General Fund and Utility Construction Fund based on a projected percentage of completion at year end. The amounts proposed for the 2023 year are funds not expended in the 2022 year and that will carryover to the fund balance in 2022.

Staff recommends amending the 2023 budget to include the following:

General Fund Construction

\$20,234 Gessner Northbound & Memorial
\$15,004 Taylorcrest Ct. Landscaping
\$274,937 Facilities (Public Works Building)

Utility Fund Construction

\$510,576 Facilities (Public Works Building)
\$ 53,900 Landscaping at Water Well #5 Site

Staff recommended approval of Ordinance No. 23-599 to reconcile these line items.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Ordinance No. 23-599, adopting Amendments No. 2 and No. 3 to the original budget of the City of Bunker Hill Village, Texas.

The motion carried 5 – 0

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

- A. JLA Construction Solutions Application for Payment No. 4 in the amount of \$401,593.50 for Public Works and Disaster Operations Building construction work completed from November 1, 2022 through January 31, 2023.
- B. Alsay Inc. Monthly Estimate No. 10 and Final (including retainage) in the amount of \$230,313.00 for Water Well No. 5 construction work completed from December 30, 2022 through January 27, 2023.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve payments that exceed \$150,000.

The motion carried 5 – 0

XVI. 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 January 18, 2023 Regular City Council Meeting.
- B. Alsay Inc., Monthly Estimate No. 9 in the amount of \$46,890.00 for Water Well No. 5 construction work completed from September 27, 2022 through December 29, 2022.
- C. Kimley-Horn and Associates, Inc., Invoice No. 067787100-1222 in the amount of \$2,392.50 for Broken Bough/ Cobblestone Traffic Study performed from December 1, 2022 to December 31, 2022.
- D. McDonald Municipal and Industrial, Monthly Estimate No. 10 in the amount of \$75,107.05 for Water Well No. 5 Site Improvements from December 1, 2022 through December 21, 2022.
- E. McDonald Municipal and Industrial, Monthly Estimate No. 11 and Final (including retainage) in the amount of \$75,107.09 for Water Well No. 5 Site Improvement work completed from December 22, 2022 through January 30, 2023.
- F. MetroCity, LLC Pay Estimate No. 10 (including retainage) in the amount of \$25,464.43 for Chapel Belle and Tamerlaine Reconstruction work completed December 2022.
- G. Neil Technical Services, Invoice No. 115346 in the amount of \$3,400.00 to program SCADA system to Water Well No. 5.
- H. PGAL, Invoice No. 10057793 in the amount of \$3,500.00 for professional services rendered from December 1, 2022 to December 31, 2022.
- I. Probstfeld & Associates, Invoice No. 67011 in the amount of \$610.00 for Drainage Plan Review services rendered in January 2023.
- J. Probstfeld & Associates, Invoice No. 67098 in the amount of \$305.00 for Drainage Plan Review services performed in January 2023.
- K. Servtech Electric Co., Invoice No. INV-8790 in the amount of \$333.00 for electrical work completed in January 2023 at Water Well No. 5.
- L. Terracon, Invoice No. TH85399 in the amount of \$1,744.25 for Public Works and Disaster Operations Building engineering services performed in December 2022.

- M. Terracon, Invoice No. TH98872 in the amount of \$4,748.75 for Public Works and Disaster Operations Building materials testing services rendered in January 2023.
- N. Harris-Galveston Subsidence District, Fee No. 339622 in the amount of \$30,932.00 for Water Conservation Education Program sponsorship.
- O. Cypress Creek Mosquito Control, Inc. Contract for mosquito spraying.

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

The motion carried 5 – 0

XVII. EXECUTIVE SESSION

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 Pro-Tem Schwartz convened into closed executive session at 7:02 p.m.


Mayor Pro-Tem Schwartz reconvened the meeting at 7:38 p.m.

XVIII. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 7:39 p.m.

The motion carried 5 - 0

Approved and accepted on March 21, 2023.



Robert P. Lord, Mayor

ATTEST:


Karen H. Glynn, Acting City Secretary