

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
AUGUST 20, 2024**

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.

Present

Mayor Robert Lord
Mayor Pro-Tem Susan Schwartz
Councilmember Eric Thode (arrived at 5:05 p.m.)
Councilmember Carl Moerer
Councilmember Keith Brown
Councilmember Andrew Poor

Staff in Attendance

Gerardo Barrera, City Administrator
Susan Engles, Finance Director
Elvin Hernandez, Director of Public Works
Loren Smith, City Attorney
Mallory Pack, Management Analyst

II. PLEDGE OF ALLEGIANCE

Chief Howard Miller led the Pledge of Allegiance.

III. CITIZEN COMMENTS

There were no public comments.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Commander Baker provided an update on activities, personnel, calls for service, and the 2024 budget.

- All activities related to the May 2024 Derecho storm and Hurricane Beryl have been documented and will be submitted to FEMA for potential reimbursement. Estimated costs total is \$149,363 (75/25 split reimbursement).
- All three (3) cities served by MVPD (Bunker Hill, Piney Point, and Hunters Creek) have approved the e-bike ordinance. Officers will host a series of community education events to promote e-bike safety and awareness of the ordinance.
- Commander Baker presented an after-action report of Hurricane Beryl.

V. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Chief Miller and Fire Commissioner Keith Brown reported on activities, staffing, calls for service and response times.
- The average response time for Bunker Hill was 5:06 in June, and 6:06 in July.
 - The Department hired three firefighters and a full-time dispatcher, and is accepting applications for a firefighter position and Finance Director position.
 - Ladder 1 is out of service for maintenance and preventive work. HFD will assist as backup for ladder truck incidents.
 - Deputy Chief Will Wyatt will retire in September 2024.
 - The Department has started work on a public education campaign focused on fire safety related to rechargeable (lithium-ion) batteries.

VI. MAYOR'S REPORT

- A. Report on Activities and Upcoming Events
- Mayors' Meetings – The meeting is postponed until September/ October.
 - CenterPoint Meeting – Mayor Lord and other local officials will meet with CenterPoint representatives to discuss emergency management operations and communications, including how to improve preparation and response efforts.
 - Villages Independence Day Parade – *July 4, 2024* – Council directed staff to discuss with other Villages about expanding the event in 2025.
 - Public Safety Week Lunch – *October 2024*
 - Family Movie Night, State of the City Presentation and Grand Opening of Public Works & Emergency Operations Building – *Fall 2024*

VII. CITY ADMINISTRATOR'S REPORT

- A. Report on Activities and Upcoming Events
- Storm Debris Collection Update – The majority of vegetative storm debris has been collected. City crews and Harris County will remove any remaining large debris and log piles.
 - FEMA/ State Recovery for Hurricane Beryl – All activities, hours worked, equipment used, purchase, etc. related to the storm have been documented and will be submitted to FEMA for review and potential reimbursement for Category A and Category B expenses. Additionally, staff has already submitted the required paperwork to request reimbursement for all Category B costs associated with the May Derecho storm.
 - 2024 Annual Texas Municipal League Conference – *October 9-11, 2024*

- City Hall Closure – City offices will be closed Monday, September 2, 2024, in observance of Labor Day.

Council requested information from staff on what would be required if the City were to assume maintenance of the traffic signal located at Briar Forest and Memorial Dr. Staff will contact Harris County, which currently handles maintenance, to gather the necessary details.

B. Director of Public Works Report

- Development Update – Public Works Director Hernandez reported on permits issued in June-July 2024.
- CIP Project Update – Staff continues to work on CIP projects including, design and construction for waterline replacement for Rhett, Tara, and Mayerling, completion of wastewater televising of Memorial trunk line, and design of asphalt streets (Knipp, Strey, Taylorcrest, and Bunker Hill Rd.). The water meter replacement project began the week of June 24, 2024.

C. Finance Director Report

- 2025 Budget Process Update – Finance Director Engels presented an updated calendar for the 2025 budget process, outlining current progress and remaining steps.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENT(S) THAT EXCEED \$50,000.00

- A. City of Houston, monthly utility bill dated May 28, 2024, in the amount of \$76,157.28 for monthly water purchase.
- B. City of Houston, monthly utility bill dated June 21, 2024, in the amount of \$67,063.35 for monthly water purchase.
- C. Core & Main, invoice no. U313714 in the amount of \$76,125.00 for the purchase of 3/4" water meters for the water meter replacement project.
- D. Core & Main, invoice no. U698014 in the amount of \$135,720.00 for the purchase of 1" water meters for the water meter replacement project.
- E. Memorial Villages Water Authority, invoice no. 001-24-25 in the amount of \$68,687.40 for May 2024 wastewater treatment.
- F. Memorial Villages Water Authority, invoice no. 002-24-25 in the amount of \$63,774.75 for June 2024 wastewater treatment.
- G. Tetra Tech, invoice no. 52253969 in the amount of \$56,581.00 for professional services completed in May 2024 for the design of asphalt mill and overlay improvements on Bunker Hill Road.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve payments that exceed \$50,000.00.

The motion carried 5-0

IX. 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 18, 2024, Regular City Council Meeting.
- B. Minutes of the July 24, 2024, Special City Council Meeting (Budget Workshop).
- C. Minutes of the August 5, 2024, Special City Council Meeting.
- D. June 2024 Financials.
- E. July 2024 Financials.
- F. Check Register dated June 8, 2024, to August 8, 2024.
- G. Core & Main, invoice no. T901659 in the amount of \$9,675.01 for data collection hardware and antennas for the water meter replacement project.
- H. Core & Main, invoice no. U261248 in the amount of \$26,500.00 for Neptune gateway equipment for the water meter replacement project.
- I. Core & Main, invoice no. U372057 in the amount of \$853.00 for water meter gaskets for the water meter replacement project.
- J. Core & Main, invoice no. U689051 in the amount of \$12,500.00 for water meter registers for the water meter replacement project.
- K. Core & Main, invoice no. V275506 in the amount of \$20,831.00 for water meter installation completed through July 2024 for the water meter replacement project.
- L. Kimley Horn and Associates, Inc., invoice no. 067787100-0424 in the amount of \$900.00 for traffic study services completed through April 2024 at the intersection of Taylorcrest and Flintdale.
- M. Kimley Horn and Associates, Inc., invoice no. 067787106-0424 in the amount of \$3,300.00 for pedestrian crossing study and design rendered through April 2024 at the intersection of Taylorcrest and Magdalene.
- N. Langford Engineering, invoice no. 27614 in the amount of \$360.00 for general engineering services completed through May 2024.
- O. Langford Engineering, invoice no. 27615 in the amount of \$21,000.00 for engineering services rendered through May 2024 for the waterline rehab project on Mayerling Dr. and Tara Dr.
- P. Langford Engineering, invoice no. 27616 in the amount of \$2,791.94 for professional services rendered through May 2024 for the sanitary sewer cleaning and televising project.
- Q. Langford Engineering, invoice no. 27726 for professional engineering services rendered through June 2024 in the amount of \$760.77.
- R. Langford Engineering, invoice no. 27727 in the amount of \$4,844.00 for engineering services completed through June 2024 for the waterline rehab project on Mayerling Dr. and Tara Dr.

- S. Langford Engineering, invoice no. 27728 in the amount of \$258.97 for professional services rendered through June 2024 for the sanitary sewer cleaning and televising project.
- T. PGAL, Additional Services Fee Proposal letter dated March 15, 2024, in the amount of \$37,434.00 for fire sprinkler and fire alarm system for the Public Works & Disaster Operations Building.
- U. Probstfeld & Associates, invoice no. 69436 in the amount of \$535.00 for drainage plan review services completed in April 2024.
- V. Probstfeld & Associates, invoice no. 69437 in the amount of \$350.00 for drainage plan review services completed in April 2024.
- W. Probstfeld & Associates, invoice no. 69497 in the amount of \$360.00 for drainage plan review services completed in April 2024.
- X. Probstfeld & Associates, invoice no. 69663 in the amount of \$530.00 for drainage plan review services performed in April 2024.
- Y. Probstfeld & Associates, invoice no. 69664 in the amount of \$705.00 for drainage plan review services completed in May 2024.
- Z. Probstfeld & Associates, invoice no. 69665 in the amount of \$92.50 for drainage plan review services completed in April 2024.
- AA. Probstfeld & Associates, invoice no. 69748 in the amount of \$355.00 for drainage plan review services rendered in May 2024.
- BB. Probstfeld & Associates, invoice no. 69894 in the amount of \$355.00 for drainage plan review services completed in June 2024.
- CC. Probstfeld & Associates, invoice no. 69959 in the amount of \$355.00 for drainage plan review services completed in July 2024.
- DD. Probstfeld & Associates, invoice no. 69960 in the amount of \$355.00 for drainage plan review services completed in July 2024.
- EE. Probstfeld & Associates, invoice no. 69961 in the amount of \$355.00 for drainage plan review services completed in July 2024.
- FF. Ram Rod Utilities, LLC, invoice no. 183 in the amount of \$7,892.80 for wastewater televising completed in January 2024.
- GG. Tetra Tech, invoice no. 52253803 in the amount of \$2,628.99 for general on-call services through May 2024.
- HH. Tetra Tech, invoice no. 52253807 in the amount of \$5,259.75 for drainage plan review services completed through May 2024.
- II. Tetra Tech, invoice no. 52253811 in the amount of \$7,966.73 for City Drainage Committee meeting activities through May 2024.
- JJ. Tetra Tech, invoice no. 52270624 in the amount of \$1,209.51 for general on-call services through June 2024.
- KK. Tetra Tech, invoice no. 52270625 for drainage plan review services completed through June 2024 in the amount of \$5,948.39.
- LL. Tetra Tech, invoice no. 52270626 in the amount of \$1,656.60 for City Drainage Committee meeting activities through June 2024.
- MM. Tetra Tech, invoice no. 52276301 in the amount of \$16,579.00 for design services completed through June 2024 for the design of asphalt mill and overlay improvements on Bunker Hill Road.
- NN. Texas Municipal League Intergovernmental Risk Pool Cyber Liability and Data Breach Response Coverage.

OO. Interlocal Agreement with Harris-Galveston Subsidence District for the administration and implementation of a regional watershed protection education program (Water Wise Program) effective for the 2024-2025 school year.

A motion was made by Councilmember Thode and seconded by Councilmember Poor to approve the Consent Agenda as presented with the exception of items L, M, and NN.

The motion carried 5-0

PULLED FROM CONSENT AGENDA – ITEMS L, M, AND NN – DISCUSSION AND COUNCIL ACTION

Items L and M – Councilmember Schwartz removed these items to inquire if Hedwig Village will cover the cost of the traffic study. City Administrator Barrera clarified that Hedwig Village will reimburse the City.

Item NN – Councilmember Schwartz requested clarification on coverage details. In response to the rising frequency and severity of cybercrimes, TML has established a new Cyber Fund to cover relatable claims, and all risk pool members are required to opt-in via the interlocal agreement.

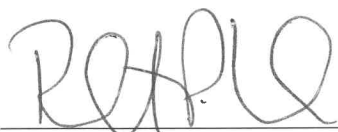
A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve items L, M, and NN.

The motion carried 5-0

X. ADJOURN

Mayor Lord adjourned the meeting at 6:47 p.m.

Approved and accepted on September 17, 2024.



Robert P. Lord, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary