

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
OCTOBER 15, 2024**

**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.

Present

Mayor Robert Lord  
Mayor Pro-Tem Susan Schwartz  
Councilmember Eric Thode  
Councilmember Carl Moerer (arrived at 5:14 p.m.)  
Councilmember Keith Brown

Staff in Attendance

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

Absent

Councilmember Andrew Poor

**II. PLEDGE OF ALLEGIANCE**

Girl Scout Troop 126135 & Boy Scout Troop 558 led the Pledge of Allegiance.

**III. CITIZEN COMMENTS**

**There were no public comments.**

**IV. EXECUTIVE SESSION**

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

*Mayor Lord convened into closed executive session at 5:06 p.m.*

*Mayor Lord reconvened the meeting at 5:53 p.m.*

**V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities – Chief Schultz provided an update on activities including personnel, calls for service, and the 2024 Budget.
- Officers are wearing pink badges during the month of October for breast cancer awareness.

- The Department has expended 75% of the budget to date and expects to have the budget fully expended by end of year. There will be a potential budget amendment coming for reimbursement.
- The Department is field testing a new ALPR technology system with overlay capabilities and will be installing two Condor cameras. ALPR is also now available in PD vehicles.
- The Department is expected to receive \$35,000 reimbursement from FEMA for Derecho storm costs.
- An incident at Bunker Hill Elementary that highlighted the need for improved communication from Spring Branch ISD Police to MVPD has been resolved.

## VI. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities – Chief Miller and Fire Commissioner Brown reported on activities, staffing, calls for service, and response times.
- Chief Miller introduced Amy Buckert, the department's new Administrator/Finance Director and reported update on other personnel.
  - The average response time for Bunker Hill was 5:33 in September.
  - The roof project has been completed.
  - Receiving reimbursement from FEMA in the amount of \$10,816.18 for expenses related to the May 2024 Derecho storm.
  - Ladder 1 remains out of service for maintenance and preventative work.
  - The station now has multiple backup internet-cable, cell and satellite.
  - Talks with CenterPoint has resulted in the fire station potentially getting a dedicated circuit for power.

## VII. MAYOR'S REPORT

- A. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Designating a Representative and Alternate to the General Assembly of the Houston-Galveston Area Council for the Year 2025

**A motion was made by Councilmember Brown and seconded by Councilmember Moerer to designate Councilmember Schwartz as representative and Councilmember Thode as alternate to the General Assembly of the Houston-Galveston Area Council for the Year 2025.**

**The motion carried 4-0**

- B. Report on Activities and Upcoming Events

- SBISD Public Safety Meeting – Councilmember Thode attended and provided an overview of the meeting.

*Chief Schultz addressed an incident that occurred at Bunker Hill Elementary School in September. He reported that at the direction of Village Mayors (Bunker Hill, Piney Point and Hunters Creek), MVPD will host a community forum in November featuring a panel discussion on autism, aiming to educate the community about this topic.*

- First Responders Appreciation Lunch – Friday, October 18, 2024

- Memorial Villages Recycling Event – The event will be hosted at Hedwig Village City Hall.
- Family Movie Night, State of the City and Public Works Building Ribbon Cutting – Friday, November 8, 2024
- Twinkle Light Parade – Thursday, December 19, 2024

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

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

- FEMA/ State Recovery for Hurricane Beryl – Staff continues to work on submitting documentation to FEMA for reimbursement for Category B (Emergency) and Category E (Building and Facilities) expenses.
- Harris Central Appraisal District (HCAD) Board of Directors Nomination – The City was not informed about the nomination until after the nomination deadline had passed. Mike Sullivan, the current representative, has expressed interest in continuing to serve in this role. Council will take formal action to cast a ballot regarding this matter at a later meeting date.
- City Hall Holiday Hours
  - Thursday, November 28 & Friday, November 29 (offices close at noon on Wednesday, November 27)
  - Monday, December 23-Friday, December 27
  - Wednesday, January 1

*Council directed staff to close City Hall on Tuesday, December 31. Regular business hours will resume on Wednesday, January 2. City Administrator Barrera stated that Public Works crews remain on-call.*

- Tentative December City Council Special Meeting – A special meeting will be scheduled as needed. December 17 is the next regular meeting scheduled but may be cancelled if not needed.

### **B. Public Works Director Report**

- Development Report – Public Works Director Hernandez reported on permits issued in the month of September and development to date.

*Council directed staff to include the number of Certificates of Occupancy issued in future Development Reports.*

- Beautification Committee Meeting Review – The Committee discussed plans for pocket parks, potential locations for tree planting in the city right-of-way, and potential updates and revisions to the tree ordinance.
- CIP Project Update –
  - Construction for the Bunker Hill Road and Greenbay Sanitary Sewer Rehab project is expected to begin the week of October 21. Ram Rod Utilities will distribute handouts to residences on Bunker Hill Rd. (including side streets

that enter/ exit on Bunker Hill Rd.) and V-Linc notifications have been sent out to inform residents about upcoming construction.

- Four (4) bids were received in response to the notice for bidders/ RFQ published for waterline replacement on Rhett, Tara, and Mayerling. Staff will recommend award of contract for this work at the November Council meeting.
- The water meter replacement project is nearing completion and are now transitioning to the installation of the antenna poles for the AMI meter reading equipment.
- Contractor has completed City Hall generator engine swap under warranty. Awaiting final commissioning of unit.
- Incorrect streetlight poles were installed on Memorial between Gessner and Chatham. Staff has requested correct black powder coated poles be installed.

*Council asked about lighting upgrade on Strey Ln. Staff will investigate with CenterPoint at a later time.*

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

Staff is completing the annual review of the investment policy. It will be presented to the Finance Committee first before the November meeting for formal Council action.

**IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26, (1) - (5) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26, (1) - (5); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR WATER AND SANITARY SEWER SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY – Susan Engels, Finance Director**

During the annual budget process, staff reviews utility rates to determine if charges will generate adequate revenue to operate and maintain city utilities and associated infrastructure. Following the adoption of the Fiscal Year (FY) Budget, City Council must establish the annual utility rates for water and wastewater services for the upcoming year.

The approved 2025 budget includes an 8% increase for residential water and non-residential water rates. There are no changes to the rate structure. Wastewater rate structure was approved by Council at the June 18 meeting.

Staff recommended that the new rates take effect on December 16, 2024. The new rates will be reflected in the February 2025 billing cycle.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 24-636, amending the Code of Ordinances for the City of Bunker Hill Village, Texas, by deleting Section 16-26; (1) – (5) of Article II of**

**Chapter 16 thereof and substituting therefore a new Section 16-26; (1) – (5); establishing rates to be charged by the City for water and sanitary sewer services.**

**The motion carried 4-0**

- X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING SECTION 16-26 (6) OF ARTICLE II OF CHAPTER 16 THEREOF AND SUBSTITUTING THEREFORE A NEW SECTION 16-26 (6); ESTABLISHING RATES TO BE CHARGED BY THE CITY FOR SOLID WASTE AND RECYCLING SERVICES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY – *Susan Engels, Finance Director***

Following the adoption of the Fiscal Year (FY) Budget, City Council must set the annual rate for solid waste and recycling collection services for the upcoming year. The current rate is based on a 6 ½ year contract with Texas Pride approved in June 2022. The approved 2025 budget includes an 8% increase for solid waste and recycling services. The proposed rate for FY 2025 is \$77.71, accounting for two months of services and includes required taxes and administration costs.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 24-637, amending the Code of Ordinances for the City of Bunker Hill Village, Texas, by deleting Section 16-26 (6) of Article II of Chapter 16 thereof and substituting therefore a new Section 16-26 (6); establishing rates to be charged by the City for solid waste and recycling services; repealing all ordinances or parts of ordinances inconsistent or in conflict herewith; and providing for severability.**

**The motion carried 4-0**

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 11718 WOOD LANE AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Elvin Hernandez, Public Works Director***

During the plan review of a new home at 11718 Wood Lane, it was discovered that a final plat had not been recorded with Harris County. The property is located on a private street and not within an existing public street circulation.

At the September 24, 2024, Planning and Zoning Commission meeting, the Commission approved the final plat and recommended it be presented to City Council for final approval. Staff has reviewed the plat and found that it meets all requirements of the City's Code of Ordinances.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve a final plat at the property located at 11718 Wood Lane.**

**The motion carried 4-0**

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

- A. City of Houston, monthly water bill dated August 23, 2024, in the amount of \$72,627.34 for monthly water purchase.
- B. Memorial Villages Water Authority, invoice no. 004-24-25 in the amount of \$61,799.25 for August 2024 wastewater treatment.
- C. Ram Rod Utilities, LLC, invoice no. 224 in the amount of \$117,304.03 for sanitary sewer cleaning on Bunker Hill Rd. completed in August 2024.
- D. Ram Rod Utilities, LLC, invoice no. 225 in the amount of \$100,873.94 for storm system televising and cleaning on Bunker Hill Rd. completed in August 2024.

Item A – Councilmember Brown inquired why there was a remaining balance. Staff explained that it is due to the City of Houston billing dates and when bills indicate paid.

Item B – Councilmember Schwartz inquired what the unmetered number represents and how it is calculated. City Administrator Barrera clarified that it is a set formula that was calculated by MVWA for wastewater that flows east from subdivisions off Blalock into the Piney Point system. The number is based on the number of days in the month.

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

**The motion carried 4-0**

**XIII. 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 September 17, 2024, Regular City Council Meeting.
- B. Minutes of the October 2, 2024, Special City Council Meeting.
- C. September 2024 Financials.
- D. Check Register dated September 17, 2024, to October 1, 2024
- E. Langford Engineering, invoice no. 27894 in the amount of \$2,000.00 for construction phase services completed through August 2024 for the waterline rehab project on Mayerling and Tara Dr.
- F. Langford Engineering, invoice no. 27895 in the amount of \$1,167.46 for Bunker Hill Rd. cleaning and televising completed through August 2024.
- G. Langford Engineering, invoice no. 27896 in the amount of \$397.55 for general engineering services rendered through August 2024.
- H. Probstfeld & Associates, invoice no. 70246 in the amount of \$92.50 for drainage plan review services completed in August 2024.
- I. Probstfeld & Associates, invoice no. 70247 in the amount of \$355.00 for drainage plan review services completed in August 2024.
- J. Probstfeld & Associates, invoice no. 70248 in the amount of \$355.00 for drainage plan review services completed in August 2024.
- K. Tetra Tech (formerly RPS), invoice no. 52298879 in the amount of \$709.74 for general on-call services through August 2024.

- L. Tetra Tech (formerly RPS), invoice no. 52298884 in the amount of \$6,378.79 for drainage plan review services completed through August 2024.
- M. Tetra Tech (formerly RPS), invoice no. 52298900 in the amount of \$2,129.22 for City Drainage Committee meetings through August 2024.
- N. Tetra Tech (formerly RPS), invoice no. 52298993 in the amount of \$1,200.00 for geotechnical investigation completed from July 27, 2024, to August 23, 2024, on Knipp Rd., Strey Ln., Taylorcrest Rd., and Bunker Hill Rd.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the Consent Agenda.**

**The motion carried 4-0**

#### **XIV. ADJOURN**

**Mayor Lord adjourned the meeting at 7:22 p.m.**

Approved and accepted on November 19, 2024.



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Robert P. Lord, Mayor

**ATTEST:**



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Gerardo Barrera, City Administrator/ Acting City Secretary