



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, NOVEMBER 15, 2022, AT 4:30 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmembers may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

This meeting agenda, and the agenda packet, are posted online at
www.bunkerhilltx.gov
[LATEST NEWS](#)

The public will be able to observe and participate in the meeting as follows:

Join Zoom Meeting

<https://us06web.zoom.us/j/87551699590?pwd=MXFNWFhCMXRYaVBtU3NJUC9Gdjc1UT09>

Meeting ID: 875 5169 9590

Passcode: 504176

Dial by your location

+1 346 248 7799 US (Houston)

Find your local number: <https://us06web.zoom.us/j/87551699590?pwd=MXFNWFhCMXRYaVBtU3NJUC9Gdjc1UT09>

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

I. CALL TO ORDER

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.

The Regular City Council Meeting will commence at 5:30 p.m. following the Closed Executive Session:

II. PLEDGE OF ALLEGIANCE

III. CITIZENS' COMMENTS

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed. Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities

V. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities

VI. MAYOR'S REPORT

A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-590, 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

B. Report on Activities and Upcoming Events

- City Hall "Open House" – *October 19, 2022*
- Mayors' Meeting – *Thursday, November 3, 2022*
- Public Safety Appreciation Lunch – *Friday, November 11, 2022*

- Holiday Reception Event – *December 13, 2022*
 - Twinkle Light Parade – *December 15, 2022*
- C. Committee Reports/Updates
- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*
 - Technology Committee – *Councilmember Eric Thode, Chair*
 - Public Safety Committee – *Michelle Belco, Chair*
 - Drainage Committee – *Jack Christiansen, Chair*

VII. CITY ADMINISTRATOR'S REPORT

- A. Report on Activities and Upcoming Events
- Planning and Zoning Commission Meetings – *October 25, 2022*
 - Annual Villages Recycling Event – *October 22, 2022*
 - City Hall Holiday Schedule
 - Thanksgiving Holidays – *November 23 (beginning at noon) – November 27, 2022*
 - Christmas and New Year's Holidays – *December 26 – December 30, 2022*
 - Agreement with American Tower Regarding the Cell Tower at City Hall
 - Memorial Drive and Gessner Road Grant Application
 - Right of Way Use Agreement with Taylorcrest Court Homeowners for Landscaping Improvements along Taylorcrest Court
 - Right of Way Use Agreement with The Theissen Family for a Little Free Library on Taylorcrest
- B. Public Works Director - Report on Capital Projects
- Chapel Belle and Tamerlaine Reconstruction, Eaton Court Drainage and Memorial Sidewalk
 - Water Well No. 5, Sitework, Transmission Line, Detention and Landscaping
 - Public Works and Emergency Operations Building
 - Verizon Cell Node on Williamsburg
 - Citizen Requests: Cobblestone and Broken Bough Traffic Concerns
- C. Finance Director Report
- Interim Audit – *Week of November 14 – 18, 2022*
 - Investments and Opportunities

VIII. REVIEW, DISCUSSION AND DIRECTION ON PROPOSED PLANS AND ARCHITECTURAL RENDERINGS FOR EXTERIOR IMPROVEMENTS TO CITY HALL IN COORDINATION WITH THE CITY'S PUBLIC WORKS AND DISASTER OPERATIONS BUILDING – *Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official*

IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND SPRING BRANCH INDEPENDENT SCHOOL DISTRICT TO PROVIDE FOR MUNICIPAL ELECTION SERVICES – *Karen Glynn, City Administrator*

X. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-15-22A OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ACKNOWLEDGING REVIEW OF THE PUBLIC FUNDS INVESTMENT POLICY AND THE ADOPTION THEREOF FOR THE CITY OF BUNKER HILL VILLAGE, TEXAS – *Susan Grass, Finance Director*

- XI. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-15-22C OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, TO APPROVE REGISTRATION WITH TEXAS CLASS INVESTMENT POOL FOR CITY INVESTMENTS – *Susan Grass, Finance Director***
- XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN AMENDMENT TO THE ENGAGEMENT LETTER WITH BELT HARRIS PECHACEK LLLP FOR ADDITIONAL AUDIT SERVICES FOR YEAR 2022 IN AN AMOUNT NOT TO EXCEED \$8,500.00 TO PROVIDE AN ANNUAL COMPREHENSIVE FINANCIAL REPORT – *Susan Grass, Finance Director***
- XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO EXECUTE INTERLOCAL AGREEMENT(S) WITH THE CITY OF PINEY POINT AND/OR THE CITY OF HUNTERS CREEK VILLAGE FOR ANIMAL CONTROL SERVICES – *Karen Glynn, City Administrator***
- XIV. AN ORDINANCE AFFECTING PARTICIPATION OF CITY EMPLOYEES AS MEMBERS IN THE TEXAS MUNICIPAL RETIREMENT SYSTEM AND AUTHORIZING A SERVICE RETIREMENT BENEFIT IF A MEMBER HAS AT LEAST 20 YEARS OF CREDITED SERVICE AS PROVIDED IN THE TMRS ACT AND PRESCRIBING THE EFFECTIVE DATE FOR THE ORDINANCE.**
- A. HOLD PUBLIC HEARING
- B. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-591 AN ORDINANCE AFFECTING PARTICIPATION OF CITY EMPLOYEES AS MEMBERS IN THE TEXAS MUNICIPAL RETIREMENT SYSTEM AND AUTHORIZING A SERVICE RETIREMENT BENEFIT IF A MEMBER HAS AT LEAST 20 YEARS OF CREDITED SERVICE AS PROVIDED IN THE TMRS ACT AND PRESCRIBING THE EFFECTIVE DATE FOR THE ORDINANCE – *Karen Glynn, City Administrator & Susan Grass, Finance Director*
- XV. CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 11-15-22 B OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A SCHEDULING OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR PUBLIC SERVICES, INCLUDING THOSE RELATING TO DEVELOPMENT, BUILDING AND CONSTRUCTION, ELECTRICAL, PLUMBING, LICENSING AND REGISTRATIONS, REGULATORY INSPECTIONS, PERMITTING, APPLICATIONS, HEARINGS AND OTHER MATTERS - *Steve Smith, Director of Public Works/ Building Official***
- XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE CALENDAR OF EVENTS FOR 2023 – *Karen Glynn, City Administrator***
- XVII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 409 BUNKER HILL ROAD AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION - *Steve Smith, Director of Public Works/ Building Official***
- XVIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-592 TO ABANDON A 30 FOOT RIGHT OF WAY AND ACCESS EASEMENT AND RESTORE THE RIGHT OF WAY AREA AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION - *Steve Smith, Director of Public Works/ Building Official***

XIX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 11718 WOOD LANE TO JOIN 11718 WOOD LANE AND 5 POWDERHORN AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION SUBJECT TO THE ABANDONMENT OF A 30 FOOT RIGHT OF WAY AND ACCESS EASEMENT – Steve Smith, Director of Public Works/ Building Official

XX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS FOR CONTRACTS TO COMPLETE WATER WELL NUMBER 5:

- A. CHANGE ORDER NO. 4 TO THE CURRENT CONTRACT WITH ALSAY, INC. FOR A TIME EXTENSION TO THE CONTRACT FOR AN ADDITIONAL 60 CALENDAR DAYS - *Steve Smith, Director of Public Works/ Building Official*
- B. CHANGE ORDER NO. 5 TO THE CONTRACT WITH MCDONALD MUNICIPAL & INDUSTRIAL FOR A TIME EXTENSION TO THE CONTRACT FOR SITE WORK FOR AN ADDITIONAL 60 CALENDAR DAYS – *Steve Smith, Director of Public Works/ Building Official*

XXI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 3 AND FINAL WITH UNDERGROUND CONSTRUCTION SOLUTIONS FOR CONTRACT NO. 2 FOR THE TAYLORCREST WATERLINE AND PLANT CONNECTION IN AN AMOUNT NOT TO EXCEED \$10,372.50 – Steve Smith, Director of Public Works/ Building Official

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

- A. JLA Construction Solutions Application for Payment No. 1 and No. 2 in the amount of \$262,879.25 for Public Works and Disaster Operations Building construction work performed from June through September, 2022.
- B. JLA Construction Solutions Application for Payment No. 3 in the amount of \$206,188.00 for Public Works and Disaster Operations Building construction work performed October 2022.
- C. Alsay Incorporated, Monthly Estimate No. 8 in the amount of \$326,610.00 for services rendered January 26, 2021 through September 26, 2022 for the Construction of Water Well No. 5.

XXIII. 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 October 18, 2022, Regular Council Meeting
- B. Minute of the November 10, 2022 Finance Audit Committee Meeting
- C. October 2022 Financials
- D. Underground Construction Solutions, LLC Pay Request No. 3 in the amount of \$60,530.00 for work performed July 30, 2022 through September 19, 2022 for the construction of Taylorcrest Transmission Line.

- E. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-07 for professional services rendered from September 1, 2022 to September 30, 2022 in the amount of \$4,949.00 for Chapel Belle Lane Paving and Drainage Improvements.
- F. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-08 in the amount of \$1,325.50 for professional services rendered in October 2022 for the Chapel Belle Reconstruction Project.
- G. Terracon, Invoice No. TH47766 in the amount of \$1,092.50 for Public Works and Disaster Operations Building foundation testing services rendered in September 2022.
- H. MetroCity, LLC, Pay Estimate No. 8 in the amount of \$87,749.96 for work completed September 2, 2022 through October 2, 2022 for the Chapel Belle Reconstruction Project
- I. PGAL, Invoice No. 10057056 in the amount of \$2,000.00 for municipal facilities concept services rendered from August 1, 2022 to August 31, 2022.
- J. Clark Condon, Invoice No. 49733 in the amount of \$1,600.88 for design services rendered from July 1, 2022 through July 31, 2022 for Bunker Hill Village Well Site.
- K. Public Admin Consulting, Invoice No. PAC City Admin 102 in the amount of \$4,500.00 for professional services rendered from August 16, 2022 through October 17, 2022 for City Administrator Recruitment Process
- L. Annual Harris County Interlocal Agreement to House Prisoners

XXIV. ADJOURN

I, Karen Glynn, City Administrator of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas government Code, on November 11, 2022 by 12:00 p.m.

(SEAL)



Karen H. Glynn, P.E., City Administrator

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.