

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
June 16, 2020 at 5:30 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order 5:39 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Those Present:

Mayor Robert Lord at City Council Chambers
Councilmember Eric Thode at City Council Chambers
Councilmember Susan Schwartz at City Council Chambers
Councilmember Jay Smyre via Zoom
Councilmember Keith Brown via Zoom
Councilmember Laurie Rosenbaum via Zoom

Also in Attendance:

Karen Glynn, City Administrator at City Council Chambers
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers
Loren Smith, City Attorney at City Council Chambers
Jennifer Namie, Assistant to the City Secretary via Zoom
Ray Schultz, MVPD, Chief of Police at City Council Chambers

II. PLEDGE OF ALLEGIANCE

Wesley Hunt led the Pledge of Allegiance.

INTRODUCTION OF SUMMER INTERNS

This item was taken out of order

Karen Glynn introduced the City's Summer Interns: Morgan Gaille and Jeremy Mitschke. This is Morgan's third summer with the City. She is a senior at Texas A&M graduating with a Political Science Degree in December. She is planning to get her teaching certificate in the Spring. Jeremy is a Junior at Baylor University majoring in Marketing.

Both have been busy these past few weeks on the City's Records Management System, working to help City staff organize files electronically as well as work through the destruction of records per policy.

A few other projects will include assisting staff with the evaluation of lots in the City for the proposed conditional zoning permit; helping with the City newsletter next week; and online training.

III. CITIZEN COMMENTS

Wesley Hunt, who is running for Congress introduced himself to Council.

Jenni Halliday, who resides at 5 Duchess Court, commented through the Chat function of Zoom that the lawn equipment is too loud and she would like for the decibel level to be reduced.

The Mayor noted that this has been discussed in the past. He asked staff to review and bring back to the Council for direction at a later meeting.

IV. POLICE COMMISSIONER REPORT

A. Update on Activities – Police Commissioner, Jay Smyre gave an update on activities, including personnel, calls for service, and the 2020 Budget to date. Several items were highlighted as part of the report:

- The MVPD is 0.5 percent over budget currently due mainly to the COVID-19 pandemic and the replacement of the Texas Database server.
- There was an accident on Voss Road which resulted in charges of Intoxicated Manslaughter. Mayor Lord has spoken with the victim's family who praised the MVPD officers who worked the scene.

Karen Glynn commented that she has received a lot of positive feedback from citizens regarding Chief Schultz's daily reports during the COVID 19 Pandemic. She noted that Chief Schultz took the leadership role for communications with residents during this time so not to inundate residents with multiple emails from the cities. This was very effective.

V. FIRE COMMISSION LIAISON REPORT

A. Update on Activities - Fire Commission Liaison, Keith Brown presented this item:

- The Monthly Report (Strategic Plan Report) was shared in the Council Agenda Packet.
- The reconstruction of the Fire Station was approved by the Fire Commission on Wednesday, May 13, 2020.
- The Fire Commission met on May 27, 2020. Eric Thode attended in Keith Brown's place.
- A new CAD system was installed in early June.
- There is currently one open firefighter position.
- The firefighter who contracted the COVID-19 virus has fully recovered and is back to work.

VI. MAYOR'S REPORT

Mayor Lord reported on the following:

A. Report on Activities.

COVID 19 – The Mayor extended many thanks to Chief Schultz for the overnight reports. These were very much appreciated by the community! As businesses continue to reopen there has been a spike in cases. The Mayor

encourages everyone to continue to social distance and do as much as possible online. The City and Public Safety Departments continue to monitor the City's needs.

Memorial Forest Club - The lights were adjusted for the Memorial Forest Club and this has been resolved. Mayor Lord and Loren Smith met with the President of the Club and came to a mutual agreement on how to fix the problem.

The upcoming Mayor's Luncheon will be hosted by Spring Valley Village.

B. Update on the 4th of July Event

Mayor Lord noted the Village Mayors are working on the July 4th parade. Hunters Creek is taking the lead. It will be simple, with only vehicles and bikes. There will be no floats and no festival.

C. Consideration and Possible Action Regarding Appointment of Mayor Pro Tem for a Term of One Year.

Mayor Lord proposed that Councilmember Jay Smyre continue to serve as the Mayor Pro Tem for the next year. Councilmember Smyre shared that he would be happy to continue serving in this position.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to approve the appointment of Jay Smyre as Mayor Pro Tem for a term of one year.

The motion carried 5 - 0.

D. Consideration and Possible Action Regarding Designation of the City's Audit Finance Committee

Mayor Lord noted that this Committee is the Mayor, a Councilmember and the City Administrator. The Finance Committee is established to review the City's Audit, Investment Policy, and other financial matters.

The Mayor asked Susan Schwartz if she would be interested in continuing to serve on this Committee as she has done a good job in the past. Councilmember Schwartz agreed to serve another year.

A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve the appointment of Councilmember Susan Schwartz to the City's Finance Committee.

The motion carried 5 - 0.

E. Committee Reports/Updates

- Beautification Committee – *Councilmember Laurie Rosenbaum, Chair*
Councilmember Rosenbaum reported on the following:
 - Memorial Drive Guardrail Project and Landscaping is nearing completion.
 - Tree planting has been halted until the Fall due to the extreme heat.
 - Steve Smith and Laurie Rosenbaum discussed wrapping the Signal Boxes near Frostwood Elementary. Steve is obtaining a quote for design and installation.

- Technology Committee – *Councilmember Eric Thode, Chair*
The Technology Committee Meeting was held on May 27, 2020 via Zoom. There was a good turn-out. A subcommittee was created to look at the agreement with American Tower for the Cell Tower at City Hall. Steve Smith is coordinating a meeting with the subcommittee and a full Committee Meeting will then be held.

- Public Safety Committee – *Councilmember Keith Brown, Chair*
No meeting is scheduled at this time. It is recommended to wait until the Committee can meet in person.

- Drainage Committee – *Jack Christiansen, Chair*
Karen Glynn presented this item. The Drainage Committee met on June 9, 2020. RPS presented the summary of other cities. Staff reviewed the model and RPS is making revisions. Staff and the Committee outlined a schedule to complete the project and present in July with the Committee developing recommendations to the City Council in August. This schedule may be adjusted to ensure the coordination with Harris County and use the same base data. RPS is taking a little longer than anticipated. Hopefully there will be another meeting in July so that the Committee can make a recommendation to City Council in August.

VII. CITY ADMINISTRATOR'S REPORT

City Administrator, Karen Glynn presented the following:

A. Report on Activities and Upcoming Events

- COVID 19

The City is open with regular office hours. The City really appreciates the leadership of Chief Schultz during this time. He has been an asset to the City and to Staff.

Staff is working on a plan for Municipal Court to open. The City is required to submit a plan to the Regional Judge to reopen. This includes approval of a plan from the Health Department. It appears that most courts will not open until July or August. Court Administrator, Valerie Cantu is working on this plan and coordinating with the other Villages.

Staff continues to have meetings remotely via the Zoom platform.

Staff has also reviewed some of the City's processes and the City's website as staff has directed residents to the website more and more. One area in particular that was identified was the request for inspection process which impacts contractors. Effective July 1, 2020 the City will only accept online requests for inspections. Staff has worked with contractors and residents over the last month transitioning this process to the website and this is working much better.

- Report on Planning and Zoning Commission
A meeting has been set for the Planning and Zoning Commission on July 7, 2020. Commissioners will discuss two Specific Use Permits:
 1. Paratus Memorial - Church and School - This will be a public hearing. The notice has been posted and letters to adjacent properties within 200 feet have been sent.
 2. Bunker Hill Elementary School Reconstruction - This will be a workshop meeting with the Commission. A schedule has been set for the permit to be before the City Council in the fall time frame.

The City is anticipating the application from the Memorial Forest Club to begin the specific use permit process.

- Bunker Hill Elementary
This will be a big project for the City. The SUP process is for the reconstruction and the new site plan. Staff will report to Council in the August time frame to go over the construction phasing. It will be an 18 month project and SBISD Representatives are working diligently with the City to work through the project schedule and a communications plan as SBISD will keep children on site in the existing building during construction.

SBISD plans to begin in January 2021 and open the new building in August 2022.

- Budget Process - The Budget Workshop is scheduled for June 30, 2020 at 11:30 a.m.
- Cyber Security Awareness Training: - Karen Glynn thanked the City Council for completing the Cyber Security Training.

B. Public Works Director - Report on Capital Projects - Steve Smith presented this item:

- Water Well No. 1
A few weeks ago it was noted that Water Well No. 1 at Taylorcrest was not operating properly. Staff contacted the City's Consultant and it was

determined that the well needed to be examined. This well had a water pump conversion to submersible in 2018 so staff was surprised by this. Staff discussed with the Mayor and proceeded with evaluation. This was considered an emergency as it affects the City's water source. Steve Smith discussed this matter with the Mayor who authorized staff to proceed with an evaluation.

The evaluation has found that the pump itself had some manufacturing defects in the casting creating this problem. Staff is working with the current and previous contractor to deal with this issue.

Right now, the estimate is \$110,000 to repair. The evaluation has cost approximately \$20,000. This also includes \$55,000 in electrical work which may or may not be needed.

- **The Water Site Beautification Project**
This project is underway. There have been some concerns regarding the guard rail and pedestrian access. The guard rail meets or exceeds the requirements. Staff is working to address the concerns raised.
- **Tree Plantings**
Tree plantings have continued using funds from the Offsite Tree Fund. As noted previously, planting has been halted until the weather turns cooler.
- **Warrenton, Kilts, and Valley Star Construction Project**
City staff is working to reconcile the Warrenton, Kilts, and Valley Star Construction Project. A final meeting is scheduled for June 18, 2020 to work through the final punch list items and make final payment. This will be on the Budget Meeting Agenda.
- **Memorial Drive**
Striping on Memorial Drive was completed last week.
- **City Council Dais**
The contractor is completing the dais work in the Council Chambers. The contractor still needs to paint and stain.

VIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-526, 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– Mayor Robert P. Lord

Mayor Robert Lord presented this item.

The Mayor, Public Safety Officials and the City Administrator have been working with various agencies in monitoring the impact of the COVID-19 Virus and the impact to the City of Bunker Hill Village. An Ordinance Declaring an Emergency was approved by

the City Council on March 24, 2020 for a 30 day period and was extended an additional 30 days by Ordinance in April and May. This action ensures that any additional support needed from other agencies would be available to the City.

It is recommended that this Declaration of Emergency be extended another 63 days to bridge the time through the next Council Meeting in August.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to adopt Ordinance Number 20-526, to extend the Public Health Emergency and State of Disaster for 63 days due to the outbreak of COVID-19.

The motion carried 5– 0.

IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE A DESIGN CONTRACT WITH LANGFORD ENGINEERING FOR DEVELOPMENT OF THE DESIGN DOCUMENTS FOR THE SITE WORK AND WELL DESIGN FOR WATER WELL NO. 5 IN AN AMOUNT NOT TO EXCEED \$248,000.00 – Steve Smith, Director of Public Works/Building Official

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

Since March 2018, staff has shared information with the Mayor and City Council regarding Water Well No. 2 located at City Hall. The well had failed and it was not recommended to be repaired. This well was drilled in 1961.

The Consulting Team and staff developed an overall rehab and replacement plan for the City's Water Production System. This was discussed with the City Council during the 2020 budget process and has been incorporated into the City's 10 year plan.

The plan includes drilling a new well and constructing a transmission main to the water plant. Langford Engineering provided Preliminary Engineering Services for this work. The scope included a site plan and schematic as well as renderings. In addition, the outline of costs and timeline for construction was included.

Staff is working with Spring Branch Independent School District (SBISD) to choose the location of the well site. The site could be finalized over the next few months.

Working with SBISD, the City developed a phased approach for design and construction and has been working with the City's Financial Advisor on financing options.

This agenda item includes the authorization for the final design for the preparation of the contract documents to bid the site work needed to drill the well. In addition, it includes the design plans and construction documents to drill/construct the well. Approval of this agreement will result in two bid packets which are planned to go out for bid in the fall time frame. The agreement also includes fees for the construction phase services once awarded.

The City is on the agenda next week for the School Board Subcommittee for the land acquisition. Working with the proposed site and SBISD, the summer months are the critical path for construction coordinating with the school schedule and reconstruction.

Based on the critical path schedule for the site, staff is proposing authorization for the Mayor to sign these contracts based on the acquisition of the site.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the contract.

The motion carried 5 – 0.

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A DESIGN CONTRACT WITH LANGFORD ENGINEERING FOR THE DESIGN DOCUMENTS TO RECOAT WATER PLANT AT CITY HALL IN AN AMOUNT NOT TO EXCEED \$45,000 – *Steve Smith, Director of Public Works/Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

The coating on the Ground Storage Tank at Water Plant No. 2 behind City Hall has deteriorated over time and is in need of recoating. The optimal time for performing tank maintenance such as this is typically fall and winter when water consumption is lower.

This agenda item is to authorize our utility engineer, Langford Engineering, to begin development of the bid documents for possible solicitation of bids later this year. Staff is requesting the authorization of an amount not to exceed \$45,000 for preparation of the specifications and bid documents for this project. Construction funding is proposed for and will be further discussed with the 2021 Budget.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve the contract.

The motion carried 5 – 0.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN INTERLOCAL AGREEMENT WITH THE CITY OF HEDWIG VILLAGE, TEXAS FOR A JOINT PROJECT FOR THE INSTALLATION OF A CROSSWALK ON TAYLORCREST FUNDING UP TO \$10,000 FOR THE PROJECT – *Steve Smith, Director of Public Works/Building Official*

Steve Smith, Director of Public Works/Building Official, presented this item, answered questions and took comments.

As presented at the April City Council Meeting, Staff has been working with the City of Hedwig Village to install a Pedestrian Crosswalk for Taylorcrest Road at Magdalen Street similar to the crosswalk recently installed on Blalock Road. This crosswalk is entirely within the City of Bunker Hill but serves residents in Hedwig Village. Hedwig

is proposing to include pavement lighting for this location. The cost of the installation would be \$36,000.00. The design of the pavement lighting would avoid placement of any lights in the wheel path of vehicles to reduce tire noise at the location.

It was the consensus of Council to proceed with discussions with Hedwig Village indicating that Bunker Hill would be willing to help with construction and fund the same system and amount as was installed for the Blalock Crosswalk (Budget - \$10,000). Hedwig would be responsible for the remaining costs. In addition, Hedwig should participate in a pro-rata share of the maintenance costs.

Staff has worked with the City Administrator of Hedwig Village to discuss these issues and Hedwig Village City Council has approved the Interlocal Agreement with these provisions.

Staff and the Council discussed receiving comments from residents expressing concerns for the crossing at this location as it is an uncontrolled intersection. Staff provided information on an alternative plan which would include installing a sidewalk on the north side of Taylorcrest from Magdalene to Bunker Hill Road and crossing pedestrians at the Bunker Hill/Taylorcrest intersection which has an all-way stop control. Bunker Hill would allow this construction in the right-of-way and would consider possible participation as proposed for the crosswalk.

It was Council's consensus that the sidewalk would be a better alternative and this alternative would be shared with Hedwig Village.

No action was taken on the agreement.

XII. 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 May 12, 2019 Regular Council Meeting
- B. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0220 in the amount of \$3,897.50 for professional services through February 29, 2020 for the Memorial Drive/Knipp Road Intersection Study
- C. TeamWork Construction Services, Invoice No. 20-1974 dated May 26, 2020 in the amount of \$30,362.00 for the installation of guard rail on Memorial Drive
- D. Shane's Fence Company, Invoice No. 3440 dated May 14, 2020 in the amount of \$4,484.00 for the installation of fencing on Memorial Drive
- E. Shane's Fence Company, Invoice No. 3441 dated May 21, 2020 in the amount of \$3,018.00 for the installation of fencing on Memorial Drive
- F. RPS, Invoice No. 520021 in the amount of \$5,184.10 for professional services rendered from May 2, 2020 to May 29, 2020 under on-call services for Construction Management Services for Street, Drainage, and Water Line Improvements for Warrenton Drive, Kilts Drive and Valley Star Drive

- G. RPS, Invoice No. 520025 in the amount of \$1,824.53 for professional services rendered from May 2, 2020 to May 29, 2020 under on-call services for site development review
- H. RPS, Invoice No. 520024 in the amount of \$3,757.17 for professional services rendered from May 2, 2020 to May 29, 2020 under on-call services for MS4 Report, Drainage Committee Support, and CIP/Budget Preparation
- I. Probstfeld & Associates, Invoice No. 61343 in the amount of \$80.00 for professional services rendered in May 2020, for engineering services for drainage site development review
- J. Probstfeld & Associates, Invoice No. 61366 in the amount of \$155.00 for professional services rendered in May 2020, for engineering services for drainage site development review
- K. Probstfeld & Associates, Invoice No. 61445 in the amount of \$305.00 for professional services rendered in May 2020, for engineering services for drainage site development review
- L. Langford Engineering, Inc., Invoice No. 23239 in the amount of \$14,556.67 for professional services rendered through April 30, 2020 for on call services for Preliminary Engineering for the replacement of Water Well No. 2 (New Water Well No. 5)
- M. Langford Engineering, Inc., Invoice No. 23240 in the amount of \$3,375.00 for professional services rendered through April 30, 2020 for on call services for Water Well No. 3 Rebuild

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

The motion carried 5 – 0.

XIII. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 8:04 p.m.

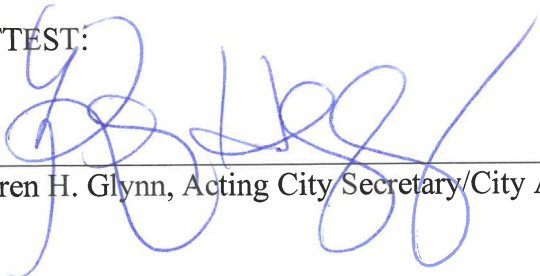
The motion carried 5 – 0.

Approved and accepted on August 18, 2020.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator