

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
November 17, 2020 at 5:30 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:34 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 via Zoom  
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  
Susan Grass, Finance Manager at City Council Chambers

**II. PLEDGE OF ALLEGIANCE**

Mayor Lord led the Pledge of Allegiance.

**III. OATH OF OFFICE**

- Councilmember Position 1 - Eric Thode
- Councilmember Position 2 - Susan Schwartz
- Councilmember Position 3 - Jay Smyre

Jennifer Namie, Assistant to the City Secretary and Notary, administered the oath of office for the newly elected positions. Mayor Lord extended congratulations and appreciation to these Councilmembers for serving another term.

**IV. CITIZEN COMMENTS**

There were no citizen comments.

**V. POLICE COMMISSIONER REPORT**

- A. Update on Activities - Commissioner, Jay Smyre gave an update on activities, including personnel, calls for service, and the 2020 Budget to date.
- B. Consideration and Possible Action to Accept Premium Credits Totaling \$507.08 from Blue Cross & Blue Shield for Employee Insurance Premiums from the October Medical Premiums.

The Police Department has notified the City that the City's Health Insurance Provider, Blue Cross & Blue Shield has provided a credit for all employees from the October medical premiums. The City's credit totaled \$507.08 for 7 employees who were covered in October 2020. This item allows acceptance of the funds and will be divided between the City's General and Utility Funds as the insurance premiums are prorated by fund based on the employee. All premiums were paid 100% by the City this year as no employees included their dependents.

No action was needed on this item.

- C. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 20-540, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING ITS CODE OF ORDINANCES TO ADD A NEW DIVISION 3, PRIVATE SECURITY CAMERAS, TO ARTICLE V, RIGHT-OF-WAY MANAGEMENT, OF CHAPTER 13, STREETS AND SIDEWALKS, TO PROVIDE CERTAIN DEFINITIONS, AND ALLOWING PRIVATE SECURITY CAMERAS IN THE CITY'S RIGHTS-OF-WAY WHEN SUCH CAMERA IS IN CONJUNCTION WITH AN AGREEMENT WITH THE MEMORIAL VILLAGE POLICE DEPARTMENT; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR EVERY VIOLATION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING AN EFFECTIVE DATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT

Several neighborhoods in the City have inquired about installing additional ALPR systems on individual streets. In discussion with Memorial Villages Police Department and the City of Hunters Creek, Hunters Creek has implemented an ordinance that provides this opportunity. Residents will need to enter into an agreement with MVPD's contractor and the City will allow and approve the placement of the pole and equipment in the City's rights of way. The residents will pay any costs and MVPD will operate the system.

There were several comments made by Councilmembers regarding the Ordinance including permit requirements and indemnification.

It was recommended to take no action on this item and bring back to the Council with details on the permit requirements.

No action was taken on this item.

## **VI. FIRE COMMISSION LIAISON REPORT**

- A. Update on Activities - Fire Commission Liaison, Keith Brown provided a report on activities, including the Fire Station Reconstruction, staffing, calls for service and response times, and the 2020 Budget to date.

The next Commission Meeting is Wednesday, November 18, 2020.

- B. Consideration and Possible Action to Approve the Payment of \$74,556.00 from the Emergency Reserve Fund for Employee Post Retirement Liability in Accordance with the 2019 Fire Agreements.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve the payment of \$74,536.00 for Employee Post Retirement Liability in accordance with the 2019 Fire Agreement.

The motion carried 5 – 0.

## VII. MAYOR'S REPORT

- A. Report on Activities

The Mayor reported that many of the regular COVID 19 meetings were cancelled. He continues to monitor the Harris County levels.

- B. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 20-539, 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 includes an additional extension through January 19, 2021 and ensures that any support needed from other agencies would be available to the City.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to adopt Ordinance Number 20-539 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.

The motion carried 5– 0.

- C. Committee Reports/Updates

- Public Safety Committee – *Councilmember Keith Brown, Chair*

The Committee met November 12, 2020. It was an opportunity to touch base and discuss how things have been going during COVID-19. There was also discussion about the priorities of the Committee for 2021. The Committee will continue to work with Chief Schultz to help understand the top issues and share these issues with residents along with tips on how to make our City safer.

- Drainage Committee – *Karen Glynn, City Administrator*

The Committee is still meeting monthly via Zoom. Detention at Bunker Hill Elementary School is the highest priority project recommended by the Committee. In December, Staff will meet with SBISD to discuss the detention opportunities including costs to identify the best ways to fund the project.

**VIII. CITY ADMINISTRATOR’S REPORT**

A. Report on Activities and Upcoming Events

Karen Glynn reported on the following:

The City will be holding Court via Zoom on Thursday November 19, 2020.

The Villages Recycling Event was a success.

The City’s Volunteer Reception is set for December 15, 2020 outside at City Hall with a “drive by” opportunity.

The City’s Annual Twinkle Light Parade is set for December 17, 2020. The City is planning for the parade but will not hold the event at the Church. Mayor Lord asked Ms. Glynn to contact the other Cities and share the information.

Karen Glynn reported that she has contacted American Tower (as recommended by the Technology Committee and directed by the City Council) and they do not have any comments at this time.

B. Update and Direction on COVID 19 Related Expenditures

Karen Glynn shared that the City submitted the second round of COVID-19 expenses to the Harris County Small Cities reimbursement program. The County is moving forward with taking these requests to Commissioner’s Court. The City is proceeding with the website update and council chamber updates. The City’s third round is due in December and will include the Chamber updates, the City Hall improvements, the “smart board” and the website.

C. Public Works Director - Report on Projects

Steve Smith shared the following reports:

- Water Well No 5 – Staff is working to streamline the application process with TCEQ to ensure the construction of the well coincides with the construction plans for Bunker Hill Elementary. The application to TCEQ will be submitted by Thanksgiving.

D. Calendar of Events for 2021

Karen Glynn, City Administrator, presented the following list of recommended holidays for 2021 in addition to the proposed City Council Meetings for the year:

**Recommended Holiday Schedule**

Friday, January 1, 2021	New Year’s Day
Friday, April 2, 2021	Good Friday & Easter Holiday
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021	Independence Day ( <i>4<sup>th</sup> of July is Sunday</i> )
Monday, September 6, 2021	Labor Day

Thursday - Friday, November 25 & 26, 2021	Thanksgiving Holidays
Thursday – Friday, December 23 & 24, 2021	Christmas Holidays ( <i>Christmas Day is Saturday</i> )

*A Floating Holiday is observed by each employee for their birthday.*

### **Recommended 2021 City Council Meetings**

Tuesday, January 19, 2021  
Tuesday, February 16, 2021  
Tuesday, March 16, 2021 *Week of Spring Break SBISD - Recommend to hold March 23<sup>rd</sup>*  
Tuesday, April 20, 2021  
Tuesday, May 18, 2021 *Recommend a Change to May 11, 2020 if BHV has an Election*  
Tuesday, June 15, 2021 *Typically Cancel One Summer Meeting*  
Tuesday, July 20, 2021 *Recommend Cancelling July Meeting*  
Tuesday, August 17, 2021  
Tuesday, September 21, 2021  
Tuesday, October 19, 2021  
Tuesday, November 16, 2021  
Tuesday, December 21, 2021 *Typically Cancel for Holiday Party*

Ms. Glynn noted that a decision for the May meeting could be made at a later date once it is determined if the City will hold an election.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve the recommended Holiday Schedule and Meeting Schedule moving the March 16<sup>th</sup> meeting to March 23<sup>rd</sup> and cancelling the July 2021 and December 2021 meetings.

The motion carried 5 – 0.

### **IX. PRESENTATION AND UPDATE ON THE RECONSTRUCTION OF BUNKER HILL ELEMENTARY SCHOOL – Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official**

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

Spring Branch Independent School District has been in discussion with the City regarding the redevelopment of Bunker Hill Elementary School at 11950 Taylorcrest. The school is currently scheduled for reconstruction per the District's approved 2017 Bond Referendum.

Bunker Hill Elementary School is located at 11950 Taylorcrest. The construction is expected to begin in January 2021 after the Holiday Break.

Staff presented a brief update on the construction schedule and details with the City Council to prepare for this project. Staff will begin the notification to residents in December to prepare for the changes in the new year.

This item was for informational purposes. No action was taken.

**X. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-17-20A OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ACKNOWLEDGING REVIEW AND APPROVAL OF THE PUBLIC FUNDS MANAGEMENT AND INVESTMENT POLICY – Susan Grass, Finance Manager**

Karen Glynn, City Administrator and Susan Grass, Finance Manager presented this item, answered questions and took comments.

The City's Investment Committee includes Mayor Robert Lord, Councilmember Susan Schwartz, and City Administrator Karen Glynn. Finance Manager, Susan Grass serves as the City's Investment Officer. The Committee met on Wednesday, November 11, 2020 to review the City's Investment Policy. This is required on an annual basis. The minutes of the meeting are included on the consent agenda.

City Administrator Karen Glynn had asked our consultant, Claire Bogard, to review the policy and recommend an update as needed. Claire Bogard attended the Committee Meeting and presented the recommended changes.

The Committee reviewed and discussed the changes and recommend approval of the revised policy.

A motion was made by Councilmember Brown and seconded by Councilmember Smyre to approve Ordinance 11-17-20A acknowledging review and approval of the Public Funds Management and Investment Policy.

The motion carried 5 – 0.

**XI. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-17-20B OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, APPROVING AMENDMENTS TO THE CITY'S PERSONNEL POLICY – Karen Glynn, City Administrator**

***Item taken out of order.***

Karen Glynn, City Administrator, presented this item, answered questions and took comments.

The City Administrator is working with the City Attorney to review the City's Personnel Policy. There are two issues which have come forward that are recommended to be amended:

1. Section 3.04 Nepotism

2. Section 7.03 Sick Leave

These items have come to light over the past few years as the City has pursued the hiring process and for discussions regarding family members.

The following amendments were recommended for City Council's consideration:

1. **Nepotism**

Currently, the policy does not allow for family members to work for the City. In the past, the City has used family members for various needs and seasonal help. This has typically been discussed prior with the Mayor.

Staff recommended the opportunity to continue this practice by approval of the City Administrator for part time, seasonal or temporary help as needed. However, for any full-time employment, it is recommended that appointment be approved by the City Council.

2. **Sick Leave**

The current policy allows for the use of sick leave for family members in certain instances. The definition of family member has a stipulation that such immediate family member must have resided with the employee for the preceding six months or longer or considered a dependent on the employee's federal tax return. It is recommended that this stipulation be removed. The policy also references the Family and Medical Leave Act (FMLA) which will serve as a guide for this need.

A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to approve Resolution 11-17-20B with a modification to the Nepotism Policy that stipulates that a relative is not supervising or managing another relative.

The motion carried 5 – 0.

**XII. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND VIKING INDUSTRIAL PAINTING FOR THE RECOATING FOR THE CITY HALL WATER STORAGE TANK IN AN AMOUNT NOT TO EXCEED \$236,000 WHICH INCLUDES ALTERNATE B - Steve Smith, Director of Public Works/ Building Official**

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

In June 2020, the City Council approved the City's Utility Engineer, Langford Engineering, to develop the specifications and bid documents for recoating the City Hall Water Storage Tank for implementation in early 2021. Construction funding was approved with the 2021 Budget in the amount of \$275,000 including contingency.

Bidding advertisements were included in the City's newspaper of record in October and bids were opened on October 29, 2020. Of the 14 contractors that came to the mandatory pre-proposal meeting, 10 contractors followed through with bids. The apparent low bidder is Viking Industrial Painting.

There were three alternate items included in the bidding process to address varying levels of corrosion which may be encountered with the project. As a contingency, Langford Engineering and Staff are recommending the highest level available for the project which was included as Alternate B.

The bid information has been reviewed and the attached recommendation provided by Langford Engineering. The project time frame is 3 months and is expected to begin in December.

Construction management of this project is included in the current contract with Langford Engineering.

Funding is available in the 2021 Utility Fund Capital Improvements Program.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to approve a contract between the City and Viking Industrial for the recoating of the City Hall Water Storage Tank in an amount not to exceed \$236,000, which includes Alternate B.

The motion carried 5 – 0.

**XIII. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE AND UNDERGROUND CONSTRUCTION SOLUTIONS L.C. FOR THE TAYLORCREST COURT WATER LINE IN AN AMOUNT NOT TO EXCEED \$69,745.00 - Steve Smith, Director of Public Works/ Building Official**

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

The City has been working with Spring Branch ISD regarding the reconstruction of Bunker Hill Elementary School and water service to the site. It was determined that a new water line along Taylorcrest Court was needed to replace the existing line. The existing line is an old asbestos cement 6-inch line. The line will be replaced with an 8-inch PVC line to provide potable water and fire service to the new school building.

City Staff authorized the design with Langford Engineering as part of the City's on-call contract and ongoing rehabilitation efforts.

Bidding advertisements were included in the City's newspaper of record in October and bids were opened on November 5, 2020. Of the 14 contractors that came to the mandatory pre-proposal meeting, 10 contractors followed through with bids. The apparent low bidder was Underground Construction Solutions, L.C.

The bid information has been reviewed and a recommendation provided by Langford Engineering. The project should be completed by January 1, 2021 to meet the reconstruction schedule for the school.



Langford Engineering will provide the Construction Management Services for the project under the City's on-call contract in an amount not to exceed \$15,000.00.

Funding is available in the Utility Fund Capital Improvements Program for Water Line Rehabilitation.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to authorize a contract between the City and Underground Construction Solutions L.C. for the Taylorcrest Court Water Line in an amount not to exceed \$69,745.00.

The motion carried 5 – 0.

**XIV. CONSIDERATION AND POSSIBLE ACTION ON AUTHORIZING A WORK ORDER BETWEEN THE CITY OF BUNKER HILL VILLAGE AND AAA ASPHALT INC. (UNDER THE CITY'S INTERLOCAL AGREEMENT WITH HARRIS COUNTY) FOR THE RECONSTRUCTION OF THE RIGHT TURN LANE ON MEMORIAL DRIVE AT GESSNER ROAD IN AN AMOUNT NOT TO EXCEED \$17,000.00 - *Steve Smith, Director of Public Works/ Building Official***

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

The City's Capital Improvements Plan includes funding for asphalt rehabilitation and pothole repairs. Staff has identified the turn lane for westbound Memorial at Gessner is in need of repairs. Memorial Drive between Plantation and Gessner was overlaid in the spring; however, the right turn lane has developed some issues.

Staff has been in discussion and have met onsite with RPS and AAA Asphalt. No base work or drainage work was included in the previous project for this turn lane. Staff is recommending to work with AAA Asphalt and provide more extensive work on the turn lane.

Staff recommended approval of this work. A purchase order would be issued to AAA Asphalt instead of a contract due to the current interlocal agreement through Harris County.

It was noted that funding was available in the 2020 General Fund Maintenance and Operations Budget.

Councilmember Smyre noted that he was surprised that the overlay project did not include a better end result for the turn lane and asked that the City work with AAA on the pricing.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve a work order between the City and AAA Asphalt, Inc. (under the City's Interlocal Agreement with Harris County) for the reconstruction of the right turn lane on Memorial Drive at Gessner Road in an amount not to exceed \$17,000.00.

The motion carried 4 – 1 with Councilmember Smyre voting no.

**XV. CONSIDERATION AND POSSIBLE ACTION ON THE IMPLEMENTATION OF PROJECTS AS RECOMMENDED BY THE CITY’S BEAUTIFICATION COMMITTEE FOR YEARS 2020 AND 2021 - Steve Smith, Director of Public Works/ Building Official**

Laurie Rosenbaum, Beautification Committee Chair and Steve Smith, Director of Public Works/ Building Official presented this item, answered questions and took comments.

The Beautification Committee has met and has developed a list of priority projects to accomplish this fiscal year 2020 and early 2021. There is currently \$18,000 remaining in the 2020 Budget with carryovers and \$40,000 budgeted in the 2021 Budget.

The Committee worked together to develop the following list of projects that were presented to the Council:

- |   |                 |
|---|-----------------|
| 1. Construction of a new driveway approach for Water Well #3 Site   | \$12,000,       |
| 2. Removal of the existing brick City marker at the intersection of Memorial Drive and Blalock Road and replace with an in-stock metal sign | \$ 2,000        |
| 3. Landscaping on Memorial west of Gessner  | \$15,000        |
| 4. Tree planting ( <i>in coordination with dedicated and offsite tree program</i> )   | <u>\$ 3,000</u> |

**TOTAL \$32,000**

The Council discussed the projects and recommended that the Utility Fund share in the cost of the new driveway approach for Water Well #3.

The Council also discussed the Landscaping on Memorial west of Gessner. This section of Memorial was previously submitted for possible State Funding for reconstruction. Concerns were raised as the City may be pursuing funding again for this segment.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve the implementation of the Water Well Road Project, the Tree Planting Project and the Stock Metal Sign at Blalock and take no action as to landscaping on Memorial west of Gessner. It was also noted that funding for the driveway approach be shared with the Utility Fund at \$6,000 each (50% by each).

The motion carried 5 – 0.

**XVI. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-17-20C 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**

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

This item was on the October 20, 2020 Agenda; however, the City Council took no action giving Staff an opportunity to review a few of the fees discussed at the meeting.

The following recommendations are made to the fee ordinance for 2021:

1. **Dedicated Trees**

At the October Meeting, City Council discussed an increase in the size of dedicated trees. It was suggested that two sizes and associated costs be made available for individuals to choose. Staff has priced different sizes and recommended two options:

Tree (30 gallon) \$ 700.00

Tree (45 gallon) \$ 900.00

The fee for a bench is recommended to remain at \$1,200.00.

2. **Vacant Properties Ordinance**

The Vacant Properties Ordinance was approved in January 2020. There are currently 14 vacant properties identified in the City. The Ordinance states that the vacant property fee would increase each year in an effort to promote development. Given the COVID 19 Pandemic, Staff is recommending that year two for these properties remain the same at \$500.00 and this year be considered as Year 2A. A second year two would then be assessed at \$1,000.

3. **Animal Control**

In discussion with the Mayor and Staff, these fees have not been increased in many years. It is recommended that an increase be made to cover some expenses.

Staff recommends approval of the Resolution adopting the "City of Bunker Hill Village Fee Schedule for 2021."

As presented and discussed, the recommended Fees Changes for Fiscal Year 2021 include the following:

**Dedication of Trees**

Tree (30 gallon) \$ 700.00

Tree (45 gallon) \$ 900.00

**Vacant Property Registration**

Year 1 Initial Registration \$ 500.00

Year 1 A (COVID) \$ 500.00

Year 2 Re-Registration \$1,000.00

Year 3 & Beyond Re-Registration \$1,500.00

### **Animal Control**

Impounding Fee – Dog or Cat                   \$ 50.00  
Fee per day for Impounded Dog or Cat \$ 10.00

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve Resolution 11-17-20C adopting a schedule of fees, rates, deposits, and other charges.

The motion carried 5 – 0.

**XVII.           CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE PURCHASE OF A 2020 FORD F150 CREW CAB PICK UP TO ADD AN ADDITIONAL VEHICLE TO THE PUBLIC WORKS FLEET TO BE PAID OUT OF THE UTILITY FUND VEHICLE REPLACEMENT - *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 City's Fleet Inventory includes two (2) Public Works Vehicles (trucks) that are shared by three employees. When the City replaced the 2007 Ford Ranger in 2014, the City kept the 2007 Vehicle in reserve. During the COVID 19 Pandemic, the 2007 Ford Ranger was utilized from reserve. This has been an asset as the three (3) Public Works Employees have been able to each have their own vehicle, providing social distancing to access various work sites throughout the City.

One of the City's Public Works Employees tested positive for COVID this summer. Fortunately, the other two employees never contracted the virus. The City was pleased and supported that providing individual trucks and spacing for employees prevented the spread of the virus among this Department.

In review of the City's protocols, it was recommended that the City add the third vehicle to the City's Public Works Fleet providing each employee their own work vehicle. With approval of the Mayor, the City purchased a Ford F150 Crew Cab Pick Up to ensure an 18 inch height for flooding concerns. The City utilized H-GAC cooperative purchasing program to secure the vehicle. The larger truck was actually less expensive than the current cost of the previously purchased Ford Ranger.

Staff intends to request reimbursement for the vehicle through the Harris County Small Cities Relief Fund. Vehicles are included in the list of allowable expenses. There is currently funding in the replacement fund for an additional vehicle should this request not be approved.

With this purchase, the City's Fleet will include the following:

- 2020 F150 Ford Crew Cab
- 2014 GMC Sierra Truck
- 2011 Ford Ranger Pick Up

A motion was made by Councilmember Smyre and seconded by Councilmember Rosenbaum to ratify the purchase of the 2020 Ford F150 Crew Cab Pickup to add an additional vehicle to the Public Works Fleet, to be paid out of the utility fund vehicle replacement.

The motion carried 5 – 0.

## **XVIII.**

### **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. October 2020 Financials.
- B. Minutes of the October 20, 2020 Regular Council Meeting.
- C. Minutes of the Audit Finance Committee Meeting.
- D. RPS, Invoice No. 920051 in the amount of \$5,200.08 for professional services rendered from August 29, 2020 to September 25, 2020 under on-call services for miscellaneous services including Drainage Committee Planning, Meeting and Associated Assignments.
- E. RPS, Invoice No. 1020030 in the amount of \$252.12 for professional services rendered from September 26, 2020 to October 30, 2020 under on-call services for Site Development Review.
- F. RPS, Invoice No. 1020029 in the amount of \$14,089.07 for professional services rendered from September 26, 2020 to October 30, 2020 under on-call services for miscellaneous services including Drainage Committee Planning, Meeting and Associated Assignments.
- G. Langford Engineering, Inc., Invoice No. 23665 in the amount of \$7,840.81 for professional services rendered through October 30, 2020 for Design and Construction Phase Services for the replacement of Water Well No. 2 (New Water Well No. 5).
- H. Langford Engineering, Inc., Invoice No. 23666 in the amount of \$18,032.90 for professional services rendered through October 30, 2020 for Water Well and Transfer Line Site Improvements for the replacement of Water Well No. 2 (New Water Well No. 5).
- I. Langford Engineering, Inc., Invoice No. 23667 in the amount of \$947.09 for professional services rendered through October 30, 2020 for Site Improvements for Water Well No. 1 Taylorcrest Water Plant.
- J. Langford Engineering, Inc., Invoice No. 23668 in the amount of \$1,119.06 for professional services rendered through October 30, 2020 for Water Plant No. 2 Ground Storage Tank Recoating.
- K. Probstfeld & Associates, Invoice No. 62231 in the amounts of \$455.00 for professional services rendered in October 2020 for engineering services for drainage site development review.
- L. Kimley-Horn and Associates, Inc., Invoice No. 067787100-0720 in the amount of \$1,665.00 for professional services through July 31, 2020 for the Memorial Drive

- Guard Rail, Taylorcrest Pedestrian Crossing and Memorial Drive at Forest Club/Stoney Creek Sight Distance Studies.
- M. Jones Carter, Invoice No. 00311419 in the amount of \$7,875.00 for Miscellaneous Surveying Services for the Proposed Water Well at Spring Branch ISD Bunker Hill Elementary School.
  - N. Masterson Advisors LLC, Invoice No. 20-165D in the amount of \$3,500.00 for Providing Continuing Disclosure Services and Annual Report.
  - O. Interlocal Agreement with Harris-Galveston Subsidence District for the administration and implementation of a regional watershed protection education program (Water Wise Program) effective from the effective date of the agreement until termination of the 2020-2021 school year.
  - P. Renewal agreement between the Harris County Sheriff's Office and the City of Bunker Hill Village to house, support, maintain, and confine city prisoners under the same terms and conditions with no increase in pricing for the term January 1, 2021 through December 31, 2021.
  - Q. Northwest Pest Patrol Contract for Mosquito Spraying under the same terms and conditions with no increase in pricing for 2021.

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

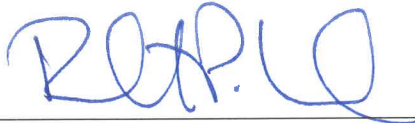
The motion carried 5 – 0.

#### **XIX. ADJOURN**

A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to adjourn the meeting 8:28 p.m.

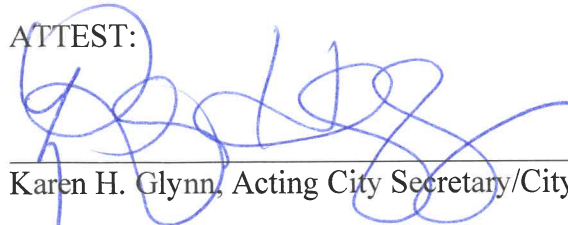
The motion carried 5 – 0.

Approved and accepted on January 19, 2021.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator