

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
April 20, 2021 at 5:30 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:31 p.m. on Zoom and 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 at City Council Chambers
Councilmember Keith Brown at City Council Chambers
Councilmember Laurie Rosenbaum at City Council Chambers

Also in Attendance:

Karen Glynn, City Administrator via Zoom
Steve Smith, Dir. of Public Works/Bldg. Official at City Council Chambers
Loren Smith, City Attorney at City Council Chambers
Ray Schultz, MVPD, Chief of Police at City Council Chambers
Susan Grass, Finance Manager at City Council Chambers

II. PLEDGE OF ALLEGIANCE

Representative Jim Murphy led the Pledge of Allegiance.

III. LEGISLATIVE UPDATE - *State Representative Jim Murphy*

State Representative Jim Murphy joined the Council Meeting via Zoom and provided a Legislative Update sharing the following information:

- Legislators are still wearing masks but the Capitol is open for business.
- The Senate Budget will be taken up shortly which will free up time to focus on other bills. The economy is good in Texas. The big question mark is about Federal Funds to be allocated (billions). How do cities get the funds and what is the process for getting them?
- There will be a Special Session in the Fall. Representative Murphy is chairing Higher Education Committee this session.
- Representative Murphy is working on a bill that targets career criminals – repeat misdemeanor criminals.

Mayor Lord shared concerns on the following bills:

- Senate Bill 10 dealing with lobbying by cities. He hopes legislature is careful with verbiage in drafting the bill. Mayor would like to collaborate and discuss this further.
- Senate Bill Number 1661 which attempts to align elections to move them all to November. This is a concern for Cities.

- House Bill 4447 which would impact the land development application process. This bill takes away municipal control which would be difficult for a small city with limited resources.

Representative Murphy will follow up on these comments.

IV. RECOGNITIONS AND PROCLAMATION:

Mayor Lord read a proclamation recognizing and showing appreciation of Former City Administrator, Mr. David Eby and Extending Sympathy to the Eby Family. The City will send the proclamation to the family along with a flag that flew at State Capitol and at City Hall.

Mayor Lord read a proclamation naming Wednesday, April 21, 2021 “Administrative Professionals Day.” He will present these proclamations to Valerie Cantu and Laurie Gantt and staff will take them to lunch on Wednesday, April 21, 2021.

Councilmember Schwartz read a proclamation naming April 2021 “Child Abuse Prevention Month.”

V. CITIZEN COMMENTS

There were no citizen comments.

VI. FIRE COMMISSION LIAISON REPORT

- A. Update on Activities - Fire Commission Liaison, Keith Brown provided a report on activities, staffing, calls for service and response times, and the 2021 Budget to date.

Reconstruction of new station continues. More walls are going to have to be replaced (4) which will be an additional \$116,000 to \$200,000, bringing the total reconstruction cost to \$5.9 million.

The original plans for the Fire Station did not include replacing the roof which will need to be done in 2022 or 2023. The Chairman of the Commission sent a letter to all Villages regarding this additional cost.

Councilmember Brown received Draft 2 of the 2022 Budget which will be discussed at the April 28, 2021 meeting. The budget increase overall for 2022 will be \$7,502,000.00, which is an almost 5.6% increase.

The next Commission Meeting is Wednesday, April 28, 2021.

VII. POLICE COMMISSIONER REPORT

- A. Update on Activities – Chief Ray Schultz and Commissioner, Jay Smyre gave an update on February activities, including personnel, calls for service, the 2020 and the 2021 Budgets. A few items of note included:

- March 2, 2021 the MVPD Birdies for Blues fundraiser hosted by residents Hunter and Harrison Lee. The event was a huge success with proceeds going toward the Police Foundation.
- Commander Sission submitted his formal letter of intent to retire effective May 1, 2021.
- The 2020 financial audit has begun.
- The MVPD hosted a regional RAD Instructor certification class for Statewide RAD Instructors at Chapelwood. Sixteen (16) instructors attended the training on how to deliver RAD in a post COVID-19 environment. Reserve Officer Michelle Owens is the State of Texas RAD Coordinator.
- Jay Smyre presented Council with a handout regarding levels of service between three villages. The following items were noted:

Reports/Incidents

Bunker Hill – 247

Piney Point – 248

Hunters Creek – 325

CAD Events

Bunker Hill -33,931

Piney Point – 25,680

Hunters Creek – 35,401

Traffic Citations

Bunker Hill - 707

Piney Point – 1,012

Hunters Creek – 902

Each Village is assigned one officer per day per shift. This is minimal staffing and is accomplished throughout the year. It is recommended that funding continue to remain equal at 33.3% for each Village.

- B. Consideration and Possible Action Regarding the Proposed 2022 Memorial Villages Police Department Budget in the amount of \$6,299,250.00 with Bunker Hill Village's 2022 Assessment being \$2,099,750.00.

Chief Ray Schultz presented this item:

Chief Schultz had presented a draft budget at the March 23, 2021 City Council Meeting. The draft Budget was presented to all of the three cities and the Police Commission. Following the input provided by the cities and further discussion with the Commission, the Commission voted to approve the Budget at a 3.11% increase. This is an increase from the 2.99% increase that was presented in March. The increase is primarily as a result of fuel prices and a few other line items.

The Proposed Total Budget Package for 2022 includes the following:

- Personnel & Benefits \$5,162,098 (up 2.4% from 2021)
- Total Operations \$198, 836 (down 0.2% from 2021)
- Total M&O \$6,121.250 (up 3.05% from 2021)

- Auto \$160,000 (up 5% from 2021)
- Proposed 2022 Budget Total \$6, 299,250 (up 3/11% from 2021)
- Cost per Village \$2,099,750 (up \$63,268 from 2021)

Future Capital Projects 2022-2025

- Roof replacement - \$93, 385+
- HVAC replacement - \$56,000 to \$148,000+
- Radio system upgrade - \$130,000+
- CAD/RMS/ARS replacement - \$190,000 - \$470,000
- Building upgrades – TBD

A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve the MVPD's 2022 Budget as presented.

The motion carried 5 to 0.

VIII. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 21-549, 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 May 30, 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 Smyre to adopt Ordinance No. 21-545 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.

The motion carried 5 to 0.

- B. Report on Activities and Upcoming Events – Mayor Lord presented the following updates:
- **COVID-19 Recovery and Weather Event Meetings** – Mayor Lord continues to attend these online meetings as needed. The focus continues to be vaccine distribution.
 - **Harris County Park and Drainage Detention** – Mayor Lord spoke with representatives from Spring Branch ISD and the contractors for the Bunker Hill Elementary School. The feedback he received was that the detention should not go through Bunker Hill but rather, drainage should continue to through W 151. The consultants for the school were adamant that they have maximized the detention onsite with the space and cannot get any more on

the site. The City does not want to delay the school project in any way. Mayor Lord will convey this information to Commissioner Tom Ramsey.

- **Mayors' Meetings/Discussions** – Mayor Lord met with the Mayors of Piney Point and Hedwig Villages recently on various topics.
- **Villages Independence Festival Parade** – Mayor Lord reported that it is his understanding that this will only be a parade and no festival. He asked Councilmember Schwartz, who chaired the event over the years, if she had more information. Councilmember Schwartz confirmed that the church will not host the festival this year.
- **High School Graduation Parades** – The Memorial High School has a parade every year for graduation seniors. This year, because of COVID, they will do this on a smaller scale. The parade will start at Memorial High School and end at Piney Point. There is talk of a separate parade that will include all high schools in the area, not just Memorial High School and would be done on a larger scale.

C. CONSIDERATION AND ACTION TO AUTHORIZE THE MAYOR TO EXECUTE DOCUMENTS TO PARTICIPATE IN THE AMERICAN RESCUE PLAN (ARP)

The Mayor, City Administrator and Finance Manager attended an online meeting regarding the American Rescue Plan and the distribution of funds to the cities. Staff is working to be prepared to participate with Council approval.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Smyre to authorize the Mayor to execute documents to participate in the American Rescue Plan (ARP).

The motion carried 4 to 1 with Councilmember Thode being opposed.

D. Committee Reports

Beautification Committee – Councilmember Rosenbaum reported that new trees have been planted and are looking good. The Committee has looked at wrapping the light boxes and having them painted. However, the costs start at \$3,000 per box and the Beautification Committee budget does not allow for this expense. New lights have been installed and also, look really good. The Committee will be adding more as needed. Councilmember Rosenbaum is working on some other small projects and will report as these are completed.

Technology Committee – Councilmember Thode had no report.

Public Safety Committee – Councilmember Brown will report in June or July.

Drainage Committee – Karen Glynn reported that the Committee is working to evaluate and consider an update to the City's Master Plan (last update was 2016).

The Committee is working with RPS to outline a proposal to update specific sections, such as the project list.

IX. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events.

- **Report on Planning and Zoning Commission Meeting** - Meeting was held on April 7, 2021. The Commission did approve the preliminary plat for Bunker Hill Elementary. The final plat will come before Council for approval. There is also an adjoining plat on this agenda.
- **Report on Upcoming Zoning Board of Adjustment Meeting** – This meeting is set on April 28, 2021. There will be workshop and reorientation for the Board and the Public Hearing will be at 5:00 p.m. for the property at Briar Forest and Memorial. Owner is requesting a variance to build a wall in the front of the property. Staff has received a site plan for the property at Briar Forest and Memorial to develop a new single-family home.
- **Report on Upcoming Meetings with SBISD School Board for Bunker Hill Elementary School Detention.** A meeting was held last week to discuss the detention project, the schedule and upcoming School Board Meeting. There are some constructability issues that may impact the schedule. As a result, the City's item on the School Board Agenda will be delayed. Staff will continue to work with the engineers regarding the detention project as far as how it will be constructed, the timing and how it will impact the school's construction schedule.
- **Memorial Forest Club Permit** - The Club has submitted for an "in kind/same kind" permit to resurface the tennis courts. The permit was approved with items noted regarding construction, lighting, screening and drainage. The Club has provided a draft Specific Use Permit (SUP) application for the City to review before starting the SUP process..

B. Public Works Director, Steve Smith presented a report on Capital Projects.

- **Water Well No. 5.**
There was a preconstruction meeting held where the contractor established a schedule to make sure the well is drilled in the summer when the school is on summer break.
- **City Hall Water Storage Tank.**
The contractor is completing the painting of the storage tank. It is full of water and going through the testing process.
- **Bunker Hill Elementary School Progress and Traffic Changes.**
Steve Smith showed an aerial photo of the site. The City is working to keep adjacent residents updated as the project progresses with any extended work hours.

- **Plan for Damaged Landscaping on City Right of Way Side (Major Roadways) of Private Property as a Result of the Winter Storm.**

Staff is proposing a plan to work with residents to adequately address the dead landscaping throughout the City's rights-of-ways. The City must also be accountable and clean up City owned property. Staff shared that more growth is occurring. There was also a recent comment from a resident to allow Mother Nature time to recover. The Council concurred to take more time but to keep the item on the forefront.

C. Update to the City's Emergency Operations Procedures.

Staff is reviewing the Emergency Management Procedures in preparation for Hurricane Season. There are several components, from facilities to staffing. Karen Glynn is reviewing the personnel policy adopted by Spring Valley and will be making a recommendation to Council.

X. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE EXPENDITURE AND APPROVE CHANGE ORDER NO. 2 TO THE 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 \$38,850.00 - Steve Smith, Director of Public Works/ Building Official

Public Works Director, Steve Smith presented this item:

In November 2020, the City Council approved a contract with Viking Industrial Painting 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 \$250,000 including contingency. Change Order No. 1 was approved in January 2021 at a cost of \$17,750.00.

Viking Industrial Painting had the tank drained and was prepared for painting the inside when the Winter Storm hit Texas in February. As a result of the storm, the City experienced valve leaks which began to fill the empty tank. When Viking remobilized following the storm, the contractor had to rework the tank interior. Staff authorized this work based on the emergency. Change Order No. 2 was then submitted at a cost of \$38,850.00. This expense was submitted to the City's insurance for damages incurred with the storm. The City received the amount in insurance claims.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to ratify the expenditure and approve Change Order No. 2 to the 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 \$38,850.00.

The motion carried 5 to 0.

XI. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION BY THE PLANNING AND ZONING COMMISSION TO APPROVE AN AMENDING PLAT, ADJOINING TWO ADJACENT LOTS LOCATED AT 78 AND 82 WILLIAMSBURG LANE - Steve Smith, Director of Public Works/Building Official

Public Works Director, Steve Smith presented this item:

Probstfeld & Associates, Inc., on behalf of Neal A. and Amitha N. Verma, has submitted an adjoining plat requesting to combine multiple tracts (two lots) into one. These lots are located at 78 and 82 Williamsburg Lane. Mr. & Mrs. Verma intend to build one house on the new lot.

This application is considered to be an “amending plat” under Chapter 14, Subdivisions. The plat meets all of the City’s requirements. Currently, there are two homes existing on the two lots. One house would need to be removed.

The Planning and Zoning Commission held a Meeting on April 7, 2021 and voted unanimously to recommend City Council approval. The motion was contingent upon demolition of one of the two existing homes.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve an amending Plat, adjoining two adjacent lots located at 78 and 82 Williamsburg Lane with the contingency that one of the homes be torn down.

The motion carried 5 to 0.

XII. CONSIDERATION AND POSSIBLE ACTION TO PROVIDE DIRECTION TO STAFF AND THE PLANNING AND ZONING COMMISSION TO REVIEW AND DEVELOP RECOMMENDATIONS FOR PROCESSING ADJOINING PLATS -
Steve Smith, Director of Public Works/Building Official

Public Works Director, Steve Smith and City Administrator, Karen Glynn presented this item:

As a result of the Administrative Plat submitted and reviewed by the Planning and Zoning Commission, the Commission requested that Staff seek City Council direction regarding the process for Adjoining Plats. Under the current code and process, staff can approve the adjoining plat without any Commission or Council action; however, staff took the Williamsburg Adjoining Plat through the process as an opportunity to discuss the process with the Commission and Council.

Although the Planning and Zoning Commission understands and supports property owners wanting to join lots, the Commission felt that public comment or notification for adjacent properties could be appropriate for adjoining plats.

City Council discussed the process and agreed that the current process is appropriate for adjoining plats.

No action was taken on this item.

XIII. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 550 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 10 THROUGH 18 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR FISCAL YEAR 2020; PROVIDING DETAILED LINEITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT –
Susan Grass, Finance Manager

Finance Manager, Susan Grass presented this item:

City Staff submitted a revised final budget for Fiscal Year 2020 based on year-end actuals. Amendment Nos.10-18 compared the Actuals to Fiscal Year 2020 Adopted Budget passed by City Council in September 2019 and to the Fiscal Year 2020 Amendments 1-9 approved in October 2020. Both revenues and expenditures/expenses, for all funds, were included in order to see all changes from the adopted and amended budget.

A motion was made by Councilmember Brown and seconded by Councilmember Thode to adopt Amendment Nos. 10 through 18 to the Original Budget of the City of Bunker Hill Village, Texas, for Fiscal Year 2020; providing detailed line item increases or decreases; providing for severability; and containing other provisions relating to the subject.

The motion carried 5 to 0.

XIV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE FUNDING IN AN AMOUNT NOT TO EXCEED \$20,000.00 FOR ARCHITECTURAL SERVICES FOR THE PLANNING OF THE CITY'S PUBLIC WORKS AND DISASTER OPERATIONS NEEDS - *Steve Smith, Director of Public Works/Building Official*

Public Works Director, Steve Smith presented this item:

At the March City Council Meeting, it was the Council's consensus to pursue the reconstruction of the Public Works Building, taking into account disaster operations and any future needs. The Council agreed for staff to seek the support of an architect to provide planning needs for the site and new building.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to authorize the Mayor to approve funding in an amount not to exceed \$20,000.00 for architectural services for the planning of the City's Public Works and disaster operation needs.

The motion carried 5 to 0.

XV. 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 March 23, 2021 City Council Meeting.
- B. March 2021 Financials
- C. RPS, Invoice No. 321028 in the amount of \$3,498.84 for professional services rendered from February 27, 2021 to April 2, 2021 under on-call services for miscellaneous services including Preparation and Attending City Council and Drainage Committee Meetings, and Follow Up on Action Items

- D. RPS, Invoice No. 321027 in the amount of \$2,614.02 for professional services rendered from February 27, 2021 to April 2, 2021 under on-call services for Site Development Review
- E. Langford Engineering, Inc., Invoice No. 24000 in the amount of \$4,480.28 for professional services rendered through February 26, 2021 for General Engineering Services including Booster Pumps, Risk and Resilience Assessment, and Updates to Maps
- F. Langford Engineering, Inc., Invoice No. 24001 and 24002 in the amount of \$2,369.98 for professional services rendered through February 26, 2021 for Design and Construction Phase Services for the replacement of Water Well No. 2 (New Water Well No. 5)
- G. Langford Engineering, Inc., Invoice No. 24003 in the amount of \$31.23 for professional services rendered through February 26, 2021 for Emergency Repair of Water Well No. 1
- H. Langford Engineering, Inc., Invoice No. 24004 in the amount of \$3,472.24 for professional services rendered through February 26, 2021 for Water Plant No. 2 Ground Storage Tank Recoating
- I. Probstfeld & Associates, Invoice No. 63108 in the amount of \$305.00 for professional services rendered in March 2021 for engineering services for drainage site development review
- J. Paradigm Traffic Systems, Inc., Invoice No. 28626 in the amount of \$5,780.00 for new traffic signal controllers for Gessner/Memorial and Plantation/Memorial Intersections

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

The motion carried 5 to 0.

XVI. ADJOURN

A motion was made by Councilmember Smyre and seconded by Councilmember Schwartz to adjourn the meeting at 8:40 p.m.

The motion carried 5 to 0.

Approved and accepted on May 18, 2021.



Robert P. Lord, Mayor

ATTEST:


Karen H. Glynn, Acting City Secretary/City Administrator