

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
June 21, 2022 at 5:00 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 5:05 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord  
Councilmember Susan Schwartz  
Councilmember Keith Brown  
Councilmember Eric Thode  
Councilmember Laurie Rosenbaum  
Councilmember Carl Moerer

*Also in Attendance:*

Karen Glynn, City Administrator  
Steve Smith, Dir. of Public Works/Bldg. Official  
Loren Smith, City Attorney  
Jennifer Namie, Assistant to the City Secretary  
Ray Schultz, MVPD, Chief of Police  
Susan Grass, Finance Director

**II. BUDGET WORKSHOP**

**DISCUSSION AND DIRECTION ON GOALS AND PRIORITIES FOR THE CITY'S PROPOSED FY 2023 BUDGET AND 2022 TAX RATE TO SUPPORT THE BUDGET** *Karen Glynn, City Administrator*

City Staff recognize that the annual budget process is the single most important financial responsibility of a local government. In accordance with the Local Government Code, Chapter 102, Texas cities are required to file and adopt an annual budget. The Texas Tax Code and Senate Bill 2 require cities that levy a property tax to approve their budgets by September 30 or by the 60th day after the taxing unit receive the certified roll, whichever date is later regardless of the date their fiscal year starts. Senate Bill 2 also provided more requirements and direction.

City Administrator, Karen Glynn presented the proposed assumptions for the proposed 2023 Budget and 2022 Tax Rate to begin the budget process. The purpose of the workshop was to gain Council input and direction in preparation for the 2023 Budget Workshop planned for June 29, 2022.

Ms. Glynn highlighted certain budget items such as the City's Preliminary Tax Roll as provided by Harris County and Spring Branch Independent School District, the City's Tax Assessor Collector; the

Public Safety Departments' FY 2023 Budget (Memorial Villages Police Department and Village Fire Department); the economy and recent inflation and escalating costs. Ms. Glynn shared how these items will shape the City's FY 2023 Budget and Capital Improvements Plan.

Ms. Glynn shared the assumptions for the Debt Service Fund, General Fund and Utility Fund and presented the budget process and schedule.

This was a workshop only with no formal action by the City Council.

**At 5:45 p.m., Councilmember Thode made a motion to adjourn the Budget Meeting. Councilmember Schwartz seconded the motion. The motion carried 5 to 0 and the meeting adjourned at 5:45 p.m.**

### **III. PLEDGE OF ALLEGIANCE**

Student Intern, Jack Dillihunt led the Pledge of Allegiance.

### **IV. CITIZEN COMMENTS**

**There were no citizen comments.**

### **V. PRESENTATION, PUBLIC HEARING AND CONSIDERATION AND ACTION ON AN APPLICATION FOR A SPECIFIC USE PERMIT:**

ALL INTERESTED PARTIES SHALL HAVE THE RIGHT AND OPPORTUNITY TO APPEAR AND BE HEARD ON THE ITEM LISTED BELOW:

**A REQUEST FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT TO THE PARATUS MEMORIAL, 11750 MEMORIAL DRIVE FOR RELIGIOUS AND EDUCATIONAL PURPOSES TO MODIFY THE PLAYGROUND AREA(S) AND ADD FENCING AND GATES TO SECURE THE SITE**

**Karen Glynn presented the application and the recommendation approved by the Planning and Zoning Commission:**

Paratus Memorial submitted an application to amend the existing Specific Use Permit at this site to modify the playground areas and to add fencing and a gate to secure the property and improve the safety of students.

The Planning and Zoning Commission held numerous meetings on this proposed amendment. This included a workshop on September 30, 2021; a public hearing on November 18, 2021; and continued discussion on January 26, 2022 and on April 26, 2022.

There were three (3) residents that reside on Providence Park, adjacent to the school, who spoke at the public hearing and continued speaking at meetings with concerns regarding the perimeter fence. Resident, Liz Franklin, contacted Staff via email and recommended a design for the fence which included brick columns.

Paratus Memorial submitted an amended proposal for the design of the fence for the April Meeting. The design included brick columns, with an exhibit that shows the location of the columns to serve as the design exhibit to the ordinance.

Minor modifications for safety purposes were approved and constructed for the existing playground fencing as discussed with the Commission in November. In addition, the Fire Marshall performed a safety inspection, and the site met all code requirements.

Over the course of the Planning and Zoning Commission Meetings, several additional concerns were raised regarding the use of the site, in terms of grade levels; however, there was not a grade level requirement in the Specific Use Permit previously approved. In addition, concerns were shared regarding activity in the parking lot and traffic on Memorial Drive. Lastly, a concern was noted on a possible change of ownership; however, it was noted to the public that the Specific Use Permit approves a “use” that goes with the land and not the owner.

The Village Fire Department Fire Marshall has inspected the facility and sees no concerns. The Memorial Villages Police Department has indicated no concerns regarding traffic or parking. The Police Department did note some concerns in the parking lot and does support the proposed gates for the driveways during the evening and night.

Staff also observed the afternoon pick up and did not see any backups on Memorial Drive or any activity in the parking lot. These observations were made over a two-week period.

Staff also asked residents to contact the City if there were any concerns regarding traffic or activities. Staff has received no contact on these issues.

Staff was asked by the Planning and Zoning Commission if Paratus Memorial is in compliance with the Specific Use Permit approved in August 2020. In review of the permit, Paratus Memorial had not installed the approved signage on the existing sign structures. All other items are in compliance.

On April 26, 2022, the Planning and Zoning Commission unanimously recommended that the City Council not approve the proposed amendment to the existing Specific Use Permit until the existing SUP is fully in compliance.

The applicant requested that the process continue to the City Council. Plans have been submitted and a permit issued for the signage to be installed on the existing sign structures. It is Staff’s understanding that the signage should be installed in mid-July. Staff continued to stay in contact with residents on the process. Residents indicated that a petition may be submitted to the City in opposition to the amendment.

David Dixon, representing Paratus Memorial, presented the following:

Second Baptist Church will own Paratus Memorial and will close on that transaction the week of June 20, 2022. Mr. Dixon expressed in his comments to City Council that the most important reason for the amendment of the Specific Use Permit is the safety of the children and staff. He believes that in light of current events, most recently the shooting in Ulvalde, that security must be enhanced in order to protect children and staff. He has

been in conversations with other law enforcement agencies regarding safety protocols. The perimeter fence is a pivotal part of the safety plan.

Beau Dollins, Director of University Model Operations, and Dr. Don Davis, Head of Schools, also addressed Council regarding the amendment and answered Council's questions.

Councilmember Moerer asked Mr. Dixon if he has had discussions with Memorial Villages Police Department's Chief Schulz. Mr. Dixon says that he will be scheduling discussions with Chief Schulz and other law enforcement agencies regarding security protocol.

Councilmember Rosenbaum asked about the use of the green spaces which will be located inside the perimeter fence and whether or not the school will have to get approval from Council on the technical aspects of the design. Mr. Dollins explained that the activities in the green spaces would be age appropriate and any playground equipment would have to go through the City's permit process. He explained that the only real improvements in those areas would be mowing grass, etc. and that the areas were meant more for gathering places and/or having classes outside on a nice day, and not as a place to play team sports.

Councilmember Thode asked if traffic on Memorial were to become an issue, would that need to be addressed by Council. Staff explained that the Specific Use Permit as written does not allow the school to have a negative traffic impact on Memorial.

Councilmember Rosenbaum asked if the school was currently in compliance with the Specific Use Permit and Staff answered yes, with the exception of the sign having not been installed yet. The signage has been permitted and is pending installation.

#### *Open Public Hearing*

**RECEIVE COMMENTS FROM THE PUBLIC, EITHER ORAL OR WRITTEN, REGARDING A REQUEST FOR AN AMENDMENT TO THE SPECIFIC USE PERMIT TO THE PARATUS MEMORIAL, 11750 MEMORIAL DRIVE FOR RELIGIOUS AND EDUCATIONAL PURPOSES TO MODIFY THE PLAYGROUND AREA(S) AND ADD FENCING AND GATES TO SECURE THE SITE**

*The Mayor opened the public hearing at 6:30 p.m.*

**The following individuals spoke at the Public Hearing:**

**Liz Swain, 11723 Providence Park, read an email in opposition to the amendment on behalf of her neighbor, Liz Franklin.**

**Liz Swain also addressed council and expressed her opposition to the amendment. She provided to Council a petition with multiple signatures in opposition to the amendment. *The petition was rendered moot since the City Council approved the amendment to the SUP 5-0. (See action below).***

**Karen Beach, 11718 Providence Park, expressed her agreement with Ms. Franklin's email and her opposition to the amendment.**

**Mr. Dollins provided to Council a letter from Betsy and Jason Guan, 303 Tamerlaine Drive, expressing support of the amendment. Jennifer Namie, Assistant to the City Secretary read the letter into the record.**

*The Mayor Closed the public hearing at 6:40 p.m.*

**CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 22-577 , AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AMENDING APPENDIX "A" OF THE CODE OF ORDINANCES OF THE CITY, SAME BEING THE COMPREHENSIVE ZONING ORDINANCE OF SAID CITY, BY GRANTING AN AMENDMENT TO THE SPECIFIC USE PERMIT TO THE PARATUS MEMORIAL, 11750 MEMORIAL DRIVE FOR RELIGIOUS AND EDUCATIONAL PURPOSES TO MODIFY THE PLAYGROUND AREA(S) AND ADD FENCING AND GATES TO SECURE THE SITE; PROVIDING FOR REPEAL; PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED \$2000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY– Karen Glynn, City Administrator and Steve Smith, Director of Public Works/ Building Official**

The Mayor and Council discussed the information presented.

Comments and questions from Council included the following:

Councilmember Thode believes in light of the most recent school shooting in Uvalde, that to not approve the amendment would be setting a terrible precedent.

Councilmember Brown relayed his experience with this matter as the Planning and Zoning Commission Liaison. He stated that the Commission was very concerned with parking infrastructure, and he believes the Commission felt upset because when they recommended approval of the original Specific Use Permit, they had no knowledge that the school would ultimately be bought by Second Baptist. He disagrees with their recommendation not to approve the amendment.

Councilmember Rosenbaum was also present during many of the Planning and Zoning Commission Meetings, and she believes that as passionate as the residents opposed to the amendment are, the perimeter fencing is necessary. She does not like where the gates are positioned on the current site plan. She asked about timing of the gates being opened and closed. Mr. Dixon explained that they will be open during pick-up and drop-off but remain closed during the school day. He also noted that parents will be given either a code or some other form of access to enter the school grounds when the gates are closed.

Karen Glynn and Steve Smith spent a lot of time surveying traffic on Memorial during peak hours and never saw a situation where traffic was backed up. Mr. Dollins explained that the parents know that if there is a line inside the gates then they need to go around the block until room opens up to enter.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 22-577.**

Councilmember Brown suggested the following changes to the Ordinance:

Revise Section 2, subsection b to include the following items:

- Installation of entrance and exit gates that allow for the stacking of 3 standard size automobiles on the street side of the closed gates so not to protrude onto Memorial Drive when the gates are closed.
- The height of the fence must be at least seven feet for the metal portion and eight feet for the brick portion.
- Appropriate landscaping will be installed along the inside of the perimeter fence as approved by the City Administrator and the Mayor.
- The fence, gates and landscaping shall be completed within six (6) months of the passage of the ordinance.

**Councilmember Thode then amended his motion to accept Councilmember Brown's suggested changes to the Ordinance. Councilmember Brown seconded the motion.**

**A Roll Call Vote was taken:**

**Councilmember Brown -YES**

**Councilmember Rosenbaum - YES**

**Councilmember Moerer - YES**

**Councilmember Schwartz - YES**

**Councilmember Thode – YES**

**The motion carried 5 – 0**

## **VI. VILLAGE FIRE DEPARTMENT REPORT**

A. Update on Activities - Fire Commissioner, Keith Brown provided a report on activities, staffing, calls for service and response times. He shared pictures from a recent apartment fire.

B. Update on 2023 Annual Budget Process and Discussions  
The Department is fully staffed; however, five (5) employees are out with COVID or other issues which is putting pressure on staffing and overtime costs. The Department received 13 applicants for the three (3) positions open on the second ambulance.

There are new Commissioners on the Fire Commission: Matt Woodruff is the Commissioner for Hedwig Village; Rob Adams is the Commissioner for Hunters Creek, and the Commissioner for Hilshire Village is going to be replaced as well.

The FY 2023 Budget is expected to be approved by all cities.

**VII. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Consideration and Possible Action to Approve the 2023 Annual Budget for the Memorial Villages Police Department including the FY 2023 Capital Project Plan. Chief Ray Schultz presented an amended FY 2023 Budget to the Council. The numbers were the same as the previous budget presented but the format was changed in order to better show the breakdown. The other change to the budget was the removal of the proposed animal control officer. Chief Schultz specifically explained the radio system upgrade. The total amount the Department plans to spend in FY 2023 is \$7,591,433.00. The cost to each city will be \$2,488,811.00.

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve the FY 2023 Annual Budget for the Memorial Villages Police Department including the FY 2023 Capital Project Plan, allowing the Department to keep the refund that was designated to be given to the City.**

**The motion carried 5 – 0**

- B. Consideration and Possible Action to Ratify a Transfer of \$66,667.50 from the Operating Account to Vehicle Capital Account to fund the Purchase of 2022 Vehicles.

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to ratify a transfer of \$66,667.50 from the Operating Account to the Vehicle Capital Account to fund the Purchase of 2022 Vehicles.**

**The motion carried 5 – 0**

- C. Update on Activities -- Chief Ray Schultz gave an update on activities, including personnel, calls for service, and the 2022 Budget.

The Department is under budget for FY2022 and will most likely spend 96% to 97% of their budget.

The Department is trying to fill an open dispatcher position. On June 22, three (3) candidates will be interviewed. Depending on these interviews, conditional offers of employment will be issued.

A new ALPR camera (Camera #13) was installed at Gessner.

**VIII. MAYOR'S REPORT**

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-578, 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 April 2022 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 No. 22-578 extending a Public Health Emergency and State of Disaster due to the outbreak of COVID-19.**

**The motion carried 4– 0.**

*Councilmember Keith Brown stepped out of the meeting.*

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

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Moerer to appoint Councilmember Schwartz as Mayor Pro-Tem for a term of one year.**

**The motion carried 4 – 0**

*Councilmember Keith Brown stepped out of the meeting.*

- C. Consideration and Possible Action Regarding Designation of the City’s Audit Finance Committee

**A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to appoint Mayor Lord, City Administrator, Karen Glynn, and Councilmember Schwartz to the City’s Finance Committee.**

**The motion carried 5 – 0**

- D. Report on Activities and Upcoming Events

- Parades & Events – Mayor Lord updated the Council on recent parades:  
*Bunker Hill Elementary School – 5<sup>th</sup> Grade Parade – May 26, 2022*  
*Villages Independence Day Parade – Monday, July 4, 2022*

- Other Updates  
The Village Mayors are pleased to see new Commissioners appointed to the Fire Commission and are eager to have the second ambulance staffed.

The Mayors have also been talking about Police and Fire Department Budgets and looking at long term costs, personnel needs, and sustainability.

The meeting with CenterPoint went really well and Bunker Hill was the only City who had representatives present. They discussed emergency preparedness and answered questions regarding actions that happened during the winter storm. They additionally asked for a list of critical places



in the City which would then alert CenterPoint of the City's priorities in the event of another power outage.

## IX. CITY ADMINISTRATOR'S REPORT

- A. Introduction of Management Assistant and Summer Interns  
Ms. Glynn introduced Management Assistant Michael Negreros and Summer Interns, Jack Dillihunt and Kayla Yi.
- B. Report on Activities and Upcoming Events
- Planning and Zoning Commission Meeting – at the June Meeting, an amendment to the Specific Use Permit for Frostwood Elementary School was presented to light the athletic fields at school. A public hearing will be held in July and the matter will come before Council in September.
  - The Drainage Committee Meeting met in June.
  - The Public Safety Committee met in June. That committee is now headed by Michelle Belco. They will meet next in August. They would like to have a public safety forum in the fall.
  - Memorial Drive and Gessner Road Grant Application - Staff are hoping for the call for projects in September. Karen Glynn is waiting to get traffic counts from MVPD and the City's traffic engineer and incorporate that data into the grant application.
  - City Staff received a request from Metro National to present plans for Memorial City Mall to Council. Staff will add that to a future agenda.
- C. Public Works Director - Report on Capital Projects & Activities
- Bunker Hill Elementary – the force main for the detention has been installed along Taylorcrest Court.
  - Chapel Belle and Tamerlaine Reconstruction and Change Orders – this project is on schedule and within budget.
  - Water Well No. 5, Sitework, Transmission Line, Detention, and School Progress – The site brick has been placed. The automatic transfer switch hasn't been received; however, the second generator has arrived. The electrical control pack has been installed and things are progressing rapidly. The contractor has started on the detention. Staff believes that all deadlines are going to be met with the exception of the detention, as expected. The transmission main work is moving quickly. There have been a number of abandoned and buried pipes discovered which are causing some additional points of repair on the road.
  - Bunker Hill Elementary School – Safe Walk to School - There was an accident at the intersection Knipp Rd. and Taylorcrest and Staff asked the City's Traffic Engineer to take a look at that intersection to see if there was anything the City could do to make it safer. The engineer recommended striping a crosswalk and to remove the hedges in the area.
  - Report on Proposal from American Tower Regarding the Cell Tower at City Hall – American Tower has submitted a request to amend the lease agreement with the City to be allowed to add additional antennas on the

tower and will pay the City an additional \$400 per month. The Technology Committee is in favor but would like to require a fence around the site.

- The 2022 Budget includes funding for ditch work around the City as funds allow. Proposals were submitted to several companies for costs. Staff will report back once quotes are received.

**X. CONSIDERATION AND POSSIBLE ACTION TO AMEND THE CONTRACT WITH JLA CONSTRUCTION SOLUTIONS UNDER THE CITY'S ALTERNATIVE BID PROCESS TO CONSTRUCT THE PUBLIC WORKS AND DISASTER OPERATIONS CENTER ADDING IN THE GUARANTEED MAXIMUM PRICE OF \$1,741,514.00 - Steve Smith, Director of Public Works/Building Official**

*Items X & XI were presented together:*

In November 2021, the City Council approved Resolution No. 11-16-2021C selecting the Construction Management at Risk Option for the design and construction of the City's Public Works and Disaster Operations Building. This allowed the City to select a contractor through a competitive process upfront. The contractor then knows and understands the budget and timeframe. The contractor then works with the City and the Architect during the design phase and provides input into constructability, provides value engineering and assists with scheduling. Should the City determine, during the design process, that the project should not proceed with the selected contractor, the contract can be cancelled, and the project proceed as the normal "design-bid-build" approach.

PGAL and Staff conducted the CMAR Proposal Process in December and January, and the City Council awarded the contract to JLA Construction Solutions LLC.

JLA conducted the bid process for sub-contractors in May and has presented Staff and PGAL the list of sub-contractors and a guaranteed maximum price (GMP) for the construction. The total price is \$1,741,514.00. This does include a contractor's contingency of \$92,389.00 (5%); however, this allows for the guaranteed maximum price.

The GMP provided was above the City's Construction Budget which was funded in the 2022 CIP at \$1.5 Million for construction and \$200,000.00 for incidentals needed for the project (Total \$1.7M between General Fund (35%) and Utility Fund (65%)).

In addition, staff presented several additional items that are a part of the project and need to be funded:

**Incidentals to Date** total approximately \$10,000.00 for materials/environmental testing of the old building, survey work and removing Harris County's ozone sensor.

**Additional Materials Testing** is not included in the GMP and is primarily required for the concrete foundation and walls. This is an item that is at the owner's discretion. PGAL and Staff are proposing a budget of \$40,000. The testing company on the project is Terracon Consultants, Inc.

**Temporary Facilities** are not included in the GMP and are needed for the public works personnel after demolition of the existing structure occurs. A temporary construction trailer has been determined to be the best and least expensive route to meet this need. Working with the architect for the project and the CMAR, a rental trailer is proposed to be located at the rear of the City Hall site near the water plant facilities. The cost of this rental for the expected period of construction is \$15,000.00.

**Securing Water to the Building** is another area of decision. Fire sprinklers are required as part of the design for the new building. Existing water supply lines cannot provide sufficient water for fire service and a new water supply line is necessary. A review of the City's water lines near the new building shows that an existing water main on Chatam Lane is a dead-end line and service to the residents on Chatam would improve if the line were "looped" into the city hall site. The extension of the Chatam line into the City Hall Water Plant would provide an access point sufficient for water service to the new building. In addition, city personnel are currently required to flush all dead-end water lines monthly, and the looping would eliminate this maintenance requirement for Chatam Lane. Proposed cost of design, easement procurement and construction are requested in an amount not to exceed \$50,000.00. If approved, this work could be added as a change order to the City's current contractor for the Taylorcrest Transmission Main project.

A second option is to install a water main from the City Hall Water Plant to the new building only. This would be a water line drilled under the rear parking lot to the south end of the new building. This line would be available for future connection to Chatam should the decision be made to loop the Chatam line at a later time. Proposed cost of this work is expected to not exceed \$13,000.00 and could also be added as a change order to the current Taylorcrest Transmission Main project.

Staff recommended the first option for the long-term maintenance of the water system.

The total for the recommended items for the project was \$1,806,514.00 and \$50,000 to the Utility Fund. Unfortunately, this was over the City's budget of \$1,700,000. PGAL and JLA have reviewed the pricing and attribute the overage to increases in construction and material costs throughout the project, especially considering the uncertainty of fuel prices.

Ms. Glynn shared that the City Council has the opportunity to supplement the budget in 2023 or delaying the project. Council discussed the project needs and overage and concurred it was best to proceed with the project and supplement the budget in 2023.

**XI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO APPROVE CONTRACTS WITHIN THE SPECIFIED NOT TO EXCEED AMOUNTS TO PROVIDE FOR INCIDENTAL NEEDS FOR THE CONSTRUCTION OF THE PUBLIC WORKS AND DISASTER OPERATIONS CENTER - *Steve Smith, Director of Public Works/Building Official***

- A. Materials Testing Not to Exceed \$40,000.00 to be funded from the Construction Budget - Incidentals
- B. Temporary Facilities Not to Exceed \$15,000.00 to be funded from the Construction Budget - Incidentals
- C. Water and Wastewater Utilities Not to Exceed \$50,000.00 to be funded from the Utility Fund Water Line Rehab

*Items X & XI were presented together – see summary under Item X.*

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to amend the contract with JLA Construction Solutions under the City’s alternative bid process to construct the Public Works and Disaster Operations Center adding in the guaranteed maximum price of \$1,741,514.00.**

**The motion carried 5 – 0**

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to authorize the City Administrator to approve contracts within the specified time frame and not to exceed the amounts and funding sources in agenda items 10A, 10B and 10C, to provide for incidental needs for the construction of the Public Works and Disaster Operations Center.**

**The motion carried 5 to 0.**

**XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH UNDERGROUND CONSTRUCTION SOLUTIONS FOR THE CONNECTION OF THE TAYLORCREST WATER TRANSMISSION MAIN CONSTRUCTION TO THE TAYLORCREST WATER PLANT IN AN AMOUNT NOT TO EXCEED \$135,890.00- *Steve Smith, Director of Public Works/Building Official***

The City has been discussing the new water well at Bunker Hill Elementary over the past few years. The Consulting Team and staff developed an overall plan for the project to ensure coordination with the reconstruction of Bunker Hill Elementary School. The requested contract is the final item needed to complete the connection of Water Well No. 5 and the Taylorcrest Water Plant and to utilize water produced by the new well.

Staff recommended the award of the Taylorcrest Water Plant Connection Project to Underground Construction Solutions in the amount of \$135,890.00. The project timeframe is 60 calendar days. There were four bids submitted for the project.

Langford Engineering provided a proposal to provide Construction and Site Inspection Services for this project. This was approved in the design contract dated June 15, 2021.

Staff recommended approval of the contract.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve a contract with Underground Construction Solutions for the connection of the Taylorcrest water transmission main construction to the Taylorcrest Water Plant in an amount not to exceed \$135,890.00.**

**The motion carried 5 – 0**

**XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A NEW CONTRACT WITH TEXAS PRIDE DISPOSAL FOR SOLID WASTE AND**

**RECYCLING SERVICES BEGINNING JULY 1, 2022 - Karen Glynn, City Administrator**

As discussed with the City Council at the May, 2022 Council Meeting, Texas Pride recently sent a letter to all customers regarding a mid-year rate increase as a result of fuel prices. Staff met with Texas Pride to discuss the concerns with recycling and the mid-year rate increase. In addition, Staff discussed the opportunity for a new contract given that the City is in the last year of the existing contract with Texas Pride. Texas Pride provided options for the City. These were discussed with the City Council in May. The Council directed staff to work with Texas Pride on the 6 ½ year option.

The current rate paid to Texas Pride would increase to \$31.00 per month in July 2022 (\$62.00 per the City’s bi-monthly billing) and there will be no increase for 2023. Increases starting in 2024 will be based on the consumer price index and will be effective in January of each consecutive year.

The following outlined the rates for trash and recycling over the years:

**City of Bunker Hill Village**  
 Solid Waste and Recycling - 10 Year Summary of Costs

Provider:	Republic Services						Texas Pride					
Dates:	2013	2014	2015	2016	2017	2018	2018 - June	2019	2020	2021	2022	7/1/2022 - 1/1/2024
<b>Bi Monthly Billing</b>												
Trash	\$ 47.54	\$ 48.92	\$ 48.92	\$ 49.66	\$ 50.54	\$ 51.55	\$ 56.88	\$ 56.88	\$ 56.88	\$ 58.78	\$ 61.42	\$ 62.00
Recycling	\$ 6.12	\$ 6.30	\$ 19.38	\$ 19.67	\$ 20.02	\$ 20.42	\$ 56.88	\$ 56.88	\$ 56.88	\$ 58.78	\$ 61.42	\$ 62.00
	\$ 53.66	\$ 55.22	\$ 68.30	\$ 69.33	\$ 70.56	\$ 71.97	\$ 56.88	\$ 56.88	\$ 56.88	\$ 58.78	\$ 61.42	\$ 62.00
Admin	\$ 3.71	\$ 3.67	\$ 4.22	\$ 4.24	\$ 4.32	\$ 4.40	\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.44	\$ 5.66	
Taxes	\$ 4.73	\$ 4.86	\$ 5.98	\$ 6.07	\$ 6.18	\$ 6.18	\$ 5.14	\$ 5.14	\$ 5.14	\$ 5.30	\$ 5.53	
Rate to Resident Total:	\$ 62.10	\$ 63.75	\$ 78.50	\$ 79.64	\$ 81.05	\$ 82.55	\$ 67.46	\$ 67.46	\$ 67.46	\$ 69.52	\$ 72.62	
Annual Increase:	CPI=2.42%	CPI=2.90%	New Contract*	CPI=1.51%	CPI=1.77%	CPI=2.00%	Transfer of Contract	No Increase	No Increase	CPI=3.50%	* CPI=4.50%	New Contract 0.94%

Staff recommended entering into the new 6 ½ year contract with Texas Pride Disposal. In review of the Solid Waste Fund, there is fund balance available over the 3 - month reserve to absorb the increase from July to December 2022. The cost for the next six months is approximately \$2,500.00. Staff recommended no rate increase to residents for the remaining 6 months in 2022.

This rate will remain for 2023. The 2023 rate will be discussed during the 2023 Budget Process.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a new 6 ½ year contract with Texas Pride Disposal for solid waste and recycling beginning July 1, 2022.**

**The motion carried 5 – 0**

**XIV. CONSIDERATION AND POSSIBLE ACTION ON ADDITIONAL PROJECTS FOR 2022 AS RECOMMENDED BY THE CITY’S BEAUTIFICATION**

**COMMITTEE-** *Laurie Rosenbaum, Councilmember and Beautification Committee Chair and Steve Smith, Director of Public Works/ Building Official*

A. Implementation Of Projects:

- Landscaping to supplement the Eagle Scout Project at Greenbay Pedestrian Bridge (\$5k)
- Bench on Bunker Hill Road – Add Landscaping and Trees (\$10k)
- Taylorcrest at Blalock Entrance Sign Upgrade and Extend Landscaping (\$8k)
- Memorial at Blalock Entrance Sign Upgrade Landscaping (\$5k)

B. Right of Way Use Agreement with Warrenton Homeowners Association

C. Right of Way Use Agreement with Whispering Oaks Maintenance Association

The Beautification Committee met on Tuesday, May 24, 2022 to review and recommend additional projects to accomplish in 2022. This list is based on the \$40,000 budgeted in the 2022 Budget plus \$9,290.25 carry over from prior years.

The initial list for 2022 was approved at the March Meeting and the following projects have been completed:

- Landscaping to supplement the Eagle Scout Project on Strey at Memorial
- Entrance Sign at Gessner and Frostwood Elementary

The following additional projects are proposed for 2022:

- Landscaping to supplement the Eagle Scout Project at Greenbay Pedestrian Bridge (\$5k)
- Bench on Bunker Hill Road – Add Landscaping and Trees (\$10k)
- Taylorcrest at Blalock Entrance Sign Upgrade and Extend Landscaping (\$8k)
- Memorial at Blalock Entrance Sign Upgrade Landscaping (\$5k)

Additional projects were also discussed but will be proposed at a later date:

- Powder coat school zone flashing light equipment (2 flashers \$4k)
- Taylorcrest Water Plant Landscaping Upgrade (\$5k *hold until construction is completed*)

Staff will work with the Committee on the best time to implement these projects considering the current weather and drought conditions.

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to approve additional projects for 2022 as recommended by the City's Beautification Committee.**

**The motion carried 5 – 0**

Also included with this item were formalized agreements for landscaping in the City's Rights of Way with several entities. These agreements allow the entities to landscape and requires the maintenance of these improvements by the entities.

- Right of Way Use Agreement with Warrenton Homeowners Association
- Right of Way Use Agreement with Whispering Oaks Maintenance Association

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve Right of Way Use Agreements as recommended by the City's Beautification Committee.**

**The motion carried 5 – 0**

- XV. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 22-579 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 6 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2022; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – *Susan Grass, Finance Director***

City Staff submitted a budget amendment for Fiscal year 2022 for City Council consideration and approval based on recent council actions.

Amendment 6 compare the Fiscal Year 2022 Adopted Budget passed by City Council in September 2021 to the Fiscal Year 2022 Amendment 6. This included an expenditure for the General Fund.

#### **Amendment 6: General Fund M&O**

On May 17, 2022, City Council approved the requested Village Fire Department Amendment for the 2021 fund year in the amount of \$22,956.18 for the deficit budget in the 2021 year. In addition, the Fire Department requested an amendment in the amount of \$98,010 for the 2022 budget to fund the new Ambulance and staff three (3) new employees for the 2022 year. The amendment for 2022 was approved as well.

This is considered a "one time" adjustment and for this reason it is recommended to use the Emergency Reserve to fund this expenditure approved for 2022. Recurring expenditures were presented and approved as part of the Village Fire Department's Proposed 2023 Budget.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Ordinance No. 22-579, an ordinance of the City of Bunker Hill Village, Texas, adopting Amendment No. 6 to the original budget of the City of Bunker Hill Village, Texas for the Fiscal Year 2022.**

**The motion carried 5 – 0**

**XVI. 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 June 21, 2022 Regular Council Meeting
- B. May 2022 Financials
- C. Probstfeld & Associates, Invoice No. 65502 in the amount of \$80.00 for professional services rendered in April for engineering services for drainage site development review
- D. Probstfeld & Associates, Invoice No. 65515 in the amount of \$155.00 for professional services rendered in April for engineering services for drainage site development review
- E. Probstfeld & Associates, Invoice No. 65658 in the amount of \$155.00 for professional services rendered in May for engineering services for drainage site development review
- F. Probstfeld & Associates, Invoice No. 65659 in the amount of \$455.00 for professional services rendered in May for engineering services for drainage site development review
- G. Probstfeld & Associates, Invoice No. 65740 in the amount of \$155.00 for professional services rendered in May for engineering services for drainage site development review
- H. RPS, Invoice No. 422023 in the amount of \$1,293.76 for professional services rendered from April 2, 2022 to April 29, 2022, under on-call services for Bunker Hill.
- I. RPS, Invoice No. 422027 in the amount of \$7,485.00 for professional services rendered from April 2, 2022 to April 29, 2022, under on-call services for Street and Drainage Improvements for Chapel Belle Lane.
- J. RPS, Invoice No. 422034 in the amount of \$1,351.88 for professional services rendered from April 2, 2022 to April 29, 2022 under on-call services for Site Development Review for Drainage Impacts.
- K. RPS, Invoice No. 422035 in the amount of \$5,595.00 for professional services rendered from April 2, 2022 to April 29, 2022 under on-call services for Proposed Reconstruction of Memorial Drive and Gessner Road.
- L. RPS, Invoice No. 522025 in the amount of \$828.00 for professional services rendered from April 30, 2022 to May 27, 2022 under on-call services for Proposed Reconstruction of Memorial Drive and Gessner Road.
- M. RPS, Invoice No. 522028 in the amount of \$14,024.50 for professional services rendered from April 30, 2022 to May 27, 2022 under on-call services for Street Drainage Improvements for Chapel Belle Lane.
- N. RPS, Invoice No. 522024 in the amount of \$970.32 for professional services rendered from April 30, 2022 to May 27, 2022 under on-call services for BHE Detention Services.
- O. RPS, Invoice No. 522023 in the amount of \$1,329.48 for professional services rendered from April 30, 2022 to May 27, 2022 under on-call services for BHE Services.



- P. RPS, Invoice No. 522022 in the amount of \$1,725.10 for professional services rendered from April 30, 2022 to May 27, 2022 under on-call services for Site Development Review for Drainage Impacts.
- Q. RPS, Invoice No. 522021 in the amount of \$787.88 for professional services rendered from April 30, 2022 to May 30, 2022 for General On-Call Services.
- R. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-01 for professional services rendered from February 14, 2022 to March 31, 2022 in the amount of \$8,811.00 for Paving and Drainage Improvements for Chapel Belle Lane.
- S. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-02-01 for professional services rendered from April 1, 2022 to April 30, 2022 in the amount of \$6,440.00 for Paving and Drainage Improvements for Chapel Belle Lane.
- T. Kimley Horn, Invoice No. 067787100-0322 in the amount of \$2,227.50 for professional services rendered during February and March 2022 for Bunker Hill Road and Taylorcrest Road Intersection Improvements.
- U. Neil Technical Services, Invoice No. 109617 in the amount of \$3,660.00 for professional services rendered during April 1, 2022 to April 14, 2022 for Relocating SCADA into Public Works Building.
- V. Neil Technical Services, Invoice No. 110019 in the amount of \$320.00 for professional services rendered that occurred on April 18, 2022 for SCADA Adjustment for High Pressure Alarms.
- W. Neil Technical Services, Invoice No. 110024 in the amount of \$9,969.05 for professional services rendered during April 19, 2022 to April 20, 2022 for Repair of Electrical Controls for Water Well No. 1.
- X. PGAL, Invoice No. 10056105 in the amount of \$6,500.00 for professional services rendered from April 1, 2022 to April 30, 2022 for Municipal Facilities Design Development and Concept Services.
- Y. PGAL, Invoice No. 10056106 in the amount of \$177.89 for professional services rendered from April 1, 2022 to April 30, 2022 for Municipal Facilities Design Development and Reimbursables.
- Z. PGAL, Invoice No. 10965ARC042522 in the amount of \$107.17 for professional services rendered in April 2022 for Municipal Facilities Design Development and Reimbursables.
- AA. The Goodman Corporation, Invoice No. 4-2022-14 in the amount of \$775.00 for professional services rendered for April 2022 for Memorial Drive and Gessner Road Grant Application - TIP Call for Projects.
- BB. The Goodman Corporation, Invoice No. 5-2022-15 in the amount of \$155.00 for professional services rendered for May 2022 for Memorial Drive and Gessner Road Grant Application – TIP Call for Projects Funding Pursuit Assistance.
- CC. MetroCity, LLC, Monthly Pay Estimate No. 3 in the amount of \$126,473.60 for services rendered from April 1, 2022 through April 31, 2022 for the Paving and Drainage Improvements for Chapel Belle and Tamerlaine Drive
- DD. MetroCity, LLC, Monthly Pay Estimate No. 4 in the amount of \$134,737.54 for services rendered from May 1, 2022 through May 31, 2022 for the Paving and Drainage Improvements for Chapel Belle and Tamerlaine Drive.

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

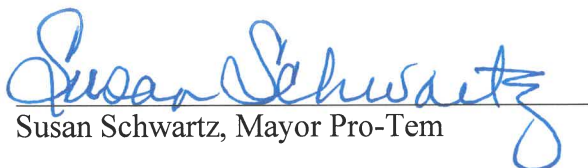
**The motion carried 5– 0.**

**XVII. ADJOURN**

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Thode to adjourn the meeting at 9:08 p.m.**

**The motion carried 5 - 0.**

Approved and accepted on August 16, 2022.

  
Susan Schwartz, Mayor Pro-Tem

ATTEST:

  
Karen H. Glynn, Acting City Secretary/City Administrator