

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
November 15, 2022 at 4:30 P.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 4:31 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  
Mallory Pack, Administrative Assistant to the City Administrator  
Tommy Ramsey, Olson & Olson, L.L.P.

**EXECUTIVE SESSION**

**THE CITY COUNCIL WILL CONVENE INTO CLOSED EXECUTIVE SESSION PURSUANT TO SECTION 551.074 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE CITY ADMINISTRATOR.**

**PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE, THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION TO CONSULT WITH THE CITY ATTORNEY REGARDING A MATTER THAT THE ATTORNEY'S DUTY REQUIRES TO BE HELD IN CLOSED SESSION.**

**SECTION 551.074 – PERSONNEL MATTERS – THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION TO DELIBERATE REGARDING THE APPOINTMENT, ASSIGNMENT AND DUTIES OF THE CITY'S COMMISSIONER TO THE VILLAGE FIRE COMMISSION.**

*Mayor Lord convened into closed executive session at 4:32 p.m.*

*Mayor Lord reconvened and called the regular meeting to order at 5:42 p.m.*

## **II. PLEDGE OF ALLEGIANCE**

Officer Larry Boggus led the Pledge of Allegiance.

## **III. CITIZEN COMMENTS**

**There were no citizen comments.**

## **IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT**

- A. Update on Activities – Chief Ray Schultz gave an update on activities including per personnel, calls for service, and the 2022 Budget:
- The Department continues to be underbudget and is currently at 97% of its budget for the year. The Department remains fully staffed.
  - New servers in the dispatch room have been installed.
  - The Automatic License Plate Reader (ALPR) System continues to be an effective tool to solve crimes and recover property.

Councilmember/Commissioner Moerer noted the recent presentation made to the Police Commission regarding the crime solved on Flintdale. He recommended the Chief share this presentation with the Council at a future meeting.

## **V. VILLAGE FIRE DEPARTMENT REPORT**

- A. Fire Commissioner Keith Brown provided a report on activities, staffing, calls for service, and response times:
- The Department has expended 83% of its budget.
  - Chief David Foster has been tracking wall times at the emergency rooms. He noted that wall time has been decreasing.

Chief David Foster addressed Council regarding the criticism he has received and the accusations against him. He emphasized his achievements since he has been Chief and asked Council if they had any questions or concerns.

## **VI. MAYOR'S REPORT**

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-590, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, EXTENDING A PUBLIC HEALTH EMERGENCY AND EXTENDING A STATE OF DISASTER DUE TO THE OUTBREAK OF COVID-19; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

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 2023 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. 22-590 extending a Public Health Emergency and State of Disaster due to the outbreak of COVID-19.**

**The motion carried 3 – 2**

B. Report on Activities and Upcoming Events

- City Hall “Open House” – *October 19, 2022* – The event was highly successful and highlighted the work and accomplishments of volunteers and committees. The Mayor thanked those that participated especially the Committee, Staff and the Public Safety Departments.
- Mayors’ Meeting – *Thursday, November 3, 2022* – Mayor Lord reported that Piney Point Village and Hunters Creek Village will also participate in the upcoming Twinkle Light Parade. The Mayor asked that the City extend the invitation to all Villages.
- Public Safety Appreciation Lunch – *November 11, 2022* – Mayor Lord noted that this also was a great event and well attended by the Departments.
- Holiday Reception Event – The annual event will be held December 13, 2022.
- Twinkle Light Parade – The annual community event will be held on Thursday, December 15, 2022. The map for the parade has been finalized.

C. Committee Reports/ Updates

- Beautification Committee
  - The Committee will report in January regarding budget and upcoming projects.
- Technology Committee
  - The Committee has been diligently working on moving the cell node on Williamsburg to a less obtrusive location in the City.
- Public Safety Committee
  - The Committee hosted its Open House which was well received by the community.
- Drainage Committee
  - The Committee is working on updating the City’s drainage ordinance and criteria manual. Staff received a “thank you” from the resident on Eaton Court.

**VII. CITY ADMINISTRATOR'S REPORT**

Karen Glynn reported the following:

A. Report on Activities and Upcoming Events

- Planning and Zoning Commission Meetings – The Planning and Zoning Commission met on October 25, 2022 to approve two final plats which are on this agenda.

- Annual Villages Recycling Event – The event was hosted at Hedwig City Hall on October 22, 2022. The event also included a free tree giveaway to Village residents. Mallory Pack represented the City at this event.
- City Holiday Schedule – City Hall will be closed the following dates
  - Thanksgiving Holidays – *November 23 (beginning at noon) – November 27, 2022.*
  - Christmas and New Year’s Holidays – *December 26 – December 30, 2022.*
- Agreement with American Tower Regarding Cell Tower at City Hall - The agreement has been finalized and staff are waiting for American Tower to sign and finalize.
- Memorial Drive and Gessner Road Grant Application – The City has not received a response to date from H-GAC.
- Right of Way Use Agreement with Taylorcrest Court Homeowners for Landscaping Improvements along Taylorcrest Court – The City received a follow up from residents and will be working to get pricing on a proposed plan
- Right of Way Use Agreement with The Theissen Family for a Little Free Library on Taylorcrest – Staff is waiting on the family to coordinate installation.

B. Public Works Director - Report on Capital Projects

- Chapel Belle and Tamerlaine Reconstruction, Eaton Court Drainage and Memorial Sidewalk – A final project inspection was performed on Chapel Belle which outlined items that require correction. The contractor is addressing these items. The pavement on Tamerlaine is in the process of being removed. The drainage pipe and inlet have been constructed on Eaton Court, and sidewalk replacement and roadway repair will be addressed soon. Staff is meeting this week with RPS and the contractor to establish elevations for the new sidewalk at 11646 Memorial.
- Water Well No. 5, Sitework, Transmission Line, and Detention – The pump and motor are installed, and the piping is complete. A delayed electrical control panel finally arrived, and it will take two weeks to do the wiring. Permanent electric and gas service have been connected to the site.
- Public Works and Emergency Operations Building – Construction on the new building has started. The slab is expected to pour this week.
- Verizon Cell Node on Williamsburg – Staff is working with Verizon to relocate the tower on Williamsburg. Steve Smith met with Verizon last week and chose a new spot for the tower. The surrounding residents approved the placement of the tower, and a Memorandum of Understanding will be distributed to them to sign confirming their approval of the placement.
- Citizen Requests: Cobblestone and Broken Bough Traffic Concerns – The City traffic engineer will perform a traffic analysis. Staff will report on the analysis and present options to Council at a future meeting.

C. Finance Director Report

- Interim Audit – This work is expected this week, November 14 – 18, 2022.

- Investments and Opportunities - The Finance Committee and Staff have discussed investment opportunities with interest rates increasing. Staff expects to see an increase in interest income as a result.

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

Steve Smith introduced Jeff Gerber with PGAL Architects. Mr. Gerber (via Zoom) presented and outlined proposed design concepts for exterior improvements to City Hall.

In September 2021, Council approved the final design contract with PGAL Architects for the City's Public Works and Disaster Operations Building. During the 2023 Budget Process, City Council approved additional funds in Fiscal Year 2023 to evaluate and fund possible improvements to the exterior of City Hall. City Hall improvements will be coordinated with the construction of the Public Works and Disaster Operations Building.

The City Council provided input. The Construction Team will provide pricing on proposed improvements with the Council input and bring back a change order in early 2023.

**No action was taken on this item.**

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

The City of Bunker Hill and the other Memorial Villages have partnered with Spring Branch Independent School District (SBISD) for various services. SBISD serves as the Tax Assessor – Collector Service for Bunker Hill and the other Villages. SBISD also provides Election Services for the City of Piney Point Village.

Over the past few years, the City Administrators for Bunker Hill and Hunters Creek have been in discussion with SBISD to provide election services for Bunker Hill and Hunters Creek as well. This has been included on the City Administrator's list of goals to assist with the responsibilities of the Acting City Secretary Position.

The City of Bunker Hill and Hunters Creek were recently notified that SBISD would consider providing the election services for our cities. Per SBISD, Bunker Hill would handle the filing documents at City Hall and SBISD would handle the ballot, early election and election day. The SBISD Administration Building will act as the City's early election site. The cost for the programming was estimated at less than \$1,000.00. The ballot would be a joint ballot with SBISD and other contracted cities.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to authorize the Mayor to execute a contract between the City of Bunker Hill Village and Spring Branch Independent School District to provide for municipal election services.**

**The motion carried 5 – 0**

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

The Audit–Finance Committee meets on an annual basis to review the City’s Investment Policy.

Valley View Consultants reviewed the City’s investment policy and offered recommendations within the policy to conform with legislative updates and best practices.

The Committee reviewed and discussed the changes and recommended approval of the revised policy. The minutes of the meeting are included on the consent agenda.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve Resolution No. 11-15-22A.**

**The motion carried 5 – 0**

**XI. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 11-15-22C OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, TO APPROVE REGISTRATION WITH TEXAS CLASS INVESTMENT POOL FOR CITY INVESTMENTS – *Susan Grass, Finance Director***

The Audit–Finance Committee meets on an annual basis to review the City’s Investment Policy. As part of the meeting, the Committee reviewed and discussed possible investment opportunities. Texas CLASS was recommended as an investment option. Resolution No. 11-15-22C was prepared to allow the City to utilize Texas CLASS for investments.

**A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve Resolution No. 11-15-22C.**

**The motion carried 5 – 0**

**XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN AMENDMENT TO THE ENGAGEMENT LETTER WITH BELT HARRIS PECHACEK LLLP**

**FOR ADDITIONAL AUDIT SERVICES FOR YEAR 2022 IN AN AMOUNT NOT TO EXCEED \$8,500.00 TO PROVIDE AN ANNUAL COMPREHENSIVE FINANCIAL REPORT – Susan Grass, Finance Director**

The Engagement Letter for the annual audit was approved at the September 20, 2022, City Council meeting.

The Audit–Finance Committee discussed additional services to the current contract to include an Annual Comprehensive Financial Report. The City currently completes an Annual Financial Report. The Annual Comprehensive Financial Report is the highest standard of reporting the financials of the City and provides financial transparency. An Introductory, Financial and Statistical section would be included in the report.

Belt Harris Pechacek LLP proposed \$8,500 for the first-year additional services and \$6,500 for year 2023 and 2024 to complete the comprehensive report.

The Committee recommended the Comprehensive Report be prepared for the City.

**A motion was made by Councilmember Thode and seconded by Councilmember Moerer to approve an amendment to the engagement letter with Belt Harris Pechacek LLLP for additional audit services for year 2022 in an amount not to exceed \$8,500.00 to provide an Annual Comprehensive Financial Report.**

**The motion carried 5 – 0**

**XIII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT(S) WITH THE CITY OF PINEY POINT AND/OR THE CITY OF HUNTERS CREEK VILLAGE FOR ANIMAL CONTROL SERVICES – Karen Glynn, City Administrator**

Bunker Hill has been under contract for Animal Control Services with the Cities of Piney Point and Hunters Creek over the years. In 2018, Piney Point and Bunker Hill executed an updated interlocal agreement to ensure Bunker Hill’s liability when performing work in the other cities. The agreement also included an increase in Bunker Hill’s hourly rate to provide these services and included an after-hours hourly rate. Hunters Creek opted to handle animal control on their own.

Animal Control has been a discussion item over the past year with Memorial Villages Police Department and the member Cities. MVPD proposed including Animal Control in their budget; however, this was not approved by the member Cities. As a result, MVPD works with Bunker Hill since Bunker Hill is the only City (of the three) that has a kennel and most calls for service have been after hours or on weekends. The new Public Works Building will also have kennels. As a result, the interlocal agreement has been reviewed and changes have been proposed including the cost of services.

The agreement previously had an hourly rate for normal hours and weekends. There have been several instances this year where Bunker Hill has provided Animal Control and outlined the costs based on the current agreement. The rates have resulted in concerns by Piney Point and also Hunters Creek, leading to discussions with the Mayors. Bunker Hill has calculated the actual costs to the City to provide animal control services and the member Cities proposed a daily rate to simplify the budget and billing process. The proposed cost does not include any “overhead/administrative costs.”

The agreement and process are still under review and discussion by the member Cities; however, staff is requesting City Council’s direction and possible authorization for the Mayor to execute the agreement(s) based on the daily rates and terms included. Staff would use these rates to bill the member Cities for services in 2022.

**A motion was made by Councilmember Thode and seconded by Councilmember Moerer to authorize the Mayor to execute an interlocal agreement(s) with the City of Piney Point and/or the City of Hunters Creek Village for animal control services contingent on the following additions:**

**Add reimbursement for possible veterinary services.**

**Add a section to the agreement that allows the City to reassess the agreement yearly.**

**The motion carried 5 – 0**

**XIV. AN ORDINANCE AFFECTING PARTICIPATION OF CITY EMPLOYEES AS MEMBERS IN THE TEXAS MUNICIPAL RETIREMENT SYSTEM AND AUTHORIZING A SERVICE RETIREMENT BENEFIT IF A MEMBER HAS AT LEAST 20 YEARS OF CREDITED SERVICE AS PROVIDED IN THE TMRS ACT AND PRESCRIBING THE EFFECTIVE DATE FOR THE ORDINANCE.**

The City’s TMRS plan offers a service retirement benefit if a member has at least 25 years of service. Ordinance No. 22-591 will affect participation of a City Employee as a member in the TMRS and authorize a service retirement benefit if a member has at least 20 years of service.

The Memorial Village Police Department approved a change from 25 years to 20 years of service during their budget process in May 2022. The proposed change follows the MVPD process for the City Employees.

**The process to make the change includes holding a public hearing and approval of an ordinance.**

**A. HOLD PUBLIC HEARING**

The Mayor opened the public hearing at 7:34 p.m.



*No one spoke at the public hearing.*

The Mayor closed the public hearing at 7:35 p.m.

- B. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-591 AN ORDINANCE AFFECTING PARTICIPATION OF CITY EMPLOYEES AS MEMBERS IN THE TEXAS MUNICIPAL RETIREMENT SYSTEM AND AUTHORIZING A SERVICE RETIREMENT BENEFIT IF A MEMBER HAS AT LEAST 20 YEARS OF CREDITED SERVICE AS PROVIDED IN THE TMRS ACT AND PRESCRIBING THE EFFECTIVE DATE FOR THE ORDINANCE – Karen Glynn, City Administrator & Susan Grass, Finance Director**

**A motion was made by Councilmember Brown and seconded by Councilmember Moerer to authorize Ordinance No. 22-591 affecting participation of City employees as members in the Texas Municipal Retirement System.**

**The motion carried 5 – 0**

- XV. CONSIDERATION AND POSSIBLE ACTION ON RESOLUTION NO. 11-15-22B 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**

On an annual basis, the City reviews and adopts, by resolution, a schedule for various fees. A complete review of development fees is in progress in which comparisons are being performed between various benchmark cities and the City of Bunker Hill. Several benchmark cities are considering changes in their development fees but no further information is available at this time.

Staff has reviewed other areas of the fee schedule and the changes proposed at this time are primarily clerical edits and are included in the referenced resolution. City staff is expected to recommend development fee changes in early 2023.

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to approve Resolution No. 11-15-22B of the City Council of the City of Bunker Hill Village, Texas, adopting 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.**

**The motion carried 5 – 0**

**XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE CALENDAR OF EVENTS FOR 2023 – Karen Glynn, City Administrator**

The Calendar of Events for 2023 allows Council and staff to plan for meetings, holidays, and other noted events. The following holiday, event and meeting schedule was proposed:

**Recommended Holiday Schedule**

Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	Memorial Day
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Thursday - Friday, November 23 & 24, 2023	Thanksgiving
Monday - Tuesday, December 25 & 26, 2023	Christmas Eve and Day ( <i>Christmas Day is Monday</i> )
Monday, January 1, 2024	New Year's Day

A Floating Holiday is observed by each employee for their birthday

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**2023 Events**

City Hall Closed <i>End of the year administration, filing and clean up</i>	Thursday & Friday, February 2-3, 2023
Villages Independence Day Celebration	Tuesday, July 4, 2023
Annual Holiday Party	Tuesday, December 12, 2023
Twinkle Light Parade	Thursday, December 14, 2023
	<i>Pending SBISD 2023 Academic Calendar</i>

**2023 City Council Meetings**

*(3<sup>rd</sup> Tuesday of every month at 5:30 p.m.)*

- ✓ Tuesday, January 17, 2023
- ✓ Tuesday, February 21, 2023
- ✓ Tuesday, March 21, 2023      *SBISD Spring Break is March 13 – 17, 2023*
  
- ✓ Tuesday, April 18, 2023
- ✓ Tuesday, May 16, 2023
- ✓ Tuesday, June 20, 2023
  
- Tuesday, July 18, 2023**      *Recommend Cancelling July Meeting  
Typically Cancel One Summer Meeting*
- ✓ Tuesday, August 15, 2023
- ✓ Tuesday, September 19, 2023
- ✓ Tuesday, October 17, 2023
- ✓ **Tuesday, November 14, 2023**      *Moved to accommodate Thanksgiving Holiday*
  
- Tuesday, December 19, 2023**      *Typically Cancel December Meeting*

***Recommended Change to the 2023 Meeting Calendar***

The Council concurred with the proposed calendar; however, asked the City Administrator to discuss the Christmas Holidays with the Staff. In addition, Councilmember Rosenbaum recommended to change City Council Meetings from 5:30 p.m. to 5:00 p.m. The Council concurred with this recommendation. This will be placed on the January 2023 Agenda.

**No action was taken on this item.**

**XVII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR 409 BUNKER HILL ROAD AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – Steve Smith, Director of Public Works/ Building Official**

A Preliminary Plat for 409 Bunker Hill Road was presented to the Planning and Zoning Commission on September 27, 2022. The Commission recommended that the platting process move forward to the next step with the submission of a Final Plat. A Final Plat was presented to the Commission on October 25, 2022 and the Commission recommended the plat for approval.

Plans for construction of a new home at 409 Bunker Hill Road were submitted for review. During the plan review, it was found that no final plat was ever recorded with Harris County. The property does not qualify for a short form final plat as the property does not lie within an existing public street circulation. Jack Lane is considered a private street; however, the street addressing for properties along Jack Lane has been set as Bunker Hill Road.

City Staff and the City’s platting consultant reviewed the Final Plat and found the plat meets all requirements of the City’s Ordinances.

**A motion was made by Councilmember Thode and seconded by Councilmember Brown to approve a final plat for 409 Bunker Hill Road.**

**The motion carried 5 – 0**

**XVIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 22-592 TO ABANDON A 30 FOOT RIGHT-OF-WAY AND ACCESS EASEMENT AND RESTORE THE RIGHT-OF-WAY AREA AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION – *Steve Smith, Director of Public Works/ Building Official***

*Items XVIII and XIX were presented together:*

A Preliminary Plat for this property was presented to the Planning and Zoning Commission on September 27, 2022. The Commission recommended that the platting process move forward to the next step with the submission of a Final Plat. A Final Plat was present to the Commission on October 25, 2022 and the Commission recommended the plat for approval with the recommendation for the abandonment of a 30 foot right-of-way and access easement across the two lots.

The City received a request to plat 11718 Wood Lane and 5 Powderhorn Street as one residential lot fronting Wood Lane. The resulting address for the property would be 11718 Wood Lane. Staff and the City’s consultant met with the property representatives for the required planning meeting.

An existing Roadway Easement, further described as a 30 foot Right-of-Way Easement, is located between the two existing lots. The City right-of-way/roadway has never been used for roadway purposes but was required to provide access to 5 Powderhorn across a portion of 6 Powderhorn. Staff explained that this will need to be abandoned by City Council in order for the lots to be combined. The utility easement will remain for existing utilities which include a water line, wastewater line and storm sewer/drainage.

There is an existing driveway in the 30 foot right of way on 6 Powderhorn providing access to 5 Powderhorn that will need to be removed and the property restored before the abandonment is recorded. Staff is working to meet with the owner at 6 Powderhorn to share this information and explain the situation.

Staff, as well as the City’s platting consultant, have reviewed the final plat and finds the plat meets all requirements of the City’s Ordinances once the right-of-way is abandoned.

Predevelopment meetings with the applicant’s representative have indicated that the main house will be planned for the existing 11718 Wood Lane lot and accessory structures are planned for the 5 Powderhorn Street lot. Staff shared that no structures may be located on the remaining easements.

**A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to approve Ordinance No. 22-592 to abandon a 30 foot right-of-way and access easement and restore the property.**

**The motion carried 5 – 0**

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

**A motion was made by Councilmember Thode and seconded by Councilmember Rosenbaum to approve a final plat for 11718 Wood Lane to join 11718 Wood Lane and 5 Powderhorn subject to the abandonment of the 30 foot right-of-way and access easement.**

**The motion carried 5 – 0**

**XX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDERS FOR CONTRACTS TO COMPLETE WATER WELL NO. 5:**

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

Alsay, Inc., the contractor for the drilling and construction of Water Well No. 5, has been delayed in the completion of the water well due to supply chain issues with the Site Construction Contract. The water well is complete and installed but electricity is unavailable to the motor awaiting the delivery and installation of the electrical motor control panel. Alsay, Inc. has requested a 60-calendar day-time extension to the contract to see the project to completion with the start-up of the new water well. The expected completion date is by March 2, 2023.

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

The contractor for the construction of Water Well 5 Site Work, McDonald Municipal & Industrial, has been delayed in the completion of the Site Work awaiting the delivery of the electrical motor control center. The project engineer and contractor have explored other sources for this equipment but delays in delivery appear to be industry wide. All other components of the project have been installed and completed. McDonald Municipal & Industrial has requested a 60-calendar day

time extension to the contract to see the project completion with the start-up of the new water well. The expected completion date is by March 2, 2023.

**A motion was made by Councilmember Brown and seconded by Councilmember Schwartz to approve change orders Nos. 4 and 5 to the Water Well No. 5 project.**

**The motion carried 5 – 0**

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

The City is under contract with Underground Construction Solutions to provide the connection of Water Well No. 5 to the Taylorcrest Water Plant. This work is referred to as Taylorcrest Transmission Main Contract 2. As listed below, Change Order No. 1 to this contract added the construction of a new water main from Chatam Lane to the water plant behind City Hall. Conflicts with other facilities and field adjustments required a change to the connection point at the City Hall water plant.

The changes for Chatam Lane are reflected in Change Order No. 3 along with the reconciliation of all quantities to finalize the project.

**A motion was made by Councilmember Brown and seconded by Councilmember Moerer to approve Change Order No. 3 and Final with Underground Construction Services for Contract No. 2 for the Taylorcrest Waterline and Plant Connection in an amount not to exceed \$10,372.50.**

**The motion carried 5 – 0**

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

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

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to authorize the payments for contracts that each exceed \$150,000.00.**

**The motion carried 5 – 0**

**XXIII. CONSENT AGENDA**

**“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”**

- A. Minutes of the October 18, 2022, Regular Council Meeting
- B. Minutes of the November 10, 2022 Finance Audit Committee Meeting
- C. October 2022 Financials
- D. Underground Construction Solutions, LLC Pay Request No. 3 in the amount of \$60,530.00 for work performed July 30, 2022 through September 19, 2022 for the construction of Taylorcrest Transmission Line.
- E. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-07 for professional services rendered from September 1, 2022 to September 30, 2022 in the amount of \$4,949.00 for Chapel Belle Lane Paving and Drainage Improvements.
- F. Lloyd, Smitha & Associates, LLC Invoice No. CMBH2101-08 in the amount of \$1,325.50 for professional services rendered in October 2022 for the Chapel Belle Reconstruction Project.
- G. Terracon, Invoice No. TH47766 in the amount of \$1,092.50 for Public Works and Disaster Operations Building foundation testing services rendered in September 2022.
- H. MetroCity, LLC, Pay Estimate No. 8 in the amount of \$87,749.96 for work completed September 2, 2022 through October 2, 2022 for the Chapel Belle Reconstruction Project
- I. PGAL, Invoice No. 10057056 in the amount of \$2,000.00 for municipal facilities concept services rendered from August 1, 2022 to August 31, 2022.
- J. Clark Condon, Invoice No. 49733 in the amount of \$1,600.88 for design services rendered from July 1, 2022 through July 31, 2022 for Bunker Hill Village Well Site.
- K. Public Admin Consulting, Invoice No. PAC City Admin 102 in the amount of \$4,500.00 for professional services rendered from August 16, 2022 through October 17, 2022 for City Administrator Recruitment Process
- L. Annual Harris County Interlocal Agreement to House Prisoners

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

**The motion carried 5– 0**

**XXIV. ADJOURN**

**A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to adjourn the meeting at 8:10 p.m.**

**The motion carried 5 - 0**

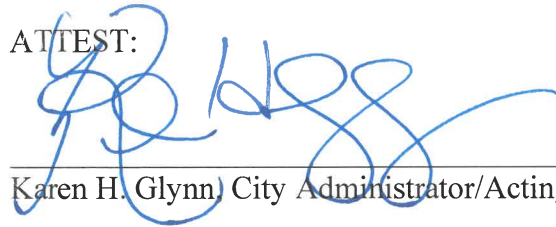
Approved and accepted on January 17, 2023.



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Robert P. Lord, Mayor

ATTEST:



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Karen H. Glynn, City Administrator/Acting City Secretary