

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
March 21, 2023 at 5:00 P.M.**

I. CALL TO ORDER

Mayor Robert Lord called the meeting to order at 5:20 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 Laurie Rosenbaum
Councilmember Carl Moerer

Also in Attendance:

Gerardo Barrera, City Administrator
Karen Glynn, Acting City Secretary/ Community Development
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary
Susan Grass, Finance Director
Ray Schultz, MVPD, Chief of Police
Mallory Pack, Assistant to the City Administrator

Those Absent:

Councilmember Eric Thode

II. PLEDGE OF ALLEGIANCE

Susan Grass, Finance Director, 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 personnel, calls for service, and the 2023 Budget to date.

- The Department is reconstructing the dispatch center and upgrading it with new equipment.
- The Department is in discussions with the Village Fire Department to coordinate dispatch operations during specific times.
- The Automatic License Plate Reader (ALPR) System continues to be an effective crime-solving tool.
- Chief Schultz shared efforts regarding a juggling incident and investigation.

V. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities - Fire Commission Liaison, Keith Brown provided a report on activities, staffing, calls for service and response times, and the 2023 Budget to date.
- A search committee has been formed to fill the Fire Chief position.
 - The Department is assessing the feasibility of dispatching from the Memorial Villages Police Department for limited shift hours.
 - Engine One is in service.

VI. MAYOR'S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23-600, 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 included an additional extension through April 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 Moerer to adopt Ordinance No. 23-600 to extend the Public Health Emergency and State of Disaster due to the outbreak of COVID-19.

The motion carried 3 – 1

- B. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 03-21-2023A, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS SUPPORTING THE EFFORTS OF SPRING BRANCH INDEPENDENT SCHOOL DISTRICT TO INFLUENCE CHANGES TO SCHOOL FUNDING IN THE 88TH TEXAS LEGISLATIVE SESSION

A motion was made by Councilmember Moerer and seconded by Councilmember Schwartz to approve Resolution No. 03-21-2023A, a resolution supporting the efforts of Spring Branch Independent School District to influence changes to school funding in the 88th Texas Legislative Session.

The motion carried 4 – 0

- C. Report on Activities and Upcoming Events

- Mayors' Meetings – Mayors continue to work to coordinate a meeting date.
- Animal Ordinance – Staff will review the best standard practices and update the section pertaining to notification of vicious dogs.
- BHV Inc. Board of Directors Meeting – *March 21, 2023* – The Board of Directors held their first meeting and approved the bylaws.

- Birdies Fore Blue – *March 9, 2023* – The Mayor noted he played in the tournament, and it was a successful event.
- Harris County Mayors’ and Councils’ Association – *March 16, 2023* – Mayor Pro-Tem Schwartz attended the event.
- Memorial Villages Food Truck Rodeo – *April 1, 2023* – The Memorial Villages Police Department Foundation will host the 4th annual Food Truck Rodeo at Chapelwood.
- Celebration of Life Services for Julie Robinson, City Administrator Spring Valley Village – *March 31, 2023* – Karen Glynn noted the passing of Julie Robinson and shared the information on services. Bunker Hill will be represented at the service.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Verizon Cell Node on Williamsburg – City Staff met onsite with residents for discussion. Staff has requested the tower be removed and not relocated on Williamsburg.
- Personnel Update – City Administrator Barrera introduced Jamee Gonzalez, the City’s new Permit/ Utility Billing Clerk. Recruitment efforts continue for the Public Works Director position.
- Easter Holiday Schedule – City Hall will be closed in observance of Good Friday Thursday, April 6th (beginning at noon) - Friday, April 7th. Regular business hours will resume on Monday, April 10th.

B. Report on Capital Projects:

- Public Works and Emergency Operations Building – The first floor has been framed. The exterior building color has been selected. Prep work has started for City Hall exterior improvements.
- Taylorcrest Ct. Landscaping – All trees have been planted.
- Memorial Drive Sidewalk Construction – Construction of the sidewalk is complete. City Staff is working with the resident on a landscape plan.
- Memorial Drive and Gessner Road Grant Application – The grant application was submitted. Staff has not received any update or feedback.
- Development Update – Development continues in the City. There have been nine (9) Pre-Development Meetings for new residential builds since January 2023.

C. Finance Director Report

- Annual Audit – Field work is scheduled for April.

- Investments and Opportunities – Staff worked with the City’s secondary bank to move more available funds as interest rates increased. The bank is fully collateralized and offered a higher rate than other investment pools.
- Banking Update – Allegiance Bank has merged to become Stellar Bank.

VIII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23-601 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, DECLARING THE UNOPPOSED CANDIDATES FOR THE MAYOR AND COUNCILMEMBERS, POSITIONS 4 AND 5 ELECTED; PROVIDING THAT THE MAY 6, 2023 GENERAL MUNICIPAL OFFICERS ELECTION SHALL NOT BE HELD; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH –
Karen Glynn, Acting City Secretary/ Community Development

The City holds its election for Mayor and City Council in May of each year. The election for Mayor and Council Positions 4 and 5 are held in odd numbered years. The election has been called for May 6, 2023. The final date to file as a candidate for one of the three positions was Friday, February 17, 2023 at 5:00 p.m. The incumbents filed for their respective positions with no opposition.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Schwartz to adopt Ordinance No. 23-601 to cancel the General Election set for May 6, 2023.

The motion carried 4 – 0

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A ONE YEAR CONTRACT EXTENSION WITH YARDWORKS, INC. FOR LANDSCAPE SERVICES INCLUDING RIGHT-OF-WAY MAINTENANCE, ESPLANADES, AND CITY HALL/ MEMORIAL VILLAGES POLICE DEPARTMENT FOR THE TIME FRAME APRIL 1, 2023 THROUGH MARCH 31, 2024 AT A BASE AMOUNT OF \$146,220.00 AND NOT TO EXCEED AN AMOUNT OF \$30,000.00 FOR ADDITIONAL WORK AS DEEMED NECESSARY –
Karen Glynn, Acting City Secretary/ Community Development

In 2021, the City contracted with Yardworks, Inc. for landscaping services for the contract period beginning April 1, 2021 and ending March 31, 2023. The existing contract included the option for two - one year extensions. Staff recommended awarding the first one-year contract extension.

Staff met with Yardworks to review the contract and the services provided over the past few years. The City has increased the frequency of landscaping services (the number of cycles increased from 33 to 39 to address weather conditions as well as litter concerns). In addition, the City has added irrigation in areas requiring more care. Lastly, the City has added the new water well site (WW No. 5) to the contract for maintenance.

The contract included six areas based on specific landscape services to be performed:

- Area 1 – Landscaped Esplanades at Strey, Briar Forest and Bunker Hill Rd
- Area 2 – Irrigated Esplanades and Trails
- Area 3 – City Facilities (City Hall, MVPD, Water Well sites)
- Area 4 – Seasonal Plantings and Associated Maintenance
- Area 5 – Hike and Bike Trails and City Rights-of-Way (not irrigated)
- Area 6 – Ditch Right of Way Maintenance

The pricing received from Yardworks, Inc. for the one year extension totalled \$146,220.00. It was recommended that the not to exceed amount remain at \$30,000 to allow for additional services and irrigation repairs that are often needed throughout the year.

The 2023 Budget for Landscaping is shared between the General, Utility and Metro Funds and was increased over time expecting increases in these costs.

Staff recommended Yardworks, Inc. be awarded the one-year extension.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve a one-year contract extension with Yardworks, Inc. for landscape services at a base amount of \$146,220.00 and not to exceed an amount of \$30,000.00 for additional work as deemed necessary.

The motion carried 4 – 0

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH YARDWORKS, INC. TO COMPLETE THE INSTALLATION OF LANDSCAPING FOR WATER WELL NO. 5 IN AN AMOUNT NOT TO EXCEED \$17,176.00 – Karen Glynn, Acting City Secretary/ Community Development

During the construction of Water Well No. 5 at Bunker Hill Elementary, staff worked with the Bunker Hill Elementary/Spring Branch ISD (SBISD) Construction Team to coordinate landscaping for the well site and school. City Council budgeted funds for the future landscaping and agreed with SBISD to maintain the site in the future.

The design of the site included trees and additional plantings. Trees were approved by the City Council and planted in December. The additional plantings included knock-out roses, giant liriopoe and asian jasmine. It was decided to delay the additional plantings until the spring and warmer temperatures; however, proposals for the additional plantings were solicited at the same time as solicited for the trees.

It was recommended that Yardworks install the additional plantings at Water Well No. 5. The cost provided by Yardworks totalled \$17,176.00. The price also included fertilizer, compost mix, and mulch as well as labor.

Yardworks will also be maintaining the site through the City's maintenance contract.

These additional plantings will complete the Water Well No. 5 landscaping project.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve a contract with Yardworks, Inc. to complete the installation of landscaping for Water Well No. 5 in an amount not to exceed \$17,176.00.

The motion carried 4 – 0

- XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 03-21-2023B, A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS SUSPENDING THE MAY 1, 2023 EFFECTIVE DATE OF THE PROPOSAL BY CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS – HOUSTON DIVISION, TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT IN 2022 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL – *Gerardo Barrera, City Administrator***

The City received a request from CenterPoint regarding utility rates. Bunker Hill participates in the Gulf Coast Coalition of Cities (“GCCC”), a coalition of similarly situated cities served by CenterPoint that have joined together to efficiently and cost effectively review and respond to issues affecting rates charged in the CenterPoint’s service area. The legal counsel for the GCCC and the City Attorney recommend all cities act on the request as outlined in the resolution.

The following was provided by the legal counsel for the GCCC:

On March 2, 2023, CenterPoint Energy made Interim Rate Adjustment or “GRIP” filings with the cities in its Houston Division Service Area. The company is seeking recovery of \$315,511,195 in invested capital. The current filing will increase rates to residential customers by \$2.47 per month. This will increase the current residential customer charge from \$19.74 to \$22.21 per month.

The increase is currently scheduled to go into effect on May 1, 2023.

Resolution 03-21-2023B is to suspend the effective date of rate increase by 45 days. The rate increase will go into effect on June 14, 2023.

A motion was made by Councilmember Brown and seconded by Councilmember Moerer to adopt Resolution No. 03-21-2023B, a Resolution by the City of Bunker Hill Village, Texas suspending the May 1, 2023 effective date of the proposal by CenterPoint Energy Resources Corp., D/B/A CenterPoint Energy Entex and CenterPoint Energy Texas Gas – Houston Division to implement interim GRIP rate adjustments for gas utility investment in 2022.

The motion carried 4 – 0

- XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-602 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENTS NO. 14 THROUGH NO. 21 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*

The Finance Director reported that the City is in process to “close the books” for Fiscal Year 2022 and prepare for the annual audit. She added that overall, the City met or exceeded the budget as amended during the year. As with all budgets, some line items actual costs were higher and some were lower. As a result, Staff submitted for Council consideration and approval budget amendments to balance the Fiscal Year 2022 Budget based on year-end actuals.

Staff recommended approval of Ordinance No. 23-602 to reconcile these line items.

A motion was made by Councilmember Brown and seconded by Councilmember Rosenbaum to approve Ordinance No. 23-602, adopting Amendments No. 14 through No. 21 to the Original Budget of the City of Bunker Hill Village, Texas for the Fiscal Year 2022.

The motion carried 4 – 0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-603 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 4 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2023; 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 an amendment to the Fiscal Year 2023 Budget based on recent council actions.

At a Special City Council Meeting on March 9, 2023, Council approved the requested Village Fire Department Amendment for the 2023 Fiscal Year in the amount of \$9,492.09 for the purchase of radio equipment and bunker gear. This amendment is a one-time adjustment to be funded from the Fire Department Reserve Fund. The reserve fund was established in early February when the City received the reimbursement for ambulance funds in the amount of \$18,031.00 from the Village Fire Department.

The Ordinance Attachment compared the Fiscal Year 2023 Adopted Budget passed by City Council in September 2022 to the Fiscal Year 2023 Amendment No. 4. This included the revenue and expenditure for the affected General Fund line items.

Staff recommended approval of Ordinance No. 23-603 to amend the 2023 Adopted Budget.

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Brown to approve Ordinance No. 23-603, adopting Amendment No. 4 to the Original Budget of the City of Bunker Hill Village, Texas.

The motion carried 4 – 0

XIV. 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 February 21, 2023 Regular Council Meeting
- B. Minutes of the March 9, 2023 Special Council Meeting
- C. December 2022 Financials
- D. January 2023 Financials
- E. The Goodman Corporation, Invoice No. 2-2023-4 in the amount of \$1,085.00 for professional services rendered in February 2023 for the Memorial Drive and Gessner Road Grant Application.
- F. Langford Engineering, Invoice No. 26123 in the amount of \$20,990.88 for Water Well No. 5 design and construction services completed through January 27, 2023.
- G. Langford Engineering, Invoice No. 26124 in the amount of \$1,236.84 for General Engineering services rendered through January 27, 2023.
- H. Willscot, Invoice No. 9016673277 in the amount of \$1,234.98 for January 2023 facility rental (Public Works Team).
- I. Willscot, Invoice No. 9016949303 in the amount of \$1,291.39 for February 2023 facility rental (Public Works Team).

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

The motion carried 4 – 0

XV. EXECUTIVE SESSION

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 7:46 p.m.


Mayor Lord reconvened the meeting at 8:02 p.m.

XVI. ADJOURN

A motion was made by Councilmember Rosenbaum and seconded by Councilmember Moerer to adjourn the meeting at 8:03 p.m.

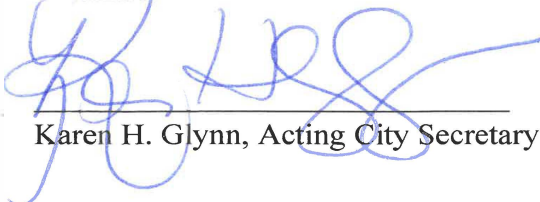
The motion carried 4 - 0

Approved and accepted on April 18, 2023.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary