

## CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, JUNE 21, 2022 AT 5:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

*“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”*

### ***NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE:***

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmembers may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

*This meeting agenda, and the agenda packet, are posted online at*

[www.bunkerhilltx.gov](http://www.bunkerhilltx.gov)  
**LATEST NEWS**

*The public will be able to observe and participate in the meeting as follows:*

### **Join Zoom Meeting**

**<https://us06web.zoom.us/j/81640761607?pwd=MFNjMmZ2dys1WHF5c0hmNHRtQTA3UT09>**

**Meeting ID: 816 4076 1607**

**Passcode: 508084**

**Dial by your location**

**+1 346 248 7799 US (Houston)**

*The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.*

**I. CALL TO ORDER**

**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 and Susan Grass, Finance Director*

*The Regular City Council Meeting will commence at 5:30 p.m. or following the workshop:*

**III. PLEDGE OF ALLEGIANCE**

**IV. CITIZENS' COMMENTS**

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

**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**

*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**

*Close the Public Hearing*

**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*

**VI. VILLAGE FIRE DEPARTMENT REPORT**

- A. Update on Activities
- B. Update on 2023 Annual Budget Process and Discussions

**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
- 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
- C. Update on Activities

**VIII. MAYOR’S REPORT**

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 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
- B. Consideration and Possible Action Regarding Appointment of Mayor Pro-Tem for a Term of One Year
- C. Consideration and Possible Action Regarding Designation of the City’s Audit Finance Committee
- D. Report on Activities and Upcoming Events
  - Parades & Events
    - Bunker Hill Elementary School – 5<sup>th</sup> Grade Parade – May 26, 2022*
    - Villages Independence Day Parade – Monday, July 4, 2022*
  - Other Updates

**IX. CITY ADMINISTRATOR'S REPORT**

- A. Introduction of Management Assistant and Summer Interns
- B. Report on Activities and Upcoming Events
  - Planning and Zoning Commission Meeting
  - Drainage Committee Meeting
  - Memorial Drive and Gessner Road Grant Application
  - Request from Metro National to Present Plans for Memorial City Mall

- C. Public Works Director - Report on Capital Projects & Activities
  - Chapel Belle and Tamerlaine Reconstruction and Change Orders
  - Water Well No. 5, Sitework, Transmission Line, Detention, and School Progress
  - Bunker Hill Elementary School – Safe Walk to School
  - Report on Proposal from American Tower Regarding the Cell Tower at City Hall
  
- 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**
  
- 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
  
- 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**
  
- 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**
  
- 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

**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 Manager***

**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. 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.
- I. RPS, Invoice No. 422033 in the amount of \$1,293.76 for professional services rendered from April 2, 2022 to April 29, 2022 for General On-Call Services.
- 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.

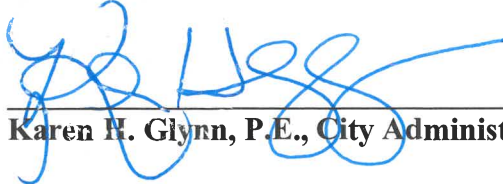
- M. RPS, Invoice No. 522028 in the amount of \$14,024.50 for professional services rendered from April 30, 2022 to May 27, 2022 under on-call services for Street Drainage Improvements for Chapel Belle Lane.
- N. RPS, Invoice No. 522024 in the amount of \$970.32 for professional services rendered from 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 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 \$2227.50 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 30, 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.

**XII. ADJOURN**

**I, Karen Glynn, City Administrator of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas government Code, by Friday, June 17, 2022 by 12:00 noon.**

(SEAL)



---

**Karen H. Glynn, P.E., City Administrator**

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 713-467-9762 for further information.**