



CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, JANUARY 17, 2023 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
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Meeting ID: 860 4444 7913

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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

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.

The Regular City Council Meeting will commence at 5:30 p.m. following the Closed Executive Session:

II. PLEDGE OF ALLEGIANCE

III. 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.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

- A. Update on Activities
- B. Presentation on Area Residential Burglary Investigation

V. VILLAGE FIRE DEPARTMENT REPORT

- A. Update on Activities

VI. MAYOR’S REPORT

- A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23 - 593, 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. Appointment of James R. Smith to serve as Associate Judge
- C. Report of Activities and Upcoming Events
 - Mayors’ Meetings
 - Holiday Reception Event – *December 13, 2022*
 - Twinkle Light Parade – *December 15, 2022*

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- New City Administrator Transition
- Planning and Zoning Commission Meetings – *January 24, 2022*
- Agreement with American Tower Regarding the Cell Tower at City Hall
- Right of Way Use Agreement with Taylorcrest Court Homeowners for Landscaping Improvements along Taylorcrest Court
- Right of Way Use Agreement with The Theissen Family for a Little Free Library on Taylorcrest
- Animal Control Agreements with Piney Point and Hunters Creek
- Traffic Concerns on Broken Bough and Cobblestone
- Verizon Cell Node on Williamsburg

B. Report on Capital Projects

- Water Well No. 5, Sitework, Transmission Line, Detention and Landscaping
- Public Works and Emergency Operations Building
- Memorial Drive and Gessner Road Grant Application

C. Finance Director Report

- Annual Audit
- Investments and Opportunities

VIII. DISCUSSION AND DIRECTION ON CONTRACT WITH TEXAS PRIDE REGARDING TRASH AND RECYCLING COLLECTION CONCERNS – *Mayor Robert P. Lord and Karen Glynn, City Administrator*

IX. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23-594 OF THE CITY OF BUNKER HILL VILLAGE, TEXAS PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 6, 2023, FOR THE PURPOSE OF ELECTING THE MAYOR AND TWO COUNCILMEMBERS (POSITION NOS. 4 AND 5); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT- *Karen Glynn, Acting City Secretary/City Administrator*

X. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 01-17-2023 A OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS APPROVING A JOINT ELECTION WITH SPRING BRANCH INDEPENDENT SCHOOL DISTRICT (SBISD) FOR ELECTING ITS MUNICIPAL OFFICERS AND APPROVING THE INTERLOCAL COOPERATION AGREEMENT FOR JOINT ELECTIONS WITH SBISD. – *Karen Glynn, Acting City Secretary/City Administrator*

XI. CONSIDERATION AND POSSIBLE ACTION TO RATIFY AN INCREASE OF \$4,984.00 TO THE CONTRACT WITH YARDWORKS, INC. FOR THE INSTALLATION OF TREES FOR WATER WELL NO. 5 – *Karen Glynn, City Administrator*

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 12 WITH METRO CITY (CHAPEL BELLE PROJECT) TO SUPPLEMENT CHANGE ORDER NO. 6 FOR ADDITIONAL WORK TO COMPLETE THE REMOVAL AND REPLACEMENT OF SIDEWALK ALONG MEMORIAL DRIVE IN AN AMOUNT NOT TO EXCEED \$16,585.69– *Karen Glynn, City Administrator*

- XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-597, AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 1 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***
- XIV. CONSIDERATION AND POSSIBLE ACTION REGARDING RESOLUTION NO. 01-17-2023 B OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING A GASB STATEMENT NO. 87 POLICY; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE – *Susan Grass, Finance Director***
- XV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE CALENDAR OF EVENTS FOR 2023 – *Karen Glynn, City Administrator***
- XVI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ORDINANCE NO. 23-595 AMENDING SECTION 2-29 OF THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, PROVIDING THAT THE CITY COUNCIL SHALL MEET IN REGULAR SESSION AT SPECIFIED DAYS AND TIMES – *Karen Glynn, City Administrator***
- XVII. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NO. 23-596 AMENDING THE CODE OF ORDINANCES OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY DELETING ALL OF SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, AND ADDING A NEW SECTION 2-4, OFFICIAL NEWSPAPER, OF ARTICLE I, IN GENERAL, OF CHAPTER 2, ADMINISTRATION, SAID SECTION DESIGNATING THE MEMORIAL EXAMINER (HOUSTON COMMUNITY NEWSPAPER) AS THE OFFICIAL NEWSPAPER OF THE CITY; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT - *Karen Glynn, Acting City Secretary/City Administrator***
- XVIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FOLLOWING PAYMENTS THAT EXCEED \$150,000:**
- A. MetroCity, LLC Pay Estimate No. 9 in the amount of \$162,928.85 for Chapel Belle and Tamerlaine Reconstruction work completed October 2022.
 - B. Underground Construction Solutions, LLC Monthly Estimate No. 2 in the amount of \$147,226.50 for Water Well No. 5 Transmission Line Water Plant work performed August 4, 2022 through September 19, 2022.
- XIX. 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 November 15, 2022, Regular Council Meeting
 - B. Minutes of the December 6, 2022, Special Council Meeting
 - C. November 2022 Financials

- D. McDonald Municipal and Industrial, Monthly Estimate No. 9 in the amount of \$61,551.04 for Water Well No. 5 Site Improvements from August 1, 2022 through November 30, 2022.
- E. Langford Engineering, Invoice No. 25588 in the amount of \$2,317.04 for Water Well No. 5 design and construction services rendered through August 26, 2022.
- F. Langford Engineering, Invoice No. 25589 in the amount of \$34,327.26 for the construction of Water Well No. 5 through August 26, 2022.
- G. Langford Engineering, Invoice No. 25590 in the amount of \$25,257.80 for Water Well No. 5 Improvements completed through August 26, 2022.
- H. Langford Engineering, Invoice No. 25591 in the amount of \$4,801.23 for professional services rendered through August 26, 2022 for City Hall Expansion/ Chatam Water Line project.
- I. Langford Engineering, Invoice No. 25592 in the amount of \$950.37 for General Engineering services rendered through August 26, 2022.
- J. Langford Engineering, Invoice No. 25796 in the amount of \$441.73 for General Engineering services rendered through October 28, 2022.
- K. Langford Engineering, Invoice No. 25797 in the amount of \$5,409.71 for Water Well No. 5 Improvements completed through October 28, 2022.
- L. Langford Engineering, Invoice No. 25798 in the amount of \$620.00 for Water Well No. 5 design and construction services performed through October 28, 2022.
- M. Langford Engineering, Invoice No. 25799 in the amount of \$21,115.07 for Water Well No. 5 design and construction services performed through October 28, 2022.
- N. Probstfeld & Associates, Invoice No. 66585 in the amount of \$610.00 for drainage plan review services performed in October 2022.
- O. Probstfeld & Associates, Invoice No. 66586 in the amount of \$155.00 for drainage plan review services completed in October 2022.
- P. Probstfeld & Associates, Invoice No. 66757 in the amount of \$455.00 for drainage plan review services performed in October 2022.
- Q. Probstfeld & Associates, Invoice No. 66758 in the amount of \$305.00 for drainage plan review services performed in October 2022.
- R. Probstfeld & Associates, Invoice No. 66796 in the amount of \$305.00 for drainage plan review services completed in November 2022.
- S. Servtech Electric Co., Invoice No. INV-8724 in the amount of \$1,117.50 for electrical work services completed in December 2022 for the Chapel Belle Lane project.
- T. PGAL, Invoice No. 10057606 in the amount of \$3,000.00 for municipal facilities concept services rendered from October 1, 2022 to October 31, 2022.
- U. PGAL, Invoice No. 10057719 in the amount of \$119.70 for professional services rendered from November 1, 2022 to November 30, 2022.
- V. PGAL, Invoice No. 10057717 in the amount of \$4,000.00 for municipal facilities concept services rendered from November 1, 2022 to November 30, 2022.
- W. PGAL, Invoice No. 10057249 in the amount of \$1,000.00 for professional services performed from September 1, 2022 to September 30, 2022.
- X. Harris-Galveston Subsidence District, Fee No. 338654 in the amount of \$9,652.00 for 2023 Water Conservation School Program.
- Y. Yardworks, Invoice No. 32135 in the amount of \$33,243.00 for December 2022 tree planting at Water Well No. 5.
- Z. Yardworks, Invoice No. 32137 for December 2022 landscaping services at Water Well No. 5 in the amount of \$4,444.00.
- AA. Terracon, Invoice No. TH58834 in the amount of \$1,155.00 for Public Works and Disaster Operations Building materials testing services rendered from September 21, 2022 through October 15, 2022.

- BB. Terracon, Invoice No. TH74535 in the amount of \$2,730.50 for Public Works and Disaster Operations Building engineering services performed from October 17, 2022 to November 12, 2022.
- CC. Clark Condon, Invoice No. 50152 in the amount of \$875.00 for Water Well No. 5 design services performed from October 1, 2022 through October 31, 2022.
- DD. RPS, Invoice No. 1022063 in the amount of \$4,143.22 for General On-Call Services rendered from October 1, 2022 through October 28, 2022.
- EE. RPS, Invoice No. 1022069 in the amount of \$1,769.79 for Site Development Review services rendered from October 1, 2022 through October 28, 2022.
- FF. RPS, Invoice No. 1022070 in the amount of \$10,942.77 for City of Bunker Hill Village Drainage Committee services rendered from October 1, 2022 to October 28, 2022.
- GG. RPS, Invoice No. 1022071 in the amount of \$780.00 for Bunker Hill Elementary Detention work performed from October 1, 2022 through October 28, 2022.
- HH. RPS, Invoice No. 1022072 in the amount of \$336.83 for professional services rendered from October 1, 2022 to October 28, 2022 for the Chapel Belle Lane project.
- II. RPS, Invoice No. 1022076 in the amount of \$483.00 for professional services rendered from October 1, 2022 to October 28, 2022 for the Proposed Reconstruction of Memorial Drive and Gessner Road.
- JJ. RPS, Invoice No. 1122063 in the amount of \$4,277.62 for General On-Call Services from October 29, 2022 through December 2, 2022.
- KK. RPS, Invoice No. 1122067 in the amount of \$2,695.33 for Site Development Review for Drainage Impacts services performed from October 29, 2022 through December 2, 2022.
- LL. RPS, Invoice No. 1122068 in the amount of \$2,496.22 for City of Bunker Hill Village Drainage Committee and further review of the City’s drainage model rendered from October 29, 2022 to December 2, 2022.
- MM. RPS, Invoice No. 1122070 in the amount of \$982.62 for professional services completed from October 29, 2022 through December 2, 2022 for Chapel Belle Street and Drainage Improvements.
- NN. Kimley-Horn and Associates, Inc., Invoice No. 067787100-1122 in the amount of \$1,495.00 for Broken Bough/ Cobblestone Traffic Study performed from September 1, 2022 to November 30, 2022.
- OO. Probstfeld & Associates, Invoice No. 66940 in the amount of \$305.00 for Drainage Plan Review services performed in December 2022.
- PP. Probstfeld & Associates, Invoice No. 66941 in the amount of \$305.00 for Drainage Plan Review services rendered in December 2022.
- QQ. Probstfeld & Associates, Invoice No. 66942 in the amount of \$455.00 for Drainage Plan Review services performed in December 2022.
- RR. Houston Community Newspapers and Media Group Contract for publishing notices or other matters required by law for the period of January 1, 2023 through December 31, 2023 at set amounts.

XX.

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, on January 13, 2023 by 12:00 p.m. (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.