CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON TUESDAY, MAY 17, 2022, AT 5:30 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
LATEST NEWS

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

Join Zoom Meeting
https://us06web.zoom.us/j/85797242441?pwd=eGoyOTkyNFJtNDN3Q2Y0cEs2WGMrdz09

Meeting ID: 857 9724 2441
Passcode: 825752

Dial by your location
+1 253 215 8782 US (Tacoma)
Find your local number: https://us06web.zoom.us/u/kenrypmQ9T

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. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE:

- Councilmember Position 1 – *Eric Thode*
- Councilmember Position 2 – *Susan Schwartz*
- Councilmember Position 3 – *Carl Moerer*

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 (or through videoconference) 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. REVIEW AND DISCUSSION ON THE PROPOSED 2023 BUDGET AND PROCESS

Karen Glynn, City Administrator and Susan Grass, Finance Director

A. Consideration and Possible Action on the Proposed 2023 Annual Budget for the Village Fire Department – *Chief David Foster*
B. Discussion and Possible Direction on the Proposed 2023 Annual Budget and Process for the Memorial Villages Police Department – *Chief Ray Schultz*
C. Proposed Calendar for Budget Review and Adoption

VI. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY ATTORNEY TO PREPARE A CERTIFICATE OF FORMATION AND BYLAWS FOR THE CREATION OF A LOCAL GOVERNMENT CORPORATION, A NON-PROFIT CORPORATION – *Loren Smith, City Attorney and Karen Glynn, City Administrator*

VII. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 3 – 6 TO THE CURRENT CONTRACT WITH METRO CITY, LLC FOR THE FOLLOWING ADDITIONAL WORK ON THE PROJECT AND IN THE CITY - *Steve Smith, Director of Public Works/ Building Official*

A. Change Order No. 3 – Extension of the Warranty for Chapel Belle from a One-Year Warranty Period to a Two-Year Warranty Period – *No Cost*
B. Change Order No. 4 – Addition of (1) 48" x 48" storm manhole, resolution of conflict with sanitary sewer main, repair & replacement of sanitary sewer line - $14,573.95 *Funded with Project Contingency*
C. Change Order No. 5 -- Installation of Drainage Improvements on Eaton Court as Recommended by the City's Drainage Committee – $35,000.00 *To Be Funded from a 2022 CIP Budget Amendment*
D. Change Order No. 6 -- Installation of the Sidewalk for11646 Memorial Drive – $25,000.00 *To Be Funded from a 2022 CIP Budget Amendment*

VIII. REVIEW AND DISCUSSION REGARDING A REQUEST AND NEW CONTRACT PROPOSAL FROM TEXAS PRIDE REGARDING SOLID WASTE AND RECYCLING SERVICES - *Karen Glynn, City Administrator*

IX. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE CHANGE ORDER NO. 1 TO THE CURRENT CONTRACT WITH UNDERGROUND CONSTRUCTION SOLUTIONS FOR THE TAYLORCREST WATER TRANSMISSION MAIN CONSTRUCTION FROM WATER WELL NO. 5 TO THE TAYLORCREST WATER PLANT IN AN AMOUNT NOT TO EXCEED $42,600.00
- *Steve Smith, Director of Public Works/ Building Official*

X. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF EQUIPMENT AT THE TAYLORCREST WATER PLANT TO CONNECT THE TAYLORCREST WATER TRANSMISSION MAIN (FROM WATER WELL NO. 5) IN AN AMOUNT NOT TO EXCEED $25,000.00
- *Steve Smith, Director of Public Works/ Building Official*

XI. CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE NO. 22-576 AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 2 THROUGH 5 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*

XII. CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION BY THE CITY'S PLANNING AND ZONING COMMISSION TO APPROVE SHORT FORM FINAL PLATS FOR THE FOLLOWING PROPERTIES – *Steve Smith, Director of Public Works/ Building Official*

A. 11 Valley Forge
B. 16 Valley Forge

XIII. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities
B. Receive Presentation on the 2021 Annual Audit and Proposed Surplus to each City which will be placed in the City's Police Department Reserve Account

XIV. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities
B. Consideration and Possible Action to Accept the Reimbursement of $223,668.00 for Escrow Payments of $74,556 made for 3 Years for Employee Post Retirement Liability in Accordance with the 2019 Interlocal Agreement and Refunding the City's Emergency Fund
C. Consideration and Possible Action to Approve the 2021 Annual Budget Amendments
D. Receive Presentation on the 2021 Annual Audit
E. Consideration and Possible Action to Accept the 2022 Annual Budget Amendments

XV. MAYOR'S REPORT

A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT ORDINANCE NUMBER 22-575, 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. Report on Activities and Upcoming Events
- Villages Mayors Luncheon
- Memorial High School Seniors Parade – May 14, 2022
- Upcoming Parades
  Bunker Hill Elementary School – 5th Grade Parade – May 26, 2022
  Villages Independence Day Parade – Monday, July 4, 2022
- Other Updates

XVI. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events
- Planning and Zoning Commission Meeting*: Paratus Memorial Specific Use Permit and Next Steps*
- Drainage Committee Meeting
- Memorial Drive and Gessner Road Grant Application
- Annual Cyber Security Training

B. Public Works Director - Report on Capital Projects
- Chapel Belle and Tamerlaine Reconstruction
- Water Well No. 5 Sitework and School Progress
- Public Works and Disaster Operations Building
- Beautification/Landscaping Improvements

XVII. 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. April 19, 2022 Minutes

B. April 2022 Financial Report

C. Probstfeld & Associates, Invoice No. 65247 in the amount of $385.00 for professional services rendered in March 2022 for engineering services for drainage site development review

D. Probstfeld & Associates, Invoice No. 65248 in the amount of $385.00 for professional services rendered in February and March 2022 for engineering services for drainage site development review

E. Probstfeld & Associates, Invoice No. 65249 in the amount of $385.00 for professional services rendered in February and March 2022 for engineering services for drainage site development review

F. Probstfeld & Associates, Invoice No. 65251 in the amount of $515.00 for professional services rendered in March 2022 for plat review

G. Probstfeld & Associates, Invoice No. 65252 in the amount of $730.00 for professional services rendered in March 2022 for plat review

H. Probstfeld & Associates, Invoice No. 65254 in the amount of $690.00 for professional services rendered in February and March 2022 for engineering services for drainage site development review

I. Probstfeld & Associates, Invoice No. 65255 in the amount of $310.00 for professional services rendered in March 2022 for engineering services for drainage site development review

J. Probstfeld & Associates, Invoice No. 65256 in the amount of $610.00 for professional services rendered in March 2022 for engineering services for drainage site development review

K. Probstfeld & Associates, Invoice No. 65259 in the amount of $305.00 for professional services rendered in February for engineering services for drainage site development review

L. Probstfeld & Associates, Invoice No. 65260 in the amount of $385.00 for professional services rendered in February and March 2022 for engineering services for drainage site development review

M. Probstfeld & Associates, Invoice No. 65261 in the amount of $305.00 for professional services rendered in February for engineering services for drainage site development review

N. Probstfeld & Associates, Invoice No. 65262 in the amount of $460.00 for professional services rendered in February for engineering services for drainage site development review

O. Probstfeld & Associates, Invoice No. 65263 in the amount of $305.00 for professional services rendered in February for engineering services for drainage site development review

P. Probstfeld & Associates, Invoice No. 65313 in the amount of $230.00 for professional services rendered in February for engineering services for drainage site development review

Q. Probstfeld & Associates, Invoice No. 65403 in the amount of $410.00 for professional services rendered in April for engineering services for drainage site development review

R. Langford Engineering, Inc., No. 25131 in the amount of $636.73 for professional services rendered through March 31, 2022 for General Engineering Services for a Taylorcrest Well No. 1 Rework

S. Langford Engineering, Inc., Invoice No. 25133 in the amount of $105,381.14 for professional services rendered through March 31, 2022 for Engineering Services for the Design and Construction of the Transmission Line for Water Well No. 5

T. Langford Engineering, Inc., Invoice No. 25132 in the amount of $76,220.31 for professional services rendered through March 31, 2022 for Taylorcrest Water Plan On Site Improvements for Water Well No. 5

U. RPS, Invoice No. 322019 in the amount of $2,448.41 for professional services rendered from February 26, 2022 to April 1, 2022 under on-call services for Miscellaneous Services including Eaton Court Review and Taylorcrest Model Review

V. RPS, Invoice No. 322020 in the amount of $920.52 for professional services rendered from February 26, 2022 to April 1, 2022 under on-call services for Miscellaneous Services including Drainage Committee Services

W. RPS, Invoice No. 322021 in the amount of $764.33 for professional services rendered from February 26, 2022 to April 1, 2022 under on-call services for Site Development Review for Drainage Impact

X. RPS, Invoice No. 322022 in the amount of $920.52 for professional services rendered from February 26, 2022 to April 1, 2022, under on-call services for Bunker Hill Detention Services

Y. RPS, Invoice No. 322017 in the amount of $11,049.15 for professional services rendered from February 26, 2022 to April 1, 2022, under on-call services for Street and Drainage Improvements for Chapel Belle and Tamerlaine

Z. PGAL, Invoice No. 10055379 in the amount of $10,000.00 for professional services rendered from January 1, 2022 to January 31, 2022 for Municipal Facilities Design Development and Reimbursables

AA. PGAL, Invoice No. 10055616 and 10055615 in the amount of $20,123.57 for professional services rendered from February 1, 2022 to February 28, 2022 for Municipal Facilities Design Development and Reimbursables

BB. S&G Engineering Consultants, L.L.C., Invoice No. 3 in the amount of $8,000 for professional services rendered through March 31, 2022, under on-call services for Bunker Hill Detention Services

CC. The Goodman Corporation, Invoice No. 3-2022-8 in the amount of $2,325.00 for professional services rendered through March 2022 for Memorial Drive and Gessner Road Grant Application - TIP Call for Projects

DD. McDonald Municipal and Industrial, Monthly Pay Estimate No. 3 for work performed February 1, 2022 to February 28, 2022 in the amount of $6,686.64 for Construction of Water Well No. 5 Site Improvements

EE. McDonald Municipal and Industrial, Monthly Pay Estimate No. 4 for work performed March 3, 2022 to March 31, 2022 in the amount of $159,463.08 for Construction of Water Well No. 5 Site Improvements

FF. MetroCity, LLC, Monthly Pay Estimate No. 2 in the amount of $179,101.26 for services rendered from March 1, 2022 through March 31, 2022 for the Reconstruction of Chapel Belle and Tamerlaine Drive

GG. TeamWork Construction Services, Invoice No. 21-2179 dated March 14, 2022 in the amount of $20,903.00 for the Removal and Replacement of the Guardrail Damaged on Memorial Drive at Bunker Hill Road

HH. JN Ornamental Design, Invoice No. 1333 in the amount of $2,217.50 dated March 25, 2022 to Install Wrought Iron Fencing at Bunker Hill Road and Taylorcrest

XVIII. 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 May 13, 2022 by 12:00 p.m. 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.