MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
OCTOBER 20, 2026

I. CALL TO ORDER

Mayor Brown called the meeting to order at 5:00 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present
Mayor Keith Brown
Councilmember Carl Moerer
Councilmember Hunter Cameron (left the meeting at 6:04 p.m.)
Councilmember Andrew Poor

Staff in Attendance
Gerardo Barrera, City Administrator
Susan Grass, Finance Director
Elvin Hernandez, Public Works Director
Loren Smith, City Attorney, Olson & Olson (left the meeting at 6:06 p.m.)
Mallory Pack, City Secretary

Absent
Mayor Pro-Tem Susan Schwartz
Councilmember Eric Thode

II. PLEDGE OF ALLEGIANCE

Mayor Brown led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no public comments.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

This item was taken out of order and presented after item V

A. Update on Activities – Chief Schultz provided an update on activities, including personnel, calls for service, and the 2026 Budget.
   - 71% of the budget has been expended to date. The Department is trending to be under budget and expects to expend 97% of its total budget by year-end.
   - Staff is implementing a new accounting software that will track expenditures and budget items more precisely.
   - MVPD responded to 2,514 calls for service in Bunker Hill Village during September. The average response time was 3:41.
   - Officer Luciano started on September 14, 2026. With this hire, MVPD is fully staffed.

- The Department received a donation to fund the purchase of a new drone and Tesla vehicle that will be equipped with drone technology.
- Chief Schultz stated that ALPR technology is an effective tool for tracking and responding to crime. He reported on a recent case involving burglaries of construction contractors' work vehicles. Officers and detectives utilized the ALPR system to identify a suspect vehicle, which resulted in the vehicle being located and its occupants being arrested.
- Officers conducted a traffic stop that resulted in the seizure of a significant quantity of narcotics and $13,000 in cash. Forfeiture proceedings are forthcoming.

V. VILLAGE FIRE DEPARTMENT REPORT

This item was taken out of order and presented after item III

A. Update on Activities – Chief Croft reported on activities, staffing, calls for service, and response times.
   - EMS revenue is $312,000 to date.
   - 64 individuals completed CPR and AED training in September, bringing the total number trained to 435 for the year. This is twice the number of individuals trained during the previous year.
   - October is "Fire Prevention Month."
   - The new ladder truck has been fully upfitted and is expected to be operational by mid-November. All operators will receive training before the vehicle is placed into service due to its larger size compared to the Department's previous ladder truck.
   - The blocker truck is currently out of service due to a radiator leak.
   - The average response time was 5:17 during September for Bunker Hill Village.

VI. MAYOR'S REPORT

Item VI(A) was taken out of order and presented after item IV

A. Report on Activities and Upcoming Events
   - Mayor's Meetings – No meetings are scheduled.

Item VI(B) was taken out of order and presented after item II

B. Proclamation – Mayor Brown issued a proclamation recognizing October 2026 as "Chiropractic Health Month." The proclamation was issued at the request of Dr. Thomas Inman, grandson of former Mayor Shirley Inman. Mayor Brown introduced Dr. Inman.

VII. CITY ADMINISTRATOR'S REPORT

This item was taken out of order and presented after item XIV

A. Report on Activities and Upcoming Events
   - Zoning Board of Adjustment Meeting – *October 7, 2026* – The Board approved a variance request for the property located at 335 Knipp Forest Street.

   - Planning and Zoning Meeting – *October 27, 2026* – Memorial Drive Presbyterian Church (MDPC), 11612 Memorial Drive, submitted a plat application to combine its

existing tracts into a single plat to standardize the legal description of the property. Under the applicable provisions of the Texas Local Government Code, the plat request does not require a public hearing or notification to surrounding property owners. However, in keeping with the City's commitment to transparency and keeping residents informed, staff issued courtesy notices to property owners within 200 feet of the MDPC property to notify them of the request and review process. MDPC also notified adjacent property owners.

MDPC representatives have informed City staff that they continue to explore conceptual designs for potential future work. No formal plans have been submitted to the City to date.

City Administrator Barrera clarified that the plat application is not related to a current development proposal and is an administrative measure to establish property boundaries and easements.

- Memorial Villages Recycling Event – *October 24, 2026* – The event will be held at Hedwig Village City Hall.

- Twinkle Light Parade – *December 17, 2026* – The parade will start at Frostwood Elementary and conclude at Memorial Drive Presbyterian Church for an outdoor holiday event.

B. Public Works Director Report
- Development Report – Public Works Director Hernandez presented the number of permits issued in September 2026.

Mayor Brown adjourned the meeting at 6:05 p.m. due to Councilmember Cameron leaving the meeting at 6:04 p.m., resulting in a lack of quorum. Mayor Brown requested that Public Works Director Hernandez and Finance Director Grass present their staff reports to the councilmembers present.

- CIP Project Update
  - Sidewalk Maintenance and Concrete Repairs – Sidewalk maintenance and concrete panel replacements are being completed at various locations throughout the City.
  - Beautification Projects – Landscape beautification improvements have started at designated areas throughout the City. The City's Public Works crews are working with the landscape contractor to install and/ or update irrigation systems in these areas. Staff has received positive feedback from residents regarding the improvements.
  - Tree Trimming Maintenance – The City's contractor has begun tree trimming throughout the City to maintain a minimum vertical clearance of 14.5 feet above roadways.

- Town Hall for Memorial and Gessner Phase II – *November 18, 2026* – The City will host a town hall meeting to discuss upcoming roadway improvements on Memorial Drive (between Tealwood & Plantation) and Gessner Road (between Vanderpool & Memorial) with the public. Engineers and staff will present the current construction design layout, the construction process, and the proposed project timeline. The design plans are at 60% completion.

C. Finance Director Report
- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

Finance Director Grass reported that the City received $6 million in bond proceeds on October 13, 2026. The funds have been placed into Texas CLASS Investment Pool.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND IDS ENGINEERING GROUP IN THE AMOUNT OF $494,970.00 FOR DESIGN AND CONSTRUCTION PHASE SERVICES FOR POWER SYSTEM IMPROVEMENTS AT THE TAYLORCREST AND CITY HALL WATER PLANTS – *Elvin Hernandez, Public Works Director*

At the April 21, 2026, City Council meeting, IDS Engineering, the City's Engineer, presented the results of the water modeling study of the City's water distribution system. The results included a Priority List of projects that were recommended to be included in the 5-Year Capital Improvement Plan (CIP).

At the direction of Council, the Power System Rehabilitation at the Taylorcrest and City Hall Water Plants was identified as a critical project and moved to the top of the Priority List. This work will involve complete replacement of the Motor Control Center (MCC) and all electrical switchgear components that are at/near the end of their useful service life, as well as installing new emergency generators with sufficient capacity to run all pumps/motors at both plants.

Secondary priority recommendations included two (2) separate projects – Waterline Replacement Package 1 and the Top 10 Waterlines. These respective projects address low fire flow in certain areas of the City, as well as replace waterlines beyond their service life to restore reliable water delivery, system pressure and neighborhood fire protection.

Staff requested and received proposals from the City Engineer for design, bidding, and construction-phase services for the above-mentioned projects.

To improve efficiency and reduce costs, staff consolidated the four (4) projects into two (2) service agreements based on their similar scopes of work:

1. Power System Improvements at the Taylorcrest and City Hall Water Plants
2. Waterline Replacements

Consolidating these projects will result in cost savings of approximately **$**13,300 by eliminating duplicate administrative, bidding, and mobilization costs. While combining the projects delivers overall savings, costs vary by location to account for differing site conditions and specific field requirements at each facility and street segment.

Services Agreement 1: Power System Improvements at Water Plants

- Power System Improvements at Taylorcrest Water Plant
  - Scope: Design, bidding, and construction services for Motor Control Center (MCC) replacement, generator replacement, protective canopy installation, and SCADA/electrical upgrades.
  - Cost: $255,000

- Power System Improvements at City Hall Water Plant
  - Scope: Survey, design, bidding, and construction services for a new electrical building, MCC replacement, generator replacement, and SCADA/electrical upgrades.
  - Cost: $239,970

Services Agreement 2: Distribution System Waterline Improvements

- Waterline Replacement Package 1
  - Scope: Survey, geotechnical work, design, and construction observation to replace ~1,700 linear feet of waterlines along Longworth Lane, Gentilly Place, and City Hall Water Plant to Stoney Creek Drive.
  - Cost: $126,000

- Top 10 Waterline Projects
  - Scope: Survey, geotechnical work, design, and construction observation to replace ~6,200 linear feet of deteriorated waterlines across ten (10) priority street segments.
  - Cost: $266,974

Construction work will be competitively bid upon completion of all the design work. Funding for design and construction of these projects will utilize funds from the 2026 Certificate of Obligation bond series.

John Hale and Tim Buscha with IDS Engineering attended the meeting to address questions and comments from Council.

Councilmember Poor inquired which version of Starlink will be used to ensure SCADA redundancy. Mr. Hale confirmed that the project's electrical engineer will provide options based on system needs.

The service agreements have been reviewed by the City Attorney.

A motion was made by Councilmember Poor and seconded by Councilmember Cameron to approve a services agreement with IDS Engineering in the amount of $494,970 for design and construction phase services for power system improvements at the Taylorcrest and City Hall Water Plants.

The motion carried 3-0

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND IDS ENGINEERING GROUP IN THE AMOUNT OF $392,974.00 FOR DESIGN AND CONSTRUCTION PHASE SERVICES FOR WATERLINE REPLACEMENT PACKAGE 1 AND TOP 10 WATERLINE PROJECTS – *Elvin Hernandez, Public Works Director*

This item was discussed with item VIII.
Councilmember Poor inquired about how residents will be notified of this work. Public Works Director Hernandez stated that information about this work will be communicated through V-

Linc, the newsletter, and doorhangers. IDS Engineering will assist with facilitating communication efforts.

Public Works Director Hernandez noted that most waterline replacement work will be completed underground and in the Right-of-Way (ROW) areas at various locations throughout the City.

A motion was made by Councilmember Poor and seconded by Councilmember Moerer to approve a services agreement with IDS Engineering in the amount of $392,974 for design and construction phase services for Waterline Replacement Package 1 and Top 10 Waterline Projects.

The motion carried 3-0

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH STELLAR BANK FOR PRIMARY DEPOSITORY AND RELATED BANKING SERVICES FOR THE PERIOD OF MARCH 1, 2027, THROUGH FEBRUARY 28, 2029, WITH THREE OPTIONAL ONE-YEAR RENEWALS THEREAFTER – *Susan Grass, Finance Director*

Local Government Code Chapter 105 establishes the provisions for depositories of municipal funds. State law requires that a municipal depository contract may not exceed a term of five (5) years; therefore, cities are required to conduct a depository selection process at least once every five (5) years. The City's current depository service contract with Stellar Bank will expire on February 28, 2027.

City staff worked with Valley View Consulting to administer and complete the depository selection process. The City issued a Request for Applications (RFA) for primary depository services for the period of March 1, 2027, through February 28, 2029, with three (3) optional one-year renewals thereafter under the same terms and conditions. Notice of the RFA was published in the Memorial Examiner on July 22, 2026, and July 29, 2026, and in the Texas Bond Reporter on July 17, 2026.

Nine (9) applications were received from the following financial institutions:

- Amegy Bank
- Bank of Texas
- Benchmark Bank
- First Horizon Bank
- Huntington Bank
- SouthState Bank
- Stellar Bank
- Texas Gulf Bank
- Texas Regional Bank

Applications were evaluated based on the following criteria:

- Ability to perform and provide the required and requested services
- References provided and quality of services

- Cost of services
- Transition cost, retention and transition offers, and incentives
- Interest rates on interest-bearing accounts and deposits
- Earnings credit rate on compensating balances
- Previous service relationship with the City
- Convenience of location(s)
- Completeness of application
- Financial strength and stability of the institution

Following a comprehensive evaluation process by staff and Valley View Consulting, Stellar Bank was identified as offering the most advantageous combination of services, terms, and overall value to meet the City's current and future banking service needs.

On October 5, 2026, staff met with the Finance Committee to review and discuss the applications received. After review, staff recommended selecting Stellar Bank for primary bank depository services. The Finance Committee approved the selection and directed staff to present the selection to City Council for formal approval.

Tim Pinon with Valley View Consulting attended the meeting and presented an overview of the solicitation process, including the evaluation criteria and methodology used to assess the applications received.

A motion was made by Councilmember Cameron and seconded by Councilmember Poor to approve Resolution No. 10-20-2026, authorizing the City Administrator to enter into a contract with Stellar Bank for depository and related banking services.

The motion carried 3-0

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 13 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, FOR THE FISCAL YEAR 2026; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT –

Susan Grass, Finance Director

Budget Amendment No. 13 is related to the emergency repair of the firewall for the City's Supervisory Control and Data Acquisition (SCADA) system completed in September 2026 in the amount of $50,000. The SCADA system is essential for monitoring and controlling the City's water system.

Funding for this emergency repair is available from cost savings realized from the Strey Lane Underground Utility project. This amendment will appropriate the available funds to cover the cost of the completed repair.

City of Bunker Hill Village **Amendment No. 13**
Adopted 2026 Budget
Utility Construction Fund

	Account #	Description	2026 Adopted Budget	2026 Amendment No.13	Change
	Capital Outlay				
07	00-00-9183.03	UNDERGROUND UTILITIES	354,329	304,329	(50,000)
07	00-00-9184.03	SCADA SOFTWARE	-	50,000	50,000
		TOTAL Capital Outlay	**354,329**	**354,329**	**-**

A motion was made by Councilmember Moerer and seconded by Councilmember Poor to approve Ordinance No. 26-679, amending the FY 2026 Adopted Budget.

The motion carried 3-0

XII. CONSIDERATION AND POSSIBLE ACTION TO CAST A BALLOT FOR THE ELECTION OF THE REGION 14 DIRECTOR OF THE TEXAS MUNICIPAL LEAGUE BOARD OF DIRECTORS – *Gerardo Barrera, City Administrator*

The City is a member of the Texas Municipal League (TML). TML is structured into 15 sub-state regions, whose purpose is to promote interest in municipal government on a regional level; facilitate the exchange of information among cities in a region; and assist the TML Board of Directors in formulating policy that represents the diverse interests of the state.

Each region elects officers and conducts regional meetings. The City of Bunker Hill Village is located in Region 14 (San Jacinto). Each member within the region is entitled to one (1) vote for Regional Director, which must be cast by a majority vote of the city's governing body. The officials listed on the ballot have been nominated to serve a two-year term on the TML Board of Directors for Region 14.

City Administrator Barrera addressed Council that Mayor Pro-Tem Schwartz stated that she had met City of Friendswood Councilmember Sally Branson (incumbent) through the Harris County Mayors' and Councils' Association and recommended voting for her, as she frequently attends the meetings. Mayor Brown concurred.

A motion was made by Councilmember Moerer and seconded by Councilmember Cameron to cast a ballot for Sally Branson for the election of the Region 14 Director of the Texas Municipal League Board of Directors.

The motion carried 3-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO RATIFY PAYMENTS EXCEEDING $50,000.00

A. City of Houston water bill dated August 21, 2026, in the amount of $72,093.10 for July 2026 water purchase.
B. City of Houston water bill dated September 24, 2026, in the amount of $75,880.76 for August 2026 water purchase.
C. Memorial Villages Water Authority, invoice no. 004-26-27 in the amount of $58,258.19 for August 2026 wastewater treatment.

A motion was made by Councilmember Poor and seconded by Councilmember Cameron to ratify payments exceeding $50,000.00.

The motion carried 3-0

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 September 15, 2026, Regular City Council Meeting.
B. September 2026 Financials.
C. Check Register dated August 22, 2026, to September 30, 2026.
D. HR Green, BHV Work Order #1-Invoice #7 (206079) in the amount of $31,048.90 for professional services completed from July 1, 2026, to July 31, 2026, for Memorial/Gessner Phase II.
E. HR Green, TIRZ Work Order #2-Invoice #7 (206080) in the amount of $28,840.42 for professional services completed from July 1, 2026, to July 31, 2026, for Memorial/Gessner Phase II.
F. IDS Engineering Group, invoice no. 0183535 in the amount of $509.42 for professional engineering services rendered from May 26, 2026, to June 25, 2026, for the completion, submission, and monitoring of the Texas Water Development Board grant application.
G. IDS Engineering Group, invoice no. 0184133 in the amount of $11,495.70 for professional engineering services rendered from July 26, 2026, to August 25, 2026, for the replacement of GST 1 at Water Plant No. 1 (Taylorcrest).
H. IDS Engineering Group, invoice no. 0184171 in the amount of $2,594.13 for engineering services completed from July 26, 2026, to August 25, 2026, for sanitary sewer rehab on Strey Lane.
I. IDS Engineering Group, invoice no. 0184172 in the amount of $3,453.60 for professional services completed from July 26, 2026, to August 25, 2026, for updated GIS utility maps.
J. IDS Engineering Group, invoice no. 0184257 in the amount of $238.72 for professional services rendered from July 26, 2026, to August 25, 2026, for the completion, submission, and monitoring of the Texas Water Development Board grant application.
K. Lloyd, Smitha & Associates, invoice no. CMBH2601 est. #01 (060126-080326) in the amount of $8,894.40 for construction management services completed from June 1, 2026, to July 29, 2026, for the mill and overlay of Knipp Road.
L. Probstfeld & Associates, invoice no. 73802 in the amount of $355.00 for drainage plan review services completed through July 29, 2026.
M. Probstfeld & Associates, invoice no. 73803 in the amount of $180.00 for drainage plan review services completed through July 17, 2026.
N. Probstfeld & Associates, invoice no. 73804 in the amount of $530.00 for drainage plan review services completed through July 16, 2026.
O. Probstfeld & Associates, invoice no. 73832 in the amount of $355.00 for drainage plan review services completed through August 3, 2026.
P. Probstfeld & Associates, invoice no. 73877 in the amount of $175.00 for drainage plan review services completed through August 12, 2026.
Q. Probstfeld & Associates, invoice no. 73879 in the amount of $540.00 for drainage plan review services completed through August 27, 2026.

R. Probstfeld & Associates, invoice no. 73880 in the amount of $355.00 for drainage plan review services completed through August 12, 2026.
S. Probstfeld & Associates, invoice no. 73993 in the amount of $530.00 for drainage plan review services completed through August 25, 2026.
T. Probstfeld & Associates, invoice no. 73996 in the amount of $355.00 for drainage plan review services completed through September 3, 2026.
U. Tetra Tech, invoice no. 52584784 in the amount of $755.00 for general on-call drainage engineering services performed from April 6, 2026, to April 24, 2026.
V. Tetra Tech, invoice no. 52584785 in the amount of $2,102.81 for drainage impacts site development reviews completed from April 6, 2026, to April 24, 2026.
W. Tetra Tech, invoice no. 52584787 in the amount of $780.00 for professional services rendered through April 24, 2026, for review of the City's Drainage Criteria Manual.
X. Tetra Tech, invoice no. 52639814 in the amount of $2,265.00 for Drainage Committee activities completed through August 21, 2026.
Y. Tetra Tech, invoice no. 52624656 in the amount of $15,914.40 for general on-call drainage engineering services performed from June 29, 2026, to July 24, 2026.
Z. Tetra Tech, invoice no. 52624657 in the amount of $3,130.95 for drainage impacts site development reviews completed from June 29, 2026, to July 24, 2026.
AA. Tetra Tech, invoice no. 52624658 in the amount of $1,887.50 for Drainage Committee activities completed from June 29, 2026, to July 24, 2026.
BB. Tetra Tech, invoice no. 52624157 in the amount of $1,400.00 for professional services rendered through July 24, 2026, for review of the City's Drainage Criteria Manual.
CC. TX BBG Consulting, invoice no. 4136631 in the amount of $1,650.00 for building plan review services completed through June 30, 2026.
DD. TX BBG Consulting, invoice no. 4323622 in the amount of $1,100.00 for building plan review services completed through July 31, 2026.
EE. TX BBG Consulting, invoice no. 4608410 in the amount of $1,750.00 for building plan review services completed through August 31, 2026.

A motion was made by Councilmember Poor and seconded by Councilmember Cameron to approve the Consent Agenda.

The motion carried 3-0

XV. ADJOURN

Mayor Brown adjourned the meeting at 6:05 p.m. due to lack of quorum. The meeting ended at 6:13 p.m.

Approved and accepted on November 17, 2026

Keith Brown
Mayor

ATTEST:
Mallory A. Pack
City Secretary