

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
JUNE 17, 2025**

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
Mayor Pro-Tem Susan Schwartz
Councilmember Eric Thode
Councilmember Carl Moerer
Councilmember Josh Pratt (via Zoom)
Councilmember Andrew Poor

Staff in Attendance

Gerardo Barrera, City Administrator
Susan Grass, Finance Director
Elvin Hernandez, Public Works Director
Loren Smith, City Attorney
Mallory Pack, Management Analyst

II. PLEDGE OF ALLEGIANCE

John Dillihunt, Summer Intern, led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no public comments.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Commander Baker provided an update on activities, including personnel, calls for service, and the 2025 Budget.

- The Department responded to 1,876 calls for service in Bunker Hill Village during May. Response times are not available.
- The top calls for service are for false alarms.
- 38% of the budget has been expended to date. The Department is currently underbudget.
- The FY 2026 Budget was approved by all three (3) cities (Bunker Hill, Hunters Creek, and Piney Point).
- New Automated External Defibrillators (AEDs) were purchased as authorized by FY 2025 Budget Amendment 2025.01.
- The vacant officer position has been filled. The new officer will begin on July 7, at which time the Department will be fully staffed.

- A conditional job offer has been made for the vacant dispatcher position.
- As authorized by the FY 2026 Budget, the Department will offer night shift pay differential in the amount of \$12,000.00.
- Upgrades to the CAD system continue. The system is capturing response times but does not currently generate an aggregate report.
- On May 12, 2025, the Department hosted the 2nd annual Police Officer Memorial and Remembrance Service in recognition of National Police Week.

V. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities – Chief Miller and Commissioner Brown reported on activities, staffing, calls for service, and response times.

- Average response time for Bunker Hill Village was 5:45 in May.
- One (1) firefighter is on injury leave.
- Captain King graduated from the Texas Fire Chiefs Academy.
- The Department is reviewing a contract to lease a ladder truck until the new vehicle – replacing the truck that was involved in a traffic accident – is delivered.
- Fire hydrant inspections have been completed.
- The Department is working with Harris County to complete the Multi-Jurisdiction Hazard Mitigation Plan. The plan has been submitted for review and public comment.
- Chief Miller reported on ongoing coordination efforts for the 2026 FIFA World Cup games that will be hosted in Houston. He has participated in monthly service calls to discuss the event's expected strain on public safety resources. The event is currently classified as a tier 2 event, which does not qualify for federal funding assistance. Chief Miller and Houston area fire chiefs have met with U.S. Representative Wesley Hunt to discuss reclassifying the event as tier 1, which would make federal funding available to support the increased staffing and emergency response resources.

B. Consideration and Possible Action to Approve Budget Amendment 2024-02 to the Fiscal Year 2024 Budget for the Village Fire Department

VILLAGE FIRE DEPARTMENT



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:

**BUNKER HILL VILLAGE HEDWIG
VILLAGE HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE SPRING
VALLEY VILLAGE**

Budget Amendment 2024-02 & 2025-03

To:	Gerardo Barrera	City of Bunker Hill Village
	Wendy Baimbridge	City of Hedwig Village
	Cassie Stephens	City of Hilshire Village
	Tom Fullen	City of Hunters Creek Village
	Bobby Pennington	City of Piney Point Village
	John McDonald	City of Spring Valley Village
Cc:	Board of Commissioners & Alternates	Village Fire Department
From:	Amy Buckert	Village Fire Department
Date:	May 21, 2025	
Re:	Budget Amendment 2024-02 & Budget Amendment 2025-03	

The Village Fire Department Board of Commissioners further unanimously approved an intra-budgetary transfer for Budget year 2024. While this intra-budgetary transfer will not result in an additional assessment to the member Cities, it does require the approval of the member cities per Sec. 5.01 of the Interlocal Agreement.

The intra-budgetary transfer is as follows:

- 2024 Village Fire Department Budget:
 - Transfer \$40,000 from line item 16060 Health Insurance to line item 17112 Maintenance Pumper (E2)

Chief Miller reported that the vendor responsible for completing the apparatus repairs submitted the invoice late.

A motion was made by Councilmember Poor and seconded by Councilmember Moerer to approve Budget Amendment 2024-02 to the Fiscal Year 2024 Budget for the Village Fire Department.

The motion carried 4-0

C. Consideration and Possible Action to Approve Budget Amendment 2025-03 to the Fiscal Year 2025 Budget for the Village Fire Department

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Budget Amendment 2024-02 & 2025-03

To:	Gerardo Barrera Wendy Baimbridge Cassie Stephens Tom Fullen Bobby Pennington John McDonald	City of Bunker Hill Village City of Hedwig Village City of Hilshire Village City of Hunters Creek Village City of Piney Point Village City of Spring Valley Village
Cc:	Board of Commissioners & Alternates	Village Fire Department
From:	Amy Buckert	Village Fire Department
Date:	May 21, 2025	
Re:	Budget Amendment 2024-02 & Budget Amendment 2025-03	

During the regular monthly Village Fire Department Board Meeting on May 21, 2025, the Village Fire Department Board of Commissioners unanimously approved a budget amendment to fund tower improvements, purchase of a generator and purchase of a fuel system. The Village Fire Department Board of Commissioners is requesting that the member Cities approve a 2025 budget amendment in an amount not to exceed \$236,000 to facilitate the purchases and improvements. This budget amendment will not result in an additional assessment to the member Cities in 2025.

The improvements and purchases are as follows:

- Tower improvements - \$80,000
- Generator purchase - \$100,000
- Fuel system purchase - \$56,000
- Total - \$236,000

The total budget amendment of \$236,000.00 will be funded by the 2024 Village Fire Department budget surplus in an amount not to exceed \$236,000.

The improvements and purchases were originally planned to be included in the FY 2026 budget; however doing so would increase the total budget request. To allow for the purchases to be made in 2025, Chief Miller recommended funding the items through the 2024 fund balance.

The funds will cover the following items:

- Training tower improvements – General maintenance such as rust mitigation and painting.
- Generator purchase – The Department currently has two (2) 80kW generators. The main part of the station – offices, kitchen, dorms, and living areas – is supported by a 30-year-old unit, while the dispatch area is supported by a newer unit. A new 100kW generator is recommended to replace the existing 30-year-old unit and power the building to provide built-in redundancy in the event that the other generator fails.
- Fuel system purchase – The existing system is outdated and requires replacement of the vent piping system and electronic measuring software.

Councilmember Thode inquired about the capacity of the existing generators. Chief Miller clarified that both units are 80kW and that capacity is not enough to power the entire station independently, but rather in sections. Councilmember Thode expressed concern that neither the existing 80kW units nor the proposed 100kW unit would be sufficient to power the entire station independently or in combination. He inquired why install 100kW if 80kW is appropriate.

Councilmember Poor concurred with the importance of redundancy and questioned whether a 100kW unit was necessary or if another 80kW unit might be sufficient. He inquired whether the two units could be wired to function as a combined 160kW system. The proposed 100kW generator may not adequately meet the station's needs.

Chief Miller stated that the existing slab foundation can accommodate a 100kW unit. The projected cost of the 80kW generator, including associated electrical work, is \$39,872.00, while the 100kW unit is estimated at \$43,000.00.

Councilmember Poor emphasized that the discussion is not centered on the cost difference of the generators, but rather on ensuring that the Village Fire Department – serving as the Emergency Operations Center – is equipped with the appropriate and reliable infrastructure to remain fully operational during critical times.

Chief Miller stated his limited extent of information on this project and acknowledged that he would return with additional staff to better explain the project.

Chief Miller noted that four (4) of the cities (Hedwig, Hunters Creek, Piney Point, and Spring Valley) have approved Budget Amendment 2025-03 in its entirety. In accordance with the interlocal agreement, any budget amendment exceeding \$10,000.00 must be approved by a favorable vote of the governing bodies of contracting cities representing at least 70% of the total fiscal voting strength.

While Budget Amendment 2025-03 has satisfied the 70% threshold for formal approval, Council requested Chief Miller provide additional details regarding the generator purchase at later meeting date.

A motion was made by Councilmember Thode and seconded by Councilmember Poor to approve Budget Amendment 2025-03 to the Fiscal Year 2025 Budget for the Village Fire Department in the amount of \$80,000.00 for tower improvements and \$56,000.00 for fuel system purchase. No action was taken on the purchase of a generator.

The motion carried 4-0

- D. Consideration and Possible Action to Approve the Fiscal Year 2026 Budget for the Village Fire Department as Recommended by the Fire Commission

Chief Miller presented the FY 2026 Budget, highlighting key priorities of personnel and operations.

The total FY 2026 budget request is \$10,587,801, with the city's total assessment amounting to \$2,011,682.11 (19% of the total). The 2026 budget is a 7% increase over the adopted 2025 budget.

Mayor Brown stated the final budget was “fairly lean” and noted the budget prioritizes a competitive salary and benefits package to attract and retain high-quality personnel.

A motion was made by Councilmember Moerer and seconded by Councilmember Thode to approve the Fiscal Year 2026 Budget for the Village Fire Department as Recommended by the Fire Commission.

The motion carried 4-0

VI. MAYOR'S REPORT

A. Report on Activities and Upcoming Events

- Mayors' Meetings – On June 18, 2025, Mayor Brown and the other Village Mayors are scheduled to meet with Commissioner Ramsey to discuss storm response and clean-up operations. A separate meeting is also planned with City of Houston Mayor Whitmire to discuss storm response coordination efforts.
- Legislative Update – Several bills being monitored by the Legislative Committee – due to their potential negative impact on the Villages – did not advance to a vote before the conclusion of the 89th Texas Legislative Session.
- Discussion and Direction on Amending Appendix A, Article II of the City's Code of Ordinances – Mayor Brown reported that he met with residents regarding a new home build on the corner lot at the intersection of Blalock Rd. and Blalock Ln. The previous home on the lot faced Blalock Ln., while the new home has been constructed to face Blalock Rd. to maximize square footage. Additionally, the garage is now accessed from Blalock Ln.

The ordinance reads: *Corner Lot. A lot abutting two (2) or more streets at their intersection. A corner lot shall be deemed to front on that street on which it has the least dimension, unless otherwise specified by the zoning official.*

Mayor Brown requested feedback from Council on whether there was interest in reviewing the ordinance and its application to new residential construction on corner lots. He also recommended reviewing current regulations regarding the allowable proximity of garages to the roadway.

Council directed this item to the Planning and Zoning Commission (P&Z) for review and discussion of potential amendments to the City's Zoning Ordinance (Appendix A).

City Administrator Barrera informed Council that the soonest this item will be presented is at the July 28, 2025, meeting, as the Commission is not scheduled to meet during the month of June.

- B. Consideration and Possible Action Regarding Appointment of Mayor Pro-Tem for a Term of One-Year

A motion was made by Councilmember Thode and seconded by Councilmember Poor to appoint Councilmember Schwartz as Mayor Pro-Tem for a term of one-year.

The motion carried 4-0

Board & Commission Appointments (items C-F) – Following the election of Mayor held in May of each odd-numbered year, City Council formally appoints members to the City's Boards and Commissions. Staff sent letters of interest to current members of the Planning & Zoning Commission, Zoning Board of Adjustment, Police Commission, and Fire Commission to confirm their intent to serve for the next two-year term (July 2025-July 2027).

- C. Consideration and Possible Action Regarding Appointments to the Planning and Zoning Commission for a Two-Year Period Ending June 30, 2027

There are three (3) vacancies on the Planning and Zoning Commission. Mayor Brown recommended the reappointment of all current members, along with the appointment of Dan Blake and Hunter Cameron to fill two of the vacancies.

A recommendation to fill the third vacancy will be brought back to City Council for consideration and possible action at a future meeting date. In the meantime, the Commission will retain a quorum for its next scheduled meeting.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to appoint Dan Blake, Hunter Cameron, John Gilette, Bill Going, Paul Reinbolt, and Catherine Wile to the Planning and Zoning Commission for a two-year period ending June 30, 2027.

The motion carried 4-0

- D. Consideration and Possible Action Regarding Appointments to the Zoning Board of Adjustment for a Two-Year Period Ending June 30, 2027

There are two (2) vacancies on the Zoning Board of Adjustment.

Mayor Brown recommended the reappointment of all current members. A recommendation to fill the two open positions will be presented at a later meeting date for Council consideration and possible action.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to appoint Michelle Belco, David Light, David Marshall, Louis Crappito (alternate), and Ryan West (alternate) to the Zoning Board of Adjustment for a two-year period ending June 30, 2027.

The motion carried 4-0

- E. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming the City's Commissioner and Alternate Commissioner to the Police Commission for the Memorial Villages Police Department

A motion was made by Councilmember Schwartz and seconded by Councilmember Poor to approve Resolution No. 06-17-2025A naming Carl Moerer and Bert Rosenbaum as the Commissioners and William Murphy as Alternate Commissioner from the City of Bunker Hill Village to serve on the Board of Commissioners of the Memorial Villages Police Department.

The motion carried 4-0

- F. Consideration and Possible Action to Approve a Resolution of the City Council of the City of Bunker Hill Village, Texas, Naming the City's Commissioner and Alternate Commissioner to the Fire Commission for the Village Fire Department

Mayor Brown addressed Council that he will remain on the Fire Commission until a new Fire Chief is hired. Afterwards, he intends to recommend that Clara Towsley be appointed as Commissioner and Councilmember Pratt be appointed Alternate Commissioner.

A motion was made by Councilmember Schwartz and seconded by Councilmember Poor to approve Resolution No. 06-17-2025B naming Keith Brown as the Commissioner and Clara Towsley as Alternate Commissioner from the City of Bunker Hill Village to serve on the Board of Commissioners of the Village Fire Department.

The motion carried 4-0

- G. City Council Committee Liaison Appointments

Beautification Committee.....Councilmember Thode

Drainage Committee.....Councilmember Poor

Finance Committee.....Councilmember Schwartz

Public Safety Committee.....Councilmember Poor

Technology Committee.....Councilmember Thode

Planning and Zoning Commission.....Councilmember Pratt

Zoning Board of Adjustment.....Councilmember Schwartz

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- Introduction of Summer Intern – City Administrator Barrera introduced John Dillihunt.
- July City Council Meeting – *Tuesday, July 15, 2025* – The contract related to phase two design work for the reconstruction of Memorial and Gessner is anticipated to be received soon. Additionally, staff expects to present a contract for a water modeling study. As both items require Council action, the July 15, 2025, meeting will proceed as scheduled. The Budget Workshop is scheduled for July 23, 2025.
- Villages Independence Day Parade – *Friday, July 4, 2025* – Bunker Hill Village will coordinate this year's parade.
- City Hall Office Closure – In observance of Independence Day, City offices will close on Thursday, July 3, 2025, beginning at 12:00 p.m. and remain closed through Friday, July 4, 2025.

B. Public Works Director Report

- Development Report – Director Hernandez presented the permits issued in the month of May and the average change for each type/ category of permit issued each month between 2024 and 2025 as requested by Council at the February 18, 2025, meeting.
- CIP Project Update – Director Hernandez reported on the status of the Waterline Replacement Project and Road Improvements on Bunker Hill Rd. & Taylorcrest Rd.
 - The Waterline Replacement project is ongoing through phases:
 - Phase 1 (replacement on Mayerling) has been completed.
 - Phase 2 (water main replacement on the 200 block of Plantation) work has experienced weather delays. However, crews have completed 50% of service connections. Connections are expected to be completed by the end of June.
 - Phase 3 (replacement on Rhett and Tara) is scheduled to begin following the completion of Phase 2.
 - Bunker Hill Rd. & Taylorcrest Rd. Improvement Project – Construction continues on the northbound lane of Bunker Hill Rd. Crews have laid the black base. The project has experienced weather delays.

Director Hernandez reported that the parking lot improvements at City Hall are substantially complete. Crews will install a safety curb around the perimeter of the lot.

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates.
 - On May 27, 2025, Independent Financial completed its conversion to South State Bank.
 - The FY 2024 Audit has been completed, and staff have filed for the ACFR award. Results are expected within the next 4-5 months.

VIII. DISCUSSION AND DIRECTION ON GOALS AND PRIORITIES FOR THE CITY’S PROPOSED FY 2026 BUDGET AND 2025 TAX RATE TO SUPPORT THE BUDGET – Susan Grass, Finance Director

The annual budget process is the single most important financial responsibility of a local government. In accordance with Chapter 102 of the Local Government Code, cities are required to file and adopt an annual budget. The Texas Tax Code and Senate Bill 2 require cities that levy a property tax to adopt their budgets by September 30th or by the 60th day after the taxing unit receives the certified tax roll, whichever date is later, regardless of the date their fiscal year starts.

Staff presented key assumptions for the proposed FY 2026 Budget and 2025 Tax Rate to initiate the budget process. Staff requested Council feedback on key assumptions in preparation for the Budget Workshop scheduled for July 23, 2025.

Staff underscored items that will impact the City’s FY 2026 Budget and CIP, including the preliminary tax roll, personnel costs, and public safety budgets. Assumptions for the Debt Service Fund, General Fund, and Utility Fund were also shared.

City Administrator Barrera addressed Council regarding the 4% policy. In accordance with the City’s Financial Management Policy, the City strives to limit the increase in total operating expenses to a 4% increase in the General and Utility Funds. He explained that although staff is committed to maintaining this guideline, the 4% cap creates constraints that limit flexibility in responding to operational needs. He recommended that Council review the 4% policy to allow for greater flexibility – particularly in addressing salaries, Cost of Living Adjustments (COLA), and inflationary pressures such as the Consumer Price Index (CPI).

Staff presented three (3) tax rate options and after previous discussion with the Mayor, recommended maintaining a flat tax rate of \$0.2710. The preliminary values show a 6.35% increase in taxes from last year. The certified values will be received on July 25, 2025.

Council did not have any objections to the recommended tax rate or additional questions for staff regarding the proposed FY 2026 Budget.

No action was taken on this item.

IX. 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 May 20, 2025, Regular City Council Meeting.
- B. May 2025 Financials.
- C. Check Register dated May 10, 2025, to June 9, 2025.
- D. The Goodman Corporation, invoice no. 2-2025-10 in the amount of \$155.00 for funding pursuit assistance services rendered in February 2025 for the Memorial Dr. and Gessner Rd. reconstruction project grant application.
- E. IDS Engineering Group, invoice no. 0177246 in the amount of \$47,269.71 for engineering services completed in April 2025 for the Water Storage Tank and Well Inspection Project.
- F. IDS Engineering Group, invoice no. 0177738 in the amount of \$11,090.98 for engineering services rendered through May 2025 for the Water Storage Tank and Well Inspection Project.
- G. Langford Engineering, invoice no. 28925 in the amount of \$625.92 for general engineering services completed through May 2025.
- H. Langford Engineering, invoice no. 28926 in the amount of \$1,634.47 for engineering services completed through May 2025 for the Bunker Hill Rd. and Greenbay Sanitary Sewer Rehab Project.
- I. Langford Engineering, invoice no. 28927 in the amount of \$6,226.36 for engineering services rendered through May 2025 for the Waterline Replacement Project.
- J. Probstfeld & Associates, invoice no. 71330 in the amount of \$180.00 for drainage plan review services in completed in March 2025.
- K. Probstfeld & Associates, invoice no. 71331 in the amount of \$92.50 for drainage plan review services in completed in March 2025.
- L. Probstfeld & Associates, invoice no. 71332 in the amount of \$180.00 for drainage plan review services in completed in March 2025.
- M. Probstfeld & Associates, invoice no. 71333 in the amount of \$180.00 for drainage plan review services in completed in March 2025.
- N. Probstfeld & Associates, invoice no. 71410 in the amount of \$92.50 for drainage plan review services in completed in April 2025.
- O. Tetra Tech, invoice no. 52422919 in the amount of \$6,800.00 for engineering services rendered through April 2025 for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- P. TX BBG Consulting, Inc., invoice no. 1976669 in the amount of \$700.00 for building plan review services in in May 2025.
- Q. Harris-Galveston Subsidence District Interlocal Agreement to sponsor the Water Conservation Education Program for the 2025-2026 school year.
- R. Spring Branch ISD Tax Collection contract in the amount of \$8,800.00, for tax collection services for the period of September 1, 2025, to August 31, 2027.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve the Consent Agenda.

The motion carried 4-0

X. ADJOURN

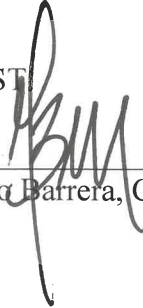
Mayor Brown adjourned the meeting at 7:34 p.m.

Approved and accepted on July 15, 2025.



Keith Brown, Mayor

ATTEST



Gerardo Barrera, City Administrator/ Acting City Secretary