

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
AUGUST 19, 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 (arrived at 5:10 p.m.)

Councilmember Andrew Poor (arrived at 5:10 p.m.)

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

Mayor Brown led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no public comments.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

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

- 54% of the budget has been expended to date. The Department is currently under budget and expects to be \$400K under budget at the end of the year due to personnel vacancies.
- The Department is fully staffed.
- Officer Taylor – who was seriously injured in a motorcycle accident while working outside employment in January 2025 – continues to be on long-term disability. The Police Commission authorized hiring an officer to fill his position until he returns full-time.
- The Department has been awarded a state grant through S.B. 224. The grant will provide funding to expand the ALPR system and create a virtual task force.
- The Department hosted two (2) RAD classes during the month of July.

- MVPD responded to 3,651 calls for service in Bunker Hill Village during July.
- The Department continues house watch patrols for residents affected by the July 4, 2025, Hill Country flooding.
- Working through the Police Chief Association to remedy fake license plates, additionally, there is an increase in stolen license plates being placed on other vehicles.
- A traffic trailer was placed on Bunker Hill Rd. in response to reports of speeding following recent road reconstruction. Over a seven-day (7) monitoring period, the total traffic volume was 27,197, and the average speed recorded in the 85th percentile was 29.6 MPH. The posted speed limit on Bunker Hill Rd. is 30 MPH. Chief Schultz noted an outlier of 64 MPH, which he explained was likely a public safety vehicle. Out of 27,000 vehicles, only 167 were found to be going over the posted limit of 30 MPH.

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 6:04 in July.
- The Department responded to 26 calls for service in Bunker Hill Village during July.
- One (1) Captain is on injury leave, and one (1) firefighter is out due to extended illness.
- The bushings on the new aerial ladder truck are being replaced before delivery to VFD. Once the vehicle is received, it will be fitted with VFD decals and placed into service.
- The Department conducted boat rescue training. The boat sustained damage during the training and will be repaired.
- Chief Miller continues to participate in monthly meetings with Harris County to coordinate public safety response efforts for the 2026 FIFA World Cup games in Houston.
- The Multi-Jurisdiction Hazard Mitigation Plan has been submitted to the Texas Department of Emergency Management for review and approval.
- Bids received for training tower repairs will be opened on Thursday, August 21, 2025.
- The Department is obtaining pricing for fuel system upgrades and generator replacement, as approved through VFD FY 2025 Budget Amendment 2025-03.

Mayor Brown addressed Council that he will step down from the Fire Commission. He intends to recommend Councilmember Pratt be appointed as Commissioner and Clara Towsley be appointed Alternate Commissioner.

Mayor Brown expressed his sincere appreciation for the opportunity to work with Chief Miller during his time on the Fire Commission.

VI. MAYOR'S REPORT

A. Report on Activities and Upcoming Events

- Mayors' Meetings – The Mayors continue to coordinate a meeting date.

Mayor Brown spoke regarding several bills in the current Second-Called Special Texas Legislative Session that could impact the City if passed:

- H.B. 21 – Delinquent Property Tax Penalties
- H.B. 299 – Expenditure Limit and Tax Rate Calculation
- H.B. 279 – Voter Approval Tax Rate
- Bills prohibiting a political subdivision from spending funds on lobbying, such as the “Kill TML” bill

He noted that he will continue to monitor the bills as the session progresses.

City Administrator Barrera stated that he will attend a “Legislative Wrap-Up” meeting in August, which will review and discuss city-related bills that passed during the legislative session.

B. Proclamation

- A Proclamation Naming September 11, 2025, “9-1-1 Day”

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

Mayor Brown recommended the appointment of Megan Parker.

A motion was made by Councilmember Pratt and seconded by Councilmember Schwartz to appoint Megan Parker to the Planning and Zoning Commission for a two-year period ending June 30, 2027.

The motion carried 5-0

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 appointment of Scott Lamaroux. A recommendation to fill the remaining open position will be presented at a later meeting for Council consideration and possible action.

A motion was made by Councilmember Poor and seconded by Councilmember Schwartz to appoint Scott Lamaroux to the Zoning Board of Adjustment for a two-year period ending June 30, 2027.

The motion carried 5-0

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 Fire Commission for the Village Fire Department

Mayor Brown addressed Council that he will step down from the Fire Commission and recommended Josh Pratt to serve as Commissioner and Clara Towsley as Alternate Commissioner.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve Resolution No. 08-19-2025A naming Josh Pratt 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 5-0

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- City Hall Office Closure – In observance of Labor Day, City offices will be closed on Monday, September 1, 2025.

B. Public Works Director Report

- Development Report – Director Hernandez presented the permits issued in the month of July 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 been completed.
 - Phase 3 (replacement on Rhett and Tara) is expected to be completed in August 2025, pending favorable weather conditions.
 - Bunker Hill Rd. & Taylorcrest Rd. Improvement Project – Final site restoration work (i.e., manhole leveling, ROW restoration) continues to be addressed by the contractor. Work is expected to be completed in September 2025, pending favorable weather conditions.

City Administrator Barrera addressed Council that staff have received several inquiries regarding the leveling of manhole covers on Bunker Hill Rd. He explained that the contractor is adjusting the manholes to be as flush as possible with the roadway, and all work is being performed in accordance with the engineering design plans. The standard deviation of manhole covers is plus or minus 1 inch from the road surface. Some variations/ inconsistencies/ irregularities are also due to the way the system was originally designed/ placed on the roadway.

Director Hernandez reported that drainage improvements on Williamsburg (as approved by Council at the July 15, 2025, meeting) have been completed. During the project, it was discovered that several existing inlets downstream were not originally installed at the proper grade, subsequently causing water to drain improperly. Staff is preparing a second phase of the project to address these existing issues.

Mayor Brown inquired about upcoming CIP projects. Director Hernandez reported that other CIP projects in 2025 will include drainage improvements throughout the City.

C. Finance Director Report

- 2026 Budget – All required public hearing notices for the tax rate and budget have been published.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A THIRD AMENDED AND RESTATED INTERLOCAL AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND THE MEMORIAL CITY REDEVELOPMENT DISTRICT (MCRA) FOR PHASE TWO DESIGN SERVICES FOR THE RECONSTRUCTION OF MEMORIAL AND GESSNER – *Gerardo Barrera, City Administrator*

At the August 2018 meeting, Council approved an interlocal agreement (the “Original Agreement”) with the Memorial City Redevelopment Authority (MCRA)/ TIRZ 17 to submit a joint application for federal funding for the reconstruction of Memorial Dr. from Beltway 8 and Tallowood. The grant will be utilized to cover all design costs associated with the project for both entities

During the November 16, 2021, meeting, Council approved an Amended and Restated Interlocal Agreement between the City and MCRA (the “Amended and Restated Agreement”).

In 2024, the project was awarded a grant in the amount of \$3,000,000 from the United States Department of Housing and Urban Development (HUD). The proportional share of the grant was as follows: \$2,334,146.50 was allocated to MCRA and \$665,853.47 to the City. City Council approved a Second Amended and Restated Agreement at the September 17, 2024, meeting to reflect this grant funding.

MCRA and the City have since selected an engineer for the construction design of the Memorial Drive Phase 2 project. Per the level of effort, it was determined that the City’s cost share exceeds the amount allocated under the current Second Amended and Restated Agreement. However, MCRA’s share is less, resulting in additional funding being available.

After discussion between both parties, the MCRA has agreed to amend the agreement to supplement the City’s full portion for design. The remaining funds would be reserved for

a future phase, such as construction. This arrangement is mutually beneficial to both parties and allows the project to move forward.

The agreement (“Third Amended and Restated Agreement”) terms remain unchanged and outline the updated estimated costs and the pro-rata share for each entity. MCRA is scheduled to approve the Third Amendment at its next board meeting.

Staff recommended that City Council approve the Third Amended and Restated Interlocal Agreement.

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve a third amended and restated interlocal agreement with the Memorial City Redevelopment District for Phase 2 Design Services for the reconstruction of Memorial and Gessner.

The motion carried 5-0

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND BAIRD GILROY & DIXON, LLC, IN THE AMOUNT OF \$70,000.00 FOR SCADA SYSTEM REPAIRS AND UPGRADES – Elvin Hernandez, Public Works Director

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

Following an assessment of the City’s Supervisory Control and Data Acquisition (SCADA) system completed in May 2025, staff requested and received a proposal from Baird Gilroy & Dixon, LLC, for system repairs and upgrades. The SCADA system is essential for monitoring and controlling the City’s two (2) water plants and three (3) remote wells, including water levels, pressures, and flow rates.

The assessment identified that key components, such as programmable logic controllers (PLCs) and the server operating system, are outdated or nearing the end of their useful service life, creating both operational and cybersecurity vulnerabilities. The existing PLC equipment, approximately 20 years old, is no longer supported by the manufacturer, making replacement parts increasingly difficult to obtain. Additionally, the server’s operating system will reach its end of manufacturer support in October 2025.

The assessment also underscored the need for a redundant communication system. Recent severe weather events have caused cellular and internet outages, disrupting communication with remote sites and subsequently hindering the ability to operate wells and monitor system performance remotely.

Staff recommended the following upgrades to improve system resiliency:

- Replace obsolete PLCs with current models that will be supported by the manufacturer for longer periods in the future
- Migrate the SCADA server to a secure cloud-based virtual machine
- Upgrade to the most current SCADA software

- Install a redundant communication failover system to ensure remote access to maintain continuous operations in the event of an internet outage

The upgrades will improve system reliability, strengthen cybersecurity, and ensure the continued safe and efficient operation of the City’s water system under all conditions.

Funding for this work is available from cost savings realized from the Bunker Hill Rd. and Greenbay Dr. underground utility work completed in May 2025.

Johnathan Rouse, the City’s SCADA programmer with Baird Gilroy & Dixon, attended the meeting via Zoom to address any of Council’s comments and questions.

Councilmember Poor asked how long the system would be down during migration. Mr. Rouse confirmed that minimal downtime is expected.

A motion was made by Councilmember Pratt and seconded by Councilmember Thode to approve a services agreement with Baird Gilroy & Dixon, LLC, in the amount of \$70,000.00 for SCADA system repairs and upgrades.

The motion carried 5-0

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NOS. 6 TO 8 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FOR THE FISCAL YEAR 2025; 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. 6 – MVPD has completed its 2024 Year-End Audit and reported a surplus in the amount of \$79,567.67. The surplus funds have been received and will be incorporated into the 2025 budget. Accordingly, a budget amendment is required to formally record the funds.

City of Bunker Hill Adopted 2025 Budget General Fund		Amendment No. 6		
Acct #	Description	2025 Adopted Budget	Change	2025 Amendment No. 6
01-00-00-4980	Intergovernmental Revenue	(44,840.00)	(79,567.67)	(124,407.67)
01-00-00-5602	Police Department	2,645,655.00	79,567.67	2,725,222.67
	Net of Revenue and Expenditures	2,600,815.00	-	2,600,815.00

Budget Amendment No. 7 – The 2025 Utility Fund Construction Fund allocated funds for the Underground Utility project on Bunker Hill Rd. and Greenbay Dr. based on estimated costs to complete the work. Once work began, it was determined that certain portions of the project were not needed, resulting in cost savings. Staff recommended reallocating these savings to fund the Water Modeling Study (approved by Council at the July 15, 2025,

meeting) and the SCADA Repairs and Upgrades project (as presented and approved at the August 19, 2025, City Council meeting).

City of Bunker Hill Adopted 2025 Budget Utility Construction Fund		Amendment No. 7		
Acct #	Description	2025 Adopted Budget	Change	2025 Amendment No. 7
07-00-00-9183.03	Underground Utilities	751,016.00	(169,266.00)	581,750.00
07-00-00-9184.02	Water Modeling Study	-	99,266.00	99,266.00
07-00-00-9184.02	SCADA Software	-	70,000.00	70,000.00
	Net of Revenue and Expenditures	751,016.00	-	751,016.00
			-	

Budget Amendment No. 8 – The 2025 General Fund Construction Fund allocated funds for asphalt rehabilitation. Staff recommended reallocating these funds to the Concrete Minor Street account to support the street rehabilitation project on Applewood Street, as approved by Council at the July 15, 2025, meeting.

City of Bunker Hill Adopted 2025 Budget General Fund Construction Fund		Amendment No. 8		
Acct #	Description	2025 Adopted Budget	Change	2025 Amendment No. 8
06-00-00-9184.01	Asphalt Rehab	122,000.00	(81,046.25)	40,953.75
06-00-00-9184.12	Point Repairs and Minor Streets	-	81,046.25	81,046.25
	Net of Revenue and Expenditures	122,000.00	-	122,000.00

A motion was made by Councilmember Thode and seconded by Councilmember Pratt to approve Ordinance No. 25-653, adopting Budget Amendment Nos. 6 to 8 to the Fiscal Year 2025 Budget.

The motion carried 5-0

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, APPROVING AN ENGAGEMENT LETTER WITH CROWE LLP FOR FISCAL YEAR 2025 AUDIT SERVICES – *Susan Grass, Finance Director*

Crowe LLP acquired Belt Harris Pechacek, LLP, and has submitted a new engagement letter for 2025 audit services. Staff were pleased with the audit services provided by Crowe LLP, and Ben Cohen will continue as the Audit Manager.

The estimated fee for audit services is \$32,862. This is a 6% increase from the 2024 fiscal year (\$31,000). Additionally, there is a fee structure for Single Audit work, with a base fee of \$4,365 and an additional \$5,528 for each major program. A Single Audit will be required if the City's total grant expenditures for fiscal year 2025 exceed \$1,000,000. The City anticipates having one major program qualify in 2025.

Audit services are considered professional services and exempt by Local Government Code Sec. 252.022.

Council discussed issuing an RFP for audit services, including both the financial and time costs involved, as well as the required timeline. Finance Director Grass outlined the advantages of retaining Crowe LLP as the City's audit firm for one more year. Staff recommended that Crowe complete the FY 2025 audit. Council concurred with staff to remain with Crowe LLP for FY 2025 audit services.

Council directed staff to prepare and issue an RFP for FY 2026 audit services, and to place the RFP on the September 16, 2025, City Council agenda as an action item for formal Council consideration and approval.

A motion was made by Councilmember Schwartz and seconded by Councilmember Pratt to approve Resolution No. 08-19-2025B, approving an engagement letter with Crowe LLP for FY 2025 audit services.

The motion carried 5-0

XII. CONSIDERATION AND POSSIBLE ACTION TO RATIFY THE FOLLOWING PAYMENT(S) THAT EXCEED \$50,000.00:

- A. City of Houston water bill dated May 22, 2025, in the amount of \$89,550.88 for April 2025 water purchase.
- B. City of Houston water bill dated June 20, 2025, in the amount of \$90,166.64 for May 2025 water purchase.
- C. Hayden Paving, Inc. invoice no. 250551225 in the amount of \$561,773.07 for asphalt mill and overlay improvements completed on Taylorcrest Rd. from April 28, 2025, to May 30, 2025.
- D. Memorial Villages Water Authority, invoice no. 002-25-26 in the amount of \$53,351.02 for June 2025 wastewater treatment services.
- E. Ram Rod Utilities, invoice no. 6 in the amount of \$59,724.90 for Bunker Hill Rd. and Greenbay Sanitary Sewer Replacement completed through March 2025.
- F. Ram Rod Utilities, invoice no. 7 and final in the amount of \$153,179.60 for Sanitary Sewer Replacement on Bunker Hill Rd. and Greenbay completed through May 2025.
- G. Underground Construction Solutions, LLC, monthly pay application no. 5 in the amount of \$70,461.00 for waterline replacement work completed from May 21, 2025, to June 24, 2025, as part of the Waterline Replacement Project.

A motion was made by Councilmember Thode and seconded by Councilmember Pratt to ratify payments that exceed \$50,000.00.

The motion carried 5-0

XIII. 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 July 15, 2025, Regular City Council Meeting.
- B. Minutes of the July 23, 2025, Special City Council Meeting.
- C. Minutes of August 5, 2025, Special City Council Meeting.
- D. July 2025 Financials.
- E. Check Register dated June 24, 2025, to August 6, 2025.
- F. ClearGov Budget Software Subscription Service Order dated July 15, 2025. (Pro-Rata Subscription fee of \$10,920.00 to be billed on September 1, 2025, and an annual subscription fee of \$13,320.00 to be billed annually beginning January 1, 2026).
- G. GrantWorks, Inc., invoice no. 04 in the amount of \$7,760.00 for administration services of ARPA grant funds related to the Waterline Replacement Project completed through July 1, 2025.
- H. IDS Engineering Group, invoice no. 0178157 in the amount of \$17,521.05 for engineering services completed from May 26, 2025, to June 25, 2025, for the Water Storage Tank and Well Inspection Project.
- I. Langford Engineering, invoice no. 29002 in the amount of \$5,563.91 for engineering services completed through June 27, 2025, for the Bunker Hill Rd. and Greenbay Sanitary Sewer Replacement Project.
- J. Langford Engineering, invoice no. 29003 in the amount of \$5,396.11 for engineering services rendered through June 27, 2025, for the Waterline Replacement Project.
- K. Probstfeld & Associates, invoice no. 71766 in the amount of \$180.00 for drainage plan review services completed in June 2025.
- L. Probstfeld & Associates, invoice no. 71767 in the amount of \$305.00 for drainage plan review services completed in June 2025.
- M. Probstfeld & Associates, invoice no. 71816 in the amount of \$355.00 for drainage plan review services completed in June 2025.
- N. Probstfeld & Associates, invoice no. 71824 in the amount of \$355.00 for drainage plan review services completed in June 2025.
- O. Probstfeld & Associates, invoice no. 71827 in the amount of \$355.00 for drainage plan review services completed in June 2025.
- P. TX BBG Consulting, Inc., invoice no. 2129911 in the amount of \$550.00 for building plan review services completed in June 2025.
- Q. Ram Rod Utilities, invoice no. 274 in the amount of \$4,034.65 for rental of a road steel plate related to the Bunker Hill Rd. and Greenbay Sanitary Sewer Replacement Project.

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

The motion carried 5-0

XIV. 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

Mayor Brown convened into Executive Session at 6:13 p.m.

Mayor Brown reconvened the Regular City Council meeting at 6:21 p.m.

XV. CONSIDERATION AND POSSIBLE ACTION CONCERNING A SEVERANCE AGREEMENT WITH THE CITY ADMINISTRATOR

During the 89th Texas Legislature Session, H.B. 762 and S.B. 2237 were approved with stricter regulations concerning contractors for employees (i.e., City Managers/Administrators) and independent contractors that would limit severance pay to 20 weeks.

The new provisions apply only to a contract entered on or after September 1, 2025. To separate the terms of severance from the City Administrator's current employment agreement, a separate severance agreement has been drafted outlining the severance portion only, which leaves the terms at six (6) months per the original agreement. The terms of the employment contract will remain unchanged. Any changes in the future to the employment contract will not affect the severance agreement.

A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve a severance agreement with the City Administrator.

The motion carried 5-0

XVI. ADJOURN

Mayor Brown adjourned the meeting at 6:23 p.m.

Approved and accepted on September 16, 2025.



Keith Brown, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary