

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
FEBRUARY 17, 2026**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 5:02 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 (arrived at 5:04 p.m.)
Councilmember Carl Moerer
Councilmember Josh Pratt
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
Mallory Pack, Management Analyst

II. PLEDGE OF ALLEGIANCE

Mayor Brown led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

All public comments were deferred to item IX.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Commander Baker provided an update on activities, including personnel, calls for service, and the 2026 Budget.

- The Department responded to 6,109 calls for service in January. Top calls for service are for false alarms.
- Officers continue to conduct traffic enforcement measures involving false or expired vehicle registrations.
- 10% of the budget has been expended to date.
- Employee insurance coverage renewal was presented to the Police Commission at their meeting on February 9, 2026. Blue Cross Blue Shield initial renewal rates increased 50.6% over current rates. Curative submitted a bid with 30% increase over current rates. No action was taken due to cost. The Commission will hold a Special Meeting at a later date to discuss further and take action regarding health benefits. Open enrollment begins March 1, 2026.
- The Department interviewed for one (1) vacant officer position. The position has been tentatively filled pending a completed physical examination by the candidate.

- Commander Baker reported several incidents involving property tax payments in the form of checks mailed to SBISD being intercepted within the US Postal Service. Checks are being “washed”, reissued to unknown individuals, and fraudulently cashed. MVPD Detectives are working with U.S. Postal Inspectors to investigate.

Councilmember Poor inquired about the significant increase in healthcare costs. Commander Baker explained the cost per claim last year was high due to loss ratio and substantial claims. He noted insurance providers set rates based on historical claims data, including both the number and cost of claims filed. Additionally, the small size of the covered group impacts costs. He stated other providers either did not submit bids or submitted bids that were so high they were not considered for discussion.

Councilmember Moerer stated the Police Commission deferred the vote on insurance coverage because members felt they did not have enough information and chose instead to hold a Special Meeting to further review the matter.

B. Consideration and Possible Action Regarding 2025 Racial Profiling Report

Commander Baker presented the 2025 Racial Profiling Data and Report. The report is required to be submitted annually to the Texas Commission on Law Enforcement (TCOLE) and must be approved by each governing body of MVPD.

A motion was made by Councilmember Schwartz and seconded by Councilmember Thode to approve the 2025 Racial Profiling Report as submitted.

The motion carried 5-0

C. Update, Consideration, and Possible Action Regarding Employee Insurance Coverage for the Time Period of April 1, 2026, through March 31, 2027, Contracting for Health, Vision, and Dental Insurance in Partnership with the Memorial Villages Police Department and the City of Piney Point Village, Texas

All full-time City employees are eligible for employee insurance benefits. Insurance coverage is provided through MVPD and includes health, dental, vision, life, and disability insurance. The City of Piney Point Village also participates in this group.

In collaboration with MVPD and Alliant (consultant), the coverage for benefits will be from April 1, 2026, through March 31, 2027.

This item was discussed at length during the monthly report (IV[a]).

No action was taken on this item.

V. VILLAGE FIRE DEPARTMENT REPORT

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

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

- Chief Croft reported on a housefire that occurred on February 16, 2026, in Bunker Hill Village.
- VFD responded to 14 calls for service in Bunker Hill Village during January. The average response time was 5:10.
- 15% of the budget has been expended.
- The Department is interviewing nine (9) candidates to fill two (2) firefighter vacancies. One vacancy will be filled immediately, and the other vacancy will be filled in March following a retirement.
- Chief Croft introduced new Deputy Fire Marshal Keith Guillory.
- The lease agreement for a ladder truck has been cancelled and all expenses will be refunded. A locally available truck will be leased instead until the newly purchased vehicle arrives later this year. VFD will inspect and confirm the condition of the leased truck before taking possession.

Chief Croft presented Budget Amendment 2026-01 to fund the purchase of a rescue boat and a blocker apparatus:

- The current rescue boat requires replacement due to a non-repairable seam tear. The proposed replacement boat is 14 feet and equipped with a 40HP motor to allow for effective citizen rescues during flood events.
- The blocker apparatus vehicle will be used to create a physical barrier to protect emergency responders and the rescue area from passing traffic during motor vehicle incidents. The blocker apparatus vehicle will also be modified for multi-purpose use, including high water rescues and debris removal. All modifications are included in the total cost.

The total budget amendment in the amount of \$85,000.00 would be funded by the 2025 VFD budget surplus and would result in no additional assessment to the City of Bunker Hill Village.

This item was presented for discussion only. No action was taken on this item, as it was not posted as an action item on the agenda due to it not being received in time to meet the required agenda posting deadline (3 business days before the scheduled meeting date).

Mayor Brown directed staff to schedule a Special City Council meeting to take action on the following items:

- VFD Budget Amendment 2026-01
- MVPD employee health insurance coverage
- MVPD Budget Amendment 2025-03

City Administrator Barrera polled Council for meeting availability. Four (4) Councilmembers are required for quorum during a special meeting. Council discussed availability and scheduled the meeting for Friday, February 27, 2026, at 8:00 a.m.

VI. MAYOR'S REPORT

A. Report on Activities and Upcoming Events

- Mayors' Meetings – This item was not discussed.

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- May 2, 2026, General Election – All incumbents for City Council Positions 1-3 have filed. No other applications were received during the candidate application filing period or by the February 17, 2026, write-in deadline. The election will be cancelled by ordinance at the March meeting.

B. Public Works Director Report

- Development Report – Public Works Director Hernandez presented the permits issued in January 2026.
- CIP Project Update – Director Hernandez reported on the status of various CIP projects:
 - Director Hernandez presented the 2026 CIP calendar that outlines 2026 CIP projects.
 - Sidewalk repairs are being completed at various locations along Memorial. All work is expected to be completed in early March.
 - The mill and overlay of Knipp Rd. and Strey Ln. will be scheduled to begin at the end of the SBISD school year. The contract will be awarded by City Council at the March meeting.

Councilmember Poor inquired about the status of the water modeling report. Director Hernandez stated the report is substantially complete, and the final draft is expected to be received soon from the City Engineer.

C. Finance Director Report

- Investments and Opportunities – The City continues to take advantage of favorable interest rates. Approximately \$682,000 was earned in 2025.
- Annual Audit – The audit is expected to begin on March 1, 2026. The Finance Committee meeting was cancelled and will be rescheduled to a later time.
- 2025 Financial Update – Director Grass presented year-end results. There were no questions or comments from Council.
- Draft of December 2025 Financials – A final report will be completed after all remaining journal entries are finalized.
- FY 2024 ACFR Award – The City received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ending in 2024.

Director Grass reported that a new backhoe vehicle has been purchased to replace the former vehicle. The old backhoe vehicle has been listed for auction and will close on Friday, February 20, 2026. Any revenue from the auction will be placed into the vehicle replacement fund.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, BY AMENDING ARTICLE IV, CONSTRUCTION CODES, OF CHAPTER 4, DEVELOPMENT, BUILDING AND CONSTRUCTION, TO ADOPT THE 2024 EDITIONS OF THE INTERNATIONAL BUILDING CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL PLUMBING CODE, INTERNATIONAL ELECTRICAL CODE, INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS, INTERNATIONAL ENERGY CONSERVATION CODE, INTERNATIONAL SWIMMING POOL AND SPA CODE, INTERNATIONAL EXISTING BUILDING CODE, INTERNATIONAL PROPERTY MAINTENANCE CODE AND THE INTERNATIONAL FUEL GAS CODE ALL AS PUBLISHED BY THE INTERNATIONAL CODE CORPORATION, AND TO ADOPT THE 2023 EDITION OF THE NATIONAL ELECTRICAL CODE AS PUBLISHED BY THE NATIONAL FIRE PROTECTION ASSOCIATION, INC., ALL WITH LOCAL AMENDMENTS; AMENDING ARTICLE IV, FIRE CODE, OF CHAPTER 6, FIRE PROTECTION AND PREVENTION, TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL FIRE CODE AS PUBLISHED BY THE INTERNATIONAL CODE CORPORATION WITH LOCAL AMENDMENTS; PROVIDING FOR A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF ANY PROVISION HEREOF WITH EACH DAY CONSTITUTING A NEW VIOLATION; AND PROVIDING FOR SEVERABILITY – *Elvin Hernandez, Public Works Director*

This item was taken out of order and presented after item IV and before item VI

The City regulates the construction, alteration, occupancy, and maintenance of buildings through the adoption and enforcement of a series of codes as codified in Chapter 4 and Chapter 6 of the City’s Code of Ordinances. The City currently operates under the 2018 International Residential Code (IRC), the 2018 National Electrical Code (NEC), and the 2018 International Fire Code (IFC) which regulate residential and commercial construction, including elements of plumbing, mechanical and electrical systems, swimming pools, and fire safety.

New editions of these codes are updated on a three-year cycle to incorporate evolving technologies, construction methods, and clarify existing requirements. The City did not upgrade to 2021 codes previously. To align with current industry standards and best practices, staff recommended the City adopt the 2024 IRC, 2023 NEC, and 2021 IFC codes.

In collaboration with the Fire Marshal, BBG, and the City’s Building Inspectors, staff have thoroughly reviewed the updated codes, ensuring they enhance safety, efficiency, and long-term benefits for the community. The proposed 2024 IRC and 2023 NEC editions will bring the City up to the most current published building codes. Key changes in the 2024 IRC and 2023 NEC include enhanced life safety requirements, expanded electrical protection standards, updated structural and wind provisions, increased emphasis on electric-ready and energy-efficient construction, and clarified code language to improve consistency in building plan review and inspections, and enforcement.

Staff recommended the new code provisions take effect April 1, 2026, to allow proper time to notify developers and contractors about the updated code.

A motion was made by Councilmember Poor and seconded by Councilmember Pratt to approve Ordinance No. 26-665 to adopt the 2024 IRC, 2023 NEC, and 2021 IFC codes.

The motion carried 5-0

IX. DISCUSSION AND FEEDBACK REGARDING THE MEMORIAL DRIVE PRESBYTERIAN CHURCH (MDPC) PROPOSED MASTER PLAN – Gerardo Barrera, City Administrator

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

In January 2025, City staff met with representatives from Memorial Drive Presbyterian Church (MDPC) to discuss the proposed MDPC Master Plan. During the meeting, MDPC presented conceptual drawings and indicated the project was in an exploratory phase but anticipated moving forward.

During public comment at the February 11, 2025, City Council Meeting, Council heard comments from residents expressing opposition to the proposed Master Plan and concerns regarding potential negative impacts on their adjacent properties.

Since that time, the City has not received any formal updates from MDPC regarding the status of the Master Plan. While the City is aware that informal discussions related to the project may be occurring involving outside parties, there have been no additional discussions between the City and MDPC. The City is aware that MDPC has contracted with an architectural firm to continue exploring layout options, but no formal plans have been submitted for formal review by the City. Should MDPC move forward with the project, it would be subject to the City's formal development review process, including required public hearings and approvals from the Planning and Zoning Commission and City Council.

Marcus Vajdos, Chief Operating Officer for MDPC, attended the meeting to respond to Council questions and comments regarding the proposed Master Plan.

Mr. Vajdos reported that MDPC is working with the architectural firm Merriman & Holt to explore design concepts, with the goal of finalizing design ideas by the summer. Once ideas are finalized, MDPC plans to initiate a capital campaign to fund the project. He stated that MDPC is aware of the City's various building and development requirements, including permeability, setbacks and height restrictions. He noted that the Master Plan, along with updates, presentations, and other FAQs, is available on MDPC's website.

Councilmember Thode encouraged MDPC to develop a plan that does not impact neighbors.

Mr. Vajdos said the church is redeveloping the land they currently have without increasing its permeability.

Public Comment

City Attorney Smith instructed Council and Mr. Vajdos that they can receive public comments but cannot respond.

Allen Shindler, 226 Bylane, spoke against the MDPC Master Plan. He has been a resident for 33 years and lives in Bunker Hill Village for the quality of life. He expressed concern that the plan could reduce the value of his home and jeopardize quality of life. He also owns 218 Bylane and stated the proposed development by MDPC would impact his ability to sell the property as he would have to disclose the development. He stated bigger, closer, louder will jeopardize his quality of life. He indicated his plans to remain involved throughout the process.

Mary Catherine Johnson, 225 Bylane, expressed concerns regarding privacy and quality of life if the MDPC Master Plan goes through. She noted the 50-foot building setback and 30-foot building height shown on the MDPC website would be intrusive to her property.

Cory Johnson, 225 Bylane, said he has lived here for four (4) years, and it has been quiet and peaceful. He does not want his view to be overshadowed by the church, as he can already see the church from his property. He said he does not see a need for MDPC to be a megachurch.

Fred Bakht, 212 Bylane, stated Bunker Hill Village is a wonderful community and wants MDPC to exercise its stewardship, be a responsible neighbor, and do no financial harm to residential neighbors.

Joanna Bakht, 212 Bylane, expressed concern the MDPC Master Plan would negatively impact property value and quality of life. She stated she chose her property for its safety and stability to raise a family and is troubled with potential building height and proximity overlooking her backyard.

City Administrator Barrera stated that Bylane neighbors not present at the meeting may submit comments by email to have their comments reflected on the record.

Mariam Jacob, 11662 Memorial, agreed with the concerns expressed by neighboring residents. She stated she chose Bunker Hill Village for its quiet, peaceful, and family-friendly character. Her backyard faces the MDPC parking lot and expressed concern about privacy if buildings are constructed 50 feet away from her fence. She said this is not the right place to expand. She also noted that neighbors have already made many sacrifices related to traffic and noise during MDPC events. She stated that if she were to sell her property it would be at a loss.

Tim Drone (spoke via phone call), 201 Bylane, spoke in opposition to the MDPC Master Plan and asked City Council to protect the interests and property values of Bylane residents. He stated the current MDPC Master Plan is intrusive to neighboring properties.

City Administrator Barrera stated the proposed plan will go through the City's formal review process. He noted that Planning and Zoning Commission and City Council meeting agendas are posted online three (3) business days prior to the scheduled meeting date. He encouraged residents to contact the City directly at any time with questions.

Councilmember Thode said that given the level of community interest in this matter, he recommended that Planning and Zoning Commission meeting agendas be sent through V-Linc when this item is on the agenda.

No action was required for this item.

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

- A. Baird Gilroy & Dixon, LLC, invoice no. 6163 in the amount of \$70,000.00 for the SCADA system repairs and upgrades project completed through January 2026.
- B. City of Houston water bill dated January 19, 2026, in the amount of \$99,274.25 for December 2025 water purchase.
- C. Helfman Ford, deal no. 84750 in the amount of \$45,059.00 for the purchase of a 2026 Ford Explorer vehicle.

D. Memorial Villages Water Authority, invoice no. 010 CIP-25-26 in the amount of \$1,156,400.00 for the City of Bunker Hill Village cost share for FY 2025-2026 capital improvement projects.

City Administrator Barrera noted that item C, while under the \$50,000.00 threshold, was included because it is a vehicle purchase.

Councilmember Moerer inquired about item D and if the amount invoiced corresponded accordingly with the proposed work/ projects.

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

The motion carried 4-0

Councilmember Moerer abstained.

XI. 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 January 20, 2026, Regular City Council Meeting.
- B. Check Register dated January 14, 2026, to February 3, 2026.
- C. Agreement between the City of Bunker Hill Village, Texas, and Cypress Creek Mosquito Control, Inc. for mosquito spraying services beginning January 1, 2026, and ending December 31, 2028.
- D. Second amendment to the agreement between the City of Bunker Hill Village, Texas, and TX BBG Consulting, Inc., a wholly owned subsidiary of SAFEbuilt, LLC, for building plan review services and inspections on an as-needed basis beginning February 25, 2026, through February 24, 2027.
- E. Probstfeld & Associates, invoice no. 72688 in the amount of \$180.00 for drainage plan review services completed in December 2025.
- F. Probstfeld & Associates, invoice no. 72727 in the amount of \$180.00 for drainage plan review services completed in December 2025.
- G. Probstfeld & Associates, invoice no. 72728 in the amount of \$355.00 for drainage plan review services completed in December 2025.
- H. Probstfeld & Associates, invoice no. 72756 in the amount of \$355.00 for drainage plan review services completed in December 2025.
- I. Tetra Tech, invoice no. 52533336 in the amount of \$560.00 for engineering services completed through December 26, 2025, for the Bunker Hill Rd. and Taylorcrest Rd. improvement project.
- J. Tetra Tech, invoice no. 52533343 in the amount of \$4,874.85 for drainage impacts site development review services completed from November 24, 2025, to December 26, 2025.

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

The motion carried 5-0

XII. ADJOURN

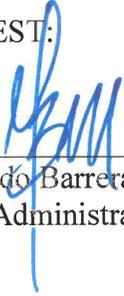
Mayor Brown adjourned the meeting at 7:20 p.m.

Approved and accepted on March 17, 2026.



Keith Brown
Mayor

ATTEST:



Gerardo Barrera
City Administrator/ Acting City Secretary