

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
AUGUST 18, 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

Mayor Pro-Tem Susan Schwartz

Councilmember Eric Thode (left at 6:00 p.m.)

Councilmember Carl Moerer (arrived at 5:41 p.m.)

Councilmember Hunter Cameron

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, City Secretary

II. PLEDGE OF ALLEGIANCE

Mayor Brown led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

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

Jon Bonck introduced himself to City Council as the republican candidate for TX-38, which represents the Memorial Villages area. He stated that he is looking forward to meeting with the community.

IV. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

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

- 57% of the budget has been expended to date.
- The Department is coordinating traffic control along Memorial Dr. and Briar Forest due to the construction project being completed in the area by Memorial Villages Water Authority.
- The Department is completing the final phase of the hiring process to fill one (1) officer vacancy.
- The number of house watches increased significantly in July due to summer vacations.

- Two (2) officers have completed specialized training to address and safely respond to incidents involving individuals experiencing mental health conditions.
- In July, MVPD recorded one (1) crime against persons and four (4) crimes against property, which is the lowest recorded in several years.
- MVPD responded to 3,642 calls for service in Bunker Hill Village during July. The average response time was 3:50.

Councilmember Poor inquired about the negative publicity surrounding Flock/ ALPR systems nationally. Chief Schultz reported that MVPD has not received any of this negative feedback from residents but has received Public Information Act Requests for ALPR data. He explained that all ALPR reports are published online and available to the public.

V. VILLAGE FIRE DEPARTMENT REPORT

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

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

- The Department has received 64% of budget revenues and expended 40% of operational expenses to date. Operational expenses are expected to increase later in the year as annual contracts are paid out.
- EMS revenue is \$257,000 to date.
- 249 individuals have completed CPR and AED training to date.
- The blocker truck is operational and has been upfitted with VFD signage/ striping.
- The new ladder truck is expected to be delivered in late October/ early November.
- Chief Croft reported that he requested the six (6) cities notify and remind residents to properly maintain vegetation over roadways to ensure adequate clearance for emergency vehicle access. While the adopted Fire Code requires a vertical clearance of 13.5 feet above roadways, he requested that residents maintain a clearance of 14.5 feet when possible. This additional height provides a safety margin during conditions such as rain, when tree branches may become heavier and hang lower over roadways. This measure will help ensure adequate clearance for the new ladder truck.
- On July 25, 2026, the Department organized a Splash Safety Day at the Dad's Club Aquatics to promote water-safety awareness for children with autism.
- The average response time was 5:23 during July for Bunker Hill Village.
- The Department has responded to 146 calls for service in Bunker Hill Village to date.

VI. MAYOR'S REPORT

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

A. Report on Activities and Upcoming Events

- Mayors' Meetings – The Mayors are scheduled to meet with Jon Bonck, candidate for TX-38, to discuss the upcoming legislative session and legislation that could negatively impact the Memorial Villages.

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

Mayor Brown recommended that Michelle Belco be appointed to serve as the City's Alternate Commissioner to the Fire Commission and that Councilmember Cameron continue to serve as the City's Commissioner.

Clara Towsley, the City's current Alternate Commissioner, attended the meeting and expressed her appreciation for the opportunity to serve on the Fire Commission. Ms. Towsley stated that she intended to continue serving until the new ladder truck was delivered. She noted that this goal has been accomplished with the delivery expected in late October/ early November.

A motion was made by Councilmember Schwartz and seconded by Councilmember Cameron to approve Resolution No. 08-18-2026A, naming Michelle Belco as the City's Alternate Commissioner to the Fire Commission for the Village Fire Department.

The motion carried 4-0

VII. CITY ADMINISTRATOR'S REPORT

A. Report on Activities and Upcoming Events

- City Hall Office Closure – City offices will be closed on Monday, September 7, 2026, in observance of Labor Day.

City Administrator Barrera reported that the Villages Legislative Committee will meet with representatives from Texas Municipal League (TML) to discuss legislation that could negatively impact local governments. The Committee will continue to monitor legislation ahead of the next regular session of the Texas Legislature in 2027.

B. Public Works Director Report

- Development Report – Public Works Director Hernandez presented the permits issued in June and July 2026.
- CIP Project Update
 - Mill and Overlay of Knipp Rd. – The project has been successfully completed. Staff has received positive feedback from area residents regarding the improvements.
 - Rehabilitation of Sanitary Sewer Lines on Strey Ln. – The project has been completed.
 - Drainage – Public Works crews continue to address drainage concerns reported by residents, including regrading ditches where silt is present.

Public Works Director Hernandez reported that the City has received complaints from residents regarding lane closures at Memorial Dr. and Briar Forest related to the construction project being completed in the area by the Memorial Villages Water Authority (MVWA). Director Hernandez explained the project is not managed by the City; therefore, the City has no authority over project operations or traffic control measures. MVD is assisting with traffic control in the area. He stated that per MVWA representatives, the project is expected to be completed by September 2026.

Councilmember Poor, who attends the MVWA monthly meetings on behalf of the City, provided background on the project.

C. Finance Director Report

- Bank Depository Bid Process Update – Staff is working with Valley View Consulting to complete the bid process. Bids are due by August 26, 2026. Staff and the Finance Committee will review the bids received and expect to recommend a contract for award at the November 17, 2026, City Council meeting.
- Audit Services RFP Update – Staff and the Finance Committee met on August 10, 2026, to review the bids received. Staff will recommend a contract for award at the September 15, 2026, City Council meeting.
- Bond Issuance – Bids will be taken the morning of September 15, 2026, and the final sale of the bonds will subsequently be presented at the City Council meeting that evening.

City Administrator Barrera addressed Council that the sale of the bonds will be final when presented on September 15, 2026. He inquired whether Council had any objections to moving forward with the bond issuance, as this discussion item was the final opportunity to do so. Council had no comments or objections. He stated that the City would proceed with the bond issuance process.

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

Finance Director Grass reported that 105% of property taxes have been collected.

VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND SAS CONCRETE CONSTRUCTION IN THE AMOUNT OF \$147,285.46 FOR SIDEWALK AND ROADWAY IMPROVEMENTS AT IDENTIFIED AREAS – Elvin Hernandez, Public Works Director

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

The Adopted FY 2026 Budget includes funding for sidewalk and roadway improvements. City staff requested and received a proposal from SAS Concrete Construction, the City's on-call concrete provider, for this work.

The scope of work includes the removal and replacement of deteriorated sidewalks and curbs that have reached the end of service life. This improvement work will be completed at the following identified locations:

- **Memorial Drive (West of Knipp Rd & at Providence Park):** Sidewalk & curb replacement
- **Taylorcrest Road (near Willowgren Drive):** Sidewalk & curb replacement

Public Works Director Hernandez presented an amended contract in the amount of \$105,156.52 for sidewalk improvements at Memorial Drive (West of Knipp Road & at Providence Park) and Taylorcrest Road (near Willowgren Drive).

The original contract included intersection roadway repair at Valley Star Drive & Stoney Creek in the amount of \$42,128.94. However, these repairs were removed from the contract due to budgetary considerations that were identified after the agenda had been posted in accordance with the Open

Meetings Act. He explained the roadway repairs were originally included to leverage economies of scale and reduce mobilization costs.

Staff recommended awarding a contract to SAS Concrete Construction in the amount of \$105,156.52 for sidewalk improvements at identified areas throughout the City. Funding for this work was included and approved in the FY 2026 Budget.

The contract has been reviewed by the City Attorney.

A motion was made by Councilmember Poor and seconded by Councilmember Cameron to approve an amended services agreement as presented with SAS Concrete Construction in the amount of \$105,156.52 for sidewalk improvements at identified locations throughout the City.

The motion carried 4-0

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND YARDWORKS LANDSCAPING IN THE AMOUNT OF \$41,063.00 FOR BEAUTIFICATION PROJECTS AS RECOMMENDED BY THE BEAUTIFICATION COMMITTEE – *Elvin Hernandez, Public Works Director*

Each year, the Beautification Committee is allotted approximately \$40,000 for annual projects that include site landscaping upgrades, tree plantings, and other improvements. As a result of unspent funds dating back to 2024 and because major projects – such as the City Hall landscape project – are being funded as separate budget items, there is currently \$92,000 available for committee use to date.

Historically, the Beautification Committee presents proposed projects to City Council to ensure they align with Council's direction. At the May 19, 2026, City Council meeting, staff and the Committee presented the following projects for Council consideration:

- A series of multi-location beautification upgrades
- A targeted tree planting initiative along Knipp Rd. (west side), Strey Ln. (east side), and the south property line of City Hall

Following discussion, Council directed staff to develop a line-item detail breakdown identifying the types of plants, the number of plants, and the gallon size of plants to be planted at each identified location and to present the report at a future City Council meeting before proceeding with the proposed work. No action was taken.

After discussion with the City Attorney, staff recommended separating the beautification upgrades and tree planting into two independent projects. This approach follows procurement best practices by allowing each project to be competitively bid based on a specific scope to ensure the City obtains the best overall value.

Following a competitive solicitation and evaluation process, staff and the Beautification Committee recommend awarding a contract to Yardworks to complete the proposed beautification upgrades at identified locations throughout the City. The City has previously contracted with Yardworks for Beautification Committee projects, which have been completed successfully.

Project funding is available in the Beautification account, and staff will coordinate this work.

The contract has been reviewed by the City Attorney.

Laurie Rosenbaum, Beautification Committee Chair, attended the meeting to address questions and comments from Council. She explained that the identified locations are existing landscaped areas and the proposed work consists of maintenance and improvements to upkeep those areas.

Councilmember Poor inquired whether the contract provides for irrigation for the new plantings. Public Works Director Hernandez confirmed existing irrigation is available at the identified locations.

A motion was made by Councilmember Moerer and seconded by Councilmember Poor to approve a services agreement with Yardworks Landscaping in the amount of \$41,063.00 for beautification upgrades at identified locations throughout the City as recommended by the Beautification Committee.

The motion carried 4-0

X. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, REVISING THE FINANCIAL MANAGEMENT POLICY STATEMENTS FOR MANAGING AND PLANNING THE CITY'S FINANCES – *Gerardo Barrera, City Administrator & Susan Grass, Finance Director*

At the June 20, 2023, meeting, Council unanimously approved the City's Financial Management Policy Statements. The statements provide guidelines for operational and long-range planning to ensure that the City is financially able to meet its immediate and long-term service needs.

During the 89th Texas Legislative Session, S.B. 1173, effective September 1, 2025, increased the formal competitive bidding threshold for cities from \$50,000 to \$100,000. This change means that purchases or contracts for goods and services valued at less than \$100,000 may be executed without undergoing the formal competitive bidding process, resulting in streamlined procurement processes, lower administrative costs, and greater flexibility for managing resources.

The bill also increased the range that triggers the requirement that a city must contact at least two (2) historically underutilized businesses (HUB) on a rotating basis when making expenditures of public money. The requirement is now applied when a city spends between \$3,000 and \$100,000.

To align with the statutory changes enacted by S.B. 1173, staff recommended amending section V(E) of the City's Financial Management Policy, which currently limits the City's purchasing threshold to \$50,000. Staff presented the proposed amendment to the Finance Committee during the June 15, 2026, meeting. After discussion and review, the Committee recommended that staff present the amendment to the City Council for formal consideration and action.

A motion was made by Councilmember Poor and seconded by Councilmember Cameron to approve Resolution No. 08-18-2026B, amending the City's Financial Management Policy Statements.

The motion carried 4-0

XI. DISCUSSION, DIRECTION, CONSIDERATION, AND POSSIBLE ACTION REGARDING CREDIT CARD SERVICE FEES – Gerardo Barrera, City Administrator

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

Chapter 132 of the Local Government Code authorizes the governing body of a municipality to authorize a municipal official who collects fees, fines, court costs, and other charges to accept payment by credit card and to collect a reimbursement fee for processing the payment by credit card.

The City currently absorbs all processing fees associated with credit card payments for services such as utilities, building permits, and Municipal Court. As the use of credit cards for these services continues to grow year over year, the City's total processing costs have increased accordingly. These processing fees are supplemented through funds budgeted annually in both the General and Utility Fund. In FY 2025, the total cost paid to the City's merchant services provider (Open Edge) was \$123,148.

The following provides a comparison of credit card sales and associated merchant service fees for June and July 2026:

	June 2026	July 2026
Credit Card Sales*	\$ 90,447	\$ 475,557
Merchant Service Fee (City Expense)	\$ 3,581	\$ 17,026
Avg. % Billed to City	3.96%	3.58%

*Sales are significantly higher in odd months when utility billing is collected.

At the Budget Workshop on July 15, 2026, Council discussed credit card processing fees and potential policy responses to reduce the costs incurred by the City. Mayor Brown directed staff to present this item at the August 18, 2026, meeting for further discussion.

To offset these costs, staff recommended a 3% transaction fee for processing payments by credit card. The City will continue to offer payment methods that do not incur additional fees, such as check and ACH payments.

City Administrator Barrera explained that this item was presented for Council discussion, direction, and feedback regarding how the City should address credit card processing fees, including whether to continue absorbing these costs or implement a service fee for transactions.

Council inquired about the number of payments made by credit card compared to ACH. Staff explained that ACH payments are available only for utility billing, which occurs every other month. Municipal Court and building permit payments are primarily made by credit card for convenience, although payment by check or cash is also available.

Councilmember Cameron was in favor of implementing a 4% credit card processing fee. He also emphasized the importance of communicating the fee to residents and contractors, pending formal City Council action in September.

City Administrator Barrera explained that should Council elect to implement a credit card processing fee, the fee would be incorporated into the City's fee schedule, which will be presented for annual adoption at the September 15, 2026, meeting. He confirmed that any adopted fee would be communicated with advanced notice to residents and contractors through V-Linc, the newsletter, and the City's website. The fee schedule adopted in September will become effective January 1, 2027.

Councilmember Poor stated that credit card processing fees should not be used as a revenue stream. City Administrator Barrera confirmed that the purpose of the processing fee would be solely to offset merchant service costs associated with processing credit card payments.

To determine an appropriate credit card processing fee, Council directed staff to average merchant service fees relative to total credit card sales over the preceding 12 months and present the findings at the September 15, 2026, Council meeting for further discussion and consideration.

No action was taken.

XII. CONSIDERATION AND POSSIBLE ACTION TO RATIFY PAYMENTS EXCEEDING \$50,000

- A. City of Houston water bill dated June 19, 2026, in the amount of \$74,323.35 for May 2026 water purchase.
- B. City of Houston water bill dated July 22, 2026, in the amount of \$69,767.50 for June 2026 water purchase.
- C. HR Green, BHV Work Order #1-Invoice #4 (202503) in the amount of \$101,219.80 for professional services completed from April 1, 2026, to April 30, 2026, for Memorial/ Gessner Phase II.
- D. HR Green, TIRZ Work Order #2-Invoice #5 (203719) in the amount of \$93,264.32 for professional services completed from May 1, 2026, to May 31, 2026, for Memorial/ Gessner Phase II.
- E. HR Green, BHV Work Order #1-Invoice #6 (204899) in the amount of \$72,728.61 for professional services completed from June 1, 2026, to June 30, 2026, for Memorial/ Gessner Phase II.
- F. HR Green, TIRZ Work Order #2-Invoice #6 (204901) in the amount of \$77,070.36 for professional services completed from June 1, 2026, to June 30, 2026, for Memorial/ Gessner Phase II.
- G. Memorial Villages Water Authority, invoice no. 001-26-27 in the amount of \$66,669.83 for May 2026 wastewater treatment.
- H. Memorial Villages Water Authority, invoice no. 002-26-27 in the amount of \$64,160.86 for June 2026 wastewater treatment.
- I. Red Oak Construction, invoice no. 1057 in the amount of \$97,231.03 for water plant chloramine upgrades completed at Water Plant #1 and Water Plant #2.

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

The motion carried 4-0

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 June 16, 2026, Regular City Council Meeting.
- B. Minutes of the July 15, 2026, Special City Council Meeting.
- C. Minutes of the August 4, 2026, Special City Council Meeting.
- D. June 2026 Financials.
- E. July 2026 Financials.
- F. Check Register dated June 1, 2026, to July 31, 2026.
- G. GrantWorks, invoice no. 06 in the amount of \$7,760.00 for the administration of ARPA funds related to the Waterline Replacement Project rendered through May 29, 2026.
- H. GrantWorks, invoice no. 07 in the amount of \$2,425.00 for the administration of ARPA funds related to the Waterline Replacement Project rendered through July 6, 2026.
- I. HR Green, TIRZ Work Order #2-Invoice #4 (202504) in the amount of \$46,914.43 for professional services completed from April 1, 2026, to April 30, 2026, for Memorial/ Gessner Phase II.
- J. HR Green, BHV Work Order #1-Invoice #5 (203721) in the amount of \$25,879.87 for professional services completed from May 1, 2026, to May 31, 2026, for Memorial/ Gessner Phase II.
- K. IDS Engineering Group, invoice no. 0182523 in the amount of \$1,062.38 for professional services rendered from March 26, 2026, to April 25, 2026, for FEMA (MAAPNext) floodplain exhibits.
- L. IDS Engineering Group, invoice no. 0182658 in the amount of \$12,017.92 for engineering services rendered from April 26, 2026, to May 25, 2026, for the replacement of GST 1 at Water Plant No. 1.
- M. IDS Engineering Group, invoice no. 0182659 in the amount of \$596.00 for engineering services rendered from April 26, 2026, to May 25, 2026, for sanitary sewer rehab on Strey Ln.
- N. IDS Engineering Group, invoice no. 0182660 in the amount of \$1,539.76 for professional services rendered from April 26, 2026, to May 25, 2026, for Debris Hauling and Monitoring RFP management.
- O. IDS Engineering Group, invoice no. 0182904 in the amount of \$2,053.04 for professional services rendered from April 26, 2026, to May 25, 2026, for Texas Water Development Board grant application.
- P. IDS Engineering Group, invoice no. 0183129 in the amount of \$712.20 for professional services rendered from May 26, 2026, to June 25, 2026, for Debris Hauling and Monitoring RFP management.
- Q. IDS Engineering Group, invoice no. 0183147 in the amount of \$7,663.80 for professional services rendered from May 26, 2026, to June 25, 2026, for the replacement of GST 1 at Water Plant No. 1.
- R. IDS Engineering Group, invoice no. 0183148 in the amount of \$4,273.39 for engineering services rendered from May 26, 2026, to June 25, 2026, for sanitary sewer rehab on Strey Ln.
- S. Probstfeld & Associates, invoice no. 73383 in the amount of \$355.00 for drainage plan review services completed through May 2026.
- T. Probstfeld & Associates, invoice no. 73386 in the amount of \$355.00 for drainage plan review services completed through May 2026.
- U. Probstfeld & Associates, invoice no. 73422 in the amount of \$355.00 for drainage plan review services completed through May 2026.

- V. Probstfeld & Associates, invoice no. 73567 in the amount of \$355.00 for drainage plan review services completed through June 2026.
- W. Probstfeld & Associates, invoice no. 73568 in the amount of \$535.00 for drainage plan review services completed through June 2026.
- X. Probstfeld & Associates, invoice no. 73596 in the amount of \$350.00 for drainage plan review services completed through June 2026.
- Y. Probstfeld & Associates, invoice no. 73618 in the amount of \$355.00 for drainage plan review services completed through June 2026.
- Z. Probstfeld & Associates, invoice no. 73619 in the amount of \$350.00 for drainage plan review services completed through June 2026.
- AA. Tetra Tech, invoice no. 52601801 in the amount of \$6,670.00 for engineering services completed through May 22, 2026, for the mill and overlay of Knipp Rd.
- BB. Tetra Tech, invoice no. 52601802 in the amount of \$9,720.00 for the assessment of the City's Drainage Criteria Manual completed through May 22, 2026.
- CC. Tetra Tech, invoice no. 52601807 in the amount of \$11,552.93 for general on-call drainage engineering services performed from April 26, 2026, to May 21, 2026.
- DD. Tetra Tech, invoice no. 52601808 in the amount of \$3,774.69 for drainage impacts site development reviews completed from April 26, 2026, to May 21, 2026.
- EE. Tetra Tech, invoice no. 52611560 in the amount of \$770.00 for engineering services rendered through June 26, 2026, for the mill and overlay of Knipp Rd.
- FF. Tetra Tech, invoice no. 52611561 in the amount of \$4,025.00 for professional services rendered through June 26, 2026, for the assessment of the City's Drainage Criteria Manual.
- GG. Tetra Tech, invoice no. 52612318 in the amount of \$5,494.07 for general on-call drainage engineering services performed from May 25, 2026, to June 26, 2026.
- HH. Tetra Tech, invoice no. 52612319 in the amount of \$1,026.10 for drainage impacts site development reviews completed from May 25, 2026, to June 26, 2026.
- II. Tetra Tech, invoice no. 52612320 in the amount of \$377.50 for Drainage Committee activities completed from May 25, 2026, to June 26, 2026.

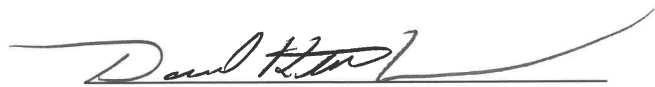
A motion was made by Councilmember Poor and seconded by Councilmember Schwartz to approve the Consent Agenda.

The motion carried 4-0

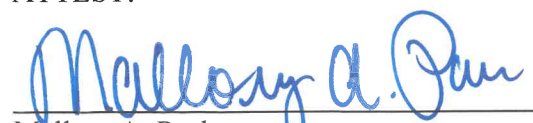
XIV. ADJOURN

Mayor Brown adjourned the meeting at 6:22 p.m.

Approved and accepted on September 15, 2026.


Keith Brown
Mayor

ATTEST:


Mallory A. Pack
City Secretary