

**MINUTES OF THE SPECIAL MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
December 6, 2022, at 8:00 A.M.**

**I. CALL TO ORDER**

Mayor Robert Lord called the meeting to order at 8:00 a.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

*Those Present:*

Mayor Robert Lord  
Councilmember Susan Schwartz  
Councilmember Keith Brown  
Councilmember Eric Thode  
Councilmember Laurie Rosenbaum  
Councilmember Carl Moerer (*left the meeting at 9:00 a.m.*)

*Also in Attendance:*

Karen Glynn, City Administrator  
Loren Smith, City Attorney  
Jennifer Namie, Assistant to the City Secretary  
Susan Grass, Finance Director  
Mallory Pack, Administrative Assistant to the City Administrator

**II. 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.**

**PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE, THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION TO CONSULT WITH THE CITY ATTORNEY REGARDING A MATTER THAT THE ATTORNEY'S DUTY REQUIRES TO BE HELD IN CLOSED SESSION.**

**SECTION 551.074 – PERSONNEL MATTERS – THE CITY COUNCIL WILL MEET IN CLOSED EXECUTIVE SESSION TO DELIBERATE REGARDING THE APPOINTMENT, ASSIGNMENT AND DUTIES OF THE CITY'S COMMISSIONER TO THE VILLAGE FIRE COMMISSION.**

*Mayor Lord convened into closed executive session at 8:01 a.m.*

*Mayor Lord reconvened and called the regular meeting to order at 8:53 a.m.*

**III. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN EMPLOYMENT AGREEMENT WITH GERARDO A. BARRERA TO SERVE THE CITY AS CITY ADMINISTRATOR- Mayor Robert P. Lord**

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to approve an employment agreement with Gerardo A. Barrera to serve the City as City Administrator.**

**The motion carried 5 – 0**

**IV. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO APPROVE A CONTRACT WITH YARDWORKS, INC. FOR THE INSTALLATION OF TREES FOR WATER WELL NO. 5 IN AN AMOUNT NOT TO EXCEED \$32,703.00 – Karen Glynn, City Administrator**

**A motion was made by Councilmember Thode and seconded by Councilmember Schwartz to authorize a contract with Yardworks, Inc. for the installation of trees for Water Well No. 5 in an amount not to exceed \$32,703.00.**

**The motion carried 5 – 0**

**V. MAYOR'S REPORT**

The Mayor has been very busy during the holiday season attending gatherings hosted by neighboring cities.

**VI. CITY ADMINISTRATOR'S REPORT**

Karen Glynn reported the following:

- The City's Appreciation Reception is scheduled for Tuesday, December 13, 2022.
- The Twinkle Light Parade will be held on Thursday, December 15, 2022 with a change in route to include Piney Point Road. The cities of Hedwig Village, Hunter's Creek Village, and Piney Point Village will also participate. The parade has received interest from the community and residents are very excited for the event.
- City Hall will be closed the week of December 26<sup>th</sup> through December 30<sup>th</sup>  
Regular business hours will resume January 2<sup>nd</sup>
- H-GAC indicates a call for projects in 2-3 months and had a workshop last week to discuss further. The Goodman Corp. is proposing that the TIRZ and the City work together on an earmark submission for Memorial Dr./Gessner beginning in January of this coming year.
- The slab for the new Public Works Building has been poured.
- City Staff continues to work towards the completion of Water Well No. 5.

**VII. ADJOURN**

**A motion was made by Councilmember Brown and seconded by Councilmember Thode to adjourn the meeting at 9:07 a.m.**

**The motion carried 4 – 0**

Approved and accepted on January 17, 2023.



Robert P. Lord, Mayor

ATTEST:



Karen H. Glynn, Acting City Secretary/City Administrator