

MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS  
MAY 21, 2013 AT 5:00 P.M.

**I. PLEDGE OF ALLEGIANCE**

Alex Whetsell, a Boy Scout and a sixth grade student at Second Baptist School, was asked to lead the Pledge of Allegiance.

**II. CALL TO ORDER**

Mayor Essary called the meeting to order at 5:00 p.m. in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present:

Mayor Derry D. Essary  
Councilman Keith Brown  
Councilman John Glover  
Councilwoman Susan Schwartz  
Councilman Jay Smyre

Also in Attendance:

Karen Glynn, City Administrator  
Kelly Johnson, City Secretary/Dir of Finance  
Loren Smith, City Attorney

Absent: Councilman Jay Williams

**III. DISCUSSION AND POSSIBLE ACTION REGARDING CANVASSING RETURN AND DECLARING RESULTS OF CITY ELECTION HELD ON MAY 11, 2013**

Ms. Kelly Johnson, the City Secretary/Dir of Finance, reported the following:

*MAYOR*

Susan Schwartz      received 55 votes  
Jay Williams          received 454 votes

*COUNCILMEMBER POSITION 4*

Jay Janecek          received 420 votes

*COUNCILMEMBER POSITION 5*

Michelle H. Belco    received 100 votes  
Laurie Rosenbaum    received 317 votes

TOTAL BALLOTS CAST      525

PERCENTAGE VOTED        18.21%

Motion was made by Councilman Smyre and seconded by Councilman Brown to approve the results. Motion carried 4-0.

**IV. OATH OF OFFICE**

Mr. Loren Smith administered the Oath of Office to both Jay Janecek and Laurie Rosenbaum.

**V. RECOGNITION OF SERVICE TO BUNKER HILL VILLAGE**

On behalf of the City of Bunker Hill Village, Councilman Brown recognized Councilman Smyre and Mayor Essary for their outstanding and dedicated service to the city.

**VI. CITIZENS' COMMENTS**

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

Mr. Bill Purifoy of #1 Branch Bend Circle, reported they had a great election this year. He also wanted to acknowledge Ms. Kelly Johnson and Mrs. Clara Nelson for the outstanding job they did with the election.

**VII. PRESENTATION OF 2012 FINANCIAL AUDIT BY BELT HARRIS PECHACEK, LLLP**

Mr. Krupke, with Belt Harris Pechacek, LLLP, presented the City of Bunker Hill Village's audit for the year ending December 31, 2012. He reported the city received an unqualified opinion which is the highest level of assurance a city can get.

Mr. Krupke said in 2012 the city sold refunding bonds and the net result was an economic gain of over \$500,000 which reduced the city's future debt service payments of over \$600,000. He also reported the city's TMRS unfunded liability was 101.9%, meaning the city was fully funded. He also reported the city had a healthy fund balance and that was a great place to be in.

**VIII. DISCUSSION AND POSSIBLE ACTION ON A TWO YEAR CONTRACT WITH SPRING BRANCH ISD IN THE AMOUNT OF \$8,000 ANNUALLY FOR TAX COLLECTION SERVICES BEGINNING SEPTEMBER 1, 2013 AND ENDING ON AUGUST 31, 2015**

Ms. Kelly Johnson, the City Secretary/Dir of Finance, said SBISD Tax Office collects the City of Bunker Hill Villages property taxes and do a good job. She reported the cost did not increase from the prior contract.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to approve the contract with Spring Branch ISD for tax collection services. Motion carried 5-0.

**IX. DISCUSSION AND POSSIBLE ACTION TO DELETE DERRY ESSARY, JAY SMYRE AND RUTHIE SAGER AND ADD JAY JANECEK, LAURIE ROSENBAUM AND KAREN GLYNN AS AUTHORIZED SIGNERS ON THE CITY'S BANK ACCOUNTS AT BBVA COMPASS BANK**



Motion was made by Councilwoman Schwartz and seconded by Councilman Brown to approve. Motion carried 5-0.

**X. 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 April 16, 2013 Regular Council Meeting
- B. April 2013 Financials
- C. AAA Asphalt Paving Inc., Application No. 14 in the amount of \$ 497,307.71 for Strey Lane Storm Sewer Improvements
- D. Klotz Associates, Invoice No. 413131 dated April 26, 2013 in the amount of \$1,715.00 for professional services rendered from March 16, 2013 to April 15, 2013 in connection with East Side Drainage Improvements along Flintdale and Greenbay
- E. Klotz Associates, Invoice No. 413125 dated April 30, 2013 in the amount of \$6,654.90 for professional services rendered from March 16, 2013 to April 15, 2013 in connection with Blalock Road West Ditch Maintenance Design and Bid Services
- F. Klotz Associates, Invoice No. 413103 dated April 26, 2013 in the amount of \$770.00 for professional services rendered from March 16, 2013 to April 15, 2013 in connection with Strey Lane Drainage Improvements Design Bid and Construction Phase Services
- G. HTS, Inc., Invoice No. 31915 dated April 1, 2013 – April 30, 2013 in the amount of \$6,018.75 for geotechnical investigation related to the Strey Lane Drainage Project
- H. Texascal Enterprises, LLC, Invoice for the month of April 2013 in the amount of \$5,355.00 for professional services related to Strey Lane Storm Sewer Improvements

Motion was made by Councilwoman Schwartz and seconded by Councilwoman Rosenbaum to approve the consent agenda. Motion carried 5-0.

**XI. 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 Essary convened into closed executive session at 5:47 p.m.

**XII. RECONVENE AND DISCUSSION AND POSSIBLE ACTION TO RATIFY THE APPOINTMENT OF KAREN H. GLYNN, P.E. AS CITY ADMINISTRATOR.**

Mayor Essary reconvened the meeting at 5:54 p.m.

Mayor Essary said he needed to ratify the agreement for Karen Glynn as City Administrator. The mayor said Karen Glynn will receive a salary of \$10,200 monthly with an additional \$500 a month for car allowance. She also will receive \$1,000 a month in the form of deferred compensation to be paid monthly for 36 months contingent on her continual employment during the term.

Motion was made by Councilman Brown and seconded by Councilwoman Schwartz to ratify the appointment of Karen Glynn, pursuant to the terms outlined by the Mayor, for City Administrator. Motion carried 5-0.

**XIII. ADJOURN**

Motion was made by Mr. Loren Smith and seconded by Councilman Brown to adjourn the meeting at 5:55 p.m. Motion carried 5-0.

Approved and accepted on June 18, 2013.



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JAY WILLIAMS, Mayor

ATTEST:



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Kelly Johnson, City Secretary