

TUESDAY, MAY 16, 2017
REGULAR COUNCIL MEETING
6:30 P.M

REGULAR COUNCIL MEETING

1. CALL TO ORDER: Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:31 P.M. at 8301 Westview, Houston, Texas 77055.

1.1 Invocation: was given by Mayor Pro Tem Maddock.

1.2 Pledge of Allegiance:

1.3 Present: were Mayor Russell Herron, Mayor Pro Tem Paul Maddock, Council Members Mike Gordy, Robert Byrne, Robert Swanson and David Gunn. Also present were City Administrator Susan Blevins, Spring Valley Police Captain Schultze, City Attorney Kim Mickelson, Fire Commissioner Shannon Whiting and City Engineer Efrain Him, P.E., HDR, Inc.

2. ACTION ITEMS:

2.1 Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Proclamation proclaiming this week as Police Week, seconded by Council Member Gordy. Mayor Herron thanked the Police Department for all they do for the residents of Hilshire Village. **A vote was taken to approve the motion approving the City of Hilshire Village Proclamation proclaiming this week as Police Week. The vote passed unanimously.**

3. REPORTS TO COUNCIL:

3.1 Police Report: Captain Schultze reported there were no new incidents for the month of April. He stated that the City of Spring Valley has moved into their new building. Mayor Herron asked if it would be possible for the City of Hilshire Village to have its own ghost car? Captain Schultze stated he would discuss the matter with Chief Evans. Mayor Herron stated he was impressed with the speed data information and wanted to know if the City would be able to purchase its own data sign. Captain Schultze stated the City would be able to purchase its own data sign and the cost is approximately \$5,000.00 with a \$1,500.00 yearly maintenance fee. Captain Schultze will get an invoice together and send it to City Administrator Blevins for review.

3.2 Fire Commissioner Report: Fire Commissioner Whiting stated the Fire Commission met last month and the budget review is in process and will be delivered the early part of June. They are not expecting a substantial increase in the budget. The Facility Committee is working diligently on the concept designs to refurbish the Fire

House. The current budget for the year is 2.02% below the budget. Dispatch calls are below 60 seconds for the 1st Quarter and 48 seconds for the 2nd Quarter. The turnout times will continue to go down and the travel times will improve with the change in procedures in forwarding 911 calls.

4. PRESENTATION: Mayor Herron presented Fire Commissioner Whiting with a service award acknowledging and thanking her for her five (5) years of service as Alternate and Fire Commissioner.

5. ACTION ITEMS:

5.1 Recognition of Service to Election Judge Jeffrey Klam and all the Election Workers (Diane Rager, Brent Rager, Anh Woodmansee, Michael Peterman, Alison Peterman, Shannon Whiting, Kathleen Cullen and Nyle Polis). Mayor Herron thanked them for their services.

5.2 Mayor Pro Tem Maddock made a motion to approve Ordinance Number 744 of the City of Hilshire Village, Texas, canvassing the returns and declaring the results of the General Election held on May 6, 2017, for the purpose of electing three (3) Council Members for a full term of two (2) years, seconded by Council Member Swanson.

The canvas was read aloud by City Administrator Blevins:

Council Member Position 3 - Robert Swanson Early Votes 55, Election Day 32, **Total Votes 87**.

Council Member Position 4 - Paul Maddock Early Votes 49, Election Day 29, **Total Votes 78**. Bill Bristow Early Votes 7, Election Day 5, **Total Votes 12**.

Council Member Position 5 - David Gunn Early Votes 55, Election Day 33, **Total Votes 88**.

A vote was taken to approve the motion approving Ordinance Number 744 of the City of Hilshire Village, Texas, canvassing the returns and declaring the results of the General Election held on May 6, 2017, for electing three (3) Council Members for a full term of two (2) years. The vote passed unanimously.

5.3 Issuance of Certificates of Election to elected City Council Members Position 3, Robert Swanson, Position 4, Paul Maddock and Position 5, David Gunn and administering the Oaths of Office by the Mayor.

5.4 Mayor Pro Tem Maddock made a motion to nominate candidates for the position of Fire Commissioner and approving Resolution Number 155 appointing the position for a one (1) year term, seconded by Council Member Gunn. Council asked Council Member Byrne if he would assume the position since he was the Alternate Fire Commissioner and the answer was "Yes". Mayor Pro Tem Maddock amended his motion to read "approve Resolution Number 155 appointing Robert Byrne as the Fire Commissioner for a one (1) year term", seconded by Council Member Gunn. **A vote**

was taken to approve the amended motion approving Resolution Number 155 appointing Robert Byrne as Fire Commissioner for a one (1) year term. The vote passed unanimously.

6. CITIZEN'S COMMENTS:

Bill Bristow, 1233 Pine Chase Drive, stated he received the letter from the City of Hilshire Village asking citizens "to not feed the wild life animals". He stated that the citizens that are worried about their animals and or pets should be more cautious about letting their pets out at night. Mr. Bristow stated that he would not stop feeding the wild life.

Larry Wilkerson, 1305 Glourie Drive, stated he found an article regarding Bunker Hill, Piney Point and Hunters Creek having a study done on a Virtual Gate for a License Plate Reader and wanted to know how our City felt about having the same study done for a License Plate Reader only? He also asked if there could be a possible creation of a Quality of Life for the entrances to the Village? Mr. Wilkerson felt the entrance to Ridgeley known as "Stonehenge" needed some improvements and wanted to know how it could be funded?

7. COUNCIL DISCUSSION: Mayor Herron stated he had received data from the Mayors meeting that a neighbor just south of the freeway funded the share study and the Memorial Village Mayors volunteered to share the information with the City of Hilshire Village. The study is called a Virtual Gate and has data information that we can use regarding the License Plate reader. Council Member Maddock stated before we make any commitments we should see how the Virtual Gate works and what is done with the data.

Council Member Swanson asked who owns the entrance property where the stonewall structure is located at Ridgeley Drive? Council Member Gordy stated the City owns the street and he thought the homeowners own the piece of property at the entrance of Ridgeley and they maintain it.

8. REPORTS TO COUNCIL: Con't

8.1 Engineers Report: Hilshire Villas Subdivision City Engineer Him stated there has not been a lot of action at Hilshire Villas. They are 100% complete with the paving work. The installation of the water meter and backflow preventer assemblies and the connection to the City of Houston are still pending. Since the existing 12-inch water line along Wirt Road is not under the sidewalk but under the Wirt Road northbound lane, the Contractor and Schwab Design Builders are negotiating a change order for the interconnect with the City of Houston.

Mennonite Church Re-Development City Engineer Him stated on May 11, 2017 the Mennonite Church plans were approved with no exceptions.

8399 Westview Drive Re-Development and Proposed 10-ft Utility Easement, City Engineer Him stated the plans have been approved with no exceptions. He has coordinated with the Contractor on where the Pine Creek water line loop reconnection work and the proposed water and sewer services for 8399 Westview are to be located.

Pine Creek Lane/Commercial Area Survey of ROW and Clean-up Status, City Engineer stated there has been a temporary fence installed at the end of Pine Creek Lane. He thanked Council Member Byrne for taking down the wooden fence so that the temporary fence could be installed.

City Engineer Him stated that City Administrator Blevins had ordered a “No Outlet” sign for Pine Creek Lane and the “Curve” sign for Ridgeley.

Pine Creek Water Line Loop Reconnection, City Engineer Him stated HDR has sent out sketches and a proposal form to (Conrad Construction, Scohil Construction and Calco Construction) on the request for proposal/quotes to perform the Pine Creek Water Line Loop Reconnection work to restore the water loop for the Pine Creek Subdivision. He has only received one (1) quote back from Calco Construction. Once he receives all the quotes, he will forward electronic copies to the City.

Cleaning & CCTV of Sanitary Sewers for 2017- 2018 CIP Project City Engineer stated the CCTV of sanitary sewers were done on Archley as well as, Friarcreek. The report showed that both Archley and Friarcreek have unreinforced concrete pipe aggregate exposure and water level sags in the pipe with 5% to 40% of cross sectional area at multiple locations. There was a circumferential and longitudinal fracture within 8-inches of joint at multiple locations. On Friarcreek there showed a section of heavily corroded cast iron pipe crossing under Westview Drive at the connection to City of Houston’s sanitary sewer. Based on these findings HDR recommends that these sanitary sewer systems be rehabilitated as soon as possible.

(The following Agenda items were numbered incorrectly on the Agenda)

5. ACTION ITEMS:

5.1 No action was taken on the Agenda Item to discuss and possible authorization to the City to engage the services of a vendor to reconnect the 6-inch PVC water line located within the designated utility easement on 8399 Westview and restore the water loop service between Westview and Pine Creek Lane.

6. DISCUSSION:

6.1 Status of Pine Creek Lane Fencing at Pech Road

6.2 Pine Creek Lane Workshop and options for a permanent solution to the road closure on Pine Creek Lane at the western end

6.4 Status of Clean-up of Commercial Area

Mayor Herron stated that the City is ready to clean the weeds out of the easement area on Pine Creek. He stated the metal fencing at the end of Pine Creek would open up for the Fire Department to drive through in case of emergency. Mayor Herron also stated that Council Member Byrne prepared a dialog of the fence where the boards could be placed vertically or horizontally which was discussed at the workshop with the residents. Once all the weeds are cleaned out then we can make decisions on what can be done and how the fence could be configured.

Council Member Gordy asked if we were making any headway with the commercial buildings removing some of the accessory buildings that are located behind the commercial building. City Administrator Blevins stated the City was working on the letters now with City Attorney Mickelson.

Jim Harbison, # 11 Pine Creek Lane, stated that after the last workshop for Pine Creek the residents have decided they want a gate at the end of Pine Creek. He said, over the weekend he witnessed an 18' to 20' box trailer backing up over a curb at #12 Pine Creek to get out. Mr. Harbison said he also witnessed a FedEx truck backing up at #10 Pine Creek driveway to turn around. He feels the gate needs to be a sliding gate. He also asked if the commercial property owner is going to put up a fence and what is the Korean Seventh Day Adventist Church committed to doing? Are they going to clean up their area? He stated that he feels the City should do the landscaping at the easement of Pine Creek Lane.

Terry Lyons, # 16 Pine Creek Lane, asked if it would be possible to have a sliding fence with a sensor on the gate to exit with no entrance. He cannot get out of his driveway without backing up into his neighbor's driveway to get out. He would be willing to take care of the maintenance of it and help pay for the gate. He feels they need a way to get out and that the fence should not only be for the Fire Department entrance.

Ann Diebel, 1101 Ridgeley, stated she drove down Pine Creek Lane and a landscaping company vehicle was parked on the street and she could not get passed the truck and trailer so she had to back up all the way down Pine Creek to get out.

Mayor Herron stated that in resident Carla Martinez # 8 Pine Creek Lane's breakdown of the workshop, she stated that Mayor Herron said; "It would be \$150,000 to open up the street at the end of Pine Creek onto Pech Road". He stated what was said, "Was it could be \$150,000 or more to have the street open up to Pech Road".

Shannon Whiting, 1302 Pine Chase, stated that when making decisions on having a gate or opening up the street to Pech Road the focus should be for health and safety. She does not agree with using public money to pay for it. Mrs. Whiting asked who would be paying for the fence behind the commercial buildings on Pine Creek Lane? Mayor Herron stated that the commercial owners would be paying for the fence. Mrs. Whiting stated the City does not maintain any of the landscaping at the entrances throughout the City. She referenced to Larry Wilkerson that he may want to petition

with others in the Beautification Committee for help. She does not think the City should spend "Public Money" for the landscaping.

Council Member Gordy stated he realizes any larger vehicle, like a truck or delivery vehicle would not be able to turn around on Pine Creek but he felt that there are ways to control the issue like putting up signage, like a "No Outlet" sign at the entrance of Pine Creek Lane. Hickory Shadows has the same issue if they have a truck or trailer enter Hickory Shadows. They have to back up into someone's driveway to turn around. Council Member Gordy stated that looking at this from a health and safety issue a gate would solve the issue for emergency use. He does not support having a gate and an open roadway it needs to be one or the other. Council Member Gordy also stated there might be some laws preventing the City to give out a code to the residents on a public street.

Council Member Gordy stated the City has spent \$12,000.00 to date in order to help get the neighbors to build a fence. He stated the Korean Seventh Day Church did say they would build a new fence. Because the Korean Seventh Day Adventist Church is built on a zero-lot line, the City may not be able to make the church put up a new fence on their property.

City Attorney Kim Mickelson stated because it is built on a zero-lot line the fence may not be pleasing but it does separate the commercial buildings from the residence.

Mayor Herron asked, "What can we do if they do not put up a fence"?

Council Member Gordy stated we can talk to them but we cannot make someone build a fence on their own property. He is not opposed to a 10' fence but they would have to get a variance and get with the City Engineer for specifications due to the wind load.

Council Member Byrne stated the City needed to put up "No Parking" signs along the new fence so that the Fire truck can get through in case of an emergency.

Council Member Swanson asked what would be the cost if we put gravel in the easement next to the new fence? City Engineer Efrain Him stated the City of Houston would not allow gravel because it connects to a main street. Gravel is normally used for driveways.

Council Member Byrne stated he was in favor of cleaning the weeds out of the easement on Pine Creek.

The City Engineer was excused at this time.

OUT OF ORDER:

8.1 City Administrator: City Administrator Blevins discussed the Complaint Log and answered questions. Council Member Byrne asked why there were two (2) Bureau Veritas invoices for 1322 and 1323 Ridgeley for the Building Inspector to go by and look at the gravel on the parking pad? City Administrator Blevins stated they needed to be red tagged because the work was done without drawings and a permit. She also stated the City needed to look at the requirements for the parking pads and adopt an ordinance on parking pads stating what they can and cannot do. The parking pad requirements may be too extreme and a lot of people do not even realize that they need a permit for a parking pad. Council Member Gordy stated no one is abiding by the ordinances and what was the City going to do about it? Mayor Herron stated he felt that we should start giving out citations. City Attorney Kim Mickelson stated there needs to be an ordinance and then enforce it. Council Member Byrne stated we have \$10,000 in the budget for Code Enforcement and we need to use it. Council Member Byrne stated that the dead tree at 1210 Archley was not on the complaint log. Mayor Herron stated that #12 Hilshire Grove was not on the complaint log for having their trash out before the specified time required.

9. CONSENT AGENDA:

9.1 Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented including the disbursements presented to Council, the Minutes from the Regular Council Meeting of April 18, 2017, the Minutes from the Work Shop for Pine Creek Lane, May 4, 2017 and a temporary permit allowing the Hilshire Village 4th of July Festival Float to be parked outside during the construction and tear down, seconded by Council Member Byrne. **A vote was taken to approve the motion approving the Consent Agenda as presented including the disbursements presented to Council and the Minutes from the Regular Council Meeting of April 18, 2017, the Minutes from the Work Shop for Pine Creek Lane, May 4, 2017 and a temporary permit allowing the Hilshire Village 4th of July Festival Float to be parked outside during the construction and tear down. The vote passed unanimously.**

City Attorney Mickelson suggested that Council have workshops to work on all the extra projects. It was decided to have a Workshop and Special Council Meeting on May 22 at 11:30 am.

The following items were postponed until Monday's Special Council Meeting

6.3 Discussion of Ordinance 63-1 adopted on 1963 regarding trucks on streets prohibited.

6.5 Filling the position of Mayor Pro Tem and Alternate Fire Commissioner and appointment of Board of Adjustment

6.6 Ordinance Enforcement – Yard Debris

6.7 Tree Ordinance

7. ACTION ITEMS: (Con't):

7.1 Discussion and possible action to authorize the City Attorney and City Engineer to prepare documents allowing the encroachment of a fence along the City's easement on Pine Creek Lane, behind 8389, 8391, 8393 and 8397 Westview and authorizing the Mayor to sign.

7.2 CLOSED EXECUTIVE SESSION: None

8. REPORTS TO COUNCIL: (Con't)

8.2 Building: Information in Council's Packet

8.3 Treasurer: Information in Council's Packet

RESUMED THE AGENDA

10. REPORTS FROM COUNCIL:

Mayor Herron: Stated that trash bins and trash bags are being put out before 7 P.M. throughout the Village and we may need to revise the ordinance on the timing of when the trash bags can go out. Council Member Byrne stated the Zoning Committee is working on revising the ordinance on trash bins and they are almost done with it.

Council Member Byrne stated that four (4) students from School of Woods came to the City Hall and gave a presentation about Energy Saving Ideas.

City Administrator Blevins asked if there was anything the City could do to prevent the **Oil Lube business going in at Westview across from Glourie?** City Attorney Kim Mickelson stated that the citizens could write letters and take them to the City of Houston. In addition, if the Council Members wanted to write individual letters they could do that as well. City Administrator Blevins stated she would write a letter and Council Member Swanson said he was sure Council would agree to sign it. Mayor Herron stated he has City of Houston Council Member Brenda Stardig's email and he would pass it on to City Administrator Blevins.

The City Attorney was excused at this time.

11. ADDITIONAL COUNCIL COMMENTS: None

12. FUTURE AGENDA TOPICS:

Wirt Road/Westview Traffic Safety
Capital Infrastructure Improvements
City Hall Maintenance and Enhancements
YTD Budget Review

13. ANNOUNCEMENTS: None

14. ADJOURNMENT: Mayor Pro Tem Maddock made a motion to adjourn the meeting, seconded by Council Member Swanson. **A vote was taken to approve the motion to adjourn the meeting. The vote passed unanimously. The meeting was adjourned at 8:42 P. M.**

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary