

**CITY OF HILSHIRE VILLAGE
REGULAR COUNCIL MEETING
TUESDAY, OCTOBER 20, 2020 @ 6:30 PM**

REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:30 P.M. via teleconference due to COVID-19 and the need for social distancing.

1.1 Invocation was given by Mayor Pro Tem Maddock.

1.2 Pledge of Allegiance

1.3 Present were: Mayor Herron, Council Member Gordy, Council Member Schwarz and Mayor Pro Tem Maddock. Also present were City Engineer Him, City Administrator Blevins and Assistant City Secretary Stephens. Council Member Byrne was absent at the time of roll call due to technical difficulties and joined the meeting a few minutes late. Absent were Council Member Carey, Building Official Taylor and City Attorney Bounds.

2. CITIZEN'S COMMENTS: None

3. REPORTS TO COUNCIL:

3.1 Council Member Carey was sworn into office by City Secretary on 10/14/2020.

3.2 Police Report: City Administrator Blevins said that over the weekend there were three (3) vehicles broken into, a bicycle and a laptop were stolen. One of the vehicles had the keys in it, it was stolen by kids who took it for a joy ride, luckily the car has been recovered. The stolen items from the other vehicles have not been recovered. Council Member Schwarz said he was one of the victims and knows of a couple of his neighbors that were affected as well.

3.3 Building Officials Report: There were no outstanding issues to report and Council did not have any questions.

3.4 Report from Inframark on Fire Hydrant Flushing: Bob Ring said he went back to the field operations personnel and got a summary for the flushing for the year. He said there is a list provided by HDR Engineering consisting of 9 locations which require monthly flushings per TCEQ. Mr. Ring said a staff member at Inframark changed the recommended frequency of these flushings log in attempt to be proactive. Mr. Ring said this individual has been directed to go back to the original schedule. He said the nitrification flushes are performed to bring residual levels back into a normal range but he agrees that the recent flushing amounts

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have been excessive.

Mayor Herron asked if this flushing practice helps with other areas. Mr. Ring said when the weather causes hot temperatures the surface water has more issues with nitrification, but he said this has been generally under control so additional flushing shouldn't have been needed.

City Engineer Him said that in the future the City would like to be made aware of any changes in the log. Mr. Ring said he used to get hard copies of the logs but since he has been working remotely, he has not had the chance to review them. He said he will ensure that the logs are sent to him and entered into their system for access. He added that the chlorine residual results on the log are based on a color wheel used by the technician, so it is not completely accurate.

- 3.5 Engineers Report:** City Engineer Him said it has been a very busy month. He said drainage plans continue to be reviewed. He stated that the pre-construction inspection at **1330 Glourie Drive** looked good. There are existing utility lines on Glourie but taps need to be installed.

1322 & 1324 Pine Chase Grove and 1327 Glourie Drive – The City Attorney was able to find the records of the easement which shows it was dedicated to the City for utilities. The city can now proceed with replacing the line. Engineer Him consulted with the same three (3) contractors as the Glourie project to discuss trench digging instead of open cut. City Engineer Him said he is trying to mitigate the impact to the homeowner's landscaping at 1324 Pine Chase Grove and will make sure the depth is two (2) to three (3) feet lower than the existing line.

Council Member Gordy asked about the size of the pipe. Engineer Him said it will be 120' in length and a 6" diameter pipe. Engineer Him said those are the only lots that this line will serve, so the 6" will be sufficient.

Council Member Gordy asked about the lots on the east side of Glourie. Engineer Him said the sewer main extends to Westview but the water line ends at the Pine Chase Grove cul-de-sac. The 8" line on Glourie terminates at 1327 Glourie and the sanitary sewer goes to Westview. Council Member Gordy said we need to provide tap services for sewer and water. Engineer Him said there are three (3) short side taps for lots 2, 3 and 4 but lot 1 will be a long service, conditional to the contractor's ability to trench. The City will pay for the installation in advance but once the property owners take control, they will be billed the cost for the service connection and the meters.

Andrew Ray, 1330 Glourie Drive, asked when the water and sewer taps would be completed. Engineer Him said he will issue the purchase order and expect

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one (1) to two (2) weeks to complete if approved by Council tonight. He also asked if there is an estimate for the tap line costs to the property owners. Administrator Blevins said that she will work on the estimates and get back to him.

Restoration work on Archley, erosion and sod loss, TLC compacted and re-laid the sod. Council Member Gordy said they have been watering it and will monitor the area. Engineer Him said **8314 Creekstone Circle** is washing out again at the entrance of Friarcreek Lane so the culvert repairs will have to be done again.

Annual ditch cleaning, the contractor completed the work but Tropical Storm Beta came through and it did not allow the sod to take root. Engineer Him stated the sod at 1323 Pine Chase Grove was repaired yesterday but he has not had a chance to inspect the work, but the pictures looked good.

Engineer Him said that black gravel was installed behind the Griffiths and the resident was happy. Council Member Byrne said he looked at the site yesterday and the gravel looks great. He said some of the sod doesn't look like it will survive but in general the area looks good.

Engineer Him stated that he recommends adopting the standards for design and construction of storm water conveyance and detention systems changes recommend by EHRA Engineering to stay in line with Harris County. He stated it was also reviewed by Attorney Bounds. If any city decides not to participate with this it may disqualify the City for future funding opportunities. He said the 500-year floodplain is below the buildable elevation of Hilshire Village. Also, we do not trigger the detention requirements for residential because our lots are smaller than one (1) acre. Engineer Him said that the commercial area drains into the City of Houston similar to Hilshire Villas. Mayor Herron said the commercial zone is higher than the bridge that goes into the creek. Council Member Gordy said it still might be affected by the increasing elevation requirements. Engineer Him reviewed the study results with Council. He confirmed that the natural grade elevations around Pech Road were 67 to 68, which concludes that the elevation requirements should not have an impact on the City.

Jay Xu, 1315 Glenhilshire, stated water was collecting at the curb in front of his house up to one and a half inches deep all year round. Mayor Herron said there are several places in the City that have the same issue and that Council was looking into future infrastructure rehabilitation.

Council Member Gordy asked if there is an easement at the rear of 1313 Pine

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Chase Grove, Engineer Him said there is a general utility easement. Council Member Gordy said that the property owners have options to repair the rear yard drainage issues but it does not appear to be caused by the neighbors.

4. DISCUSSION AND POSSIBLE ACTION:

4.1 Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Ordinance Number 803-2020 amending Chapter 3, Article 300, Flood Prevention Damage and Chapter 9, Subdivisions of its code of ordinances to amend its standards for design and construction of storm water conveyance and detention systems, to require storm water detention for certain projects, and to prohibit certain development within the 500 year plain; providing a penalty of up to \$2,000.00 per violation per day; and making other provisions related thereto, seconded by Council Member Gordy.

A vote was taken to motion to approve the City of Hilshire Village Ordinance Number 803-2020 amending Chapter 3, Article 300, Flood Prevention Damage and Chapter 9, Subdivisions of its code of ordinances to amend its standards for design and construction of storm water conveyance and detention systems, to require storm water detention for certain projects, and to prohibit certain development within the 500 year plain; providing a penalty of up to \$2,000.00 per violation per day; and making other provisions related thereto. The motion passed unanimously.

4.2 Mayor Pro Tem Maddock made a motion to authorize City Staff to select a contractor to construct and install the water and sanitary sewer services for 1330 Glourie Drive and three (3) adjacent empty lots for a not to exceed amount of \$50,000, seconded by Council Member Byrne.

Mayor Pro Tem asked if we can afford this. Engineer Him said it is just a limit to work with to avoid going out for formal bids. City Administrator Blevins stated she had added this to the FYE 2021 Budget.

A vote was taken to approve the motion to authorize City Staff to select a contractor to construct and install the water and sanitary sewer services for 1330 Glourie Drive and three (3) adjacent empty lots for a not to exceed amount of \$50,000. The motion passed unanimously.

The City Engineer was excused.

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4.3 Mayor Pro Tem Maddock made a motion to approve a change in one (1) signatory for the financial institutions to replace Council Member Swanson to be Council Member Gordy and approving Resolution # 2020-207 appointing the signatory for a one (1) year term, seconded by Council Member Byrne.

A vote was taken to approve the motion approving a change in one (1) signatory for the financial institutions to replace Council Member Swanson to be Council Member Gordy and approving Resolution # 2020-207 appointing the signatory for a one (1) year term. The motion passed unanimously.

4.4 Mayor Herron stated that he would like to discuss this agenda item authorizing Spring Valley Police Department to enforce Ordinance Number 792-2019 in regards to overnight parking and wait for Council Member Carey before making any decisions. He said many citizen complaints have been received regarding the regular street parking and in response the Council approved an ordinance that restricted overnight street parking. He said the streets belong to the entire City, and not to individual citizens claiming extra parking space. Council Member Gordy said he would like to talk to Efrain about street widths and possible exceptions or a permit for people who have a hardship and need more space to park the vehicle and also wants to talk to the City Attorney about special exceptions.

Khoi Luu, 7907 Hilshire Green Drive, said he finds it difficult to shuffle three (3) vehicles in the garage and driveway and would prefer to keep one (1) vehicle on the street. He said the street on Hilshire Green is wider than the interior streets and could accommodate maneuvering around street parking. Council Member Byrne said the ordinance in question has already been passed and should be enforced. He said the ability for emergency vehicles and visibility for patrolling officers is important, though the ordinance may need adjusting. Mayor Herron said a couple months ago there was discussion that the ordinance has been passed and can be enforced. He said the situation became more complicated when people had to start working from home due to the pandemic and there have been more cars present. He also said there were social distancing issues and police officers were trying to maintain peace and avoid confrontation, but he said officers do respond when there are blockages in the street. Council Member Byrne said the ordinance addresses street parking overnight and people working from home does not affect those overnight hours. He said the fire engine that requires a fourteen-foot width allowance is equipped for EMT calls as well as fire calls and is used often.

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Mayor Pro Tem Maddock, asked if the ordinance meets the needs of the City and citizens. He added that he knows of a family on his street who shuffles cars daily to avoid parking on the street. Council decided to continue the discussion when the City Engineer and City Attorney can be consulted.

- 4.5** Council Member Byrne made a motion to discuss and authorize the extension of a 7-day limit to 14 days for a portable storage unit at the Food Pantry located at 7901 Westview to be used for Thanksgiving meals (ordinance 773-2019), seconded by Council Member Gordy.

City Administrator Blevins said the food pantry is requesting an extension to accommodate the Thanksgiving meal distribution.

Council Member Gordy asked if this will be a one-time approval. City Administrator Blevins said “yes”. Council Member Byrne stated he did not have a problem with approving this and he suggested we ask if they will need another extension for Christmas food, Administrator Blevins said she will contact them.

A vote was taken to approve the motion to authorize the extension of a 7-day limit to 14 days for a portable storage unit at the Food Pantry located at 7901 Westview to be used for Thanksgiving meals.

The vote passed unanimously.

- 4.6** The Mayor stated this was a difficult discussion because there are so many different opinions regarding technology so he wanted to know what Council would like to purchase. Council Member Byrne made a motion to table the agenda item so that exact items will be brought to Council. Mayor Herron said it is complicated to get people on the same page on what kind of computer works for everyone and then there are added maintenance costs.

Council Member Gordy said there is a mid-December deadline to make the purchase. He asked if there is a chance on getting a pre-approval. City Administrator Blevins said there is no pre-approval, only reimbursements. She said she was verbally told that as long as they are items that are on “the list” then there is no need for pre-approval. Council Member Gordy said he sees this as an opportunity to use federal funds to update the City’s technology. He believes that Council and personnel should not be using their personnel computers. Mayor Herron asked what kind of devices Council would like. Mayor Pro Tem said he would like to see options. Council Member Gordy would like to see UV in the HVAC to sterilize the air and maybe a highspeed scanner. City Administrator Blevins will bring back options to Council.

- 4.7 Discussion and Possible nomination and appointment for Alternate Board of**

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Adjustment Member and Board Position for the Hilshire Village Cultural Education Finance Facility Corporation. Mayor Herron said all candidates are very impressive. Mayor Pro Tem said he thought Alan Torregrossa would be a good choice, but someone with construction experience would be better. Council Member Schwarz recused himself because his wife was on the list. Council Member Gordy said it would have been nice to have someone with real-estate knowledge. He found Cali Schwarz might be a good fit because she was an attorney. Council was inclined to talk to each applicant. City Administrator Blevins said she will schedule interviews.

5. CLOSED EXECUTIVE SESSION:

5.1 The City Council did not convene into Executive Session.

6. DISCUSSION AND POSSIBLE ACTION:

7. REPORTS TO COUNCIL: (Con't)

7.1 Fire Commissioner's Report: Commissioner Byrne reported that the station is fully staffed, and that they should take delivery of the new engine in the next few weeks. He said over the last several months there have been no COVID-19 calls until this morning. All personnel were safe. As of August, the department is 2.3% under budget.

VFD had their award ceremonies and Commissioner Byrne attended several. He reported that the staff has great comradery. He also said that response times continue to meet the national standard.

Mayor Pro Tem Maddock asked about the status of the overall budget for the Fire Station Reconstruction. Commissioner Byrne said overall the project is doing well, phase two will start soon and present its own set of problems.

7.2 Mayor Herron: The Mayor did not have any outstanding items to report.

7.3 City Administrator's Report: Administrator Blevins stated that there is an additional HDR invoice to be added to the Consent Agenda.

7.4 Treasurer's Report: Administrator Blevins said we are still waiting on the end of the year documents and invoices to finalize the numbers.

8. CONSENT AGENDA: Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented to Council including Disbursements, Deposits, Minutes from the Regular Council Meeting and Public Hearing, September 15, 2020,

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Minutes from The Special Council Meeting, September 21, 2020, Minutes from the Special Council Meeting, Workshop, Executive Session, September 21, 2020, Check Register for September 2020, and Quarterly Investment Report, seconded by Council Member Byrne.

A vote was taken to approve the Consent Agenda as presented to Council including Disbursements, Deposits, Minutes from the Regular Council Meeting and Public Hearing, September 15, 2020, Minutes from The Special Council Meeting, September 21, 2020, Minutes from the Special Council Meeting, Workshop, Executive Session, September 21, 2020, Check Register for September 2020, and Quarterly Investment Report. The vote passed unanimously.

9. ADDITIONAL COUNCIL COMMENTS:

10. FUTURE AGENDA TOPICS: Parking ordinance

Mayor Pro Tem Maddock asked when in person meetings would resume. Council Member Byrne said Hunter's Creek and Spring Valley are having socially distanced meetings and he would be in support when the consensus is that it is safe to do so. Council Member Gordy said he lives with a high-risk individual and is avoiding as many situations as possible, therefore he does not feel quite ready. Council Member Schwarz said he is taking proper precautions but supports either scenario. Mayor Pro Tem Maddock asked about a hybrid meeting. Council Member Byrne wanted to hear from staff and the Mayor. City Administrator Blevins said she and Cassie are not working together because if they both come down with COVID 19 at the same time the City would have a problem. She also stated she was at City Hall as a hybrid meeting for the Public Hearing and it was difficult to manage the volume without audio feedback. City Administrator Blevins stated that she and Assistant City Secretary Stephens do not live in the village so when the meetings end late, they have to still drive home. Assistant City Secretary Stephens said that she is in the office usually between 9:00 and 3:00 every day, and that her job responsibilities require availability for in person contact with contractors and residents. She social distances with others and so far, has not had a problem. Mayor Herron said considering the slow trajectory and his own high-risk status he would not be in support of meeting in person and does not think that will be feasible for several months. Council Member Schwarz said he has experienced a personal loss partly due to COVID and does not want to risk anyone's health unless we have to.

11. ANNOUNCEMENTS: None

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12. ADJOURNMENT: Mayor Pro Tem Maddock made a motion to adjourn the meeting, seconded by Council Member Byrne.

A vote was taken to approve the motion to adjourn the meeting. The motion passed unanimously.

The meeting was adjourned at 8:47 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary