

**CITY OF HILSHIRE VILLAGE
SPECIAL MEETING AND WORKSHOP @ 5:20 PM
AND REGULAR COUNCIL MEETING @ 6:30 PM
TUESDAY, NOVEMBER 17, 2020**

1. **CALL TO ORDER SPECIAL COUNCIL MEETING AND WORKSHOP:** Mayor Herron called the City of Hilshire Village Special Council Meeting to order at 5:23 P.M. via teleconference due to COVID-19 and the need for social distancing.

- 1.1 **Present were:** Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock and Council Member Schwarz. Also present was City Administrator Blevins.

2. **CITIZEN'S COMMENTS:** None

Mayor Herron recessed the Special Council Meeting and called to order the Council Workshop.

COUNCIL WORKSHOP:

- 2.1 Council conducted one-on-one interviews to fill a vacant Alternate Board of Adjustment Member Position and two (2) Board Members for Hilshire Village Cultural Education Facilities Finance Corporation (HVCEFFC). Interviews were held with; Marcus Dotson, Justin Crawford, Cali Schwarz, Brian Wilks and Randy Keys. Sara Wilks was previously interviewed and Allan Torregrossa did not schedule an interview time.

3. **ADJOURNMENT:** Mayor Pro Tem Maddock made a motion to adjourn the Special Council Meeting, seconded by Council Member Gordy.

A vote was taken to approve the motion to adjourn the Special Council Meeting. The motion passed unanimously.

The time was 6:26 PM.

1. **CALL TO ORDER REGULAR COUNCIL MEETING:** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:33 P.M. via teleconference due to COVID-19 and the need for social distancing.

- 1.1 **Invocation** was given by Council Member Gordy.

- 1.2 **Pledge of Allegiance**

2. **Present Were:** Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock and Council Member Schwarz. Also present was Deputy Building Official DuVall, City Engineer Him, City Administrator Blevins and Assistant City Secretary Stephens.

3. **CITIZEN'S COMMENTS:** **Bill Bristow, 1233 Pine Chase Drive**, said the ditch between 8111 Bromley and his house was not included in the Annual Ditch Grading Project but needs work. Mr. Bristow asked why agenda item 4.2 is necessary for the police department to enforce a current ordinance. Mr. Bristow also said that the

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address 1226 Glourie has been vacant for years and wanted to know the course of action the City is taking. Administrator Blevins responded that the courts are now open again and we have sent violation letters and will take them to court. Mr. Bristow stated that 1210 Ridgeley has been demolished and lumber was left in the easement threatening proper drainage.

4. REPORTS TO COUNCIL:

3.1 Police Report: The October incident summary report was provided to Council. Administrator Blevins said that she spoke with Spring Valley Police Captain Newman who reported that a person was stopped while walking down Ridgeley Drive and subsequently arrested for a parole violation. This person had a criminal history from 2012 on the same street for burglary of a motor vehicle.

3.2 Building Official's Report: Deputy Building Official DuVall said that the new lots on Glourie are seeing more activity, one home currently under construction and others are in the plan review process.

The City Building Official was excused.

3.3 Engineers Report: Engineer Him said there are several proposed drainage plans and as-built drainage plans under review.

He said the **sanitary sewer lateral** that services 1322 Pine Chase Grove, 1324 Pine Chase Grove and 1327 Glourie Drive replacement is pending updated quotes.

Engineer Him said the repairs have been made to the areas that washed out during Tropical Storm Beta just after the **Annual Ditch Cleaning Project**. He also said there was a sprinkler system on Burkhart that was damaged during the project and it has also been repaired.

Engineer Him addressed Mr. Bristow's earlier citizen comment stating that no reports were received on that particular segment of the ditch on Bromley to be included in the project. Engineer Him said there was a report made to the City by Council Member Gordy who drove through the area during a rain event and reported that everything looked fine. Council Member Gordy confirmed and asked for the specific complaint on the ditch as he witnessed water flowing well. Mr. Bristow said he invites every council member to come see a small trench that was dug down the center of the ditch that runs between his driveway and his neighbor's driveway. Mr. Bristow said it was dug out because it needed to be cleaned and now needs new sod. Engineer Him said that either he or Javier Vasquez will look at it the next time they are in the City. Engineer Him asked if this could have been done by a utility provider like AT&T. Mr. Bristow said there was a new telephone pole installed in that area of which he has two concerns, the first being that the pole is coated in creosote and the second is that if a cell

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tower or node is going to be put on top of it then it needs to be properly grounded to prevent damage to his house.

Engineer Him said the contractor has submitted material plans for the **new water and sewer services** for the four lots at the north end of Glourie. He added that Friday of last week they coordinated final verifications for the location of services with Javier Vasquez. He stated that they anticipate to break ground late this week or early next week and the work will take one (1) to two (2) weeks weather permitting.

4. DISCUSSION AND POSSIBLE ACTION:

4.1 Mayor Pro Tem Maddock made a motion to discuss and possibly authorize City Staff to select a contractor to construct and install a new sanitary sewer lateral along the 1324 Pine Chase Grove 10-ft utility easement, reconnect existing sewer services for 1322 Pine Chase Grove, 1324 Pine Chase Grove and 1327 Glourie Drive, and abandon in place the existing sanitary sewer lateral; and a not to exceed amount of \$50,000, seconded by Council Member Byrne and Council Member Schwarz.

A vote was taken to approve the motion authorizing City Staff to select a contractor to construct and install a new sanitary sewer lateral along the 1324 Pine Chase Grove 10-ft utility easement, reconnect existing sewer services for 1322 Pine Chase Grove, 1324 Pine Chase Grove and 1327 Glourie Drive and abandon in place the existing sanitary sewer lateral; and a not to exceed amount of \$50,000.

The motion passed unanimously.

4.2 Mayor Pro Tem Maddock made a motion to discuss and authorize Spring Valley Police Department to enforce Ordinance Number 792-2019 in regards to overnight parking, seconded by Council Member Byrne.

Mayor Herron said the streets in Hilshire Village vary in width from 16 feet to 29 feet, all very narrow. He reviewed previous Council Meeting discussions and statistics about the required width of first responder vehicles and the impact that street parking has on their ability to render aid.

Mayor Pro Tem Maddock said he has a neighbor that regularly moves vehicles around so that all are parked in the driveway.

Council Member Carey explained that a comment that came from Hilshire Green is from a family that just welcomed a new baby and had extra visitors helping out at the house. However, he said that they have a long driveway and should be able to comply.

Council Member Schwarz asked how difficult it is to obtain a parking permit.

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Administrator Blevins said citizens can email or call in a permit request then pay online or drop off payment. She stated that the issued permit can be picked up at City Hall, delivered by a city staff member or mailed to their address. Council Member Schwarz asked about issuing a blank permit to each address or providing a printable version for ease of use. Assistant City Secretary Stephens commented that the permits are already printed on colored paper and designed to be filled in and hung from the rear-view mirror. Administrator Blevins said it would be hard to regulate and trust that citizens would use the permits properly if issued blank forms.

Engineer Him added that even if they have a permit to park on the street, drivers should be made aware that their vehicle may be “moved” by first responders if it is left in the way of a fire hydrant or other emergency access point. The permit does not allow them to park anywhere on the street, and they must still obey no parking zones, allow egress and ingress to driveways and not park directly across the street from another parked vehicle. Engineer Him suggested attaching a note listing these warnings to the permit when issued.

Council Member Gordy said he does not think there will be a lot of people who will need a parking permit, and if they do need one like the family with a new baby on Hilshire Green Drive then it is available for them.

Marcus Dotson, 3 Hilshire Grove, said that vehicles are still allowed to park on the street during the day and he isn't sure that prohibiting overnight parking will reduce on-street parking overall.

Council Member Byrne said by removing the vehicles from the street the police department is able to have clear sight lines during patrolling.

Council Member Carey asked how the residents are being educated about these rules. He said there are currently no signs or pavement markings and he wants people to be informed before ticketed.

Council Member Byrne said that the Civic Club has created an insert for the newsletter and city-wide emails have already been sent out.

Mayor Herron said Spring Valley Police Officers will issue warnings first, and that we are not looking to issue citations to everyone immediately.

After discussion, Council agreed that January 31st, 2021, would be the final date that warnings would be issued after that citations will be issued to repeat offenders.

A roll call vote was taken to approve the motion authorizing Spring Valley Police Department to enforce Ordinance Number 792-2019 in regards to overnight parking, however citations are not to be issued until after

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January 31st, 2021.

Council Member Gordy – Aye

Council Member Byrne – Aye

Council Member Carey – Aye

Mayor Pro Tem Maddock – Aye

Council Member Schwarz – Aye

The motion passed unanimously.

The City Engineer was excused.

- 4.3** Council Member Byrne made a motion to approve the Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life (Dental), Lincoln National Insurance (Life/AD&D/LTD) and Superior Vision (Vision) for the City of Hilshire Village’s Employee Benefits, seconded by Council Member Schwarz.

City Administrator Blevins said the Memorial Villages, Village Fire Department and Memorial Water Authority all share the same insurance cooperative group. She said Blue Cross Blue Shield provided the best medical coverage rates so that is what the cooperative decided on.

A vote was taken to approve the motion approving the Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life (Dental), Lincoln National Insurance (Life/AD&D/LTD) and Superior Vision (Vision) for the City of Hilshire Village’s Employee Benefits.

The motion passed unanimously.

- 4.4** Mayor Pro Tem Maddock made a motion to discuss and possibly approve City of Hilshire Village Resolution Number 2020-208 amending the FYE 2021 Village Fire Department’s budget to include \$685,000 in the Facility Fund for the renovations, with the provision that it will not increase the Cities’ assessment, seconded by Council Member Schwarz.

Commissioner Byrne said the project has a five-million-dollar budget for the reconstruction but upgrades were also needed for dispatch and communications and it was better to do it all at once. He stated that the Village Fire Commission intends to use the reimbursable ambulance funds and unused money from the Compensated Absence Fund for this year and 2021 to pay for the entire renovation. Commissioner Byrne said the Compensated Absence Fund currently has approximately \$11,000 which has not paid out in recent years and does not

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have any upcoming candidates.

Commissioner Byrne explained that traditionally the ambulance fund has been reimbursed to the Cities, Hilshire Village receiving three (3) percent. He said the last couple of years the commission has asked for those funds to be kept within the fire department.

A vote was taken to approve the motion approving City of Hilshire Village Resolution Number 2020-208 amending the FYE 2021 Village Fire Department's budget to include \$685,000 in the Facility Fund for the renovations, with the provision that it will not increase the Cities' assessment.

The motion passed unanimously.

- 4.5** Mayor Pro Tem Maddock made a motion to discuss and possibly authorize staff to purchase computer equipment and other health related equipment, seconded by Council Member Schwarz.

Mayor Herron said he has spent years professionally introducing people to new technology and one obstacle is annual maintenance. He said identical systems are easier to maintain updates and upgrades.

Council Member Gordy said standardization is important for ease in transferring the equipment from outgoing to incoming council members.

Mayor Pro Tem Maddock considered if what has been presented exceeds the needs of council members.

Administrator Blevins said hand sanitizer stations can be purchased for the office and council chambers using CARES Act funds. She also discussed UV lights to sanitize the HVAC system and agenda management software to increase staff efficiency. She said the City has a \$45,000 allowance from the CARES Act.

Council Member Schwarz suggested \$30,000 be the spending limit and if the cost exceeds that then Administrator Blevins should come back to Council for more discussion and approval. Administrator Blevins said there have already been items purchased with the intent to get reimbursement from CARES, but it does not exceed \$15,000.

A vote was taken to approve the amended motion authorizing staff to purchase computer equipment and other health related equipment not to exceed \$30,000.

The motion passed unanimously.

5. CLOSED EXECUTIVE SESSION: None

- 5.1** The City Council did not convene into Executive Session.

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5.2 Discussion and possible nomination and appointment for Alternate Board of Adjustment Member

Council Member Byrne made a motion to nominate and appoint Brian Wilks to the Alternate Board of Adjustment position, seconded by Council Member Schwarz.

A vote was taken to approve the motion nominating Brian Wilks as an Alternate Member of the Board of Adjustment.

The motion passed unanimously.

5.3 Mayor Pro Tem Maddock made a motion to nominate and appoint two (2) Board Positions for the Hilshire Village Cultural Education Finance Facility Corporation and the Hilshire Village Higher Education Finance Corporation, seconded by Council Member Byrne.

Council Member Schwarz made a motion to nominate Justin Crawford, seconded by Council Member Gordy.

Council Member Carey made a motion to nominate Marcus Dotson, seconded by Council Member Byrne.

A vote was taken to approve the nominations of Justin Crawford and Marcus Dotson to the vacant board positions of the Hilshire Village Cultural Education Finance Facility Corporation and the Hilshire Village Higher Education Finance Corporation.

The motion passed unanimously.

6. REPORTS TO COUNCIL:

6.1 Fire Commissioner's Report: Commissioner Byrne said year-to-date the Fire calls total 15 and there have been 29 EMS calls. He said there was overtime needed due to a storm event and FEMA funds are expected for that.

Commissioner Byrne stated that two paramedics tested positive for COVID-19 on Shift B. He said thirteen staff members have tested negative and the source has not been determined yet. Council Member Schwarz asked if backup staff is available for absent staff due to COVID-19. Commissioner Byrne said that is covered with overtime from the other two shifts.

6.2 Mayor Herron's Report: Mayor Herron did not have any additional items to discuss.

6.3 City Administrator's Report: Administrator Blevins said there is an additional invoice from Harris County Appraisal District to add to the disbursements.

Council Member Byrne said he appreciates the patience from Administrator

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Blevins on his concerns about the construction across the street from him. Administrator Blevins said BBG Consulting is aware of the issues and will have the necessary corrections made. She also said 1210 Ridgeley Drive is under careful review by City officials.

6.4 Treasurer's Report: Administrator Blevins said the CDARS account will be up for renewal December 10th. She said she will reach out to see what the interest rates will be and would appreciate consulting with Council Member Carey and Council Member Schwarz for advice.

7. 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, October 20, 2020 and Check Registers for October 2020, seconded by Council Member Schwarz.

A vote was taken to approve the motion approving the Consent Agenda as presented to Council including Disbursements, Deposits, Minutes from the Regular Council Meeting, October 20, 2020 and Check Registers for October 2020. The motion passed unanimously.

8. ADDITIONAL COUNCIL COMMENTS: None

9. FUTURE AGENDA TOPICS: None

10. ANNOUNCEMENTS: None

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

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

The meeting was adjourned at 8:29 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary