

**TUESDAY, APRIL 16, 2019
REGULAR COUNCIL MEETING
6:30 P.M.**

REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING

1.1 Invocation: was given by Council Member Gordy.

1.2 Pledge of Allegiance

1.3 Present: Mayor Russell Herron, Mayor Pro Tem Paul Maddock, Council Members Mike Gordy, Robert Swanson and David Gunn. Also present were Spring Valley Police Captain Schulze, CenterPoint Representative Doyle Waller, City Engineer Efrain Him, P.E., HDR, Inc., City Attorney Scott Bounds and City Administrator Susan Blevins.

2. CITIZEN'S COMMENTS: None

3. REPORTS TO COUNCIL:

3.1 Police Report: Captain Schulze stated there were 96 calls for service in the month of March; however, there were no major incidents. He stated so far for the month of April there have not been any major incidents.

Mayor Pro Tem Maddock said he witnessed an event on the South curve of Ridgeley Drive where vehicles were parked on the side of the road and oncoming traffic traveling in both directions had to navigate around the parked cars. He said there was also a citizen walking with their dog in the same area at the same time and he was worried about an accident. Mayor Herron said that the police department can be notified to handle parking and traffic violations. Captain Schulze said the officers have been briefed about how to handle street parking in Hilshire Village. City Administrator Blevins stated she has asked the property owners at 8201 Burkhardt Road to trim the trees obstructing the view of the stop sign. She also said that she spoke with the homeowner at 1109 Ridgeley Drive about the parked vehicles, the homeowner said she knew having the moving trucks parked on the street was an issue while she was moving in but was trying to get it done quickly and in the future will not have people park on the street.

3.2 CenterPoint Representative: Doyle Waller said April is national safe digging month. He stated it is a good time to remind everyone about the underground gas, electric, communications, water and sewer lines because Spring is the season for new sprinkler systems, landscaping and lawn work. Mr. Waller said before you begin your project you should call 811 at least 48 hours before you begin working. This will notify all utility companies to send someone to your property to place flags where the underground lines are.

4. ACTION ITEMS:

4.1 Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Proclamation recognizing April as National Safe Digging Month, seconded by Council Member Gordy.

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A vote was taken to approve the motion approving the City of Hilshire Village Proclamation recognizing April as National Safe Digging Month. The vote passed unanimously.

5. REPORTS TO COUNCIL Continued:

5.1 Building Official's Report: Mayor Herron said he liked the Maintenance Report; it shows that they are taking ordinance enforcement seriously.

Council Member Gordy asked why **1023 Ridgeley Drive** was red tagged. City Administrator Blevins said the project had been suspended for more than 180 days and both the contractor and property owner are non-responsive so the City asked the building official to red tag the property. Council Member Gordy also asked about **1306 Glourie Drive** which appeared multiple times on the report for failing to maintain construction site standards. City Administrator Blevins said that property is currently a vacant lot, no plans have been submitted for the property and the contractor is not very responsive.

5.2 Engineer's Report: Engineer Him said the **Archley Reconstruction Project** completed all water line and sanitary sewer work. Also, the black base of the pavement has been installed and they are currently working on driveway replacements. After the driveways are completed the final layer of asphalt will be installed. The contractor is also working on ditch regrading and rip rap work on the outfalls. The rehabilitation of the sewer line on **Hickory Shadows** started last week. The area is presenting to be challenging and the contractor is having to hand dig every service line due to the utility lines and landscaping.

Council Member Gordy asked about a manhole that has been installed above grade at the address **1245 Archley Drive**, he didn't recall seeing that manhole on the original plans. City Engineer Him said the manhole was added as a drop structure to minimize the velocity into the outfall and is included in the amended set of plans, he will investigate why the manhole is above grade. Council Member Gordy also said **1221 Archley Drive** irrigation meter was leaking and asked if it had been replaced or repaired. City Engineer Him responded that he would make sure it was addressed.

Mayor Herron asked if the pavement on Archley is twenty (20) feet wide. City Engineer Him said "yes", but explained that it actually appears wider due to the need for a stabilizing shoulder which adds about one (1) foot to each side. Engineer Him also stated that the streets that have been re-paved, with the exception of Mallie Court and Anadell Street, have been improved to twenty (20) foot wide. He said Archley was not uniform in width throughout the length of the street but now will be twenty (20) foot wide at all points.

City Engineer Him stated that a quote has been requested for the replacement of the **street sign pole at Pine Chase Grove and Pine Chase Drive**. City Administrator Blevins said this is the second time that this has happened to the pole in that location. The first time it was a homeowner but this time the City was told it was an unidentified contractor.

City Engineer Him said the **Pine Creek Lane gate** is going through final revisions. He said Javier met with the contractor who is to correct the installation of the pickets on the horizontal runners instead of drilling into the frame.

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City Engineer Him stated that Lloyd Gosselink has received notice that **TCEQ** is actively reviewing the request to Small Systems Activities Cessation. He said the **MS4** report is due July 23rd of this year.

6. DISCUSSION AND POSSIBLE ACTION:

6.1 Mayor Pro Tem Maddock made a motion to authorize payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 17, in the amount of \$23,305.49, seconded by Council Member Gordy.

A vote was taken to approve the motion to authorize payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 17, in the amount of \$23,305.49. The vote passed unanimously.

6.2 Mayor Pro Tem Maddock made a motion to authorize payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 4 in the amount of \$253,640.42, seconded by Council Member Swanson.

City Engineer Him asked council to amend the motion to include a change order for the water meter replacement on Archley Drive which was previously discussed with council.

Mayor Pro Tem Maddock made a motion to amend the original motion to approve Change Order No. 3 for the Archley Drive Water Meter replacement in the amount of \$13,332.00 and two (2) additional calendar days; and to authorize payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 4 in the amount of \$253,640.42, seconded by Council Member Swanson.

A vote was taken to approve the amended motion approving Change Order No. 3 for the Archley Drive Water Meter replacement in the amount of \$13,332.00 and two (2) additional calendar days; and to authorize payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 4 in the amount of \$253,640.42. The vote passed unanimously.

6.3. Council Member Swanson made a motion to accept the Fiscal Year Ending 2018 Audit presented at the Council Meeting on March 19, 2019, seconded by Mayor Pro Tem Maddock.

A vote was taken to approve the motion to accept the Fiscal Year Ending 2018 Audit presented at the Council Meeting on March 19, 2019. The vote passed unanimously.

7. DISCUSSION:

7.1 Mayor Herron said there are two (2) concerns with three (3) of the commercial area properties. At **8391 Westview Drive** the brick façade has been painted blue and the neighboring office at **8389 Westview Drive** has expressed interest in painting their brick

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building as well. Additionally, at **8385 Westview Drive** the makeshift storage building remains an obstruction to the rear of the property and is in contradiction of the intent of the City's commercial zoning ordinances. Mayor Herron stated that he spoke with some of the citizens who were involved in drafting the Commercial Ordinance and was told that they wanted commercial property owners to have a certain amount of flexibility in the design of their buildings. He also said that the City Attorney had stated that the definition of outside storage addresses loose items placed outside and does not prevent a building or structure in which to store items. Mayor Herron asked for Council's opinion on the enforcement of the existing Commercial Zoning Ordinance and how rigid the City should be, as well as possibly re-structuring the language of the Ordinance in order to better provide for enforcement.

City Administrator Blevins asked if Council wanted to define an acceptable color palette or require commercial entities to apply for approval of a color or color scheme before being permitted to paint. She also stated that if the City allows buildings to be painted that there be a requirement to maintain the appearance of the paint.

Council Member Gunn said there is very little commercial zoning in the City and he understands the difference in the appearance needs of a business versus a residence. He said he is in support of a commercial property changing their appearance within reason to benefit the business which in turn will benefit the City. Council Member Gunn said he thinks that Hilshire Village is represented by the majority Residential Zone with tall trees and winding roads not the small commercial area.

Council Member Gordy said the City shouldn't be too restrictive but should have requirements in place to protect against extreme design choices.

8. CLOSED EXECUTIVE SESSION: None

9. REPORTS TO COUNCIL (Continued):

9.1 Fire Commissioner: Commissioner Byrne said for the month of March there were nine (9) fire calls with an average response time of 6:23 minutes and seven (7) EMS calls with an average response time of 6:00 minutes. Commissioner Byrne stated that twenty (20) percent of the calls for Village Fire Department services are routed from an external dispatch station such as City of Houston. He said the department is working to reduce the amount of transfer time by using software to immediately send a text message to the Fire Chief so he can determine if additional assistance is needed. Commissioner Byrne said the messaging software has been upgraded to also include the Memorial Village Police Department and the Spring Valley Police Department, Hedwig Village Police Department is scheduled to be upgraded as well.

Commissioner Byrne stated that the fire station reconstruction committee has received three (3) architectural proposals and should have an executed contract before the next commission meeting next week at Hedwig Village City Hall.

Commissioner Byrne said a Letter of Intent has been signed by the City of Bunker Hill to receive services from the Village Fire Department from January of 2020 to December of 2023. During this time a new Interlocal Agreement will be prepared for the possible re-entry of Bunker Hill Village.

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10. DISCUSSION AND POSSIBLE ACTION (Continued):

10.1 Council Member Swanson made a motion to authorize the Mayor to sign the Letter of Intent regarding the contract for Fire and EMS services provided by the Village Fire Department to Bunker Hill Village, seconded by Mayor Pro Tem Maddock.

Mayor Herron said that the letter was a non-binding Letter of Intent to ensure that there is a formal agreement for the City of Bunker Hill to receive Village Fire Department services.

Council Member Gordy said the Mayor of Bunker Hill, Jay Williams, signed the Letter of Intent further indicating that this is what they are agreeing to until a revised Interlocal Agreement is available.

A vote was taken to approve the motion to authorize the Mayor to sign the Letter of Intent regarding the contract for Fire and EMS services provided by the Village Fire Department to Bunker Hill Village. The vote passed unanimously.

11. REPORTS TO COUNCIL: (Con't)

11.1 City Administrator: City Administrator Blevins said there was an update to one of the invoices in the Consent Agenda and copies of the replacement invoice were provided to Council.

City Administrator Blevins stated early voting will begin Monday April 22nd through April 30th.

Council Member Swanson asked when the 2019 Appraisal Records would be published, City Administrator Blevins said usually it is June or July.

City Administrator Blevins stated that the **Holy Cross Lutheran Church** has land for sale and the City has received multiple requests from residents for the City to buy the land and maintain it as green space. She said it is council's decision but the City does not currently have the funding in place and would not be able to sustain the area. City Administrator Blevins stated that per City ordinances only three (3) residential lots will fit in the section they are wanting to sell.

12: CONSENT AGENDA: Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented, consisting of the disbursements presented to Council, the Minutes from the March 19, 2019, Regular Council Meeting, the City of Hilshire Village Preliminary March 2019 Financials and Check Registers and the City of Hilshire Village 2nd Quarter Investment Report, seconded by Council Member Swanson.

A vote was taken to approve the motion to approve the Consent Agenda as presented, consisting of the disbursements presented to Council, the Minutes from the March 19, 2019, Regular Council Meeting, the City of Hilshire Village Preliminary March 2019 Financials and Check Registers and the City of Hilshire Village 2nd Quarter Investment Report. The vote passed unanimously.

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13. REPORTS FROM COUNCIL: None

14. ADDITIONAL COUNCIL COMMENTS: None

15. FUTURE AGENDA TOPICS: Mayor Herron said the Planning and Zoning Committee has prepared several items for discussion. He suggested to them that they wait to present to Council until after the new Council Members have taken their positions.

16. ANNOUNCEMENTS: City Administrator Blevins said the City will be closed for normal business on Friday April 19th in observance of Good Friday, but is required to be open for election business from 9:00 AM to 12:00 PM.

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

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

The meeting was adjourned at 7:37 P.M.

Mayor Russell Herron

ATTEST:

Susan Blevins, City Secretary