

**TUESDAY, MAY 21, 2019**  
**REGULAR COUNCIL MEETING**  
**6:30 P.M.**

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**1. CALL TO ORDER REGULAR COUNCIL MEETING:** 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 Council Member Gunn

**1.2 Pledge of Allegiance**

**1.3 Present:** Mayor Russell Herron, Mayor Pro Tem Paul Maddock, Council Members Mike Gordy, Robert Swanson, David Gunn, Council Member Elect Robert Byrne and Council Member Elect David Schwarz. Also present were City Attorney Scott Bounds, Spring Valley Police Captain Schulze and Captain Newman, City Building Official Kevin Taylor, Vicki Mikel and Evan DuVall, City Engineer Efrain Him and Inframark Account Manager Bob Ring.

**2. CITIZEN'S COMMENTS:**

**Bill Bristow, 1233 Pine Chase Drive**, wants an update on the Hilshire Village Citizens Emergency Response Team (HVCERT) as we are coming up to hurricane season. He also said there are street lights out in several locations and he wants someone designated to check on the lights every night and have them repaired. Mr. Bristow stated that the gate at the intersection of Pech Road and Pine Creek has had vehicles blocking access on the Houston side. He wants a sign that keeps people from parking there. Mr. Bristow stated Parking Ordinance Number 778 provisions are violated continuously.

**3. REPORTS TO COUNCIL:**

**3.1 Police Report:** Captain Schulze said for the month of April there were no significant incidents. So far in May there have been no significant events, but the police department responded to 126 calls for service and issued eleven (11) traffic citations.

Captain Schulze stated the Houston Chronicle listed the top 25 safest cities in Harris County. Sugar Land was ranked highest and Spring Valley, which includes Hilshire Village, was the runner up.

**Richard Raines, 9 Pine Creek Lane**, said there was an event at a neighbor's house where vehicles were parked on the street, one of which obstructed his driveway access. He said he contacted Spring Valley Police and they were able to have the vehicle moved, but he said more education is needed for the citizens and police responders on what the ordinance states regarding street parking and access to driveways.

**4. ACTION ITEMS:**

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**4.1** Mayor Herron recognized the service of the 2019 Election Judge Katherine Bodron, Alternate Election Judge Gina Gunn and election workers Tim Baumgartner, Debra Kuehler, Patty Keys, Margaret Labbe, Diane Rager, Brent Rager and Betty Westenfelder. The City appreciates their service.

**4.2** Mayor Herron on behalf of the City presented a Proclamation for Police Week to Captain Schulze who accepted it on behalf of the Spring Valley Police Department.

**4.3** Mayor Pro Tem Maddock made a motion to approve the Minutes from the Regular Council Meeting April 16, 2019, seconded by Council Member Swanson.

**A vote was taken to approve the motion approving the Minutes from the Regular Council Meeting April 16, 2019. The vote passed unanimously.**

**4.4** Council Member Gunn made a motion to approve the Minutes from the Special Council Meeting May 7, 2019, seconded by Mayor Pro Tem Maddock.

**A vote was taken to approve the motion approving the Minutes from the Special Council Meeting May 7, 2019.**

**4.5** Mayor Herron recognized the service of Council Member David Gunn. Council Member Gunn served on Council for seven (7) years and the City expressed appreciation with a service award and an authentic Texas flag that was flown at the Texas Capitol.

**4.6** Mayor Herron administered the Oaths of Office to incoming Council Members Robert Byrne, Robert Swanson, David Schwarz and Mayor Pro Tem Paul Maddock.

**5. The Regular Council Meeting was recessed at 6:55 PM** for a fifteen (15) minute reception to say thank you to Council Member Gunn for his services and for the new Council to take their seat.

**The Regular Council Meeting Reconvened at 7:14 PM**

**6. REPORTS TO COUNCIL: Con't**

**6.1 Building Official:** Building Official Kevin Taylor said there were currently no major issues and they will continue to monitor the construction jobsites.

Mayor Pro Tem Maddock asked about the status of 1306 Glourie Drive. City Administrator Blevins said the contractor is not going to build on that property for a while so he will be asked to take the perimeter fencing down and properly maintain the yard.

**6.2 Engineers Report:** Engineer Him said the water and sewer work had been completed on the Archley Reconstruction Project and the contractor is currently working on the removal and replacement of culverts and driveways on Archley Drive. He stated

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that the **Hickory Shadows Sanitary Sewer Rehabilitation Project** had been completed and the project is now pending the restoration of the driveways and some concrete roadway patches, which will take place after the Archley Drive driveways are completed.

Engineer Him said earlier this month there were heavy rains and the silt fencing protecting the inlets caused flooding in the back yard and swimming pool at **1225 Ridgeley Drive**. He stated after meeting with the homeowners, TLC Trucking & Contracting has agreed to compensate the homeowners for the cost of cleaning and disinfecting the swimming pool.

Engineer Him stated that the City has issued a purchase order to TLC Trucking & Contracting to replace the street sign pole at Pine Chase Grove and Pine Chase Drive intersection.

Engineer Him said that the gate at Pine Creek Lane and Pech Road is complete, and there will be a sign posted prohibiting parking in such a way as to block the gate entrance.

Engineer Him stated that GIS maps have been prepared to send to 811 for utility marking.

Engineer Him said that the Ridgeley Drive lift station pump number one was not sitting properly on the flange adapter and was unbalanced causing vibration. Inframark has already reset pump number one and will do the same for pump number 2. Also, the check valves on both pumps were not working correctly and need to be replaced. A quote for those repairs was provided to the City.

Engineer Him stated that the City does not need to install an orthophosphate system at this time. He said in the future, if there are positive results then the City will be required by the Texas Commission on Environmental Quality (TCEQ) to install filtration systems. Engineer Him stated that the MS4 draft has been prepared and he will have a final draft ready by the end of this month along with an ordinance regarding discharge of illegal pollutants in the storm sewer system.

## **7. DISCUSSION AND POSSIBLE ACTION**

**7.1** Mayor Pro Tem Maddock made a motion to approve payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 18, in the amount of \$16,296.17, seconded by Council Member Gordy.

**A vote was taken to approve the motion approving payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 18, in the amount of \$16,296.17. The vote passed unanimously.**

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**7.2** Mayor Pro Tem Maddock made a motion to approve Change Order No. 4 for the Archley, Friarcreek and Burkhart Road Reconstruction Project related to the Hickory Shadows Subdivision Sanitary Sewer System Rehabilitation in the amount of \$138,317.97 and thirty (30) calendar days, seconded by Council Member Gordy.

Council Member Gordy said the Change Order adds thirty (30) days to the entire contract without consideration of Archley and the original contract terms. The additional time should be conditional to fifteen (15) additional days on the original Archley project and 15 additional days to accommodate the additional Hickory Shadows reconstruction.

Engineer Him said he will adjust the change order language to separate the fifteen (15) days approved for Archley from the fifteen (15) days approved for Hickory Shadows.

Mayor Pro Tem Maddock made a motion to amend the motion on the table to insert the condition that fifteen (15) days be added to the original project on Archley Drive and fifteen (15) days added to the rehabilitation work in the Hickory Shadows Subdivision included in the Change Order No. 4 for the Archley, Friarcreek and Burkhart Road Reconstruction Project and related to the Hickory Shadows Subdivision Sanitary Sewer System Rehabilitation in the amount of \$138,317.97, seconded by Council Member Byrne.

**A vote was taken to approve the amended motion approving Change Order No. 4 for the Archley, Friarcreek and Burkhart Road Reconstruction Project and related to the Hickory Shadows Subdivision Sanitary Sewer System Rehabilitation in the amount of \$138,317.97 and fifteen (15) additional calendar days to the Archley Drive project and fifteen (15) additional calendar days to the Hickory Shadows rehabilitation. The vote passed unanimously.**

**7.3** Mayor Pro Tem Maddock made a motion to approve payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 5 in the amount of \$322,753.80, seconded by Council Member Swanson.

Engineer Him said there is an invoice in this pay application which came in higher than anticipated. The exceedance of \$3,339.75 will be presented for approval at the next council meeting.

**A vote was taken to approve the motion approving payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 5 in the amount of \$322,753.80. The vote passed unanimously.**

**7.4** Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Ordinance Number 781-2019, finding that the City's Drought Contingency Plan does not need revisions, seconded by Council Member Byrne.

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Attorney Bounds said TCEQ requires that cities review their drought contingency plans every five (5) years for any changes needed.

**A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 781-2019, finding that the City's Drought Contingency Plan does not need revisions. The vote passed unanimously.**

**7.5** Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Ordinance Number 782-2019 amending Chapter 11 Utilities to add a new Article providing regulations prohibiting illicit discharges into the municipal separate storm sewer system and providing for severability and repeal and providing for notice, penalty and effective date, seconded by Council Member Gordy.

Engineer Him stated that as a part of the MS4 plan for TCEQ, the City needs to establish regulations and enforcement of illicit discharges of debris or materials into the storm sewer system.

**Bill Bristow, 1233 Pine Chase Drive**, asked if this included discharge of chlorinated swimming pool water into the ditches. Engineer Him said swimming pools are required to drain into the sanitary sewer system, with the exception of the overflow lines which can be discharged into the storm sewer system. Council Member Gordy said the existing swimming pools are not fitted with drain lines for the overflow to go to the sanitary sewer.

Council wanted to make sure the ordinance spelled out that chlorinated swimming pool overflow is to be discharged to the sanitary sewer.

**A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 782-2019 amending Chapter 11 Utilities to add a new Article providing regulations prohibiting illicit discharges into the municipal separate storm sewer system and providing for severability and repeal and providing for notice, penalty and effective date. The vote passed unanimously.**

**7.6** Mayor Herron discussed possibly lowering the existing stop sign on Burkhart Road and Ridgeley Drive to increase visibility beyond the vegetation and the potential need for additional stop signs in both directions on Ridgeley Drive at the Burkhart Road intersection.

Council Member Gordy said the vegetation is in the City's right-of-way and should be maintained so as to not block the stop sign. He also said that the southern section of Ridgeley Drive is where people are speeding and that adding a stop sign at the Burkhart Road and Ridgeley Drive intersection wouldn't help that issue.

Mayor Pro Tem Maddock stated that he is still concerned about the frequency of vehicles parking on the street at the south curve of Ridgeley Drive.

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**The City Engineer was excused**

7.7 Council Member Swanson made a motion to approve an Application of a Change in Lessee in C-1 District at 8383 Westview. Applicant is Emily Stewart; business name is Emilia Collection – Golden Strand Jewelry, seconded by Council Member Byrne.

Mayor Herron said the application is for the small lease space on the side of the 8385 Westview Drive building. He said exterior issues with this lot include possible parking confusion and a dilapidated shed causing rust stains to the rear fencing.

City Administrator Blevins stated that the tenant is not leasing the rear storage shed nor has access to it. She also said that the tenant conducts a majority of her business online and the lease space will be for clients to try on inventory but vehicle traffic will be minimal. The Fire Marshal has inspected the lease space and did not find reason to prevent occupancy.

**A vote was taken to approve the motion approving an Application of a Change in Lessee in C-1 District at 8383 Westview. Applicant is Emily Stewart; business name is Emilia Collection – Golden Strand Jewelry. The vote passed unanimously.**

**8. DISCUSSION:**

8.1 Council Member Byrne made a motion to table discussion of the commercial zone appearance.

**9. CLOSED EXECUTIVE SESSION:** None

**The City Attorney was excused.**

**10. REPORTS TO COUNCIL: (Con't)**

10.1 **Fire Commissioner:** Commissioner Byrne said there has been ten (10) fire calls and thirteen (13) EMS calls year to date.

He stated the roof replacement on the existing fire station had been completed and final payment has been made. The excess funds will be directed to the rebuilding of the station which is underway with the program manager and architect now on board.

**11. REPORTS TO COUNCIL: (Con't)**

11.1 **City Administrator:** Administrator Blevins said an invoice for Belt, Harris & Pechacek was added to the Disbursements for approval. She also said she is working on updating the City's website and would appreciate photos of the City from citizens to add.

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**11.2 Building:** None

**11.3 Treasurer:** City Administrator Blevins stated that she had renewed a portion of the Capital Funds CD for an additional 30 days. She also stated she gave Council the 2019 Certified Estimate of Taxable Value in their packet.

**12: CONSENT AGENDA:** Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented, consisting of the disbursements presented to Council and the City of Hilshire Village Preliminary April 2019 Financials and Check Registers, seconded by Council Member Gordy.

**A vote was taken to approve the motion approving the Consent Agenda as presented, consisting of the disbursements presented to Council and the City of Hilshire Village Preliminary April 2019 Financials and Check Registers. The vote passed unanimously.**

**13. REPORTS FROM COUNCIL:**

**Mayor Herron:** Mayor Herron reported on the Mayor's Luncheon which took place last week. The mayors were invited to the MetroNational offices who own Memorial City, Memorial City Hospital and other buildings. The Mayors were able to discuss future traffic improvements and other MetroNational development projects.

**14. ADDITIONAL COUNCIL COMMENTS:**

Council Member Gordy asked if the money in the Child Safety Fund had been assigned for spending. City Administrator Blevins said it has not been allocated yet for this fiscal year. In the past, the City has notified the churches and schools of the funds available and can do so again.

**15. FUTURE AGENDA TOPICS:**

**16. ANNOUNCEMENTS:**

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

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

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**The meeting was adjourned at 9:31 P.M.**

\_\_\_\_\_  
Mayor Russell Herron

ATTEST:

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Susan Blevins, City Secretary