

**TUESDAY, JUNE 18, 2019  
REGULAR COUNCIL MEETING  
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 6:38 P.M. at 8301 Westview, Houston, Texas 77055.

**1.1 Invocation** was given by Council Member Swanson

**1.2 Pledge of Allegiance**

**1.3 Present:** Mayor Russell Herron, Mayor Pro Tem Paul Maddock, Council Members Mike Gordy, Robert Byrne, Robert Swanson and David Schwarz. Also present were City Attorney Scott Bounds, Spring Valley Police Captain Newman, City Engineer Efrain Him and City Administrator Susan Blevins. Building Official Kevin Taylor was absent.

**2. CITIZEN'S COMMENTS:**

**Justin Crawford, 1213 Archley Drive**, expressed concerns about the design and construction oversight of the Archley Drive Reconstruction due to water collecting where it has not in the past. Mr. Crawford is requesting a 3<sup>rd</sup> party engineer be contracted by the City to evaluate the design and provide alternate solutions for the area's drainage.

**3. REPORTS TO COUNCIL:**

**3.1 Police Report:** Captain Newman stated there were no significant events in the month of May. There were 104 calls for service and 21 traffic citations were issued. He said that school is out for the summer and children are more active on the streets so take extra caution when driving and be sure to lock vehicles. Captain Newman said there was a theft this month in which a purse was stolen from an unattended vehicle, the suspects were apprehended but the purse was not recovered.

Mayor Pro Tem Maddock asked for details on the reckless driving incident on the report. Captain Newman stated that there was a citizen report of speeding and the officer later made contact with the driver, the incident was miscategorized.

Council Member Byrne asked how many of the parking citations on the report were issued due to violations of the City's No Parking Zones versus general parking violations. Captain Newman said he would have to ask his office if the report can be separated into those categories, and he did not have an answer at that time.

**3.2 Building Official's Report:** Administrator Blevins said that there was need for the Building Official at this meeting.

**3.3 Engineers Report:** Engineer Him stated the Archley Drive Reconstruction Project street re-paving should be completed tomorrow. Adjustments will be made by CenterPoint contractors for gas lines at 1236 Archley Drive and 1240 Archley Drive. Upcoming work includes culvert and driveway replacements, ditch cleaning, re-grading and re-sodding, rip-rap work on Archley Drive and driveway repairs in Hickory Shadows Subdivision.

Engineer Him said he met with Mr. Crawford to discuss his concerns. He said the contractor had to excavate the area so when the rip-rap was added it would match the flow line, and it was not intended to be a retention area. Engineer Him said this area is wider than the others that have had rip-rap applied before and the ground underneath is soft so it appears to be holding water but once the silt and sediment settles into the rip-rap it will flow properly. Engineer Him suggested a meeting with Mr. Crawford, Council Members and TLC Trucking at 1213 Archley Drive to discuss possible action. A meeting was decided on for Wednesday, the 26<sup>th</sup>, at 4:00 PM.

#### **4. DISCUSSION AND POSSIBLE ACTION**

**4.1** Mayor Pro Tem Maddock made a motion to approve authorizing payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 19, in the amount of \$16,238.48, seconded by Council Member Swanson.

**A vote was taken to approve the motion authorizing payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 19, in the amount of \$16,238.48. The vote passed unanimously.**

**4.2** Mayor Pro Tem Maddock made a motion to approve authorizing payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 6 in the amount of \$94,578.25, seconded by Council Member Swanson.

Engineer Him reminded Council that this invoice includes the remaining balance from the previous invoice for materials testing.

**A vote was taken to approve the motion authorizing payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 6 in the amount of \$94,578.25. The vote passed unanimously.**

**If there are no objections from Council, the City Engineer is excused**

**4.4** Council Member Gordy made a motion to nominate Paul Maddock for the position of Mayor Pro Tem and approving Resolution # 2019-179 appointing the position for a one (1) year term, seconded by Council Member Byrne.

**A vote was taken to approve the motion appointing Paul Maddock for the position of Mayor Pro Tem and approving Resolution # 2019-179 appointing the position for a one (1) year term. The vote passed unanimously.**

4.5 Mayor Pro Tem Maddock made a motion to nominate Robert Byrne for the position of Fire Commissioner and approving Resolution # 2019-180 appointing the position for a one (1) year term, seconded by Council Member Swanson.

**A vote was taken to approve the motion appointing Robert Byrne for the position of Fire Commissioner and approving Resolution # 2019-180 appointing the position for a one (1) year term. The vote passed unanimously.**

4.6 Mayor Pro Tem Maddock made a motion to nominate Ray Leiker for the position of Alternate Fire Commissioner and approving Resolution # 2019-181 appointing the position for a one (1) year term, seconded by Council Member Byrne.

**A vote was taken to approve the motion appointing Ray Leiker for the position of Alternate Fire Commissioner and approving Resolution # 2019-181 appointing the position for a one (1) year term. The vote passed unanimously.**

4.7 Mayor Pro Tem Maddock made a motion to approve three (3) signatories for the financial institutions to be Mayor, Mayor Pro Tem and Council Member Robert Swanson and approving Resolution # 2019-182 appointing the signatories for a one (1) year term, seconded by Council Member Byrne.

**A vote was taken to approve the motion to approve three (3) signatories for the financial institutions to be Mayor, Mayor Pro Tem and Council Member Robert Swanson and approving Resolution # 2019-182 appointing the signatories for a one (1) year term. The vote passed unanimously.**

4.8 Mayor Pro Tem Maddock made a motion to authorize the Mayor to execute a contract between City of Hilshire Village and Spring Branch Independent School District to assess and collect ad valorem taxes for a period of two (2) years, beginning on the 1<sup>st</sup> day of September 2019 and ending on the 31<sup>st</sup> day of August 2021, seconded by Council Member Swanson.

**A vote was taken to approve the motion authorizing the Mayor to execute a contract between City of Hilshire Village and Spring Branch Independent School District to assess and collect ad valorem taxes for a period of two (2) years, beginning on the 1<sup>st</sup> day of September 2019 and ending on the 31<sup>st</sup> day of August 2021. The vote passed unanimously.**

## **5. DISCUSSION AND POSSIBLE ACTION**

5.1 Mayor Herron said changes and clarifications are needed to the Residential

Districts Zoning Ordinance related to accessory buildings, fences, attic space, garages and habitability. He said he spoke with the Fire Department who stated that buildings constructed within ten (10) feet of each other are at risk for fire jumping and Mayor Herron said our ordinances need to support that. Council Member Byrne brought up inconsistencies in the setback requirements in different zones. Council discussed the habitability of accessory buildings and how that would affect existing structures which lie in the setback areas. Administrator Blevins raised concerns with the lack of regulations on carport locations and materials.

## **6. CLOSED EXECUTIVE SESSION: None**

## **7. REPORTS TO COUNCIL: (Con't)**

**7.1 Fire Commissioner's Report:** Commissioner Byrne said year to date there have been 10 calls for fire and 13 EMS calls. He said Administrator Blevins sent out a notice on behalf of the Fire Department regarding swimming pool safety, a big concern now that it is summer. Commissioner Byrne said the No Parking – Fire Lane sign was installed on the Pech Road gate. He said the design of the Fire Station is under review because of utility easements and the commission should receive more information at the next commission meeting.

**If there are no objections from Council, the City Attorney is excused**

## **8. REPORTS TO COUNCIL: (Con't)**

**8.1 City Administrator's Report:** Administrator Blevins said the TCEQ water testing sample bottles have been delivered to the residences. She said she is working with Mr. Lyu on the storage shed behind 8383 Westview Drive to either remove it or repair it to comply with ordinances. Administrator Blevins reminded Council of the Villages Independence Day Festival on July 4<sup>th</sup>.

### **8.2 Building Report:**

**8.3 Treasurer's Report:** Council Member Swanson asked about the low balance in the Utility Fund as compared to the budget. Administrator Blevins responded that the water billing has not been entered yet but it will balance itself out.

Administrator Blevins said a late arrival invoice from Lloyd Gosselink was added to the consent agenda and has been provided to council.

## **12: CONSENT AGENDA:**

**12.1** 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 May 2019 Financials and Check Registers, Minutes from the Regular Council Meeting of May 21, 2019, and Minutes from the Special Council Meeting of June 6, 2019, seconded by Council Member Byrne.

**A vote was taken to approve the motion approving the Consent Agenda as presented to Council and the City of Hilshire Village Preliminary May 2019 Financials and Check Registers, and Minutes from the Regular Council Meeting of May 21, 2019, Minutes from the Special Council Meeting of June 6, 2019. The vote passed unanimously.**

**13. REPORTS FROM COUNCIL:**

**Mayor Herron:** Mayor Herron said he would like for Council to consider alternative solutions to the current 48-hour street parking rule because it doesn't seem to be accomplishing what it was intended to, proven by a recent emergency event in his neighborhood.

**14. ADDITIONAL COUNCIL COMMENTS:**

**15. FUTURE AGENDA TOPICS:**

**16. ANNOUNCEMENTS:**

**17. 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 vote passed unanimously.**

**The meeting was adjourned at 8:06 P.M.**

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

ATTEST:

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Susan Blevins, City Secretary