

TUESDAY, SEPTEMBER 15, 2020
REGULAR COUNCIL MEETING @ 6:30 PM
PUBLIC HEARING @ 7:00 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 6:33 P.M. via teleconference due to COVID-19 and the need for social distancing.

1.1 Invocation was given by Council Member Schwarz.

1.2 Pledge of Allegiance

1.3 Present were Mayor Herron, Mayor Pro Tem Maddock, Council Member Gordy, Council Member Byrne and Council Member Schwarz. Also present were City Attorney Bounds, City Engineer Him, Building Official Taylor, Deputy Building Official DuVall, City Administrator Blevins and Assistant City Secretary Stephens.

2. CITIZEN'S COMMENTS: **Nancy Friedman Taub and Mark Taub, 1313 Pine Chase Drive**, said they addressed Council last month regarding water ponding in their backyard since improvements were made next door. Mrs. Taub stated that the minutes from last month's meeting did not reflect that a swale was removed in the front yard and those same minutes state that there was a one-inch gap under the fence but there is not. The homeowners submitted photos showing that there is no gap for water to run under the fence.

3. REPORTS TO COUNCIL:

3.1 Police Report: Administrator Blevins said that Captain Newman informed her that there were no issues to report. She said he contacted the Houston Police Department regarding the excessive speeding on Wirt Road but he does not have an update yet.

Council Member Byrne said he spoke with Spring Valley Police Captain Schulze about a young boy riding an electric bike unattended on the streets. He said drivers should be cautious of children playing in the street. Council Member Schwarz said the boy was his son and he was in fact supervised. He stated that the police officer that responded to the complaint did not have an issue with the boy riding the bike. He also said his son is responsible, was wearing a helmet and knows to stop when vehicles approach.

3.2 Building Officials Report: Deputy Building Official DuVall said that the first permit has been issued for the newly re-platted lots at the North end of Glourie Drive. He said he spoke with a homeowner about the specifications for parking pads and the homeowner had points worth considering. He said he would like to work with the City Engineer to determine a better method to allow vehicles to park along the roadside without creating muddy ruts.

Mayor Pro Tem Maddock asked about an accessory building at 7903 Hilshire Green

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Drive and whether it is too close to the fence or is considered impermeable. Building Official Taylor said they had not been granted access to the property by the homeowner at this time but will continue to contact the homeowner and will seek an inspection warrant if necessary, to gain access.

Building Official Taylor said they added a new code enforcement officer to their team.

The City Building Official was excused.

3.3 Engineers Report: Engineer Him said that there was a sanitary sewer blockage at 1322 Pine Chase Drive which Inframark was investigating. He said this line is shared with 1327 Glourie Drive. Engineer Him said there isn't enough drop to connect with Pine Chase Grove, and they have to connect on Glourie where the line is deeper. He said it appears to be the City's responsibility, but he is not sure. Mayor Herron said the four new lots on Glourie Drive will need water and sewer installed. Engineer Him is requesting for Council to approve him to hire a record researcher to determine who has responsibility over that line. City Attorney Bounds said it isn't only whether the easement is recorded but if the City accepted it. He said the line services three (3) lots and should become a City easement.

Engineer Him stated that in regards to the **Hickory Shadows Meter Vault Replacement**, he has been trying to coordinate with TxDOT. The person he spoke to said he was only responsible for permitting but they provided contact information for the right-of-way person. He said the vault lies both in the City's right-of-way and in the Harris County park and we are trying to get clearance from them. Engineer Him said he is also working with the City of Houston who supplies the water to the vault to verify what they need.

Engineer Him said that regarding the **Annual Ditch Cleaning and Maintenance Plan**, DonMar grading has completed all of the cutting and regrading and will install sod this coming Thursday. He also stated that Mayor Herron authorized additional work to be performed on Glourie Drive since the excavator was still there, the cost was under \$5,000. Engineer Him stated that rough cuts had been done in the Pine Chase Grove cul-de-sac.

Engineer Him said that regarding the "**Harris County Initiative Development of Minimum Standards**", he and the City had a meeting with Mr. Steiber with the Harris County Engineering Department who agreed to have their engineer take a look at the City's ordinance and provide recommendations. He said he doesn't have any issues with the changes they are suggesting.

Council Member Gordy asked Engineer Him to take a look at the issues at **1313 Pine Chase Grove** as he is concerned about the sod being up against the rot board. Engineer Him said he would go by the property and investigate.

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4. DISCUSSION AND POSSIBLE ACTION:

4.1 Mayor Pro Tem Maddock made a motion to authorize the City Engineer to request quotes for the installation of an eight-inch sanitary sewer lateral to replace the existing sewer service line currently servicing 1324 Pine Chase Grove, 1322 Pine Chase Drive and 1327 Glourie Drive, including a proposal for easement research verification and easement acquisition, seconded by Council Member Byrne.

Engineer Him said the priority is to get the record drawings to determine who is responsible for the sewer line.

A roll call vote was taken to approve the motion approving the City Engineer to request quotes for the installation of an eight-inch sanitary sewer lateral to replace the existing sewer service line currently servicing 1324 Pine Chase Grove, 1322 Pine Chase Drive and 1327 Glourie Drive, including a proposal for easement research verification and easement acquisition.

**Council Member Gordy – Aye
Council Member Byrne – Aye
Mayor Pro Tem Maddock – Aye
Council Member Schwarz – Aye**

The vote passed unanimously.

The City Engineer was excused.

Mayor Herron recessed the Regular Council Session at 7:33 PM.

5. PUBLIC HEARING

5.1 Call to order the Public Hearing: Mayor Herron called to order the Public Hearing at 7:33 P.M.

5.2 Public Hearing on the proposed Annual Budget for the Fiscal Year Ending 2021.

City Administrator Blevins said small increases were needed but the budget is essentially the same as last year. She said the Council will be voting on this proposed budget on Monday at 4:00 PM. City Administrator Blevins said sales tax has been increasing lately but she did not increase the budget item because that revenue is not dependable; and court fees have dropped because court is not being held right now. She said \$15,000 is in reserves for the Village Fire Station Renovation. City Administrator Blevins said when additional information is received next week, she will have accurate figures.

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Mayor Herron said a majority of the budget is police and fire protection services and not under the City's control.

5.3 NOTICE OF PUBLIC HEARING ON TAX RATE INCREASE

A voter approval tax rate of \$0.590120 per \$100 valuation has been proposed by the governing body of Hilshire Village.

5.4 Mayor Herron adjourned the Public Hearing and reconvened the Regular Council Session at 7:38 P.M.

6. DISCUSSION AND POSSIBLE ACTION:

6.1 City Administrator Blevins went over the changes that had been made to the budget since the last meeting. She stated she went over any changes that she had made. City Administrator Blevins stated she would be bringing an ordinance to Council with an increase of \$0.25 per 1000/gallons for water. City Administrator Blevins said that she would also include numbers for additional infrastructure for the new lots on Glourie and the Sewer Rehabilitation for Pine Chase Grove.

6.2 Mayor Herron said resumes were received for the vacant Council Member Position 3, Board of Adjustment and Hilshire Village Cultural Education Facilities Finance Corporation (HVCEFFC) Board positions. He stated that there were eight (8) applicants interested in the Council Member position, four (4) for Board of Adjustments and three (3) for HVCEFFC with an additional interested party in either BOA or HVCEFFC. City Administrator Blevins stated she received an additional resume for the Board of Adjustments position.

Mayor Pro Tem Maddock said he would like to interview applicants and said he was looking for people who have shown interest and participation in the past.

Council Member Gordy said he would also like to talk to the applicants to see how they approach problems.

Council Member Byrne said a face to face interview process at City Hall might help to get to know the applicants. He said it is important to make a swift decision so that the person has time to get acquainted in their seat before the general election next year.

Council Member Byrne said he had already spoken to some of the applicants regarding the time involved and spoke about some of their previous city involvements.

Council Member Schwarz said this is a great opportunity for an interested person to see what it is like to be on Council for a shorter time then have the option to be on the ballot in the election in May next year. He said he would like to sit down with each candidate and find people who are independent thinkers and he is encouraged by the interest from the applicants.

Council decided to arrange a Special Council Meeting to conduct an interview process with the applicants after the Special Council Meeting on Monday September 21st. City Administrator Blevins said the applicants can be scheduled for certain time frames to

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avoid having too many people in the office.

Nancy Friedman Taub, 1313 Pine Chase Drive, asked if council would accept comments from citizens on what attributes they would like to see in the future council member. City Administrator Blevins said that citizens will be allowed to vote on open council positions in the general election, but this is an unfinished term appointment by the current Council Members. City Attorney Bounds said that the Council can have a public meeting then enter closed session to conduct the interviews.

6.3 Mayor Herron said he would like to discuss topic priorities for the Planning and Zoning Committee regarding habitability and personal items placed forward of a front building line. He said household amenities such as electricity, running water, air conditioning and heating including window units, refrigerator and freezer units, washer and dryer, water heater, sinks and wash basins, ovens, dishwashers or other common kitchen appliances, bathing and/or sanitary facilities are being considered.

Mayor Pro Tem Maddock said he opposes window air conditioners for appearance reasons. Council Member Gordy said if neighbors cannot see it then he doesn't have an issue with window air conditioners. He said he does not think that kitchen appliances are necessary but the other items listed are understandable.

Mayor Herron asked for opinions on personal items in residential front yards such as play equipment and lawn furniture.

Council Member Schwarz said he would hate to see us become a community who does not like to spend time in their front yard with neighbors socially. He said his opinion as a family with young kids is to have some limitations and to prevent items from becoming permanent but does not want to prevent families from spending time in the front yards. Mayor Pro Tem Maddock said there are a lot of chairs and tables in the front yards, which have been encouraged by City of Houston, but he doesn't want the City to look junky.

Council Member Gordy said there are a lot of permanent amenities in people's front yards. He said he is sensitive to the impact of the Coronavirus and he wants to see if children going back to school improves the situation or if personal items will be left around in disarray. He said he has a garden bench in his front yard and would be upset if he had to get rid of it so he would consider some limitations.

Mayor Herron suggested defining garden furniture versus play equipment.

City Attorney Bounds said it is difficult to write an ordinance that makes people neat.

He said gnomes, gardens, laundry lines, and basketball goals are hard to regulate and it is difficult to come up with a list that makes everyone happy based on personal taste.

The City Attorney was excused.

7. REPORTS TO COUNCIL: (Con't)

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7.1 Fire Commissioner's Report: Commissioner Byrne said there were seven (7) calls in the month of August. He said the fire station reconstruction project is well under way. Commissioner Byrne said the new fire engine was being inspected today and is on time for arrival in October.

Council Member Gordy asked what percent completion the fire station project was at. Commissioner Byrne said the annex building is getting ready for communications and dispatch. He said some of the finishes such as door hardware are being looked at but the project is on schedule.

7.2 Mayor Herron: None

7.3 City Administrator's Report: Administrator Blevins said that in preparation of Hurricane Laura, Robert Belt and residents volunteering for the CERT were prepared to respond. She said it was a good trial run. City Administrator Blevins stated that the City has an Interlocal Agreement with Harris County for debris management in the rights-of-way after a storm. However, she said she was informed that the service is not guaranteed and is only provided if Harris County chooses to enact the assistance, and they stated they may not have enough resources.

7.4 Treasurer's Report: Administrator Blevins said not all of the statements were received and she does not have final numbers for the month of August yet.

8. CONSENT AGENDA: Council Member Byrne asked about the Inframark invoice and flushing records, and why so much water was used on certain dates. Mayor Herron said he would like to understand why flushing all that water is necessary. Administrator Blevins said she would arrange for Bob Ring with Inframark to be at the next Council Meeting to explain and answer questions.

Mayor Pro Tem Maddock made a motion to approve the Consent Agenda presented to Council including the Disbursements, Deposits, Minutes from the Regular Council Meeting, August 18, 2020, Check Register for August, 2020, Proclamation recognizing National Night Out to be held October 5, 2020, on Bromley between Pine Chase and Ridgeley Intersections and Proclamation recognizing Halloween Night to be held October 31, 2020, on Archley Drive, seconded by Council Member Schwarz.

A vote was taken to approve the consent agenda presented to Council including the Disbursements, Deposits, Minutes from the Regular Council Meeting August 18, 2020, Check Register for August, 2020, Proclamation recognizing National Night Out to be held October 5, 2020, on Bromley between Pine Chase and Ridgeley Intersections and Proclamation recognizing Halloween Night to be held October 31, 2020, on Archley Drive.

The vote passed unanimously.

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- 9. ADDITIONAL COUNCIL COMMENTS:** None at this time.
- 10. FUTURE AGENDA TOPICS:** None at this time.
- 11. ANNOUNCEMENTS:** Special Council Meeting to be held on September 21, 2020 at 4:00 PM.
- 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 vote passed unanimously.
The meeting was adjourned at 8:32 P.M.**

Mayor Herron

ATTEST:

Susan Blevins, City Secretary