

# The City of Hilshire Village

TUESDAY, August 16, 2011  
REGULAR COUNCIL MEETING 6:00 P.M.

1. CALL TO ORDER: Mayor Robin Border called the City of Hilshire Village Council Meeting to order at 6:03 P.M. at 8301 Westview, Houston, Texas 77055.

1.1 Invocation: was given by Mayor Pro Tem Castro. A special prayer was said for the family of John Denninger for their loss. John passed away on July 31, 2011. John served the City as a Council Member and Mayor Pro Tem for twenty years.

1.2 Present: were Mayor Robin Border, Mayor Pro Tem Connie Castro and Council Members Shannon Whiting, Stephanie Post, Bill Bristow and Edward Davis. Also present were Chief Gary Finkelman, Spring Valley Police Department and Efrain Him, P.E., HDR/Claunch & Miller, Inc., City Engineer. City Attorney, David Olson, was absent.

2. CITIZENS COMMENTS: None

3. REPORTS TO COUNCIL:

3.1 Police: Chief Finkelman said during the month of July there were three (3) burglaries of motor vehicles. He stated that in the month of August the City sent an email out regarding suspicious persons in a resident's back yard on Hilshire Grove Lane. Mayor Border stated that Council Member Bristow had wanted to discuss reporting of real time notifications. Chief Finkelman discussed the residents joining Nixle for up-to-date information affecting our neighborhood ([www.nixle.com](http://www.nixle.com)).

3.2 Fire Commissioner: Mayor Border stated the next meeting would be in September. He reported that the Fire Chief had entered into an agreement with Cy Fair Fire Department in case the various Villages needed extra water during a fire. Chief Foster also talked to the City of Houston so that they will also respond to any Hilshire Village's Fires because they have pumping trucks. He also has made arrangements with the City of Houston to increase the water pressure during an emergency situation.

3.3 Building: City Secretary Blevins reported that there were ten (10) permits issued for the month of July and thirty-seven (37) inspections. Plans were reviewed by Joe Garrett for 1027 Glourie Circle. There are no issues with the construction part of the plans. Efrain Him has not approved the drainage plans as of this date.

3.4 City Secretary: City Secretary Blevins reported that a check was issued to Courtesy Air in the amount of \$14,181. She stated the invoice was for \$14,805.00. After discussion with Courtesy Air it was determined that the original quote warranty item was

for one (1) unit only; not two (2). City Secretary Blevins said in item 4.1 of the Agenda the City Engineer was requesting payment to Courtesy Air for the warranty of the other air conditioning unit in the amount of \$624. She said a check was issued to Hurricane Equipment Service for the 65% deposit on the generator. City Secretary Blevins stated the Mayor and Efrain Him approved the change of a different transfer switch that will allow the generator to handle all of the City Hall's electrical needs. The change did not cost the City anything. She reported that a call was placed to Chief Foster regarding water pressure. City Secretary Blevins stated that the City of Houston contacted the City after receiving a call from Chief Foster. She stated someone from the Public Works Department for the City of Houston came out and checked the meters and the water pressure throughout the City and reported the City was receiving the accurate amount of water pressure prior to entering into the backflow preventers. Council Member Whiting asked the City Secretary to order the missing street signs. Mayor Border said that the City needs to look at replacing the damaged post and signs around the City with a new design. Council Member Post suggested the City should use the Safety Fund to replace the present street signs with easier to read signs.

3.5 Treasurer's Report: City Secretary Blevins stated the General Funds Statement is on target. She said the Utility Fund is not showing the amount of income the City had forecasted. City Secretary Blevins stated she believes it is a timing issue because of the bi-monthly billing. Mayor Border said the City needs to look at the finances for the Utility Fund since the City has received a grant for paving and drainage improvements. He said the City can use Metro funds to fund the City's portion of the paving and drainage; however, the utilities portion (sewer and water) can't be funded by Metro. Mayor Border stated the City had \$179,801 left over from the Ridgeley Project and approximately \$315,000 in the checking account, \$5,000 in the lock box and \$31,000 in receivables which is half the money needed to finance the utility portion. Mayor Border said he was having lunch with Drew Masterson from First Southwest Company this week and will ask him questions regarding the City's options. Mayor Border said the City would have to leave a balance in the Utility Checking Account to cover day to day operations. City Secretary informed Council that the Lift Station went down again on a pump failure alarm. At this time she did not know if it was the same pump the City had repaired last month. Council discussed replacing the pumps with heavy duty pumps.

3.6 Engineer's Report: Efrain Him stated the City had received the official grant approval letter from FEMA for the \$3,000,000 Pine Chase and Glourie Drives Paving & Drainage Improvements Project. He said the funds would be funded as reimbursements on a quarterly basis.

Efrain Him said once the installation of the generator is completed he will submit the paperwork to the Hazard Mitigation Grant Program for reimbursement.

Texas Department of Rural Affairs (TDRA) has reviewed and approved the Environmental Review Record. TDRA issued the City authority to use grant funds; therefore, the City can release the project for bids.

Efrain Him stated Courtesy Air Conditioning replaced the air conditioning units at City Hall on August 3, 2011. He requested that the City pay Courtesy Air Conditioning \$624 for the warranty for one of the air conditioning units that had not been paid in the previous payment. Efrain stated he would submit paperwork to the State Energy Conservation Office for reimbursement.

Efrain Him stated he met with Mayor Border and David Olson to discuss setting a meeting with TCEQ in Austin to discuss and negotiate a possible waiver to the Emergency Preparedness Plan. He stated he would be working on an inclusive cost estimate to be presented.

Efrain Him stated he has reviewed the 1027 Glourie Circle Drainage Plan and he found the plan to be incomplete and has requested corrections be re-submitted.

Council Member Bristow asked Efrain Him when Council would have an opportunity to review the Pine Chase and Glourie Drives Paving and Drainage Plan. Efrain stated there would be a Special Council Meetings and Public Hearings to review the plans. Council Member Bristow was concerned that the street would not be lowered enough for his satisfaction.

#### 4. ACTION ITEMS (CONSIDERATION AND POSSIBLE ACTION):

4.1 A motion was made by Mayor Pro Tem Connie Castro to authorize payment to Courtesy Air Conditioning for \$624 for a ten (10) year parts and labor warranty for one air conditioning system, seconded by Council Member Davis. A vote was taken approving the motion authorizing payment to Courtesy Air Conditioning Company for \$624 for a ten (10) year parts and labor warranty for one air conditioning systems. The vote passed unanimously.

4.2 A motion was made by Council Member Whiting to authorize HDR/C&M to advertise the Pine Chase Drainage Plan Improvements Project seconded by Council Member Davis. A vote was taken approving the motion authorizing HDR/C&M to advertise the Pine Chase Drainage Plan Improvements Project. The vote passed unanimously.

4.3 A motion was made by Council Member Davis to authorize the Mayor, City Attorney and the City Engineer to meet with Texas Commission on Environmental Quality (TCEQ) in Austin to negotiate a waiver from the Emergency Preparedness Plan (EPP), seconded by Mayor Pro Tem Castro. Mayor Border stated the EPP requires that in a case of an emergency situation the City is required to provide its customers with 35 PSI of water. Since the City does not have a pumping station it can't meet this requirement. The City was denied a waiver and was fined for not meeting the requirements. Mayor Border stated the estimate for professional services, the City engineer and lawyer to meet with TCEQ was \$3,000. Mayor Pro Tem Castro stated it was definitely worth the try. Mayor Border stated this plan was devised by the lawyer after several conversations with TCEQ. A vote was taken approving the motion authorizing the Mayor, the City Attorney and the City Engineer to meet with Texas Commission on Environmental Quality in Austin to negotiate a waiver from the Emergency Preparedness Plan. The vote passed unanimously.

4.4 A motion was made by Council Member Whiting to approve Ordinance # 662 adopting a Drought Preparedness Plan, seconded by Council Member Davis. Mayor Border stated that the City Engineer and the City Attorney suggested strongly that Hilshire Village adopt the City of Houston's Drought Plan. He stated that Option "A" has minor changes to the City of Houston's Ordinance taking into consideration the City of Hilshire Village's existing ordinance numbers. Mayor Border stated Option "B" has

considerable changes. He asked if Council had any questions or anything in the Ordinance that they objected to. Mayor Border said if adopted tonight the Ordinance would go into effect tomorrow. Council Member Davis felt that the City should follow the City of Houston's Ordinance.

Council went over Option "A" page by page and made the following changes: The word "director" would be replaced with "Mayor" and "wastewater" should be two words throughout the ordinance.

Page 2: remove the paragraph regarding "major customer means".

Mayor Border brought to Council's attention Page 4 (2) which stated you are allowed to hand water.

Page 6: Remove section 11-801 (b) (4) and renumber 5 and 6.

Page 7: (3) Change 45 pounds per square inch (psi) or less to 35 psi.

Page 8: (3) Change 40 psi to 35 psi

Page 9: delete section 47-256 Wholesale water customers in its entirety.

Change Section 3 to Section 2 and change the adoption date to 16th Day of August, 2011.

Council Member Davis thought notices should be passed out to everyone. Council Member Whiting volunteered to put a flyer on everyone's door. Council Member Post suggested Council use City of Houston's Chart found on their website.

Mayor Border said that he recommend the City adopt version "A". Council Member Whiting revised her motion to approve Ordinance # 662 version "A" with the corrections made by Council, seconded by Council Member Davis. A vote was taken to approve Ordinance # 662 Version "A" adopting a Drought Preparedness Plan with the corrections made by Council. The vote passed unanimously.

Council Member Bristow wanted the Drought Preparedness Plan as a discussion item until the City is out of the drought.

The City Engineer was excused at this time.

4.5 A motion was made by Mayor Pro Tem Castro authorizing the City to purchase a memorial bench to honor those who have served the City, seconded by Council Member Davis. Mayor Pro Tem Castro said that over the past years the City has lost valuable residents and co-workers that have served the City willingly and with great dedication. The recent loss of John Denninger and Ted Lazarides brought to the City's attention that the City needs a fitting permanent memorial to recognize the services of those who have passed away. She is proposing a memorial bench with plaques affixed to the side in recognition of their services. She recommended the following people be recognized: Ruth Krenek, Joe Hedding, Mary Etzel, Myrna Davis, Jane Fisher, Ted Lazarides and John Denninger to be set up on the grounds of City Hall. Mayor Pro Tem Castro stated it should recognize those who have served more than four (4) years. A vote was taken to approve the motion to purchase a memorial bench to honor those who have served the City. The vote passed unanimously.

4.6 A motion was made by Council Member Whiting to adopt Resolution Number 119 nominating Ed Heathcott for a position on the Board of Directors for the Harris County Appraisal District, seconded by Council Member Davis. A vote was taken to approve the motion adopting Resolution Number 119 nominating Ed Heathcott for a

position on the Board of Directors for the Harris County Appraisal District. The vote passed unanimously.

4.7 A motion was made by Council Member Whiting to authorize the payment to Joe Garrett in the amount of \$450 owed to him by the Building Official seconded by Council Member Davis. Mayor Border stated that Joe Garret did not cash his check prior to the closing of the building officials business. City Secretary Blevins stated that the City has not been invoiced by Ted's Company for outstanding charges. She suggested when the City is invoiced that this \$450 be deducted. A vote was taken to approve the motion authorizing the payment to Joe Garrett in the amount of \$450 owed to him by the Building Official. The vote passed unanimously.

4.8 CLOSED EXECUTIVE SESSION: None

Mayor Border informed Council that in the Grady Farris' lawsuit against the Building Official, in his official capacity case, the Court of Appeals has set oral argument for September 14, 2011 at 10:30 AM.

4.9 None

## 5. DISCUSSION ITEMS:

5.1 Replacement of the Building Official: Council Member Whiting and Council Member Post said they met with Bureau Veritas regarding replacement of the Building Official. Council Member Whiting said Veritas offers a full "gander" of services. They can do as little or all duties of a building department. She said they have a flat fee per new construction that includes plan check and inspection; however, their cost would not cover city attorney or city engineer fees. Council Member Whiting stated the City Office requested that one person be handling the City's account. Council Member Post said they were still reviewing the situation and were in the middle of writing a job description. Mayor Border felt that services should be on the top of the list. He asked that Council Member Whiting and Post include the office staff and their needs.

## 6. REPORTS TO COUNCIL:

6.1 Mayor and Council:

Mayor – Metro – Mayor Border stated the Metro Board will be meeting next month and the topic is a state legislation amendment effecting how the multi cities are treated. Mayor Border said there is some who want to take the \$99,000 mobility fund away from the Cities. Jimmy Stewart's term as a Board Member representing the multi cities will expire this year. Mayor Border would like to nominate Cindy Siegel, current Mayor for Bellaire, to take his place.

Davis – Public ROW on Ridgeley at Hilshire Wood Subdivision – Council Member Davis said he power washed the brick and it looks a lot better.

Council Member Whiting stated she would like to check into redoing the City's website.

Mayor Pro Tem Castro asked if the old generator was going to be sold. Council

thought it was a good idea.

7. CONSENT AGENDA: A motion was made by Council Member Post to accept the Consent Agenda as presented, seconded by Mayor Pro Tem Castro. A vote was taken to approve the motion approving the Consent Agenda including disbursement of invoices and approving the Minutes from the Regular Council Meeting of July 19, 2011. The vote passed unanimously.

8. ADDITIONAL CITIZENS COMMENTS: None

10. ANNOUNCEMENTS: City Secretary Blevins said she would like to set a date for a budget workshop. Council decided on August 25, 2011 at 6:00 PM.

11. ADJOURNMENT: Council Member Whiting moved to adjourn, seconded by Council Member Davis. A vote was taken to approve the motion to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:40 P.M.

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Robin S. Border, Mayor  
ATTEST:

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Susan Blevins, City Secretary