

# The City of Hilshire Village

Regular Council Meeting September 17, 2013  
TUESDAY, September 17, 2013  
REGULAR COUNCIL MEETING  
6:00 P.M.

1. CALL TO ORDER: Mayor Whiting called the City of Hilshire Village Council Meeting to order at 6:06 P.M. at 8301 Westview, Houston, Texas 77055.

1.1 Invocation: was given by Mayor Whiting.

1.2 Pledge of Allegiance:

1.3 Present: were Mayor Shannon Whiting, Mayor Pro Tem Post and Council Members Connie Castro, Edward Davis and Paul Maddock. Also present were City Secretary Susan Blevins; Chief Gary Finkelman, Spring Valley Police Department; City Engineer Efrain Him, P.E., HDR/Claunch & Miller, Inc. and City Attorney David Olson, Olson & Olson. Council Member David Gunn was absent.

2. CITIZENS COMMENTS: Zandra Anderson – 8214 Mallie Court - came to express her gratitude to Council Member Davis who alerted her and explained what was happening in the Village the night of September 6th. She also indicated that she thought the police department did a great job and that when she called the police station their dispatcher was calm, cool and collected.

Alan Wolfe - 1314 Pine Chase stated that there was an excessive amount of speeding and drivers following too close to one another in the Village. He said both he and his wife have been tailgated. Apparently one truck ran the stop sign at Wirt, turning immediately after his wife had turned. Mr. Wolfe said he was ready to start a patrol himself as he does not want to see wildlife or kids hurt in the Village. He thinks attitudes need to be changed.

3. COUNCIL COMMENTS: Council Member Paul Maddock said that there are a lot of contractors in the Village that do not seem to know what 20 mph or Stop Signs mean.

4. REPORTS TO COUNCIL:

4.1 Police Report: Chief Finkelman stated during the month of August there were two (2) burglaries which he discussed at last month's Council Meeting. He stated that in September there was a theft of lawn equipment from a side yard when the resident left it outside for a couple of hours and on the 12th there was a burglary of a wallet stolen from a residence while occupied. The theft was not discovered until the next morning. A Nixle alert went out on this burglary.

Chief Finkelman stated that September 6th was a crazy Friday night where investigators from the Spring Valley Village Police Department, the Houston Police Department, the Harris County Sheriff's Office, the Memorial Villages Police Department, the Harris County Constable's Office (Precinct 1 and Precinct 5), the Department of Public Safety, canines and helicopter units chased, searched and arrested a man who was a suspect in three (3) or four (4) violent crimes over a period of several weeks. When other police departments wanted to end the search the Chief explained that the City of Hilshire Village's residents kept their department aware of all suspicious behavior and his belief was the suspect was still in Hilshire Village because the residents would have reported a strange person running through the Village. A new canine was brought in and the units started searching homes again. The new canine that was brought in would not leave the garage of a home in Hickory Shadows. After further investigation the suspect was found in a closet in the garage of a house for sale. The chase and search for the man was on the local television news and a Nixle alert went out to warn residents.

#### 5. REPORTS TO COUNCIL:

5.1 Engineers Report: Efrain reported, in regard to the Texas Department of Public Safety/Governor's Division of Emergency Management (DEM), Hurricane Ike Hazard Mitigation Grant Program (HMGP) that the contractor, Triple B, has had scheduling problems with their subcontractors. He stated that Triple B did some minor ditch re-grading and has started the pipe bursting of the sewer line on the Glourie extension. The City is still negotiating the two (2) sanitary sewer services at 1206 and 1210 Glourie. The monthly Construction Meeting was held on September 11, 2013. Triple B reported the job was 87.45% complete in place and they had used 80.08% of the contract time. The Contractor is 7% ahead of schedule reflecting a completion date of November 27, 2013. Efrain stated the forecasted work for the upcoming month includes adjustment of sanitary sewer services at 1206 and 1210 Glourie Drive, concrete driveway repairs, removal and replacement of 24-inch storm sewer line in Pine Chase Grove and complete installation of the first surface course at Pine Chase Grove and West Bromley Road and installation of the second/final surface course, in order to substantially complete the Pine Chase & Glourie Loop project area.

Efrain reported HDR had received and reviewed the Contractor's Pay Application No. 14 for work performed in August 2013. He recommends the approval of the Pay Application No. 14.

Glourie Drive Extension – Efrain stated the new water line work, removal and replacement of driveway culverts and street crossing culverts were 100% complete. The contractor has completed the black base work on Glourie northbound lane. Efrain stated the sanitary sewer rehabilitation had begun.

Guinea Drive Water Line Replacement Project – Efrain stated the design services for the project have been completed and the Bid opening was Thursday, September 19, 2013 at City Hall.

Street Signs Replacement Project – Efrain stated the contract documents for the project have been prepared. He stated HDR will be requesting proposals commencing September 13, 2013.

1209 Pine Chase Drive Drainage Plan Revisions Efrain stated he had reviewed the

request to add extra drain inlets and storm sewer lines to drain the north side of the property. He has asked the contractor to have the Drainage Plan revised by the Drainage Engineer of record.

1102 Guinea Drive Drainage Plan – Efrain stated he was in the process of reviewing the Revised Drainage Plans.

Lift Station – Efrain stated he was coordinating with Pump & Power Equipment and Pumps of Houston to secure quotes for the replacement of the existing grinder submersible pumps.

## 6. ACTION ITEMS:

6.1 Council Member Castro made a motion to authorize payment of Triple B Services, L.L.P., Pay Application No.14 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$18,623.23 to be paid by the City of Hilshire Village, seconded by Council Member Maddock. A vote was taken to approve the motion authorizing payment of Triple B Services, L.L.P., Pay Application No. 14 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$18,623.23 to be paid by the City of Hilshire Village. The vote passed unanimously.

6.2 Council Member Maddock made a motion to authorize payment of Triple B Services, L.L.P., Pay Application No. 14 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$55,869.69 to be paid by the City of Hilshire Village and then reimbursed by the Texas Department of Public Safety, seconded by Council Member Davis. A vote was taken to approve the motion authorizing payment of Triple B Services, L.L.P., Pay Application No. 14 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$55,869.69 to be paid by the City of Hilshire Village and then reimbursed by the Texas Department of Public Safety. The vote passed unanimously.

6.3 Council Member Davis made a motion to authorize payment of HDR/Claunch & Miller invoice for Professional Engineering Services provided to the City for the Pine Chase and Glourie Utility, Drainage and Paving improvements Project, Invoice No. 23 in the amount of \$14,124.34, seconded by Council Member Castro. A vote was taken to approve the motion authorizing payment of HDR/Claunch & Miller invoice for Professional Engineering Services provided to the City for the Pine Chase and Glourie Utility, Drainage and Paving Improvements Project, Invoice No. 23 in the amount of \$14,124.34. The vote passed unanimously.

## 7. DISCUSSION:

7.1 General and Utility Fund Budget, Tax Rate and Capital Improvements – Mayor Whiting stated there was a change in the Capital Budget for Street Signs. The new budget amount is \$35,000.00.

Mayor Whiting stated that under the Utility Budget, there will have to be an ordinance

enacted to change the rate. She stated the budget shows bi-monthly billing at a rate of \$4.95/1000 gallons as discussed. Also, line item 154, lift station repairs, of \$15,000.00 will be split to show a line item for \$10,000.00 on the replacement of pumps and another line item for \$5,000.00 for repairs. Mayor Pro Tem Post asked if the two quotes on the pump station were known. She wanted the budget to reflect the lower quote. Mayor Whiting indicated that the budget can be approved as amended based on discussion on the voting item at the meeting on Thursday. Mayor Whiting also discussed a graduated water rate so that there would be a higher rate for higher consumption thus encouraging conservation. She stated the City of Houston has eight (8) different levels and Bunker Hill has five (5) different levels. Mayor Whiting indicated that she was analyzing consumption to see what the reasonable break points were in order to set levels.

The City attorney was excused at this time.

Capital Budget - Mayor Whiting indicated that there were place holders in the Budget for specific items. She referred to the summary sheet prepared by Mayor Pro Tem Post on the three primary projects (Pine Creek Lane, Bridle Spur Lane and Friarcreek Lane) which have the highest priority with respect to the City's infrastructure. Mayor Pro Tem Post acknowledged that the sewer on Archley needed to be replaced but was not included in her work sheet. She stated the City could get a Certificate of Obligation for a ten (10) year note borrowing \$1.235 million to fund the projects. Mayor Pro Tem Post stated the numbers only work if the City takes \$600,000.00 out of Metro and \$100,000.00 out of the Utility fund. She stated the funds coming from Metro were more than previously discussed; however, if the City chooses this option, we can do the Pine Creek Lane water, sewer and road project for just over \$1 million. Council discussed with the City Engineer adding an additional connection to the City of Houston and ways to make the water pressure better. The estimated cost for an additional connection was \$100,000.00. Mayor Whiting shelved this item until later. Mayor Pro Tem Post continued her discussion stating Bridle Spur Lane would take \$365,000.00 for the water, sewer and road. Friarcreek Lane cost is estimated at \$400,375.00 for water and sewer only. The total so far is \$1.916 million and the remaining \$18,000.00 is surplus. She stated all the numbers were estimates.

Mayor Pro Tem Post stated that alternately, for a seven (7) year note the City could borrow \$870,000.00 and pull the exact same amounts from Metro and the Utility Fund which would give the City approximately \$1.5 million for projects. This would mean that everything would be done except the Friarcreek Lane project.

Council Member Davis asked what projects could be done now if the City did not take on any new debt until the current Anticipation Note runs out in 2014. The answer was "Bridle Spur Lane". Mayor Pro Tem Post asked the City Engineer about the ramifications of only replacing the water lines and the road only, but not the sewer. Efrain stated the road would be torn up when the City puts in the sewer lines. He stated the sewer was around \$50,000.00. Mayor Whiting pointed out the sheet from the 2004 Comprehensive Underground Assessment showing the full inventory of the City's infrastructure showing the age, the size of the pipes, the pipe material, the length and recommendations for a Capital Improvement Plan. Bridle Spur shows as a level #2 for the sewer. The road was not considered at the time of the inventory as it was a private street. Efrain pointed out that when the study was done the intent was that each section would be a separate project. He indicated that when paving is involved his company recommends the utilities should be done at the same time, but they can work either way.

Mayor Whiting brought up the issue of water pressurization again. She asked Efrain if the City invested in some method of pressurization without changing the current water infrastructure, given the age, size, and current conditions of the cast iron system, what would happen? Mr. Him responded "that such an occurrence could compromise the integrity of the existing pipes". The current water lines were probably installed in the mid 1960's so they are fifty (50) plus years old. Mayor Pro Tem Post asked about increasing the pressure as well as the volume. Efrain stated that installing a new interconnect at Pine Creek and Pech Road could be used either connecting with the City of Houston or Spring Valley. However, if the City was to contract with Spring Valley for water then he would also recommend the addition of another interconnect to benefit the whole City. He also stated if the City replaces the water lines they would be using eight (8) inch pipes rather than six (6) inch which would allow for more flow capacity. With the new interconnect and new water lines Pine Creek should get more pressure and flow. Council Member Davis pointed out there is no water input from the west side of the City at present and the new interconnect should help pressure throughout the whole City. He stated the City currently has water input from Wirt and Pine Chase Grove. Council Member Davis stated there was a perfect space behind the Sterns Corporation building if the owner was willing to sell a portion of their property to install the meter and backflow preventer. Efrain recommended that Pine Creek construction and the pressurization be done at the same time.

Council Member Davis also stated there would be a possible increase in tax base if the Mennonite Church sells a portion of their land thus helping fund future projects. Mayor Pro Tem Post asked if the City needed to replace the water lines on Friarcreek or if they could replace only the water lines without sewer or roads. Efrain stated if the City adds an additional interconnect on Pine Creek the City would ideally need to replace the water infrastructure on Pine Creek, Bridle Spur and Friarcreek. He stated the water lines on Friarcreek are six (6) inch cast iron from 1969 so they probably need to be changed; however, after the addition of an interconnect the City may not need to make improvements on Friarcreek at this time.

Mayor Whiting indicated that the City needs to prioritize the capital projects for the next twelve to twenty-four months for capital budgeting. Council has to decide what to borrow. She pointed out the ten year note would have funds available for an emergency repair if needed. Mayor Whiting stated the seven year note means that the City could go to the financial market now. Mayor Pro Tem Post wanted to budget for the full \$1.23 million and the City could decide not to fund all the projects. Mayor Whiting stated neither option would affect the City's tax rate. The City Engineer was excused at this time.

7.2 Changes to Construction Code regarding construction fencing and clarification of use of wood shingles or shakes – Mayor Whiting indicated that the Building Official has indicated that Section B of 3.117 of the Code of Ordinances is vague. He suggests that the word "new" be replaced with the word "all" so that wood shingles cannot be used for construction for roofing, siding or decorative material.

New Construction Permit - Mayor Whiting said she would like the permit or ordinance to require a fence with privacy screening on all new construction jobsites. This would help safety and aesthetics for the neighbors. Council Member Castro asked about the cost to the builder and it was felt that the material probably is used more than once. The

ordinance change will be on the October meeting.

The Mayor also indicated that she learned from City Secretary Blevins that there is an organization, Kendig Keast Collaborative, which will comb through the City's Zoning Ordinances and advise the Council on how to mold/change the ordinances to keep the City's structural density and aesthetics where we want it to be. We have explored the need and this looks like a resource that can help us. As we see more development on smaller lots, we need to study how to structure our ordinances. Zone B houses are all out of compliance with our current zoning.

## 8. REPORTS TO COUNCIL:

8.1 Fire Commissioner: Mayor Whiting reported there was not a meeting in August and that the next meeting was tomorrow, September 18th. She stated the Fire Department was told they were told they would be receiving an ISO rating of 1 which means the fire department got 90% or higher on their inspection. Mayor Whiting stated there were few departments in the nation with a rating of 1 and our residents should let their home owners insurance companies know as their rates could go down. The fire fighters will have patches on their uniforms and stickers on their trucks. She said this is a very big deal. The Mayor suggested that residents congratulate Chief Foster and his department.

8.2 Building: City Secretary Blevins reported there were ten (10) permits and twenty-nine (29) inspections for the month. She reported that the house at 1331 Friarcreek was permitted as an add-on/remodel job and then they decided to tear down the house without informing the City. Mayor Whiting told Council she had received a call on Saturday informing her of the house being torn down. She then called City Secretary Blevins to see if the proper permits had been pulled and was informed that they had not. Mayor Whiting stated she asked the contractor to stop work and when he refused she called the Police. City Secretary Blevins stated that the proper permits were now pulled and the utility shutdowns had been verified.

8.3 City Secretary: City Secretary Blevins answered questions in regard to the Complaint and Issues Log. Council Member Castro asked what the issue was at 1138 Glourie and was told that the City Engineer has been asked to review the site. City Secretary Blevins reported that it had been reported that all trees and vegetation had been removed in ravine (Culvert "A") at the corner of Ridgeley and Archley by Harris County Flood Control District (HCFCD). She stated that the work has been temporarily stopped pending investigation. City Secretary Blevins reported she had attended a meeting with Harris County Mitigation Department on the requirements for the 2014 Mitigation Plan that would be required to submit for continuance of FEMA funding. She also reported she attended an Open Meetings Act Training Class.

8.4 Treasurer's Report: City Secretary Blevins presented the City's financials to Council stating the General Fund revenue was up and expenses were down.

8.5 CLOSED EXECUTIVE SESSION: None

8.6 Mayor Whiting said no action would be taken regarding the Executive Session.

## 9. REPORTS FROM COUNCIL:

9.1 Mayor Whiting – Mennonite Church Workshop – Mayor Whiting reminded Council that the Public Hearing for the Mennonite Church’s Specific Use Permit was set for September 26th and would be followed by a Special Council Meeting. The Special Council Meeting’s Agenda would include the Specific Use Permit, several items previously discussed by the City Engineer and approval of the budget for next fiscal year. Mayor Whiting reminded Council that the main focus of the Public Hearing was the Specific Use Permit for the Mennonite Church and she had invited the proposed developer.

Harris County Debris Removal Contract has been executed and is perpetual. If an event occurs in the City that requires debris removal Harris County will handle the removal of debris, incur the billing and get reimbursed from FEMA. If FEMA does not cover the cost for some reason, then the City would be liable. Mayor Whiting stated the City Attorney had reviewed and approved the document.

State Representative Jim Murphy – Mayor Whiting stated she, Council Member Maddock and City Secretary Blevins attended a legislative update sponsored by Hedwig Village for Council and staff. State Representative Murphy discussed four items. The first was the state setting aside some of the Rainy Day Funds to make a State Water Fund which would help fund projects to ensure that Cities have the water needed as well as conservation. Mayor Whiting said Hilshire Village may qualify for funding if the proposed fund passed. This item will be on the November ballot. Also on the following November ballot would be the request for funds to be set aside by the state for new state roadways. State Representative Murphy also discussed education and funding and reduction of standardized testing and the state putting aside funds for Research & Development centers to attract professional people for development as well as overall job growth and talent retention.

Mayor Whiting stated that the Mayor from Spring Valley brought up the discussion of pay and take contracts with the City of Houston where they have to pay \$20,000.00/month for surface water that they do not take and the fact that the City of Houston told them that they may not have the water to give them if they decided to take it. She also stated the Mayor from the City of Bunker Hill commented that they have plenty of water but are not able to use their wells due to restrictions by the Subsidence District.

I-10 Noise Mitigation Update –Mayor Whiting stated that she and the Mayors of Hedwig, Spring Valley and Hunters Creek met with Representative Jim Murphy, the Executive Director of TxDOT for this area, the head of public works for the City of Houston, Mr. David Crouse and a representative from the Saddle Wood Home Owner’s Association. The purpose of the meeting was to ask the City of Houston to participate in the diamond grinding project on I-10 to the tune of \$800,000.00 which would reduce the cost to the other participants. Mr. Crouse was provided with all the noise reduction studies and has agreed to study all the information and then meet again to see if Houston will participate. TxDOT is prepared to go forward with the work. All of the participating Councils have agreed to participate. The project is to be staged as a pilot project. Mayor Whiting stated TxDOT is willing to give all the project’s participants an interest free loan to do the work for a five or an eight year repayment plan.

#### 10. ACTION ITEMS:

10.1 CONSENT AGENDA: Council Member Castro made a motion to approve the disbursements presented to Council, the Minutes from the Regular Council Meeting of August 20, 2013, the Minutes from the Budget Workshop of August 20, 2013, the Minutes from the Council Workshop of August 26, 2013, the Minutes from the Special

Council Meeting of August 26, 2013, the Minutes from the Special Council Meeting of August 29, 2013, enacting a Proclamation for National Night Out to be held on October 1, 2013 and for Halloween Night to be held on October 31, 2013, seconded by Council Member Davis. A vote was taken to approve the motion approving the disbursements presented to Council, the Minutes from the Regular Council Meeting of August 20, 2013, the Minutes from the Budget Workshop of August 20, 2013, the Minutes from the Council Workshop of August 26, 2013, the Minutes from the Special Council Meeting of August 26, 2013, the Minutes from the Special Council Meeting of August 29, 2013, enacting a Proclamation for National Night Out to be held on October 1, 2013 and for Halloween Night to be held on October 31, 2013. The vote passed unanimously.

13. ADDITIONAL COUNCIL COMMENTS: NONE

14. ANNOUNCEMENTS: NONE

15. ADJOURNMENT: Council Member Davis made a motion to adjourn, seconded by the rest of Council. The meeting was adjourned at 8:18 PM.

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Shannon Whiting, Mayor

ATTEST:

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Susan Blevins, City Secretary