

The City of Hilshire Village

Council Meeting October 15, 2013
TUESDAY, October 15, 2013
REGULAR COUNCIL MEETING
6:30 P.M.

1. CALL TO ORDER: Mayor Whiting called the City of Hilshire Village Council Meeting to order at 6:30 P.M. at 8301 Westview, Houston, Texas 77055.

1.1 Invocation: was given by Council Member Castro.

1.2 Pledge of Allegiance:

1.3 Present: were Mayor Shannon Whiting, Mayor Pro Tem Stephanie 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: Bill Bristow – 1233 Pine Chase – passed out a photograph showing a truck parked over the drainage easement pipes at 1209 Pine Chase and asked each Council Member in turn what they were going to do about it. He then stated that no response was necessary. Mr. Bristow also wanted to know what was being done about his request to update the sound system in the Council Chamber.

Mr. Raines - # 9 Pine Creek – wanted to know if an assessment was done on the City's utility needs before the projects in the City were started. Mayor Whiting responded that there was a full assessment of the water lines throughout the City done in 2003-2004. Mr. Raines also was concerned about the low water pressure on Pine Creek due to the backflow preventers required by the State of Texas. Mayor Whiting stated that the City was currently at the mercy of the City of Houston for the incoming water pressure that the City receives. She stated that the City loses ten (10) to fifteen (15) percent pressure between the City and the back flow preventers. Mayor Whiting stated Council is discussing means of relief. However, the timing will depend on funding and scheduling.
She said Pine Creek Lane is a priority.

3. COUNCIL COMMENTS: NONE

4. REPORTS TO COUNCIL:

4.1 Police Report: Chief Finkelman stated that during the month of September there were the two (2) burglaries that were reported at the last Council meeting as well as the man-hunt for the robbery suspect. The Chief stated that Spring Valley Police had filed "burglary of habitation" charges on the suspect, the City of Houston filed aggravated robbery and assault charges and Memorial Village Police had also filed an aggravated robbery charge on the same suspect. He is currently in jail on a very large bond. Chief Finkelman stated there have been no incidents so far in October. National Night Out had a good crowd and good chili dogs. Nixle enrollment is up to over 1600 subscribers.

4.2 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 currently completed the adjustment of two (2) sanitary sewer services at 1206 and 1210 Glourie and they were currently replacing the 24-inch RCP storm sewer on Pine Chase Grove. He stated the repair of the damaged/cracked segments of the new concrete driveways was still pending. Efrain stated the Monthly Construction Progress Meeting was held on October 9, 2013 with the City and the Contractor. The Contractor reported the job was 89.3% complete in-place and used 86.12% of the contract time. In other words, the Contractor is approximately 3% ahead of schedule. Efrain stated the job was still scheduled to be completed by November 27, 2013.

Glourie Drive Extension – Efrain stated the Contractor had completed approximately 95% of the sanitary sewer rehabilitation work and there were four (4) long sanitary sewer services remaining to be done. The Contractor had also re-graded the ditch segments on the east side of Glourie. He stated the forecasted work was to complete the sanitary sewer rehabilitation and then begin roadway excavation, paving work and ditch re-grading.

Efrain stated the City had sent a letter requesting a waiver from the 25% withholding fund requirement and is waiting for a response.

Guinea Drive Water Line Replacement Project – Efrain stated the water installation was scheduled to be completed October 16, 2013. They will be disinfecting and pressure testing the lines in the next couple of days and transferring services the next week. He stated that Scohil Construction had submitted a request to change one of the design features so that they can tap the new line into the existing line without taking people out of service for an additional cost of \$1,900.00. There are funds in the supplemental to cover the cost. The tree that was situated where the fire hydrant should go has been moved. The home owner agreed on the placement of the fire hydrant.

Street Signs Replacement Project – Efrain stated that the City had received two

quotes so far and is waiting for a third.

1209 Pine Chase Drive Drainage Plan Revisions - Efrain stated the Contractor had requested they be allowed to add extra drain inlets and storm sewer lines to drain the north side of the property. He said the Amended Drainage Plan was approved with exceptions noted. Efrain stated that the City told the Contractor at the beginning of the construction work that they would be inspecting the pipes when the job was completed to make sure there was no damage to the pipes. If the pipes have to be replaced, it will be at the contractors' cost.

1102 Guinea Drive Drainage Plan – Efrain stated he had reviewed and approved the Drainage Plan Resubmittal with exceptions noted.

1122 Ridgeley Drive Drainage Easement Re-delineation – Efrain stated he assisted with the legal instruments for the abandonment of the existing drainage easement, dedication of new drainage easement and the consent to encroach the new drainage easement by a portion of the existing wood decking and the secondary dwelling on the back end of the property.

Mayor Whiting said the City received two (2) emails from the real estate agent and as the agent representing the buyers thanking Susan Blevins, Efrain Him and David Olson for their work on this project. Mayor Whiting said that she was proud and that Council and the residents were extremely fortunate to have people that work together for the benefit of others so she wanted to personally say “thank you”. This tells her the City has a great staff.

1307 Friarcreek Lane Drainage Plan –reviewed and returned the Drainage Plan due to incomplection.

Mennonite Church Redevelopment – attended the Public Hearing and Special Council Meeting.

Lift Station –stated the City had issued a Purchase Order to Pump & Power Equipment Company on October 1, 2013 and was informed the pumps would be delivered the last week of November 2013 with installation the first week of December.

5. ACTION ITEMS:

5.1 Council Member Castro made a motion to authorize payment of Triple B Services, L.L.P., Pay Application No.15 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$12,920.70 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. 15 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$12,920.70 to be paid by the City

of Hilshire Village. The vote passed unanimously.

5.2 Council Member Maddock made a motion to authorize payment of Triple B Services, L.L.P., Pay Application No. 15 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$38,762.14 to be paid by the City of Hilshire Village and then reimbursed by the Texas Department of Public Safety, seconded by Mayor Pro Tem Post. A vote was taken to approve the motion authorizing payment of Triple B Services, L.L.P., Pay Application No. 15 for work related to the Pine Chase & Glourie Paving, Drainage & Utilities Improvements Project in the amount of \$38,762.14 to be paid by the City of Hilshire Village and then reimbursed by the Texas Department of Public Safety. The vote passed unanimously.

5.3 Council Member Castro 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. 24 in the amount of \$21,267.32, seconded by Council Member Davis. 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. 24 in the amount of \$21,267.32. The vote passed unanimously.

5.4 Mayor Pro Tem Post made a motion to authorize payment of HDR/Claunch & Miller invoice for Professional Engineering Services provided to the City for the Guinea Drive Waterline Replacement Project, Invoice No. 1 in the amount of \$19,657.00, 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 Guinea Drive Waterline Replacement Project, Invoice No. 1 in the amount of \$19,657.00. The vote passed unanimously.

5.5 Mayor Pro Tem Post made a motion to authorize payment of HDR/Claunch & Miller invoice for Professional Engineering Services provided to the City for the Guinea Drive Waterline Replacement Project, Invoice No. 2 in the amount of \$4,375.00, 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 Guinea Drive Waterline Replacement Project, Invoice No. 2 in the amount of \$4,375.00. The vote passed unanimously.

6. DISCUSSION:

6.1 Discuss the timeline for accepting dedication of Bridle Spur Lane and subsequent improvements – Mayor Whiting indicated that there have been a number of inquiries from the residents on Bridle Spur. The City has a couple of issues to work out before accepting the Dedication of the Right-Of-Way. Bridle Spur is part of the 2013-2014 Operating Budget just passed but the City will have to work out the funding based

on acquisition of incremental debt to fund it. Also affecting the funding is whether the City will be released from the 25% holding by the Department of Emergency Management on the Pine Chase/Glourie Project. If the holding is not released there will be an impact on cash flow. Another item affecting the project is the acquisitions of property for the installation of an additional inter-connect for water which will benefit both Pine Creek and Bridle Spur by improving water pressure.

The City Attorney, David Olson, indicated that it would not take very long to set up the Dedication. He confirmed that the City had a current survey. Once the last lienholder completes their paperwork then the engineering work and the dedication could be done simultaneously.

Jeffrey Klam – 1317 Bridle Spur indicated that his new mortgage company had a record of Ordinance Number 117 from 1964 listing Bridle Spur as one of the public streets that was going to have paving work done. David Olsen said he would look into the Ordinance.

The City Engineer was excused at this time.

7. ACTION ITEMS:

7.1 Mayor Pro Tem Post made a motion to approve Ordinance Number 690 of the City of Hilshire Village, Texas omitting the use of wood shingles and shakes, seconded by Council Member Davis. Two ways for stating the change were presented – one allowing repairs and one not. City Attorney Olson pointed out that the current ordinance has an exception where an existing structure can be “repaired” using fire retardant wood shingles and shakes. The Ordinance is more pointed toward roofing but could be interpreted to cover siding. Mayor Whiting pointed out that there is a new house under construction and the Building Official mandated that any shingles or shakes used had to be fire retardant. The Building Official stated he would prefer wood shingles be prohibited for any use.

Council Member Maddock pointed out that forcing residents to replace rather than repair would be punitive to many residents and asked for the reasoning behind the Building Official’s mandate. Mayor Whiting pointed out that wood shakes are the easiest tender and ignite from a spark or hot ash. Council Member Davis pointed out that wood shingles were very popular when the City was being built and many residents have or had wood shingle roofs. The fire hazard possibility would seem to mandate that no more wood shingles be allowed. Mayor Pro Tem Post asked about the house under construction and was told that the City has to follow the Ordinance in place which allows for wood shingles as decoration. She was concerned about the twenty-five percent (25%) and whether a different percentage would be better. City Attorney Olson gave specific wording for the Ordinance allowing for repairs. Council Member Castro does not

want to be punitive to residents who might have wood shingles. All Council Members seem to want to allow repairs. City Attorney Olson requested removal of the sentence allowing new roofing covering over wood shingles. Council Member Davis pointed out that there may still be houses in the City with roofing over wood shingles. Future roofing replacement would require the removal of the wood shingles before the new roof could be installed.

Mayor Whiting restated that Ordinance 690 was being amended to remove the sentence concerning placement of new roofing over wood shingles. City Attorney restated the wording for the Ordinance allowing for repairs.

Mayor Pro Tem Post made a motion to approve Ordinance 690 with the sentence allowing new roofing to cover wood shingles and changing the wording on allowing repairs to areas having wood shingles under twenty-five percent (25%) seconded by Council Member Davis. A vote was taken to approve the motion approving Ordinance 690 regarding wood shingles and shakes. The vote passed unanimously.

7.2 Council Member Maddock made a motion to approve Ordinance Number 691 of the City of Hilshire Village, Texas approving new construction jobsite requirements, seconded by Council Member Davis. Mayor Whiting stated this item was discussed in prior meetings as an additional item (i) requiring exterior screen fencing for security around construction jobsites. This fencing is for privacy, security and a more pleasant viewing (or non-viewing) by the public. This item is listed on the permit itself so by adding to the Ordinance it is easier to require and enforce compliance.

City Secretary Susan Blevins also brought up the posting of construction hours as item (j). Council Member Castro indicated that we need something so that subcontractors will know the construction hours as there have been problems in the past. Mayor Pro Tem Post had a question on how the construction hours were posted and how to match to City needs. City Attorney Olson indicated that we should give them a sign that the City had made and tell them they had to post the sign where it was visible from the entry to the construction site.

Council Member Maddock amended his motion to approve Ordinance Number 691 of the City of Hilshire Village, Texas approving item (i) approving the new construction jobsite requirement of exterior screen fencing around the property and the addition of item (j) posting a sign with construction hours. A vote was taken to approve the motion approving Ordinance Number 691 of the City of Hilshire Village, Texas approving item (i) approving the new construction jobsite requirement of exterior screen fencing around the property and the addition of item (j) posting a sign with construction hours. The vote passed unanimously.

The City Attorney was excused at this time.

8. REPORTS TO COUNCIL:

8.1 Fire Commissioner: Mayor Whiting indicated that the Commissioners met and that they received the official paperwork showing that the Fire Department had received the highest rating of ISO 1. This is a "BIG" deal as there are only fourteen (14) Fire Departments in Texas and ninety (90) in the Country. We will have a letter that we can scan and send to residents as they may be able to get a reduction in their home owners insurance due to the rating. The firefighters are excited as they will get stickers for their uniforms and fire trucks showing the ISO 1 rating. The rating is good for ten (10) years.

The Memorial Examiner is supposed to write an article concerning the ISO 1 rating.

The YTD numbers show thirty-five (35) calls this year versus thirty-nine (39) last year. There is still some discussion on the proposed changes to the Fire Department. The Chief is getting bids on fixing the hump in the sewer lines.

Council Member Maddock will attend the next commission meeting in the Mayor's place on October 16, 2013.

8.2 Building: City Secretary Blevins reported there were fifteen (15) permits and thirty-seven (37) inspections for the month. She stated there was one (1) Plan Check at 1307 Friarcreek and one (1) Red tag at 1331 Friarcreek.

8.3 City Secretary: City Secretary Blevins answered questions in regard to the Complaint and Issues Log.

8.4 Treasurer's Report: City Secretary Blevins stated she only gave Council Balance Sheets due to the fact that all the cost for year-end was not in at this time.

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

Website Update - Mayor Whiting stated that the City had started the development of the new website.

Ravine Cleanup – Mayor Whiting said she met with Tom Dillard with Champions Hydro-Lawn and he would be providing a quote to clean the ravine.

10. ACTION ITEMS:

10.1 CONSENT AGENDA: Council Member Maddock made a motion to approve the

disbursements presented to Council, the Minutes from the Budget Workshop of September 16, 2013, and the Minutes from the Public Hearing and Special Council Meeting of September 26, 2013. A vote was taken to approve the motion approving the disbursements presented to Council, the Minutes from the Budget Workshop of September 16, 2013, and the Minutes from the Public Hearing and Special Council Meeting of September 26, 2013. The vote passed unanimously.

10.3 Mayor Pro Tem Post made a motion to approve the Minutes from the Regular Council Meeting of September 17, 2013, including the correction to the Capital Budget section correcting the size of the cast iron pipe to six (6) inches, seconded by Council Member Davis. A vote was taken to approve the motion approving the Minutes from the Regular Council Meeting of September 17, 2013 including the correction to the Capital Budget section correcting the size of the cast iron pipe to six (6) inches. The vote passed unanimously.

13. ADDITIONAL COUNCIL COMMENTS: NONE

14. ANNOUNCEMENTS: Mayor Whiting stated the City lost another longtime resident Jane Dickens. Jane Dickens volunteered at the City and was a longtime election worker.

15. ADJOURNMENT: Council Member Maddock made a motion to adjourn, seconded Council Member Davis. The meeting was adjourned at 8:15 PM.

Shannon Whiting, Mayor
ATTEST:

Susan Blevins, City Secretary