

TUESDAY, OCTOBER 18, 2016
REGULAR COUNCIL MEETING
6:30 P.M.

REGULAR COUNCIL MEETING

1. CALL TO ORDER: Mayor Pro Tem Maddock called the City of Hilshire Village Regular Council Meeting to order at 6:31 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: were Mayor Pro Tem Paul Maddock, Council Members Mike Gordy, Robert Byrne and Robert Swanson. Also present were City Administrator Susan Blevins and City Attorney Kim Mickelson, Olson & Olson and City Engineer Efrain Him, P.E., HDR Inc. Mayor Russell Herron, Council Member David Gunn, Spring Valley Police Chief Evans and Fire Commissioner Whiting were absent.

2. REPORTS TO COUNCIL:

2.1 Police Report: Spring Valley Police Department Officers were attending Chief Bond's retirement party. Mayor Pro Tem Maddock stated there were no major incidents in the City other than someone driving on the wrong side of the street and almost running him over.

2.2 Fire Commissioner: Council Member Byrne stated their average dispatch time is 55 seconds with 40 seconds for EMS. The department is under budget. October is Fire Prevention Month with an Open House on October 29, 2016.

3. CITIZEN'S COMMENTS:

Bill Bristow, 1233 Pine Chase, stated there was a Porsche automobile that passed him that was speeding and running the stop signs and he wondered if this was the same vehicle Mayor Pro Tem Maddock had discussed.

4. COUNCIL COMMENTS: Mayor Pro Tem Maddock stated that one (1) of the City's residents, Kay Ford, was turning 100 on October 23rd. He suggested everyone send her a card.

OUT OF ORDER

6. ACTION ITEMS:

6.2 Council Member Byrne made a motion to approve the City of Hilshire Village Ordinance Number 738 adding Article 3.130 of Chapter 3 adopting the 2015 International Fuel Gas Code, seconded by Council Member Swanson. City Administrator Blevins stated that Bureau Veritas had brought this to her attention that the City did not adopt the 2015 Fuel Gas Code with the rest of the Building Codes and they recommended the City adopt it. **A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 738 adding Article 3.130 of Chapter 3 adopting the 2015 International Fuel Gas Code. The vote passed unanimously.**

6.3 Council Member Gordy made a motion to approve the City of Hilshire Village Ordinance Number 736 amending Chapter 3 Building and Construction by deleting Article Number 3.700 and providing a new Article Number 3.700 establishing rules and regulations concerning tree protection and establishing a minimum number of trees needed when a new construction permit or an add-on permit is acquired, seconded by Council Member Byrne. This particular ordinance will address the replacement and minimum tree requirement for new construction. This is to address a large loop hole regarding tree protection for new construction. There will be a minimum number of trees at one (1) tree per 1500 square feet of lot area. City Administrator Blevins asked who would be enforcing this ordinance. Council Member Byrne said that the City would need to hire someone to enforce the ordinance. The Building Official can confirm that the trees have been planted.

Bill Bristow, 1233 Pine Chase, stated he wanted to see language added to the Ordinance that would not allow the Board of Adjustment to grant a variance for the requirement of trees.

A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 736 amending Chapter 3 Building and Construction by deleting Article Number 3.700 and providing a new Article Number 3.700 establishing rules and regulations concerning tree protection and establishing a minimum number of trees needed when a new construction permit is acquired. The vote passed unanimously.

5. REPORTS TO COUNCIL:

5.1 Engineers Report – City Engineer Efrain Him stated in regard to the **Pine Creek/Bridle Spur/Friar Creek Lane Reconstruction Project**, Bridle Spur and Friar Creek are both 100% complete and the water vault on Pine Creek was installed and in operation. Mayor Pro Tem Maddock asked if the water pressure had increased and City Administrator Blevins said the City has not had any complaints or compliments. City Engineer Him recommended Pay Application Number 12 for approval.

8399 Westview – City Engineer Him stated the City met with Mr. Biliski regarding new construction requirements for the City and City of Houston. The City also discussed the feasibility of a fire lane access to Pine Creek Lane and the possibility of a water line/utility easement through the property to allow the City to loop the water line going

through Pine Creek Lane and the Commercial area. Mr. Biliski did not see a problem with the utility easement but felt the fire lane would not work with their plans.

Hilshire Villas, Mr. Schwab submitted the bond to the City and made the changes the City requested. The project plans are at the City of Houston since the plans had expired.

1209 Pine Chase Storm Sewer Outfall Area Improvement and Ravine Gulley Cleaning Project has been completed and the City has been invoiced for the work. Efrain inspected the work and developed a Punch List and the list has been addressed. He will inspect it again after a storm event to verify the improvements are working as intended.

Pine Creek Storm Sewer Rehabilitation was done but the line was found to be under the nearby house so Conrad Construction Company's sub-contractor had to abandon the pipe bursting process and hand dig the line until it passed the house and then they continued with the pipe bursting process. Mayor Herron authorized the \$2,500 additional cost. The remaining work was done under a time and material basis. City Engineer Him said he will meet with Conrad to go over the cost and the overage. Mayor Pro Tem Maddock confirmed with City Engineer Him to ask if the project was coming in under budget. City Engineer Him confirmed that the project should be under budget.

6. ACTION ITEMS:

6.1 Council Member Byrne made a motion to authorize payment of Conrad Construction Company Limited for services provided to the City for the Pine Creek and Bridle Spur Reconstruction Project, invoice # 12, in the amount of \$57,586.15, seconded by Council Member Swanson. **A vote was taken to approve the motion authorizing payment of Conrad Construction Company Limited for services provided to the City for the Pine Creek & Bridle Spur Reconstruction Project, invoice # 12, in the amount of \$57,586.15. The vote passed unanimously.**

6.4 Council Member Byrne made a motion to approve the City of Hilshire Village Ordinance Number 737 amending the Fee Schedule for Plan Check and Permit Cost, seconded by Council Member Swanson. City Administrator Blevins explained that the increase is due to the fact the City's Plan Check Fee is not covering the cost for Bureau Veritas and HDR's time to review the plan, especially for Swimming Pool Reviews because the fee is based on the cost of a job. If a swimming pool project is \$60,000 the cost of the plan review is ½ the permit fee which would be \$360 and the fee needs to cover Bureau Veritas and HDR's time. City Engineer Him said that it still needs to be resolved for fees, drainage and smaller jobs should the fee be based on percentage or square footage. The suggested Fee Schedule for Drainage Reviews would be \$1,000.00 which would include: one (1) Submittal Review, one (1) Resubmittal Review, one (1) Final "As-Built" Review and one (1) Final "As-Built" Resubmittal Review. Any additional Reviews would be \$600 per review. Mayor Pro Tem Maddock asked if this item should be tabled and City Administrator Blevins suggested that if Council so deemed she suggested they adopt the addendum for New Construction and Swimming Pools at this time. It is costing the City every time a swimming pool is installed or a new

house is built. A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 737 amending the Fee Schedule for Plan Check and Permit Cost. The vote passed unanimously.

The City Engineer was excused at this time.

7. DISCUSSION:

7.1 Planning and Zoning: Council Member Byrne said the rest of the Tree Ordinance should be brought to Council next month. The Committee is also working on the Commercial Area and it is set to take the lead because the City has someone that is wanting to build as soon as possible.

The City Attorney was excused at this time.

8. ACTION ITEMS:

8.1 CLOSED EXECUTIVE SESSION: None

9. REPORTS TO COUNCIL: (CON'T)

9.1 City Administrator: City Administrator Blevins stated that on the September Meeting Minutes she left off Council Member Swanson as being present. She stated that there was an electrical failure on Friday in which her UPS was not holding up the computer nor was the generator staying on so she had extra invoices to add to the Consent Agenda. City Administrator Blevins explains the Inter-Local Agreement between Harris County and the City for administration and implementation of the watershed protection education program in where Harris County handles the education required by TCEQ for storm sewer protection. She also brought to Council's attention that the City had a violation with TCEQ when Severn Trent failed to do the required inspections in a timely manner. The results required the City to notify all the residents there was a violation which caused a lot of concern over the quality of the City's water. City Administrator Blevins stated the new City Clerk, Diane Hurley, started on Monday and will be a good asset to the City.

9.2 Building: City Administrator Blevins stated there were only three (3) permits issued this month with forty-six (46) inspections.

9.3 Treasurer: City Administrator Blevins presented the Quarterly Investment Report to Council. She stated the City had received the check from Metro for the new year.

10. REPORTS FROM COUNCIL:

11. CONSENT AGENDA:

11.1 Council Member Swanson made a motion to approve the Consent Agenda as presented including the disbursements presented to Council, the Minutes from the Public Hearing and Special Council Meeting of September 12, 2016, the Minutes from the

Regular Council Meeting of September 20, 2016, Minutes from the Public Hearing and Special Council Meeting of September 26, 2016 and Inter-Local Agreement between the City of Hilshire Village and Harris County for administration and implementation of a Regional Watershed Protection Education Program in the amount of \$395.38 and authorizing payment, seconded by Council Member Gordy. **A vote was taken to approve the motion approving the Consent Agenda as presented including the disbursements presented to Council, the Minutes from the Public Hearing and Special Council Meeting of September 12, 2016, the Minutes from the Regular Council Meeting of September 20, 2016, Minutes from the Public Hearing and Special Council Meeting of September 26, 2016 and Inter-Local Agreement between the City of Hilshire Village and Harris County for administration and implementation of a Regional Watershed Protection Education Program in the amount of \$395.38 and authorizing payment. The vote passed unanimously.**

12. ADDITIONAL COUNCIL COMMENTS: NONE

13. ANNOUNCEMENTS: NONE

14. ADJOURNMENT: Council Member Byrne made a motion to adjourn the meeting, seconded by Council Member Swanson. **A vote was taken to approve the motion to adjourn the meeting. The vote passed unanimously. The meeting was adjourned at 7:31 P.M.**

Paul Maddock, Mayor Pro Tem

ATTEST:

Susan Blevins, City Secretary