

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW
HOUSTON, TEXAS 77055

TUESDAY, APRIL 18, 2017
REGULAR COUNCIL MEETING
6:30 P.M

REGULAR COUNCIL MEETING

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

1.1 Invocation: was given by Council Member Gunn.

1.2 Pledge of Allegiance:

1.3 Present: were Mayor Russell Herron, Mayor Pro Tem Paul Maddock, Council Members Mike Gordy, Robert Byrne, Robert Swanson and David Gunn. Also present were City Administrator Susan Blevins, Spring Valley Police Lieutenant Schultze, City Attorney Kim Mickelson, Fire Commissioner Shannon Whiting and City Engineer Efrain Him, P.E., HDR, Inc.

2. REPORTS TO COUNCIL:

2.1 Police Report: Lieutenant Schultze reported there were no new incidents for the month of March. He stated that there was a fully engulfed car fire in the 8300 block of Westview. Mayor Herron stated that he had received the traffic data for Wirt Road from Lieutenant Schultze and it has a great deal of data. He said he would try to have a summary of the collected data at the next Council meeting.

3. ACTION ITEMS:

3.1 Mayor Pro Tem Maddock made a motion to approve the City of Hilshire Village Ordinance Number 742 amending its Code of Ordinances Chapter 7, by adding a new Article 7.800, Juvenile Curfew, establishing definitions, regulations, defenses and penalties, seconded by Council Member Swanson. Mayor Pro Tem Maddock asked Lieutenant Schultze how Spring Valley Police Department intends to enforce the ordinance. Lieutenant Schultze stated that they are going to be flexible. Each Officer will be able to use it as a guiding tool. The other Villages already have the Juvenile Curfew in place and they are using it as a "hint" to the teenagers to move along if need be. The City of Spring Valley adopted the Juvenile Curfew earlier this year and they have not given out any citations as of yet. Mayor Pro Tem Maddock asked if the ordinance was in line for other reasons like loud noises and Lieutenant Schultze stated "yes". **A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 742 amending its Code of Ordinances Chapter 7, by**

adding a new Article 7.800, Juvenile Curfew, establishing definitions, regulations, defenses and penalties. The vote passed unanimously.

4. REPORTS TO COUNCIL:

4.1 Fire Commissioner Report: Fire Commissioner Whiting gave her official Letter of Resignation as Fire Commissioner effective May 16, 2017. Fire Commissioner Whiting presented her letter of resignation to City Secretary Blevins. She stated that she attended the 2018 Budget Workshop Meeting last Wednesday April 12, 2017, and the new Fire Commissioner should have a draft of the 2018 Budget at the June Council Meeting. Fire Commissioner Whiting reported the department was under budget by 2% for year to date. The Ladder Truck is in the bay and there will be a test drive with the Ladder Truck the later part of May.

4.2 Fire Chief David Foster announced that the Village Fire Department has hired a new Administrator her name is Marlo Longoria. She came from a private school with budget, administrator and supervisory experience. He also stated that after Pine Creek Lane was closed he met City Administrator Blevins at the site and he feels that the fire truck and the EMS vehicles would not be able to turn around and would then have to back all the way out and he felt it was a hazard. Due to the narrow streets, if cars were parked on the street the fire truck would not be able to get by so a second way in might be necessary. Chief Foster stated if there was a sliding gate at the end of Pine Creek Lane that could be opened in case of an emergency and have the curb removed and ramps installed it would help. He stated the gate does not have to stay open all the time. Mayor Herron asked if they would be able to enter from the Pech Road side. Chief Foster stated "yes". Mayor Pro Tem Maddock asked if the fence was taken down, would they be able to make the turn off Pech Road and Chief Foster stated "yes that the turn was wide enough". Mayor Pro Tem Maddock asked what the downside would be if the fence was taken down. Mayor Herron stated it was a discussion item later on the Agenda.

Chief Foster stated the **Hilshire Villas** layout looked good. His only concern was if someone parked on the road it might hinder the fire trucks from getting through but the Fire Department could have a Police Officer help in that situation. He stated that it would help to have "No Parking Signs" along the road. Council Member Byrne asked if "No Parking Signs" were out, which side of the road should they be on. Chief Foster stated "on the outside of the turn". Mayor Herron stated the City might need to look into having ordinances on "No Parking Signs" throughout the City for situations like this. Council Member Gunn stated that after the contractors are done they might need to have a walkthrough with Chief Foster for the layout of the "No Parking Signs".

Chief Foster stated the Fire Department has contracted with architect Jerod Jackson to provide preliminary designs for the Fire House. Council Member Byrne stated he is on the Voluntary Renovation Committee and they gave the architect a prioritized list with about twenty (20) issues on it. The Committee should have the proposal in approximately three (3) to four (4) weeks. Mayor Herron asked Chief Foster if the funding for the new Fire House was going to be in the new Budget and Chief Foster stated "probably not". Fire Commissioner Whiting stated the funding is not coming out of

the new Operation Budget. The Fire Department is not a taxing entity and the Commission has asked the Fire Department's attorney to explore options for funding.

5. PRESENTATION:

5.1 Council Member Swanson, President of the Board of Directors for the Hilshire Village Cultural Education Finance Facilities Corporation (HVCEFFC), presented a \$20,000.00 check to the City of Hilshire Village for the proceeds from the Amigos Poor Vida-Friends for Life Transaction. Council Member Swanson stated this was a fee for assisting with the refinancing for a Charter School on the south part of 59, outside the loop. HVCEFFC acted as a conduit providing their name and tax exempt information so that the Charter School could get cheaper refinancing.

6. CITIZEN'S COMMENTS:

Bill Bristow, 1233 Pine Chase Drive, stated the City's ordinance states contractors cannot work on a City holiday and there were contractors working on Good Friday, which is a holiday for the City of Hilshire Village. He wanted to know who gave the contractor permission to work on the holiday and wanted to see the documents that gave them permission. Mayor Herron stated we would investigate. City Administrator Blevins stated that the contractor was not given permission to work and next time Mr. Bristow should call the Police Department since the City Office was not open.

7. COUNCIL DISCUSSION: None

8. REPORTS TO COUNCIL: Con't

8.1 Engineers Report: City Engineer Efrain Him stated ICS, Schwab's Contractor, was 100% complete with the installation of the storm sewer system and sanitary sewer system for the Hilshire Villas Subdivision. The Contractor is 100% complete with the installations of the water line system in the **Hilshire Villas Subdivision**; however, the installation of the water meter and backflow preventer assembly and the connection to the City of Houston are still pending. The paving work is approximately 70% complete. The Contractor was scheduled to pour the last pavement segment that connects to Wirt Road on Friday, April 14, 2017. The Contractor has blocked out the inlet throats and will be completing this work once the paving work is completed.

Residents at **1211 and 1215 Wirt Road** have reported sewer backup issues since the Hilshire Villas Subdivision's sanitary sewer was connected to the City of Houston. The City has determined that the existing sewer line appeared to be blocked. City Engineer Him stated he and Momentum Engineering have reached out to the City of Houston to request this 8-inch sewer line be cleaned and inspected to verify its integrity and ability to service the Hilshire Villas Subdivision and the two (2) Wirt Road residents.

City Engineer Him stated the Re-submittal Plans for the re-development for the **Mennonite Church** have been returned for additional information and corrections.

City Engineer Him stated that he was still reviewing the second plan resubmittal for **8399 Westview Drive Re-Development**. He was also coordinating with the City and Fire Marshal Kattner regarding the fire line and fire flow metering requirements.

City Engineer Him stated that City Administrator Blevins noticed that since the installation of the **new water vault**, the existing vaults are registering very low to no flow. He stated that he and City Administrator Blevins met with the City of Houston Public Works Department and requested their assistance in troubleshooting. It was determined that the meters were not registering properly and may be clogged. After inquiring with Severn Trent Services, the City determined that the backflow preventers had not been tested in several years. City Administrator Blevins has arranged with Certification Plus, Inc., to test and repair them.

Cleaning and CCTV of the **sanitary sewers for Archley Drive and the Friarcreek Subdivision** were completed the week of March 27, 2017. City Engineer Him stated he had not received the inspection videos at this time.

9. ACTION ITEMS:

9.1 Mayor Pro Tem Maddock made a motion to authorize the Mayor to sign necessary documents related to the public ownership of the Pine Creek Lane Easement Area, seconded by Council Member Byrne. City Attorney Kim Mickelson stated City Administrator Blevins found documents where Council was offered the dedication of the street and all of the easement areas back from 1991. Since then, the City has taken a different approach for ownership, which is an Affidavit of Adverse Possession, since the City has maintained and made improvements in the Easement Area. City Attorney Mickelson stated the notice for Adverse Possession was published by the City on April 12, 2017. Council Member Gordy wanted to know what the next step was for the City to own the property. City Attorney Mickelson stated the next step would be for the City to enter into a "License to Use Agreement" with the commercial owners for their use of the property and then require them to install their required fence. Council Member Gordy asked, "If the City took ownership of the property would the City be responsible for the maintenance?" City Attorney Mickelson stated the City could enter into a lease agreement with the residents and commercial owners and then they would be responsible for the maintenance. Mayor Herron stated if the City owned the property the City could clean it up and fill in areas with landscaping cloth and gravel or plant trees so that there would not be a lot of maintenance. He prefers a minimal cost solution for the City. Council Member Gordy stated that the City does not maintain any other Right-of-Way areas.

Council Member Gunn did not feel the necessity for an action item, since it has been determined that the City has owned the property from the beginning. City Attorney Mickelson stated the action item was a formality for the City to have a proper paper trail.

Council Member Swanson asked if the Beautification Committee or if the residents on Pine Creek Lane could form their own committee and maintain the area. Mayor Herron said "yes", the City could ask the Beautification Committee or the homeowners could decide to do that and ask City Council for permission to plant what they desire.

Council Member Gordy amended the original motion to read, "Authorize the Mayor to sign the Affidavit of Adverse Possession related to the public ownership of the Pine Creek Lane Easement Area to give clarification of ownership of this narrow strip of land so the City may further regulate and control its use and maintenance to the joint benefit of the City", seconded by Council Member Byrne. **A vote was taken to approve the amended motion authorizing the Mayor to sign the Affidavit of Adverse Possession related to the public ownership of the Pine Creek Lane Easement Area to give clarification of ownership of this narrow strip of land so the City may further regulate and control its use and maintenance to the joint benefit of the City. The vote passed unanimously.**

10. DISCUSSION:

10.1 Pine Creek Lane Extension to Pech Road Cost Options: City Engineer Him stated he had provided Council with the Cost estimate using Conrad Construction Contract costing for the extension of Pine Creek Lane into Pech Road. This is a costly solution since it entails connecting to the City of Houston and he has concerns with the traffic and safety issues of the children going to school from the Spring Valley Bridge. He suggested the extension of the curve and making the easement a grassy area with a gate that the Fire Department could use. City Engineer stated he recommends the curve be removed for an easier transition. Mayor Herron said that Chief Foster said he was perfectly okay with rolling over the curve but would like some gravel added to the City of Houston side.

Council Member Gordy asked if the gate track could be located on the Hilshire Village side. City Engineer Him said the site would have to be looked at. Mayor Herron asked if the opening that was paved for the transition to the old section of the street could be left uncurbed to allow extra area for a turnaround. This would be behind the future fence @ 8399 Westview. The answer was "yes".

Council Member Gordy said he liked the idea of the fence to keep the area secure. The City Engineer will look into different options for the City. Mayor Herron said that the gate would be a lot less expensive than the \$200,000 to install the road connection.

Mayor Herron said he would arrange a Town Hall Meeting with the Pine Creek Lane residents.

The City Engineer was excused at this time.

10.2 Ordinance on Restoration and Renovation has been through another cycle with the Zoning Committee and will be given to the City Attorney.

10.3 Tree Ordinance is near completion and a new tree replacement list. City Administrator Blevins asked if it would combine all the tree ordinances together. Mayor Herron said that was the plan.

11. ACTION ITEMS: (Con't):

11.1 Council Member Gunn made a motion to approve Ordinance Number 743 approving Budget Amendment No. 1 to the original General Budget for fiscal year ending 2016 for the City of Hilshire Village, seconded by Mayor Pro Tem Maddock. City Administrator Blevins explained that the City does this every year when the Auditors are here. She said Council was provided the financials every month showing the difference between actuals and budgeted items. City Administrator Blevins stated the two (2) main accounts that were out of balance were for Building Permits and Engineering. The City adopted fees for drainage plan reviews that should help these overages next year. **A vote was taken to approve the motion approving Ordinance Number 743 approving Budget Amendment No. 1 to the original General Budget for fiscal year ending 2016 for the City of Hilshire Village. The vote passed unanimously.**

11.2 CLOSED EXECUTIVE SESSION: None

12. REPORTS TO COUNCIL: (Con't)

12.1 City Administrator: City Administrator Blevins discussed the Complaint Log and answered questions. Mayor Herron asked about 1130 Ridgeley and the sidewalk. City Administrator Blevins said the contractor cut the sidewalk off but has not tapered it to the street. Council Member Gordy asked about the Hickory Shadow street repairs. City Administrator Blevins said the cost came in extremely high and the City Engineer was trying to find a solution. Mayor Herron said that some type of sinkhole developing on the street. Council Member Gordy asked about the parking pads installed incorrectly on Ridgeley Drive. City Administrator stated the City was working with the contractors for a solution. Council Member Gordy stated that the City should send out another notice and one to all the residents so they understand they need to get a permit. City Administrator Blevins said she thought the "Requirements" were a little too restrictive and needed to be reviewed. Council Member Gordy agreed.

Council Member Gordy commented on the coyote sightings. He said they left when the spill happened on Spring Branch Creek; however, they have returned. City Administrator Blevins stated the only thing that she has been told by the Police Department that is if you see a coyote, you should make loud noises to scare them.

Early voting starts April 24th and Election Day is May 6th.

12.2 Building: City Administrator Blevins stated the reports were in Council's packet. She stated the City purchased signs regarding construction hours in Spanish and English to be given to every new construction and add-on job.

12.3 Treasurer: City Administrator Blevins stated the reports were in Council's packet

13. CONSENT AGENDA:

13.1 Council Member Byrne made a motion to approve the Consent Agenda as presented including the disbursements presented to Council and the Minutes from the Regular Council Meeting and Public Hearing of March 21, 2017, including the amendments presented by Council and approving a proclamation recognizing April as National Safe Digging Month, seconded by Mayor Pro Tem Maddock. **A vote was taken to approve the motion approving the Consent Agenda as presented including the disbursements presented to Council and the Minutes from the Public Hearing Regular Council Meeting of March 21, 2017, including the amendments presented by Council and approving a proclamation recognizing April as National Safe Digging Month. The vote passed unanimously.**

14. REPORTS FROM COUNCIL

Mayor Herron: He will continue with his traffic crusade on Wirt and Westview Drive. He has the data from the traffic study the Police Department proved; however, he has not had a chance to put it together.

15. ADDITIONAL COUNCIL COMMENTS: None

16. ANNOUNCEMENTS: None

17. 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 8:31 P. M.**

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary