

TUESDAY, September 19, 2017
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 6:30 P.M. at 8301 Westview, Houston, Texas 77055.

1.1 Invocation: was given by Mayor Pro Tem Maddock

1.2 Pledge of Allegiance:

1.3 Present: were Mayor Pro Tem Maddock and Council Members Mike Gordy, Robert Byrne, David Gunn and Robert Swanson. Also present were, Spring Valley Police Captain Schulze, City Attorney Scott Bounds, City Engineer Efrain Him, P.E., HDR, Inc., and City Administrator Susan Blevins. Mayor Herron was absent.

2. REPORTS TO COUNCIL:

2.1 Police Report: Captain Schultze stated there were 128 calls and no new incidents for the month of August. He also stated there were no incidents for the month of September nor were there any burglary or theft issues. City Administrator Blevins thanked the Police force for all their help during Hurricane Harvey. The Council Members thanked the Police force as well as City Administrator Blevins and City Engineer Him for their services during the hurricane.

3. CITIZEN'S COMMENTS: None

4. COUNCIL DISCUSSION: None

5. REPORTS TO COUNCIL:

5.1 Engineers Report: City Engineer Him stated HDR is providing on-going services with the **Hilshire Villas Subdivision**. HDR has received and is currently reviewing the As-Built-Survey for the Hilshire Villas Subdivision.

City Engineer Him stated HDR is currently waiting for Schwab Design Builder and their contractor, ICS, to submit copies of all Material Testing Reports, the City of Houston Inspection and Testing Reports for the project for City of Hilshire Village's review and records.

City Engineer Him stated he met with City Administrator Blevins, Schwab Design Builder, ICS and Schwab's Engineer's, Momentum Engineering, on September 25, 2017

to discuss and review all documentation required for the City's acceptance of the public infrastructure (i.e. paving, drainage, water and sanitary sewer) for Hilshire Villas.

City Engineer Him stated on August 21, 2017, Mr. Woodruff at **1206 Archley Drive** reported to the City a concern regarding the proposed driveway at **1210 Archley Drive**. Mr. Woodruff was concerned that the contractor had not set the wood forms for the proposed driveway at the proper grade and could potentially impact the drainage on his property. HDR contacted Mr. Kyle Jensen, the contractor for Trinity Estate Homes, to discuss Mr. Woodruff's concerns. Mr. Jensen stated the wood forms were set at the proper grades.

City Engineer Him stated that on August 22, 2017, HDR performed a Limited Field Survey of the wood forms and determined that Mr. Woodruff was correct; therefore, the contractor was instructed to reset the wood forms accordingly. After the contractor reset the wood forms, HDR performed another Limited Field Survey and confirmed the forms were set at the proper grades.

City Engineer Him stated on September 8, 2017, HDR reviewed and approved a field change to the proposed walkway layout at **1210 Archley Drive**. The new layout will tie the walkway directly to the driveway instead of crossing over the existing ditch.

City Engineer Him stated on August 24, 2017, HDR reviewed and returned to the City the Drainage Plan Submittal for **1236 Archley**. The Drainage Plan was incomplete, requiring additional information and revisions; therefore, it must be revised and resubmitted.

City Engineer Him stated on that September 12, 2017, Mayor Herron and HDR met with Mr. Ray Leiker at **1236 Archley** to discuss the initial Drainage Plan Review comments and his concerns regarding the additional survey information requested along the perimeter of the property. Since the proposed improvements are associated with the construction of an auxiliary workshop building, the City and HDR made some exceptions to the additional survey information requested, provided the Engineer of record, Mr. Kiran Punyamanthula, P.E., Kuo & Associates, Inc., included additional annotations on the Drainage Plans regarding no impact to existing natural grades along the perimeter of the property.

City Engineer Him stated on September 12, 2017, HDR visited **1249 Archley Drive** to investigate a sinkhole that was reported. City Engineer Him met with the property owner, Mrs. Maxine Woelfel. At the time of the visit, the sinkhole had already been backfilled by her yard maintenance crew; however, it appears that the sinkhole may develop again. City Engineer Him stated the property has a circular driveway and the sinkhole developed between the **1245 and 1249 Archley Drive** driveways. HDR checked for potential water leaks that may have undermined the ground below; however, the area and downstream end of the ditch were dry, so there was no indication of water leaks. Since the sinkhole was already backfilled, it was difficult to determine the specific cause of the sinkhole; however, the sinkhole is in line with the existing driveway culverts and the downstream end of the culvert at **1245 Archley Drive** was silted with soil

material. This scenario appears to indicate that there is a separated joint in the culvert pipe between these driveways, which is causing the sinkhole.

City Engineer Him stated that since the sinkhole appears to be related to the driveway culvert, it would be the responsibility of the property owner to address and correct this issue and not the City's. HDR suggested to Mrs. Woelfel to monitor the sinkhole and if it develops again, to hire a contractor to investigate and correct the issue. If it is indeed a separated joint, they could install a concrete collar around it and then backfill and compact the area accordingly.

City Engineer Him stated that on September 8, 2017, HDR reviewed and returned to the City the drainage plan for **1301 Bridle Spur Lane**. The drainage plan was incomplete, requiring additional information and revisions, therefore, it must be revised and resubmitted.

City Engineer Him stated on September 1, 2017, HDR coordinated with the City regarding the existing drainage easements at **8201 Mallie Court**. The City received an inquiry about these easements from the potential buyers for **8201 Mallie Court**.

City Engineer Him stated on September 12, 2017, HDR visited **1105 Ridgeley Drive** to investigate a report of water ponding in the roadway ditch at this address. At the time of the visit, there was a minimal amount of standing water on the downstream end of the 1109 Ridgeley Driveway; however, the ditches were silted and must be cleaned by the contractor, to restore proper drainage in the area. City Engineer Him stated the City contacted the contractor to correct the issue. The contractor acknowledged the City's request and noted that it would be corrected the next day.

City Engineer Him stated on September 12, 2017, HDR met with Emmanuel Drummond and Victor Lopez from Wycoff Development to confirm the location and connection of the sanitary sewer service line for the new 2nd story building at **8399 Westview**.

City Engineer Him stated Wycoff Development has confirmed the location and depth of two (2) existing four (4) inch sanitary sewer services that are currently active and tied in to the existing eight (8) inch sanitary sewer line under Pine Creek Lane. The existing services are located near the southeast corner of the property and approximately three (3) feet below ground.

City Engineer Him stated Wycoff Development will be connecting the second-floor sanitary sewer line to the shallower of the two (2) active services and the first (1st) floor sanitary sewer line to the other active service. The City and HDR have no objection to this field change. Wycoff Development will reflect this field change in their As-Built Drawings.

HDR has been providing on-going assistance to the City regarding the Pine Creek Lane back lot easement and emergency access through the west end of Pine Creek Lane.

HDR has been providing on-going assistance to the City regarding the TCEQ's copper and lead exceedance issue and associated Agreed Order. City Engineer Him stated as

recommended by City Attorney Bounds, the City has engaged the services of Mr. Brad Castleberry with Lloyd Gosselink Law Firm who specializes in TCEQ matters to provide counseling to the City regarding this Agreed Order issue. City Engineer Him stated August 25, 2017, HDR scanned and forwarded to Mr. Castleberry the files from the City and Severn Trent Services related to this issue.

City Engineer Him stated as requested by the City Council during the August 15, 2017, Regular Council Meeting, HDR has also researched information regarding the orthophosphate chemicals used to provide corrosion control in public water systems. HDR will forward this information in electronic format to City Administrator Blevins for distribution to Council Members.

HDR has provided assistance to the City in completing the City of Houston Wastewater Survey, used by the City of Houston to identify and document the level of industrial discharge and for future planning and operation of the City of Houston's Wastewater Collection and Treatment System.

City Engineer Him stated as requested by the City, HDR is currently updating the Water and Wastewater Utility Maps previously prepared for the 2004 Comprehensive Underground Utility Assessment Report to incorporate all the system changes that have been completed since the construction of the Ridgeley Drive Project. Once completed, the City will forward these updated Utility Maps to Severn Trent Services and the Village Fire Department so they can update their utility infrastructure records accordingly.

HDR has provided on going assistance to the City during Hurricane Harvey and will continue assisting the City in identifying potential FEMA funding, such as the Public Assistance Program, to address erosion issues along the Channel Crossing A ravine.

HDR will also coordinate with the City on the need to perform additional ditch maintenance throughout the City.

6. ACTION ITEMS:

6.1 Council Member Byrne made a motion to discuss and possibly approve the location of the fence, the utility meters, building attachment and existing air conditioning unit to be placed in the City's Right-of-Way by the Texas Conference Association, seconded by Council Member Swanson.

Jim Harbison, # 11 Pine Creek Lane, asked what was the solution as to where the Texas Conference Association (Korean Church) would be allowed to place the fence and the relocation of the A/C unit.

Mayor Pro Tem Maddock stated the City of Hilshire Village proposed to the Texas Conference Association (Korean Church) to let them build the fence around the A/C unit which is on the City's Right-of-Way until the A/C unit expires, then the Texas Conference Association will relocate the A/C unit. The Texas Conference Association is not able to build a new fence and relocate the A/C unit at the same time. Mayor Pro Tem Maddock stated if the Citizens of Pine Creek Lane would like to come up with a solution to help

with funds for the Texas Conference Association so that the A/C unit and the new fence could be done at the same time then they need to meet with the Texas Conference Association.

Jim Harbison, # 11 Pine Creek Lane, asked if the City could make the Texas Conference Association move their A/C unit? Council Member Gordy stated “yes, we could make the Texas Conference Association move the A/C unit, but part of the agreement is to let them place the fence on the City’s Right-of-Way, so that the fence will get built immediately”. He stated that the life of the A/C unit is not long, it is already 15 years old. If the City made the Texas Association move the A/C unit then the fence would not get replaced.

A vote was taken to approve the motion approving the location of the fence, the utility meters, building attachment and existing air conditioning unit to be placed in the City’s Right-of-Way by the Texas Conference Association. The vote passed unanimously.

6.2 Council Member Swanson made a motion to authorize the City Attorney, City Engineer and the Mayor to prepare and execute the License Agreement between the City of Hilshire Village and the Texas Conference Association for the construction of a fence and the approved existing encroachments, seconded by Council Member Byrne.

Jim Harbison, # 11 Pine Creek Lane, asked what type of lumber was the church going to use to build the fence and if it would have a rot board at the bottom? Council Member Byrne stated the framing boards would be treated lumber and the pickets would be cedar.

Council Member Gordy stated that when Mayor Herron met with the Texas Conference Association that they had agreed to build the fence the same way the rest of the fence would be built. Council Member Gordy also stated the fence will be built according to the City’s Fence Ordinance.

A vote was taken to approve the motion authorizing the City Attorney, City Engineer and Mayor to prepare and execute the License Agreement between the City of Hilshire Village and the Texas Conference Association for the construction of a fence and the approved existing encroachments. The vote passed unanimously.

The City Engineer was excused.

Mayor Pro Tem Maddock recessed the Regular Council Session at 7:00 P.M.

7. PUBLIC HEARING

7.1 Public Hearing on proposed 2017 Tax Rate

Mayor Pro Tem Maddock stated the Rollback Rate of \$0.502159 per \$100 includes the Debt tax of \$0.063102/\$100. He stated the preceding year's tax rate was \$0.482302 per \$100.

Kathleen Wheeler, 1114 Glourie, stated she would like a future budget to include decorative street lights throughout Hilshire Village like Spring Valley street light fixtures.

Mayor Pro Tem Maddock stated after the City gets done with the three (3) year projects we could possibly look into street lights like the City of Spring Valley.

Council Member Gordy stated that CenterPoint may have a program that will help with funding.

Council Member Byrne stated we need to have a Public Hearing and find out how all the residents feel about having street lights in Hilshire Village.

Deborah Luik, #1 Pine Creek Lane, asked if the City had budgeted this year for a fence between her home and City Hall, **8301 Westview**. City Administrator Blevins stated it is in the 2018 Budget.

Mayor Pro Tem Maddock closed the Public Hearing Meeting and reconvened the Regular Council Meeting at 7:14 P.M.

8. DISCUSSION:

8.1 Budget and Tax Rate: None

9. ACTION ITEM:

9.1 CLOSED EXECUTIVE SESSION: None

10. REPORTS TO COUNCIL: (CON'T)

The City Attorney was excused.

10.1 Fire Commissioner Report: Fire Commissioner Byrne stated that Fire Chief Foster gave a Hurricane Harvey response summary report from August 27 through August 30, 2017, at the last Commissioner's meeting. The report stated the Village Fire Department had five (5) incident calls that were for the City of Houston, thirteen (13) trees were blown down in Hunters Creek, one (1) in Hilshire Village, ten (10) in Piney Point and eleven (11) in Bunker Hill. There were thirty-one (31) water rescues and twenty-one (21) power lines down. Fire Chief Foster's report also stated there were twenty-two (22) EMS calls and fifty-two (52) fire calls that pertained to fire alarms going off and not fires.

Fire Commissioner Byrne stated the response times for the month of August, 2017 for the 19 fire calls were as follows: Hilshire Village: four (4) minutes and fifty-three (53) seconds, Bunker Hill: four (4) minutes and thirty-five (35) seconds, Hunters Creek: four

(4) minutes and fifty-three (53) seconds, and Piney Point: four minutes (4) and twenty-four (24) seconds.

10.2 City Administrator Blevins stated she will meet with the City Engineer regarding the guidelines for parking pads. City Administrator Blevins stated EOC members worked remotely during Hurricane Harvey. In preparation of the hurricane, the City staff called the elderly residents of Hilshire Village to see if they were going to be home during the hurricane and gave the Spring Valley Police Department a list of residents with phone numbers that would-be home in case there were any emergency's. City Administrator Blevins stated the ECO will have a meeting to discuss any possible changes that need to be made for the next national disaster.

City Administrator Blevins stated she added an invoice to the Consent Agenda. The invoice was for Don Mar Grading for \$1,500.00 to remove the curb at the west end of Pine Creek Lane. The curb was removed so that the Village Fire Department could enter or exit Pine Creek Lane in case of an emergency.

10.3 Building: Information is in Council's Packet

10.4 Treasurer: Information is in Council's Packet

11. CONSENT AGENDA:

11.1 Council Member Byrne made a motion to approve the Consent Agenda as presented, including the disbursements presented to Council, the Minutes from the Regular Council Meeting of August 15, 2017, approving the proclamation recognizing Halloween Night, Sunday, October 31, 2017 and approving a proclamation recognizing National Night Out, Tuesday, October 4, 2017, seconded by Council Member Swanson.

A vote was taken to approve the motion approving the Consent Agenda as presented, including the disbursements presented to Council, the Minutes from the Regular Council Meeting of August 15, 2017, approving the proclamation recognizing Halloween Night, Sunday, October 31, 2017 and approving a proclamation recognizing National Night Out, Tuesday, October 4, 2017.

12. REPORTS FROM COUNCIL:

12.1 Mayor Pro Tem Maddock - Hurricane - Tropical Storm Harvey: None

13. ADDITIONAL COUNCIL COMMENTS: None

14. FUTURE AGENDA TOPICS:

Code Enforcement
Capital Improvement
City Hall Maintenance
Wirt Road/Westview Traffic Safety

15. ANNOUNCEMENTS: Mayor Pro Tem Maddock stated he would like City Administrator Blevins to look into getting pricing on used IPAD's so that the Agenda Books could be electronic for the City Council Meetings.

Council Member Byrne stated the Zoning Board is working on the Code Enforcement Ordinance and it will be done before the next Town Hall meeting.

Council Member Byrne stated the Zoning Board has completed the Tree Ordinance for the next City Council Meeting.

16. ADJOURNMENT: Council Member Swanson made a motion to adjourn the meeting, seconded by Council Member Gordy. **A vote was taken to approve the motion to adjourn the meeting. The vote passed unanimously. The meeting was adjourned at 7:30 P.M.**

Paul Maddock Mayor Pro Tem

ATTEST:

Susan Blevins, City Secretary