

TUESDAY, FEBRUARY 20, 2018
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 6:31 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: Mayor Herron, Council Members Mike Gordy, Robert Byrne and Robert Swanson. Also present were, Spring Valley Police Captain Schulze, City Engineer Efrain Him, P.E., HDR, Inc., City Attorney Leah Hayes and City Administrator Susan Blevins. Mayor Pro Tem Maddock and Council Member David Gunn were absent.

2. REPORTS TO COUNCIL:

2.1 Police Report: Captain Schulze stated there was one (1) burglary of a motor vehicle in January and in February there is an ongoing investigation of motor vehicles being rummaged through.

3. CITIZEN'S COMMENTS: Robert Ring with Inframark introduced himself to council as Account Manager. Council reviewed the most recent flushing reports and questioned inconsistencies in billing which Mr. Ring stated he would investigate.

4. COUNCIL DISCUSSION: None

5. REPORTS TO COUNCIL:

5.1 Engineers Report: City Engineer Him stated the engineering for the **Archley Drive/Friarcreek/Burkhart Reconstruction Project** is scheduled to be completed in one (1) to two (2) months and then he will have workshops with the residents to go over the projects.

City Engineer Him also said that a **fire hydrant** currently on **Schwab Development's** property is to be removed and used to replace the older Mennonite Church's hydrant as approved by the Fire Marshal. Engineer Him stated that the brick fence at the entrance to Hilshire Villas Subdivision is encroaching on the easement for the water meter vault. He said if there is ever a need by the City of Houston to remove or alter the brick fence in order to service the meter vault the repairs to the fence would be Schwab

Development's responsibility. City Engineer Him stated he had requested David Schwab send a letter to the City showing that he accepts those terms.

Engineer Him said in regards to the **TCEQ Action Plan** that the City should adopt an ordinance requiring that any home built prior to 1975 be retrofitted with new plumbing. Council Member Gordy suggested that the requirement be for those with a positive lead/copper test result in order to prevent erroneous costs to the homes that do not have above acceptable levels of lead in their water but were built prior to 1975.

6. ACTION ITEMS:

6.1 Council Member Byrne made a motion to authorize payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Reconstruction Project, Invoice # 2, in the amount of \$10,040.81, seconded by Council Member Swanson.

A vote was taken to approve the motion authorizing payment of HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Reconstruction Project, Invoice # 2, in the amount of \$10,040.81. The vote passed unanimously.

6.2 Council Member Byrne made a motion to discuss and possibly take action on removal of the remaining cement and the grading and ground cover of the City property between the fence at the south side of the commercial area and Pine Creek Lane, seconded by Council Member Gordy.

Council Member Byrne presented a slide presentation explaining the different options the City could accept. He had met with the Pine Creek Lane residents, the Beautification Committee, an arborist from the Trees of Houston, two landscape companies and DonMar Grading. Council Member Byrne explained the options including initial cost and future cost, aesthetics, maintenance, different types of ground cover and plants. After reviewing the options Council decided the best option would be to have the property properly graded, grass planted and to contract with Trees for Houston for the planting of the trees.

Council Member Byrne amended his motion to include a not to exceed price of \$1,875.00, seconded by Council Member Swanson.

A vote was taken to approve the amended motion authorizing the City to have the remaining cement removed and the grading and ground cover done for the City property between the fence at the south side of the commercial area and Pine Creek Lane with a not to exceed price of \$1,875.00. The vote passed unanimously.

The City Engineer was excused

6.3 Council Member Byrne made a motion to approve the City of Hilshire Village Ordinance Number 757 replacing Article 3.100, section 3.107, Article 3.2000 Section 3.201 and Article 3.60, Section 3.601. To establish rules and regulations concerning

permit and expiration and construction schedule, building permit requirements and trash, litter, and construction debris, seconded by Council Member Swanson.

Council Member Gordy went over items that needed to be addressed in the proposed Ordinance. Item 113.1 Appeals, needed to be corrected and should state "Appeals of orders, decisions, or determinations made by the building official in interpreting or applying this Code shall be **submitted** to the city council." Item 3303.8 under Demolition should have the word **structural demolition** is commenced instead of just **demolition**. Council Member Gordy also stated that Section 3.201 under Building Permit Requirements needed to be reviewed. Council Member Swanson made a motion to table the original motion.

A vote was taken to table the motion to approve the City of Hilshire Village Ordinance Number 757 replacing Article 3.100, section 3.107, Article 3.2000 Section 3.201 and Article 3.60, Section 3.601. To establish rules and regulations concerning permit and expiration and construction schedule, building permit requirements and trash, litter and construction debris. The vote passed unanimously.

6.4 Council Member Gordy made a motion to accept the resignation of Kathleen Cullen as a Board of Adjustment Member and appoint Ray Leiker to the position for a two (2) year term, seconded by Council Member Swanson. Council thanked Kathleen for her service to the City and residents of Hilshire Village.

A vote was taken to approve the motion accepting the resignation of Kathleen Cullen as a Board of Adjustment Member and appointing Ray Leiker to the position for a two (2) year term. The vote passed unanimously.

6.5 Council Member Byrne made a motion to approve the existing Board of Adjustment Members and Alternate Members, Wallace Partridge, Mike Woodruff, Tom Steffan, Kathleen Stafford, Ray Leiker and Jarred Jackson for a period of two (2) years, seconded by Council Member Gordy.

A vote was taken to approve the motion approving the existing Board of Adjustment Members and Alternate Members, Wallace Partridge, Mike Woodruff, Tom Steffan, Kathleen Stafford, Ray Leiker and Jarred Jackson for a period of two (2) years. The vote passed unanimously.

6.6 Council Member Byrne made a motion to approve the City of Hilshire Village Ordinance Number 758 approving Budget Amendment No. 1 to the Original General Budget of the City of Hilshire Village for the Fiscal Year Ending 2017, seconded by Council Member Swanson. City Administrator Blevins went over the amendments with Council.

A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 758 approving Budget Amendment No. 1 to the Original General Budget of the City of Hilshire Village for the Fiscal Year Ending 2017. The vote passed unanimously.

7. DISCUSSION:

7.1 Proposed changes to the Board of Adjustments procedures and protocols. Chairman Wally Partridge stated that he was working with the City and the attorney in regards to procedures. They were updating the application and would be scheduling a training session.

7.2 Update on the status of the Bureau Veritas discussions. Mayor Herron informed Council that Bureau Veritas is hiring a new person who will act in the Building Official role. He felt like the inspectors were under time pressure that could result in oversights. Mayor Herron did not feel that Bureau Veritas' management seemed interested in delivering the type of service the City needed. City Administrator Blevins stated that the new Building Official had started that day and he will need time to learn the City and what was needed of him. She felt that using a company like Bureau Veritas was cost effective and had been a better solution for the city than using outside individuals.

7.3 Appointing a Commercial Zoning Board to review plans prior to review by Bureau Veritas. Mayor Herron suggested that Council appoint an oversight group to check plans and processes for conformance with the City's Zoning Ordinance. He felt the group should be the Zoning Commission and they should consist of the City Administrator, City Engineer, Mayor, Council Representative and a Board of Adjustment Representative. Council Member Gordy did not feel this was a good idea. He felt that if the City had a problem with Bureau Veritas doing their job then the City needed to replace them. City Attorney Hayes stated that it would be a conflict of interest to have someone from the Board of Adjustment on this Committee. After a lengthy discussion Council did not ask to bring back this topic as an agenda item. Council Member Gordy stated the City Administrator and the Mayor should look at the plans but did not feel the need for the committee.

City Attorney was excused.

8. ACTION ITEM: CON'T

8.1 CLOSED EXECUTIVE SESSION: None

9. REPORTS TO COUNCIL: (CON'T)

9.1 Fire Commissioner Report: Fire Commissioner Byrne went over the Fire Departments plans for remodeling of the building.

9.2: City Administrator: City Administrator Blevins reviewed the Complaint and Issues Report with Council. She stated that the City was having an Election and for the position of Mayor Russell Herron and Bill Bristow were both running. For Council Member Position 1 Mike Gordy and Council Member Position 2 Robert Byrne were both running unopposed respectively.

9.3 Building: City Administrator stated the reports were in Council's packet.

9.4 Treasurer: City Administrator stated she was in the middle of preparing all the documents for the Auditors.

10. CONSENT AGENDA:

10.1 Council Member Swanson made a motion to approve the Consent Agenda as presented, including the disbursements presented to Council, the Minutes from the Regular Council Meeting, January 16, 2018, including changes to section 6.3 by changing Council Member Gordy stated the City should remove the remaining debris and clean up the area; however, the city should not be responsible for maintaining the landscaping instead of area and add the fact that Council Member Byrne would be researching all components of the remaining clean-up and landscaping of Pine Creek Lane, approving the City to enter into a contract for rental of election auto mark equipment and services to program and provide ballots, approving the City to enter into a contract for maintenance of the City Generator, approving a Proclamation recognizing the Spring Event sponsored by the Civic Club to be held on Sunday, April 29, 2018 from 5:00 to 7:00 PM in the Pine Chase Grove Circle. Pine Chase Grove will have limited access for the event during those hours, seconded by Council Member Byrne.

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, January 16, 2018, including changes to section 6.3 by changing "Council Member Gordy stated the City should remove the remaining debris and clean up the area; however, should not be responsible for maintaining the landscaping" instead of "area" and add the fact that Council Member Byrne would be researching all components of the remaining clean-up and landscaping of Pine Creek Lane, approving the City to enter into a contract for rental of election auto mark equipment and services to program and provide ballots, approving the City to enter into a contract for maintenance of the City Generator, approving a Proclamation recognizing the Spring Event sponsored by the Civic Club to be held on Sunday, April 29, 2018 from 5:00 to 7:00 PM in the Pine Chase Grove Circle. Pine Chase Grove will have limited access for the event during those hours. The vote passed unanimously.

11. REPORTS FROM COUNCIL:

11.1 Mayor Herron: None

12. ADDITIONAL COUNCIL COMMENTS: None

13. FUTURE AGENDA TOPICS:

Capital Improvement Financing
Wirt Road/Westview Traffic Safety

Zoning Sections – Fence
Restoration

14. ANNOUNCEMENTS: None

15. 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 10:12 P.M.

Mayor Russell Herron

ATTEST:

Susan Blevins, City Secretary