

TUESDAY, JUNE 19, 2018  
PUBLIC HEARING AND REGULAR COUNCIL MEETING  
6:30 P.M.

**PUBLIC HEARING AND REGULAR COUNCIL MEETING**

**1. PUBLIC HEARING:**

**1.1** Council Member Gunn called the Public Hearing to order at 6:30 P.M. to discuss amending the Zoning Ordinances applicable to fences in the Residential Zoning Districts.

**1.2** Citizen's Comments: NONE

**1.3** Council Member Gunn made a motion to adjourn the Public Hearing, seconded by Council Member Swanson. **A vote was taken to adjourn the Public Hearing. The vote passed unanimously.**

**2. CALL TO ORDER THE REGULAR COUNCIL MEETING:** Council Member Gunn called the City of Hilshire Village Regular Council Meeting to order at 6:32 P.M. at 8301 Westview, Houston, Texas 77055.

**2.1 Invocation:** was given by Council Member Swanson

**2.2 Pledge of Allegiance:**

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

**3. PRESENTATION:** Council Member Gunn presented the family of Steve Tacconelly a Proclamation recognizing the years of service and the loss of former Mayor Steve Tacconelly.

**4. REPORTS TO COUNCIL:**

**4.1 Police Report:** Captain Schulze stated for the month of May there were no significant incidents. The police department responded to 110 calls for service and 25 citations were issued during the month.

**4.2 Fire Commissioner Report:** Fire Commissioner Byrne said the commission has approved the hiring of a firm to collect soil samples as well as a program manager to assist in the hiring of an architect in preparation for a remodel and addition to the fire station.

## **5. DISCUSSION AND ACTION ITEMS:**

**5.1** Council Member Gunn made a motion to approve a request from the Village Fire Department Commission to approve the 2017 Intra-Budgetary Transfers based on the Village Fire Department's 2017 Audit, seconded by Council Member Gordy.

City Administrator Blevins explained that this was the Fire Department balancing their budget for year-end.

**A vote was taken to approve the motion approving a request from the Village Fire Department Commission to approve the 2017 Intra-Budgetary Transfers based on the Village Fire Department's 2017 Audit. The vote passed unanimously.**

**5.2** Council Member Gunn made a motion to approve Resolution No. 2018-168 of the City of Hilshire Village to approve a request from the Village Fire Department Commission to utilize surplus from the 2017 Budget in an amount of \$62,906 to be placed in Facility Fund 4 to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities, seconded by Council Member Swanson.

**A vote was taken to approve the motion approving Resolution No. 2018-168 of the City of Hilshire Village to approve a Request from the Village Fire Department Commission to utilize surplus from the 2017 Budget in an amount of \$62,906 to be placed in Facility Fund 4 to be used for the additional maintenance, alteration, remodel, reconstruction and other improvements to the premises and to modernize the facilities. The vote passed unanimously.**

**5.3** Council Member Gunn made a motion to approve Resolution No. 2018-169 of the City of Hilshire Village to approve and consent to a Budget Amendment for FYE 2018 for the Village Fire Department Commission to facilitate a roof replacement, in an amount not to exceed \$280,000.00 and for the Cities to provide additional funding for the budget amendment with Hilshire Village's proportionate share of \$8,400.00, which is three percent (3%) of the

total Budget Amendment, to be contributed to Fund 4 Facilities, seconded by Council Member Swanson.

Commissioner Byrne stated the roof on the Fire Station needs replacing, the Fire Commission has received bids and is ready to award the contract once approved by all participating Cities. Council Member Gordy asked for the specific contract price for the roof replacement. Commissioner Byrne did not have a verified number to present; however, he explained that there is a built-in contingency of \$50,000 to be used at the owner's discretion should unanticipated costs arise.

**A vote was taken to approve the motion approving Resolution No. 2018-169 of the City of Hilshire Village to approve and consent to a Budget Amendment for FYE 2018 for the Village Fire Department Commission to facilitate a roof replacement, in an amount not to exceed \$280,000.00 and for the Cities to provide additional funding for the budget amendment with Hilshire Village's proportionate share of \$8,400.00, which is three percent (3%) of the total Budget Amendment, to be contributed to Fund 4 Facilities. The vote passed unanimously.**

5.4 Council Member Gunn made a motion to approve Resolution No. 2018-170 of the City of Hilshire Village to approve and consent for the Fire Department to purchase a rescue boat in the amount not to exceed \$20,000 and using funds from the FYE 2018 Fund 2 Capital Replacement, seconded by Council Member Gordy.

Commissioner Byrne said the Commission has been working with the Fire Department to provide training on the operation of an emergency rescue boat. He said there have been at least three (3) incidents of record in the Memorial Villages where a rescue boat could have prevented the Fire Department from taking risky measures in order to provide emergency services to residents.

**A vote was taken to approve the motion approving Resolution No. 2018-170 of the City of Hilshire Village to approve and consent for the Fire Department to purchase a rescue boat in the amount not to exceed \$20,000 and using funds from the FYE 2018 Fund 2 Capital Replacement. The vote passed unanimously.**

5.5 Council Member Gunn made a motion to approve a request from the Village Fire Department Commission to approve the Proposed 2019 Village Fire Department Operational Budget which includes Funds 2 and 3 in the amount of \$6,191,155.25 with Hilshire Village's 2019 Annual Assessment being \$185,734.66, which is three percent (3%) of the Proposed 2019 Budget, seconded by Council Member Gordy.

Fire Commissioner Byrne explained that agenda item 5.5 and agenda item 5.6 together form the budget set forth by the Fire Commission as one budget for the Fire Department's Fiscal Year 2019. City Administrator Blevins explained that for Hilshire Village's accounting purposes the budget was separated into capital improvements and operational funds but the agenda items should be considered as one total budget.

**A vote was taken to approve the motion approving a request from the Village Fire Department Commission to approve the Proposed 2019 Village Fire Department Operational Budget which includes Funds 2 and 3 in the amount of \$6,191,155.25 with Hilshire Village's 2019 Annual Assessment being \$185,734.66, which is three percent (3%) of the total Proposed 2019 Budget. The vote passed unanimously.**

5.6 Council Member Gunn made a motion to approve the request from the Village Fire Department Commission to approve the Proposed 2019 Village Fire Department Fund 4 Facilities Budget in the Amount of \$3,500,000.00 and for the Cities to provide additional funding for Fund 4 Facilities with Hilshire Village's 2019 Annual Assessment being \$105,000.00, which is three percent (3%) of the total Facilities Budget for the Renovation or Reconstruction of the Fire Station, seconded by Council Member Swanson.

Council Member Gordy asked if the 2019 Annual Assessment cost of \$105,000.00 is to recur yearly. Commissioner Byrne said the City's portion of the renovations is \$105,000.00 and together with the City's portion of the operational budget of \$185,734.66 creates the total of the City of Hilshire Village's portion of the Fire Department budget being \$290,734.66. City Administrator Blevins explained that the Fire Department's budget was for the calendar year so it would be spread into two (2) fiscal years for Hilshire Village but the City's total cost for the renovations was \$105,000.00.

Council Member Swanson asked what the anticipated time frame for the project would be. Commissioner Byrne said the preparation will likely take another year, then about eight (8) months of active construction to take place while the building is still a functioning station.

**A vote was taken to approve the motion approving the request from the Village Fire Department Commission to approve the Proposed 2019 Village Fire Department Fund 4 Facilities Budget in the Amount of \$3,500,000.00 and for the Cities to provide additional funding for Fund 4 Facilities with Hilshire Village's 2019 Annual Assessment being \$105,000.00, which is three percent (3%) of the total Facilities Budget for the Renovation or Reconstruction of the Fire Station. The vote passed unanimously.**

**5.7** Council Member Gordy made a motion to approve Ordinance Number 762 amending Chapter 12, Planning and Zoning of the Code of Ordinances of the City of Hilshire Village, Texas, by amending the definition of fence and Section 11:11 regulating fences in Residential Districts, of Exhibit “A” Zoning Ordinance and providing penalties, seconded by Council Member Swanson.

Planning and Zoning Chairman Stafford said the most significant change was regarding corner lots and the previous stipulation that the street-side side fence had to be built behind the building line, whereas the change would allow the fence to be erected on the setback line. She said other changes include language clarifications and regulations on temporary fences.

Council Member Gordy amended his motion to approve Ordinance Number 762 amending Chapter 12, Planning and Zoning of the Code of Ordinances of the City of Hilshire Village, Texas, by amending the definition of fence and Section 11:11 regulating fences in Residential Districts, of Exhibit “A” Zoning Ordinance and providing penalties, including the changes discussed to add language to section 11.11.03 to exclude vinyl and plastic as an acceptable fence material and 11.11.04 that a fence installed for purposes other than construction and not intended to be permanent shall be removed within 30 days, seconded by Council Member Swanson.

**A vote was taken to approve the amended motion approving Ordinance Number 762 amending Chapter 12, Planning and Zoning of the Code of Ordinances of the City of Hilshire Village, Texas, by amending the definition of fence and Section 11:11 regulating fences in Residential Districts, of Exhibit “A” Zoning Ordinance and providing penalties, including the changes discussed to add language to section 11.11.03 to exclude vinyl and plastic as an acceptable fence material and 11.11.04 that a fence installed for purposes other than construction and not intended to be permanent shall be removed within 30 days. The vote passed unanimously.**

**5.8** Council Member Gordy made a motion to approve Ordinance Number 757 amending Chapter 3, Building and Construction, of the Code of Ordinances of the City of Hilshire Village, Texas, by amending various sections of Chapter 3 related to local amendments of the adopted Construction Codes of the City, including the International Building, Residential, Mechanical, Fuel Gas and Plumbing Codes; amending the National Electrical Code; adopting the 2015 Edition of the International existing Building Code as published by the International Code Council; establishing rules and regulations concerning building, construction and demolition and providing a penalty, seconded by Council Member Swanson.

Planning and Zoning Chairman Stafford said the original changes included regulations for a dumpster and City Attorney Purnell updated Code section numbers to align with the current publications.

**A vote was taken to approve the motion approving Ordinance Number 757 amending Chapter 3, Building and Construction, of the Code of Ordinances of the City of Hilshire Village, Texas, by amending various sections of Chapter 3 related to local amendments of the adopted Construction Codes of the City, including the International Building, Residential, Mechanical, Fuel Gas and Plumbing Codes; amending the National Electrical Code; adopting the 2015 Edition of the International existing Building Code as published by the International Code Council; establishing rules and regulations concerning building, construction and demolition and providing a penalty. The vote passed unanimously.**

5.9 Council Member Gunn made a motion to approve Resolution # 2018-167 of the City of Hilshire Village approving terms and conditions of an Interlocal Mutual Aid Agreement between the City of Hilshire Village, City of Bunker Hill Village, City of Hedwig Village, City of Hunter's Creek Village, City of Piney Point Village, City of Spring Valley Village, Memorial Villages Police Department and the Village Fire Department, seconded by Council Member Gordy.

City Administrator Blevins explained that this Agreement is the same as the Agreement that the City currently has in place with Harris County. She said the agreement ensures that during emergency events if aid is rendered between two participating cities which results in additional/unbudgeted/unanticipated financial costs then the financial responsibility would be shared between the City providing aid and the City receiving aid.

**A vote was taken to approve the motion approving Resolution # 2018-167 of the City of Hilshire Village approving terms and conditions of an Interlocal Mutual Aid Agreement between the City of Hilshire Village, City of Bunker Hill Village, City of Hedwig Village, City of Hunter's Creek Village, City of Piney Point Village, City of Spring Valley Village, Memorial Villages Police Department and the Village Fire Department. The vote passed unanimously.**

## **6. REPORTS TO COUNCIL: Con't**

**6.1 Engineers Report:** City Administrator Blevins stated the communications continue between TCEQ, the City, Lloyd Gosselink Attorneys and City Engineer Him. She said the bids for Pine Creek Lane gate are still being collected by HDR and should be ready to bring to Council at next month's meeting, however, "the not to exceed price" has previously been approved.

## **7. ACTION ITEMS: Con't**

**7.1** Council Member Gunn 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 # 6, in the amount of \$24,550.59, 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 # 6, in the amount of \$24,550.59. The vote passed unanimously.**

**7.2** Council Member Gunn 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 # 7, in the amount of \$22,616.32, 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 # 7, in the amount of \$22,616.32. The vote passed unanimously.**

## **8. ACTION ITEMS: Con't**

### **8.1 CLOSED EXECUTIVE SESSION: NONE**

City Attorney was excused.

## **9. CITIZEN'S COMMENTS:** None

## **10. REPORTS TO COUNCIL: Con't**

**10.1 City Administrator:** City Administrator Blevins stated that Mr. Farris had carbon copied Council on his email correspondence to the City. She stated if Council wanted copies of her responses to please let her know. Council Member Gordy asked if the proper permits had been pulled by 1134 Glourie, the answer was "Yes". Council Member Gordy stated that his interpretation of the ordinance referenced in Mr. Farris' emails was that you could have a restroom in a detached garage. City Administrator Blevins stated that she agreed, you could have a restroom but not living quarters/kitchen.

**10.2 Building:** Report is in Council's packet

**10.3 Treasurer:** City Administrator Blevins stated the City was in receipt of the funds from the tax note. She stated she contacted Amegy to see if we could make any additional interest on the funds.

**11. CONSENT AGENDA:**

**11.1** Council Member Gunn made a motion to approve the Consent Agenda as presented, consisting of the disbursements presented to Council and the Minutes from the May 15, 2018 Public Hearing and Regular Council Meeting, seconded by Council Member Swanson.

**A vote was taken to approve the motion approving the Consent Agenda as presented, consisting of the disbursements presented to Council and the Minutes from the May 15, 2018 Public Hearing and Regular Council. The vote passed unanimously.**

**12. REPORTS FROM COUNCIL: NONE**

**13. ADDITIONAL COUNCIL COMMENTS: NONE**

**14. FUTURE AGENDA TOPICS:**

Substandard Building and Parking Ordinance

**15. ANNOUNCEMENTS:** City Administrator Blevins announced that the Mennonite Church will be coming to Council next month for an amendment to their Specific Use Permit to add the usage of the Church facility to be used by Thrive Academy, a non-profit corporation. They are a specialty, secular, private day school for students who present different learning disabilities.

The Village Independence Festival will be on July 4<sup>th</sup> and that they needed volunteers to serve food are still needed.

**16. ADJOURNMENT:** Council Member Gunn 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 7:52 P.M.**

\_\_\_\_\_  
Mayor Russell Herron

ATTEST:

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Susan Blevins, City Secretary