

TUESDAY, MARCH 19, 2019
REGULAR COUNCIL MEETING
6:30 P.M.

REGULAR COUNCIL MEETING

1. CALL TO ORDER REGULAR COUNCIL MEETING: 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: Invocation was given by Mayor Pro Tem Maddock.

1.2 Pledge of Allegiance:

1.3 Present: Mayor Russell Herron, Mayor Pro Tem Paul Maddock and Council Members, Robert Swanson and David Gunn. Also present were Spring Valley Police Captain Schulze, City Building Official Kevin Taylor, City Attorney Scott Bounds, Fire Commissioner Robert Byrne, Auditor Representative Daniel Hebert, Belt Harris Pechacek, LLLP and City Administrator Susan Blevins.

Council Member Mike Gordy and Engineer Efrain Him, P.E., HDR, Inc. were absent.

2. CITIZEN'S COMMENTS: None

3. REPORTS TO COUNCIL:

3.1 Police Report: Captain Schulze said in the month of February there were eighty (80) calls for service and fifteen (15) traffic citations issued. He said the Parking Ordinance that was passed at the last council meeting was distributed to the officers. Mayor Pro Tem Maddock asked about the seventeen (17) traffic stops on the report. Captain Schulze stated most were for failing to stop at the stop signs. Council Member Gunn asked what would qualify as public relations in the report. Captain Schulze said they are community events. For example, they went to School of the Woods to educate staff and students.

3.2 Building Official Report: Building Official Taylor said his primary objective is enforcement of the city's ordinances, particularly the construction job-site requirements. He stated he has attended the Pre-Development and Pre-Construction Meetings for several new construction sites and was very impressed with the information that the City provides to the contractors and how City staff presents the information.

Building Official Taylor said in the future they will be reviewing the City's ordinances for clarity and adopting the 2018 International Building Code, which they are already implementing in other cities.

Bill Bristow, 1233 Pine Chase Drive, asked if citizens would have direct contact information for the Building Official. City Administrator Blevins said that communications between citizens and City officials should be channeled through the City office for records maintenance and to ensure the City office is aware of all issues. Mr. Bristow asked if he is able to call City Elected Officials directly. Mayor Herron responded that the City Council Members are available by phone.

Due to the City Engineer's absence the agenda was re-arranged to accommodate the City's audit presentation.

4.4 Council Member Gunn made a motion to approve the City of Hilshire Village Ordinance Number 779-2019, Amendment "2" amending the FYE 2018 Budget after the auditor's adjusting entries, seconded by Council Member Swanson.

A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 779-2019, Amendment "2" amending the FYE 2018 Budget after the auditor's adjusting entries. The vote passed unanimously.

4.5 Daniel Hebert with Belt Harris Pechacek, LLLP, the City's auditing firm, presented the 2018 Audit to Council and said the City had a "clean audit". He thanked City Staff for the cooperation in the Audit. Mr. Hebert stated there was an adoption of a new standard regarding other Post-Employment Benefits and those necessary disclosures were included in the City's Audit. He said for the year the City had a healthy level of operating reserves. Mr. Hebert went over the Audit and then answered Council's questions.

City Attorney Bounds asked council to vote to accept the audit. Council Member Swanson said that because the report was delivered late, he has not had a chance to fully review it and requested to postpone the vote to accept the audit findings until the next Council Meeting.

3. REPORTS TO COUNCIL: Con't

3.3 Engineers Report: City Administrator Blevins gave the report in Engineer Him's absence. Administrator Blevins said the Archley Drive wet connections to the existing Ridgeley Drive water line had been completed as well as all sanitary sewer line work. She stated the Burkhart water line work had begun and soon they will begin work on the driveway replacement in Friarcreek.

Administrator Blevins said HDR met with the contractor for the Pine Creek Lane gate to discuss the outstanding issues. She stated that there was a car fire on Pine Creek Lane and the emergency responders were able to access from Pech Road using the gate.

Administrator Blevins stated that a response has not yet been received from TCEQ regarding the Small Systems Activities Cessation request.

4. DISCUSSION AND ACTION ITEMS:

4.1 Mayor Pro Tem Maddock made a motion to authorize payment of the HDR invoice for Engineering Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 16, in the amount of \$20,102.94, 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 Road Reconstruction Project, Invoice # 16, in the amount of \$20,102.94. The vote passed unanimously.

4.2 Mayor Pro Tem Maddock made a motion to authorize payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 3 in the amount of \$118,531.03, seconded by Council Member Swanson.

A vote was taken to approve the motion authorizing payment to TLC Trucking & Contracting, Inc. invoice for Construction Services provided to the City for the Archley, Friarcreek and Burkhart Road Reconstruction Project, Invoice # 3 in the amount of \$118,531.03. The vote passed unanimously.

4.3 Hilshire Village citizens Andy Carey, 7910 Hilshire Green Drive, and Kevin Fitzpatrick, 7903 Hilshire Green Drive, presented to council a study of the design and efficiency of the pavement and drains on **Hilshire Green Drive** in comparison to other curb and gutter streets in Hilshire Village. Mr. Carey stated that they previously met with Mayor Herron to discuss the cracks and water pooling in the Hilshire Green street pavement and it was determined that more research was needed. Mr. Carey and Mr. Fitzpatrick presented the analysis of the street in three (3) parts: there is consistent standing water 43% of the time, the pavement surface area to number of street drains ratio is larger than any of the comparison streets and the type and location of the drains prevents the street from draining completely. In addition to drainage issues, the two (2) drains that are installed on the street are lower than the pavement around them and create a dip when entering the driveways causing damage to the bottom of vehicles.

Mayor Herron said Hilshire Green is the oldest of the streets with access from Wirt Road. Mayor Pro Tem Maddock and Council Member Gunn agreed that the repairs need to be done but the City will have to review the current list of infrastructure projects and work with the City Engineer for prioritizing.

No vote was taken on this item.

4.6 Council Member Swanson made a motion to approve the City of Hilshire Village Ordinance Number 776-2019 amending Ordinance 774 providing for the appointment of an Election Judge and Alternate Election Judge and for the election equipment to be

used for the May 4, 2019 Municipal Election, seconded by Mayor Pro Tem Maddock.

City Administrator Blevins said Katherine Bodron will be the Election Judge with Gina Gunn as the Alternate Election Judge. She said the equipment that the City has used in the past is no longer available to rent, the new equipment requires training and comes at a higher cost.

A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 776-2019 amending Ordinance 774 providing for the appointment of an Election Judge and Alternate Election Judge and for the election equipment to be used for the May 4, 2019 Municipal Election. The vote passed unanimously.

4.7 Council Member Swanson made a motion to discuss extending the existing contract or choose an Electrical Provider for the City and authorizing the Mayor to sign an agreement with the Electrical Provider after review of contract by City Attorney, seconded by Mayor Pro Tem Maddock.

City Administrator Blevins stated that the contract with Cirro Energy is coming to an end and due to an increase in industry rates the City's consultant has advised the City to transfer the account to Hudson Energy with the longest contract length offered.

Mayor Pro Tem Maddock amended the motion to approve a contract with Hudson Energy for a sixty (60) month term, seconded by Council Member Swanson.

A vote was taken to approve the amended motion approving Hudson Energy as the City's electrical provider for a sixty (60) month term beginning March 2020 and authorize the Mayor to sign the agreement after the City Attorney's review. The vote passed unanimously.

4.8 Council Member Gunn made a motion to approve the City of Hilshire Village Ordinance Number 773-2019 amending Chapter 7, Offences and Nuisances, by adopting a new Article No. 7.900, Portable Storage Containers, providing for issuance of permits and providing for severability and repeal and providing for notice, penalty and effective date, seconded by Mayor Pro Tem Maddock.

Mayor Herron said the ordinance states that a property may have a portable storage container in the driveway for a period of seven (7) days, and a permit will be created to extend this time to thirty (30) days in extenuating circumstances.

A vote was taken to approve the motion approving the City of Hilshire Village Ordinance Number 773-2019 amending Chapter 7, Offences and Nuisances, by adopting a new Article No. 7.900, Portable Storage Containers, providing for issuance of permits and providing for severability and repeal and providing for notice, penalty and effective date. The vote passed unanimously.

5. DISCUSSION:

6. CLOSED EXECUTIVE SESSION: None

7. REPORTS TO COUNCIL:

7.1 Fire Commissioner: Commissioner Byrne said for the month of February there were four (4) fire calls with an average response time of 6:01 minutes and five (5) EMS calls with an average response time of 5:43 minutes.

Commissioner Byrne reported that the smoke from the fire in Deer Park was tested and at this time is not at a toxic level in the Memorial Villages area.

Commissioner Byrne said the fire station roof has been installed and the Fire Commission will vote on the final payment to the contractor at the next meeting. He stated that the Program Manager for the rebuild project is moving forward to architect selection, and a decision is expected by the end of the month.

The Village Fire Department's Attorney has prepared a Letter of Intent for the re-entry of Bunker Hill into the Interlocal Agreement and service provided for the next few years. Mayor Herron said the letter states that Bunker Hill will buy in under contract at the same rate that they are paying now for the next four (4) years until a new Interlocal Agreement can be worked out.

8. DISCUSSION AND POSSIBLE ACTION

8.1 Mayor Pro Tem Maddock made a motion for the Consideration and Possible Action Regarding Resolution No. 2019-177 of the City of Hilshire Village to approve a request from the Village Fire Department Commission to utilize Surplus from the 2018 Budget in an Amount of \$39,780.00 to be Placed in Facility Fund 4 to be used for the additional maintenance, alternation, remodel, reconstruction and other improvements to the premises and to modernize the facilities, seconded by Council Member Swanson.

Commissioner Byrne said the Surplus Funds are from the reimbursement of Ambulance Services which would normally be distributed to the Cities respectively. The Commission is requesting to utilize these funds toward the Fire Station Rebuild Project.

City Administrator Blevins stated that making the transfer between the budgets will cause a decrease in the City's total revenue at the end of the year, but the funds will need to be paid regardless.

A vote was taken to approve the motion approving the request from the Village Fire Department Commission to utilize Surplus from the 2018 Budget in an Amount of \$39,780.00 to be Placed in Facility Fund 4 to be used for the additional maintenance, alternation, remodel, reconstruction and other improvements to the premises and to modernize the facilities. The vote passed unanimously.

The City Attorney was excused.

9. REPORTS TO COUNCIL:

9.1 City Administrator: City Administrator Blevins said a Special Council Meeting is needed to canvass the election results. This meeting will need to take place on a date between May 7th and May 15th.

10. CONSENT AGENDA:

Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented, consisting of the disbursements presented to Council, the Minutes from the February 19, 2019, Regular Council Meeting, Minutes from the February 28, 2019, Special Council Meeting, the City of Hilshire Village's Preliminary February 2019 Financials and Check Registers and a Proclamation recognizing the Spring Event sponsored by the Civic Club to be held on Sunday April 14, 2019 from 5:00 to 7:00 PM in the Pine Chase Grove Cul-de-sac, 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, the Minutes from the February 19, 2019, Regular Council Meeting, Minutes from the February 28, 2019, Special Council Meeting, the City of Hilshire Village's Preliminary February 2019 Financials and Check Registers and a Proclamation recognizing the Spring Event sponsored by the Civic Club to be held on Sunday April 14, 2019 from 5:00 to 7:00 PM in the Pine Chase Grove Cul-de-sac. The vote passed unanimously.

11. REPORTS FROM COUNCIL:

12. ADDITIONAL COUNCIL COMMENTS: Council Member Gunn commended the Planning and Zoning Committee on their efforts to restructure and re-write the City's ordinances.

13. FUTURE AGENDA TOPICS:

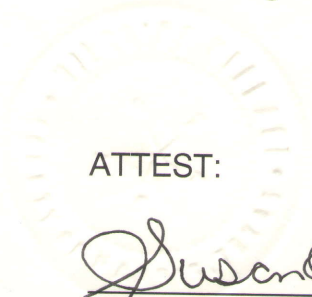
14. ANNOUNCEMENTS: City Administrator Blevins reminded Council and the audience that the Spring Event is on April 14th from 5 PM to 7 PM on Pine Chase Grove cul-de-sac.

15. ADJOURNMENT: Mayor Pro Tem Maddock 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 7:38 P.M.

ATTEST:


Susan Blevins
Susan Blevins, City Secretary

Russell Herron
Mayor Russell Herron