



# Regular Council Meeting Minutes

Tuesday, November 16, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

**This meeting was held in person at City Hall with remote attendees present.**

**1. CALL TO ORDER** Mayor Pro Tem Maddock called to order the Regular Council Meeting at 6:30 P.M.

1.A. The **invocation** was given by Council Member Schwarz

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Council Member Mike Gordy  
Council Member Robert Byrne  
Council Member Andy Carey  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

Also present: City Attorney Bounds and Administrator Blevins

Present Remotely: Mayor Russell Herron, Spring Valley Police Captain Lane, City Engineer Him, City Engineer Vasquez

**2. CITIZEN'S COMMENTS**

**Jeff Sechelski, 8210 Burkhart Rd**, said he noticed while driving to City Hall tonight, that it was difficult to see walkers and runners. He stated that they should be encouraged to wear reflective material.

**3. REPORTS TO COUNCIL**

3.A. **Police Report:** Captain Lane said last month there were 143 calls for service including 64 business checks, 5 citations and 4 calls for vehicles blocking the roadway.

Captain Lane reminded attendees to be cautious with online shopping and to retrieve packages from the porch. He said that if officers see a clearly visible package, they will move the items to a hidden spot. Residents can call the station to ask if a package was moved before filing that it was stolen.

Mayor Pro Tem Maddock said drivers are failing to stop at the intersection of Glourie Drive and Ridgeley Drive. Captain Lane said he will have an officer posted at that location.

Mayor Pro Tem Maddock asked if citations are still being issued for overnight street parking. Captain Lane said that a warning is issued and then a citation.

3.C. **OUT OF ORDER Engineer's Report:**

Council Member Carey asked about the **Wirt Road Safety Project**, specifically the sidewalk status. Engineer Him said he was able to make contact with Cobb Fendley and received drawings of the proposed construction of the Wirt Road intersection and feeder road. He stated that the drawings were approved in September and bids for contractors have been advertised. He said the plans include buffer space for southbound left turn lanes on Wirt Road. As far as the sidewalk, he stated that he will put together a proposal to include design services for the expansion of the left turn holding lanes as well as a traffic signal on Wirt Road. He said the sidewalk is the main goal, but all three (3) improvements should be presented to the City of Houston at the same time. Engineer Him said he will have the proposal for the Council at next month's meeting.

Mayor Herron asked if the County Commissioner has been updated with the status of the sidewalk project, and stated that it would be good to give an update. Engineer Him said he will send an update email.

Mayor Herron also said City Council Member Peck from City of Houston previously stated that she would fund the left turn lanes.

Mayor Pro Tem Maddock said he thinks the City made a mistake with the approval of **1306 Pine Chase Drive** parking pad. He said the aesthetics of the parking pad are not in line with the City. Mayor Herron said that if he was a neighbor to this address, he would be unhappy. Engineer Him said the materials were not approved before they were installed and Engineer Vasquez has been meeting with the property owner to get the issues corrected.

Council Member Carey asked if the ordinance needs to be changed to prevent this from happening again. Engineer Him said the CMU blocks at the inside of the parking pad need to be addressed. He said the parking pad was installed by the homeowner, not a contractor. He said the City could require that a licensed contractor be required to work within the City's right-of-way. Engineer Him said there is a T-shaped base where the cinder blocks sit. He said the reason this installation was allowed is because there were signed engineer plans and the ditch is shallow. Engineer Vasquez said he will coordinate with the homeowner on these details.

Attorney Bounds said the City controls the right-of-way and can require corrections or removal of the parking pad, even though the plans were approved.

Council Member Byrne said he has follow-up information from Engineer Vasquez on the plans approved for this parking pad which include hand drawings stamped by an engineer who appears to be registered in the State of Texas. He said in the drawings of the footings those blocks are supposed to be attached to the foundation, but they are not. He said the materials are in the City's right-of-way therefore he believes there is the ability to have control over the color unlike

homeowners having the ability to paint their house any color they desire. Council Member Byrne said the construction has not been approved and is not complete.

Council Member Gordy said he was surprised by the height of the curb and said it is a safety hazard. He stated that the edges should not be square or sharp and the curb shouldn't be that tall. He said the ordinance needs to be looked at to make sure it doesn't happen again.

Engineer Him said he received an email from Miss Winslow from the City of Houston indicating that they are scheduling a meeting to discuss the **Hickory Shadows Water Meter Vault** upgrade. He said he will forward the invitation to the City Administrator Blevins.

Mayor Pro Tem Maddock asked about the **Lift Station Generator**. Administrator Blevins said that she and Council Member Gordy are working together on a package to go out for bids.

Mayor Pro Tem Maddock said there is brush overgrowth at **1209 Pine Chase Drive**, and asked if the homeowner agreed to clean up the area. Engineer Vasquez said the homeowner indicated that he prefers the natural appearance of the vegetation and said that there has been no previous issue with water flow in the area. Mayor Pro Tem Maddock said the brush will impede the flow of water, and that a lot of the City drains through this area. City Engineer Him said it only drains a small portion of Pine Chase, not the majority of the City.

Mayor Herron asked if quotes have been received for the shoulder **stabilization materials**. Engineer Vasquez said he is working with a representative for TrueGrid to get more information.

#### **4. DISCUSSION AND POSSIBLE ACTION**

- 4.A. **Discussion and Possible Approval of a variance to allow small boulders to remain in the Right-of-Way for the purpose of protecting a city water valve at 8307 Creekstone**  
**Motion made by Council Member Byrne, Seconded by Council Member Gordy.**

Administrator Blevins said if approved, a license agreement to use the City right-of-way needs to be executed.

**Greg Donovan, 8307 Creekstone Circle**, said for about a year they have had four (4) landscaping rocks at the front of their yard along the roadside because in their cul-de-sac trucks take three-point turns. He shared images of just last Monday when the garbage truck ran into the yard and pushed a rock backward into the property. Mr. Donovan said there is a City water valve box that has been run over in the past just behind the rocks. He said since the rocks have been there, he hasn't had to make repairs to the City's water flush box due to truck damage. Mr. Donovan stated that it is not possible to park a vehicle in front of his house because it is only fifteen feet wide between his and his neighbor's driveway. He said he is requesting that the rocks be allowed to remain to protect his yard and the City's water asset.

Council Member Schwarz asked if adding additional rocks would help. Mr. Donovan said he is willing to invest in stabilizing the rocks, possibly from behind, but did not want to install anything permanent in case the City asked him to remove them. He said he has not received any complaints from neighbors.

Council Member Carey said he had a similar problem at a house he used to live at and said sometimes the rocks work and sometimes they don't. He asked if a curb or lip on the edge of the pavement would be supported by the Council. Council Member Gordy said he would like to see what the City Engineer suggests. He said he would prefer to see a curb. Mr. Donovan said a permanent barrier might prevent the surface water that flows to the front of his property. Engineer Him said the paving should crown in the middle and flow to the sides. He said there should be a swale at the side of the roadway to allow water to drain but that has been damaged by the trucks running over the edge. Engineer Him said in order to allow water to flow there would need to be breaks, or spaces, in the concrete. Mayor Pro Tem Maddock said that his cul-de-sac has had to repair the curb at their entrance multiple times because of the garbage truck hitting it, so a curb might not solve the problem.

Council Member Byrne said he appreciates the work that Mr. Donovan has done to protect the City's asset. He suggested concrete be placed under the rocks for reinforcement. Council Member Byrne stated that taller rocks would not help because that additional height might prevent emergency and other vehicles from making turns with their extended cabs and bumpers.

**Council Member Byrne amended his motion to table item 4.A. until a recommendation can be provided by the City Engineer.**

**Voting Yea to Table the Motion: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

- 4.B. **Discussion and Possible Approval of a variance to allow the parking pad and drainage ditch at 8210 Burkhart Road to remain in the right-of-way as constructed**  
**Motion made by Council Member Carey, Seconded by Council Member Byrne.**

Administrator Blevins said if approved, this will also require a license to use the City's right-of-way.

Administrator Blevins explained that this parking pad was installed without a permit. She said once it was discovered by City Staff, plans were submitted to the Building Official which were rejected according to the Parking Pad Policy that was in place at the time. Administrator Blevins said the homeowner prepared a packet of information including photo evidence of the parking pad installation and was ready to present to the Council but was unable to meet due to the COVID-19 pandemic and shutdown.

**Jeff Sechelski, 8210 Burkhart Road**, said that his property is at the end of a dead-end street with no cul-de-sac or turn around allowance. He stated that the west entrance of his circular driveway is the high point of the street and surface water flows east. Mr Sechelski stated that the parking pad was included with their erosion control project and he is very aware of the drainage patterns of his property. He said that the area is well shaded and does not allow for grass to grow, instead the compacted dirt becomes muddy when it rains and causes ruts when driven on. Mr. Sechelski said that the medium river rocks in the center of the drainage area are to slow the flow of water to other properties. He said since he is the high point it was designed to percolate on his property first before flowing to neighbors.

Council Member Carey asked Mr. Sechelski if he has had drainage issues in the past. Mr. Sechelski said that he has been outside in pouring rain and has not seen any issues since the installation. He stated that the only issue before was that the mud, not that water flow was impeded.

Council Member Carey said that he understands there is no one-size-fits-all design for the City, and that the installation appears to be well done.

Council Member Gordy said he has seen and used the parking pad and agrees that there isn't enough room to turn around without it. He said the only concern he has is the drop off to the center of the drainage area, however it isn't so deep that you couldn't get out of it.

Council Member Byrne said that he saw the parking pad as it was being built and that it has been well maintained since then.

Administrator Blevins said Engineer Vasquez has inspected the parking pad and approved its construction.

**Council Member Carey amended his motion to approve a license to use the City's right-of-way for the parking pad and drainage ditch at 8210 Burkhart Road as constructed.**

**Voting Yea to the Amended Motion: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

- 4.C. **Approving Resolution # 2021-222 of the City of Hilshire Village nominating Mike Sullivan as a candidate for a position on the Board of Directors of the Harris County Appraisal District for a two (2) year term.**  
**Motion made by Council Member Gordy, Seconded by Council Member Byrne.**

Administrator Blevins said Mr. Sullivan has been on the Board since 2017 and is running unopposed.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

- 4.D. **Approving Resolution # 2021-221 of the City of Hilshire Village amending the city's Purchasing Policy.**  
**Motion made by Council Member Byrne, Seconded by Council Member Gordy.**

Administrator Blevins said this change allows the purchase of less than \$5,000 without three (3) quotes. She said the City will still be required to contact Historically Underutilized Businesses for expenditures under \$3,000. This also states that the City can utilize a cooperative purchasing program to obtain quotes.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

- 4.E. **Approval of Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life (Dental), Lincoln National Insurance (Life/AD&D/LTD), and Superior Vision (Vision) for the City of Hilshire Village's Employee Benefits.**  
**Motion made by Council Member Byrne, Seconded by Council Member Gordy.**

Administrator Blevins said these are the same insurance carriers as last year.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

- 4.G. **OUT OF ORDER Discussion and Possible Adoption of Ordinance Number 815-2021 of the City of Hilshire Village amending Chapter 1, by deleting Section 1.1410 (c) and substituting a new Section 1.1410 (c) for signatory for the Records Control Schedule**

**Motion made by Council Member Byrne, Seconded by Council Member Carey.**

City Attorney Bounds said the main change is to allow the destruction of records without the City Attorney's signature approval. He said the retention schedule is established by the Texas State Library and there is no need for his review as it is clearly laid out which records can be disposed of and at what time. Attorney Bounds also said that none of their other clients require attorney approval to destroy records.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

- 4.F. **Discussion and Possible Adoption of Ordinance Number 814-2021 of the City of Hilshire Village amending Chapter 1, by deleting Article 1.400 and substituting a new Article 1.400 meetings of Corporation Court**  
**Motion made by Council Member Gordy, Seconded by Council Member Carey.**

Administrator Blevins said this removes the operating hours of the Court from the ordinance, which are no longer accurate.

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

3.B. **OUT OF ORDER Building Official's Report:** Building Official Taylor said there are no outstanding items to discuss.

**5. CLOSED EXECUTIVE SESSION:** The Council did not convene into executive session.

**6. DISCUSSION AND POSSIBLE ACTION**

**6.A. Discussion on Street Lights**

**Janet Wourms, 8201 Burkhart Road,** said she has not seen a proposal or any information about the installation of street lights but heard from her neighbor that locations and designs had been chosen.

Administrator Blevins said there is no proposal to share at this time, and that research is still being conducted.

Mayor Pro Tem Maddock summarized the progress that the Council has made researching types of lighting and poles, as well as locations in the City. He said there are challenges with lighting the streets due to the open ditches, a problem that most of the areas around Hilshire Village do not have.

Mrs. Wourms said they moved to Hilshire Village because of the aesthetics and that she and her husband are familiar with the surrounding areas and what the lighting looks like there. She stated that there are other safety priorities in the City than lighting, and that she sees Spring Valley Police patrolling the street multiple times a night so she does not feel that the existing lighting is a safety issue. Mrs. Wourms also said she would not support funding the lights.

Council Member Gordy said that there are a lot of dark spots in the City that need to be addressed, and the budget is being considered. He said there are possibilities of replacing some of the existing cobra style poles as well as installing new lights similar to the City of Spring Valley. He said no conclusions have been made and that the community will be included before a decision is made.

Mayor Herron said he contacted a lighting designer, who said that he could be hired as a consultant to provide a thorough report on the existing lighting and suggested changes for the City for \$2,600.

**Mark Goulas, 1125 Ridgeley Drive,** said he grew up in Hilshire Village and appreciates the natural look of the City. He stated that the existing lighting is not noticeable unless you are looking for it. Mr. Goulas said if LED lights can be installed on the existing poles, then it would be better for the City than the decorative lights as seen in Spring Valley.

**Kathleen Stafford, 8205 Burkhart Road,** said that there are areas that are dark and may need a few more lights but she is against decorative poles.

**Jeff Sechelski, 8210 Burkhart Road**, said that Spring Valley's lighting has a decorative element and that there may be some areas where certain types of poles are needed because of the tree canopy. Mr. Sechelski said he would like to see at least three options presented to the citizens.

Council Member Byrne said that he looked at every light pole in the City and noted the conditions of the area. He said there are a lot of areas where the trees need to be trimmed because they are blocking the light. Council Member Byrne said there are three or four areas including Guinea Drive, Glourie Circle, Mallie Court, Friarcreek Lane and parts of Glourie Drive that don't have sufficient lighting.

The Council agreed that citizens will be solicited for opinions, but that the professional survey needs to be done first to develop a more informed recommendation. The mayor will work with the lighting designer on the proposal.

6.B. **Discussion on the status of the installation of Storz connectors on fire hydrants**

Administrator Blevins said that Inframark started installing the adapters but realized that the connections were not all the same. The quote that was presented to Council take into accordance the different size connectors that were needed. Council Member Byrne stated he was working to get pricing and the Fire Department said they could install.

Council Member Byrne said the Storz adapter is a more modern adapter that allows the fire fighters to connect the hose faster than the older version.

Administrator Blevins said that the hydrants will be re-painted after the new connections are installed.

Mayor Pro Tem Maddock asked if the City of Houston has these Storz type of connections. Council Member Byrne said "no".

## **7. REPORTS TO COUNCIL**

- 7.A. **Fire Commissioner's Report:** Commissioner Byrne shared photos of the **Fire Station Renovation Project**. He said that the overhead doors still need to be installed, but the apparatus bay is being used. He said inside the apparatus bay there is fire suppression and a fan to circulate air as well as a polished floor for less slippage. Commissioner Byrne said there is a new gear storage room and professional cleaning equipment on site for the fire fighter's suits. He stated that the new kitchen is large and open and has multiple refrigerators and pantries to accommodate the three (3) shifts.

Council Member Gordy said the improvements are going to make the department more appealing for recruiting and retaining first responders.



7.B. **Mayor Herron's Report:** Mayor Herron thanked the Council, City Staff and citizens in attendance for investing time and energy in the best interest of the City.

7.C. **City Administrator's Report:** Administrator Blevins said that there was a chemical spill in Spring Branch Creek and Harris County is already cleaning it up. Council Member Byrne said that the source was at the bridge on Pech Road and that there could have been multiple incidents according to reports from Pine Creek Lane residents.

Council Member Carey said there is deterioration and trash on the medians and asked if the Beautification Committee has control over that because City of Houston is slow to respond. Administrator Blevins said she would reach out to the Committee leaders to see what can be done. Council Member Schwarz added that the entrance markers should be power washed.

Administrator Blevins said that the damaged and hazardous poles near the street drain on Westview Drive have been removed.

Administrator Blevins said that the property owners of **1226 Glourie Drive** responded to the City after the site was escalated as a fire hazard by CenterPoint. She said the owners appear to be preparing to demolish the house and clean up the lot.

7.D. **City Treasurer's Report**

## **8. CONSENT AGENDA**

**Motion made by Council Member Gordy, Seconded by Council Member Byrne.**

8.A. Disbursements

8.B. Minutes from the Regular Council Meeting October 19, 2021

8.C. Check Registers

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

## **9. ADDITIONAL COUNCIL COMMENTS**

## **10. FUTURE AGENDA TOPICS**

## **11. ANNOUNCEMENTS**

## **12. ADJOURNMENT**

**Motion made by Council Member Byrne, Seconded by Council Member Schwarz.**

**Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

The meeting was adjourned at 8:34 P.M.

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Paul Maddock, Mayor Pro Tem

ATTEST:

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Susan Blevins, City Secretary