

**CITY OF HILSHIRE VILLAGE
REGULAR COUNCIL MEETING @ 6:30 PM
TUESDAY, DECEMBER 15, 2020**

1. CALL TO ORDER REGULAR COUNCIL MEETING: Mayor Herron called the City of Hilshire Village Special Council Meeting to order at 6:32 P.M. via teleconference due to COVID-19 and the need for social distancing.

1.1 Invocation was given by Council Member Carey.

1.2 Pledge of Allegiance

1.3 Present were: Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, and Council Member Schwarz. Also present was City Attorney Scott bounds, Building Official Taylor, Deputy Building Official DuVall, City Engineer Him, Administrator Blevins and Assistant City Secretary Stephens.

2. CITIZEN'S COMMENTS: None

3. REPORTS TO COUNCIL:

3.1 Police Report: Administrator Blevins said that the Spring Valley Police Department will start issuing warning stickers on vehicles parked on the street overnight. There were no other outstanding items to report.

3.2 Building Official's Report: Building Official DuVall said a couple of new home projects were beginning the permit process.

Administrator Blevins asked for an update on 1210 Ridgeley Drive. Building Official Taylor said there is an existing gazebo on stilts above a drainage ditch, and under the new ordinances is in violation of the side and rear setback areas. He said, however, he has reviewed the language of the non-conforming building and non-conforming use sections of the ordinance with City Attorney Bounds and has determined that the structure, if repaired in its same size and location, should be allowed to stay. Council Member Byrne asked if there is a timeline for repairs considering the dangerous state of it. Building Official Taylor said people should not trespass on any property, but there is no required timeline for the repairs to be made. He also said that no official plans have been submitted yet. Council Member Gordy said it sounds like it is the same situation as other non-conforming structures in the City; as long as they stay within the maintenance and repairs parameters of the ordinance then it should be allowed. Administrator Blevins said the homeowners have expressed interest in repairing and keeping the structure but they have not been given permission yet. City Attorney Bounds agreed with the explanation given by Building Official Taylor and reiterated that the structure can be completely restored as long as it is in the same location and is not enlarged. Council Member Gordy asked if structurally engineered plans should be required. Building Official Taylor said it is expected that they would provide an engineered plan. Mayor Herron said the main residence has been torn down and he was under the understanding that the ordinance stated that all

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structures would then need to be brought into conformance. He said in his own subdivision, Hilshire Grove, several of the houses have garages that are now out of compliance. He asked if the only the house is removed then can the garage remain in the same place even though it would be out of compliance? Building Official Taylor said the way the ordinance is written, it appears yes. City Attorney Bounds said it would be a case-by-case basis. He said an attached structure might be treated differently than a detached structure. He said Hilshire Village has a more accommodating non-conforming structure ordinance than other cities. The City Council discussed confusion in ordinances regarding non-conforming use and grandfathering rules.

3.3 Engineers Report: Engineer Him said drainage plans continue to be reviewed and some have been rejected for incomplete information.

He said the concerns expressed in last month's citizen comments regarding the ditch between **8111 Bromley Road** and **1233 Pine Chase Drive** were investigated. He stated that it appears the same person who is hand digging the swales that travel to the driveway and back yard of 1233 Pine Chase appears to have also dug down the center of the ditch. Engineer Him said he does not believe there are drainage issues in that area, but if needed it can be handled in the next city-wide ditch cleaning project.

Engineer Him said the **water line and sanitary sewer services** for the 4 lots on the North side of Glourie have had a preliminary inspection and there were minor corrective comments. He said his assistant, Javier Vasquez, is coordinating the construction. Engineer Him said the trenchless installation of the water service for Lot one (1) is ready for sod.

Engineer Him stated that the City has received three (3) quotes for **the sanitary sewer lateral for 1322 Pine Chase Grove**. He suggested that staff accept the lowest responsible quote. Homeowner Keith Young will be affected the most as the easement runs through his back yard.

Engineer Him said that **CenterPoint** performed street cut work without a permit in front of 1210 Ridgeley Drive. He said they patched that section and it appears to be fine. He said CenterPoint was reminded to make sure they have a permit in the correct city before commencing future work.

Mayor Herron asked about the **AT&T infrastructure** work. Engineer Him said they were going to replace fiber optics on the north side of Bromley but it was too crowded over there so he suggested they move to the south side of the property. Administrator Blevins said they have worked in the area but no permits have been requested or issued within the City.

The Building Official and City Engineer were excused.

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4. DISCUSSION AND POSSIBLE ACTION:

4.1 Mayor Pro Tem Maddock made a motion to discuss and possibly approve the City of Hilshire Village Ordinance Number 804-2020 providing for the holding of a General Election on May 1, 2021, for the purpose of electing three (3) Council Members: Position three (3), four (4) and five (5) for a term of two (2) years and providing details relating to the holding of such elections, seconded by Council Member Schwarz.

A vote was taken to approve the motion approving of the City of Hilshire Village Ordinance Number 804-2020 providing for the holding of a General Election on May 1, 2021, for the purpose of electing three (3) Council Members: Position three (3), four (4) and five (5) for a term of two (2) years and providing details relating to the holding of such elections.

The motion passed unanimously.

5. CLOSED EXECUTIVE SESSION: The City Council did not convene into Executive Session.

The City Attorney was excused.

6. REPORTS TO COUNCIL: (Con't)

6.1 Fire Commissioner's Report: Commissioner Byrne said the Fire Chief sent a letter on December 4th about the temporary tent and other items relating to the restoration of the fire station. He said phase one (1) of the remodel is complete and dispatch is up and running. He stated that the temporary structures are being used, including a kitchen, dining area, office trailers for the Captains and two (2) housing trailers. He said there is a large tent which will house the pumper truck and ladder truck. He also stated that there will be a new pumper truck arriving and the old pumper truck has already been sold. The temporary structures will likely be used through August of next year.

Commissioner Byrne stated that the year-to-date response times through November total 48, including 15 fire and 33 EMS calls. He said last month the City had zero (0) fire calls and only four (4) EMS calls.

Commissioner Byrne said the department is currently three (3) percent under budget and he anticipates one (1) percent under budget at year-end.

Commissioner Byrne said there is a Fire Commission meeting scheduled for tomorrow night via teleconference and the public is welcome.

Commissioner Byrne asked for good thoughts for Alternate Fire Commissioner Leiker as he focuses on his health and will be taking short leave from his duties to recover.

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Mayor Herron asked if there will be staging by the Fire Department during the holiday shopping in the Memorial area. Commissioner Byrne said he does not know of a specific plan but the Fire Chief will monitor the situation.

6.2 Mayor Herron's Report: Mayor Herron said the end of year letters have been sent out and he thanked Assistant City Secretary Stephens. He said it might be time to send a reminder of the trash schedule as he saw several bags out on the wrong day.

Mayor Herron said as the budget season approaches, Inframark's services and fees should be considered. Council Member Byrne said he is disappointed by Inframark's accounting department and feels that it would be worthwhile to see what other companies are offering and charging. Administrator Blevins said there is a formal process for this and the City Attorney will need to be involved. Council Member Gordy said he is not a fan of the way they bill and process payments; he feels it is aggressive. Administrator Blevins said a lot of those fees are set by City's Fee Ordinance, but any poor attitude on their behalf is unacceptable. Council Member Gordy said Inframark knows where the valves are and how the City functions, and there will be a learning curve for a new company. He said the City Engineer will likely need to be involved so there are additional upfront costs to consider. Council Member Gordy said he would like to hear what Engineer Him's thoughts are. Council Member Carey said he doesn't see a downside to getting a request for proposals other than the engineering costs. Mayor Pro Tem Maddock said the competition may temporarily improve the services from Inframark. Administrator Blevins said Inframark, among other vendors, are due for evaluation. Assistant City Secretary said she is happy with the service and response to service requests from the field technicians; however, she also hears complaints regarding their payment group. Council Member Carey asked how long the City has been using Inframark's services. Administrator Blevins said likely more than 20 years. Council Member Schwarz asked what company services the other Memorial Villages. Administrator Blevins said some of them use Memorial Water Authority and others have in house staff. Administrator Blevins said the water meters are in odd locations and knows that when a new meter reader comes in there have been issues. City Attorney Bounds suggested separating the meter reading from maintenance services as an option.

City Administrator's Report: Administrator Blevins stated that all of the forms and receipts have been submitted for the CARES Act Grant and have been conditionally approved, pending final approval by the audit and Commissioner's Court. Mayor Herron thanked her for her efforts on coordinating these funds. Administrator Blevins said Council previously approved up to \$30,000, but she found additional qualifying items which brought the total to \$30,689.02. She

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stated that she received approval from Mayor Herron for the difference of \$689.02.

6.3 Treasurer's Report: Administrator Blevins said she renewed the CDARS for one year (52 weeks) at 0.06 percent interest.

7. CONSENT AGENDA: Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented to Council including Disbursements: Summary, Deposits, the Minutes from the Regular Council Meeting, November 17, 2020, and Check Registers for November 2020, seconded by Council Member Byrne.

A vote was taken to approve the motion to approve the Consent Agenda as presented to Council including Disbursements: Summary, Deposits, the Minutes from the Regular Council Meeting, November 17, 2020, and Check Registers for November 2020.

The motion passed unanimously.

8. ADDITIONAL COUNCIL COMMENTS: Council Member Gordy said he has had to change bank accounts multiple times due to mail fraud, and this is happening a lot throughout the Memorial Villages. He said they have been watching their bank account and have seen the same check used for multiple transactions and warned everyone to be vigilant. Mayor Pro Tem Maddock said there has also been an increase in vehicle and home thefts.

9. FUTURE AGENDA TOPICS: Consider seeking request for proposals for various vendors, including the opinion from City Engineer Him.

10. ANNOUNCEMENTS: None

11. ADJOURNMENT: Council Member Byrne made a motion to adjourn the meeting, seconded by Council Member Schwarz.

A vote was taken to approve the motion to adjourn the meeting. The motion passed unanimously.

The meeting was adjourned at 7:49 P.M.

Mayor Herron

ATTEST:

Susan Blevins, City Secretary