



# Regular Council Meeting Minutes

Tuesday, June 15, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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In accordance with the order of the Office of the Governor issued on March 16, 2020, as amended, this meeting was conducted via telephonic conference (Zoom).

**1. CALL TO ORDER:** Mayor Herron called to order the Regular Council Meeting at 6:31 P.M.

1.A. The **invocation** was given by Mayor Pro Tem Maddock.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Russell Herron  
Council Member Mike Gordy  
Council Member Robert Byrne  
Mayor Pro Tem Paul Maddock  
Council Member David Schwarz

**Also present:** Administrator Blevins, Assistant City Secretary Stephens, Spring Valley Police Captain Lane, City Attorney Bounds, City Engineer Him, City Engineer Vasquez and Deputy Building Official DuVall

**ABSENT**

Council Member Andy Carey

**2. CITIZEN'S COMMENTS:** **Dwight Riley, 1118 Glourie Drive**, said that he has not heard back from the Council regarding the noise caused by stand-by generators at night when there is a power outage.

**3. REPORTS TO COUNCIL**

3.A. **Police Report:** Spring Valley Police Captain Lane said in the month of May there were 81 calls for service and six (6) parking violation warnings were issued.

Mayor Herron asked if there has been an increase in the crime rate in Spring Valley and Hilshire Village. Captain Lane said surrounding areas have experienced an increase in crime but Spring Valley Police Officers have a heavy presence and have not experienced that trend here. He said there has been an increase in activity in the commercial areas of Spring Valley but not in residential.

Administrator Blevins asked if the Spring Valley Council approved the cost and installation of license plate reader cameras and service. Captain Lane said he

believes part of it has been approved but will follow up and report back on the status.

- 3.B. **Building Official's Report:** Deputy Building Official DuVall said that there are no outstanding items to report. He said there are now three (3) lots at the north end of Glourie under development so a lot of activity is in that area.

Mayor Pro Tem Maddock asked about the vacant lot at 1306 Glourie Drive that needs mowing and has already received a violation tag. Assistant City Secretary Stephens said she has already contacted the owner of the lot who said he would take care of it and will call him again to follow up.

- 3.C. **Engineer's Report:** Engineer Him said **1302 Pine Chase Drive** is having sanitary sewer issues and the owner provided a video that appears to show a belly in the line on the private side as well as sediment collected at the sewer stack. He recommended that if the problem continues after the homeowner makes his necessary repairs, then Inframark will need to jet the line to clear the buildup.

Engineer Him stated that he attended a virtual meeting regarding the **Verizon Cell Nodes** with Administrator Blevins. He said that the plans for the cell nodes at the south side of Ridgeley Drive have been approved but corrections on the plans for north side of Ridgeley Drive, Bromley Road, and Archley Drive have not been resubmitted to him. Verizon indicated that funding is pending until September of this year.

Engineer Him stated that Engineer Vasquez is working on the **Wirt Road sidewalk** project. Engineer Vasquez reviewed probable construction costs for a five-foot wide sidewalk to be in conformance with ADA and City of Houston specifications. Considerations included are surveying and engineering fees, permitting fees, traffic control, curb ramps, traffic signs, driveway replacements, and tree removal and replacement. Engineer Him said the estimate provided is just an overall summary and some costs could come in lower than expected but the construction material costs have risen drastically and because of that, he would not suggest starting this project at this time.

Council Member Schwarz asked if Engineer Him knew of any grant opportunities for a project like this. Engineer Him said the Metro Fund could cover some of it but he is not aware of any other programs at this time. He stated that he would seek other grant options. Administrator Blevins said there is not enough money in the Metro Fund to pay for the entire project.

Mayor Herron asked if there is any indication of when Wirt Road might be re-paved because it would be a better time to install the sidewalk at that time. Engineer Him said he is not aware of any plans but will consult with the City of Houston.

Council Member Gordy asked if there were any updates on the **lift station generator** design and cost. Engineer Him said he has not finalized the proposal but will get estimates to the Council. He suggested waiting for the resources from the American Rescue Act Fund to pay for the equipment and installation.

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

##### **4.A. Discussion and Possible Approval of new Parking Pad Specifications**

###### **Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.**

Mayor Herron shared a video he took of a nearby street outside of Hilshire Village which had parking pads installed on both sides of the road with varying designs and materials. He suggested changes to the current specifications for a parking pad including removing the distance requirement from driveways and allowing the building official to approved the edge retaining materials. Mayor Herron also said the compaction of the stabilization materials should be inspected by the building official and the property owners should be made aware that they are to maintain the parking pad. Mayor Pro Tem Maddock said he agrees that there are alternate edging materials that will work.

Engineer Him said the five-foot distance between the end of the parking pad and a driveway was originally written to maintain sight line when exiting a driveway. He asked if the parking pads are intended to be only for the property owner who installed it or can anyone park there? Mayor Herron said the parking pad will be in the public right-of-way so anyone can park on it. Council Member Gordy said you cannot prevent someone from parking on a parking pad, and that people are parking closer to driveways in the grass so he doesn't see a need for the five-foot distance requirement. He also stated that the structural capability of other edging materials would allow the pad to be closer to the edge of the ditch bank.

**Greg Truax, 1306 Pine Chase Drive**, said he thinks a concrete wall built to six inches above the pavement would support the edge of the parking pad on the ditch side. He said the pavement in front of his house has an eight-inch drop to the ditch so people are not able to safely park there without damaging their tires.

Deputy Building Official DuVall said there are a lot of streets in the city that have a high bank close to the road pavement and that a parking pad might not be feasible in those areas. Mayor Herron stated that a plan will need to be submitted for approval by the building official and some addresses may not be able to install a parking pad safely.

Council Member Schwarz asked what the requirements for parking pads are in the other Memorial Villages. Council Member Gordy said the other Villages don't have ditches so the streets are well defined by curbs.

Council Member Byrne said he supports the removal of the five-foot distance to a driveway rule as well as plan review by city officials on a site-specific basis.

Mayor Herron asked the Council if surface materials should be standardized for continuity. Council Member Byrne said there should be some uniformity of the edging and color of the gravel.

Engineer Vasquez said the property owners need to be made aware that they are responsible for maintaining the parking pad. Council Member Byrne said there is existing language in the regulations that should remain which state the owners are responsible for ensuring the parking pad is level and that the City can remove a parking pad for any public purpose. Council Member Schwarz said the ordinance needs to be written to encourage property owners to help alleviate the parking congestion not to deter them.

Administrator Blevins reminded the Council that the current regulations are not an ordinance but specifications for the permitting process. She said Attorney Bounds will need to assist with where the parking pad belongs in the Code of Ordinances.

**Mayor Pro Tem Maddock amended the motion to table the item to the July 20<sup>th</sup> Regular Council Meeting.**

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

- 4.B. **Discussion and Possible Approval of the City of Hilshire Village Ordinance # 808-2021 adopting a new Schedule of Fees to be charged for services performed by the City and providing penalty.**

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

Administrator Blevins said the main changes are that the permit processing fee has been applied to the total fee of each permit, and drainage and yard permit fees have been separated by scope of work.

Council Member Gordy asked if there is a definition for erosion control so that it is clear what triggers the need for this permit. Administrator Blevins said it is any activity where the City Engineer needs to be involved and often times also includes Harris County Flood Control District. Engineer Him said a definition can be provided for clarity.

**Council Member Schwarz amended the motion to approve the City of Hilshire Village Ordinance # 808-2021 adopting a new schedule of fees to be charged for services performed by the city and providing penalty with the addition of a definition of erosion control.**

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

- 4.C. **Discussion and Possible Action Authorizing the Mayor to execute a contract between the City of Hilshire Village and Spring Branch Independent School District to assess and collect ad valorem taxes for a period of two (2) years, beginning on 1st day of September 2021 and ending on the 31st day of August 2023**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.**

Mayor Herron said this is the fee for the Spring Branch ISD Tax Office to assess and collect the property taxes for the City.

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

4.D. **Discussion and Possible Authorization to City Staff to replace the HVAC condensing unit at City Hall with a not to exceed cost of \$5,000.**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.**

Administrator Blevins said the HVAC unit that services the office area of City Hall is no longer blowing cold air. She said the equipment is old but was purchased under a grant and has an active warranty on the condensing unit. She said she called the company who installed it and has scheduled an appointment for a quote. She stated that she will try to get the unit repaired under the warranty but wants authorization from the Council to replace it if necessary.

Council Member Gordy said that the warranty might only cover parts and the labor will be significant. He said if the unit needs new parts, then it might be worth it to spend the money on a new system rather than replacing parts on a unit that might go out soon anyway due to age.

Mayor Herron said \$5,000 might not be enough money to replace the entire unit, that it could be up to \$10,000. Council Member Schwarz said with the prices being what they are in construction he wouldn't be surprised to see that cost.

**Mayor Pro Tem Maddock amended the motion to authorize City Staff to replace the HVAC condensing unit at City Hall pending consultation with Council Member Gordy.**

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

## **5. REPORTS TO COUNCIL**

5.A. **Fire Commissioner's Report:** Commissioner Byrne stated that the month of May had 11 calls for service and the response times are well within the standards for a Class 1 Department.

Commissioner Byrne said the **fire station renovation** experienced a delay due to rain but the roof deck has now been poured. He said most of the interior masonry is now complete and they should be starting on exterior masonry in the next couple of weeks. Commissioner Byrne stated the parking lot where they are temporarily parking the trucks will be replaced completely with concrete. Mayor Pro Tem Maddock asked if there is an estimated completion date. Commissioner Byrne said there is no set date but anticipates completion by the end of this year.

5.B. **Mayor Herron's Report:** Mayor Herron said he has set up a meeting for next week with County Commissioner Ramsey regarding the Wirt Road sidewalk project.

Mayor Herron stated that the Texas Governor is making changes to the allowances for in-person meetings for those who are vaccinated. Attorney Bounds said some cities have returned to in person meetings without allowing the public to be present but if the public is permitted to attend then masks or proof of vaccination cannot be required. Council Member Schwarz and Council Member Gordy said they are in support of returning to in person meetings while continuing to offer virtual attendance by the public. Administrator Blevins said there are some technical issues with hybrid meetings that will need to be figured out. Attorney Bounds said the Governor has been renewing the mandate every thirty days and he has not yet received any indication that it will end soon.

5.C. **City Administrator's Report:** Administrator Blevins said she attended a meeting with Mayor Herron to review the engineered SECO report. She said the city is fairly efficient as it currently operates. Administrator Blevins said there are no grant opportunities for street lighting but there are low finance options. She said there is grant money available for upgrades to City Hall lighting with 20% being the City's cost.

5.D. **City Treasurer's Report:**

## **6. CONSENT AGENDA**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.**

6.A. Disbursements

6.B. Minutes from the Regular Council Meeting of May 18th, 2021

6.C. Check Registers for May 2021

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

## **7. ADDITIONAL COUNCIL COMMENTS – out of order – see below**

## **8. FUTURE AGENDA TOPICS**

## **9. ANNOUNCEMENTS**

**Council Member Byrne left the meeting.**

## **10. CLOSED EXECUTIVE SESSION:**

**Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.**

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

**Mayor Herron adjourned the meeting to enter the executive session at 8:13 P.M.**

10.A. Discussion of Personnel Matters regarding Susan Blevins per Sections 551.074

**Mayor Herron reconvened the Regular Council Meeting at 8:32 P.M.**

10.B. Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session. **None at this time**

**ADDITIONAL COUNCIL COMMENTS**

Council Member Gordy said there have been issues with interruptions by the public during the Council discussions. He said there should be procedures for attendees to raise their concerns and contribute to the discussion in an efficient manner. Attorney Bounds said the Council has the option to mute attendees speaking out of turn.

**11. ADJOURNMENT: Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.**

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

The meeting was adjourned at 8:38 P.M.

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, City Secretary