



Regular Council Meeting Minutes

Tuesday, March 15, 2022 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 6:35 P.M.

1.A. **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, City Attorney Bounds, Spring Valley Captain Schulze, City Engineer Him*, City Engineer Vasquez*, and Assistant City Secretary Stephens

Absent: Council Member Andy Carey

**Present and visible remotely*

2. CITIZEN'S COMMENTS

Janis Hooker, 5 Pine Creek Lane, asked if there are plans to add street lights on Pine Creek Lane because the street is very dark at night. Mayor Pro Tem Maddock responded that there is a city-wide street light project that is currently on hold because of logistical planning.

Ms. Hooker asked when construction will begin on the vacant lot to be developed at 12 Pine Creek Lane. Administrator Blevins responded that the drainage plan is still under review.

Bill Bristow, 1233 Pine Chase Drive, stated that he will be speaking on agenda items later in the meeting.

3. REPORTS TO COUNCIL

3.A. **Police Report:** Captain Schulze said there were 480 calls for service in the month of February. He stated that five (5) of those were suspicious vehicles, and (1) a

suspicious person, all of which were determined to be legitimate activities. Captain Schulze said there were nine (9) citations issued, including two (2) parking violations. He stated that there were no criminal events in February, however, on March 12th four (4) parked vehicles were broken into.

Council Member Gordy said that his vehicle was one that was rummaged through. He asked if there is an established schedule for patrolling Hilshire Village. Captain Schulze responded that the patrols are random but do occur regularly organized by the shift sergeant.

Council Member Schwarz said he has video of the individual entering and exiting through the ravine and also that Archley Drive is not very well lit. He asked Captain Schulze if there were more lighting on the City streets would it help the patrolling officers. Captain Schulze said lighting is a crime prevention technique.

Janis Hooker, 5 Pine Creek Lane, asked if lighting aimed toward the ravines would deter people from hiding in the darkness. Council Member Byrne said that motion-sensing lights are effective and easy to install.

Captain Schulze stated that the City of Houston used part of the City as a staging area but did not notify the Spring Valley Police Department. He said that the department received calls from concerned Hilshire Village citizens about the presence of City of Houston officers and vehicles in the City.

- 3.B. **Building Official's Report:** Administrator Blevins said that there were 14 permits issued in the month of February, none being for new construction. She stated that there were 38 inspections and two (2) red tags issued, one for construction without a permit and the other for poor job site conditions.
- 3.C. **Engineer's Report:** Engineer Vasquez said that location markings for the various locations of the **Street Sign Replacement Project** have been done. He stated that he has been coordinating with Batterson, the contractor, on the installations.

Engineer Him said that today he sent the draft version of the Interlocal Agreement for the **Wirt Road Safety Project** to Mayor Herron and Administrator Blevins for content review before sending to Attorney Bounds for legal review.

4. DISCUSSION AND POSSIBLE ACTION

- 4.A. **Discussion and Possible Approval of Ordinance Number 820-2022 amending the City's General Budget for Fiscal Year Ending 2021**
Motion made by Council Member Gordy, Seconded by Council Member Byrne.

Administrator Blevins said that this is a transfer to correct the actual budget.

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

The motion passed unanimously.

- 4.B. **Discussion and Possible Approval of the City of Hilshire Village's Fiscal Year Ending 2021 Audit**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Daniel Hebert, Belt Harris Pechacek LLLP, said that the City was issued an unmodified opinion on the financial statements audit, being the highest level of assurance possible. He stated that the City has a very healthy General Fund balance for operating expenditures of 115%, being a little more than 12 months' worth.

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

The motion passed unanimously.

- 4.C. **Discussion and Consideration of improvement to the ditch area at 1122 Ridgeley to allow for construction of a parking pad to allow for daytime and overnight parking for the safety of the residents and drivers along the street curve on Ridgeley Drive**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Council Member Byrne said at last month's council meeting it was discussed that there are unique circumstances at this address that are negatively impacted by the Overnight Street Parking Ordinance. He stated that he inspected the site with Engineer Vasquez and the owner, Robyn Walker, to observe the conditions. Council Member Byrne said at the south end of the property there is a section of undeveloped land with a culvert that Ms. Walker considered making a second driveway, but the current ordinances will not allow for that.

Mayor Pro Tem Maddock said this property is just north of the Mallie Court intersection. He said that their driveway goes down into the garage below street level and thus impedes visibility when exiting. Council Member Byrne said that the Ridgeley No Parking Zone should be extended further north to allow for two-way traffic. Engineer Vasquez stated that 8201 Mallie Court recently had a parking pad installed which should help with parking on that side of the street. Engineer Him said that there was a parking pad at 1122 Ridgeley Drive but it was not permitted through the City and therefore removed during the Ridgeley Drive Infrastructure Project.

Council Member Gordy asked how the No Parking Zone will be marked and how that will affect the parking pad. City Administrator Blevins said signs will be erected and a red stripe painted on the pavement between them. She confirmed with the council that this parking pad will be allowed to be used during the day and overnight.

Council Member Gordy asked how the parking pad will be constructed, how it will affect the drainage and who is paying for the engineering and plan review. Council Member Byrne said that the culvert would be extended to allow for water flow under the driveway and parking pad, and that the property owner will be responsible for the fees. He said the parking pad would be approximately ten (10) feet wide and 30 feet long. Council Member Gordy said the size of the culvert needs to be big enough to prevent blockage. City Attorney Bounds said that a permit and right-of-

way agreement will be required.

Bill Bristow, 1233 Pine Chase Drive, asked if the sunken garage has ever flooded and if there are cars in the garage. Council Member Byrne said there is one (1) vehicle in the garage, and the owners regularly clean the drainage grate at the low point of the driveway.

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

The motion passed unanimously.

4.D. **Discussion and Possible direction to staff regarding cleanup of the Right of Way at Pine Chase Grove**

Administrator Blevins said this area has been previously addressed for erosion due to flushing of the fire hydrants per TCEQ requirements. She said the owners of the neighboring properties have been maintaining the grass in the area, but there are City assets including two (2) new City of Houston meters at the water vaults. Administrator Blevins said that children play in the area and that safety measures need to be added. She said that there is not a lock on the vault doors and she has requested that the City of Houston install their own for service access. Administrator Blevins said that Council Member Byrne, City Engineer Vasquez and herself met with the property owner to look at the area as a whole. She said that Inframark can install underground pipes to go under the fence to Westview Drive for flushing. Administrator Blevins said that shrubbery or fencing around the area could improve the appearance and keep the children away from the infrastructure equipment. Administrator Blevins also requested for the electrical boxes, which are no longer in use, to be removed. She said the dirt along the side of the road needs reinforcing for street parking. Administrator Blevins asked the Council to discuss to what extent the City should make improvements, considering taking over maintenance of the landscaping, add landscaping and possibly fencing, erosion control measures such as underground drainage for the flushing of the hydrant and roadside reinforcement.

Jessica Ireton, 1327 Pine Chase Grove, said that the adjacent property owners maintain the area, and that the Griffiths family at 1324 Pine Chase Grove and the Simon family at 1323 Pine Chase Grove enjoy allowing their children to play in the area. She said that the way that water flows in the cul-de-sac does cause drainage problems. Mrs. Ireton said the new equipment installed by the City of Houston is dangerous and an eye sore and requested to see a drawing of the plan before it gets approved.

Engineer Him said that he did not anticipate the equipment to be installed as it is; however, it is the same as what was installed at the City Hall meter vault. Because of this, he recommended a security fence around the area. Administrator Blevins asked if shrubbery would suffice or if a fence is needed. Engineer Him said shrubbery can be added to the front of the fence for aesthetics, however a security fence is needed around the entire area to prevent access and injury. He also said

that when gravel was added to help the erosion caused by flushing, Inframark was instructed to use a hose to direct the water under the fence to Westview Drive, but it appears that recently they have not been doing so.

Council Member Gordy said that depending on the size of the fenced in area, landscaping fabric and gravel will require less frequent maintenance. He also stated that the City of Houston will need service access.

Council Member Byrne said a simple survey would determine where the city's property lies. Engineer Him said that a survey might not be needed because there are record drawings that include the location of the meter vaults. Council Member Byrne suggested using that information to temporarily mark the property lines. Council Member Gordy said it is also important to consider the City of Houston access requirements when planning the security fencing. Engineer Him said it is likely that the gate will need to be directly in front, but will attempt to schedule a meeting with the City of Houston.

Council Member Schwarz asked if the meters can be moved. Engineer Him said no, the City of Houston has control over these meters.

Bill Bristow, 1233 Pine Chase Drive, said that the erosion issues in Pine Chase Grove are not a priority over his drainage concerns at 1209 Pine Chase Drive.

No Action taken

- 4.E. **Discussion and Possible Approval of Resolution Number 2022-226 of the City Council of the City of Hilshire Village, Texas, requesting Municipalities Waste Disposal Council of Harris County, Texas, appoint Robert Swanson to the Board of Directors of the Gulf Coast Authority.**
Motion made by Council Member Gordy, Seconded by Council Member Byrne.

Attorney Bounds said that the Gulf Coast Authority is a Tri-County Special District that is composed of Chambers County, Galveston County and Harris County to clean up the water entering the Galveston Bay including management of wastewater facilities. He stated that the nine (9) member board consists of three (3) appointed positions by the Texas Governor, three (3) appointed positions by the participating county's commissioners' courts, and three (3) that are appointed by the mayors of the cities within the county. Attorney Bounds said the Mayor of Houston is going to appoint Robert Swanson as the municipal representative for Harris County, this resolution would indicate the City's support of that.

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

The motion passed unanimously.

- 4.F. **Discussion on the need for a new coordinator for the Hilshire Village Community Emergency Response Team (HV-CERT)**

Administrator Blevins said that the current coordinator, Robert Belt, informed her that his priorities and responsibilities during emergencies has changed and he will not be able to lead the HV-CERT. She said that she has not yet sought volunteers and asked the Council for a recommendation. The Council agreed that the current members of the response team should be contacted first, and if there is no interest then a general message should be sent to all citizens asking for volunteers.

4.G. **Discussion and Possible Direction to staff regarding parking issues on Pine Creek Lane**

Administrator Blevins said that it was unclear what the Council wanted to do about Pine Creek Lane.

Warren Settegast, 7 Pine Creek Lane, said he has spoken with his neighbors about the street congestion due to various active construction projects. He stated that there aren't a lot of options because of the design of the street and neighbors have had to work together. He said you can't make a rule without causing another problem.

Mayor Pro Tem Maddock said that in the cul-de-sac he lives in they communicate through construction activities.

Richard Raines, 9 Pine Creek Lane, said that people park behind private driveways and the ordinance was not very specific. He said that he understood from the last meeting that the language could be changed. He said the police officers are not able to make a determination based on the current language. Captain Schulze said that state law gives officers discretion on these matters. He also stated that there are state laws against blocking driveways. Captain Schulze said unless there is no street parking allowed, the ordinance will be ambiguous to the officers.

Administrator Blevins said that Mr. Raines is proposing that the amendment should pertain only to Pine Creek Lane. Attorney Bounds said the proposed language to make street parking unlawful if "across from a driveway" does not clear up the ordinance. Council Member Gordy said the existing word "impede" is more accurate to the issue at hand.

After discussion, the Council did not make recommendations to alter the existing ordinance given the presented information. Administrator Blevins suggested mediation between the two (2) opposing property owners to consider reasonable accommodations in order to comply with the ordinance.

5. REPORTS TO COUNCIL

- 5.A. **Fire Commissioner's Report:** Commissioner Byrne said that the department continues to operate within the national standards. He said that the commission is meeting to discuss budget items, including overtime which has taken a big hit on the budget. Commissioner Byrne said that the open house was a success and the department received a lot of support from the citizens it serves.

Commissioner Byrne said that he reached out to the vendor for an update on the delivery of the Storz **fire hydrant adapters** but has not yet received a response. He stated that the hydrant connector currently on the School of the Woods property is the same size as the Storz adapters previously installed, so he will use the extra provided by Inframark at that location.

Commissioner Byrne said that the city-wide tree trimming still needs to be done. Administrator Blevins said that she supplied the contractor with a second copy of the address list and he will be assessing the work this week.

Richard Raines, 9 Pine Creek Lane, stated that he had an emergency incident and while in the ambulance was informed by the EMT that the emergency trucks did not fit through the gate at the end of the Pine Creek Lane. Commissioner Byrne said that shouldn't be the case and the he will check on it.

5.B. **Mayor Herron's Report:** Mayor Herron said that he does not have additional items to discuss.

5.C. **City Administrator's Report:** Administrator Blevins said that there is an additional invoice on the Consent Agenda for Spring Branch ISD. She also stated that CenterPoint has a new Franchise Agreement for the City's approval. She said that other cities are employing Lloyd Gosselink to review and advise on the agreement changes. Administrator Blevins said that this item will be brought back to the Council at the next regular meeting.

Administrator Blevins said that there is a sales tax receivable issue where \$21,596.64 was paid to the City erroneously by the State Comptroller's office and the City will have to pay it back. She stated that the City is already making a monthly payment for a previous recall case. Administrator Blevins said that she has submitted an open records request to identify the entity responsible for the error.

5.D. **City Treasurer's Report:** No outstanding items to discuss.

6. DISCUSSION AND POSSIBLE ACTION

6.A. **Discussion and Possible Approval of an allocation of \$2,400.00 to the Village Fire Department to supplement their fixed meal allowance due to unforeseen cost of living expenses**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Council Member Byrne said that the cost of living is increasing and the meal allowance has been doubled in the last six (6) months.

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

The motion passed unanimously.

7. CONSENT AGENDA

Motion made by Council Member Gordy, Seconded by Council Member Schwarz.

- 7.A. Disbursements
- 7.B. Resolution 2022-227 approving the City Investment Policy for 2022
- 7.C. Minutes from the Regular Council Meeting of February 15, 2022
- 7.D. Check Registers
- 7.E. Proclamation recognizing the Spring Event to be held on April 3, 2022 on Pine Chase Grove

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

The motion passed unanimously.

8. CLOSED EXECUTIVE SESSION: The Council convened into Executive Session as authorized by Texas Government Code, Section 551.071 at **8:20 P.M.**

- 8.A. Deliberate the appointment, employment and duties of a public employee

The Council reconvened the Regular Council Meeting at **9:16 PM.**

9. DISCUSSION AND POSSIBLE ACTION

- 9.A. Discussion and Possible Approval of a change in the City's medical benefits for Employees
- 9.B. Discussion and Possible Approval of an offer for employment for a City Clerk/Permit Clerk

No action was taken from the Executive Session

10. ADDITIONAL COUNCIL COMMENTS

11. FUTURE AGENDA TOPICS

12. ANNOUNCEMENTS

13. ADJOURNMENT Motion made by Council Member Byrne, Seconded by Council Member Schwarz.

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

The motion passed unanimously.

The meeting was adjourned at **9:18 P.M.**

Paul Maddock, Mayor Pro Tem

ATTEST:

Susan Blevins, City Secretary