



# Regular Council Meeting Minutes

Tuesday, January 19, 2021 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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## 1. CALL TO ORDER

Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at **6:32 P.M.** via teleconference due to COVID-19 and the need for social distancing.

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

**1.B.** **Pledge of Allegiance**

**1.C. Present were:** Mayor Herron, Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, and Council Member Schwarz. Also present was SVPD Captain Schulze, City Attorney Bounds, City Engineer Him, Administrator Blevins, and Assistant City Secretary Stephens.

2. CITIZEN'S COMMENTS: None

## 3. REPORTS TO COUNCIL:

**3.A. Police Report:** Captain Schulze was experiencing technical difficulties and was teleconferenced in via Administrator Blevins.

Mayor Pro Tem Maddock asked Captain Schulze about a white pickup truck parked near the Ridgeley Drive and Glourie Drive intersection. Captain Schulze said he was not aware of that particular vehicle but would have officers drive by tonight.

Captain Schulze said in the month of December they issued ten (10) parking violation warning stickers, and three (3) have been issued so far this month.

Mayor Herron confirmed that the warnings will be issued until the end of January then repeat offenders will begin receiving tickets after January 31<sup>st</sup>.

## 4. DISCUSSION AND POSSIBLE ACTION

**4.A. Proclamation recognizing the years of service and the loss of Ray Leiker**

Mayor Pro Tem Maddock made a motion to approve the Proclamation recognizing the years of service and the loss of Ray Leiker, seconded by Council Member Schwarz.

Mayor Herron read the proclamation to the audience.

**A vote was taken to approve the motion approving the Proclamation recognizing the years of service and the loss of Ray Leiker.**

**The motion passed unanimously.**

**4.B. Proclamation recognizing the years of service and the loss of Captain Craig Newman**

Mayor Pro Tem Maddock made a motion to approve the Proclamation recognizing the years of service and the loss of Captain Craig Newman, seconded by Council Member Byrne.

Mayor Herron read the proclamation for the audience.

**A vote was taken to approve the motion approving the Proclamation recognizing the years of service and the loss of Captain Craig Newman.**

**The motion passed unanimously.**

**4.C. Authorizing staff to send email to residents seeking donations for Spring Valley Police Department's Legacy Fund**

Mayor Pro Tem Maddock made a motion to authorize staff to send email to residents seeking donations for Spring Valley Police Department's Legacy Fund, seconded by Council Member Byrne.

Captain Schulze said the Legacy Fund was started in 2019 to fund the K-9 program which includes the training for the dog and handler, the dog's food and outfitting a car. He said they are starting to look at replenishing the funds for new dogs to be trained in order to retire the current ones in a few years.

Administrator Blevins asked the Council if they wanted to create a budget item for the contributions or solicit donations from citizens.

Mayor Herron said the results with the dogs have been good and he is in support of contributing as a City so that the cost is distributed throughout the citizens.

Council Member Schwarz asked how Spring Valley will collect funds. Administrator Blevins answered that they send a city-wide email to the citizens.

Council Member Gordy said he thinks the citizens would contribute to a program like this and wants to give them the chance to do so individually.

Mayor Pro Tem Maddock said the budget needs to be looked at before the City can make a contribution.

Council Member Byrne said he would like to ask the citizens so that they are aware of the services, and they would appreciate it. Also, the civic club might be interested in helping as an organization.

Council Member Schwarz said he would be interested in seeing what the goal is and how much the citizens can get together and then the City can help with the remaining. Captain Schulze said he is not sure of the goal but can get with Assistant

Chief Dixon to find out the total cost.

**A vote was taken to approve the motion approving the staff to send email to residents seeking donations for Spring Valley Police Department's Legacy Fund.**

**The motion passed unanimously.**

## **5. REPORT TO COUNCIL-CON'T**

### **5.A. Building Official's Report:**

Administrator Blevins said there were no outstanding issues to report.

The City Council did not have any questions for the Building Official.

### **5.B. Engineer's Report:**

Engineer Him stated that 1322 and 1324 Pine Chase Grove and 1327 Glourie Drive sanitary sewer lateral was successfully installed right before the holidays.

He said the contractor completed the work on the new water and sewer services for the four (4) lots on Glourie Drive. Engineer Him stated that there were some restoration items discovered at the final inspection and they have also been completed.

## **6. DISCUSSION AND POSSIBLE ACTION**

### **6.A. Approval of the replacement of the Storz Fire Hydrant Pumper Connections on all fire hydrants throughout the City. Replacement would be done under the Inframark service contract at a cost to purchase and install the units at 35 locations within the city at \$160.49 per location with total cost \$5,617.08.**

Mayor Pro Tem Maddock made a motion to discuss and possibly approve the replacement of the Storz Fire Hydrant Pumper Connections throughout the City, seconded by Council Member Gordy.

City Administrator Blevins said the Fire Marshal requested that the City replace all of the fire hydrant connections. She said the quote is for a five-inch connection which is the size requested by the Fire Department. City Administrator Blevins said this was first discovered during the response to the fire at 8373 Westview Drive.

Council Member Gordy asked if the connectors would be brass and if the warranty lasts for the life of the fire hydrant. City Administrator Blevins said she was not sure.

Council Member Byrne said he was involved in the original research before the pandemic. He thought City Engineer Him had done an assessment and found that not all of the hydrants needed new connections. Council Member Byrne said he would like to postpone a vote for action until more research can be done on the type of equipment and installation costs. He said the Village Fire Department previously

stated that they would install the new connections. He asked Engineer Him to send the previous research that he had done for Ridgeley, Glourie, and a few other streets. Engineer Him said he would locate and send that information.

**Mayor Pro Tem Maddock amended his motion to table the item until next month's City Council Meeting to allow time for further research.**

**A vote was taken to approve the motion to table the item.**

**The motion passed unanimously.**

## **7. CLOSED EXECUTIVE SESSION**

**7.A.** The City Council did not convene into Executive Session.

## **8. DISCUSSION AND POSSIBLE ACTION**

### **8.A. Discussion on the appointment of Alternate Fire Commissioner and Alternate Board of Adjustment Board Member**

Mayor Herron asked the Council how they wanted to proceed with this process, and if they would consider any of the applicants from the recent Board of Adjustments (BOA), Hilshire Village Cultural Education Facilities Finance Corporation (HVCEFFC) and Hilshire Village Higher Education Facilities Corporation (HVHEFC) vetting.

Council Member Byrne said former Alternate Fire Commissioner Leiker had a background and demeanor well suited to the position and was particularly helpful with the reconstruction of the Village Fire Station as he was an architect. He said he would like to spend time with the applicants to make sure that the needs of the Fire Commission and Fire Department are well taken care of. Council Member Byrne said that he would like to work with Mayor Pro Tem Maddock because he also has a history working with the Fire Department.

Mayor Herron suggested a sub-committee consisting of Mayor Pro Tem Maddock and Council Member Byrne to create a shortlist of candidates for Council to deliberate on.

Council Member Schwarz said he was impressed with more than one candidate during the recent interviews and would like to re-visit those interested parties to fill this vacant position.

Administrator Blevins asked if they are only going to talk to the recent applicants or send a notice of the vacant positions to all citizens. Council Member Byrne said he and Mayor Pro Tem Maddock could determine qualified candidates from the existing list of applicants and said he does not intend on starting the process all over again.

Mayor Pro Tem Maddock said the City has a good list of people and he does not think the City will have to look outside that list. He said this position would be a good step toward a position on City Council.

Council Member Carey said there were two (2) outstanding candidates that applied for the BOA but were not chosen: Cali Schwarz and Justin Crawford. Administrator Blevins said Justin Crawford was chosen for the HVCEFFC which does not meet very often. Council Member Carey suggested Cali Schwarz but would need to confirm if she was still interested.

Council Member Carey will contact Justin Crawford and Council Member Schwarz will ask Cali Schwarz if she is interested. Council Member Byrne and Mayor Pro Tem Maddock will focus on the Alternate Fire Commissioner candidates.

#### **8.B. Discussion of Council and Staff priorities for 2021: Budget Planning and Optimization, Status of Outstanding Loans, Infrastructure Maintenance and Enhancement, Editing and Clarification of Code of Ordinances**

**Budget Planning and Optimization:** Mayor Herron said we are entering into a year in which money is tough for a lot of people. He said there is a large percentage of the City's budget that is not in the City's control but he would like to see if there are any areas where the City can reduce some costs.

**Status of Outstanding Loans:** Mayor Herron said the City is paying interest on loans for past infrastructure projects and posed whether paying off the loan would be more financially beneficial than maintaining those accounts.

**Infrastructure Maintenance and Enhancement:** Mayor Herron stated that Hickory Shadows Drive and Hilshire Green Drive have not had roadwork done like the rest of the City. He said those upcoming repairs need to be budgeted for.

**Editing and Clarification of Code of Ordinances:** Mayor Herron said progress has been made on the Code of Ordinances but there is still work to be done. He said there are some items in the draft phase from the Planning and Zoning Committee. Mayor Herron also said an attorney may need to go through the entire code to see if the articles work together and produce the outcome intended by the Council. He said he has been frustrated lately with things that he thought were addressed in an ordinance only to find out that there were still legal ambiguities.

Mayor Pro Tem Maddock said that the list is already in priority order. He said the budget is the top priority and ordinance review is a never-ending project.

Administrator Blevins said the City needs to have six (6) months of reserves which is \$600,000.

Council Member Carey asked when the new budget review starts. Mayor Herron said it is an extensive process that starts in July.

Council Member Gordy said we have a list of priorities for the infrastructure project, most of which have been executed and so we need to look at the future projects and see how far out they are. He stated that we might need additional financing; the City doesn't have enough funds to pay for these expensive projects. He stated that the amount we would get from refinancing would not be enough. Council Member Gordy said a lot has been done to the ordinances, tough ordinances like the Tree and Street

Parking Ordinance are now in effect. He said it is difficult to go through the process and compromise but Council should continue to look at issues as they arise.

Mayor Herron said that he feels the ordinances have been significantly improved and that a legal team can now review to ensure that the spirit of the ordinances is captured in the language. Attorney Bounds said it is nearly impossible to capture the spirit of all of the Council Members in the language of an ordinance. He said that is why cities have Zoning Board of Adjustments which can determine a ruling on a case-by-case basis. He said it is hard to encompass exactly what the Council wants and he would not be able to produce an ordinance that would address all the variations of the issue.

Administrator Blevins said the entire code needs to be cleaned up as there are duplicate entries and outdated information in it. She said legal assistants could do it. Attorney Bounds said he has participated in groups like that and Municode has a service and it is a very time-consuming process.

Council Member Gordy said he thinks Council should address issues as they come up. Mayor Herron said the problem with that method is that the ordinance is a result of a situation already happening. He said there are issues throughout the City that are examples of judgment calls on the ordinances. Council Member Gordy said that is the way it is done in every city; it all comes down to someone making a decision.

Council Member Byrne said he agrees with refinancing with the possibility of interest rates changing and to go back to the budget to see if there are areas that can be improved. He said regarding the ordinances, he is a member of the Planning and Zoning Committee which has identified areas most important to Council.

Mayor Herron summarized the conversation that the infrastructure focus should be Hilshire Green and the budget should be analyzed closely.

Council Member Gordy said he would be interested in continuing the sidewalk from Ridgeley to the Wirt Road intersection south to the Hickory Shadows Park. Council Member Carey said he would support the sidewalk but asked if there was space for it. Council Member Gordy said there is a telephone pole that might be able to be moved but most of the way there is enough space.

## **9. REPORTS TO COUNCIL**

### **9.A. Fire Commissioner's Report**

Commissioner Byrne stated that the new pumper truck is in service. The total incidents for the year 2020 were 17 Fire and 34 EMS and the department is well within the national requirements for the department's Class 1 status.

Commissioner Byrne reviewed highlights of the last year's report compared to the figures from 2019. He said the most common hospital transfer is to Memorial Hermann, and 58 percent of carried patients are over the age of 50. He said the average travel time to the hospital was 12 minutes. Commissioner Byrne stated that the average response time to the truck is 50 seconds, and 31 percent of homes now

have fire sprinkler systems.

Commissioner Byrne said almost all of the demolition of the main fire station is complete without any major surprises and he said they started slab cutting yesterday. He also stated that the project was on schedule and the steering committee had a presentation from the design team because of some items they found in phase one.

### **9.B. Mayor Herron's Report**

Mayor Herron reminded Council that the New Year does not signal the end of the pandemic, but the beginning of the end, and we should all continue to socially distance.

### **9.C. City Administrator's Report: Complaint & Issues Report, Consent Agenda, Grant, Audit, Election, Verizon Agreement - Cell Nodes**

Administrator Blevins said we received full reimbursement for the CARES Act Grant. She said there is a rumor that there may be an extension where we can still send in receipts but she has not confirmed that. Administrator Blevins said the computer hardware and software has been received and are being prepared for distribution.

Administrator Blevins said the annual audit is underway.

Administrator Blevins said that the election packets are ready at the city office and have been posted online.

Administrator Blevins said an assistant to Attorney Bounds is helping with the Verizon Cell Nodes Agreement. She stated it will be brought to the Council next month as an action item. Council Member Byrne said he has several comments on the agreement that he would like to review with Administrator Blevins and the attorney. Attorney Bounds said the Texas Legislature has imposed some rules on cities that affects this agreement. Council Member Gordy said the rendering appeared to have the poles close to the roadway and he would like to see it further back. Administrator Blevins said she has already made that comment and understands the concern. Council Member Schwarz asked if other providers will be added to the poles as well. City Administrator Blevins said they would have to sign a mutual agreement with Verizon. Mayor Herron asked if the poles would be made of wood. Administrator Blevins said they are going to try to use the existing poles but any new ones would be metal.

Administrator Blevins said the agreement for the election equipment should be ready soon.

Council Member Carey said there were a number of complaints on the log from citizens regarding parking violation warnings who said they were not aware of the changes. Administrator Blevins responded that sometimes homeowners don't read the emails sent out but there have been other methods of contact sent as well. Assistant City Secretary Stephens said after educating the caller there has not been

any push back and no further issues from that address. She said one temporary parking permit has been issued and it was an easy process.

#### **9.D. Treasurer's Report**

Administrator Blevins said that the Investment Policy is the same as last year, there have been no changes.

### **10. CONSENT AGENDA**

#### **10.A. Disbursements**

#### **10.B. Minutes from the Regular Council Meeting, December 15, 2020**

#### **10.C. Check Registers for December 2020**

#### **10.D. Approving the City of Hilshire Village Resolution 2021-210 in support of the Greater Harris County 9-1-1 Legislation**

#### **10.E. Approving the City of Hilshire Village Resolution 2021-209 approving the Investment Policy for Public Funds**

#### **10.F. Authorizing the City Administrator to sign a one (1) year contract with ES&S for Election Equipment**

#### **10.G. Authorizing City Administrator to sign a one (1) year contract with the Houston Community Newspaper a Division of the Houston Chronicle Media utilizing the Memorial Examiner Distribution**

Mayor Pro Tem Maddock made a motion to approve the Consent Agenda as presented to Council, seconded by Council Member Byrne.

**A vote was taken to approve the motion to approve the Consent Agenda as presented to Council.**

The motion passed unanimously.

#### **11. ADDITIONAL COUNCIL COMMENTS: None**

#### **12. FUTURE AGENDA TOPICS**

#### **13. ANNOUNCEMENTS: None**

#### **14. ADJOURNMENT**

Council Member Byrne made a motion to adjourn the meeting, seconded by Mayor Pro Tem Maddock.

**A vote was taken to approve the motion to adjourn the meeting.**

**The motion passed unanimously.**

**The meeting was adjourned at 8:22 P.M.**

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, City Secretary