



Regular Council Meeting Minutes

Tuesday, May 17, 2022 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

Notice is hereby given of a Regular Council Meeting of the City of Hilshire Village, Texas Council to be held on Tuesday, May 17, 2022 at 6:30 PM in the City Hall Council Chambers at 8301 Westview, Houston, Texas 77055

The meeting will be in person and social distancing is requested. Face Mask are recommended.

Any person may participate and address the City Council at the meeting or public hearing by Zoom, telephone, personal appearance at City Hall, or by writing.

Join Zoom Meeting

<https://us06web.zoom.us/j/89656756166?pwd=TGdVcUt5NUgweGJLaHJoVCtQMUIaZz09>

Meeting ID: 896 5675 6166

Passcode: 228870

One tap mobile

+13462487799,,89656756166#,,,,*228870# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

Meeting ID: 896 5675 6166

Passcode: 228870

This written notice, the meeting agenda, and the agenda packet, are posted online at <http://www.hilshirevillagetexas.com>.

The public will be permitted to offer public comments in person or electronically as provided by the agenda and as permitted by the presiding officer during the meeting.

IF YOU WOULD LIKE TO SEND YOUR COMMENTS PRIOR TO THE MEETING PLEASE SEND TO susan.blevins@hilshirevillagetexas.com.

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request. The matters to be discussed and acted on at the meeting are shown on the agenda below: If you need extra instructions for the use of Zoom please call prior to one (1) hour before meeting (713-973-1779).

Reception to thank Mayor Herron and Council Member Byrne for their services and to Welcome the new Mayor Robert (Bob) Buesinger and the new Council Member Justin Crawford - Acutal meeting should start at 6:45 PM

1. CALL TO ORDER

6:37 P.M.

1.A. Invocation given by Council Member Schwarz

1.B. Pledge of Allegiance

1.C. Roll Call

PRESENT

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

Also Present: Mayor-Elect Buesinger, Council Member Elect Crawford, City Administrator Blevins, Assistant City Secretary Stephens, City Attorney Bounds, City Engineer Him, City Engineer Vasquez*, City Building Official DuVall*, Spring Valley Police Chief Schulze, Spring Valley Police Captain Lane, Village Fire Department Chief Foster

*Present and visible remotely.

ABSENT

Mayor Russell Herron

2. DISCUSSION AND POSSIBLE ACTION

2.A. Approve Minutes from the Regular Council Meeting of April 19, 2022

Motion made by Council Member Gordy, Seconded by Council Member Byrne.
Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

2.B. Discussion and Possible Approval of Ordinance Number 821-2022 of the City of Hilshire Village, Texas canvassing the returns and declaring the results of the General Election held on May 7, 2022 for the purpose of electing one (1) Mayor and two (2) Council Members for a full term of two (2) years

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

Administrator Blevins said that the total number of voters was _____. Early voting for each candidate and election day.

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

2.C. Administer Oaths of Office for one (1) Mayor and two (2) Council Members

Administrator Blevins administered the Oath of Office to Mayor-Elect Buesinger. Mayor Buesinger administered the Oath of Office to Council Member Gordy. Mayor Buesinger administered the Oath of Office to Council Member Crawford.

2.D. New Council takes their position on the dais

2.E. Recognition of service to Mayor Russell Herron and Council Member Robert Byrne

Mayor Buesinger thanked Mayor Herron and Council Member Byrne for their service and read aloud the proclamations written to honor their dedication to the City of Hilshire Village.

2.F. Recognition of service to Election Judge, John Cooper, and all the Election Workers

3. CITIZEN'S COMMENTS

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. Comments are limited up to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed.

Speakers are required to address council at the microphone and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the City staff for action may be placed on

a future City Council agenda. A copy of any prepared remarks or notes to be used and/or distributed by the speaker must be presented to the City Secretary prior to the beginning of the meeting.

Bill Bristow, 1233 Pine Chase Drive, said that only 161 citizens voted in the election out of a possible 701. He said that he was disappointed in the turnout.

Nancy Friedman Taub, 1313 Pine Chase Drive, asked if the Oath that was administered was relevant not only to the laws of the constitution of the United States but the laws of the City of Hilshire Village.

4. REPORTS TO COUNCIL

4.A. Police Report: Location of Flock Cameras

Captain Lane said in April, there were 375 calls for service, of which there were 216 were business checks, 104 public relations, and 15 citations were issued.

Captain Lane stated that additional review for the location of the North Ridgeley Drive is needed because it seems there is more light there than was represented on the map previously. Administrator Blevins said that getting electrical to the camera is not an option after speaking with CenterPoint and an electrical contractor.

Council Member Gordy asked for any updates on the issue of illegal paper license plates. Captain Lane stated that a valid paper plate is registered and can be searched by the officers. He added that the issue is widespread and that Spring Valley Police Department cooperates with Harris County on a task force.

4.B. Building Official Report

Deputy Building Official DuVall said that there were 11 permits approved, and 37 inspections in April.

4.C. Fire Commissioner's Report (Commissioner Byrne)

Commissioner Byrne said that year-to-date there have been 26 calls. He stated that the first quarter strategic plan performance report indicates that the expenses for personal expenditures and overtime are above the budgeted amount.

OUT OF ORDER (5c, 5d, 5e) Agenda Items for the Village Fire Department
TABLED (Maddock, Gordy)

Chief Foster said that for all six villages the department only had one ambulance. He stated that during the pandemic wait times at the hospital went from 45 minutes to 2-3 hours. He said this has been happening since last August. Chief Foster said that fire truck members have been shifted to a second ambulance causing overtime. Plan: Minimum staff right now is 10 until July 1st... then hire 3 additional staff and have minimum of 12 staff (total 515,000).

Council Member Carey asked if the time spent at the hospital will go down as COVID cases are decreases. Chief Foster said that the lack of staff at the hospital is the problem now, most patients are not coming in for COVID symptoms. He said

that it is time for the Villages to have a second ambulance in order to serve the cities properly, not just now with the staffing shortages but long term. Chief Foster said that the 2023 budget includes cost of living increases. Council Member Gordy said that the amendment to the 2022 Village Fire Department is unexpected. He said he understands the overtime on salary due to COVID. He asked about the employee retirement fund being 97,000 over budget. Chief Foster said that there was a study done by the Fire Commission about how to retain employees, it was found that the pension contribution was 1.5:1 so the Fire Commission increased to 2:1 and went back to the first of the year. Council Member Crawford asked about the total 12% cost of living adjustment in the budget. Chief Foster said that a salary comparison study done a few years ago indicated that there was a significant need to increase salaries at the department, so they are catching up. Council Member Gordy asked Administrator Blevins for the impact on the City's budget. Chief Foster said that the adjustments for Hilshire Village are ____, ____, ____ (amendments and budget years). Chief Foster said that the Council needs to make a decision by June 30.

- 4.D. Engineer Report:
8006 Anadell Street
2 Pine Creek Lane
1210 Ridgeley Drive
7915 S. Villa Circle
Bromley Street Repair/Pine Chase Drive Yard Inlet Replacement
Street Sign Replacement
Wirt Road Safety Project/City of Houston Interlocal Agreement

Engineer Vasquez said that in May drainage plans were received for new construction projects. He stated that the Street Sign Project and Pothole Repair on Bromley as well as the Inlet Repair at Pine Chase Grove was also completed. Administrator Blevins said that we are waiting on the City of Houston to respond to a meeting request at the site to discuss options for screening the assets. Engineer Him said that the mobility improvements have been dropped from the Wirt Road Safety Project and we will move forward with the sidewalk project. Engineer Him said that Council Member Peck from the City of Houston had dedicated funds to the mobility portion so that has been lost.

5. DISCUSSION AND POSSIBLE ACTION

- 5.A. Discussion and Possible Authorization for the Mayor to enter into a contract with BBG Consulting, Inc. for Plan Review, Inspections, Building Official and Code Enforcement Service.

OUT OF ORDER - behind building report

Administrator Blevins said that this is a renewal of the original contract for building official and code enforcement services. She said that Attorney Bounds has reviewed this agreement and recommended the Council approve it. Council Member Gordy said he is happy with the services that BBG provides.

Bill Bristow, 1233 Pine Chase Drive, said that he has a concern about BBG Consulting. He said the experience he has had with their inspectors is that they leave inspection stickers that are incomplete and display a different city's name.

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.
Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

- 5.B. Discussion and Possible Authorization for the Engineering work and permitting fees for the sidewalk along the west side of Wirt Road from Westview to Hickory Shadows Park for a not to exceed amount of \$91,014

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

Engineer Him said that by working directly with the planning group instead of the contractor path with the City of Houston to achieve an agreement. Hourly basis charges, doesn't anticipate needing all of it but can consult with him.

Council Member Gordy said that Harris County has already committed to providing the traffic control, so do we really need to get a design for traffic control? Engineer Him said that it shouldn't require a full traffic control plan. Council Member Gordy asked if a plan and profile is needed. Engineer Him said that he will ask the City of Houston for the requirements. Traffic control plan needs to be submitted to City of Houston before the permit can be issued. Engineer Him said that ADA requirements include a review, permit and after review to comply.

Council Member Carey suggested that Mayor Buesinger meet with County Commissioner Ramsey to start the interlocal agreement discussion.

Bill Bristow, 1233 Pine Chase Drive, asked if there are any plans or drawings of what the project is going to look like once completed, including any special safety precautions for the pedestrians to protect them from the traffic.

Mayor Pro Tem Maddock amended his motion to table item 5b, seconded by Council Member Schwarz.

Voting Yea to table the motion: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

- 5.C. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-232 approving the Village Fire Department's 2021 Intra-Budgetary Transfers to balance the deficit of \$120,822 and to approve the 2021 Audit
- 5.D. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-233 approving a Budget Amendment of \$515,846 for the Village Fire Department's 2022 Budget

5.E. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-231 approving the Proposed 2023 Village Fire Department Budget in the amount of \$8,689,847.78 with Hilshire Village's 2023 Annual Assessment being \$260,695.42

5.F. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-229 appointing Mayor Pro Tem to be Paul Maddock

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

Bill Bristow, 1233 Pine Chase Drive, said that Paul Maddock is an excellent choice for Mayor Pro Tem and he supports him.

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

5.G. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-228 appointing Bank Signatories to be the Mayor, Mayor Pro Tem Maddock and Council Member Gordy

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

Administrator Blevins said that she recommends these individuals based on good history.

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

5.H. Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-230 changing the Signatories on the Accounts at TexPool and to authorize the City Administrator to open an account for the General Fund

Administrator Blevins said that we currently only have a METRO fund with TexPool and they offer better rates than our current bank.

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

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

5.I. Discussion and Possible Authorization for the Mayor to enter into contracts for the improvements to the City Hall Building for paint and carpet not to exceed \$25,000, contracts for upgrades to lighting, filing systems, computer relocates, etc. not to exceed \$20,000 and contracts for exterior building repairs not to exceed \$10,000 per the City's approved budget

Administrator Blevins said that this money is already set aside in the budget. She said that she would like to place orders based on the quotes received and this allows her to proceed.

Council Member Gordy said that this is all overdue.

Council Member Schwarz asked for additional outlets at the dias.

Motion made by Council Member Gordy, Seconded by Mayor Pro Tem Maddock.
Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

5.J. Discussion and Possible Approval of the Renewal of the Business Operation Certificate for 8373 Westview

Administrator Blevins said that the building had an interior fire and subsequently renovated the building, added fire suppressant systems. Now that the construction is complete they have been granted an occupancy certificate and need a business operation certificate.

Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Schwarz.
Voting Yea: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz

6. REPORTS TO COUNCIL

Returned 8:16 P.M.

6.A. Mayor Buesinger's Report

Mayor Buesinger said he is looking forward to working with city council and staff over the next few years.

6.B. City Treasurer's Report (City Administrator Blevins)

Administrator Blevins said the CD account was renewed with 1% interest. She said this type of account will not be available in the future so we are conferring with Amegy bank on an investment strategy.

Administrator Blevins said that the CARES Act funds are still available.

6.C. City Administrator's Report: (City Administrator Blevins)

Complaint Log

Consent Agenda

Discuss landscaping of Verizon Boxes

Discuss Ordinance 811-2021 Fee Schedule (billing charges from Inframark)

HCAD Certified Estimates

HVCEFFC

Board Of Adjustment Hearing

Administrator Blevins said that the Consent Agenda has 3 additional invoices which were received since the packet was published.

Council Member Schwarz complaint log: 1209 Archley Drive swimming pool needs to be drained and treated.

Administrator Blevins said that the fee schedule for Inframark accounts receivable is causing issues. She said there is not enough time between the notice letters and delinquent fees for citizens to pay their bill. She said this item will be on the agenda next month.

Administrator Blevins said the Board of Adjustments will be meeting.

Administrator Blevins stated that she has received requests for beautification from schools?

Administrator Blevins said that the rental election equipment will no longer be available and the City will have to purchase the asset.

Motion to approve the Consent Agenda with additional invoices made by Mayor Pro Tem Maddock, Seconded by Council Member Gordy.

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

7. CONSENT AGENDA

7.A. Approve Disbursements

7.B. Approve Check Registers for April 2022

7.C. Approving the Proclamation for Police Week

8. CLOSED EXECUTIVE SESSION: City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters on this agenda as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney) Sections 551.074 (Personnel Matters) and Sections (Security Devices or Security Audits).

The Council convened into Executive Session at 8:34 P.M.

8.A. Deliberate the appointment, employment, duties, pay and benefits of public employees

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

10. ADDITIONAL COUNCIL COMMENTS:

Council Member Gordy - Residents for Responders

11. FUTURE AGENDA TOPICS:

Lighting
Structures in front of the front building line

12. ANNOUNCEMENTS

13. ADJOURNMENT

The meeting was adjourned at _____ P.M.

NOTE: Agenda items may not necessarily be considered in the order that they appear. With regard to any item, Council may take various actions, including but not limited to rescheduling an item in its entirety or for particular action at a future date or time.

NOTE: IN THE EVENT A QUORUM OF THE CITY COUNCIL IS NOT PRESENT, THE REPORTING MEMBERS WHO ARE PRESENT WILL MEET AS A SUB-COMMITTEE, FOR DISCUSSION PURPOSE ONLY, REGARDING THE ABOVE AGENDA ITEM(S).

City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters). Following the executive session, if any, City Council may act in open session on any item discussed in the executive session.

I, Susan Blevins, do hereby certify that the above Notice of Meeting and Agenda for the City Council of the City of Hilshire Village was posted in a place convenient and readily accessible May 13, 2022 at 3:00 p.m.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative service must be made 48 hours prior to this meeting. Please contact the City Hall at 713-973-1779 or FAX -713-973-7793 for further information.