



# Regular Council Meeting Minutes

Tuesday, April 20, 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.

**1. CALL TO ORDER:** Mayor Herron called the City of Hilshire Village Regular Council Meeting to order at 6:32 P.M.

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

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

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

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

**2. CITIZEN'S COMMENTS:** None

**3. REPORTS TO COUNCIL**

3.A. **Police Report:** Captain Lane said in the month of March there were 146 calls for service including twenty traffic stops and four parking violation warnings.

Mayor Herron said he noticed warning stickers were on some vehicles parked on the street.

Administrator Blevins asked if there was an update on the tire theft. Captain Lane answered "No." Council Member Schwarz asked if there have been any other instances. Captain Lane stated that there were none in the Villages but the City of Houston has had a ring of people hit the Spring Branch area. He said detectives are working with police agencies as far as Huntsville on these people of interest.

3.B. **Building Official's Report:** Administrator Blevins said there were no significant matters from the Building Official therefore they were not in attendance.

Administrator Blevins said she is coordinating with the other Memorial Villages on a

shared badge for the building inspectors.

Administrator Blevins said she met with Spring Valley Police Officers to access the vacant property at **1226 Glourie Drive**. She said the building was unsecured and a mess inside and outside. Administrator Blevins said the contractor who was going to demolish the house was told that he had to clean up the property, repair the fencing and put a lock on the fence by today or the City would do it and place a lien on the property. She said that citizens would not want a boarded building so the perimeter security fence will remain for safety reasons. Administrator Blevins said the contractor put the property back on the market and has reduced the price.

- 3.C. **Engineer's Report:** Engineer Him said the City received inquiries about erosion improvements at **1303 Friarcreek Lane** from a neighbor at **1302 Friarcreek Lane** who is also interested in erosion control work. Engineer Him said 1303 Friarcreek has temporarily added support to their swimming pool that is on the edge of the bank where the erosion is located. He said both homeowners would need to submit plans to the Harris County Flood Control District but as of now no permits have been issued. Engineer Him said the homeowner of 1249 Archley Drive called asking about a big excavator in the ravine. He said BBG Consulting was sent to investigate the area. Administrator Blevins said upon arrival they found no heavy equipment, though they did not rule out that it may have been on the Spring Valley side.

Engineer Him said Houston Plumbing Specialists performed the re-bore for sanitary sewer stack at **1330 Glourie Drive**.

**Verizon small cell nodes & MCImetro** conduit plans were reviewed from Wirt Road to 200 feet into Ridgeley Drive. The plans were approved for the work in this particular section of conduits.

Engineer Him said the **TCEQ MS4 Permit and Annual Report** was updated, year two was mailed March 31st. He said the City is in good standing with no actions necessary at this time. He stated that TCEQ still has not approved the permit application submitted two years ago but continued compliance is required nonetheless.

Engineer Him said he will schedule an assessment for the **State Energy Conservation Office (SECO) Program** as soon as he receives a response from them. Administrator Blevins stated that she sent the requested documents.

Engineer Him said there is no update to provide on the **lift station generator** yet. He said he will follow up with Generator Supercenter on alternate sizing options.

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

- 4.A. **Discussion and possible approval of the City of Hilshire Village Resolution # 2021-213 approving an amendment to the Village Fire Department Construction Budget**

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

Commissioner Byrne said money has been moved from the current budget to fund some unexpected items that exceeded the construction contingency allowance. He stated that the department will soon be starting the budget workshop process and will consider adjustments to the budget to support the needs of the project.

Mayor Pro Tem Maddock asked if additional adjustments to this year's budget are expected after this one. Commissioner Byrne said they are far enough along in the process that they should have already encountered the big surprises. He stated that the project architect recommended replacing sheathing and brickwork for better waterproofing and they are installing new flashing around the windows. Commissioner Byrne said they are moving money around in the existing budget to avoid requesting funds from the Cities.

**Voting Yea to approve the motion approving the City of Hilshire Village Resolution # 2021-213 approving an amendment to the Village Fire Department Construction Budget: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock and Council Member Schwarz**

- 4.B. **Discussion of Wirt Road and the possibility of a sidewalk** Council Member Carey said he submitted paperwork to the City of Houston Sidewalk Program including part of the Mayor's recent presentation to the Council. He said several neighbors have approached him asking if the sidewalk is going to happen. Council Member Carey said he has a tracking number for the request and will keep the Council updated.
- 4.C. **Discussion of updating the City of Hilshire Village lighting throughout the Village** Council Member Schwarz said he and Administrator Blevins met with a CenterPoint Representative to discuss current and future lighting throughout the City. He stated the City should increase lighting throughout the City for safety reasons. Council Member Schwarz said CenterPoint is willing to put together a lighting plan map but they needed to understand where the City was headed and what type of lighting to install.

City Administrator Blevins stated the City would be financially responsible for the decorative lighting and installation and CenterPoint would be responsible for maintenance. The cost for decorative lights would be \$1,000 to \$2,000 per fixture. Administrator Blevins said the project could be done in stages to avoid a high upfront cost. She said it would be more efficient to wait until the water and sewer repairs to Hilshire Green and Hilshire Grove were underway to avoid digging twice. Administrator Blevins said the center of the City could be done first then move outwards. She also stated that she will find out if costs associated with updating street lights can be included in the SECO plan.

Engineer Him asked if there will be new poles installed or upgrades to the existing. Council Member Schwarz said he anticipates using existing equipment as well as adding new poles in areas that are underlit. Engineer Him said in his experience the City will have to pay to install the conduit separately as CenterPoint only sells the light fixtures. Council Member Schwarz said as he understood it, the cost included

installation with conduit but stated he would verify.

Bill Bristow, **1233 Pine Chase Drive**, said intersections need more lighting as well as along the street. He said he would contribute funds to possibly have two poles since he is on the corner. Council Member Schwarz said other citizens might also support financially for the decorative pole installations.

Mayor Pro Tem Maddock said the south Ridgeley Drive curve and other dangerous areas need to be well lit.

Administrator Blevins read an email that she received from **Brent Williams, 1201 Pine Chase Drive**, who was unable to attend the meeting but was in support of additional lighting.

Council Member Byrne said he spoke with the Spring Valley Fire Commissioner who said their decorative poles are leased from CenterPoint and the City of Spring Valley pays for the electricity. He said the City should look at replacing the old wooden poles with newer cobra lighting using a combination of high and low lighting to pass through the trees. Council Member Byrne agrees with Mr. Bristow's suggestion about increased lighting at the intersections.

Council Member Gordy said he would like to see additional information such as the cost to upgrade the current poles, how many additional poles are needed, and the cost for a cobra type pole. He also wanted to know how much the boring cost would be if the City paid for it separately and CenterPoint only installed the poles. He said the city would need a phasing plan.

Council Member Schwarz said he would work with CenterPoint to put a plan together to present to the Council with separated areas based on cost and pending utility work.

**5. CLOSED EXECUTIVE SESSION:** The Council did not convene into executive session.

**6. DISCUSSION AND POSSIBLE ACTION:** None

**7. REPORTS TO COUNCIL**

7.A. **Fire Commissioner's Report:** Fire Commissioner Byrne said in the month of March there were six EMS calls and one fire call, all well within response time standards for Class 1 ISO Rating. He said Hilshire Village represents 3.8 percent of calls year-to-date.

Commissioner Byrne said the department will be starting the budget workshop process soon.

Commissioner Byrne said the commission made a decision not to extend the contract of the project manager for the **Fire Station Renovation**, mainly due to the cost. He said the original term was ten months but it has been around seventeen months. He said construction administration services are provided by the construction contractor and they are now covering those duties. Commissioner Byrne said the interior walls are being completed and most are up to the roof deck.

He said the new apparatus bay floor that extends out has been poured and the steel frame package will be delivered soon. Commissioner Byrne said almost all of the demo work for the replacement of the masonry wall has been completed. He said overall a lot of progress has been made, there are a few issues on one side but the project is on schedule.

Commissioner Byrne said he has reached out to three other people for the vacant **Alternate Fire Commissioner** position and has had a positive response from one person who he believes would fill the position well. He said that he should be able to bring the candidate's name to the next meeting.

- 7.B. **Mayor Herron's Report:** Mayor Herron said he has witnessed citizens moving cars into the driveway at night and then parking them back on the street in the morning. He said they are complying with the rules of the **Overnight Street Parking Ordinance**, but cars are still regularly parked on the street during the day. Mayor Pro Tem Maddock said there will always be people that will figure out how to beat the game.

Council Member Schwarz said one of his neighbors suggested the city install **surveillance cameras** at the entrances. Administrator Blevins said that cameras cause an issue with an increase in public records request. Council Member Byrne said another Village has gotten over the public record issue by automatically deleting video once the required retention period is up. He said he has talked to the Memorial Village Police Department's Chief who has stated the cameras have helped identify crime and suspect vehicles within participating cities. Council Member Gordy said he is getting reports from other neighborhoods that use the cameras that they are useful. He stated that as soon as someone drives in the neighborhood who has a warrant or a record, the system alerts the police immediately. Council Member Gordy said the software is more affordable than it used to be. City Attorney Bounds said administratively you don't have to keep the video for very long. He said West U, Katy and Memorial Villages all have different programs.

- 7.C. **City Administrator's Report:** Administrator Blevins said the budget workshops will start in June or July. She said the Council will address individual items such as street lights and sidewalks as well as the regular budgetary items at that time.

Administrator Blevins said she plans to retire in mid to late 2022 and recommends that Assistant City Secretary Stephens become her successor. She said the upcoming budget will be made to include salary for a new City Clerk to start the training process.

## **8. CONSENT AGENDA**

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

8.A. Disbursements

8.B. Minutes from the Regular Council Meeting March 16, 2021

8.C. General Fund and Utility Fund Check Registers for March 2021

8.D. 2nd Quarter Investment Report

**Voting Yea to approve the motion approving the Consent Agenda consisting of Disbursements, Minutes from the Regular Council Meeting, March 16, 2021, General Fund and Utility Fund Check Registers for March 2021 and the 2<sup>nd</sup> Quarter Investment Report: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock and Council Member Schwarz**

**9. ADDITIONAL COUNCIL COMMENTS:** None

**10. FUTURE AGENDA TOPICS:** None

**11. ANNOUNCEMENTS:** Administrator Blevins said on April 15th the City celebrated 66 years since incorporation.

**12. ADJOURNMENT:** Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Byrne.

**Voting Yea to approve the motion for adjournment: Council Member Gordy, Council Member Byrne, Council Member Carey, Mayor Pro Tem Maddock and Council Member Schwarz**

**The meeting was adjourned at 7:54 P.M.**

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Russell Herron, Mayor

ATTEST:

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Susan Blevins, City Secretary