



Regular Council Meeting Agenda

Tuesday, December 21, 2021 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

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

<https://zoom.us/j/99545572536?pwd=dEVYKzYwVVpBcS9BTDFQOGREWC9Gdz09>

Join the meeting via Telephone

Telephone: +1 346-248-7799 (local)

Meeting ID: 995 4557 2536

Passcode: 124039

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).

1. **CALL TO ORDER**

- 1.A. Invocation - Council Member Carey
- 1.B. Pledge of Allegiance
- 1.C. Roll Call

2. **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.

3. **REPORTS TO COUNCIL**

- 3.A.** Police Report
- 3.B.** Building Official Report
- 3.C.** Engineer Report:
 - 8001 Bromley Road
 - 1302 Friarcreek Lane
 - 1226 Glourie Drive
 - 1334 Glourie Drive
 - 8201 Mallie Court
 - 1306 Pine Chase Drive
 - 14 Pine Creek Lane
 - 7915 S. Villa Circle
 - Wirt Road Safety Project
 - Water Meter Vault Upgrades

4. **DISCUSSION AND POSSIBLE ACTION**

- 4.A.** Discussion and possible approval of the City of Hilshire Village Ordinance Number 816-2021 providing for the holding of a General Election on May 7, 2022 for the purpose of electing one (1) Mayor and two (2) Council Members, Position one (1) and two 2) for a term of two (2) years and providing details relating to the holding of such elections (City Administrator Blevins)
- 4.B.** Discussion and possible authorization to purchase and install Storz adapters on fire hydrants throughout the city (Council Member Byrne)

5. **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).

5.A. None at time of the Agenda Posting

5.B. Discussion and Possible Action to deliberate and consider any actions necessary on any items discussed in the Executive Session. **(NONE AT THE TIME AGENDA POSTED)**

6. **DISCUSSION AND POSSIBLE ACTION**

7. **REPORTS TO COUNCIL**

7.A. Fire Commissioner's Report (Commissioner Byrne)

7.B. Mayor Herron's Report

7.C. City Administrator's Report: (City Administrator Blevins)
Complaint Log
Consent Agenda

7.D. City Treasurer's Report (City Administrator Blevins)

8. **CONSENT AGENDA**

8.A. Disbursements

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

8.C. Check Registers

9. **ADDITIONAL COUNCIL COMMENTS**

10. **FUTURE AGENDA TOPICS**

11. **ANNOUNCEMENTS**

12. **ADJOURNMENT**

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 MONTH DAY, December 17, 2021 at 12:00 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.

SPRING VALLEY POLICE DEPARTMENT

Calls - By Type

11\01\2021
thru 11\30\2021
Zone is: HILSHIRE VILLAGE

Type	Description	# Of Calls
23	AMBULANCE CALL	2
24	ANIMAL CALL	1
135	BUSINESS CHECK	38
60	FIRE CALL	2
65	GAS LEAK	2
70	INFORMATION	1
86	PUBLIC RELATIONS	58
103	SUSPICIOUS ACTIVITY	1
104	SUSPICIOUS PERSON	2
105	SUSPICIOUS VEHICLE	2
11	TRAFFIC STOP	15
111	VEHICLE BLOCKING ROADWAY	3
112	VEHICLE CHECK	2
Total		129

BUILDING REPORT SUMMARY

November 2021

Plan Review:

1. 8001 Bromley Road

Permits:

Swimming Pool	2
Drainage	1
HVAC	1
Electrical	3
Plumbing	4
Tree Removal	4
Fence	3
Demolition	1

Total: 19

Change of Occupancy Use:

- None

Extended Permit Request:

- None

Inspections:

Pass	36
Fail	7
Cancelled	1

Total: 44

Red Tag Stop Work Orders Issued:

- 1123 Guinea Drive

Building Finals / Certificates of Occupancy:

- 1130 Glourie Drive - Remodel

Plan Review and Permit Log

	Date	Permit Number	Address	Issued To	Amount Received	Description / Scope
1	Mon 11/1/21	HV-21-028E	1131 Glourie Dr	Margon Complete Electric	\$ 330.00	Electrical - Addition/Remodel
2	Mon 11/8/21	HV-21-095SP	1334 Glourie Dr	Platinum Pools	\$ 280.00	Swimming Pool - New
3	Tue 11/9/21	HV-21-100F	1228 Ridgeley	Rio Grande Fence	\$ 175.00	Fence - Replacement
4	Thu 11/18/21	HV-21-102F	1119 Guinea Dr	RL Builders	\$ 175.00	Fence - Replacement
5	Mon 11/15/21	HV-21-103T	8001 Bromley Rd	Garcia Professional Tree Service	\$ -	Tree Removal - Dead
6	Wed 11/10/21	HV-21-104M	1126 Ridgeley Dr	Diaz Services AC & Heating	\$ 160.00	Mechanical - Repair/Replace
7	Wed 11/10/21	HV-21-014F	1334 Glourie Dr	JG Landscaping	\$ 175.00	Fence - New
8	Mon 11/15/21	HV-21-106P	1321 Glourie Dr	TN Plumbing	\$ 180.00	Plumbing - Water Heater
9	Thu 11/18/21	HV-21-080SP	7915 S Villa Cir	Water's Edge Outdoor Living	\$ 280.00	Swimming Pool - New
10	Thu 11/18/21	HV-21-080SPD	7915 S Villa Cir	Water's Edge Outdoor Living	\$ 240.00	Drainage - Swimming Pool
11	Thu 11/18/21	HV-21-107T	1122 Glourie Dr	Flores Tree Service	\$ -	Tree Removal - Dead
12	Mon 11/22/21	HV-21-108T	8 Hilshire Grove	Apto Construction	\$ 25.00	Tree Removal - Hazard
13	Mon 11/22/21	HV-21-078P	14 Pine Creek Ln	West Park Plumbing	\$ 480.00	Plumbing - Remodel
14	Wed 11/24/21	HV-21-109DEMO	1226 Glourie Dr	Pinnacle Construction Group	\$ 330.00	Demolition
15	Tue 11/30/21	HV-21-110GE	1233 Archley Dr	Quality Generators	\$ 330.00	Electrical - Generator
16	Tue 11/30/21	HV-21-110GP	1233 Archley Dr	Quality Generators	\$ 280.00	Plumbing - Generator
17	Tue 11/23/21	HV-21-111D	8001 Bromley Rd	Richard Price Custom Homes	\$ 1,800.00	Plan Review - Drainage
18	Tue 11/23/21	HV-21-045TE	7907 Hilshire Green	Texas Electrical Residential Contractors	\$ 170.00	Electrical - Temporary
19	Wed 11/24/21	HV-21-062GP	8111 Bromley Rd	Tr-Tek Plumbing	\$ 280.00	Plumbing - Generator
20	Tue 11/30/21	HV-21-112T	1206 Glourie Dr	Green Industry Tree Service	\$ 25.00	Tree Removal - Diseased

Inspection Log

Log #	Address	Permit #	Request Type	Pass or Fail	Date	Inspector
1	21-229 1123 Guinea Dr	HV-21-060B	Foundation Pre-Pour	Pass	11/1/21	BBG
2	21-230 1205 Archley Dr	HV-21-031GE	Electrical Reinspection	Pass	11/1/21	BBG
3	21-231 1123 Guinea Dr	HV-21-060E	T-Pole	Pass	11/1/21	BBG
4	21-232 21 Hickory Shadows	HV-21-066V	Driveway Final	Pass	11/3/21	BBG
5	21-233 1315 Pine Chase Dr	HV-21-081E	Electrical Final	Pass	11/3/21	BBG
6	21-234 1130 Glourie Dr	HV-21-029E	Electrical Final	Fail	11/3/21	BBG
7	21-235 1130 Glourie Dr	HV-21-029M	Mechanical Final	Pass	11/3/21	BBG
8	21-236 1130 Glourie Dr	HV-21-029P	Plumbing Final	Pass	11/3/21	BBG
9	21-237 1130 Glourie Dr	HV-21-029B	Remodel Final	Fail	11/3/21	BBG
10	21-238 1326 Glourie	HV-20-099B	Nail Pattern	Pass	11/3/21	BBG
11	21-239 1130 Glourie	HV-21-029E	Re-inspection Electrical Final	Pass	11/4/21	BBG
12	21-240 1311 Pine Chase	HV-21-093AB	Shed Final	Pass	11/4/21	BBG
13	21-241 1130 Glourie	HV-21-029B	Building Final	Pass	11/4/21	BBG
14	21-242 1334 Glourie Dr	HV-21-014E	TCI	Pass	11/4/21	BBG
15	21-243 8 Hilshire Grove	HV-21-069GE	Generator Form Pre-Pour	Pass	11/5/21	BBG
16	21-244 7907 Hilshire Green	HV-21-045P	Plumbing Ground & Sewer	Pass	11/9/21	BBG
17	21-245 1123 Guinea Dr	HV-21-061B	Red Tag Request - Silt Fencing	Red Tag Issued	11/9/21	BBG
18	21-246 8214 Mallie Ct	HV-21-097SPDEMO	Swimming Pool Demo Final	Pass	11/11/21	BBG
19	21-247 8373 Westview Dr	HV-21-016E	Electrical Final	Cancelled	11/11/21	N/A
20	21-248 1130 Glourie Dr	HV-20-059FS	Fire Sprinkler Final	Pass	11/4/21	Rusty Kattner
21	21-249 1131 Glourie Dr	HV-21-028E	Electrical TCI	Pass	11/12/21	BBG
22	21-250 1131 Glourie Dr	HV-21-028B	Roof	Pass	11/12/21	BBG

Inspection Log

23	21-251	10 Hickory Shadows Dr	HV-21-063GE	electrical underground TCI	Pass	11/15/21	BBG
24	21-252	1334 Glourie Dr	HV-21-014P	Shower Pan	Pass	11/15/21	BBG
25	21-253	7907 Hilshire Green	HV-21-045B	Foundation	Pass	11/15/21	BBG
26	21-254	8373 Westview Dr	HV-21-016E	Electrical Final	Fail - no access	11/18/21	BBG
27	21-255	1321 Glourie Dr	HV-21-106P	Water Heater Final	Pass	11/18/21	BBG
28	21-256	1326 Glourie Dr	HV-20-099P	Plumbing Top-Out	Pass	11/19/21	BBG
29	21-257	1131 Glourie Dr	HV-21-028B	Framing	Pass	11/23/21	BBG
30	21-258	8373 Westview Dr	HV-21-016E	Electrical Final Reinspection	Pass	11/19/21	BBG
31	21-259	1131 Glourie Dr	HV-21-028M	HVAC Cover	Pass	11/23/21	BBG
32	21-260	8111 Bromley Rd	HV-21-062GE	Electrical Underground	Fail - not ready	11/23/21	BBG
33	21-261	8111 Bromley Rd	HV-21-062GE	Electrical TCI	Fail - not ready	11/23/21	BBG
34	21-262	14 Pine Creek In	HV-21-078P	Plumbing Ground	Pass	11/23/21	BBG
35	21-263	8 Hilshire Grove	HV-21-069GP	Gas & Underground - Generator	Pass	11/23/21	BBG
36	21-264	7907 Hilshire Green	HV-21-045TE	T-Pole	Pass	11/24/21	BBG
37	21-265	1334 Glourie Dr	HV-21-095SP	Swimming Pool Stake Out	Pass	11/24/21	BBG
38	21-266	14 Pine Creek In	HV-21-078B	Foundation	Fail	11/24/21	BBG
39	21-267	8111 Bromley Rd	HV-21-062GP	Gas Underground & Gas Test - Generator	Pass	11/29/21	BBG
40	21-268	8 Hilshire Grove	HV-21-069GP	Electrical Underground	Pass	11/29/21	BBG
41	21-269	1201 Pine Chase Drive	HV-21-059GE	Electrical TCI	Fail	11/29/21	BBG
42	21-270	14 Pine Creek Ln	HV-21-078B	Foundation Reinspection	Pass	11/30/21	BBG
43	21-271	14 Pine Creek In	HV-21-078P	Plumbing Pour Back	Pass	11/30/21	BBG
44	21-272	8373 Westview Dr	HV-21-016P2	Plumbing Final including water heater	Pass	11/30/21	BBG
45	21-273	8 Hilshire Grove	HV-21-087F	Fence Final	Pass	11/30/21	BBG



December 21, 2021

Mayor and City Council
City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Re: Engineer's Report for December 21, 2021 Council Meeting
HDR Job No. 10281855

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from November 12, 2021 to December 17, 2021.

1. On-Going Services (10281855):

a. 8001 Bromley Road –

- On November 23, 2021, HDR received a Drainage Plan for 8001 Bromley Road for construction of a new home and pool on the lot . HDR is currently reviewing the proposed drainage plan.

b. 1302 Friarcreek Lane –

- On December 9, 2021, HDR reviewed and returned to the City and Contractor the Erosion Control Plans for 1302 Friarcreek Lane. The erosion control plans required corrections for the proposed installation shown (i.e. provide additional information on the plan, verify and show limits of floodplain, provide notation of site plan items, etc.), therefore it must be revised and resubmitted.

c. 1226 Glourie Drive –

- On December 2, 2021, HDR performed a pre-demolition inspection of the property at 1226 Glourie Drive. The inspection did not pass due to the improper installation of silt fencing along the front property line and for portions missing along the rear and side perimeters; therefore, a reinspection will be required.

hdrinc.com 4828 Loop Central Drive, Suite 800
Houston, Texas 77081
T 713-622-9264 F 713-622-9265
Texas Registered Engineering Firm F-754

- d. 1334 Glourie Drive –
 - On November 12, 2021, HDR reviewed and returned a Pool Drainage Plan resubmittal for 1334 Glourie Drive. The drainage plan was approved with exceptions noted.
- e. 8201 Mallie Court –
 - On December 3, 2021, HDR received additional erosion control plan material that was required for a portion of the erosion control project at 8201 Mallie Court. The plan resubmittal information is currently under review.
- f. 1306 Pine Chase Drive –
 - On November 22, 2021, an onsite meeting was held with the resident regarding the recently installed parking pad, and HDR and the City are currently working with the Resident to complete revisions to the parking pad installation.
- g. 14 Pine Creek Lane –
 - On November 18, 2021, HDR review and returned a Drainage Plan Resubmittal for 14 Pine Creek Lane. The drainage plan was approved with exceptions noted.
- h. 7915 S. Villa Circle
 - On November 12, 2021, HDR reviewed and returned a Pool Drainage Plan Resubmittal for 7915 S. Villa Circle. The pool drainage plan was approved with exceptions noted.
- i. Wirt Road Safety Project –
 - HDR has been coordinating with the COH regarding the Wirt Road Safety Project. HDR has requested a status update from Mr. Patrick Nguyen (COH) on the Interlocal Agreement (ILA) between the City of Hilshire Village and the City of Houston for this project.
 - HDR is currently preparing the Professional Engineering Services Proposal for this project. As requested by the City of Hilshire Village, the ILA and HDR’s Professional Engineering Services Proposal for this Project would be tentatively scheduled for concurrent approval by the City of Hilshire Village at the January 18, 2022 Regular City Council Meeting.

j. Water Meter Vault Upgrades –

- On November 30, 2021, HDR had a MS-Team Meeting with the City of Houston regarding the Water Meter replacements at Pine Chase Grove (2) and Hickory Shadows Water Meter Vaults. Mr. Matthew Thomas (COH Assistant Director Meter Operations), Mr. Dennis Telley (COH Customer Service Section Chief), and Ms. Veronica Osegueda (COH Water Resources Manager) were in attendance for the COH.
- HDR provided a brief overview on the reasons to replace the existing water meters at these locations, including age, water pressure and delivery issues. HDR noted that the existing combination fire/domestic flow meters would be replaced with electromagnetic flow meters similar to the one installed at the City Hall Water Meter Vault in Pine Creek Lane back in 2016.
- The COH noted that they have a Water Meter Replacement Program in their current 5-Year Capital Improvement Project (CIP), and the water meters in Hilshire Village are included in this replacement program. The COH agreed to replace the existing water meters with electromagnetic flow meters at the three (3) locations.
- HDR inquired on the need to replace the existing meter vaults at each location. COH noted that as long as the meter vaults are structurally sound, they would only replace the water meter assembly within the vault. Otherwise, they would also replace the water meter vault.
- HDR noted that the condition of the Hickory Shadows Water Meter Vault is deteriorated and would require replacement. HDR also explained the current ownership/easement situation at this water meter vault location (i.e. partially in Hilshire Village ROW and in TxDOT ROW) and will work with Hilshire Village and TxDOT to address accordingly.
- The COH noted that any existing improvements/betterments (i.e. shrubs, plants, etc.) within the meter vault easements, if removed, will not be replaced by the COH since the water meter easement agreements between the COH and Hilshire Village require them to be cleared/unobstructed to facilitate access, maintenance and replacement of these facilities.
- The COH asked HDR to prioritize the water meter replacement for Hilshire Village. HDR stated that the priority would be as follows: (1) Hickory Shadows 8-inch water meter, (2) Pine Chase Grove 10-inch water meter, and (3) Pine Chase Grove 6-inch water meter.

- As a result of this meeting, Hilshire Village will not have to spend funding from the American Rescue Plan Act of 2021 on the water meters and/or meter vault replacement. The COH will be responsible for the upgrade/replacement of these water meters and vault, as necessary, as part of their Water Meter Replacement Program CIP. Hilshire Village will only have to absorb the cost associated with replanting shrubs or any other betterment within the water meter vault easements, if needed or desired.
- The COH will coordinate with their staff to check on their electromagnetic flow meters inventory and begin the process to replace the three (3) water meters and meter vault. The COH anticipates replacement of these meters/vault within the next 2 years, potentially starting as early as January 2022.
- The COH will follow up and coordinate with HDR in January 2022 on the status of their Water Meter Replacement Program for the City of Hilshire Village.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.



Efrain A. Him, P.E.
Senior Project Manager

cc: Files (10281855)

ORDINANCE NO. 816-2021

AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON MAY 7, 2022, FOR THE PURPOSE OF ELECTING ONE (1) MAYOR AND TWO (2) COUNCIL MEMBERS (PLACES ONE AND TWO) FOR A TERM OF TWO (2) YEARS AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.

* * * * *

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:

Section 1. In accordance with the general laws and Constitution of the State of Texas, a General Municipal Election is hereby called and ordered for the first Saturday in May, 2022, the same being the 7th day of said month, at which general election all qualified voters of the City may vote for the purpose of electing one Mayor and two (2) Council Members for a full term of two (2) years. The City Secretary is hereby directed to post on the City bulletin Board notice of the dates of the filing for the general election by December 20, 2021 (Form AW 1-15). The City Secretary is further directed to poste the date and location of the election for officers and the requirements and deadline for filing for candidacy for each elected office of the City continuously on the City’s internet website.

Section 2. No person’s name shall be placed upon the official ballot as a candidate for any of the above-mentioned positions under the General Municipal Election unless such person has filed a sworn application, as provided by Section 141.031 of the Texas Election Code, with the City Secretary of the City at the City Office, located at 8301 Westview, Houston, Texas 77055, not later than five o’clock (5:00) p.m. on Friday, February 18, 2022. The City Secretary shall note on the face of each such application the date and time of its filing. Such application shall include the office the candidate is seeking.

Section 3. The present boundaries of the City constituting one election precinct, the polls shall be open for voting from seven o’clock (7:00) a.m. until seven o’clock (7:00) p.m. at the following polling place, and the following are hereby appointed officers to conduct the above-described election at said polling place:

ELECTION DAY POLLING PLACE

City Hall

City of Hilshire Village

8301 Westview

Houston, Texas 77055

ELECTION OFFICER

Presiding Judge John Cooper

The City Secretary is hereby authorized and directed to provide a copy of this Ordinance and the other written information required by Section 32.009 of the Texas Election Code to each judge as required by said Section.

The presiding Judge shall have the authority to appoint one (1) alternate Presiding Judge and the necessary clerks to assist in the holding of said elections, but in no event, shall the Presiding Judge appoint less than two (2) clerks. Unless otherwise required to act in the capacity of Presiding Judge, the Alternate Presiding Judge shall also serve as clerk of the election. The Presiding Judge and the Alternate Presiding Judge shall also serve as the early voting ballot board for such election; and the Presiding Judge of the election precinct shall also serve as the presiding officer of such board.

Section 4. The City Secretary is hereby appointed clerk for early voting and the appointment of a deputy clerk or clerks for early voting by the City Secretary shall be in accordance with Section 83.031 *et seq.* of the Texas Election Code at the following early voting polling place:

EARLY VOTING POLLING PLACE

City Hall

City of Hilshire Village

8301 Westview

Houston, Texas 77055

Susan.Blevins@hilshirevillagetexas.com

Said clerks shall keep said office open during the hours that the City Secretary’s main office is regularly open for business, that is, from nine o’clock (9:00) a.m. until five o’clock (5:00) p.m. on each day for early voting by personal appearance which is not a Saturday, a Sunday, or an official state or federal holiday, beginning on Monday, April 25, 2022 and continuing through Tuesday, May 3, 2022. In addition, said clerks shall keep said office open from seven o’clock (7:00) a.m. until seven o’clock (7:00) p.m. on Monday, May 2, 2022, and Tuesday, May 3, 2022. Said clerks shall not permit anyone to vote early by personal appearance on any day that is not a regular working day for the clerk’s office and, under no circumstance, shall they permit anyone to vote early by personal appearance at any time when such office is not open to the public. The above-described place for early voting is also the clerk’s mailing address to which ballot applications and ballots voted by mail may be sent. The early voting clerk, in accordance with the provision of the Texas Election Code, shall maintain a roster listing each person who votes early by personal appearance and each person to whom a ballot to be voted by mail is sent. The roster shall be maintained in a form approved by the Secretary of State.

Section 5. Paper ballots and the “Express Vote BMD Terminal” voting system shall be used for early voting by personal appearance and for voting on Election Day. Early voting by a method other than by personal appearance shall be by paper ballot. All expenditures necessary for the conduct of the elections and the purchase of materials therefore is hereby authorized. Compensation for all election officials is hereby established at no more than the maximum amounts permitted under Section 32.091 *et seq.*, Texas Election Code.

Section 6. The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct such elections.

Section 7. The candidate receiving more votes than in any candidate for an office in the general election shall be declared elected to such office or position.

Section 8. The order, in which the names of the candidates are to be printed on the ballot for the general election, shall be determined by a drawing by the City Secretary, as provided by Section 52.094 of the Texas Election Code. The City Secretary shall post a notice in her office of the date, hour, and place of drawing. Such notice shall remain posted continuously for seventy-two (72) hours immediately preceding the scheduled time of the drawing, and personal notice shall also be given to any candidate who makes written request for such notice and furnishes to the City Secretary a self-addressed, stamped envelope. Each candidate involved in the drawing, or a representative designated by him, shall have a right to be present and observe the drawing.

Section 9. Notice of these elections shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such elections, and returns of such elections shall be made to the City Secretary immediately after the closing of the polls.

Section 10. Said elections shall be held in accordance with the Texas Election Code and the Federal Voting Rights Act of 1965, as amended.

PASSED, APPROVED, AND ADOPTED this 21st day of December, 2021.

Russell Herron, Mayor

ATTEST:

Susan Blevins, City Secretary





Edustrial Solutions
 PO Box 10879
 Houston, TX 77206
 T.832.545.2299
www.edustrialsolutions.com

QUOTE NO 5083-4570
 DATE October 21, 2021
 CUSTOMER ID **Inframark**
 PO# Assigned

TO Tracy Butcher
Inframark
 10431 Westmoor Rd
 Richmond, TX 77407
 T. 281.578.4200 F. 281.578.4294

REVISED QUOTE FROM INFRAMARK

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Mike Johnson	City Of Hillshire Village Install Mueller Fire Hydrant Connections		

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
23 Fire Hydrant Apdaters	To Install ADPT-5.0ST-BC Adapters For Front Cap Fire Hydrant Connectors At The Location Of The City Of Hillshire Village.	\$157.34	\$3,618.91
37 Fire Hydrant Connections	To Install Mueller Fire Hydrant Storz Pumper Connections Quick Connect/Full Pressure Ratings At The Location Of The City Of Hillshire Village.	\$160.49	\$5,938.13
SUBTOTAL			\$
SALES TAX			
TOTAL			\$9,557.04

From: Ring, Robert <robert.ring@inframark.com>
Sent: Monday, December 28, 2020 11:01 AM
To: susan.blevins@hilshirevillagetexas.com
Cc: Efrain Him - HDR Engineering (efrain.him@hdrinc.com) <efrain.him@hdrinc.com>
Subject: Storz Fire Hydrant Connection

Susan

As requested we have located and priced the Storz Fire Hydrant Pumper Connection. The cost to purchase and install the units at 35 locations within the city would be as follows:

35 FH x \$160.49/location with total cost \$5,617.08.

Please review and if approved we will proceed with the installation.

Respectfully

Robert “Bob” Ring | Account Manager

<image001.png>

10431 Westmoor Road | Richmond, Texas 77407-9508

(O) 832-886-0611 | (M) 281-850-4039 | www.inframark.com

From: Bonilla-Odums, Mirna <mirna.bonilla-odums@inframark.com>
Sent: Friday, October 22, 2021 11:12 AM
To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Subject: RE: Storz follow up from Inframark Meeting

Hello Susan:

I was able to verify with the vendor and they identified that the storz adapters need a connector due to the threads not holding on the current hydrants. Attached find a revised quote with the adapter pricing to complete the storz connector installation.

Please let me know how you would like Inframark to proceed.

Regards,

Mirna E. Bonilla-Odums | Account Manager



10431 Westmoor Rd | Richmond, TX 77407
| (M) 281.967.1761 | www.inframark.com

From: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Sent: Friday, October 8, 2021 10:46 AM
To: Bonilla-Odums, Mirna <mirna.bonilla-odums@inframark.com>
Subject: FW: Storz follow up from Inframark Meeting

Susan Blevins
City Administrator/City Secretary
City of Hilshire Village
8301 Westview, Houston, Texas 77055
713-973-1779
713-973-7793 FAX
susan.blevins@hilshirevillagetexas.com

*Be advised that emails are subject to the **Texas Public Information Act**.
City emails should not be considered confidential.*

ELECTED OFFICIALS, BOARD AND COMMITTEE MEMBERS:

*Be advised that email communications could lead to violations of the **Texas Open Meetings Act**.*

From: Robert Byrne <robert.byrne@hilshirevillagetexas.com>
Sent: Friday, August 27, 2021 6:55 AM
To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Cc: robert.ring@inframark.com; Russell Herron <mayor@hilshirevillagetexas.com>; David Foster <foster@villagefire.org>
Subject: RE: Storz follow up from Inframark Meeting

We did not discuss this. But I think we have not increased the amount of adaptors needed or to be installed so the price should not change.

From: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Sent: Friday, August 27, 2021 6:53 AM
To: Robert Byrne <robert.byrne@hilshirevillagetexas.com>
Cc: robert.ring@inframark.com; Russell Herron <mayor@hilshirevillagetexas.com>; David Foster <foster@villagefire.org>
Subject: Re: Storz follow up from Inframark Meeting

Is the original price given to the city still good.

Thanks

Susan Blevins

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From: Robert Byrne <robert.byrne@hilshirevillagetexas.com>
Sent: Friday, August 27, 2021 6:48:23 AM
To: Susan Blevins <susan.blevins@hilshirevillagetexas.com>
Cc: robert.ring@inframark.com <robert.ring@inframark.com>; Russell Herron <mayor@hilshirevillagetexas.com>; David Foster <foster@villagefire.org>
Subject: Storz follow up from Inframark Meeting

Susan,

The meeting with Inframark discovered the following:

1. Inframark subcontracted the installation for the adaptors.
2. The subcontractor ordered the Fyrelane branded Storz adaptors and their caps from a local vendor only using their guidance for the product we needed. No one checked our hydrants for the diameter of the threaded fittings the adaptor connects to.
3. Since we have different sized hydrant threaded fittings throughout the city, the Storz adapters installed only fit the 4.5NH x 5.07 and not the 4.5 x 5.07.
4. The chain that permanently connect the Storz caps to the adaptor has not been properly secured by crimping the chain end to the hydrants. This issue is necessary to keep the caps from being stolen or missed placed during a fire event or the flushing that frequently occurs at some of the hydrants in the city.
5. The allen head set screws that secure the adaptor to the hydrant thread need to be more firmly tightened so the adaptor does not come off or is loosened when the cap is removed. If this happens it will delay the use of the hydrant to fight a fire.

The actions Inframark will take after this meeting are:

1. They will have the subcontracted installer coordinate with the Storz vendor to check the size of all the hydrant threaded fittings in the city and order the correct ones for continued installation to finish the project.
2. After they confirm all the correct parts are ready for the complete project, they will notify the city prior to installation.

As a side note, the Fire Chief has informed that Hilshire Village is the only village of the six they serve that has taken action to prepare our hydrants for quick and easy use in the event of a fire. We thank VFD for the time Fire Medics have taken to help us with this issue.

Regards,

Robert Byrne

A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total Number of YTD Incidents 2021				Life Threatening (LT) EMS Incidents				Life Threatening (LT) Fire Incidents					
		Fire	EMS	Total	# LT EMS	Natl Stand. 6:30 1st Resp. Time	of 90%	Natl. Stand 10:30 ALS Resp Time	of 90%	# LT Fire	Natl Stand. 6:50 Response Time	of 90%	% of 2021 Calls are:		Fire Alarms
Bunker Hill Village	219	107	326	45	3:53	100%	6:16	100%	12	4:51	100%	67%	33%	81	37%
Hedwig Village	206	223	429	124	3:16	100%	3:19	100%	34	3:25	100%	48%	52%	95	46%
Hilshire Village	33	47	80	27	2:57	100%	5:09	100%	5	4:38	100%	41%	59%	11	0%
Hunters Creek Village	373	180	553	75	4:01	100%	5:38	100%	32	5:31	100%	67%	33%	167	45%
Piney Point Village	273	139	412	56	4:26	100%	5:21	100%	23	5:27	100%	66%	34%	127	47%
Spring Valley Village	260	184	444	88	2:51	100%	4:04	100%	26	4:16	100%	59%	41%	69	27%
Houston	98	0	98												
Totals	1462	880	2342	415	3:34	100%	4:58	100%	132	4:41	100%	62%	38%	550	33%

Notes: ALL Response Time categories include from the receipt of the call at the Primary Dispatch to arrival on location of the responding units.

Column 1: Reflects the cities listed within the chart.

Column 2: Reflects the year to date number of "fire" type calls within each jurisdiction. Includes: fires, vehicle collisions, gas leaks, rescues, tree in roadways, and others.

Column 3: Reflects the year to date number of "EMS" calls within each jurisdiction.

Column 4: Reflects the year to date, total number of all calls within each jurisdiction.

Column 5: Reflects the year to date, number of "life threatening EMS" calls within each jurisdiction. Includes: heart attacks, strokes, seizures, cardiac arrest, seizures and others.

Column 6, Row A: Reflects the "National Standard for total response time for life threatening EMS Calls of 6 minutes 30 seconds.

Column 6: Reflects the year to date, first responder's response times for each jurisdiction.

Column 7, Row A, Reflects the National Standard of the percentage of calls which the national standard should be met: 90%

Column 7: Reflects the year to date, percentage of calls which the national standard is met during life threatening EMS calls.

Column 8 Row A: Reflects the National Standard for total response time for life threatening EMS calls for arrival of Advanced Life Support Equipment and Personnel: 10 minutes 30 seconds.

Column 8: Reflects the year to date, Advanced Life Support equipment and personnel response time for life threatening calls within each jurisdiction.

Column 9 Row A, Reflects the National Standard of the percentage of calls which the ALS standard should be met: 90%

Column 9: Reflects the year to date, percentage of calls, which the national standards is met of ALS response for each jurisdiction.

Column 10: Reflects the year to date, number of life threatening "Fire Type" calls within each jurisdiction.

Column 11: Reflects the year to date, average total response time to fire type calls within each jurisdiction.

Column 12: Reflects the year to date, percentage of life threatening fire type calls which meet or exceed the National Standard.

Column 13: Reflects the year to date, percentage of calls which are "fire type" calls.

Column 14: Reflects the year to date, percentage of call which are "EMS" calls.

Column 15: Reflects the year to date number of Fire Alarms within each jurisdiction.

Column 16: Reflects the percentage of fire type calls which are fire alarms.

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
6/28/21	Cassie Stephens	Cassie Stephens	Tire in the water vault area	Pine Chase Grove	The tire was filled with concrete/asphalt and looks to have been a base for a pole for tetherball. Heavier equipment is needed to remove. Will try to find someone to pick up and dispose of.		
9/13/21	Cassie Stephens	Bill Bristow	Damage on the drainage pipes going underground	1209 Pine Chase Dr	HDR investigating		
9/13/21	Cassie Stephens	Bill Bristow	Tree trimming needed in the utility easement.	1209 Pine Chase Dr	HDR investigating		
9/30/21	Susan Blevins	Council Member	City entrance markers need to be power washed.	HV entrances	Susan asked Katherine Bodron if the beautification committee handles this.		
10/11/21	Cassie Stephens	Cassie Stephens	Dead limbs and vines were left after the lot was mowed.	1202 Hilshire Villa Drive	Cassie sent an email to the owner of the lot to remove the debris.	Developer said they will have the dead trees removed by the landscaping crew. 12/3 debris remains, also discovered garbage and old wood behind the tree line at the back of the property. 12/17 debris was removed.	12/17/2021
10/11/21	Cassie Stephens	Cassie Stephens	Rocks in the right-of-way	8307 Creekstone Cir	Cassie emailed the homeowner, suggested submitting a design for a parking pad if that is the issue. Property owner came to Council with details about City asset and previous issues with contractor and vendor trucks.	The City Council is considering options to better protect the citizen and City's property.	
11/4/21	Cassie Stephens	Cassie Stephens	Construction materials visible on a lot that is no longer pending development. Also asked the current property owners to remove the large pots at the front of the ravine.	1210 Ridgeley	Property owner responded that they will have the items removed.	12/3 The pots were removed but the stacked wood remains.	
11/13/21	Susan Blevins	Debra Kuehler	Speeding vehicles on the feeder of I-10.	I-10 feeder	Spring Valley PD patrols this area. Captain Lane said they are vigilant on the area and will continue to do their best to control the speeding traffic at night.	No further action taken.	11/14/2021
11/18/21	Cassie Stephens	Russell Herron	Dead trees	1231 Wirt Rd	Cassie sent an email to the church office.	The church responded that they will have the trees inspected. 12/3 Trees remain, Cassie will follow up with the church.	
11/18/21	Cassie Stephens	Ana Short	Smell of gas leak	Pine Chase	Cassie called Village Fire to investigate the source.	Village Fire Department was unable to locate the source. Cassie reported the leak to CenterPoint Gas on their emergency number, they dispatched a technician. No resolution was reported, but VFD responded to the area on an emergency call a couple days later.	11/18/2021
11/18/21	Cassie Stephens	Robert Byrne	Gravel has fallen from her front yard into the street. In danger of entering the nearby street drain.	15 Pine Creek Ln	Cassie called the property owner. She said she did see the spillover and will clean it up.		
11/22/21	Susan Blevins	Hal Green	Dogs barking late into the night and early morning hours.	Friarcreek	Cassie researched the animal records and contacted the owners of dogs in that area.	No further action taken.	11/23/2021
11/29/21	Susan Blevins	Susan Blevins	Several addresses left lawn debris at the street for a whole week during the holiday.	City-wide	Susan advised that she will remind residents the next time trash collection will be postponed due to a holiday.	No further action taken.	11/30/2021

CITY OF HILSHIRE VILLAGE
COMPLAINT FORM

Date Notified	Person Taking Call	Resident Reporting Problem	Complaint/Issue	Address of Concern	Action	Results	Date Resolved
11/30/21	Cassie Stephens	Richard Raines	Neighbors continue to park on the street blocking access to the driveway. Spring Valley PD has been involved but has not been able to resolve the issue. He said he was advised by an officer to take photos next time a vehicle is parked there.	9 Pine Creek Ln	Advised property owner to continue to work with SVPD and the neighbor to find a resolution.	No further action taken.	11/30/2021
12/3/21	Cassie Stephens	Bill Bristow	Oil was spilled on the street.	1226 Glourie Drive	City staff does not have any chemicals or absorbing agents to address oil on the roadway.	No action was taken.	12/3/2021
12/7/21	Susan Blevins	Livesay	Their garbage has been skipped a lot lately.	1318 Ridgeley Dr	Susan sent an email to the truck manager.	Garbage was collected.	12/9/2021
12/13/21	Cassie Stephens		Water bill was charging for deposit but it was already paid. There was also a transfer fee that she didn't understand.	7903 Hilshire Green	Cassie sent an email to Inframark asking if they show that the deposit has been received and to explain the transfer fee.	The dopsit was received and fees explained.	12/16/2021
12/13/21	Cassie Stephens	Hulse Wagner	Door to door solicitors have been in the area and he is concerned about safety especially this time of year.	1307 Pine Chase	Cassie confirmed that there are no active permits allowing solicitors and that if he encounters more in the future he should call SVPD.	Homeowner provided information for the two companies recently in the City, Cassie will contact them.	12/13/2021
12/14/21	Susan Blevins	Bill Bristow	The creosote on the utility pole is piling up at the bottom of the pole.	1233 Pine Chase Dr	Susan contacted CenterPoint who left a message for the homeowner. They said there isn't really anything they can do, and the creosote will dissipate naturally.	No further action taken.	12/14/2021
12/16/21	Susan Blevins	Judy Buchanan	Fence pickets were removed and a hole dug in her back yard as well as a pink flag.	2 Hickory Shadows	Susan contacted SVPD who investigated and found that it was a surveying company for the upcoming sale of the house.	The homeowner was informed, and they will contact the surveying company to make repairs.	12/16/2021
12/16/21	Cassie Stephens	Kay Chapman	Garbage was skipped again	1309 Ridgeley Dr	Cassie sent an email to the truck manager asking to make sure they collect on Monday.		

CDARS DETAIL ACCOUNT OVERVIEW

GENERAL FUND CDARS ACCOUNT

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1023895346	6/11/2020	26 WEEK	12/10/2020	\$1,000,000.00	0.09%	
	12/10/2020					\$ 22.24
						\$1,000,448.90
			MATURED AND DEPOSITED INTO SAVINGS			\$ (1,000,448.90)

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
1024451077	12/10/2020	52 WEEK	12/9/2021	\$1,000,000.00	0.06%	
	12/31/2020					\$36.14
	1/29/2021					\$50.96
	2/28/2021					\$46.04
	3/31/2021					\$50.96
	4/30/2021					\$49.36
	5/30/2021					\$50.97
	6/30/2021					\$49.33
	7/31/2021					\$51.00
	8/31/2021					\$50.97
	9/30/2021					\$49.32
	10/31/2021					\$51.01
	11/30/2021					\$62.54
						\$1,000,598.60

ACCOUNT	DATE	TERM	MATURITY DATE	AMOUNT	RATE	INTEREST
	12/9/2021	4 WEEK	1/6/2022	\$1,000,598.60	0.01%	



Regular Council Meeting Minutes

Tuesday, November 16, 2021 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 6:30 P.M.

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

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

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

Also present: City Attorney Bounds and Administrator Blevins

Present Remotely: Mayor Russell Herron, Spring Valley Police Captain Lane, City Engineer Him, City Engineer Vasquez

2. CITIZEN'S COMMENTS

Jeff Sechelski, 8210 Burkhart Rd, said he noticed while driving to City Hall tonight, that it was difficult to see walkers and runners. He stated that they should be encouraged to wear reflective material.

3. REPORTS TO COUNCIL

3.A. **Police Report:** Captain Lane said last month there were 143 calls for service including 64 business checks, 5 citations and 4 calls for vehicles blocking the roadway.

Captain Lane reminded attendees to be cautious with online shopping and to retrieve packages from the porch. He said that if officers see a clearly visible package, they will move the items to a hidden spot. Residents can call the station to ask if a package was moved before filing that it was stolen.

Mayor Pro Tem Maddock said drivers are failing to stop at the intersection of Glourie Drive and Ridgeley Drive. Captain Lane said he will have an officer posted at that location.

Mayor Pro Tem Maddock asked if citations are still being issued for overnight street parking. Captain Lane said that a warning is issued and then a citation.

3.C. **OUT OF ORDER Engineer's Report:**

Council Member Carey asked about the **Wirt Road Safety Project**, specifically the sidewalk status. Engineer Him said he was able to make contact with Cobb Fendley and received drawings of the proposed construction of the Wirt Road intersection and feeder road. He stated that the drawings were approved in September and bids for contractors have been advertised. He said the plans include buffer space for southbound left turn lanes on Wirt Road. As far as the sidewalk, he stated that he will put together a proposal to include design services for the expansion of the left turn holding lanes as well as a traffic signal on Wirt Road. He said the sidewalk is the main goal, but all three (3) improvements should be presented to the City of Houston at the same time. Engineer Him said he will have the proposal for the Council at next month's meeting.

Mayor Herron asked if the County Commissioner has been updated with the status of the sidewalk project, and stated that it would be good to give an update. Engineer Him said he will send an update email.

Mayor Herron also said City Council Member Peck from City of Houston previously stated that she would fund the left turn lanes.

Mayor Pro Tem Maddock said he thinks the City made a mistake with the approval of **1306 Pine Chase Drive** parking pad. He said the aesthetics of the parking pad are not in line with the City. Mayor Herron said that if he was a neighbor to this address, he would be unhappy. Engineer Him said the materials were not approved before they were installed and Engineer Vasquez has been meeting with the property owner to get the issues corrected.

Council Member Carey asked if the ordinance needs to be changed to prevent this from happening again. Engineer Him said the CMU blocks at the inside of the parking pad need to be addressed. He said the parking pad was installed by the homeowner, not a contractor. He said the City could require that a licensed contractor be required to work within the City's right-of-way. Engineer Him said there is a T-shaped base where the cinder blocks sit. He said the reason this installation was allowed is because there were signed engineer plans and the ditch is shallow. Engineer Vasquez said he will coordinate with the homeowner on these details.

Attorney Bounds said the City controls the right-of-way and can require corrections or removal of the parking pad, even though the plans were approved.

Council Member Byrne said he has follow-up information from Engineer Vasquez on the plans approved for this parking pad which include hand drawings stamped by an engineer who appears to be registered in the State of Texas. He said in the drawings of the footings those blocks are supposed to be attached to the foundation, but they are not. He said the materials are in the City's right-of-way therefore he believes there is the ability to have control over the color unlike

homeowners having the ability to paint their house any color they desire. Council Member Byrne said the construction has not been approved and is not complete.

Council Member Gordy said he was surprised by the height of the curb and said it is a safety hazard. He stated that the edges should not be square or sharp and the curb shouldn't be that tall. He said the ordinance needs to be looked at to make sure it doesn't happen again.

Engineer Him said he received an email from Miss Winslow from the City of Houston indicating that they are scheduling a meeting to discuss the **Hickory Shadows Water Meter Vault** upgrade. He said he will forward the invitation to the City Administrator Blevins.

Mayor Pro Tem Maddock asked about the **Lift Station Generator**. Administrator Blevins said that she and Council Member Gordy are working together on a package to go out for bids.

Mayor Pro Tem Maddock said there is brush overgrowth at **1209 Pine Chase Drive**, and asked if the homeowner agreed to clean up the area. Engineer Vasquez said the homeowner indicated that he prefers the natural appearance of the vegetation and said that there has been no previous issue with water flow in the area. Mayor Pro Tem Maddock said the brush will impede the flow of water, and that a lot of the City drains through this area. City Engineer Him said it only drains a small portion of Pine Chase, not the majority of the City.

Mayor Herron asked if quotes have been received for the shoulder **stabilization materials**. Engineer Vasquez said he is working with a representative for TrueGrid to get more information.

4. DISCUSSION AND POSSIBLE ACTION

- 4.A. **Discussion and Possible Approval of a variance to allow small boulders to remain in the Right-of-Way for the purpose of protecting a city water valve at 8307 Creekstone**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Administrator Blevins said if approved, a license agreement to use the City right-of-way needs to be executed.

Greg Donovan, 8307 Creekstone Circle, said for about a year they have had four (4) landscaping rocks at the front of their yard along the roadside because in their cul-de-sac trucks take three-point turns. He shared images of just last Monday when the garbage truck ran into the yard and pushed a rock backward into the property. Mr. Donovan said there is a City water valve box that has been run over in the past just behind the rocks. He said since the rocks have been there, he hasn't had to make repairs to the City's water flush box due to truck damage. Mr. Donovan stated that it is not possible to park a vehicle in front of his house because it is only fifteen feet wide between his and his neighbor's driveway. He said he is requesting that the rocks be allowed to remain to protect his yard and the City's water asset.

Council Member Schwarz asked if adding additional rocks would help. Mr. Donovan said he is willing to invest in stabilizing the rocks, possibly from behind, but did not want to install anything permanent in case the City asked him to remove them. He said he has not received any complaints from neighbors.

Council Member Carey said he had a similar problem at a house he used to live at and said sometimes the rocks work and sometimes they don't. He asked if a curb or lip on the edge of the pavement would be supported by the Council. Council Member Gordy said he would like to see what the City Engineer suggests. He said he would prefer to see a curb. Mr. Donovan said a permanent barrier might prevent the surface water that flows to the front of his property. Engineer Him said the paving should crown in the middle and flow to the sides. He said there should be a swale at the side of the roadway to allow water to drain but that has been damaged by the trucks running over the edge. Engineer Him said in order to allow water to flow there would need to be breaks, or spaces, in the concrete. Mayor Pro Tem Maddock said that his cul-de-sac has had to repair the curb at their entrance multiple times because of the garbage truck hitting it, so a curb might not solve the problem.

Council Member Byrne said he appreciates the work that Mr. Donovan has done to protect the City's asset. He suggested concrete be placed under the rocks for reinforcement. Council Member Byrne stated that taller rocks would not help because that additional height might prevent emergency and other vehicles from making turns with their extended cabs and bumpers.

Council Member Byrne amended his motion to table item 4.A. until a recommendation can be provided by the City Engineer.

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

- 4.B. **Discussion and Possible Approval of a variance to allow the parking pad and drainage ditch at 8210 Burkhart Road to remain in the right-of-way as constructed**
Motion made by Council Member Carey, Seconded by Council Member Byrne.

Administrator Blevins said if approved, this will also require a license to use the City's right-of-way.

Administrator Blevins explained that this parking pad was installed without a permit. She said once it was discovered by City Staff, plans were submitted to the Building Official which were rejected according to the Parking Pad Policy that was in place at the time. Administrator Blevins said the homeowner prepared a packet of information including photo evidence of the parking pad installation and was ready to present to the Council but was unable to meet due to the COVID-19 pandemic and shutdown.

Jeff Sechelski, 8210 Burkhart Road, said that his property is at the end of a dead-end street with no cul-de-sac or turn around allowance. He stated that the west entrance of his circular driveway is the high point of the street and surface water flows east. Mr Sechelski stated that the parking pad was included with their erosion control project and he is very aware of the drainage patterns of his property. He said that the area is well shaded and does not allow for grass to grow, instead the compacted dirt becomes muddy when it rains and causes ruts when driven on. Mr. Sechelski said that the medium river rocks in the center of the drainage area are to slow the flow of water to other properties. He said since he is the high point it was designed to percolate on his property first before flowing to neighbors.

Council Member Carey asked Mr. Sechelski if he has had drainage issues in the past. Mr. Sechelski said that he has been outside in pouring rain and has not seen any issues since the installation. He stated that the only issue before was that the mud, not that water flow was impeded.

Council Member Carey said that he understands there is no one-size-fits-all design for the City, and that the installation appears to be well done.

Council Member Gordy said he has seen and used the parking pad and agrees that there isn't enough room to turn around without it. He said the only concern he has is the drop off to the center of the drainage area, however it isn't so deep that you couldn't get out of it.

Council Member Byrne said that he saw the parking pad as it was being built and that it has been well maintained since then.

Administrator Blevins said Engineer Vasquez has inspected the parking pad and approved its construction.

Council Member Carey amended his motion to approve a license to use the City's right-of-way for the parking pad and drainage ditch at 8210 Burkhart Road as constructed.

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

- 4.C. **Approving Resolution # 2021-222 of the City of Hilshire Village nominating Mike Sullivan as a candidate for a position on the Board of Directors of the Harris County Appraisal District for a two (2) year term.
Motion made by Council Member Gordy, Seconded by Council Member Byrne.**

Administrator Blevins said Mr. Sullivan has been on the Board since 2017 and is running unopposed.

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

- 4.D. **Approving Resolution # 2021-221 of the City of Hilshire Village amending the city's Purchasing Policy.**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Administrator Blevins said this change allows the purchase of less than \$5,000 without three (3) quotes. She said the City will still be required to contact Historically Underutilized Businesses for expenditures under \$3,000. This also states that the City can utilize a cooperative purchasing program to obtain quotes.

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

- 4.E. **Approval of Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life (Dental), Lincoln National Insurance (Life/AD&D/LTD), and Superior Vision (Vision) for the City of Hilshire Village's Employee Benefits.**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Administrator Blevins said these are the same insurance carriers as last year.

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

- 4.G. **OUT OF ORDER Discussion and Possible Adoption of Ordinance Number 815-2021 of the City of Hilshire Village amending Chapter 1, by deleting Section 1.1410 (c) and substituting a new Section 1.1410 (c) for signatory for the Records Control Schedule**

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

City Attorney Bounds said the main change is to allow the destruction of records without the City Attorney's signature approval. He said the retention schedule is established by the Texas State Library and there is no need for his review as it is clearly laid out which records can be disposed of and at what time. Attorney Bounds also said that none of their other clients require attorney approval to destroy records.

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

- 4.F. **Discussion and Possible Adoption of Ordinance Number 814-2021 of the City of Hilshire Village amending Chapter 1, by deleting Article 1.400 and substituting a new Article 1.400 meetings of Corporation Court**
Motion made by Council Member Gordy, Seconded by Council Member Carey.

Administrator Blevins said this removes the operating hours of the Court from the ordinance, which are no longer accurate.

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

3.B. **OUT OF ORDER Building Official's Report:** Building Official Taylor said there are no outstanding items to discuss.

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

6. DISCUSSION AND POSSIBLE ACTION

6.A. Discussion on Street Lights

Janet Wourms, 8201 Burkhart Road, said she has not seen a proposal or any information about the installation of street lights but heard from her neighbor that locations and designs had been chosen.

Administrator Blevins said there is no proposal to share at this time, and that research is still being conducted.

Mayor Pro Tem Maddock summarized the progress that the Council has made researching types of lighting and poles, as well as locations in the City. He said there are challenges with lighting the streets due to the open ditches, a problem that most of the areas around Hilshire Village do not have.

Mrs. Wourms said they moved to Hilshire Village because of the aesthetics and that she and her husband are familiar with the surrounding areas and what the lighting looks like there. She stated that there are other safety priorities in the City than lighting, and that she sees Spring Valley Police patrolling the street multiple times a night so she does not feel that the existing lighting is a safety issue. Mrs. Wourms also said she would not support funding the lights.

Council Member Gordy said that there are a lot of dark spots in the City that need to be addressed, and the budget is being considered. He said there are possibilities of replacing some of the existing cobra style poles as well as installing new lights similar to the City of Spring Valley. He said no conclusions have been made and that the community will be included before a decision is made.

Mayor Herron said he contacted a lighting designer, who said that he could be hired as a consultant to provide a thorough report on the existing lighting and suggested changes for the City for \$2,600.

Mark Goulas, 1125 Ridgeley Drive, said he grew up in Hilshire Village and appreciates the natural look of the City. He stated that the existing lighting is not noticeable unless you are looking for it. Mr. Goulas said if LED lights can be installed on the existing poles, then it would be better for the City than the decorative lights as seen in Spring Valley.

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Council Member Byrne said that he looked at every light pole in the City and noted the conditions of the area. He said there are a lot of areas where the trees need to be trimmed because they are blocking the light. Council Member Byrne said there are three or four areas including Guinea Drive, Glourie Circle, Mallie Court, Friarcreek Lane and parts of Glourie Drive that don't have sufficient lighting.

The Council agreed that citizens will be solicited for opinions, but that the professional survey needs to be done first to develop a more informed recommendation. The mayor will work with the lighting designer on the proposal.

6.B. **Discussion on the status of the installation of Storz connectors on fire hydrants**

Administrator Blevins said that Inframark started installing the adapters but realized that the connections were not all the same. The quote that was presented to Council take into accordance the different size connectors that were needed. Council Member Byrne stated he was working to get pricing and the Fire Department said they could install.

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Administrator Blevins said that the hydrants will be re-painted after the new connections are installed.

Mayor Pro Tem Maddock asked if the City of Houston has these Storz type of connections. Council Member Byrne said "no".

7. REPORTS TO COUNCIL

7.A. **Fire Commissioner's Report:** Commissioner Byrne shared photos of the **Fire Station Renovation Project**. He said that the overhead doors still need to be installed, but the apparatus bay is being used. He said inside the apparatus bay there is fire suppression and a fan to circulate air as well as a polished floor for less slippage. Commissioner Byrne said there is a new gear storage room and professional cleaning equipment on site for the fire fighter's suits. He stated that the new kitchen is large and open and has multiple refrigerators and pantries to accommodate the three (3) shifts.

Council Member Gordy said the improvements are going to make the department more appealing for recruiting and retaining first responders.

7.B. **Mayor Herron's Report:** Mayor Herron thanked the Council, City Staff and citizens in attendance for investing time and energy in the best interest of the City.

7.C. **City Administrator's Report:** Administrator Blevins said that there was a chemical spill in Spring Branch Creek and Harris County is already cleaning it up. Council Member Byrne said that the source was at the bridge on Pech Road and that there could have been multiple incidents according to reports from Pine Creek Lane residents.

Council Member Carey said there is deterioration and trash on the medians and asked if the Beautification Committee has control over that because City of Houston is slow to respond. Administrator Blevins said she would reach out to the Committee leaders to see what can be done. Council Member Schwarz added that the entrance markers should be power washed.

Administrator Blevins said that the damaged and hazardous poles near the street drain on Westview Drive have been removed.

Administrator Blevins said that the property owners of **1226 Glourie Drive** responded to the City after the site was escalated as a fire hazard by CenterPoint. She said the owners appear to be preparing to demolish the house and clean up the lot.

7.D. **City Treasurer's Report**

8. CONSENT AGENDA

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

8.A. Disbursements

8.B. Minutes from the Regular Council Meeting October 19, 2021

8.C. Check Registers

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

9. ADDITIONAL COUNCIL COMMENTS

10. FUTURE AGENDA TOPICS

11. ANNOUNCEMENTS

12. ADJOURNMENT

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

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

The meeting was adjourned at 8:34 P.M.

Paul Maddock, Mayor Pro Tem

ATTEST:

Susan Blevins, City Secretary



Regular Council Meeting Minutes

Tuesday, November 16, 2021 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 6:30 P.M.

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

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

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

Also present: City Attorney Bounds and Administrator Blevins

Present Remotely: Mayor Russell Herron, Spring Valley Police Captain Lane, City Engineer Him, City Engineer Vasquez

2. CITIZEN'S COMMENTS

Jeff Sechelski, 8210 Burkhart Rd, said he noticed while driving to City Hall tonight, that it was difficult to see walkers and runners. He stated that they should be encouraged to wear reflective material.

3. REPORTS TO COUNCIL

3.A. **Police Report:** Captain Lane said last month there were 143 calls for service including 64 business checks, 5 citations and 4 calls for vehicles blocking the roadway.

Captain Lane reminded attendees to be cautious with online shopping and to retrieve packages from the porch. He said that if officers see a clearly visible package, they will move the items to a hidden spot. Residents can call the station to ask if a package was moved before filing that it was stolen.

Mayor Pro Tem Maddock said drivers are failing to stop at the intersection of Glourie Drive and Ridgeley Drive. Captain Lane said he will have an officer posted at that location.

Mayor Pro Tem Maddock asked if citations are still being issued for overnight street parking. Captain Lane said that a warning is issued and then a citation.

3.C. **OUT OF ORDER Engineer's Report:**

Council Member Carey asked about the **Wirt Road Safety Project**, specifically the sidewalk status. Engineer Him said he was able to make contact with Cobb Fendley and received drawings of the proposed construction of the Wirt Road intersection and feeder road. He stated that the drawings were approved in September and bids for contractors have been advertised. He said the plans include buffer space for southbound left turn lanes on Wirt Road. As far as the sidewalk, he stated that he will put together a proposal to include design services for the expansion of the left turn holding lanes as well as a traffic signal on Wirt Road. He said the sidewalk is the main goal, but all three (3) improvements should be presented to the City of Houston at the same time. Engineer Him said he will have the proposal for the Council at next month's meeting.

Mayor Herron asked if the County Commissioner has been updated with the status of the sidewalk project, and stated that it would be good to give an update. Engineer Him said he will send an update email.

Mayor Herron also said City Council Member Peck from City of Houston previously stated that she would fund the left turn lanes.

Mayor Pro Tem Maddock said he thinks the City made a mistake with the approval of **1306 Pine Chase Drive** parking pad. He said the aesthetics of the parking pad are not in line with the City. Mayor Herron said that if he was a neighbor to this address, he would be unhappy. Engineer Him said the materials were not approved before they were installed and Engineer Vasquez has been meeting with the property owner to get the issues corrected.

Council Member Carey asked if the ordinance needs to be changed to prevent this from happening again. Engineer Him said the CMU blocks at the inside of the parking pad need to be addressed. He said the parking pad was installed by the homeowner, not a contractor. He said the City could require that a licensed contractor be required to work within the City's right-of-way. Engineer Him said there is a T-shaped base where the cinder blocks sit. He said the reason this installation was allowed is because there were signed engineer plans and the ditch is shallow. Engineer Vasquez said he will coordinate with the homeowner on these details.

Attorney Bounds said the City controls the right-of-way and can require corrections or removal of the parking pad, even though the plans were approved.

Council Member Byrne said he has follow-up information from Engineer Vasquez on the plans approved for this parking pad which include hand drawings stamped by an engineer who appears to be registered in the State of Texas. He said in the drawings of the footings those blocks are supposed to be attached to the foundation, but they are not. He said the materials are in the City's right-of-way therefore he believes there is the ability to have control over the color unlike

homeowners having the ability to paint their house any color they desire. Council Member Byrne said the construction has not been approved and is not complete.

Council Member Gordy said he was surprised by the height of the curb and said it is a safety hazard. He stated that the edges should not be square or sharp and the curb shouldn't be that tall. He said the ordinance needs to be looked at to make sure it doesn't happen again.

Engineer Him said he received an email from Miss Winslow from the City of Houston indicating that they are scheduling a meeting to discuss the **Hickory Shadows Water Meter Vault** upgrade. He said he will forward the invitation to the City Administrator Blevins.

Mayor Pro Tem Maddock asked about the **Lift Station Generator**. Administrator Blevins said that she and Council Member Gordy are working together on a package to go out for bids.

Mayor Pro Tem Maddock said there is brush overgrowth at **1209 Pine Chase Drive**, and asked if the homeowner agreed to clean up the area. Engineer Vasquez said the homeowner indicated that he prefers the natural appearance of the vegetation and said that there has been no previous issue with water flow in the area. Mayor Pro Tem Maddock said the brush will impede the flow of water, and that a lot of the City drains through this area. City Engineer Him said it only drains a small portion of Pine Chase, not the majority of the City.

Mayor Herron asked if quotes have been received for the shoulder **stabilization materials**. Engineer Vasquez said he is working with a representative for TrueGrid to get more information.

4. DISCUSSION AND POSSIBLE ACTION

- 4.A. **Discussion and Possible Approval of a variance to allow small boulders to remain in the Right-of-Way for the purpose of protecting a city water valve at 8307 Creekstone**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Administrator Blevins said if approved, a license agreement to use the City right-of-way needs to be executed.

Greg Donovan, 8307 Creekstone Circle, said for about a year they have had four (4) landscaping rocks at the front of their yard along the roadside because in their cul-de-sac trucks take three-point turns. He shared images of just last Monday when the garbage truck ran into the yard and pushed a rock backward into the property. Mr. Donovan said there is a City water valve box that has been run over in the past just behind the rocks. He said since the rocks have been there, he hasn't had to make repairs to the City's water flush box due to truck damage. Mr. Donovan stated that it is not possible to park a vehicle in front of his house because it is only fifteen feet wide between his and his neighbor's driveway. He said he is requesting that the rocks be allowed to remain to protect his yard and the City's water asset.

Council Member Schwarz asked if adding additional rocks would help. Mr. Donovan said he is willing to invest in stabilizing the rocks, possibly from behind, but did not want to install anything permanent in case the City asked him to remove them. He said he has not received any complaints from neighbors.

Council Member Carey said he had a similar problem at a house he used to live at and said sometimes the rocks work and sometimes they don't. He asked if a curb or lip on the edge of the pavement would be supported by the Council. Council Member Gordy said he would like to see what the City Engineer suggests. He said he would prefer to see a curb. Mr. Donovan said a permanent barrier might prevent the surface water that flows to the front of his property. Engineer Him said the paving should crown in the middle and flow to the sides. He said there should be a swale at the side of the roadway to allow water to drain but that has been damaged by the trucks running over the edge. Engineer Him said in order to allow water to flow there would need to be breaks, or spaces, in the concrete. Mayor Pro Tem Maddock said that his cul-de-sac has had to repair the curb at their entrance multiple times because of the garbage truck hitting it, so a curb might not solve the problem.

Council Member Byrne said he appreciates the work that Mr. Donovan has done to protect the City's asset. He suggested concrete be placed under the rocks for reinforcement. Council Member Byrne stated that taller rocks would not help because that additional height might prevent emergency and other vehicles from making turns with their extended cabs and bumpers.

Council Member Byrne amended his motion to table item 4.A. until a recommendation can be provided by the City Engineer.

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

- 4.B. **Discussion and Possible Approval of a variance to allow the parking pad and drainage ditch at 8210 Burkhart Road to remain in the right-of-way as constructed**
Motion made by Council Member Carey, Seconded by Council Member Byrne.

Administrator Blevins said if approved, this will also require a license to use the City's right-of-way.

Administrator Blevins explained that this parking pad was installed without a permit. She said once it was discovered by City Staff, plans were submitted to the Building Official which were rejected according to the Parking Pad Policy that was in place at the time. Administrator Blevins said the homeowner prepared a packet of information including photo evidence of the parking pad installation and was ready to present to the Council but was unable to meet due to the COVID-19 pandemic and shutdown.

Jeff Sechelski, 8210 Burkhart Road, said that his property is at the end of a dead-end street with no cul-de-sac or turn around allowance. He stated that the west entrance of his circular driveway is the high point of the street and surface water flows east. Mr Sechelski stated that the parking pad was included with their erosion control project and he is very aware of the drainage patterns of his property. He said that the area is well shaded and does not allow for grass to grow, instead the compacted dirt becomes muddy when it rains and causes ruts when driven on. Mr. Sechelski said that the medium river rocks in the center of the drainage area are to slow the flow of water to other properties. He said since he is the high point it was designed to percolate on his property first before flowing to neighbors.

Council Member Carey asked Mr. Sechelski if he has had drainage issues in the past. Mr. Sechelski said that he has been outside in pouring rain and has not seen any issues since the installation. He stated that the only issue before was that the mud, not that water flow was impeded.

Council Member Carey said that he understands there is no one-size-fits-all design for the City, and that the installation appears to be well done.

Council Member Gordy said he has seen and used the parking pad and agrees that there isn't enough room to turn around without it. He said the only concern he has is the drop off to the center of the drainage area, however it isn't so deep that you couldn't get out of it.

Council Member Byrne said that he saw the parking pad as it was being built and that it has been well maintained since then.

Administrator Blevins said Engineer Vasquez has inspected the parking pad and approved its construction.

Council Member Carey amended his motion to approve a license to use the City's right-of-way for the parking pad and drainage ditch at 8210 Burkhart Road as constructed.

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

- 4.C. **Approving Resolution # 2021-222 of the City of Hilshire Village nominating Mike Sullivan as a candidate for a position on the Board of Directors of the Harris County Appraisal District for a two (2) year term.
Motion made by Council Member Gordy, Seconded by Council Member Byrne.**

Administrator Blevins said Mr. Sullivan has been on the Board since 2017 and is running unopposed.

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

- 4.D. **Approving Resolution # 2021-221 of the City of Hilshire Village amending the city's Purchasing Policy.**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Administrator Blevins said this change allows the purchase of less than \$5,000 without three (3) quotes. She said the City will still be required to contact Historically Underutilized Businesses for expenditures under \$3,000. This also states that the City can utilize a cooperative purchasing program to obtain quotes.

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

- 4.E. **Approval of Villages Mutual Insurance Group Recommended Insurance Carriers for Plan Year 2021 being Blue Cross Blue Shield (Medical), Guardian Life (Dental), Lincoln National Insurance (Life/AD&D/LTD), and Superior Vision (Vision) for the City of Hilshire Village's Employee Benefits.**
Motion made by Council Member Byrne, Seconded by Council Member Gordy.

Administrator Blevins said these are the same insurance carriers as last year.

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

- 4.G. **OUT OF ORDER Discussion and Possible Adoption of Ordinance Number 815-2021 of the City of Hilshire Village amending Chapter 1, by deleting Section 1.1410 (c) and substituting a new Section 1.1410 (c) for signatory for the Records Control Schedule**

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

City Attorney Bounds said the main change is to allow the destruction of records without the City Attorney's signature approval. He said the retention schedule is established by the Texas State Library and there is no need for his review as it is clearly laid out which records can be disposed of and at what time. Attorney Bounds also said that none of their other clients require attorney approval to destroy records.

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

- 4.F. **Discussion and Possible Adoption of Ordinance Number 814-2021 of the City of Hilshire Village amending Chapter 1, by deleting Article 1.400 and substituting a new Article 1.400 meetings of Corporation Court**
Motion made by Council Member Gordy, Seconded by Council Member Carey.

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3.B. **OUT OF ORDER Building Official's Report:** Building Official Taylor said there are no outstanding items to discuss.

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6. DISCUSSION AND POSSIBLE ACTION

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8.B. Minutes from the Regular Council Meeting October 19, 2021

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Paul Maddock, Mayor Pro Tem

ATTEST:

Susan Blevins, City Secretary