



# Regular Council Meeting Minutes

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

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A reception was had to thank Mayor Herron and Council Member Byrne for their services and to welcome new Mayor Robert (Bob) Buesinger and Council Member Justin Crawford. 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 6:37 P.M.

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

\*Present remotely.

**ABSENT**

Mayor Russell Herron

**2. DISCUSSION AND POSSIBLE ACTION**

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

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

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

**The motion carried 5-0.**

**2.B. Discussion and Possible Approval of Ordinance Number 821-2022 of the City of Hilshire Village, Texas canvassing the returns and declaring the results of**

**the General Election held on May 7, 2022 for the purpose of electing one (1) Mayor and two (2) Council Members for a full term of two (2) years**

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

Administrator Blevins said that the total number of voters was 167.

For the position of Mayor, Robert Buesinger received 107 early votes and 34 election day votes for a total of 141.

For Council Member Position One, Mike Gordy received 109 early votes and 34 election day votes for a total of 143.

For Council Member Position Two, Robert Byrne received 46 early votes and 19 election day votes for a total of 65.

For Council Member Position Two, Justin Crawford received 75 early votes and 24 election day votes for a total of 99.

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

**The motion carried 5-0.**

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

Administrator Blevins administered the Oath of Office to Mayor-Elect Buesinger.

Mayor Buesinger administered the Oath of Office to Council Member Gordy and Council Member Crawford.

**2.D. Mayor Buesinger and Council Member Crawford took their positions at the dais.**

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

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

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

Mayor Buesinger thanked the volunteers who worked the election and read their names aloud.

**3. CITIZEN'S COMMENTS**

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

**Nancy Friedman Taub, 1313 Pine Chase Drive**, asked if the Oath that was administered

was relevant not only to the laws of the constitution of the United States but the laws of the City of Hilshire Village.

**4. REPORTS TO COUNCIL**

**4.A. Police Report:** Captain Lane said in the month of April there were 375 calls for service, of which there were 216 were business checks, 104 public relations, and 15 citations were issued.

Captain Lane stated that the location of the **license plate reader camera** at the north end of Ridgeley Drive requires additional review because it seems there is more lighting than was represented on the map previously. Administrator Blevins said that getting electrical to the camera from a power pole is not a feasible option after speaking with CenterPoint and an electrical contractor.

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

**4.B. Building Official Report:** Deputy Building Official DuVall said that there were 11 permits approved, and 37 inspections in April. He stated that pre-development meetings have been conducted for a few new construction projects.

Administrator Blevins said that there will be a Board of Adjustment meeting on June 6<sup>th</sup> for 7919 Hilshire Green Drive.

**5.A. OUT OF ORDER**

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

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

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

Council Member Gordy said he is happy with the services that BBG provides.

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

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

**The motion carried 5-0.**

- 4.C. Fire Commissioner's Report:** Commissioner Byrne said that year-to-date there have been 26 calls. He stated that the first quarter strategic plan performance report indicates that the expenses for personal expenditures and overtime exceed the budgeted amount.

**Mayor Pro Tem Maddock made a motion to discuss items 5.C., 5.D., and 5.E. regarding the Village Fire Department, seconded by Council Member Gordy.**

**5.C. OUT OF ORDER**

**Discussion and Possible Approval of the City of Hilshire Village Resolution #2022-232 approving the Village Fire Department's 2021 Intra-Budgetary Transfers to balance the deficit of \$120,822 and to approve the 2021 Audit**

Chief Foster said that the department only had one (1) staffed ambulance for all six (6) Villages. He stated that during the pandemic wait times at the hospital increased from 45 minutes to two (2) to three (3) hours. He stated that this has been happening since last August. Chief Foster said that fire truck members have been shifted to a second ambulance causing overtime. He stated that the plan is to maintain minimum staff, being ten (10) fire medics, until July 1<sup>st</sup> then to hire three (3) additional staff for a minimum of 12 on call.

Council Member Carey asked if the time spent at the hospital will go down as COVID cases are decreases. Chief Foster said that the lack of staff at the hospital is the problem now, most patients are not coming in for COVID symptoms. He stated that it is time for the Villages to have a second ambulance in order to serve the citizens properly, not just now with the staffing shortages, but long term.

**5.D. OUT OF ORDER**

**Discussion and Possible Approval of the City of Hilshire Village Resolution # 2022-233 approving a Budget Amendment of \$515,846 for the Village Fire Department's 2022 Budget**

Council Member Gordy said that the amendment to the 2022 Village Fire Department is unexpected. He stated that he understands the overtime on salary due to COVID and asked about the employee retirement fund being \$97,000 over budget. Chief Foster said that the Fire Commission had a study about how to retain employees and it was found that the pension contribution was 1.5:1. He stated that the Fire Commission increased to 2:1 and made it retroactive back to the first of the year.

**5.E. OUT OF ORDER**

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

Council Member Crawford asked about the total 12% cost of living adjustment in the budget. Chief Foster said that a salary comparison study done a few years ago

indicated that there was a significant need to increase salaries at the department, so they are catching up in the 2023 budget.

Council Member Gordy asked Administrator Blevins for the impact on the City's budget. Administrator Blevins stated that she has not had enough time to review the numbers. Chief Foster said that the Council has until June 30 to respond to the budget.

**Mayor Pro Tem Maddock amended the motion to table agenda items 5.C., 5.D., and 5.E. regarding the Village Fire Department until the next Regular Council Meeting, seconded by Council Member Gordy.**

**Voting Yea to Table the Items 5.C., 5.D., and 5.E.: Council Member Gordy, Council Member Crawford, Council Member Carey, Mayor Pro Tem Maddock, Council Member Schwarz**

**The motion carried 5-0.**

- 4.D. Engineer's Report:** Engineer Vasquez said that in May drainage plans were received for new construction projects. He stated that the **Street Sign Project** and **Pothole Repair on Bromley** as well as the **Inlet Repair at Pine Chase Grove** were also completed.

Administrator Blevins said that she is waiting on the City of Houston to respond to the request to meet at the **Pine Chase Grove Easement** site to discuss options for screening the assets.

Engineer Him said that the mobility improvements have been dropped from the **Wirt Road Safety Project** and the City will move forward with the sidewalk project. Engineer Him said that Council Member Peck from the City of Houston had dedicated funds only to the mobility portion of the project, so that funding source has been lost.

## **5. DISCUSSION AND POSSIBLE ACTION**

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

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

Engineer Him said that we can work directly with the planning group instead of the general contractor path with the City of Houston to achieve an agreement.

Council Member Gordy said that Harris County has already committed to providing the traffic control, and asked if a traffic control design is required to be submitted. Engineer Him said that it shouldn't require a full traffic control plan. Council Member Gordy asked if a plan and profile is needed. Engineer Him said that he will ask the

City of Houston for the requirements. Engineer Him said that ADA requirements include an initial review, a permit, and post construction review.

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

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

Engineer Him said there are no guardrails planned and at this time no drawings that would indicate the finished appearance.

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

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

**The motion carried 5-0.**

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

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

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

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

**The motion carried 5-0.**

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

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

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

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

**The motion carried 5-0.**

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

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

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

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

**The motion carried 5-0.**

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

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

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

Council Member Schwarz asked for additional outlets at the dias.

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

**The motion carried 5-0.**

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

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

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

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

**The motion carried 5-0.**

**6. REPORTS TO COUNCIL**

Returned 8:16 P.M.

**6.A. Mayor Buesinger's Report:** Mayor Buesinger said he is looking forward to working with city council and staff over the next few years.

**6.B. City Treasurer's Report:** Administrator Blevins said the CD account was renewed with 1% interest. She said this type of account will not be available in the future so we are conferring with Amegy bank on an investment strategy.

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

**6.C. City Administrator's Report:** Administrator Blevins said that the Consent Agenda has three (3) additional invoices which were received since the packet was published.

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

Administrator Blevins said that the rental election equipment will no longer be available and the City will have to purchase the asset. She stated that she is still working on the logistics but knows the cost will increase after they have sold their current inventory.

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

7.A. Approve Disbursements

7.B. Approve Check Registers for April 2022

7.C. Approving the Proclamation for Police Week

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

**The motion carried 5-0.**

**8. CLOSED EXECUTIVE SESSION: The Council convened into Executive Session as authorized by Texas Government Code **at 8:34 P.M.****

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

**The Council reconvened the Regular Council Meeting at 9:18 P.M.**

**9. DISCUSSION AND POSSIBLE ACTION**



**9.A. Discussion and Possible Approval of a change in the City's medical benefits for Employees to provide 50% family coverage.**

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

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

**The motion carried 5-0.**

**9.B. Discussion and Possible Approval to make Ray an offer of employment for City Clerk**

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

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

**The motion carried 5-0.**

**10. ADDITIONAL COUNCIL COMMENTS:**

Council Member Gordy explained Residents for Responders

**11. FUTURE AGENDA TOPICS:**

- Lighting
- Structures in front of the front building line
- Pay increase for Assistant City Secretary
- Sidewalk along Ridgeley Drive

**12. ANNOUNCEMENTS**

**13. ADJOURNMENT Motion made by Mayor Pro Tem Maddock, Seconded by Council Member Crawford.**

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

**The motion carried 5-0.**

The meeting was adjourned at 9:37 P.M.

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Bob Buesinger, Mayor

ATTEST:

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Susan Blevins, City Secretary