



Regular Council Meeting Minutes

Tuesday, May 19, 2026, at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. CALL TO ORDER Mayor Buesinger called the meeting to order at 6:30 PM.

1.A. Invocation was given by Council Member Schwarz

1.B. Pledge of Allegiance

1.C. Present

Mayor Bob Buesinger
Council Member Mike Gordy
Council Member David Schwarz
Council Member Matthew Butts

Absent

Mayor Pro Tem Andy Carey

Also Present: Engineers Him and Moylan, HDR Engineering, Spring Valley Village PD Menchaca and Spriggs, Village Fire Chief Croft, Secretary Stephens and Assistant Secretary Ray

2. DISCUSSION AND POSSIBLE ACTION

2.A. City Secretary Stephens administered the oath of office to Mayor Buesinger, as well as to Council Member Gordy for Position 1 and Council Member Steffan for Position 2.

3. CITIZEN'S COMMENTS

Zandra Anderson, a Hilshire Village resident, commented on the invisible fencing discussion, stating that electric fences should not be considered an effective means of animal containment.

4. REPORTS TO COUNCIL

4.A. Spring Valley Police Report

Lieutenant Menchaca provided the April call summary and reported on a call involving a solicitor who was subsequently arrested on an existing theft warrant. He also introduced Officer Hernandez, who recently joined the department.

4.B. Fire Commissioner's Report

Chief Croft reported that the department has two new hires currently in training. He noted that while one has more experience than the other, both are being trained in how the Village Fire Department conducts its operations. He stated that the department continues its community engagement efforts through walk-in station tours, CPR classes, and other public-relations activities. Chief Croft also reported that Fire Marshal Guillory has quickly acclimated to his new role, organizing community events in partnership with groups such as Social Motion and the Dads Club, including game nights and swim lessons, demonstrating a strong fit with the community.

He further noted that the new ladder truck was transported to The Woodlands for its final fittings.

*****THE COUNCIL CONSIDERED AGENDA ITEMS 6.B. AND 6.C. OUT OF ORDER*****

6.B. Discussion and possible approval of City of Hilshire Village Resolution 2026-281 approving the Village Fire Department 2026 Budget Amendment 2026-02 of \$164,167, of which \$134,167 will be funded from the FY 2025 Surplus, and \$30,000 will be funded from previously donated funds resulting in no additional cost to the member cities.

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

Chief Croft stated that the budget amendment covers tools and equipment, protective gear, frozen sick-leave payouts from prior years, required cancer screenings, retirement-related frozen sick-leave payouts, and uniform purchases. He noted that all of these expenses are fully covered through a combination of prior fiscal-year surplus and previously donated funds, requiring no additional contributions from the cities.

Voting Yea: Council Member Gordy, Council Member Steffan, Council Member Schwarz Council Member Butts

The motion carried 4-0

6.C. Discussion and possible approval of City of Hilshire Village Resolution 2026-282 approving the Village Fire Department Proposed 2027 Overall Budget of \$11,435,686, of which the Cities' Assessments total is \$11,035,686, and the City of Hilshire Village's portion is \$331,071 (3%).

Motion made by Council Member Schwarz, Seconded by Council Member Butts

Mayor Buesinger said that this budget is well balanced and shows a minimum overall increase. He said that the Fire Commission approved the budget.

Voting Yea: Council Member Gordy, Council Member Steffan, Council Member Schwarz Council Member Butts

The motion carried 4-0

4.C. City Engineer's Report

Engineer Him reported that the Wirt Road Safety Project continues to progress. He stated that the team is conducting the preliminary walkthrough of Hickory Shadows as the project nears completion, in preparation for developing the final punch list. Engineer Him recommended approval of the contractor's pay application included on the agenda.

He also noted that he is meeting this week with the ditch grading contractor regarding the remaining areas that require correction.

Regarding the Mallie Court drainage easement needed for planning the restoration of the eroded channel, he reported that two additional quotes were requested; one firm declined, and the other expressed concerns about access and the scope of the channel. Engineer Him further stated that the Friarcreek channel design is also delayed. Although Harris County confirmed that bore drilling for soil testing is permitted, additional details still require review before the design can be presented to the Council for approval.

4.D. Building Official's Report

Secretary Stephens stated that the report includes enforcement action for the property at 1023 Ridgeley due to failure to maintain required waterproofing materials. The letter establishes a timeframe, beginning upon receipt, for the property owners to commence and complete installation of the exterior cladding.

4.E. Mayor Buesinger's Report

Mayor Buesinger reported on the recent CenterPoint meeting with representatives from the Memorial Villages and the Spring Branch area regarding preparations for the upcoming storm season. He noted ongoing infrastructure improvements intended to enhance system resiliency including the replacement of poles damaged or compromised during the 2024 derecho and subsequent spring and summer storms.

4.F. City Secretary's Report:

Secretary Stephens reported that the Texas Legislative Mid-Term Charges were presented to the Council to gauge interest in the upcoming state meetings. She noted that the Memorial Villages Legislative Committee will reconvene prior to those meetings and requested that Council Members keep the city informed of any concerns or questions regarding city-related bills anticipated for 2027. Secretary Stephens also reminded the Council that City Hall will be closed on 5/25 in observance of Memorial Day.

4.G. City Treasurer's Report

Secretary Stephens presented the 2026 Certified Estimates and Prior Year Analysis, stating that these figures represent the initial basis for constructing the 2026 tax rate and preparing the 2027 budget.

5. CONSENT AGENDA

Motion made by Council Member Gordy, Seconded by Council Member Butts

- 5.A. Approve Disbursements
- 5.B. Approve Minutes from the Regular Council Meeting April 23, 2026.
- 5.C. Approve Check Registers April 2026.

Voting Yea: Council Member Gordy, Council Member Steffan, Council Member Schwarz Council Member Butts

The motion carried 4-0

6. DISCUSSION AND POSSIBLE ACTION

- 6.A. Discussion and possible action to adopt Resolution 2026-280 approving and adopting the 2025 Harris County Multi-Jurisdictional Hazard Mitigation plan.**

Motion made by Council Member Schwarz, Seconded by Council Member Steffan

Secretary Stephens explained that the Harris County Multi-Jurisdictional Hazard Mitigation Plan is updated every five years and requires formal adoption by each participating jurisdiction. She stated that this plan is a critical component of the City's disaster-response framework. She reminded the Council that during the 2024 storms, this plan enabled the deployment of debris-collection trucks that removed fallen trees and even interior personal items at no cost to the city or its residents. Council Members noted that, despite the significant debris, collection efforts were swift and efficient, especially compared to the extended cleanup timelines experienced in surrounding areas.

Voting Yea: Council Member Gordy, Council Member Steffan, Council Member Schwarz Council Member Butts

The motion carried 4-0

- 6.D. Discussion and possible authorization of payment to Arnold & Co. Invoice for Construction Services provided to the city for the Hickory Shadows Drive Paving, Drainage, & Water Line Improvements Project, Invoice #4 in the amount of \$232,132.48.**

Motion made by Council Member Gordy, Seconded by Council Member Butts

Secretary Stephens stated that the City has not received any concerns from residents, as the contractor has been handling citizen inquiries directly, and she recommended approval of Pay Application No. 4.

Voting Yea: Council Member Gordy, Council Member Steffan, Council Member Schwarz Council Member Butts

The motion carried 4-0

6.E. Discussion and possible authorization for Final Design & Construction Phase Services for the 1303 & 1307 Friarcreek Drainage Easement Improvements Project.

Engineer Him requested that the Council defer action on this item, as he was unable to obtain the necessary information in time to make a recommendation. He stated that the item will be ready for consideration at next month's regularly scheduled meeting.

The Council took no action; this item was tabled to the June Regular Council Meeting.

6.F. Discussion and possible authorization to perform Topographical Survey Services for the Mallie Court Ravine Drainage Easement from Mallie Court to Spring Branch Creek.

The Council expressed concern about the lack of competitive pricing for the survey work, noting the importance of ensuring the City receives the best cost. Due to the difficulty of the area and the current workload of other survey firms, Engineer Him was unable to obtain comparative quotes. As a result, the Council deferred this agenda item until additional quotes can be secured.

The Council took no action; this item was tabled to the June Regular Council Meeting.

6.G. Discussion and possible action to appoint a new member to the Zoning Board of Adjustments.

Motion made by Council Member Steffan, Seconded by Council Member Schwarz

The Council discussed the board appointment recommendations and noted that no names had been submitted and no volunteers had come forward for consideration. With no candidates available, the Council took no action, and this item was tabled to next month's meeting.

6.H. Discussion and possible action to appoint a new member to the Hilshire Village Cultural Education Finance Facility Corporation and the Hilshire Village Higher Education Finance Facility Corporation.

The Council discussed the board appointment recommendations and noted that no names had been submitted and no volunteers had come forward for consideration. With no candidates available, the Council took no action, and this item was tabled to next month's meeting.

6.I. Discussion and possible action to approve Hilshire Village Ordinance 860-2026 adopting 2025–2026 Budget Amendment 2026- 01 adjusting appropriations to account for unbudgeted costs related to the Villages Independence Festival, the replacement of the City Hall HVAC system, and the replacement of the City Hall fire alarm panel.

Motion made by Council Member Butts, Seconded by Council Member Schwarz

Secretary Stephens explained that although the city has always known City Hall operates on two HVAC systems, it was initially assumed that the older unit served the Council Chambers. After inspection by the contractor, with assistance from Council Member Gordy, it was determined that the newer unit was actually responsible for the hot air issue. The technicians recharged the newer unit with refrigerant and asked staff to notify them if cooling performance declines, which would indicate a leak. They found no issues with the older unit; however, due to the low replacement cost and to avoid an emergency failure later, administration elected to replace the older exterior unit and interior coil.

She further noted that the Memorial Villages are reinstating the Independence Day Festival this year in recognition of the nation's 250th anniversary, marking the first festival since 2020. Additionally, the City's fire alarm panel is outdated and requires modernization to meet current code, along with annual maintenance and inspections. Because these items were not included in the current budget, Secretary Stephens requested approval of the budget amendment. She stated that no additional funds are required, as the cost will be covered by reallocating existing budgeted amounts.

Voting Yea: Council Member Gordy, Council Member Steffan, Council Member Schwarz Council Member Butts

The motion carried 4-0

6.J. Discussion and possible action to approve the replacement of the outdated Fire Suppression Panel and related components at City Hall, and to authorize participation in an ongoing maintenance program.

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

Secretary Stephens stated that, with the funding now approved, this item authorizes the maintenance contract for the fire alarm panel.

Voting Yea: Council Member Gordy, Council Member Steffan, Council Member Schwarz Council Member Butts

The motion carried 4-0

7. DISCUSSION

7.A. Discussion regarding electric fences as animal restraint and consideration of required signage.

The Council heard from citizens in attendance and discussed the benefits and drawbacks of electronic fencing as a method of animal containment. While opinions varied regarding the ordinance language, all agreed that clarification is needed on whether electronic fences specifically qualify as adequate "fencing." Several Council Members and attendees shared personal experiences with dogs escaping from electronic fencing systems and expressed greater support for limiting dogs to side

and rear yards, where the current ordinance allows for an 8-foot fence. Secretary Stephens reminded the Council that the existing ordinance does not permit fencing taller than 18 inches in the front yard of residential properties. This item was for discussion only; no action was taken.

8. FUTURE AGENDA TOPICS

Secretary Stephens stated that future agenda topics will include the Capital Improvement Project priority assessment and updated estimates, as well as the return of the items regarding the Friarcreek survey and design and the Mallie Court comparative quotes for a topographical survey.

9. ADJOURNMENT

With no further items on the agenda, the meeting is hereby adjourned at 8:31 P.M.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary