



Regular Council Meeting Minutes

Tuesday, July 18, 2023 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. CALL TO ORDER

Mayor Buesinger called to order the Regular Council Meeting at 6:30 P.M.

1.A. Mayor Pro Tem Carey gave the **invocation**.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Bob Buesinger
Council Member Mike Gordy
Mayor Pro Tem Andy Carey
Council Member Mark Huber
Council Member Kristi Cooper

ABSENT

Council Member Justin Crawford

Also present: City Attorney Bounds, Olson & Olson, Engineer Him, Engineer Vasquez, HDR Engineering, Spring Valley Police Chief Schulze and Captain Lane, Secretary Stephens and Clerk Ray

2. CITIZEN'S COMMENTS:

Matt Woodruff, Archley Drive, presented to the council a comparison of the Hilshire Village Temporary Sales Ordinance with similar ordinances from other Memorial Villages specifically in reference to estate sales. Mr. Woodruff said that the Hilshire Village ordinance does not specifically address estate sales, but would like for the council to consider allowing residents to conduct these types of temporary sales for the benefit of citizens.

3. REPORTS TO THE COUNCIL

3.A. **Police Report**: Captain Lane said there were 731 total calls for service, 628 business checks, 46 public relations, and 20 traffic stops which resulted in 31 violations. Captain Lane said that there were several instances where multiple citations were issued.

Council member Cooper inquired if there had been an increase in call volume or reporting violators about speeding. Captain Lane said he was not made aware of an increase in calls, but SVPD has been sending officers to the entry and exits of the city during high-traffic times.

- 3.B. **Building Official Report:** City Secretary Stephens said construction continues to move along, there have been a few remodel and renovation projects which will last the summer.

She stated that construction revenue exceeds the budgeted estimate so that is good news for the fund balance.

- 3.C. **Engineer's Report:** Engineer Vasquez said that he is waiting for the surveyor to schedule the **Pine Chase Grove Water Vault Area** for erosion and drainage assessment.

Engineer Him stated that he is prepared to discuss the **Hilshire Green Paving Drainage and Utility Improvements** after the discussion on debt financing later in the agenda.

Engineer Him said that the approved amendments to the interlocal agreement for the **Wirt Road Safety Project** were signed and sent back to the City of Houston. He stated that he is coordinating on a virtual meeting with Jose Laguna and the Houston multi-modal group, and hopes to have that scheduled by next week. Engineer Him said that in this meeting he will propose a change in the design to remove the crosswalk ramps leading across Wirt Road for safety reasons. He stated that when a previous request was made by Hilshire Village to the City of Houston for a traffic light on Wirt Road it was denied due to safety reasons. He believes they will agree to eliminate that part of the design, keeping only the ramps that lead to the west side sidewalk.

The council discussed the lifespan of the executed Harris County Interlocal Agreement to ensure that the funds are allocated before the expiration.

- 3.D. **Fire Commissioner's Report:** Mayor Buesinger said that it has been a fairly quiet summer at the fire department. He stated that there was an issue with the main station generator, but it has since been repaired. Mayor Buesinger said that the department participated in the Villages Independence Day Parade.

Mayor Buesinger stated that there was a call for a drug overdose and the individual received initial treatment by Memorial Villages Police, who arrived first on-site. He said that the Village Fire medics arrived and continued care, and the individual survived.

Mayor Buesinger said that the department's third ambulance was put in the shop for repairs when the two new ones arrived, and it has since been returned to the station. He said that the oldest vehicle will be sold.

Hydrant testing is continuing in the Villages, the fire department is currently working in Hedwig Village and Piney Point. The commission received a quote from Motorola to potentially use the Memorial Police Department dispatch for VFD dispatch. Last week they conducted a pull test on the roof, which passed, so they will continue with the roof overlay. The annex building paperwork with the new contractor has been

signed. VFD held an emergency management meeting with the Village officials and is collecting information and working on procedures in the event of an emergency. The commission met with AT&T, and not only is the plan cheaper, but in emergencies when cell towers are jammed, a feature called FirstNet gives priority to first responders.

Council Member Cooper asked if any headway has been made on the special audit for VFD. Mayor said the audit is still being reviewed.

Council member Gordy asked if the VFD consultant would be involved in the inspection process of both roof installations, Mayor Buesinger said yes.

Mayor Buesinger said that the fire commission does not conduct a July meeting, but they will have a regularly scheduled meeting in August.

- 3.E. **Mayor Buesinger's Report:** Mayor Buesinger said that he met with Secretary Stephens and citizen Bill Bristow regarding Mr. Bristow's concerns about the drainage in the Pine Chase area, specifically at 1209 Pine Chase Drive. He said that there was a valuable discussion regarding the maintenance of ditches and culverts and would like to discuss costs for a city-wide culvert inspection in the next budget year.

Council Member Gordy asked Engineer Him if he had any contacts for a grading company. Engineer Him said he had some contacts and would send them to Council for review.

- 3.F. **City Secretary's Report:** Secretary Stephens said that it has been a quiet month as far as citizen calls. She said that there was a concern from a Pine Creek Lane citizen regarding an odd taste in the water. Secretary Stephens will be working with Engineer Vasquez and possibly BBG to use interns or lower-level inspectors to inspect the culverts. Secretary Stephens and Clerk Ray are working with Inframark technicians and City Engineer Vasquez to locate potential problems in the supply to the Pine Creek Water Vault.

- 3.G. **City Treasurer's Report:** Secretary Stephens said that Clerk Ray researched the American Rescue Plan Act fund claw back that was mentioned at the previous council meeting. She said that it does not appear that the City is at risk of having funds retrieved, and asked the council to forward any information they find that states otherwise.

Secretary Stephens introduced the City's financial advisor Joe Morrow with Hilltop Securities to discuss estimated debt planning schedules. Mr. Morrow presented two versions of the debt series based on payments similar to what the City is currently making. He reviewed the total amounts that can be borrowed over a five (5) and ten (10) year span respectively. The council requested that a (7) year plan also be created as well as an analysis of what a tax rate increase would do for the schedule. Mr. Morrow explained that the City can sell new debt after the final payment is made on the 2014 tax note in March of 2024. He stated that there are specific tax laws on when payments need to be made so the City needs to be

careful not to issue too soon. Mr. Morrow said that he will send the Bond Buyer Index to Secretary Stephens for the council's reference. Council further discussed other debt and tax rates scenarios with Mr. Morrow and requested a seven-year option.

4. CONSENT AGENDA

Motion made by Council Member Huber, Seconded by Mayor Pro Tem Carey

- 4.A. Disbursements
- 4.B. Minutes from the Regular Council Meeting
- 4.C. Check Registers June 2023
- 4.D. Approve June 2023 Financial Report

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

5. DISCUSSION AND POSSIBLE ACTION

- 5.A. **Discussion and Possible Authorization for Engineering Services for the Hilshire Green Paving, Drainage & Utility Improvements Project**

Motion made by Council Member Gordy, Seconded by Mayor Pro Tem Carey

Engineer Him said that the City received American Rescue Plan Act (ARPA) funds which can be applied to the engineering design cost of the Hilshire Green infrastructure project. He said the estimate for the design phase basic services is \$113,693.00

The motion was amended to approve with a cost not to exceed \$114,000.

Voting Yea on the amended motion to Authorize for Engineering Services for the Hilshire Green Paving, Drainage & Utility Improvements Project with a not to exceed cost of \$114,000: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

- 5.B. **Discussion and possible action to approve the Village Fire Department 2022 Audit**

Motion made by Mayor Pro Tem Carey, Seconded by Council Member Gordy

Council Member Huber said that in the included Management Letter there is a statement indicating that the auditor identified deficiencies in internal control which were to be discussed in a later part of the letter. He said that there is no other

mention of the deficiencies and asked if the language was included by mistake or if there are findings not presented. Mayor Buesinger said that he will contact Robert Belt with Belt Harris Pechacek to get clarification on the statement.

Attorney Bounds said that the City is not required to approve the audit, but can acknowledge it's receipt. The council agreed to acknowledge the receipt of the Village Fire Department Annual Financial Audit Report, and to request clarification on the statement in the management letter.

Voting Yea on the amended motion to Acknowledge Receipt of the Village Fire Department 2022 Audit: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

5.C. Discussion and Possible Action to select a re-payment plan for overpaid sales and use tax in the amount of \$5,202.72

Motion made by Council Member Huber, Seconded by Mayor Pro Tem Carey

Secretary Stephens said that this has happened before, the City received money in sales tax that was actually due to another municipality. She said that she submitted an open records request to the comptroller for businesses paying sales tax to the City, but has not received a response.

Council Member Huber asked if the City is receiving any sales tax money considering the existing repayment plan.

Secretary Stephens said that the council approved the previous repayment plan because there were no fees or extra costs to spread it out. The council discussed proceeding in the same manner for this amount and selecting option three (3) which was for a monthly repayment.

Voting Yea to select monthly repayments: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 4-0.

6. DISCUSSION

7. ADDITIONAL COUNCIL COMMENTS

Council Member Cooper said that she is concerned about the City's preparedness ahead of hurricane season. Secretary Stephens said that the City is a participant in the Harris County Multi-Hazard Mitigation Plan. The council discussed sending an email to citizens advising to have trees pruned and removed if they are dead.

8. FUTURE AGENDA TOPICS

9. ANNOUNCEMENTS

10. ADJOURNMENT

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

**Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber,
Council Member Cooper**

The motion carried 4-0.

The meeting was adjourned at 7:57 P.M.

ATTEST:

Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary