



# Regular Council Meeting Minutes

Tuesday, October 21, 2025 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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**1. CALL TO ORDER** Mayor Buesinger called the meeting to order at 6:32 PM

**1.A.** Invocation was given by Mayor Buesinger

**1.B.** Pledge of Allegiance

**1.C.** Roll Call

**Present**

Mayor Bob Buesinger  
Council Member Mike Gordy  
Council Member Justin Crawford  
Mayor Pro Tem Andy Carey  
Council Member Matthew Butts

**Absent**

Council Member David Schwarz

Also Present: City Attorney Hays, Olson & Olson, Spring Valley Police Department Sgt. Spriggs and Captain Menchaca, HDR Engineers Moylan & Peterson, Village Fire Department Chief Croft, City Secretary Stephens and Assistant City Secretary Ray.

**2. CITIZEN'S COMMENTS**

Jennifer Finch gave an open house invitation to the community to attend the anniversary of the Spring Branch Memorial Library. The event is scheduled for Saturday November 8<sup>th</sup>.

**3. REPORTS TO COUNCIL**

**3.A. Spring Valley Police Report**

In the month of September there were 1,142 calls for service, 872 business checks, 183 house watches, 12 parking tickets, 13 traffic violations resulting in 25 citations issued.

**3.B. Fire Commissioner's Report**

Chief Croft reported that September finances are on track and EMS revenue is doing better than projected. Staffing is at 100 percent with 3 staff out. The tower repairs are finalizing and the generator will be arriving soon for installation.

### **3.C. City Engineer's Report**

**1209 Pine Chase:** The contractor mobilized on October 2<sup>nd</sup> but work was halted after a neighboring resident objected to the work and threatened legal action. Records show prior communication from April in which the neighbor raised no concerns. The City and HDR are coordinating a field meeting to address his objections. If major design changes are needed, the issue will return to Council.

**1303/1307 Friarcreek:** HDR conducted a second site visit and met with the affected residents. Continued hydraulic data is being gathered on Spring Branch Creek. HDR expects to recommend a U-channel to protect existing retaining walls and will present options for erosion control at the outfall.

**Wirt Road Safety Project:** HDR continues coordinating with the City of Houston on the sidewalk easement dedication from The School of The Woods. After a misunderstanding at the Houston Permitting Center, HDR resubmitted required documents. No updates have been received from Harris County Precinct 3.

**Hickory Shadows Paving, Drainage & Water Line Improvements:** Bid evaluation is complete. The City rejected the apparent low bidder due to insufficient relevant experience. HDR vetted the next-lowest responsive bidder, Arnold & Co., LLC, and received positive references. A recommendation for award was submitted for Council approval in this meeting. To avoid holiday disruptions, the Notice to Proceed is planned for January 2026 giving time for submittal reviews and material procurement.

**Pine Chase Grove Water Meter Vaults:** City of Houston has completed its portion of the vault work. The contractor has finished regrading, resodding, mulch installation, hose bibb enclosure, and conduit. Fence materials have arrived except corner brackets; installation and landscaping will proceed once received. The City will install the sprinkler system after project completion; a temporary irrigation setup is in place.

**City-Wide Ditch Regrading & Cleaning:** HDR met with the contractor and completed survey review. Several areas including Guinea, Ridgeley, and Friarcreek require ditch filling and culvert grout work due to reverse grades. HDR is updating priorities, has requested supplemental pricing for additional work items, and has adjusted quantities based on survey findings. A quote is also being requested for adding the Glourie Drive east ditch segment.

### **3.D. Building Official's Report**

24 permits were issued in the month of September, and 42 inspections conducted. Other plan reviews, permits, and inspections remain routine.

### **3.E. Mayor Buesinger's Report**

The Mayor reminded the community about the Halloween celebration taking place on Archley October 31<sup>st</sup>.

**3.F. City Secretary's Report**

Secretary Stephens reported that the No Parking Zone signs have been relocated and will be reviewed to ensure they are correctly placed with the appropriate signage.

**3.G. City Treasurer's Report**

Secretary Stephens presented the 4<sup>th</sup> quarter financial report. The total cash balance as of the reporting period was \$6,335,867. Interest income totaled approximately \$43,000 for the quarter. Revenues and expenditures were reported to be consistent with budgeted expectations. Work continues on closing the prior fiscal year with the auditors.

**4. CONSENT AGENDA**

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

- 4.A. Approve September Disbursements.
- 4.B. Approve Minutes from the Regular Council Meeting September 16, 2025.
- 4.C. Approve September Check Registers
- 4.D. Approve a proclamation recognizing Arbor Day to be November 7th, 2025

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Butts

The motion carried 4-0.

**5. DISCUSSION AND POSSIBLE ACTION**

**5.A. Discussion and possible action to award the bid for the Hickory Shadows Paving, Drainage and Water Line Replacement Project.**

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

Engineer Him reported that references were excellent and discussions with the contractor confirmed confidence in recommending them. He noted that most of the work will be performed by the contractor directly rather than by subcontractors, providing better quality control. The contractor also has stronger references and more recent relevant experience.

Council discussed the project scope and requested that, once the contract is awarded, a meeting be coordinated with the contractor and affected residents to allow property owners an additional opportunity to review the project and ask questions.

Voting Yea: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Butts

The motion carried 4-0.

**5.B. Discussion and possible action to vote for Texas Municipal League Region 14 Director.**

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

Secretary Stephens provided an update on current legislative activity through the Texas Municipal League (TML) and shared updates from legislative sessions impacting municipalities. Due to the lack of recent correspondence with regional candidates, no recommendation was made regarding a nomination or vote for the position.

No action was taken.

**5.C. Discussion and possible action regarding the streetlights on Pine Creek Lane, including consideration of feedback received from residents.**

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

Secretary Stephens presented survey results grouped by whether respondents were directly affected by the streetlight. Of the three original fixtures installed on existing poles, two remain in place; the center fixture was removed due to excessive illumination. Maps were reviewed to show the proximity of the lights to nearby homes and the adjacent commercial area.

Resident feedback was mixed: those closest to the lights noted concerns about brightness and privacy, while others supported the lighting for safety. Overall, most respondents favored keeping the current configuration. Council also discussed the potential for adding street lighting in other parts of the City, within existing utility easements, where safety or traffic conditions may justify it.

No action was taken.

**5.D. Discussion and possible action on priorities and potential next steps to develop ordinance amendments.**

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

Staff presented proposed updates and policy considerations for several City ordinances.

**Artificial Turf:** The City has experienced an increase in requests for artificial turf installations. Staff discussed concerns related to drainage, runoff, and long-term maintenance. Artificial turf is already prohibited within the public right-of-way. Council considered establishing design and installation standards to ensure consistency and reduce environmental impacts.

**Certificate of Occupancy (CO):** Staff recommended codifying procedures for the issuance of Certificates of Occupancy. The proposed language would clarify conditions under which a CO may be granted, withheld, or revoked. The change aims to improve administrative consistency and compliance enforcement during the final stages of construction.

**Tree Removal Permit Fees:** Staff recommended increasing tree removal permit fees to better align with administrative and enforcement costs. Proposed fee adjustments ranged between \$150 and \$300 per tree, depending on tree size and location. Higher penalties were discussed for unauthorized removals.

**Vacant Property Registration:** Council discussed establishing a Vacant Property Registration program to track unoccupied or neglected properties and facilitate proactive code enforcement.

**Permit Expiration:** Staff reviewed proposed revisions to the City's permit expiration timelines. Current permits are valid for 180 days from the date of issuance. The proposed amendment would reduce active validity based on project scope.

Council directed staff to prepare draft ordinance language for review at a future meeting. No action was taken.

**6. DISCUSSION** (none)

**7. FUTURE AGENDA TOPICS**

The next council meeting will be on November 18th at 6:30 p.m.

**8. ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 7:56 PM by Mayor Buesinger.

ATTEST:

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Robert F. Buesinger, Mayor

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Cassie Stephens, City Secretary