



Regular Council Meeting Minutes

Tuesday, December 17, 2024 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

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

- 1.A. Invocation was given by Council Member Crawford.
- 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 Mark Huber
Council Member Kristi Cooper

Also Present: Attorney Bailey, Olson & Olson, HDR Engineers Him and Moylan, Spring Valley Village Police Spriggs and Menchaca, Secretary Stephens, and Assistant Secretary Ray

2. **CITIZEN'S COMMENTS**

Cheryl Wolfe, Pine Chase, demolition at 1311 Pine Chase but construction hours are not posted, 1026 Glourie Circle and 1202 Glourie Drive.

3. **REPORTS TO COUNCIL**

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

Chief Menchaca reported that in November, the department responded to 783 calls, handled 3 traffic accidents, issued 44 citations from 25 traffic stops, and recorded 25 parking violations. Additionally, there was one burglary of a motor vehicle (BMV). Residents are reminded to secure their vehicles to prevent theft.

Cheryl Wolfe, a resident, expressed concerns about drivers running stop signs and speeding on Ridgeley Drive. She requested increased enforcement in the area.

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

Deputy Chief Witt reported that two responders sustained injuries, and there have been two resignations—a firefighter and a dispatcher—leaving both positions open. The fire engine is currently undergoing repairs. In November, the department responded to seven incidents, including four EMS calls and three fire-related calls, with an average response time of 5 minutes and 22 seconds. One notable incident

involved a house fire in Spring Valley Village that caused damage to a fence but spared the home; the occupant was treated for smoke inhalation. Additionally, the new pumper is expected to arrive after the first of the year, and it has been inspected by insurance company representatives and manufacturer representatives.

3.C. City Engineer's Report

Engineer Him reported non-permitted activity at 1249 Archley Drive, where the homeowner filled the bottom of a ravine with gravel to address erosion. This work should have been permitted through the Harris County Flood Control District (HCFCD). The City has notified HCFCD, providing photos of the work, and it is now their responsibility to take action.

Soil stabilization work approved at the last meeting has been scheduled to avoid holiday disruptions and will take place on January 6 and 7. Nearby property owners will be notified of the schedule.

An action item for Hilshire Green is on the agenda to award the contract. A pre-construction meeting is planned for January 16, with a Notice to Proceed scheduled for January 27.

Regarding the Wirt Road Sidewalk project, 100% of the plans were submitted last Friday, with comments received on Monday. Revisions are being made, and resubmission is expected this Friday. Easement documentation has revealed that the easement was dedicated to Hilshire Village rather than the City of Houston. Coordination with private utilities and Texas ADA is ongoing for plan approval. Council Member Gordy inquired about potential drainage issues related to the sidewalk, but Him explained that Division Manager Shapoor has not indicated any drainage requirements, as the area discharges to Wirt Road and ultimately to Spring Branch Creek. Council Member Gordy also asked about root pruning for trees impacted by the sidewalk project.

For the Pine Chase Grove water meter area, three quotes have been received, but calculations have not yet been reviewed. A recommendation will be provided at a later date.

Finally, additional information is needed for the TCEQ MS4 compliance, and Engineer Him will work with City staff to address the requirements.

3.D. Building Official's Report

Secretary Stephens reported that several new homes are nearing completion, pending final drainage approval. The inspection log reflects normal activity, with no significant issues to address at this time.

3.E. Mayor Buesinger's Report

Mayor Buesinger expressed gratitude to the Civic Club and Council Member Huber for organizing the holiday party.

He noted observing pedestrians walking at night without flashlights or reflective gear and reminded everyone to prioritize safety as it gets darker earlier. Council Member Gordy requested that the issue of streetlight damage from the recent storm be escalated to a CenterPoint representative for prompt resolution.

3.F. City Secretary's Report

Secretary Stephens reported that the call log includes concerns about streetlights and low-hanging communication cables remaining from the storms. She is actively working with AT&T and Comcast to address these issues and will reach out to CenterPoint regarding the damaged and nonfunctioning streetlights. Secretary Stephens also presented the 2025 City Holiday Calendar, noting that all holidays fall on weekdays, so no adjustments will be necessary.

3.G. City Treasurer's Report

Secretary Stephens reported receiving one response to the Request For Proposal for auditors, which is approximately \$10,000 higher than the 1-year offer from Crowe, which is presented later in the agenda. She recommended approving the 1-year offer from Crowe and continuing discussions with the RFP submitter for the 2025 fiscal year audit. This is based on the possibility that Crowe's lower price for the one-year extension may be due to their acquisition of the City's previous auditor's clients and accounts and the city may see a significant increase in the future.

4. CONSENT AGENDA

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

4.A. Approve Disbursements

4.B. Approve Minutes from the Regular Council Meeting November 19, 2024

4.C. Approve Check Registers November 2024

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

The motion carried 5-0.

5. DISCUSSION AND POSSIBLE ACTION

5.A. Discussion and possible approval of a request for an exception to tree placement requirements as part of the required total at 1226 Glourie Drive. (Property Owner)

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

Mr. Slusky, the property owner, shared that prior to the Derecho and Hurricane Beryl, trees were removed that likely would have impacted his home during the storms. He requested leniency in allowing new trees planted within the utility

easement to count toward the total replacement plantings required under the ordinance.

The Council discussed several concerns, including whether trees within the easement would have sufficient space to mature, the impact of pruning practices, and CenterPoint's authority to trim trees as needed. Additional comments highlighted the importance of preserving the City's canopy and maintaining its aesthetic appearance.

Cheryl Wolfe, Pine Chase Drive, expressed concerns about the proposed placement. She argued that planting 11 trees within a 90-foot easement would provide insufficient space for growth, resulting in a visual screening hedge rather than a contribution to the overall canopy. She emphasized that any exception to the ordinance would be inappropriate and noted that the ordinance's square footage-based requirements ensure fairness and equity regardless of lot size.

After discussion, the Council determined that there is adequate room on the property to plant the minimum number of required trees outside the utility easement.

Voting Yea: None

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

The motion failed 0-5.

5.B. Discussion and possible action to award the Hilshire Green Drive Paving, Drainage, & Utilities Improvements Project to Experts Underground Solutions, LLC for a total bid amount of Six Hundred Thirty-Eight Thousand, Seven Hundred Eighty-Two Dollars and Zero Cents (\$638,782.00).

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

Engineer Him reported that Experts Underground Solutions was the lowest responsible bidder for the project, with all references thoroughly checked. He recommended that the Council award the contract to them, with a construction duration estimated at five months.

Although Experts Underground Solutions is a relatively new contractor, the City has prior experience with them, as they previously worked under T Construction. They have recently completed projects for the Memorial Village Water Authority and Piney Point Village, including an emergency repair in Piney Point. In that case, they fixed a damaged water line and re-poured the concrete within three days, significantly faster than the expected timeline of a week or more.

With over 30 years of experience, the company was able to submit the lowest bid by securing competitive pricing from their subcontractors, including the same concrete subcontractor used in the Piney Point repair. The project will include a full-time supervisor, and construction will be staged to maintain resident access by working

on one side of the street at a time.

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

The motion carried 5-0.

5.C. Discussion and possible authorization to award Pine Chase Grove Cul-De-Sac Site and Drainage Improvements work to the Contractor with the lowest responsive quote.

Engineer Him reported that three quotes had been received, with the final quote arriving earlier today. He noted that additional time was needed to complete verification and cost analysis and requested that the item be tabled.

Mayor Buesinger ruled the item tabled to allow for further review.

5.D. Discussion and possible approval of an amendment to Building Official Contract Services for Code Enforcement.

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

Secretary Stephens clarified that Code Enforcement is a separate function from the Building Official Services currently in place. The Code Enforcement Officer will focus on responding to complaints and reports from the City to enforce ordinance requirements unrelated to activities where a construction permit has already been issued.

Assistant City Secretary Ray explained the current process for handling ordinance violation complaints during normal business hours. City staff must leave City Hall to verify the violation, attempt to contact the resident involved, and enforce any resulting fees or penalties. A Code Enforcement Officer would streamline this process by creating a formal record, scheduling follow-ups to ensure compliance, and representing the City in court if a violation escalates. For ordinance violations occurring outside normal business hours, residents will still need to report them to the Spring Valley Police Department, which will document the incident for subsequent follow-up and enforcement.

The Council inquired about the main issues the Code Enforcement Officer would address and the details of the hourly billing rate. Secretary Stephens noted that unpermitted work is currently the most significant enforcement issue, though the code enforcer would also address other minor recurring problems. She was uncertain whether billing would be calculated in whole hours or increments. Stephens also mentioned that funds are allocated in the budget for Code Enforcement but does not anticipate frequent costs.

Assistant City Secretary Ray added that hiring a Code Enforcement Officer creates a buffer between violators and City staff who handle plans, permits, and fee collection, promoting a more neutral enforcement process.

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

The motion carried 5-0.

5.E. Discussion and possible approval to purchase and install a video intercom system with access control including software at City Hall.

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

Secretary Stephens said the City has considered several options to enhance the safety and security of staff and equipment at City Hall. She presented the features of the proposed camera and access control system, noting that an additional parking lot camera could be added in a future budget to provide enhanced vehicle analytics. She also highlighted cost savings associated with selecting a multi-year software license, which would also allow the City time to evaluate the building's evolving security needs.

Following discussion, the Council amended the motion to approve a 5-year software license along with an intercom system featuring access control, all of which can be monitored and controlled remotely. The vendor has offered the intercom system free of charge for a trial period, and the City has already covered the cost of installing the necessary connections to enable this functionality.

Voting Yea to the amended motion: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0.

5.F. Discussion and possible authorization to enter into a one (1) year agreement with Crowe LLP for the City's fiscal year 2024 annual audit. (Secretary Stephens)

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

Secretary Stephens reported that the City received one response to the Request for Proposal (RFP) for audit services, which was approximately \$10,000 higher than the 1-year extension offered by Crowe. She suggested continuing discussions with the RFP submitter, noting the possibility that Crowe's lower price for the 1-year extension may be due to their recent acquisition of the City's previous auditing firm, which could result in a significant cost increase next year. Based on this assessment, Secretary Stephens recommended approving the contract with Crowe for the 1-year extension.

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

The motion carried 5-0.

5.G. Discussion and possible approval of a 3-year contract renewal for city-wide mosquito control.

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

Secretary Stephens explained that the proposed agreement is an extension of the mosquito fogging services provided by the same contractor the City has relied on for years. She noted that there have been very few complaints about the service, and the contractor was highly responsive when corrections were needed.

Secretary Stephens highlighted an increase in mosquito activity this summer following the Derecho and Hurricane Beryl. In response, an addendum was approved to increase fogging, which resulted in a noticeable reduction in mosquito activity. Based on the contractor's performance and responsiveness, Secretary Stephens recommended approving the agreement.

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

The motion carried 5-0.

5.H. Discussion and possible approval of City of Hilshire Village Ordinance No. 844-2024 ordering the May 3, 2025 General Election. (Secretary Stephens)

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

Secretary Stephens announced that Council Member Positions 3, 4, and 5 will be on the ballot for the 2025 election. She stated that the election order outlines the key dates for the filing period, early voting, and Election Day voting.

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

The motion carried 5-0.

6. FUTURE AGENDA TOPICS

The Council will explore Managed IT Services and Planning for consideration at a future meeting.

Council Member Carey requested revisiting the discussion on installing additional streetlights in unlit areas of the City to enhance pedestrian and general safety.

7. ADJOURNMENT

With no further items on the agenda Mayor Buesinger adjourned the meeting at 8:13 PM

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary