



Regular Council Meeting Minutes

Tuesday, January 28, 2025 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 Gordy.

1.B. Pledge of Allegiance

1.C. **PRESENT**

Mayor Bob Buesinger
Council Member Mike Gordy
Council Member Justin Crawford
Mayor Pro Tem Andy Carey
Council Member Kristi Cooper

ABSENT

Council Member Mark Huber

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

2. **CITIZEN'S COMMENTS**

Tom & Donna Archer of Friarcreek Lane reported ongoing erosion in the drainage channel between their property and their neighbor's. While both properties have installed erosion control measures at the rear abutting Harris County Flood Control's channel, they are requesting council intervention to prevent further undermining of their stabilizing walls. They also asked to relocate their water meter, currently in a shared meter box, as its domestic line runs under the drainage channel. A recent undetected leak in this line raises concerns about future failures.

Jorge LeFebvre of Friarcreek Lane expressed concern over severe erosion at the rear of his property, which has threatened his swimming pool. He reported cracks in the channel lining indicate washout, potentially compromising his stabilizing wall. He also inquired about responsibility for the brick wall on the property line of his daughter's house on Ridgeley Drive and was informed that it falls under the responsibility of the individual property owner.

3. **REPORTS TO COUNCIL**

3.A. Spring Valley Police Report

Lieutenant Menchaca reported that in December, there were 950 service calls and 789 business checks. Officers conducted seven traffic stops and issued 16 parking violations. On December 22, 2024, a male suspect identified in the city was found to have outstanding warrants for robbery and burglary. The following day, a report was received of a Hilshire Village vehicle being rummaged through. Private security footage confirmed the suspect's involvement, leading to additional charges.

3.B. Fire Commissioner's Report

Deputy Chief Witt reported that three personnel are out on injury, and two positions remain vacant. A new dispatcher joined the department last week. The ladder truck damage is still under review, with a plan for replacement discussion scheduled later in the meeting. In December, the department responded to two fire calls and four EMS calls, with an average response time of five minutes and 43 seconds.

Mayor Buesinger reported that during last week's Fire Commission meeting, it was revealed that a special audit identified \$46,300 in charges to a department credit card by a former employee who has since been terminated. The Commission will continue reviewing previously closed accounts to assess the full extent of the fraud.

3.C. City Engineer's Report

Drainage Channel Stabilization: The stabilization work at Pine Chase and Friarcreek drainage channels is the first step in mitigation efforts. The Pine Chase area will require a new wing wall and slope paving replacement. The Friarcreek channel will be assessed for flow capacity, with the potential installation of a pipe.

Hilshire Green Capital Improvement Project: The contractor received a Notice to Proceed on Monday and has begun fieldwork this week. The project is expected to last five months, with the contractor providing monthly updates at City Hall for the Council.

Wirt Road Sidewalk Project: Approval has been received for a five-foot sidewalk width. At Hickory Shadows, crews will hand-dig around the tree at 18 Hickory Shadows Drive to assess the root system and coordinate with the property owner if needed.

Hickory Shadows Improvements: Additional information was required for the project. Most private utility providers have submitted location data. A field survey was conducted on January 7th, and HDR is finalizing a redline design.

Pine Chase Grove Water Meter Area: This item is on the agenda later for contractor award consideration.

TCEQ MS4 Compliance: The report is being prepared and is due by February 11. The City Administrator will register the account and certify the results, with HDR managing the submission.

3.D. Building Official's Report

Assistant City Secretary Ray presented the results of the 2024 Building Code Effectiveness Grade. She reported that the City received a lower score compared to 2019, primarily due to the age of its adopted building codes. The latest version of the code is 2024, but most municipalities have not yet adopted it, as the differences between the 2018 and 2024 codes are still being analyzed. The Building Official will assist in this review, and the City can request a re-evaluation at any time at no cost. Secretary Stephens will also coordinate with the other Memorial Villages to determine which code year they have adopted and whether they plan to update.

3.E. Mayor Buesinger's Report

Mayor Buesinger thanked the citizens and emergency responders for their preparedness during the winter weather and for staying safe. He noted that he was pleased to see many snowmen in front yards and was grateful that the event remained quiet with no emergencies in the City.

3.F. City Secretary's Report

Secretary Stephens reported receiving a few calls regarding the positioning of newly installed No Parking Zone signs. At Mallie Court, the signs do not cover the curve's center, the most hazardous section, inadvertently allowing parking in that area. Additionally, at Wirt Road and Ridgeley, the signs may obstruct access to a private driveway. She stated that further review of the sign locations is necessary.

3.G. City Treasurer's Report

Secretary Stephens presented the Fiscal Year 2025 1st Quarter Finance Report, the Council did not have any questions.

4. CONSENT AGENDA

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

- 4.A. Approve Disbursements
- 4.B. Approve Minutes from the Regular Council Meeting December 17, 2024.
- 4.C. Approve Check Registers
- 4.D. Approve FYE 2025 1st Quarter Financial Report.

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

The motion carried 4-0.

5. DISCUSSION AND POSSIBLE ACTION

- 5.A. Discussion and possible approval of a Village Fire Department Fiscal Year 2025 Budget Amendment in an amount not to exceed \$2,300,000 to facilitate the purchase of an SME006 Arial Ladder Truck to replace Ladder 1. This budget amendment will not result in additional assessment to the member cities.**

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

Chief Miller said that the ladder truck was anticipated to be replaced in 2032 and the engine truck replaced in 2027. He said that there is a discount in total cost by issuing the purchase order for both trucks. The ladder truck that was in the accident is still under insurance review.

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

The motion carried 4-0.

- 5.B. Discussion and authorization of final payment to Uretex USA for completion of Emergency Repair to Stabilize and Fill Voids at 1307 Friarcreek Lane Drainage Easement Area for a total amount of \$15,000.00**

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

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

The motion carried 4-0.

- 5.C. Discussion and authorization of final payment to Uretex USA for completion of Emergency Repair to Stabilize and Fill Voids at 1209 Pine Chase Drive Drainage Easement Area for a total amount of \$4,500.00**

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

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

The motion carried 4-0.

- 5.D. Discussion and possible authorization to award Pine Chase Grove Cul-De-Sac Site and Drainage Improvements work to Infrastructure Construction Services (ICS), the Contractor with the lowest responsive quote, for a total amount of \$23,900.00.**

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

Residents of the cul-de-sac in attendance inquired about the final material choices and expressed a desire to be involved in decisions regarding the overall

appearance of the fencing near the equipment at the back. They also requested that irrigation be installed to maintain the new sod, along with other final considerations. Engineer Him stated that these decisions have not yet been made but assured the residents that they would be kept involved in the process.

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

The motion carried 4-0.

5.E. Discussion and possible approval for the installation of two Flock License Plate Reader Cameras, including associated costs for installation and monitoring for one year totaling \$13,300.00.

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

Secretary Stephens explained that the total cost presented included next year's annual fee, meaning the actual cost for two cameras would be lower. She recommended installing cameras at Hilshire Green Drive and Hilshire Oaks Court, as these streets have the most homes among the remaining unmonitored areas. The Council discussed the possibility of adding a third location, which would leave only two streets without an LPR camera.

Secretary Stephens noted that the new camera for Hilshire Green Drive would not be installed until the ongoing infrastructure work is completed to prevent damage from heavy equipment or obstruction of the right-of-way. She will coordinate with the vendor to determine the best installation plan.

Council Member Gordy amended the motion to authorize the purchase of three cameras, along with associated costs, for installation at Hilshire Green Drive, Hilshire Oaks Court, and Bridle Spur Lane.

Voting Yea on the Amended Motion: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Cooper

The motion carried 4-0.

5.F. Discussion and possible approval to issue a Request for Qualifications (RFQ) for Managed IT Services.

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

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

The motion carried 4-0.

5.G. Discussion and possible direction on property owner engagement and utility easement acquisition for new streetlight installations.

Secretary Stephens reviewed the efforts so far and suggested that we proceed with the installations on Pine Creek Lane as requested by those citizens, then cast a wider net to see who might be interested on the smaller streets. Council discussed conducting a community workshop after these additions have been made to discuss the benefits and concerns of the citizens regarding street lights.

6. FUTURE AGENDA TOPICS

Council Member Crawford inquired about potential discussions on the tree preservation ordinance. Secretary Stephens explained that the process is lengthy and would begin with a review and recommendations from the Planning and Zoning Committee. However, it is not currently on a near future agenda.

7. ADJOURNMENT

With no further agenda items Mayor Buesinger adjourned the meeting at 8:14 P.M.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary