



Regular Council Meeting Minutes

Tuesday, June 17, 2025 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. **CALL TO ORDER** Mayor Buesinger called the meeting to order at 6:31 PM

1.A. Invocation was given by Council Member Gordy

1.B. Pledge of Allegiance

1.C. PRESENT

Mayor Bob Buesinger
Council Member Mike Gordy
Mayor Pro Tem Andy Carey
Council Member David Schwarz

Also Present: City Attorney Bounds, Olson & Olson, Spring Valley Police Department Sgt. Spriggs & Lt. Menchaca, HDR Engineers Him & Moylan, SafeBuilt's Jordan Cruz and Heather Cherry, Village Fire Department Deputy Chief Witt and Chief Miller, City Secretary Stephens and Assistant City Secretary Ray.

ABSENT:

Council Member Justin Crawford
Council Member Matthew Butts

2. **DISCUSSION AND POSSIBLE ACTION**

The Oath of Office was administered to David Schwarz for the Unexpired Term of Council Member Position 4.

3. **PUBLIC HEARING**

The City of Hilshire Village City Council held a public hearing at 6:35 PM to gather testimony regarding a request for a Specific Use Permit (SUP) by Holy Cross Lutheran Church, located at 7901 Westview Drive. The church is seeking approval to add new outdoor refrigerated units to support the operations of the Food Pantry located on-site.

Several residents and stakeholders spoke during the hearing. Bill Bristow expressed opposition to the expansion, citing concerns about increased traffic. He also questioned the need for the pantry, suggesting that the luxury vehicles he observed could indicate possible fraud.

A Spring Branch resident spoke in favor of the Food Pantry. While he acknowledged that there are concerns with similar charitable operations in other areas, he supports the service and its mission.

Andrew Ray, a resident of Glourie Drive, asserted that the Food Pantry is not operated by the Church but by a separate organization. He raised concerns about noise from refrigerated food truck deliveries and compressors, stating that the existing noise issues would only worsen.

Steve Schulze, president of the Holy Cross Church Council, provided background on the pantry's origins. The Church started the Food Pantry in 1980, and as demand increased, operations were eventually handed over to the Spring Branch Food Pantry. Schulze explained that the request for refrigerated units is necessary to prevent food spoilage and emphasized that a member of the church sits on the Food Pantry Board, and the pantry remains on Church property.

Jim Hughes, a volunteer and the secretary of the Board, emphasized their close collaboration with SBISD and efforts to maintain positive relationships with the community. He addressed the comment about visitors arriving in nice cars, explaining that the pantry serves all kinds of people experiencing difficult life events. He also noted that volunteers are careful not to block nearby streets and highlighted that the pantry operates on Saturdays, which others don't.

Mark Goulas, a Hilshire Village resident and architect for the project, stated that the addition of refrigerated units would not increase traffic, as the hours of operation are not changing. Their sole purpose is to allow for the proper storage of cold food.

During the hearing, Council Member Carey asked whether there was an alternate location for the units that would not back up directly to residential lots. Steve Schulze replied that while there is another potential location, it would disrupt the church's traffic flow and negatively affect parking.

Concerns were raised about the security implications of adding fencing around the units. A gate between the rear fences could create a hidden area, potentially leading to safety issues. Mayor Buesinger said that the last hearing there was a concern about trucks - turned out to be the dumpster which has already been addressed. He advised that the Church and Ray family have further discussions to see if they can reach a compromise.

3. PUBLIC HEARING POSSIBLE ACTION

Discussion and possible action to approve a specific use permit to allow the installation of outdoor refrigerated units at Holy Cross Lutheran Church, located at 7901 Westview Drive, to support the operation of the food pantry was postponed to a future meeting.

4. CITIZEN'S COMMENTS None.

5. REPORTS TO COUNCIL

5.A. Spring Valley Police Report

Detective Spriggs reported conducting 841 business checks in May, along with issuing 20 parking violations and making 19 traffic stops, resulting in 24 citations. There were also five alarm calls and two accident reports. He provided an update

on the recent robbery at Big Little School, noting that the suspects were identified and arrested with assistance from the Flock camera system, the Baytown Police Department, and the complainant.

Mayor Buesinger took a moment to recognize and congratulate Detective Spriggs on his eight years of service and Officer Menchaca on his ten-year anniversary with the department, thanking them for their continued dedication.

5.B. Fire Commissioner's Report

Chief Miller reported that the department is currently exploring an aerial lease option and has identified a 2010 105-foot pumper/ladder truck. An agreement for the lease is currently in the works.

In terms of recent activity, there was one fire call and three EMS responses in May, with an average response time of 5 minutes and 11 seconds. Additionally, fire hydrant inspections have been completed, and the Hazard Mitigation Plan is in its final stages of updating.

7.C. OUT OF ORDER Discussion and possible action to approve the Village Fire Department Budget Amendments 2024-02 and 2025-03 to fund tower improvements, purchase of a generator and purchase of a fuel system. These amendments will not result in an additional assessment.

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

Mayor Buesinger stated that the improvements will cover the costs associated with the communication tower, the replacement of the generator which is nearing the end of its service life, and the installation of new monitoring equipment for the underground fuel tank system. He emphasized that these upgrades will not result in any increased assessments to the participating cities.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

The motion passed 3-0.

7.D. OUT OF ORDER Discussion and Possible Approval of City of Hilshire Village Resolution 2025-274 approving the Village Fire Department Proposed 2026 Overall Budget of \$10,962,801, of which the Cities' Assessments total is \$10,587,801, and the City of Hilshire Village's portion is \$317,634 (3%).

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

Mayor Buesinger explained that the vast majority of the budget consists of personnel costs, which represent an increase compared to last year's budget. He noted that there will be no contribution from the cities to the capital fund this year, as available ambulance funds will be used for that purpose. The budget also includes an increase in insurance expenses, as the current provider dropped coverage following two recent claims.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

The motion was approved 3-0.

5.C. City Engineer's Report

The easement work at 1209 Pine Chase Drive and the cul-de-sac improvements at Pine Chase Grove are being handled by the same contractor. Work has begun on Pine Chase Grove and will proceed to 1209 Pine Chase once that is complete. The contractor has already started the project, including the installation of conduit.

At the Friarcreek Drainage Easement, the surveyor is experiencing difficulties with accessing the site, which is currently delaying progress.

The Hilshire Green Capital Improvement Project is essentially complete. A preliminary walkthrough is scheduled for next week, with final documents expected to be presented at the July City Council meeting. A water leak from the City of Houston remains active in the area, and coordination is ongoing with the Drinking Water Department to resolve the issue.

Regarding the Wirt Road Sidewalk project, plans have been submitted to Harris County. The City is currently waiting for the County to assign a contractor and determine whether the project will be funded and completed in the current fiscal year or the next.

Plans for the Hickory Shadows Capital Improvement Project are complete and will be presented later in the meeting for approval to proceed for bids.

Ditch cleaning efforts are also underway. The contractor is currently conducting surveys, which will be reviewed prior to any excavation. Additional areas have been identified in the field and have been added to the scope of work.

5.D. Building Official's Report

For the month of May 23 permits were issued and 51 inspections conducted.

5.F. OUT OF ORDER City Secretary's Report:

Secretary Stephens said that research is ongoing regarding water meter replacement options, including costs, compatibility, and implementation timelines. She provided Mayor and Council the updates for the Harris County Multi-Hazard Mitigation Plan for 2025. The IT Vendor Committee is also continuing its evaluation of potential service providers, and an update will be provided once the committee completes its assessments and recommendations.

5.G. City Treasurer's Report:

Secretary Stephens presented the Budget Workshop Calendar to outline the upcoming schedule for budget discussions and planning. In addition, she provided the updated Capital Infrastructure Projects Budget, highlighting revisions and current projections for key projects. To support ongoing evaluation of city fees, she also

shared a comparison chart detailing Plan Review and Permit Fees across the other Memorial Villages, offering context for how Hilshire Village aligns with neighboring cities.

5.E. Mayor Buesinger's Report

The Mayor is serving on the Fire Chief Selection Committee, which is currently in the process of reviewing 35 candidates from across the country. The committee is actively meeting to evaluate each applicant as they work toward selecting a new chief. The goal is to have a final decision by the end of the year, when Chief Miller is set to retire.

6. CONSENT AGENDA

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

6.A. Approve Disbursements

6.B. Approve Minutes from the Regular Council Meeting

6.C. Approve Check Registers

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

The motion passed 3-0.

7. DISCUSSION AND POSSIBLE ACTION

7.A. Discussion and possible action to allow a circular driveway at 8002 Anadell to be on Anadell Street in addition to a single access driveway to the garage located on Glourie Drive. Hilshire Code of Ordinances Section 4.623 (Permitted Driveway and Pedestrian Access within Public Rights-of-Way).

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

Council agreed that circular driveways reduce street parking. Secretary Stephens clarified that the plan will still have to meet impervious coverage requirements.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

Motion passed 3-0.

7.B. Discussion and possible action to approve City of Hilshire Village Ordinance 848-2025 adopting the 2024 International Building, Plumbing, Mechanical, Residential, Energy Conservation, Fuel Gas, Property Maintenance and Fire Codes and the 2023 National Electric Codes and providing provisions and penalties.

Heather Cherry from SafeBuilt, explained that the City's favorable ISO rating for the fire department is partly due to the way it has historically handled fire sprinklers and

other safety measures. She emphasized the importance of thoroughly researching the adoption of the International Fire Code (IFC) to ensure that any local amendments already in place are not unintentionally reversed. The City currently benefits from a form of grandfathered status due to the longstanding presence of these exclusion amendments.

Council Member Gordy asked if a summary of the proposed changes is necessary. Ms. Cherry responded that many of the revisions involve formatting and asked what level of detail the Council preferred. Key changes include updates related to carbon monoxide detectors, fencing regulations, tiny homes, battery and energy storage system protections, limitations on water flow for high-efficiency fixtures, mechanical code requirements for roof access, stair landing dimensions, and door swing clearances.

Mayor Buesinger asked whether generator spacing was addressed in the code update. Heather clarified that it is not included, as generator setbacks are regulated by the zoning ordinance.

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

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

Motion passed 3-0.

7.E. Discussion and possible authorization of payment to Experts Underground Solutions, LLC Invoice for Construction Services provided to the City for the Hilshire Green Paving, Drainage & Utility Improvements Project, Invoice #4 in the amount of \$49,193.31

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

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

The motion passed 3-0.

7.F. Discussion and possible authorization to proceed with Bidding Phase and Construction Administration Services, as well as Construction Phase Additional Services such as Construction Observation, Record Drawings and Miscellaneous Expenses associated with the Hickory Shadows Drive Paving, Drainage & Utility Improvements Project.

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

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

The motion passed 3-0.

7.G. Discussion and possible action to approve City of Hilshire Village Budget Amendment 2024-01, reallocating funds within ledger accounts, no additional funds needed.

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

Secretary Stephens said that the General Fund ended the year in a strong position, with higher-than-expected revenue and lower-than-anticipated expenses, resulting in a surplus. The Utility Fund, however, received less revenue than projected and faced increased costs, particularly for water and sewer system maintenance. The shortfall in the Utility Fund will be covered using available savings from its fund balance.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

The motion passed 3-0.

7.H. Discussion and possible approval of City of Hilshire Village Ordinance 846-2025 establishing changes to the existing No Parking Zones

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

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

Motion passed 3-0.

8. FUTURE AGENDA TOPICS

Budget workshops

9. ADJOURNMENT

Mayor Buesinger adjourned the meeting at 8:50 PM.

ATTEST:

Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary