



Regular Council Meeting Minutes

Tuesday, March 21, 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 6:32 p.m.

1.A. Council Member Carey gave the **invocation**.

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Bob Buesinger
Council Member Mike Gordy
Council Member Justin Crawford
Council Member Andy Carey
Mayor Pro Tem Paul Maddock

ABSENT
Council Member David Schwarz

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

2. CITIZEN'S COMMENTS

Grayson Hilburn, representing Congressman Wesley Hunt, said that Hilshire Village has been redistricted and is now in the 38th congressional district. He stated that Congressman Hunt has a great appreciation for civic leaders.

Nancy Friedman, Pine Chase Grove, in regards to the termination of former Fire Chief Foster, said public information should be made public and asked the council members how much they know about the situation.

3. REPORTS TO COUNCIL

3.A. **Police Report:** Captain Lane said in February there were 467 calls for service, and of those, there were 357 business checks, 56 public relations, and 24 traffic stops. Captain Lane reminded the council and audience to keep their doors locked, not to leave firearms in the car and to report suspicious activity to non-emergency dispatch.

Council Member Crawford asked if the Flock LPR cameras have had an impact on

local crime. Captain Lane said that the ability to respond is increased, and the word is out that the Memorial Villages have these cameras, so they are a deterrent. Captain Lane said drivers should routinely check their license plates and report theft immediately.

3.B. **Building Official Report:** City Secretary Stephens said that there is nothing outstanding to report.

3.C. **Engineer Report:** Engineer Vasquez said met with **CenterPoint** contractor on Monday, who said they will make defect repairs for the life of the patch. He said that they also discussed an older patch near 1200 Ridgeley in need of repair.

Engineer Vasquez said that the City of Houston agreed to install locks to the **Pine Chase Grove Water Vault** lids at the area and will cover or remove the spray-painted numbers, although he did not know when. Engineer Vasquez said that he would like to schedule a meeting with the area homeowners to discuss what the city can do in the meantime in regards to erosion.

Engineer Vasquez said that there is progress being made on the **Wirt Road Safety Project** survey and developing a red line design. He said Engineer Him is scheduling a meeting for comments on the design.

Council Member Carey asked about the status of **2 & 3 Pine Creek Lane** erosion control project. Engineer Vasquez said that the contractor has yet to provide a complete plan set.

3.D. **Fire Commissioner's Report:** Mayor Buesinger said that the commission has had meetings regarding the leaking annex roof and have developed three (3) options.

1) Remove the entire roof and install new, which is not practical.

2) Add a polymer coating to the roof, not recommended by the consultant.

3) Add a seamed metal overlay on top of the existing roof. This option is estimated to cost \$180,000 and it not included in the current budget. Updated bids are expected at the commission's meeting tomorrow with the architect.

Interim Chief Miller said that there was a house fire last week in Piney Point Village caused by an unattended outdoor fireplace. He stated that the time change is a good reminder to replace the batteries in smoke alarms. Interim Chief Miller also said that the department assisted with a human trafficking case where a man escaped an apartment that he was being held in.

Interim Chief Miller stated that the department is short staffed with one (1) opening and one (1) out on injury leave. He said that all apparatuses are in operation.

Interim Chief Miller said that the department has one (1) dispatcher on staff at a time, and that two (2) would be better in cases where multiple calls come in at once. He said that he hopes to collaborate with Memorial Village PD for dispatch coverage.

Interim Chief Miller said that in the month of February there were eight (8) calls for

service, of those one (1) was fire related and five (5) were EMS. He said they also responded to two (2) non-emergency calls and had an overall response time of 5:39.

Council Member Crawford asked if there have been any personnel changes since the leadership change. Interim Chief Miller said, "No".

4. DISCUSSION AND POSSIBLE ACTION

4.A. Discussion and Possible Approval/Acceptance of the City of Hilshire Village's Fiscal Year Ending 2022 Audit

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

Katelyn Pool, Belt Harris Pechacek, gave the audit presentation. She said that an unmodified opinion was issued on the City's financial statements, being the highest level of assurance.

Ms. Pool said that on a full accrual basis of accounting which includes long term assets and liabilities, the City balance sheet has a total net position of 10.6 million. She said on a modified basis of accrual accounting, excluding long term assets and liabilities, the City balance sheet has a total fund balance of 1.7 million. Ms. Pool said that the Income Statement shows an ending General Fund balance of 1.7 million.

She said that as an indicator of financial health, bond rating agencies and creditors like to see three (3) to six (6) months' worth of expenses in reserve. Hilshire Village has 125%, or 15 months, worth of operating expenditures in fund balance.

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

The motion carried 4-0.

4.B. Discussion and Possible Appointment of Alternate Fire Commissioner

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

Mike Garofalo said that he has lived in Hilshire Village for 25 years and wants to get involved.

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

The motion carried 4-0.

4.C. Discussion and Possible Approval of Village Fire Department 2023 Budget Amendment for Vehicle Expenditures

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

Mayor Buesinger said that the order for two (2) new ambulance chassis were incomplete. He stated that the stretcher power lift, radio, antennas and other equipment were not included and the funds to purchase those is unbudgeted. Council Member Carey asked when the order was made. Mayor Buesinger stated that it was over a year ago under previous leadership.

Mayor Buesinger said in order to afford this equipment, the commission will need to increase the budget line item for vehicle expenditures from \$220,000 to \$400,000. The total cost of the two new ambulances is \$527,779 including two power load systems, cots, full assembly of the ambulances, monitors, antennas, floor plate, and after deducting the trade-in value for one ambulance of \$8,000.

Mayor Buesinger said that the commission decided to move \$180,000 from the 2022 Capital Replacement Fund. Council Member Gordy asked how the transfer will affect the capital replacement budget. Mayor Buesinger said that the transfer will not deplete the funds for capital replacement, and it is the commission's goal to rebuild it in the 2024 Budget.

Kristi Cooper, Ridgeley Drive, said that she attended a Village Fire Commission meeting where she heard confusion from the commission regarding how the budget is amended and whether a contingency fund would be created. Mayor Buesinger said that the commission is discussing future budget plans but if the Interlocal Agreement is to be amended, it would need to be by the participating cities.

Interim Chief Miller said that the department is planning for growth and development. He stated that the future budgets of the department are subject to increases for equipment replacement, as well as costs of retirees and new hires. Interim Chief Miller said that he is focusing on fixing the current budget issues, and tracking income and outflows more closely. He stated that it is part of the Fire Chief's job to educate the commissioners on the way the department operates, and help answer citizen questions, ensuring that the money they are putting into the department is being used wisely.

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

Motion carried 4-0.

4.D. Discussion and Possible Approval of Village Fire Department 2023 Budget Increase for Computer/Radio Equipment and Bunker Gear

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

Mayor Buesinger said that for unknown reasons to him, radios with personnel accountability report functions were put on hold in last year's budget. He also said

that the new bunker gear has come in, but there is no money to pay the invoice. Mayor Buesinger said that the participating cities approved an additional \$150,000 last year specifically for this bunker gear. He stated that there are budget line items that were over budget last year including salaries, maintenance, employee insurance and others. He said these overages are in excess of \$10,000 which should have triggered a required approval by the fire commission, but that was not done.

Mayor Buesinger said that both the radios and bunker gear are critical lifesaving equipment. He said the amount needed for both is \$141,000, assuming that there is a 2022 surplus of \$91,041.62. Mayor Buesinger said that the City's portion would be \$1,498.75.

If the 2022 surplus is not available, then the commission will have to come back to the cities for more. Council Member Carey asked when that will be determined. Interim Chief Miller said that the audit is underway and after that they will know what is remaining.

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

Motion carried 4-0.

4.E. Discussion and Possible Approval of Fire Hydrant Paint Color Scheme

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

Secretary Stephens said that the City of Houston has blue hydrants with white or yellow caps, and advised to avoid that combination. The Council discussed color options and agreed on dark green for the barrel with yellow steamer caps and bonnet.

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

Motion carried 4-0.

4.F. Discussion and Possible Approval of Pavement Striping in Designated No Parking Zones

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

Secretary Stephens said that the no parking zones were established by ordinance in 2019. She said that there are "No Parking" signs on the Ridgeley curve, however you cannot see them both at the same time and there have been tickets issued in no parking zones.

The council discussed confirming the size and spacing of the "No Parking" lettering and ensuring that the surface is properly prepared. The council asked Secretary

Stephens to notify the affected owners prior to the installation.

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

Motion carried 4-0.

5. DISCUSSION

- 5.A. **Front Yard Items and Obstructions:** The council discussed proceeding with a conversation between the owner of the batting cage on Pine Chase Grove and Mayor Buesinger and Council Member Crawford. The intent is not to over-regulate the city by creating an ordinance for play equipment that will adversely affect everyone.

6. REPORTS TO COUNCIL

- 6.A. **Mayor Buesinger's Report:** Mayor Buesinger said that interviews have been scheduled for this week with the two (2) recommended utility operators.
- 6.B. **City Secretary's Report:** Secretary Stephens said that the complaint log is in good shape. She said that CenterPoint has presented their 2023 Emergency Operations Plan.
Council Member Crawford asked if there is an update on the installation of LED street light bulbs.
Secretary Stephens said that she is going to be working with Susan on debt planning.
- 6.C. **City Treasurer's Report:** Secretary Stephens said that there were no changes needed to the investment policy.

7. CONSENT AGENDA

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

Mayor Buesinger said that he attended a luncheon with the superintendent of Spring Branch ISD and the Mayors of Hunters Creek Village and Hedwig Village as well as other councilmembers. He stated that the Spring Branch School District is required to send back \$87 million in recapture payments this year, representing 21% of the taxes collected in the district. The district is the 39th largest in the state and pays the 10th highest recapture rate, even though 57% of students are economically disadvantaged. He said that this proclamation should be shared with state officials and the citizens encouraged to reach out in opposition as well.

- 7.A. Approve Disbursements
7.B. Approve Minutes from the Regular Council Meeting February 21, 2023.
7.C. Approve Check Registers
7.D. Approve Resolution 2023-243 approving the City Investment Policy for 2023
7.E. Approve Proclamation for Spring Branch ISD

7.F. Approve Proclamation for Spring Event

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

Motion carried 4-0.

8. ADDITIONAL COUNCIL COMMENTS:

Council Member Crawford, Council Member Gordy, and Council Member Schwarz said that the street light at the south intersection of Archley and Ridgeley is out, as well as one on the west side of Archley.

Council Member Carey said that he would like to start talking about planning financially for the Hilshire Green Capital Improvement Project.

9. FUTURE AGENDA TOPICS

9.A. Tree City USA Certification and Texas Arbor Day: 4-step framework, program summary, coordination with citizens and commercial property owners.

10. ANNOUNCEMENTS

11. ADJOURNMENT

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

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

Motion carried 4-0.

The meeting was adjourned at 8:25 p.m.

ATTEST:

Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary