



# Regular Council Meeting Agenda Minutes

Tuesday, March 19, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

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

1.A. Mayor Buesinger gave the Invocation.

1.B. Pledge of Allegiance

1.C. Present  
Mayor Buesinger  
Council Member Gordy  
Council Member Crawford  
Council Member Huber  
Council Member Cooper

Also Present: City Attorney Paige Bailey, Olson & Olson, City Engineer Him, City Engineer Vasquez, Spring Valley Police Chief Schulze and Captain Lane, City Secretary Stephens, and City Clerk Ray.

Absent  
Mayor Pro Tem Carey

2. **CITIZEN'S COMMENTS** None

3. **REPORTS TO COUNCIL**

3.A. **Police Report:** Captain Lane provided an overview of recent police activity, noting 943 calls, including 18 traffic stops resulting in 17 citations issued, and 5 reports of suspicious persons. Spring break passed without significant incidents.

Council Member Huber raised concerns about potential human trafficking at Wirt Road and I-10, specifically involving school-aged individuals. Captain Lane indicated that Houston authorities and the State have been notified, and past attempts to address the situation during adverse weather conditions have been made. He also mentioned ongoing collaboration with other departments to address homelessness under the highway, highlighting jurisdictional limitations in Spring Valley.

Mayor Buesinger expressed gratitude to the Spring Valley Police Department for their Survival Awareness Training, emphasizing its value in enhancing community skills and engagement.

**3.B. Building Official Report:** Secretary Stephens reported that several new homes are nearing completion and are expected to be finished within the next couple of weeks.

**3.C. City Engineer Report:**

**Ditch Regrading for Drainage Areas at Friarcreek and 1209 Pine Chase Drive:** Engineer Vasquez said that they are exploring alternative contractors and considering additional recommendations for the project.

**Pine Chase Grove Water Meters:** The City of Houston has agreed to relocate meter boxes to the rear of properties. Plans for underground trenching are underway, with Engineers Him and Vasquez developing design concepts for presentation to the council next month. Following approval, quotes will be sought for trenching and erosion work.

**Street Paving Projects:** Engineer Vasquez said that the lowest of three quotes for Pine Creek, Bromley, Guinea, and Burkhart streets amounts to \$49,000. While some costs appear elevated, likely due to inflation, the recommended contractor, AAA Asphalt, has a track record of quality work with HDR.

**Engineer Him's Announcement:** Due to personal obligations, Engineer Him will be delegating some responsibilities to Javier Vasquez, including Capital Improvement Projects. He remains committed to attending council meetings.

**Wirt Rd Safety Project:** Coordination with Jose Laguna is ongoing to review sidewalk plans, with Harris County seeking timing updates. Engineer Him will delegate coordination to Engineer Vasquez while ensuring his continued involvement in meetings for consistency.

**Hilshire Green Update:** Anticipating receipt of pertinent information this week, with any missing details to be collected in the field. Engineer Him said that given the straightforward nature of the cul-de-sac project, plan review is expected to be swift.

**3.D. Fire Commissioner Report:** Interim Chief Miller extended the application deadline for an open position in hopes of attracting additional paramedic applicants. He also noted that a house fire in Hedwig was caused by an overloaded power strip, emphasizing the availability of home fire safety inspections upon request through the Fire Department. Additionally, in February, there were three responses in Hilshire Village: one fire incident and two EMS calls.

Regarding the main roof at the fire station, no update was provided, but a special meeting is scheduled tomorrow to discuss it. Finance consultant Bogart will present the finance report tomorrow night, and workshops for the 2024 budget are being organized, with the first session set for tomorrow.

Mayor Buesinger highlighted the financial consultant's collaboration with the Chief and administrative staff, noting the review of contracts and internal finance procedures. The consultant emphasized the need for documented procedures for finance-related activities, such as budgeting, ambulance revenues, purchasing, and compensation, based on best practices. She also suggested that department

leaders, although involved in the budget process, may require additional training due to their limited experience. The commission plans to request an extension of the consultant's services to facilitate these changes.

Council Member Cooper asked if the consultant's suggestions would be advantageous for the City. Secretary Stephens said she is interested in borrowing any procedures that could benefit the City

Additionally, Mayor Buesinger announced the appointment of a new fire commissioner for Piney Point.

**3.E. Mayor Buesinger Report:** No new information to report at this time.

**3.F. City Secretary Report:** Secretary Stephens reported that the complaint log looks good, with no immediate concerns pending.

**3.G. City Treasurer Report:** Secretary Stephens provided charts depicting various fund categories, highlighting balances in certain accounts eligible for investment. She clarified that the Council would need to pass a resolution in a future meeting to create a new TexPool account, ensuring the segregation of specific funds.

During the discussion, the Council deliberated on the advantages of utilizing investment pools offering next-day liquidity compared to certificates of deposit (CDs) with lower interest rates and restricted access to funds.

#### **4. CONSENT AGENDA**

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

**4.A.** Approve Disbursements

**4.B.** Approve Minutes from the Regular Council Meeting February 20, 2024

**4.C.** Approve Check Registers February 2024

**4.D.** Approve Proclamation recognizing the Spring Event to be held on April 21, 2024 on Pine Chase Grove.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Huber, Council Member Cooper

The motion carried 4-0.

#### **5. DISCUSSION AND POSSIBLE ACTION**

**5.A. Discussion and possible approval of a consultant to perform the Lead Service Line Inventory Survey (LSLI).**

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

Engineer Him emphasized the necessity of conducting a survey of the existing water service lines, both on the district and the private side of water meters, to ensure

compliance with TCEQ regulations. Approximately 63 recently constructed homes with confirmed pipe materials may be excluded from this survey.

Engineer Him explained that potential additional costs may arise if meters and lines are not readily accessible within the meter box. RJN's quote includes an estimate of 25% of cases where such accessibility issues might occur, whereas LJA's quote encompasses all scenarios. Upon comparing costs, RJN emerges as the more economical option and is therefore recommended.

Council Member Huber amended the motion to approve the lowest quote being from RJN and to initiate work promptly. This motion was seconded by Council Member Gordy.

Voting Yea to the amended motion: Council Member Gordy, Council Member Crawford, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**5.B. Discussion and possible approval of a Contractor to perform the asphalt point repair areas located on Pine Creek Lane, Bromley Road, and the intersection of Burkhart Road and Guinea Drive.**

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

Engineer Vasquez highlighted that the segment of Bromley extending from Ridgeley to Pine Chase Drive remains untouched by a complete renovation. While water and sewer infrastructure have been addressed, paving and ditch drainage still require attention. Council Member Crawford emphasized the importance of considering the economy of scale and suggested including this section in the renovation plans.

The quotes for point repairs do not encompass this area, necessitating the formulation of new plans. Engineer Vasquez noted the possibility of parking pads being affected and suggested reaching out to homeowners for further coordination.

The Council agreed to table the discussion until the next meeting to allow adequate time for evaluating the costs associated with this additional work.

**5.C. Discussion and possible approval to take action to approve the replacement of the eight-inch backflow preventer at the Hickory Shadows Interconnect with a not-to-exceed cost of \$10,292.50.**

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

Engineer Him attributed the issue to the recent freeze, noting that the check valves were leaking as a result. He further explained that the model of backflow preventer affected by the leaks has been discontinued and requires replacement.

Council Member Crawford inquired about potential preventative measures to prolong the lifespan of the backflow preventer. Engineer Him responded that the equipment was appropriately insulated and winterized. Council Member Gordy

suggested a proactive approach for future installations, proposing the installation of a cabinet or underground vault when replacing the meter.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**5.D. Discussion and possible approval of City of Hilshire Village Ordinance # 838-2024 cancelling the General Election May 4, 2024**

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

The council did not have any comments or questions.

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**5.E. Discussion and possible action regarding improvements to street lighting.**

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

Secretary Stephens reported that Clerk Ray conducted a survey across the city to identify available poles lacking lamps. In many instances, either the poles were situated too close to existing lamps or there were no poles present in the front right-of-way suitable for lamp installation. Council Member Gordy proposed the addition of a pole in the front, where utility easements currently reside in the back, followed by the installation of a lamp to illuminate the street.

Secretary Stephens suggested requesting homeowners to keep their front porch lights on. Council Member Gordy expressed concerns that such lights might not adequately illuminate the street and could potentially cause inconvenience to neighbors if the light is not directed properly.

The council requested a follow-up regarding the costs associated with CenterPoint adding a pole and lamp at front property lines.

No action taken.

**5.F. Discussion and possible action regarding authorizing text-based communication with citizens, encompassing associated costs.**

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

The Council discussed the importance of reaching a wide audience while maintaining communication exclusively with Hilshire Village residents. To enhance citizen engagement while preserving the intimate small-town atmosphere and direct relationship between citizens and city staff, it was suggested to create QR codes on

small cards to distribute at community events. Additionally, the Council indicated a preference for individuals to voluntarily opt-in to text messaging rather than being contacted as part of a local database of numbers.

No action taken.

**6. CLOSED EXECUTIVE SESSION**

- 6.A.** The City Council retains the authority to convene a closed executive session at any point during this meeting to deliberate on matters permitted by Texas Government Code, Sections 551.071 (Legal Consultation), Sections 551.074 (Personnel Affairs), and Sections (Security Devices or Security Audits).

**Mayor Buesinger recessed the regular council meeting at 8:07 P.M.**

**Mayor Buesinger reconvened the regular council meeting at 8:36 P.M.**

**7. DISCUSSION**

**8. ADDITIONAL COUNCIL COMMENTS**

Mayor Buesinger announced that Kyle Sears has been nominated for the Harris Galveston Subsidence District, and the Council was requested to endorse this nomination at the next council meeting.

Mayor Buesinger suggested that the matter concerning additional Flock cameras for Hilshire Green be addressed during budget discussions.

**9. FUTURE AGENDA TOPICS**

April - Presentation of FY 2022-2023 Audit  
Tree Removal Ordinance Language

**10. ANNOUNCEMENTS**

**11. ADJOURNMENT**

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

Voting Yea: Council Member Gordy, Council Member Crawford, Council Member Huber, Council Member Cooper

The motion carried 4-0.

**The meeting was adjourned at 8:44 P.M.**

ATTEST:

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Robert F. Buesinger, Mayor

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Cassie Stephens, City Secretary