



Regular Council Meeting Minutes

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

1. Mayor Buesinger called the meeting to order at 6:30 P.M.

1.A. Invocation was given by Council Member Huber

1.B. Pledge of Allegiance

1.C. PRESENT

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

Also present: City Attorney Bailey (Olson & Olson), City Engineers Him, and Moylan (HDR Engineering), Spring Valley Captain Menchaca and Sergeant Spriggs, Village Fire Chief Miller, City Secretary Stephens, and City Clerk Ray.

2. **CITIZEN'S COMMENTS:** None

3. **REPORTS TO COUNCIL**

3.A. Spring Valley Police Report

The Spring Valley Police Department (SVPD) reported higher-than-average activity for October, with 73 citations issued during the month. The Flock safety camera on Hilshire Green detected a stolen vehicle, prompting a response from the Houston Police Department (HPD). HPD utilized both a helicopter and a canine unit to address the situation, which involved an unauthorized motor vehicle and an individual evading arrest. SVPD is considering purchasing a drone.

3.B. Fire Commissioner's Report

Chief Miller reported that three firemedics are currently undergoing training to operate the department's drone. Engine 2 is undergoing repairs, while Ladder 1 was involved in an accident while responding to a call in Houston. During the incident, the front passenger sustained minor injuries and had to be extricated from the cab. The truck is likely totaled; however, a loaner truck, complete with a logo from the manufacturer, has already been provided. In October, the department responded to four fire calls and five EMS calls in Hilshire Village, with an average response time of 5 minutes and 26 seconds.

3.C. City Engineer's Report

The City Engineer reported an increase in right-of-way permits issued to CenterPoint, which is installing new gas lines for generators across the City. The Hilshire Green project was fully submitted on October 5, advertised in the newspaper on October 3 and November 6, with a pre-bid meeting held on November 7. Between 10 and 15 contractors accessed the plans, including some who have previously worked in the City. Bids for the project will be opened on November 21, and a recommendation to award the contract to the lowest responsible bidder will be presented at the December 17 council meeting.

The Wirt Road Sidewalk project received another round of comments from the City of Houston on the 90% submittal. Houston has requested the sidewalk width be increased to the standard 6 feet, despite the interlocal agreement specifying 5 feet with a safety buffer. Engineer Him and his team are addressing these comments and discussing them with Houston's review team, aiming to submit the 100% plan by December 6. Outstanding items include resolving issues related to a tree at Hickory Shadows and the School of the Woods easement, for which documents have been provided and are pending the school's review and execution.

Engineer Him also noted a later agenda item requesting the reallocation of funds within the Wirt Road Sidewalk project budget. Additionally, the TCEQ MS4 renewal application is due on February 11, 2025, and preparations are underway. The design for the Pine Chase Grove water meter area has been completed, and quotes for the associated work will be presented at the December council meeting.

3.D. Building Official's Report

There were no significant items to report, and operations were business as usual. The council had no questions regarding the report.

3.E. Mayor Buesinger's Report

Mayor Buesinger reported that the Halloween event on Archley Drive was a success, with attendees enjoying a safe and festive celebration. He expressed his appreciation for the community's participation and enthusiasm. The Mayor also shared his anticipation for the upcoming holiday party, which will be hosted at Council Member Huber's house.

3.F. City Secretary's Report

Secretary Stephens presented the report including results from the November 1 Arbor Day event where 100 trees were distributed, with special thanks to volunteers Cheryl Wolfe and Alyson Tran for their assistance. There were 24 pine trees remaining which were planted in collaboration with Hedwig Village at various public spaces. Residents have expressed interest in oaks, elms, and colorful trees like redbuds for future events. The call log had no significant updates, as efforts with utility companies on storm-related repairs continue.

A resolution for a TikTok ban policy was presented in the consent agenda, aligning with state and federal mandates to remove the app from government devices by November 20. Approval was also recommended for confirming participation in the Kroger National Opioid Settlement. Secretary Stephens proposed new "No Parking Zone" signs to support enforcement of violations.

3.G. City Treasurer's Report

Secretary Stephens reported that the Fiscal Year 2024-2025 Budget was filed with the Harris County Clerk's Office on November 11. The Certificate of Obligation closed on November 13, with the funds successfully received and subsequently transferred to the investment account.

4. CONSENT AGENDA

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

- 4.A. Approve Disbursements
- 4.B. Approve Minutes from the Regular Council Meeting October 15, 2024.
- 4.C. Approve Minutes from the Special Council Meeting November 11, 2024.
- 4.D. Approve Check Registers
- 4.E. Approve Resolution 2024-268 adopting a Finance Policy.
- 4.F. Approve Resolution 2024-269 adopting the City of Hilshire Village TikTok and Covered Applications Policy.
- 4.G. Approve Resolution 2024-270 for Kroger Texas Settlement.
- 4.H. Approve Resolution 2024-271 for ratification of a new TexPool investment account for the purpose of Debt Series 2024 funds.

Mayor Buesinger made a correction to the October 15th minutes to state that the Hedwig Police, not Memorial Village Police, were conducting the investigation for improper fund use at the Village Fire Department.

Voting Yea on 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. DISCUSSION AND POSSIBLE ACTION

5.A. Discussion and possible approval to install No Parking signs in No Parking Zones.

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

Secretary Stephens recommended installing signs in existing no parking zones to improve visibility for officers and drivers, as previous measures like pavement striping have faded and become ineffective. The Council agreed that the intersection is hazardous, and illegal parking poses significant safety risks.

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

The motion carried 5-0.

5.B. Discussion and possible approval for the construction of a secondary single access driveway at 1326 Ridgeley Drive in addition to a single access

driveway to the garage. (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 Huber.

Property owner Scott Sicinski requested Council approval to construct a secondary driveway on the Ridgeley Drive side of his corner lot to accommodate short-term guests and delivery vehicles, as street parking is prohibited in this No Parking Zone. He clarified that his primary driveway, leading to his garage, will remain off Westview Drive. While the Council initially expressed concerns about the driveway's proximity to the intersection, Mr. Sicinski provided photos demonstrating sufficient clearance for safe access without disrupting traffic.

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 proceed with Emergency Repair to Stabilize and Fill Voids at 1209 Pine Chase Drive Drainage Area Wing Wall Driveway Culvert by Uretek USA for a Not to Exceed Amount of \$4,500.00.

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

Engineer Him explained that erosion in the area, worsened by a tree growing through a crack in the concrete, has undermined the soil. To address this without affecting the nearby driveway's support wall, he recommended filling the void with a permanent expanding foam product and replacing the slope paving on the right side. The foam product comes with a 2-year warranty and has been successfully used in larger applications in other cities under HDR's recommendation. The Council questioned the longevity of the repair, but Engineer Him stated that this solution is permanent and should remain effective.

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

The motion carried 5-0.

5.D. Discussion and possible authorization to proceed with Emergency Repair to Stabilize and Fill Voids at 1307 Friarcreek Lane Drainage Area by Uretek USA for a Not to Exceed Amount of \$15,000.00.

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

Engineer Him explained that the cracking and damage are occurring in the bottom of the channel running between the properties. Over time, the water has created voids in the channel. He recommended stabilizing approximately 100 feet using the same permanent foam product as proposed for Pine Chase Drive. This hydrophobic foam will repel water as it travels from the Friarcreek ditches into the ravine leading

to Spring Branch Creek. It was discussed to include reducer poles to slow down the water flow, but it was ultimately decided that these would likely clog with debris and require regular maintenance. Engineer Him confirmed that the neighboring property owners agree with this solution.

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 Authorization request from HDR Engineering, Inc. to use Supplemental Design Services funding (\$14,000.00) from Wirt Road Safety Project to continue COH Permitting (Hourly) coordination for the project.

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

Engineer Him reported that the City of Houston permitting phase of the project has reached its budget, and he is requesting to reallocate unused funds from the Supplemental Design Services task within the same project budget. The Council inquired about the remaining work, noting that the project plan is 90% submitted. Engineer Him clarified that the original budget for permitting was just over \$5,000 and confirmed that the remaining work would not exceed this amount. As a result, the Council amended the approval to \$5,000.

Voting Yea on 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 action to approve the Village Mutual Insurance Cooperative Board's recommendations to provide Medical, Dental, Vision, Life, AD&D, Long Term Disability, and Supplemental Life for City employees for the 2025 Budget year.

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

Secretary Stephens reported that the City retained the same insurance rates with United Healthcare for 2025, with minor adjustments to a lower-tier PPO expected to save costs within the budget.

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 to issue an RFP for audit services.

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

Secretary Stephens noted that the City’s previous audit firm was acquired by a new company, presenting an opportunity to obtain updated service and cost comparisons. While the Council expressed concerns about changing firms so soon after receiving the City’s first S&P rating, they considered accepting a one-year extension from the new firm. However, due to statutory deadlines, the Council approved initiating the RFP process.

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

At the December Council Meeting, the agenda will include the renewal of the city-wide mosquito control contract, an amendment to the Building Official Contract Services to incorporate code enforcement responsibilities, and the issuance of an Order of Election for Council Positions 3, 4, and 5. The election is scheduled to take place on May 3, 2025.

Council Member Gordy spoke about preparations for the next phase of the City’s IT services. This includes evaluating needs for hardware, cloud services, laptop maintenance, and overall IT security. Attorney Bailey recommended issuing a Request for Qualifications (RFQ) to ensure a thorough and competitive selection process for a vendor.

7. ADJOURNMENT

With no further items on the agenda, Mayor Buesinger adjourned the meeting at 8:08 PM.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary