



Regular Council Meeting Minutes

Tuesday, May 16, 2023 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

A short reception was held to thank Mayor Pro Tem Paul Maddock and Council Member David Schwarz for their services and to congratulate Council Members Andy Carey, Mark Huber, and Kristi Cooper on their election victories.

1. CALL TO ORDER Mayor Buesinger called to order the Regular Council Meeting at 6:45 P.M.

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

1.B. **Pledge of Allegiance**

1.C. **PRESENT**

Mayor Bob Buesinger
Council Member Justin Crawford
Council Member Andy Carey
Mayor Pro Tem Paul Maddock
Council Member David Schwarz

ABSENT

Council Member Mike Gordy

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

2. CITIZEN'S COMMENTS:

Bill Bristow, Pine Chase Drive, said that he was disappointed in the number of citizens who voted compared to the number eligible to vote. He asked the current and incoming council members if they go out into the city. Mr. Bristow stated that he drives through Hilshire Village three (3) or four (4) times per day looking for items out of place or hazardous. He said that after Hurricane Ike he has been especially worried about drainage throughout the city. He feels that there are plenty of drainage blockages that no one is paying attention to. Mr. Bristow stated for the record that there were five (5) citizens in attendance.

Alex Elsik, Ridgeley Drive, congratulated the city council and thanked them for volunteering. He said that he respects their efforts.

Nancy Friedman, Pine Chase Grove, said that she appreciated the election information

posted on the website. She also stated that the No Parking Striping had made a positive impact on Glourie Drive, and was thankful for the decision by council to have it done.

3. DISCUSSION AND POSSIBLE ACTION

3.A. Approve Minutes from the Regular Council Meeting April 14, 2023

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

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

The motion carried 4 - 0

3.B. Discussion and Possible Approval of Ordinance Number 829-2023 of the City of Hilshire Village, Texas canvassing the returns and declaring the results of the General Election held on May 6, 2023 for the purpose of electing three (3) Council Members for a full term of two (2) years

Motion made by Council Member Maddock, Seconded by Council Member Schwarz.

Council Member Carey thanked the election volunteers.

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

The motion carried 4 - 0

3.C. Recognition of Service to Mayor Pro Tem Paul Maddock and Council Member David Schwarz

Mayor Buesinger expressed gratitude for all volunteers, and said that it is a thankless job.

Mayor Pro Tem Maddock said that many years ago he was asked to run for City Council by then Mayor Davis because he was involved as a citizen. He said that he wanted to be involved in the renovation of the city's infrastructure including water, sewer and street projects. Mayor Pro Tem Maddock stated that there is always more to be done. He said that City Hall operations was a mess but over the years city administration has developed a healthy budget and is providing community resources. He also said that the Civic Club events as well as volunteer committees, boards, and commissions work without pay nor recognition to make the city a better place to live. He said that the Spring Valley Police Department and the Village Fire Department have always been community oriented and applauded their emergency response. Mayor Pro Tem Maddock said that though he was thanked for his service he would like to thank the city because the opportunity to serve gives you the feeling that you make the world a better place, and there is nothing like that. He

stated that the citizens and residents have a wonderful place to live and it took a lot of work to get Hilshire Village to its current state and will continue to take a lot of work, and he looks forward to the continued progress.

Council Member Schwarz said that in his four (4) years of service, he has learned a lot. He thanked the fire department and police department for their exemplary service. He stated that he is proud to live in the city and thanked City Attorney Bounds and Susan Blevins for their efforts, adding that the current staff is doing a great job. He said he looks forward to seeing the new council members in action and that he supports the decisions council made. He thanked the other council members for servicing with integrity and making necessary decisions even when difficult and unpopular. Council Member Schwarz thanked Mayor Buesinger for being the city's leader as well as his service on the fire commission.

3.D. **Recognition of Service to Election Judge David Hay and all of the Election Workers**

3.E. **Administer Oaths of Office for Two (2) Council Members:**

Mayor Buesinger administered the Oath of Office to Andy Carey and Mark Huber.

3.F. The new council members took their position at the dais.

4. REPORTS TO COUNCIL

4.A. **Police Report:**

Chief Schulze said that there were 744 calls for service, and 17 violations were cited. He said that there was a theft of construction materials on Guinea Drive, and the Flock license plate reader camera system was utilized to identify a vehicle. Chief Schulze said that the vehicle has distinguishing marks and now is on the alert list. He added that the Spring Branch District is not saturated with the cameras yet, but they will remain vigilant. Council Member Huber said that the theft was at his new house under development, and was thankful for the responding officers who took the incident very seriously.

Chief Schulze said that the Flock cameras were also used to identify a vehicle involved in a hit-and-run in Spring Valley.

Council Member Carey asked about the escaped convict from Mississippi that was captured by Spring Valley Police. Chief Schulze said that officers worked with the Marshal's office, and the suspect was eventually arrested at Northwest Memorial Hospital.

Council Member Carey said that he heard of a homicide at Long Point and asked if there were additional details on that incident. Captain Schulze said that the City of Houston is in charge of that investigation.

4.B. **Building Official Report:**

Secretary Stephens said that there are no outstanding items to discuss, and the Council did not have any questions.

4.C. **Engineer Report:**

Engineer Vasquez said that they continue to review drainage plans for new construction and parking pads.

Pine Chase Grove Water Vault area: Engineer Vasquez said that a quote was received which will be given to Mayor Buesinger for review and approval. Engineer Vasquez said that property owners will be advised of updates as they develop.

Hilshire Green Paving, Drainage & Utility Improvements: Engineer Him said that he appreciates the support that Maddock and Schwarz have provided in the improvements of the city's infrastructure and he congratulated the elected council members. Engineer Him asked if Council would like to table this issue until next month, as Council Member Gordy was absent and to give Council more time to review the proposal.

Wirt Road Safety Project/Interlocal Agreements: Engineer Him said that he presented the sidewalk design including potential obstacles to citizens at the community meeting on May 4th. He discussed two (2) items with the council:

1. Engineer Him said that a notice should be provided to relocate landscaping and improvements in the right-of-way allowing property owners an opportunity to address said items. He stated that for improvements in Hilshire Village rights-of-way, the city will not replace items that need to be moved or removed. Engineer Him said that irrigation lines can be cut and capped, and the property owners would need to hire a licensed irrigator to reestablish those connections. However, he said, the sidewalk does not lie in a Hilshire Village right-of-way, but instead the City of Houston. Council Member Crawford asked what is involved in restoration. Council Member Carey and Mayor Buesinger said that the city should continue the historical precedence of the homeowner's responsibility to remediate or restore areas affected by capital improvement projects.
2. Engineer Him said that after the survey was processed it was discovered that the School of the Woods did not dedicate the same ten (10) foot easement as the rest of the properties, therefore requiring coordination with the City of Houston. He stated that a dedicated easement, or property agreement with the School of the Woods will be needed. He said that if a dedicated easement is required then that delay will affect construction deadlines. Attorney Bounds suggested a sidewalk easement between the City of Houston and the School of the Woods.

Engineer Him said that he received an email from Council Member Gordy who asked why the sidewalk did not continue to the south side of Hickory Shadows Park leading to the I-10 feeder road. Engineer Him said that TxDot would need to allow the sidewalk because of the location of the right-of-way in that area.

He said that there is a stone walkway behind the bushes that leads to the park from the south, and that there is a likely possibility that the tree on the corner will be impacted if a new sidewalk were installed. The council discussed reviewing the existing stone walking path with Council Member Gordy for further opinion.

Council Member Carey said that Harris County had shown previous interest in funding landscaping. Engineer Him said that any vegetation will have to be assessed so that the root system does not affect the sidewalk in the future.

- 4.D. **Fire Commissioner's Report:** Mayor Buesinger said that the department conducted a walkthrough of the first received **new ambulance** which will be outfitted with equipment before putting it in service. He said that the second new ambulance is expected in the next week, but would be shown at an EMS tradeshow first.

Mayor Buesinger said that the **annual audit** is still in progress, and the fire department is reaching bookkeeping and accounting firms and comparing those with Quickbooks software.

Motorola will be providing a quote for installation in a few weeks.

Chief Miller said that the **ISO survey** took place today, and he is expecting the department to maintain its Class 1 status. Chief Miller explained that there is a committee in New Jersey that reviews all Class 1 designations and verifies the class assignment. He stated that the department has a survey in place which should maintain a good standing for the next 5 years. He added that the renewal period was shortened from 10 years.

Mayor Buesinger said that the commission will be discussing a new **organizational chart** at tomorrow night's meeting. He said there is an opportunity to hire four (4) new fire medics and hire one new dispatcher, totaling to 54 employees. Mayor Buesinger said that the decision will raise salary expenses but should result in a reduction in overtime costs. He said that the goal is to get the budget wrapped up and able to be presented to the cities by June for discussion and approval.

Mayor Buesinger stated that it was discovered that the **response time reports** included canceled and canceled en-route calls, skewing the results. Chief Miller said that when he runs the reports, he has to manually set parameters and wants to limit mistakes by making that process automated.

Chief Miller said that two (2) **firefighters experienced minor burns** while assisting the City of Houston with an apartment fire at Bingle and Hammerly. He said the firefighters went inside the building and came into contact with some melted materials which burned their hands through the gloves. Chief Miller said that both were able to be bandaged and will return to duty soon. He said that he is thankful for good equipment that lessened the effects of these injuries.

Chief Miller said that in April there were a total of five (5) incidents in Hilshire

Village; two (2) fire calls, two (2) EMS calls and one (1) non-emergency. He stated that the average response time is six (6) Minutes and seven (7) seconds, still under the national average.

Chief Miller said that the **Fire Station Roof** looks to finally be getting traction a council member at Spring Valley took over, and they are hoping to finalize the roof before hurricane season.

Chief Miller said that the **2023 Budget** is under development and that some items might need to be put off until 2024. Amends are coming and to reduce costs some items will be pushed to future dates. After the 2024 budget is approved, he'll begin to work on 2025, so that there is a plan in place to continue to run the department efficiently and as inexpensive as possible.

5. DISCUSSION AND POSSIBLE ACTION

5.A. Discussion and Possible Approval of the City of Hilshire Village Resolution #2023-246 appointing a Mayor Pro Tem.

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

Mayor Buesinger said that he spoke with Council Member Gordy who expressed that he is constrained on time. He said that he then reached out to Council Member Andy Carey who agreed to take the position.

Council member Carey said that he can't imagine the position as Mayor Pro Tem to be cumbersome, however, if that's not the case he is committed to stepping up and addressing whatever needs to be met despite time commitments.

Voting Yea: Council Member Crawford, Council Member Carey, Council Member Huber

The motion carried 3 - 0

5.B. Discussion and Possible Approval of the City of Hilshire Village Resolution #2023-247 appointing Bank Signatories as the Mayor, Mayor Pro Tem, and Council Member Gordy.

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

Voting Yea: Council Member Crawford, Council Member Carey, Council Member Huber

The motion carried 3 - 0

5.C. Discussion and Possible Action Authorizing the Mayor to execute a contract between the City of Hilshire Village and Spring Branch Independent School

District to assess and collect ad valorem taxes for a period of two (2) years, beginning on 1st day of September 2023 and ending on the 31st day of August 2025

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

Council Member Huber asked if the contract can be extended for more than two (2) years at the same rate. Secretary Stephens said that she believed that two (2) years was the longest that the district would agree to, but that she would ask.

Council Member Crawford amended the motion to authorize the Mayor to execute a contract between the City of Hilshire Village and Spring Branch Independent School District to assess and collect ad valorem taxes for a period of two (2) years, not to exceed a period of five (5) years.

Voting Yea: Council Member Crawford, Council Member Carey, Council Member Huber

The motion carried 3 - 0

5.D. Discussion and Possible Approval of Village Fire Department 2023 Budget Amendment 2023-03 for the Annex Roof

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

Mayor Buesinger said that after a discussion with the consultant, the commission unanimously approved this plan including the cost of the annex roof retrofit. He said that Hilshire Village's share is \$5,520 and most of the other cities have already approved it. Mayor Buesinger said that the existing roof is old and needs replacing. Council Member Crawford asked what the life expectancy of the new roof is, Chief Miller said about 20 years.

Voting Yea: Council Member Crawford, Council Member Carey, Council Member Huber

The motion carried 3 - 0

5.E. Discussion and Possible Action Authorizing the Mayor to Execute an Agreement with Susan Blevins for Consulting Services

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

The council discussed recommendations from Council Member Elect Cooper regarding confidentiality, indemnification, and intellectual property. Attorney Bounds confirmed that he reviewed the suggestions and did not have any issues with them. Council Member Carey amended the motion authorizing the Mayor to execute an

agreement with Susan Blevins for consulting services including suggested clauses for confidentiality, indemnification, and intellectual property.

Voting Yea: Council Member Crawford, Council Member Carey, Council Member Huber

The motion carried 3 - 0

5.F. Discussion and Possible Authorization for Engineering Services for the Hilshire Green Paving, Drainage & Utility Improvements Project

Engineer Him said that he provided this information to the council the morning of the council meeting and council agreed that more time was needed to discuss and review the design.

The council agreed to table the item until the next regularly scheduled meeting.

5.G. Discussion and Possible Approval to Negotiate Pricing With a Utility Service Operator

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

Mayor Buesinger said that the pricing received from Municipal Operations & Consulting appeared to be similar to the new pricing proposed by Inframark, but the line items do not match making comparison difficult. The council discussed preparing a set list of services for pricing requests.

Council Member Huber asked if Council was satisfied by Inframark's service because as a resident/customer he wasn't sure how they continue to operate just based on billing. City Secretary Stephens said that Inframark's service providers were great but the office and administrative side was the larger department and wasn't sure how Hilshire Village fits in the grand scheme of things. Council Member Huber asked if the quality of service would be high enough and what would be the level of service on the city side if we change providers and if it is worth the hassle. City Secretary Stephens said that our city is small and unique and our service contract would be different. Council Member Crawford said that researching sample billing, and other city references about the potential providers would be great prior to further discussions. The Mayor requested that Secretary Stephens send the questionnaire form to Precision Utility Operators.

The council agreed for Secretary Stephens to create a pricing framework, and tabled the item until the next regularly scheduled meeting.

6. CONSENT AGENDA

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

6.A. Disbursements

6.B. Check Registers

Voting Yea: Council Member Crawford, Council Member Carey, Council Member Huber

The motion carried 3 - 0

7. DISCUSSION AND POSSIBLE ACTION

7.A. Discussion of Draft Ordinance Regarding Public Tree Care and a 5-Year Plan

Secretary Stephens said that this ordinance is almost the same as the sample ordinance provided by the Arbor Day Foundation for the Tree City USA Certification. She stated that Clerk Ray added in a provision requiring stump grinding for any tree removed by the city in the right-of-way. Secretary Stephens stated that the plan is to implement the education and outreach ideas before scheduling a tree giveaway, as the tree board still needs to be formed.

Secretary Stephens explained that she had already spoken with the City's Arborist, who has experience developing this ordinance for the City of Piney Point Village and consults with a well-respected arborist whom Clerk Ray also knows. She said it is the intention to have the City Arborist as a member of the Tree Board.

Council Member Carey asked where the funding for the arborist inspections would come from. Secretary Stephens said that she and Clerk Ray had discussed increasing the fee for tree removal permits and applying a portion of those proceeds to the Public Tree Fund. She also said that donations will be accepted and there may be an opportunity to create a tree trust, funded by tree removals which are not counted as part of the minimum required per lot.

Nancy Friedman, Pine Chase Grove, asked if proposed state legislation might affect the City's ability to regulate trees and charging for the permit. Attorney Bounds said that there are some bills that are left in committee and that he doesn't think they will pass. Mrs. Friedman said that when the Planning and Zoning Committee was working on the current residential tree ordinance, they decided that the permit fee should not be a deterrent, and worried that increasing it would cause removals without permits. She asked if there are fines or fees for non-compliance. Council Member Carey suggested that in the creation of the tree board, there may be an opportunity to assess current tree counts.

Robert Byrne, Bridle Spur Lane, said that planting trees in the utility easement on Wirt Road is risky because at any time CenterPoint could come cut them down. He said that the planning and zoning committee removed easements from the square footage calculation determining the minimum tree count. He stated that the Tree Board should manage the desires of citizens to keep the canopy intact. Mr. Byrne stated that the City isn't enforcing the existing tree ordinance, and that a tree was cut down to a stump on Pine Chase Grove which hasn't been replaced.

8. REPORTS TO COUNCIL

- 8.A. **Mayor Buesinger's Report:** Mayor Buesinger thanked all of the voters and said that he was proud of Hilshire Village citizens for the turnout. He said that the Civic Club gathering in the Pine Chase Grove cul-de-sac was successful and he was glad to see all that attended.

Council Member Crawford said that despite the earlier comment about voter turnout, he was pleased with the increased voter participation, and hopes that the trend continues.

- 8.B. **City Secretary's Report:**

Secretary Stephens asked if there were any questions about the complaint log, there were none.

Secretary Stephens said that she received the HCAD 2023 Certified Estimates, which are not actionable at this point because they will change, but that it was good information to have.

Nancy Friedman, Pine Chase Grove, said that as a regular election volunteer, she appreciated Secretary Stephens' knowledge of election procedures.

- 8.C. **City Treasurer's Report:**

Secretary Stephens said that the City of Houston's Increase in Water and Wastewater Rates was anticipated and the budget should not be adversely affected. Council Member Carey said that the price increase was part of a plan approved years ago to fund the City of Houston's aging infrastructure. He said there are more rate increases expected.

Council Member Crawford asked Secretary Stephens for an updated timeframe for the CenterPoint LED Street Light Upgrade.

9. ADDITIONAL COUNCIL COMMENTS

10. FUTURE AGENDA TOPICS

Discussion of the Wirt Road Safety Project

Easement with the School of Woods

Council Member Carey said that he would like to discuss the details of the loan maturity schedule in preparation for the Hilshire Green Capital Improvement Project.

Secretary Stephens said that the Public Tree Ordinance should be ready for approval at the next meeting.

11. ANNOUNCEMENTS

12. ADJOURNMENT

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

Voting Yea: Council Member Crawford, Council Member Carey, Council Member Huber

The motion carried 3 – 0.

The meeting was adjourned at 8:43 P.M.

ATTEST:

Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary