



Regular Council Meeting Minutes

Tuesday, October 15, 2024 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. CALL TO ORDER: Mayor Buesinger called the meeting to order at 6:30 PM.

1.A. Invocation was given by Council Member Cooper.

1.B. Pledge of Allegiance

1.C. PRESENT

Mayor Bob Buesinger
Council Member Justin Crawford
Council Member Mark Huber
Council Member Kristi Cooper

ABSENT

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, Joe Morrow (Hilltop Securities), City Secretary Stephens, and City Clerk Ray.

2. CITIZEN'S COMMENTS: None

3. REPORTS TO COUNCIL

3.A. Spring Valley Police Report: For the month of September, there were 780 calls for service, 20 traffic stops, and 38 citations. There were 52 house checks. Officers Menchaca and Spriggs conducted an assessment at the School of the Woods High School for active shooter training.

3.B. Fire Commissioner's Report: Chief Miller introduced the new finance administrator and provided updates on equipment and operations. Ladder 1 has returned from a pump transfer case repair, but a transmission issue still needs to be addressed before completing the pump test. Engine 2 has a starter problem and will be repaired once Ladder 1 is back in service. In September, there was 1 fire and 6 EMS calls, with an average response time of 5 minutes and 27 seconds. The main station roof has been completed, and a satellite has been installed to back up cell communications. Live fire training is underway, with one shift participating this week and others to follow. CenterPoint is installing a dedicated electrical line to minimize storm-related outages for the nearby residential area. Chief Miller reported receiving a FEMA award of approximately \$10,800 for expenses related to food, overtime,

and generator costs, although the true cost was closer to \$14,000. Mayor Buesinger noted that a later agenda item would address moving more than \$10,000 between accounts but clarified that no additional funds are being requested. He also announced an active investigation by the Memorial Village Police Department into allegations that a former employee misused Fire Department funds for unauthorized purchases.

3.C. Engineer's Report: Engineer Him provided updates on ongoing projects:

Drainage Easement at 1307 Friarcreek: A discussion with property owner Mr. Archer addressed concerns about cracks undermining retaining walls due to water velocity. Proposed solutions include reinforcing sharp turns in the easement and using a polyurethane sealant to address cracks. The property owner and neighbors support these plans, and exhibits will be prepared for contractor quotes.

1209 Pine Chase Drive: Significant erosion at the outfall pipes requires a new headwall, and slop paving near the driveway will be replaced. This project will be coordinated with the Friarcreek drainage improvements.

Hilshire Green Drive: The 100% design plan is on track for October 25, with construction expected in January. Contractor selection will be presented at the December 17 Council meeting. Engineer Him recommended a part-time supervisor for the project and noted tree protection measures are being adjusted.

LSLI Survey: The survey was accepted by TCEQ, identifying four galvanized pipe locations requiring replacement within 10 years. Notifications will be sent to affected property owners, and federal funding opportunities for property owner reimbursement will be researched.

Street Repairs: A defect at Burkhart and Guinea was resealed but will be monitored under warranty before replacement is considered.

TCEQ MS4: Application forms are being populated for submission by the February 11, 2025, deadline.

Wirt Road Sidewalk: The City of Houston is reviewing the 90% plan, with comments expected by October 28. Tree mitigation plans are underway, and discussions with a property owner about removing a private tree will be initiated.

3.D. Building Official's Report: There were 15 permits issued in the month of September, 38 inspections completed. There were no new homes started in the last few months.

3.E. Mayor Buesinger's Report: National Night Out attendance was good at Mallie Ct. Springe Valley officers were in attendance as well as Fire Chief Miller. The Villages Recycling Event will take place on October 26, 2024. October 31 the annual Halloween night out will be held on Archley Drive.

3.F. City Secretary's Report: Secretary Stephens said the call log for September was short. There are a few communications lines down that City staff is following up with the providers to get repaired.

Council member Crawford asked about the eroding no-parking zones on Ridgeley. Secretary Stephens said that a number of solutions are being explored including potentially working the Spring Valley to install “no parking” signs.

3.G. City Treasurer's Report: Secretary Stephens reported that the final budget projections for Fiscal Year 2024 are approximately 90% complete, with a few invoices still pending. The general fund exceeded revenue expectations, while the utility fund brought in less revenue but also incurred lower expenses. She noted that some funds, such as those allocated for ditch regarding, will be carried over into this year’s budget.

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 September 17, 2024.

4.C. Approve Check Registers September 2024.

4.D. Approve a proclamation recognizing Arbor Day to be November 1st, 2024.

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

The motion carried 3-0.

5. DISCUSSION AND POSSIBLE ACTION

5.A. Discussion and possible approval of Village Fire Department 2024 Budget Amendment 2024-01. The proposed amendment will not result in additional assessments.

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

Council member Crawford noted that health insurance costs decreased. Chief Miller confirmed that the insurance carrier changed. Base salaries were down and over-time was up due to short staffing. Mayor Buesinger said that accounting services changes were not anticipated expenses in the budget. A financial consultant was hired last year at an unbudgeted expense of \$16,000. Funds are being transferred for these non-budgeted items but the net effect is no additional funds are required.

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

The motion carried 3-0.

5.B. Discussion and possible approval of Ordinance No. 843-2024 authorizing the issuance of 'City of Hilshire Village, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2024'; levying an ad valorem tax; pledging certain net revenues; authorizing the execution of a transfer and paying agency agreement; and addressing other related matters.

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

Joe Morrow from Hilltop Securities presented the City's final credit rating, which is a double A—the same as the City of Houston. This strong rating reflects Hilshire Village's good financial management and conservative budgeting practices, which have resulted in small annual surpluses. Council Member Crawford acknowledged the rating reflects both past and current efforts by the Council.

The City is required to send its annual audit to a secure online repository to meet disclosure rules, allowing investors and rating agencies to review the City's finances and maintain the credit rating.

Five bids were submitted for the City's financing, and the winning bid was awarded to Robert W. Baird & Company with a low-interest rate of 1.38599%.

Council Member Huber asked where the funds will go once received, and Council Member Crawford asked about investing. Mr. Morrow explained that loans under \$5 million have a 3-year exemption from certain rules, making that possible.

The motion was amended to insert the name of the awardee, Robert W. Baird & Company, in the ordinance and related documents.

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

The motion carried 3-0.

5.C. Discussion and possible authorization to proceed with Bidding Phase and Construction Administration Services, as well as Construction Phase Additional Services such as Construction Observation (Full-Time or Part-Time), Record Drawings and Miscellaneous Expenses associated with the Hilshire Green Paving, Drainage & Utility Improvements Project.

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

The Council did not have questions or comments.

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

The motion carried 3-0.

5.D. Discussion and possible authorization for Engineering Services for the Hickory Shadows Paving, Drainage & Water Line Improvements Project. (HDR Engineering)

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

The Council did not have questions or comments.

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

The motion carried 3-0.

6. FUTURE AGENDA TOPICS

The next council meeting will be on November 19th, 2024 at 6:30 p.m.

Finance Policy

Amendment to Building Official Contract Services for Code Enforcement

Villages Mutual Insurance Cooperative Board 2025 Insurance Carrier Recommendation

7. ADJOURNMENT

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

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

The motion carried 3-0.

The meeting was adjourned at 8:17 PM.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary