



Regular Council Meeting Minutes

Tuesday, May 20, 2025 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. CALL TO ORDER Mayor Buesinger called the meeting to order at 6:31 PM.

1.A. Invocation was given by Council Member Crawford

1.B. Pledge of Allegiance

1.C. PRESENT

Mayor Bob Buesinger
Council Member Mike Gordy
Council Member Justin Crawford
Mayor Pro Tem Andy Carey
Council Member Elect Matthew Butts

Also Present: City Attorney Bounds, Olson & Olson, Spring Valley Police Department Sgt. Spriggs & Lt. Menchaca, HDR Engineer Him, Village Fire Department Deputy Chief Witt, City Secretary Stephens and Assistant City Secretary Ray.

ABSENT:

Council Member Mark Huber
Council Member Kristi Cooper

2. CITIZEN'S COMMENTS None.

3.D. OUT OF ORDER: Oath of Office was administered to Matthew Butts for Council Member, Position 5.

3. CONSENT AGENDA

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

3.A. Approve Minutes from the Regular Council Meeting April 15, 2025

3.B. Approve Check Registers April 2025

3.C. Recognition of Service to Council Member Kristi Cooper

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

The motion carried 4-0

4. REPORTS TO COUNCIL

4.A. Spring Valley Police Report

Lieutenant Menchaca introduced two new night shift officers Gomez and McDaniel. The month of April's activity report showed a total of 938 calls for service, 795 business checks, and 48 house watches. Additionally, officers conducted 17 traffic stops, which resulted in 36 citations.

A discussion was held regarding a recent aggravated robbery at Big Little School. Authorities believe the incident was opportunistic and not linked to local residents. In response, officers planned to increase patrols and maintain a heightened presence around the school. A citizen also raised a concern about possible solicitors on Bridle Spur. Citizens were advised to contact the Spring Valley Police rather than approach or confront the individuals directly.

4.B. Fire Commissioner's Report

Deputy Chief Miller provided an update on recent activities, reporting two fire calls and two EMS calls in Hilshire Village, all of which were responded to within standard response times. He also mentioned that one firefighter is still recovering from a previous injury. Additionally, the Fire Commission is scheduled to meet the following evening to discuss the department's budget. Chief Miller has confirmed his plans to retire at the end of the year; a selection committee has already been established to begin the process of finding his successor.

4.C. City Engineer's Report

1209 Pine Chase Drive Drainage Easement: the notice to proceed was issued to the contractor in late April, the project is now pending contractor scheduling.

Friarcreek Lane Drainage Easement: An on-site assessment was conducted with the contractor. Based on the findings, it was recommended not to use a drop manhole structure, but instead to consider an engineered, reinforced gradual step-down into the creek. A detailed topographic survey is being requested for approval later in the agenda in order to begin the design work.

Hilshire Green Drive Capital Improvement Project: Final concrete pours are currently underway, pending weather. Once paving and driveway reconstruction is finished, concrete curbs and site restoration will follow. As of May 2, 2025, the contractor has used 64% of the contract time but completed 78.64% of the work, indicating they are ahead of schedule and anticipate substantial completion by the end of May—about a month early.

Wirt Road Sidewalk: HDR is still awaiting a response from Harris County Precinct 3 to coordinate construction and select a contractor. All other outstanding items have been resolved for permitting. Council Member Gordy asked for Engineer Him to remain diligent in coordinating with the County.

Hickory Shadows Drive Capital Improvement Project: The public meeting was well-attended by citizens. Final plans are expected by June 5, with bidding to follow and contract award anticipated in August.

Pine Chase Grove: The water meter vault coordination with the City of Houston on wiring and panel relocations is ongoing.

Ditch Grading: Quotes have been received and reviewed, with Experts Underground Solutions quote aligning with historical lower pricing. Council Member Gordy asked how the regrading limits will be established. Engineer Him responded that surveys of each area will be reviewed before the work begins.

4.D. Building Official's Report

In April, 13 permits were issued and 43 inspections conducted, with 7 resulting in failures. Mayor Pro Tem Carey inquired about the outcome of the ZBOA appeal for 7906 Hilshire Green's rear yard enclosure. City Secretary Stephens and Attorney Bounds explained that setbacks were the primary concern, but the ZBOA offered alternative solutions to create a similar environment without encroaching on the property lines.

4.E. Mayor Buesinger's Report

The Mayor reported that the Memorial car and truck parade for graduating seniors went well and there was a nice presence from the Police Departments and Village Fire. He explained that the parade started during COVID when social distancing was required, but has become a fun tradition and a great opportunity for the community to show their support.

4.F. City Secretary's Report:

Secretary Stephens reported receiving multiple complaints about the three light fixtures that were installed on the southern end of Pine Creek. The residents directly adjacent from the light fixtures complained that the light was excessive. Secretary Stephens explained that a notification to the residents was not sent as the poles are located in the rear of the commercial district. The Mayor and Council paused the meeting and walked to Pine Creek to assess the lights.

4.G. City Treasurer's Report

Secretary Stephens provided the preliminary estimate for property valuation from Harris Central Appraisal District, which reflected an increase from the prior year.

5. CONSENT AGENDA

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

5.A. Approve Disbursements

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

The motion carried 4-0

6. DISCUSSION AND POSSIBLE ACTION

6.A. Discussion and possible action regarding the newly installed street lights on Pine Creek Lane.

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

Secretary Stephens reported that several Pine Creek Lane residents expressed concern that the new lighting was excessive, particularly given the street's low vehicle traffic. She stated however, that there is more foot traffic than vehicles and before these were installed it was very dark. The footbridge at the end of the street is regularly used by both Hilshire Village and Spring Valley residents. Although Council members had not yet viewed the new lights in person, they questioned whether three lights might be too many for the small area.

The motion was amended to lay the discussion of Agenda Item 6.A. on the table.

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

The motion carried 4-0.

6.B. Discussion and possible authorization of payment to Experts Underground , LLC Invoice for Construction Services provided to the City for the Hilshire Green Paving, Drainage & Utility Improvements Project, Invoice #3 in the amount of \$134,264.69

Motion made by Council Member Gordy, Seconded by Mayor Pro Tem Carey

Council Member Gordy asked if any residents had issues or complaints. Engineer Him said there were two incidents at the same address where the water service was cut off but the contractor contacted the property owner and resolved the problems in the field. Mayor Pro Tem Carey said the contractor overall did a great job and traffic management could be handled differently in the future for high traffic times of day.

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

The motion carried 4-0

6.C. Discussion and possible authorization of a request from HDR Engineering, Inc. for supplemental funding of \$30,000.00 (on an hourly basis) from the previously budgeted Construction Observation Services task. The original budget for full-time inspection was \$134,719.00, but the City authorized \$67,359.50 for part-time inspection. This additional funding is necessary to complete the Construction Management and Construction Observation Services for the Hilshire Green Paving, Drainage, and Utility Improvements Project.

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

Engineer Him stated that there were a few weekends and situations that required more monitoring than anticipated.

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

The motion carried 4-0

6.D. Discussion and possible authorization to perform Topographical Survey Services for the 1303 & 1307 Friarcreek Drainage Easement by Landtech, Inc. for a not to exceed amount of \$12,800.00

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

Engineer Him explained that a topographical survey was needed to delineate the easement boundaries prior to design and pricing the improvements. The surveyor will likely need to access through the water way due to the steep terrain.

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

The motion carried 4-0

6.E. Discussion and possible authorization to award City-Wide Ditch Cleaning & Regrading work to Experts Underground Solutions (EUS), the Contractor with the lowest responsive quote, for a total amount of \$52,135.00.

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

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

The motion carried 4-0

6.F. Discussion and possible action regarding potential adjustments to generator setback standards.

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

City Secretary Stephens explained there was current proposed legislation that potentially alters the City's ability to require side setback for generators. Attorney Bounds advised to revisit the topic after the May 31st legislative session closed.

The agenda item was postponed until after the deadline for Governor's signature on July 2, 2025.

6.G. Discussion and possible approval of City of Hilshire Village Ordinance #846-2025 establishing changes to the existing No Parking Zones.

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

Due to a technical error, the ordinance was not included in the packet and therefore not ready for approval.

The agenda item was tabled until next month's regular council meeting.

8.A. OUT OF ORDER: Discussion and possible action to accept the resignation of Council Member Huber.

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

The Mayor and Council accepted the resignation of Council Member Huber and expressed their sympathy and concern for his wife's medical condition.

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

The motion carried 4-0

The Mayor and Council recessed to Pine Creek Lane in order to view the newly installed streetlights in person at 8:40 P.M. Mayor Buesinger reconvened the meeting to take Agenda Item 6.A. from the table.

6.A. OUT OF ORDER Discussion and possible action regarding the newly installed street lights on Pine Creek Lane.

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

The Council discussed that the light at the end of the street should remain for safety reasons, while the middle light may be excessive for the area. Secretary Stephens said that it was confirmed with CenterPoint that the current lighting is the lowest wattage available from CenterPoint, and while shielding was considered, CenterPoint advised that it could result in unintended consequences, such as casting shadows.

There were also questions about whether the impact to neighbors could be reduced by lowering the height of the fixtures. Council discussed that most existing lights throughout the Village are installed on property lines and spaced farther apart, which differs from the closer spacing seen on Pine Creek. Additionally, Pine Creek's unique characteristics—such as a narrower right-of-way and shorter building setbacks—were cited as factors that make the current lighting feel more obtrusive.

As a result of the discussion, Council agreed to move forward with a request to CenterPoint to remove the middle streetlight. City staff will also contact CenterPoint to explore options for lower mounting heights and alternative fixtures.

The motion was amended to proceed with the removal of the middle lamp and to investigate fixture adjustments.

Voting Yea to the amended motion: Council Member Gordy, Council Member Crawford, Mayor Pro Tem Carey, Council Member Butts

The motion carried 4-0

7. EXECUTIVE SESSION

7.A. City Council will adjourn into executive session to discuss personnel matters as authorized by Texas Government Code Section 551.074.

The Council retired into Executive Session to discuss personnel matters in accordance with Texas Government Code Section 551.074.

The session was held to consider the appointment of a City Council Member.

Council reconvened at 9:10 P.M.

8. DISCUSSION AND POSSIBLE ACTION

8.B. Discussion and possible action to appoint a new Council Member to Position 4.

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

After discussion, The Mayor and Council decided to appoint David Schwarz after considering his previous experience on Council and willingness to serve the community.

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

The motion carried 4-0

9. FUTURE AGENDA TOPICS

Water meter replacement financing
IT vendor recommendation to Council
Budget workshop calendar
Plan review and permit fees discussion

10. ADJOURNMENT

Mayor Buesinger adjourned meeting at 9:16 P.M.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary