



Regular Council Meeting Minutes

Tuesday, December 16, 2025 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 Schwarz

1.B. **Pledge of Allegiance**

1.C. **Present**

Mayor Bob Buesinger
Council Member Mike Gordy
Mayor Pro Tem Andy Carey
Council Member David Schwarz
Council Member Matthew Butts

Also Present: City Attorney Hays, Olson & Olson, Spring Valley Police Department Spriggs and Menchaca, HDR Engineers Moylan & Him, City Secretary Stephens.

2. CITIZEN'S COMMENTS None

3. REPORTS TO COUNCIL

3.A. Spring Valley Police Report

The department reported that 98.22% of dispatch calls were answered within 15 seconds. During the reporting period, there were 1,119 calls for service, 10 traffic stops, 33 citations issued, one parking violation, and two soliciting citations. In response to burglaries in surrounding areas, residents were reminded to lock doors, set alarms, and ensure security cameras are operational.

5. PUBLIC HEARING (The agenda item was taken out of order for discussion)

5.A. Mayor Buesinger called to order the public hearing for the purpose of receiving testimony for or against granting a Specific Use Permit amendment, in accordance with the City's Zoning Ordinance, to Holy Cross Lutheran Church, located at 7901 Westview Drive at 6:36 PM.

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

Holy Cross Lutheran Church requested approval to amend its existing Specific Use Permit to allow installation of two outdoor refrigerated/freezer units for use by the Spring Branch Food Pantry.

Speakers in Support:
Jim Hughes, Board Secretary for the Spring Branch Food Pantry

Speakers in Opposition:
Andrew and Sandy Ray, Hilshire Village citizens

Mayor Buesinger closed the public hearing at 7:08 PM.

6. DISCUSSION AND POSSIBLE ACTION

6.A. Discussion and possible action to approve an application for a Specific Use Permit amendment to Holy Cross Lutheran Church, located at 7901 Westview Drive, for the purpose of adding new outdoor refrigerated units to be utilized for the Food Pantry.

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

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

Motion carried 4–0.

3. REPORTS TO COUNCIL CONTINUED

3.B. Village Fire Report

EMS billing was reported as ahead of projections. The department conducted CPR training for 246 participants over the year, with additional classes scheduled next year. The department also received stabilization and extrication training. A chimney fire on Archley caused by creosote buildup was contained, and residents were reminded of the importance of regular chimney cleaning. The ladder truck remains in the shop, with a late-summer pickup anticipated, after which it will be returned to town for final fittings.

3.C. City Engineer's Report

1209 Pine Chase & 1303/1307 Friarcreek Drainage Easement Improvements:
Construction at 1209 Pine Chase Drive has been completed with a final walkthrough and no punch list items identified; HDR is processing the invoice. For 1303/1307 Friarcreek Lane, HDR completed hydraulic modeling of Spring Branch Creek and will recommend a U-channel along the improved easement, along with three erosion-mitigation alternatives for the outfall segment. HDR also recommended re-delineation of the drainage easement to address encroachments.

Wirt Road Safety Project:

HDR resubmitted and delivered the Sidewalk Easement documentation to the Houston Permitting Center, which later requested additional notarized authorization documents and a minor form revision. The City is coordinating with The School of the Woods to complete these items.

Hickory Shadows Paving, Drainage & Water Line Improvements Project:

All design, bidding, and contract award milestones have been completed, with construction scheduled to start January 5, 2026. Contract documents were

executed, a pre-construction meeting was held, and a second public meeting was conducted for residents. HDR has reviewed 16 of 17 submittals and is coordinating completion of the remaining item prior to construction.

Pine Chase Grove Water Meter Vaults:

Construction was completed with a final walkthrough and no punch list items identified. The contractor will submit an invoice for review.

City-Wide Ditch Regrading & Cleaning:

Ditch regrading and resodding have been completed, and grout filling of reverse-grade culverts is underway to improve drainage. HDR is coordinating with residents and the contractor to address reported concerns and evaluating additional drainage requests, including Creekstone Circle and a segment of Glourie Drive, to provide final recommendations.

3.D. Building Official's Report

The building report was presented with no significant issues to discuss.

3.E. Mayor Buesinger's Report

Mayor Buesinger expressed appreciation for the community's attendance at the civic club holiday party and wished everyone a safe and happy season.

3.F. City Secretary's Report:

The 2026 City Holiday Calendar was presented and there were no significant issues to discuss on the call log.

3.G. City Treasurer's Report:

Monthly financials were presented; there were no significant issues to discuss.

4. CONSENT AGENDA

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

4.A. Approve Disbursements

4.B. Approve Minutes from the Regular Council Meeting November 18, 2025.

4.C. Approve November Check Registers

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

Motion carried 4–0.

6. DISCUSSION AND POSSIBLE ACTION CONTINUED

6.B. Discussion and possible approval to ratify changes to the Village Mutual Insurance Cooperative Board's recommendations to provide Dental Insurance for City employees for the 2026 calendar year.

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

The change would allow two dental plan options for the 2026 calendar year, as the previously selected provider offered only one, and it has been the cooperative's historical practice to provide options to enrollees.

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

Motion carried 4–0.

6.C. Discussion and possible action to approve Ordinance 853-2025 amending regulations related to artificial turf installation and use.

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

Council discussed artificial turf regulations, including engineer plan reviews, compaction and base materials, corner lot applications, size and use limitations, drainage impacts, and turf location. Staff was directed to conduct additional research for future discussion.

The agenda item was postponed to a future meeting. No vote was taken.

6.D. Discussion and possible action to approve Ordinance 854-2025 establishing a tree removal fee structure and related provisions.

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

Secretary Stephens explained that the current tree removal permit fee does not cover the cost of arborist inspections and requested a fee increase to recover the City's enforcement and follow-up inspection costs.

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

Motion carried 4–0.

6.E. Discussion and possible action to approve Ordinance 855-2025 amending permit expiration and renewal provisions.

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

Secretary Stephens explained that the ordinance establishes shortened permit timeframes for smaller renovations, remodels, and additions, with even shorter periods for minimal-impact permits, allowing for more effective administrative follow-up on delayed or stagnant projects.

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

Motion carried 4–0.

6.F. Discussion and possible action to approve Ordinance 856-2025 ordering the May 2, 2026 general election for the positions of Mayor, Council Position 1 and Council Position 2.

Motion made by Council Member Schwarz, Seconded by Council Member Butts

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

Motion carried 4–0.

6.G. Discussion and possible action to evaluate street lighting needs and consider installation of lamps on existing poles.

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

Council reviewed street lighting efforts, identified existing poles without lights near active fixtures, and discussed proposing lighting for addresses undergoing construction and developing new easements with willing property owners. Staff was directed to contact CenterPoint, explore grants or incentive programs to offset easement dedication costs, and pursue additional opportunities as they arise.

The agenda item was postponed to a future meeting. No vote was taken.

7. FUTURE AGENDA TOPICS

Continuation of Street Lighting discussion
Continuation of Artificial Turf discussion
E-Bikes & Spring Valley Police safety training

8. ADJOURNMENT

There being no further business to come before the Council, Mayor Buesinger adjourned the Regular Council Meeting at 9:00 PM.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary