



# Regular Council Meeting Agenda Minutes

Tuesday, January 23, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

---

1. Mayor Pro Tem Carey called to order the Regular Council Meeting January 23, 2024, at 6:29 PM

1.A. Mayor Pro Tem Carey gave the Invocation

1.B. Pledge of Allegiance

1.C. Present:  
Mayor Buesinger\*  
Council Member Gordy  
Mayor Pro Tem Carey  
Council Member Huber

\*Present remotely

Absent: Council Member Crawford, Council Member Cooper

Also Present Were: City Attorney Thomas Ramsey, Olson & Olson, City Engineer Him, HDR Engineering, Spring Valley Police Captain Lane and Sergeant Menchaca, and City Secretary Stephens

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

3. **REPORTS TO COUNCIL**

**3.D. Fire Commissioner's Report**

Interim Chief Miller has announced that Captain Swinner has returned to duty after recovering from an injury that had sidelined him last year. Captain Young has resigned from the department. Ladder 1 was involved in an accident with a van, resulting in a ruptured tire. A report on the incident has been filed.

The surplus ambulance has been sold, and the Fire Department has acquired a hand-me-down drone from the Memorial Villages Police Department. Croft and Johnson are currently undergoing training to obtain licenses for drone operation.

Major incidents in the area include a building fire in Houston and a house fire in Spring Valley. In December, Hilshire Village experienced three fire incidents and five EMS incidents, with an average response time of 5:43 minutes.

Projects at the fire station include the completion of the annex roof with touch-up work. Details are still being worked out for the main roof, and the previous contractor has offered reimbursement, allowing the department to hire someone else for the job as a change order.

A finance consultant began work on February 17th. Hydrant testing is going to start up again and will be completed in May. Tomorrow night, there will be a fire commission meeting.

### **3.A. Police Report**

Sergeant Menchaca provided a report indicating that in December, there were 872 calls, 750 business checks, 34 public relations engagements, and 14 traffic stops. On December 6th, a package theft occurred, but unfortunately, the video from the doorbell camera could not be obtained. Flock license plate reader cameras recorded 37,811 license plate reads in December.

Sergeant Menchaca mentioned that the on-board dash cams now include License Plate Readers (LPRs) that automatically record while driving. In the event of a hit, dispatch will be notified, and officers will receive notification on their cell phones.

The council did not raise any questions regarding the 2023 Racial Profiling Letter & Report.

### **3.B. Building Official Report**

City Secretary Stephens reported that there were no pending matters to discuss.

### **3.C. Engineer Report**

Engineer Him provided an update on plans currently under review.

**Hilshire Green Paving, Drainage & Utility** Engineer Him said that the scheduled survey is pending weather improvements and is expected to be ready in February.

**Pine Chase Grove Water Meters** Engineer Him reported that a meeting with City of Houston representatives had taken place, during which several topics were discussed. The City of Houston agreed to install bolts to secure the meter vault hatches. Hilshire Village has been granted permission to paint the hatches, and there are no objections to landscaping around the meter vaults. Re-grading the area is planned, and there is a request from the City of Houston to fence off the meter vaults during construction for protection from any heavy equipment. The relocation of control panels is possible, pending confirmation of any utilities in the way to run conduits. Calibration of the meters is supposed to occur annually by the City of Houston. Council Member Gordy advised to check when the last calibration was done.

**Pavement Point Repairs** Engineer Him said that CenterPoint representatives met with Engineer Vasquez to review the two areas of concern on Ridgeley Drive. CenterPoint agreed to schedule repairs to these areas.

**Wirt Rd Sidewalk** Engineer Him said that they are attempting to arrange a meeting

to discuss the comments from the City of Houston on the sidewalk design. These comments include keeping the sidewalk as straight as possible, exploring repairs to damaged curbs, and the City of Houston standard sidewalk width of six feet. Council Member Gordy is interested in updating the Harris County Commissioner with the project status, as well as discussing curb repairs with them. Engineer Him reminded the council that the ROW in front of the Hickory Shadows Park is owned by TxDOT and their approval is required if the sidewalk is to extend to the I-10 feeder road. Council Member Gordy highlighted the School of the Woods ROW as another consideration. He asked if there is a way to progress with the project while working on these conditions rather than postponing it further.

There was a leakage issue with the backflow preventer at Hickory Shadows, despite being adequately insulated. Quotes have been requested for both repairing and replacing the preventer, and these will be presented to the council for consideration.

**3.E. Mayor Buesinger's Report**

Mayor Buesinger said that the fire department concluded the year with expenditures below the budget.

**3.F. City Secretary's Report**

Secretary Stephens presented the Hilshire Village Annual Calendar highlighting the contract renewal periods with the local newspaper, the schedule for annual budget approval and audit, and various other community events and holidays.

**3.G. City Treasurer's Report**

Secretary Stephens stated that the quarterly financial reports for the fourth quarter of fiscal year 2023 and the first quarter of fiscal year 2024 are included in the consent agenda.

**4. CONSENT AGENDA**

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

**4.A.** Approve Disbursements

**4.B.** Approve Minutes from the Regular Council Meeting December 19, 2023

**4.C.** Approve Check Registers and Financials

**4.D.** Approve Quarterly Investment Report 4th Quarter FYE 2023

**4.E.** Approve Quarterly Investment Report 1st Quarter FYE 2024

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

The motion carried 3 to 0.

**5. DISCUSSION AND POSSIBLE ACTION**

**5.A. Discussion and possible approval of the City of Hilshire Village Ordinance 835-2024 for Fiscal Year 2022-2023 Budget Amendment #1.**

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

Secretary Stephens conveyed that there is no requirement for additional funds; instead, this involves a reallocation between funds within the same accounts.

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

The motion carried 3 to 0.

**5.B. Discussion and possible action to purchase an extended manufacturer's warranty for the newly acquired generator at City Hall.**

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

Council Member Gordy recommended the 10-year warranty superior coverage for only a slightly higher cost compared to the 7-year option.

Council Member Huber amended his motion to purchase the 10-year extended manufacturer's warranty as presented for the newly acquired generator at City Hall.

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

The motion carried 3 to 0.

**5.C. Discussion and possible action to increase or reposition street lights.**

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

The council discussed implementing the following strategy:

1. Engage with CenterPoint and HDR Engineering to collect information and conduct a survey to assess:
  - a) locations with existing poles, noting the side of the street where the pole is situated.
  - b) areas without poles, obtaining specifications and cost estimates from CenterPoint.
2. Reach out to residents living near these locations to gather their feedback. Highlight the importance of targeted lighting to meet specific needs without causing excessive illumination.
3. Inquire with CenterPoint about the current cobra lights' ability to provide full coverage and whether they can be adjusted.

No vote was taken.

**5.D. Discussion and possible action regarding public participation in council meetings by video calls.**

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

Secretary Stephens explained that while such incidents have not occurred during our in-person meetings, there have been instances in other cities of individuals disrupting video meetings and displaying graphic content. This discussion aims to determine whether the council wishes to restrict the visibility and audibility of individuals attending via videoconference.

The council decided to postpone the discussion on this matter until a full council can be convened.

No vote was taken.

**6. DISCUSSION**

**7. ADDITIONAL COUNCIL COMMENTS**

Mayor Pro Tem Carey asked for the batteries to be checked in the speed detector on Ridgeley Drive.

**8. FUTURE AGENDA TOPICS**

Ordinance for Ridgeley Drive No Parking Zone

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT**

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

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

The motion carried 3 to 0.

**The meeting was adjourned at 7:41 PM.**

ATTEST:

---

Andy Carey, Mayor Pro Tem

---

Cassie Stephens, City Secretary