



Regular Council Meeting Minutes

Tuesday, September 19, 2023 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. Mayor Buesinger called to order the Regular Council Meeting at 6:31 P.M.

1.A. **Invocation** was given by Mayor Buesinger.

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 Kristi Cooper

ABSENT

Council Member Mark Huber

Also present were: City Attorney Bounds, Olson & Olson, Engineer Him*, Engineer Vasquez*, HDR Engineering, Spring Valley Police Captain Lane, Lieutenant Menchaca, City Secretary Stephens, and City Clerk Ray.

*Present remotely.

2. CITIZEN'S COMMENTS

Sharon Birkman Fink, Glourie Drive, expressed concern over the loss of trees in the City over the years and encouraged the Council and community to invest in the future of the wooded environment.

3. REPORTS TO COUNCIL

3.A. **Police Report:** Lieutenant Menchaca said that in the month of August there were 640 calls for service. Of those 512 were business checks, 4 parking violations, 34 public relations and 29 traffic stops resulting in 27 violations. He said that there was a theft of construction materials on Ridgely Drive, but at this time there are no suspects. In September there was a vehicle stolen from Hilshire Green Drive where there are no License Plate Reader Cameras, and the investigation is ongoing.

Lieutenant Menchaca said that the department achieved reaccreditation after the intensive Texas Best Practice Audit.

- 3.B. **Building Official Report:** Secretary Stephens said that there are 7 new homes under construction. 24 permits were issued in August and 32 inspections were performed.

Secretary Stephens said that there is a new commercial tenant at 8399 Westview Drive who performs immigration services.

She said that she has received an application for an amendment to the Specific Use Permit for the Holy Cross Lutheran Church to expand the Spring Branch Food Pantry again. Additionally, the Terrace United Methodist Church is discussing upgrades to their building as well as the potential sale of a portion of their lot.

- 3.C. **Engineer Report:** Engineer Vasquez said that inspections and drainage plan reviews are ongoing and there were no significant items to discuss.

Mayor Buesinger asked about a Right-of-Way Permit on the construction log. Engineer Vasquez said that a permit is necessary for CenterPoint to install a new gas line. Engineer Him said that the contractor is responsible for restoration of any damages as part of the installation.

Engineer Him said that they have released the surveyor for the **Hilshire Green Capital Improvement Project**. Private utility information has been requested and once received, the redline design will be prepared.

Engineer Him said that the City of Houston had additional comments on the **Wirt Road Sidewalk** Interlocal Agreement. Those were reviewed and the City of Houston had it on today's agenda. Engineer Him said that he received a call from Jose Laguna following up on the concept design and confirmed that Patrick Nguyen is the person who will review the design specifications. He also asked for a status on the Real Estate Group on the School of the Woods right-of-way designation.

Engineer Him said that a quote was received to replace the **Pine Chase Grove Backflow Preventer** for \$7,500 and a repair quote has been requested. There was discussion about the relocation of a backflow preventer, and a decision was made not to relocate it. Instead, other solutions for reducing erosion from the flushing of equipment were considered. The Council asked for an estimate for a shield and fencing to protect the equipment and citizens.

Engineer Vasquez confirmed that the field survey has been received for Pine Chase Grove and is under review. This will help determine the boundaries of the easement.

- 3.D. **Fire Commissioner's Report:** Interim Deputy Chief Tim Miller gave the report on behalf of Interim Chief Miller. He said that repairs to a ladder rack are underway after a low hanging branch caused damages.

He said the department responded to an overnight fire at a restaurant from a meat smoker which was able to be put out quickly. In Hilshire Village there were 4 fire and 3 EMS calls with an average response time of 5:27, well under the standard response time.

He said that the Main Station Roof and Annex Roof projects are still under review

by the Fire Commission.

Secretary Stephens said that the City received 3rd Quarter Ambulance Funds and 4th Quarter is expected.

Council Member Cooper asked for an update on the search for a Fire Chief and the special audit. Mayor Buesinger said that both items are on the Commission's agenda for discussion.

3.E. **Mayor Buesinger's Report:** Mayor Buesinger did not have any outstanding items to report.

3.F. **City Secretary's Report:** Secretary Stephens said that several complaints regarding the water odor have been received, and that Inframark is working on water flushing and testing the residuals. So far, none of the water quality testing has indicated unsafe conditions. She said that technicians are dispatched to locations with extraordinary conditions and nearby hydrants are being flushed. Secretary Stephens said that Engineer Him and Engineer Vasquez are reviewing the hydrant flushing locations schedule to ensure that the entire city is covered.

Mayor Buesinger asked about a flowing hydrant that the Village Fire Department was called out to close. Secretary Stephens said that an Inframark technician was flushing the hydrant. The Council expressed concern over the length of time that the hydrant was unattended, and requested that there be a sign or notice if they leave an open hydrant. Engineer Him said that typically a hydrant is flushed for about 30-45 minutes to bring new chemicals into the lines and correct the residual readings, and citizens should call if it lasts longer than one hour.

Secretary Stephens said that she met with the new Spring Valley Village City Administrator and had a great discussion on how the two cities can work together. She said that October is Pedestrian Safety Month and the Civic Club is hosting National Night Out as well as Halloween.

3.G. **City Treasurer's Report:** Secretary Stephens said that she received a summary of account types from Amegy Bank and asked the Council to review the information. The City is due for a depository comparison through the legal request for proposal process.

4. **CONSENT AGENDA**

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

4.A. Approve Disbursements

4.B. Approve Check Registers

4.C. Approve the Minutes from the Budget Workshop, August 1, 2023

4.D. Approve the Minutes from the Budget Workshop, August 8, 2023

- 4.E. Approve the Minutes from the Regular Council Meeting August 15, 2023
- 4.F. Approve a proclamation recognizing National Night Out to be held October 3, 2023, on Bromley Road
- 4.G. Approve a proclamation recognizing World Teacher Day as October 5, 2023
- 4.H. Approve a proclamation recognizing Halloween Night to be held October 31, 2023, on Archley Drive

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

The motion carried 4-0.

5. DISCUSSION AND POSSIBLE ACTION

- 5.A. **Discussion and possible approval of a component of the tax rate in the amount of \$0.116098/100 for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City for the 2023 tax year.**

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

Roll Call Vote:

Council Member Gordy	Aye
Council Member Crawford	Aye
Mayor Pro Tem Carey	Aye
Council Member Cooper	Aye

The motion carried 4-0

- 5.B. **Discussion and Possible Approval of a component of the tax rate in the amount of \$0.444334/100 to fund the City's maintenance and operation expenditures for the 2023 tax year.**

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

Roll Call Vote:

Council Member Gordy	Aye
Council Member Crawford	Aye
Mayor Pro Tem Carey	Aye
Council Member Cooper	Aye

The motion carried 4-0

- 5.C. **Discussion and Possible Approval of the 2023 property tax rate be increased by the adoption of a tax rate of \$0.560432/100 which is effectively a 3.02 percent increase in the tax rate.**

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

Roll Call Vote:

Council Member Gordy	Aye
Council Member Crawford	Aye
Mayor Pro Tem Carey	Aye
Council Member Cooper	Aye

The motion carried 4-0

- 5.D. **Discussion and Possible Approval of the City of Hilshire Village Ordinance Number 832-2023 providing for the Levy and Collection of Ad Valorem Taxes for the Year 2023 Providing for two components to the Proposed Tax Rate consisting of a Tax Rate of \$0.116098/100 for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City and a Tax Rate of \$0.444334/100 for the purpose of funding Maintenance and Operation Expenditures.**

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

Roll Call Vote:

Council Member Gordy	Aye
Council Member Crawford	Aye
Mayor Pro Tem Carey	Aye
Council Member Cooper	Aye

The motion carried 4-0

- 5.E. **Discuss and possibly authorize a contract extension for Hudson Energy**

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

After discussion regarding the remaining term of the current agreement, and the potential for the market to change, the council did not deem it necessary to execute a renewal at this time. The Council advised Secretary Stephens to revisit the contract 12 months prior to its expiration.

No vote was taken.

- 5.F. **Discussion and possible direction to city staff regarding the Citizens Emergency Response Team**

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

After discussion, the Council decided that the citizens of Hilshire Village should lead and manage the Citizens Emergency Response Team independently, in the same manner as it was created.

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

The motion carried 4-0

- 5.G. **Discuss and possibly approve the City of Hilshire Village Resolution # 2023-252 nominating Mike Sullivan as a candidate for a position on the Board of Directors of the Harris County Appraisal District for a two (2) year term.**

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

Mayor Buesinger said that this position serves the Harris County cities other than Houston. Mike Sullivan is currently in the position.

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

The motion carried 4-0

6. DISCUSSION

- 6.A. **Discussion regarding the possible addition of Flock License Plate Reader cameras.**

Mayor Buesinger said that there are five entries into the City that are not monitored by license plate reader cameras. There are currently six cameras installed in the city. Captain Lane said with a camera in place, they could create a "hot list," which is a list of vehicles matching a specific description related to the theft. This list can aid in monitoring and identifying vehicles of interest more effectively.

The Council requested that Secretary Stephens obtain pricing for additional cameras and crime statistics from the Spring Valley Police Department for their most effective placement.

7. **ADDITIONAL COUNCIL COMMENTS** There were none.

8. **FUTURE AGENDA TOPICS** There were none.

9. **ANNOUNCEMENTS** There were none.

10. **ADJOURNMENT** There were none.

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

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

The motion carried 4-0

The meeting was adjourned at 8:18 P.M.

ATTEST

Mayor Robert F. Buesinger

City Secretary Cassie Stephens