



Regular Council Meeting Minutes

Tuesday, September 17, 2024 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

1. CALL TO ORDER Mayor Buesinger called the meeting to order at 6:34 PM.

- 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 Mark Huber
Council Member Kristi Cooper

Also Present Were: City Attorney Bailey (Olson & Olson), City Engineers Him, and Moylan (HDR Engineering), Spring Valley Captain Menchaca and Sergeant Spriggs, Deputy Chief Witt (VFD), City Secretary Stephens, and City Clerk Ray.

2. CITIZEN'S COMMENTS

None.

3. REPORTS TO COUNCIL

- 3.A. Spring Valley Police Report:** In August, there were 1105 calls for service 931 were business checks, 4 were public relations, and 32 traffic stops that resulted in 48 violations. The previous evening between the hours of 1:30 AM there was a stolen vehicle. The car was found on the 8700 block of Hammerly. Further investigation showed that the vehicle's key fob was left in the car. Officer Menchaca reminded Council and the public to always secure their vehicles and remove any visible belongings.
- 3.B. Fire Commissioner's Report:** The fire medic position remains unfilled, though it is the only available position, and they hope to fill it soon. Two fire medics are currently out due to injury, and one dispatcher is on medical leave. The candidate for the new administrator position will start on October 7th.
A fire occurred on Kentwood, and the cause is under investigation. There was a fatality involving a motorcyclist and a vehicle on Memorial Drive. In August, there were 9 incidents in Hilshire Village: 5 fire-related and 4 EMS calls, with an average response time of 5 minutes and 17 seconds. The roof project at the fire station is set to begin this week and is expected to take approximately 3 weeks to complete.

Starlink internet has been installed and is operational, with cable remaining the primary service and satellite serving as a backup.

3.C. City Engineer's Report

Engineer Him reported that residential drainage plan reviews are proceeding as usual. However, work was completed without a permit at Friarcreek. He mentioned discussing the neighbor's concerns and that an additional meeting will be arranged between the property owners.

Ditch Maintenance and Regrading at Friarcreek and 1209 Pine Chase Drive: A quote was received from the Buyboard company, Gordian, for the ditch maintenance and regrading project. The initial proposal was significantly higher than budgeted, prompting a request for a revised quote. Engineer Him mentioned that two additional quotes have also been requested. Regarding the drainage easement improvements at Friarcreek, Engineer Peterson met with Mr. Archer, who expressed concerns about potential erosion under the retaining wall. HDR is coordinating with HCFCD about possible improvements that may encroach on the right of way. At 1209 Pine Chase, the recommendation is to install a headwall at the entrance of the two outfalls and regrade the ditch. The two pipes near the outfall have been damaged by lawn maintenance, and there is slope paving that is detaching, necessitating removal and replacement. HDR is working on exhibits for this project to present to the Council.

Hilshire Green: A public workshop meeting was held on August 15th with resident stakeholders regarding the Hilshire Green Paving and Improvement project. The main feedback was to add additional inlets, which the HDR team has redlined in the proposed improvements. The anticipated project timeline aims to minimize resident impact during the holidays, with a projected start date of January 2025. A tree protection plan is being prepared by the Urban Forester and is expected to be completed this week.

Lead Service Line Inventory: The lead service line inventory has been finalized by RJN. With assistance from City Staff and Inframark, the remaining 12 meters have been located. Engineer Him has requested his team to provide a GIS exhibit map showing the meter locations and data findings to determine if there are any copper or lead service lines.

Street Paving Projects: The street paving and point repairs are complete; however, subsequent inspections revealed that the asphalt at the intersection of Guinea and Burkhart is unraveling. HDR has coordinated with the contractor to take corrective action, including resurfacing and applying a seal coat. The contractor acknowledges that these repairs are corrective actions and remain under warranty for one year. HDR has requested the contractor return in 9 months to review all three repairs to ensure no additional deficiencies exist during the warranty period.

MS4 Compliance: HDR received a letter from TCEQ outlining the MS4 compliance requirements, with a deadline of February 11, 2025. Aaron Crowley, HDR Engineering, will collaborate with City Staff to gather the necessary information to prepare the application before the deadline.

Water Meter Vault at Hickory Shadows: As part of the City of Houston's CIP project two years ago, the compound meter at Hickory Shadows was replaced with a mag meter, which provides less resistance and pressure loss. A reevaluation of the meter vault found no issues except with the hatch. Engineer Him will contact the City of Houston to request that the hatch lid be locked for safety. He also recommends abandoning another meter that serviced the old City Hall location off Hwy I-10, after confirming that the irrigation is not metered. If the lines at Hickory Shadows are replaced, he suggests removing the 6" service line and replacing it with a 1½" or 2" line for the irrigation system.

Wirt Road Safety Project: Precinct 3 of Harris County will provide construction observation management oversight and the contractor for the work. The 70% package was submitted, and the City of Houston provided comments on September 12th. Engineer Him will coordinate with the Urban Forester to address additional comments concerning the trees. He noted that about six trees need to be removed, with significant concern for the larger, more mature trees in Hilshire Village. Paperwork has been submitted to the School of Woods to dedicate the easement. Once received, the 100% submittal will be sent for approval, and construction will begin upon approval.

Pine Chase Grove Water Meter: A public meeting was held on September 9th for stakeholders. The City of Houston will relocate the meter control panels to the rear near the brick wall, install corner bumpers for safety, lock the hatch, and paint the vaults. The previous erosion issue was due to the operator flushing from the backflow preventer when low disinfection residuals were detected. HDR now proposes a concrete splash pad to prevent further erosion and no longer recommends a steel plate to redirect water. After discussions with neighbors, a low-profile fence is requested instead of landscaping to conceal the backflow preventer. Landscaping is proposed between the vaults, with Engineer Him recommending landscaping on the fronts and sides while keeping the back exposed for access. He also suggested using rubber mulch between the vaults. Council Member Carey expressed concerns about the maintenance of the mulch. Council Member Gordy noted the absence of a current power source for irrigation and requested exploration of solar energy options. An existing hose bib will not be relocated. Council Member Huber suggested artificial turf as a solution. Council Member Gordy also requested information on the grade outside the fence, to which Engineer Him responded that HDR would assess the elevation.

3.D. Building Official's Report: Secretary Stephens reported that a new home was completed as well as a swimming pool project within the last month. For the month of August, there were 24 permits issued, 54 inspections, 5 of which failed. She said that the number of applications for a standby generator has increased since Hurricane Beryl, and advised to check with the city before purchasing and scheduling a generator installation as there is a delay with CenterPoint releasing gas permits.

3.E. Mayor Buesinger's Report: Mayor Buesinger said a briefing was held for the Cities of Harris County about the World Cup Soccer matches that will be coming to

Houston in June and July of 2026. Harris County is already coordinating for the events with local and federal agencies. Logistics for housing and feeding of additional police and security are all underway. These events will last 45 days and it will be the longest event Houston has held.

3.F. City Secretary's Report:

Secretary Stephens reported that the call log for the past few weeks was relatively short, with a few remaining issues from recent storms, such as low-hanging communication wires.

The Tree Board is scheduled to meet this Thursday, although only one member is available. Clerk Ray will lead the meeting and follow up with the other members regarding orientation details.

Secretary Stephens informed Council that property owners were contacted about dedicating an easement for a new streetlight and the pole. One owner expressed that they would prefer not to participate if given the choice, while others did not respond. The Council requested the addresses of the properties to attempt further outreach, emphasizing the importance of the easement for public safety and the overall well-being of the community.

3.G. City Treasurer's Report: Secretary Stephens reported that the City is on track to receive its first-ever rating from Standard & Poor's for the 2024 Debt Series. She mentioned that the questions for the upcoming call on September 24th have been received, and she is preparing the necessary information for the Mayor Buesinger.

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 August 20, 2024
- 4.C. Approve August 2024 Check Registers
- 4.D. Approve Resolution 2024-267 Ratifying City Hall A/C Expense
- 4.E. Approve a proclamation recognizing October as Domestic Violence Awareness Month.
- 4.F. Approve a proclamation recognizing National Night Out to be held October 1, 2024, location to be determined.
- 4.G. Approve a proclamation recognizing World Teacher Day as October 5, 2024.
- 4.H. Approve a proclamation recognizing Halloween Night to be held October 31, 2024, on Archley Drive.

The motion was amended to include the location of National Night Out to be Mallie Court, the proclamation will be updated accordingly.

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

The motion carried 5-0.

5. DISCUSSION

5.A. Public Hearing on the Proposed Annual Budget for the Fiscal Year Ending 2025.

The audience had no comments or questions.

6. DISCUSSION AND POSSIBLE ACTION

6.A. Discussion and possible approval of Ordinance Number 840-2024 amending Appendix “A” Fee Schedule of the Code of Ordinances of the City of Hilshire Village, Texas by deleting section 7.200 and replacing with a new section 7.200 establishing new water and trash rates.

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 Huber, Council Member Cooper

The motion carried 5-0.

6.B. Discussion and possible approval of Ordinance Number 841-2024 adopting the City of Hilshire Village, Texas General Budget for the Fiscal Year Ending 2024 in accordance with Section 102.007(c) of the Local Government Code.

This budget reflects an increase in revenue from property taxes over last year's budget by an amount of \$34,222, which is a 1.89 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$41,286.

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

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

The motion carried 5-0.

6.C. Discussion and possible approval of a component of the tax rate in the amount of \$0.112531/100 for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City for the 2024 tax year. (Roll Call Vote)

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

Roll Call Vote:

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

The motion carried 5-0.

6.D. Discussion and possible approval of a component of the tax rate in the amount of \$0.438454/100 to fund the City's maintenance and operation expenditures for the 2024 tax year. (Roll Call Vote)

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

Roll Call Vote:

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

The motion carried 5-0.

6.E. Discussion and Possible Approval of the City of Hilshire Village Ordinance Number 842-2024 providing for the Levy and Collection of Ad Valorem Taxes for the Year 2024.

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

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

The motion carried unanimously.

7. DISCUSSION AND POSSIBLE ACTION

7.A. Discussion and possible approval of finance policy.

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

Council discussed the purpose of the policy, noting that it formalizes actions and processes the city staff are already following. Secretary Stephens explained that while there are separate policies for debt and investments, this policy addresses day-to-day operations, emphasizing caution and sound fiscal practices. She highlighted that one unique aspect of this policy, compared to other cities, is Hilshire Village's need for a higher level of cash reserves due to its reliance on property taxes, which can fluctuate and be unpredictable, unlike other cities that benefit from sales tax revenue.

Council members raised concerns about the procurement section, requesting more specific language that mandates contract reviews every three years, excluding professional services, which are handled differently. Secretary Stephens agreed to review and revise the policy to ensure it is comprehensive and clear, particularly in the procurement section.

The Council did not take a vote but provided guidance on suggested amendments for further consideration.

7.B. Discussion and possible direction to staff regarding the City of Hilshire Village Hazard Mitigation and Disaster Response Policy

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

Council reviewed the Village Fire Department Mayor's Emergency Management Guide and the Harris County Hazard Mitigation Interlocal Agreement and Action Plan. Secretary Stephens noted that she has personally implemented several steps from the VFD Guide, confirming its effectiveness. She also mentioned that the City is required to provide annual updates to Harris County on its mitigation and prevention projects as part of the county-wide Mitigation Plan.

Secretary Stephens suggested that if Hilshire Village were to draft a disaster response policy for its small staff of two, it would primarily include a provision for issuing a post-disaster report while referring to the existing plans and action items from the VFD Guide and the county's Action Plan for disaster response procedures.

The Council did not take any action, and no vote was held.

7.C. Discussion and possible approval to vote in the election of the Region 14 Director of the Texas Municipal League Board of Directors.

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

Council discussed the candidates and, finding no strong preference or reason to support or oppose any of them, decided to abstain from casting a vote.

7.D. Discussion and possible approval to vote in the election of Places 11 through 14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool.

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

Council discussed the candidates and, finding no compelling reason to support or oppose any of the candidates for the positions on the ballot, chose to abstain from voting in all races.

8. FUTURE AGENDA TOPICS: Mayor Buesinger recapped exploring landscaping and barrier options for the Pine Chase Grove Meter Vault Area and revisiting the Finance Policy.

9. ADJOURNMENT

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

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

The motion carried 5-0.

Mayor Buesinger adjourned the meeting at 8:17 PM.

Robert F. Buesinger, Mayor

ATTEST:

Cassie Stephens, City Secretary