

# Regular Council Meeting Minutes

Tuesday, April 16, 2024 at 6:30 PM  
8301 Westview Drive, Houston, Texas 77055

1. Mayor Buesinger called to order the Regular Council Meeting April 16, 2024 at 6:30 PM.

1.A. Invocation was given by Council Member Cooper

1.B. Pledge of Allegiance

1.C. Present  
Mayor Buesinger  
Council Member Gordy  
Council Member Crawford  
Mayor Pro Tem Carey  
Council Member Huber  
Council Member Cooper

Also Present

City Attorney Paige Bailey, Olson & Olson  
City Engineer Him, City Engineer Vasquez, HDR Engineering  
Spring Valley Police Chief Schulze, Captain Lane and Sgt. Menchaca  
City Secretary Stephens and City Clerk Ray

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

3. **REPORTS TO COUNCIL**

3.A. **Police Report:**

Police Activity Overview: Sergeant Menchaca provided an overview of police activities for the month of March. There were a total of 1,013 calls, with no major incidents reported.

Homeless Outreach: Sergeant Menchaca mentioned efforts to assist homeless individuals near the freeway. They were offered transfer to a homeless shelter, but declined. Subsequently, they were asked to leave, and three pickup trucks of garbage were removed from the area. Spring Valley PD has reached out to Houston PD's homeless division for a meeting to discuss further strategies.

Traffic Incident Response: A major accident occurred this month on Wirt, leading to traffic diversion. Spring Valley officers remained on the scene to manage traffic until Houston PD took over.

Dispatcher Recognition: Chief Schulze acknowledged Dispatcher



Recognition Week and announced the upcoming presentation of the Silent Hero Award to Angela Delgado. She is being recognized for her actions in December of last year when she assisted with a road rage incident.

- 3.B. Building Official Report:** Secretary Stephens said that there are no outstanding items in the building official report, and noted that there were no failed inspections last month. Mayor Buesinger inquired about construction hours, noting an incident where workers were observed with flashlights at a neighboring house until 11 PM. Secretary Stephens said that the construction hours are Monday through Friday from 7 AM to 7 PM and Saturday 9 AM to 6 PM with no permitted construction on Sundays.

**3.C. City Engineer Report:**

Plan Reviews and Construction Projects: Engineer Vasquez reported that plan reviews are ongoing without any outstanding issues. Council Member Gordy raised a concern about a new construction project on Friarcreek regarding a drainage solution impacting trees near the property line. Engineer Vasquez explained that a resolution has been reached based on approved drainage plans and the 3-foot elevation rule. The contractor is responsible for correcting the area as agreed upon.

Wirt Road Safety Project: Engineer Vasquez provided updates on the Wirt Road Safety Project, including resolving plan comments and addressing the right-of-way for the School of the Woods. Plan comments have been resolved with Houston authorities, and plans are ready for submission pending Mayor approval. The right-of-way issue with the School of the Woods is being addressed, with a need for metes and bounds survey for easement dedication, expected to cost less than \$5,000.

Street Pavement Point Repairs and Other Projects: Engineer Vasquez mentioned that Street Pavement Point Repairs will be discussed later on the agenda. Ditch Re-Grading and Drainage Improvements in Pine Chase and Friarcreek areas are under review for budgetary quotes. Hilshire Green Drainage and Paving Improvements are awaiting completion of a survey on private utilities. Plans for Pine Chase Grove Water Meter Area are being prepared for submission.

Additional Notes: Engineer Him stated that John Peterson, HDR Engineering, is available as a backup City Engineer.

**3.D. Fire Commissioner Report:**

Staffing and Operations: Chief Miller reported that two staff members are currently on light duty due to injuries. The department is reviewing applications to fill two vacancies. Part-time dispatchers were recently hired to address open positions and reduce overtime for dispatchers. The engine that underwent preventive maintenance has been returned to service.

Incidents and Response: Chief Miller mentioned a motor vehicle collision



early Saturday morning that resulted in a fatality. In March, there were only two emergency calls in Hilshire Village with an average response time of 4 minutes and 1 second.

Infrastructure and Projects: The status of the main roof remains unchanged, with the bidding process for the contract still ongoing.

Other Updates: Chief Miller attended the Harris County Multi-Hazard Mitigation Plan kick-off meeting and provided a financial advisor update.

Council Member Gordy expressed gratitude to Chief Miller for attending monthly meetings and providing detailed reports.

Mayor Buesinger informed the commission about the special audit draft, which includes notes from the auditor regarding best practices and instances of deviations from established procedures.

**3.E. Mayor Buesinger Report:**

METRO and Community Engagement: Mayor Buesinger met with a new METRO board member, who expressed support for the 14 small cities around Harris County. The board member reached out to all Memorial Village mayors to discuss concerns and future plans.

Local Engagement with Wesley Hunt's Office: Mayor Buesinger also met with local office personnel from Wesley Hunt's team, representing the 38th district. They are working on increasing visibility in the community and are considering collaborating with Chief Miller to organize an event at the Fire Station for a community gathering.

**3.F. City Secretary Report:** Secretary Stephens did not have outstanding items to discuss. The Council did not have any questions under this agenda item.

**3.G. City Treasurer Report:** Secretary Stephens informed the Council that the check registers have been provided. Additionally, she mentioned that the HCAD Certified Assessment are expected, and she will be using those numbers for preliminary budget calculations.

**4. CONSENT AGENDA**

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

**4.A.** Approve Disbursements

**4.B.** Approve Minutes from the Regular Council Meeting March, 19 2024

**4.C.** Approve Check Registers

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



Carey, Council Member Huber, Council Member Cooper

The motion carried 5-0

**5. DISCUSSION AND POSSIBLE ACTION**

**5.A. Discussion and Possible Approval of Ordinance Number 839-2024 amending the City's General Budget for Fiscal Year Ending 2023.**

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

Secretary Stephens said that this amendment re-allocates money between funds and requires no additional revenue to cover expenses.

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

The motion carried 5-0.

**5.B. Discussion and Possible Approval and Acceptance of the City of Hilshire Village's Fiscal Year Ending 2023 Audit.**

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

Daniel Hebert, Belt Harris Pechacek LLC, presented the 2023 Audit, providing a clean, unmodified opinion which represents the highest level of assurance. He mentioned that the City currently holds approximately 17 months of reserve funds, indicating a very healthy balance.

The Council noted that while this is positive, the potential impact of a major disaster could deplete these funds entirely. They emphasized the importance of ongoing financial preparation and saving for the future.

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

The motion carried 5-0.

**5.C. Discussion and possible action to approve the City of Hilshire Village Resolution # 2024-257 creating a new TexPool account to invest utility funds.**

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



Secretary Stephens specified that the investment account will exclusively serve utility funds, as they necessitate specific allocations and cannot be commingled with other income sources.

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

The motion carried 5-0.

**5.D. Discussion and possible approval of a Contractor to perform the asphalt point repair areas located on Pine Creek Lane, and the intersection of Burkhart Road and Guinea Drive.**

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

Engineer Him stated that it will take additional time to quote the more extensive rehabilitation of Bromley Road between Ridgeley and Pine Chase. Although this works against economy of scale, the city council discussed proceeding with the point repairs at Pine Creek Lane and the Burkhart Road intersection with Guinea Drive, while quoting the Bromley Road work separately.

Council Member Crawford amended his motion to approve AAA Asphalt to perform the quoted work at Pine Creek Lane and the intersection of Burkhart Road at Guinea Drive.

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

The amended motion carried 5-0.

**5.E. Discussion and possible approval to appoint Kyle Sears to the Harris-Galveston Subsidence District.**

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.

**5.F. Discussion and possible action regarding amended ordinance language for tree removals on private property.**



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

Mayor Pro Tem Carey suggested increasing fees for unnecessary tree removals, especially when such removals reduce the lot below the required minimum.

Clerk Ray noted that other cities have more extensive contracts with arborists who perform site evaluations. She mentioned that the City receives a significant discount from the contracted City Arborist, who also serves Piney Point Village, but suggested that inspection fees should be increased. She also mentioned that Piney Point Village is considering raising their tree removal fees. The council discussed that the builder would likely bear most of the tree removal fees.

Mayor Buesinger inquired about the law signed by Governor Abbott in 2017. Attorney Bailey clarified that this law does not impact how Hilshire Village enforces its current ordinance limits.

Secretary Stephens proposed several changes to the fee schedule, including ensuring counted trees are on the approved list, addressing healthy tree removal mitigation, and offering a credit in lieu of fees for tree replacement as required by state law. She emphasized that municipalities can specify the type of tree, planting methods, and mitigation fees if a credit is offered. The law exempts fees for the removal of dead or hazardous trees, which is consistent with the current ordinance. Secretary Stephens suggested requiring arborist certification or a city arborist inspection. The council agreed that obvious signs of dead, diseased, or bug-infested trees should be accepted without arborist approval.

The Council expressed interest in imposing higher penalties for unpermitted and unnecessary tree removals. Secretary Stephens noted that the current ordinance does not protect healthy trees as long as the minimum requirement is met. The discussion highlighted that new construction projects are the primary reason for removing mature healthy trees, though some residents prefer to remove trees beyond the minimum requirement.

Engineer Vasquez mentioned cases where trees initially slated for preservation were removed post-construction due to their proximity to the new home.

No action was taken by the Council at this time. Secretary Stephens stated that she will provide a further analysis of the current tree provisions based on this discussion and collaboration with neighboring cities at the next meeting.



**5.G. Discussion and possible action to select locations for additional street lights including purchasing and dedicating a 5-foot front easement to CenterPoint.**

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

The Council deliberated on the potential benefits of installing lamps on streets with heavy traffic as a priority. They expressed interest in three specific areas along Glourie Drive, as well as the intersection at the north end of Archley and Ridgeley Drive. Easements will be required for any area where a new pole is added. No action was taken as further research and pricing evaluations are required.

**6. DISCUSSION**

**7. ADDITIONAL COUNCIL COMMENTS**

**8. FUTURE AGENDA TOPICS Tree Removal Amendments, SVPD Police Week Proclamation, HCAD Certified Estimates, VFD Budget Review & Approval, Renew Contract for City Designated Newspaper - Memorial Examiner**

**9. ANNOUNCEMENTS**

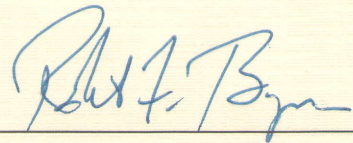
**10. ADJOURNMENT**

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

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

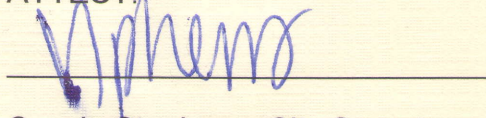
The motion carried 5-0.

**The meeting was adjourned at 8:36 PM.**



Robert F. Buesinger,  
Mayor

ATTEST:



Cassie Stephens, City Secretary