



Regular Council Meeting Minutes

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

1. CALL TO ORDER Mayor Buesinger called the meeting to order at 6:30 P.M.

1.A. Invocation was given by Council Member Gordy

1.B. Pledge of Allegiance

1.C. Present:

Mayor Buesinger
Council Member Gordy
Council Member Crawford
Mayor Pro Tem Carey
Council Member Huber

Absent: Council Member Cooper

Also present were City Attorney Bounds, Olson & Olson, City Engineer Him, HDR Engineering, Spring Valley Village Police Chief Schulze and Captain Lane, City Secretary Stephens, City Clerk Ray

2. CITIZEN'S COMMENTS

Tom Steffen, Ridgeley Drive, thanked the Council for their service to the City.

3. REPORTS TO COUNCIL

3.A. Police Report: Lieutenant Menchaca reported that in the previous month, a total of 893 service calls were received. Among them, 774 pertained to business checks, 2 were related to parking violations, 15 involved traffic stops, 28 were associated with violations, and one case involved the burglary of a motor vehicle. Additionally, Lieutenant Menchaca mentioned that the Flock Cameras successfully captured the license plate of a vehicle that had been reported stolen from another city.

The Council was provided with a graphical representation illustrating the combined crime statistics of Spring Valley Village and Hilshire Village, contrasting them with data from four neighboring Houston precincts. The Council conveyed sincere gratitude for the dedicated efforts of Spring Valley Village Police Officers in upholding the safety of the citizens in the Village.

3.B. Building Official Report: Clerk Ray reported that there are presently 10 active single-family residences, 3 ongoing remodels, and 5 swimming pools under construction. Additionally, in the month of November, the issuance of 14 permits and the completion of 20 inspections were noted.

SAFEbuilt Meeting

Clerk Ray mentioned that representatives from SAFEbuilt (formerly BBG Consulting) engaged in a meeting with city staff to explore the direction and capabilities of the newly expanded company. Within the discussion, staff successfully established a connection to an online platform designed for tracking plan reviews and inspections. The conversation also delved into topics such as enhanced communication and potential future offerings in code enforcement services.

Record Digitization Project Status

Clerk Ray provided an update, stating that more than 545 files have been successfully digitized. With fewer than 50 residential addresses left to be transitioned, the progress aligns with the 2024 year-end goal of achieving a fully paperless system.

- 3.C. Engineer's Report:** Engineer Him reported that Engineer Vasquez and Secretary Stephens had a meeting with a potential builder at 1214 Ridgeley Drive to explore options for the drainage retention area at the property's front. Any alterations or enhancements must ensure the continued capacity to accommodate the current volume of water.

During the discussion, Council Member Carey inquired about the road patch in front of 12 Pine Creek Lane, and the Council sought updates on the utility patch at Ridgeley Drive, particularly at the north intersection of Archley Drive. Engineer Him assured the Council that he would consult with Engineer Vasquez regarding the status of the contracts. Secretary Stephens added the Guinea Drive intersection with Burkhart Drive to the discussion. Council Member Huber clarified that the remaining construction at his house would access via Burkhart Road, avoiding interference with the ongoing street repair.

Council Member Gordy raised concerns about the drainage plan for the new construction at 1236 Archley Drive, noting that he was familiar with the previous owners and knew that the rear third of the lot was susceptible to rainwater accumulation.

Hilshire Green Paving, Drainage & Utility Improvements

Engineer Him stated that he has not been able to make headway on this project and the Wirt Road safety project. He explained that he had redirected the field team to address an emergency project in the City of Houston. In response, Council Member Carey inquired about the geotechnical survey, which was originally scheduled for completion in October, seeking a timeline for its conclusion. Engineer Him reported that the fieldwork has been finished, and the final review is anticipated to be completed by the first or second week of January.

Wirt Road Safety Project/Interlocal Agreements

Engineer Him informed that he has yet to receive a response from the City of Houston regarding the easement at the School of the Woods. Expressing concern, Council Member Gordy mentioned his apprehensions about potential changes in seats due to elections, which could jeopardize the deal. He requested expedited options for the frontage easement at the School of the Woods, aiming to facilitate the City's progress with the permit from the City of Houston.

- 3.D. Fire Commissioner's Report:** Deputy Chief Miller provided an update, stating that two employees are still on limited duty due to knee injuries. Additionally, he mentioned that the old medic unit is slated for sale and is currently listed on a broker site. In terms of incidents, there were three fire-related events in Hilshire Village in November, with no EMS

incidents reported. The average response time for these incidents was three minutes and thirteen seconds.

Regarding ongoing projects, Deputy Chief Miller informed the council that the annex and training tower roof projects are in progress, while details for the main roof are still being worked out. The Fire Commission approved a financial consultant to review financial procedures starting on Jan 16th. They are also exploring ways to enhance services to employees through the HR Department.

Mayor Buesinger shared that City administrators met with the auditor conducting a special audit to define the scope. The audit will specifically focus on budget amendments, transfers, general ledger activity, reclassifications, ambulance billing, fuel, and inventory. They will also examine the handling of the budget and the duties of the bookkeepers.

Regarding future equipment purchases, Mayor Buesinger mentioned that the cost of capital equipment is increasing. The next significant purchase is expected in 2027 for the replacement of Pumper 2, a 2008 model, with an estimated cost of 1.95 million. Other vehicles may also need replacement, and a new ladder truck will be needed in 2032. Funding has been set aside in recent years, but Mayor Buesinger suggested increasing the allocation to 600,000 next year and incrementally in the following years.

Council Member Huber expressed concern about the staggering numbers and advised caution in preparing specifications for proposals to avoid bias towards a specific manufacturer. Council Member Gordy emphasized the importance of selecting the right consultant to create a detailed specification sheet without bias. There have been questions about the necessity and size of a ladder truck, with Council Member Huber clarifying that it's not just about height but also the reach of the ladder.

- 3.E. **Mayor Buesinger's Report:** Mayor Buesinger said that the civic club had a lovely holiday party at the Reid house.
- 3.F. **City Secretary's Report:** City Secretary Stephens reported that the complaint log is currently very short, attributing it to historically low call volumes during this time of year. She noted that there was a recent call earlier in the week regarding a malfunctioning private sewer lift station on Pine Chase Drive. The owner is already aware of the issue and is in the process of scheduling the necessary repairs.

2024 City Holiday Calendar

Secretary Stephens mentioned that there are 10 holidays annually, and this year, all of them fall on weekdays. Consequently, there is no need for makeup day scheduling.

- 3.G. **City Treasurer's Report:** City Secretary Stephens informed that the Annual Comprehensive Audit is set to commence on January 22nd, and preparations are already underway for the process.
- 4. **CONSENT AGENDA** Motion made by Mayor Pro Tem Carey Seconded by Council Member Gordy
 - 4.A. Approve Disbursements
 - 4.B. Approve Minutes from the Regular Council Meeting November 21, 2023
 - 4.C. Approve Check Registers

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

The motion passed 4-0.

5. DISCUSSION AND POSSIBLE ACTION

5.A. Discussion and possible approval of City of Hilshire Village Ordinance #2023-834 providing for the holding of a General Election on May 4, 2024

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

Secretary Stephens provided information about the upcoming uniform election on May 4th. The positions on the ballot will include Mayor and council positions one and two. The filing period for a place on the ballot is from January 17th to February 16th. The last day to register to vote is April 4th. Early voting and election day voting will take place at City Hall from 9 am to 5 pm, starting April 22nd through April 30th on weekdays only.

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

The motion passed 4-0.

5.B. Discussion and possible action to approve the replacement of the emergency backup generator at City Hall with a not-to-exceed cost of \$9,396.00.

Motion made by Gordy Seconded by Crawford

During the Council discussion, options for selling the old equipment, potentially through auction, were explored. Council Member Gordy mentioned seeing a promotion from Generac offering a free ten-year manufacturer's warranty. The Council reached a consensus that if Generators of Houston cannot provide that warranty, they would like to inquire about other available warranties and their costs. Secretary Stephens will inquire with Generators of Houston regarding the possibility of them serving as an auctioneer or facilitating the sale.

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

The motion passed 4-0.

5.C. Discussion and possible action to approve the addition of Payee Match Protection on all bank accounts with check writing ability for a fee of \$0.06 per check.

Motion made by Gordy Seconded by Crawford.

Secretary Stephens reported that there was a fraud attempt detected by the bank, sparking discussions about the existing fraud protection measures on check payments. The consideration of incorporating a payee match was emphasized, as it is believed to significantly enhance the security across all accounts.

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

The motion passed 4-0.

6. DISCUSSION

6.A. Review and discussion of potential improvements along the Pine Chase Grove water meter area.

Engineer Him conducted a review of the survey concerning safety and erosion improvements and engaged in discussions with the Council and attending citizen Brock Griffiths from Pine Chase Grove.

6.B. Discussion regarding City Hall security during normal operating hours.

Attorney Bounds advised the Council that this discussion can be held in executive session as provided by Texas Government Code, Sections 551.076, and 551.089.

The Council moved agenda item 6.B. to the end of the agenda as an executive session matter and proceeded with public discussions.

6.C. Discussion regarding the results of the LED Street Light Upgrade.

Secretary Stephens relayed that she had not received any negative comments about the streetlight upgrade but did receive one call expressing appreciation. The next phase involves collecting recommendations from citizens for areas that could benefit from new fixtures due to darkness. Captain Lane offered the night shift patrol to conduct a drive-through inspection and provide feedback on potential areas for improvement.

6.D. Discuss and provide direction to City Staff for the drafting of an amendment to City of Hilshire Village Ordinance 778 "On-Street Parking" for a No Parking Zone on the south side of Ridgeley Drive.

Secretary Stephens informed the Council that, in alignment with previous expressions of interest supported by Spring Valley Village Police, there is a proposal to designate the southern curve of Ridgeley as a No-Parking Zone on both sides of the road. The Council engaged in discussions about the most dangerous areas for travel on both the south and north sides of the Ridgeley Drive curve. Currently, the existing No Parking Zone spans from just north of the intersection with Mallie Court to the southern property line of 1100 Ridgeley Drive.

Secretary Stephens highlighted a parking pad permitted in 2022 just south of the intersection with Mallie Court on the west side of Ridgeley Drive. The Council agreed that the visibility in this area is sufficient, and a vehicle parked there would not pose a significant hazard. However, the discussion emphasized that, while traveling south on this curve, vehicles causing obstruction begin in front of 1109 Ridgeley Drive and extend to the southern property line of 1107 Ridgeley Drive.

In response, the Council instructed Secretary Stephens to contact the owners of these properties before the striping was implemented. Additionally, Secretary Stephens will draft an ordinance to officially establish the No Parking Zone in the identified area.

7. ADDITIONAL COUNCIL COMMENTS None

8. FUTURE AGENDA TOPICS

Lead and Copper Service Line Survey, HDR Engineering working on alternate quote.

9. ANNOUNCEMENTS None

10. ADJOURNMENT

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

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

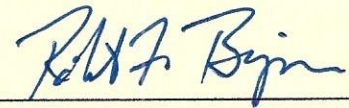
The motion carried 5-0.

The Council recessed to executive session at 7:45 P.M.

City Council recessed into a closed meeting to discuss matters as authorized by Texas Government Code, Sections 551.076, and 551.089

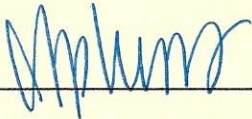
The Mayor adjourned the Executive Session at 8:20 P.M. No official action was taken after the executive session.

The meeting was adjourned at 8:21 P.M.



Robert F. Buesinger, Mayor

ATTEST:



Cassie Stephens, City Secretary