



# Regular Council Meeting Minutes

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

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## 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 Bob Buesinger  
Council Member Mike Gordy  
Mayor Pro Tem Andy Carey  
Council Member Mark Huber  
Council Member Kristi Cooper

**ABSENT**

Council Member Justin Crawford

Also Present Were: City Attorney Bailey (Olson & Olson), City Engineer Vasquez (HDR Engineering), Spring Valley Captain Menchaca and Officer Pineda, City Secretary Stephens, and City Clerk Ray.

## 2. **CITIZEN'S COMMENTS**

**Susan McDuffie, Friarcreek Lane**, reported an issue with her neighbor's unpermitted drainage construction, which has altered the elevation between their properties. She noted that when the neighboring home was built, the contractor changed the elevation, causing soil runoff into her pool. Corrective actions were taken at the time, but she is now concerned that the recent unpermitted work has negatively impacted water flow and asked the City to consider her property before issuing a permit.

## 3. **REPORTS TO COUNCIL**

### 3.A. **Spring Valley Police Report**

Captain Menchaca reported 887 business checks, 55 public relations activities, and 21 traffic stops resulting in 29 violations. There was a Flock alert on Ridgeley for a stolen vehicle from Houston, but the vehicle had left the area before SVPD arrived, and HPD was notified. Additionally, a person camping in Hickory Shadows Park was arrested on pre-existing warrants.

### 3.B. **Fire Commissioner's Report**

Deputy Chief Miller reported that June was a quiet month, with one fire medic on leave and four open positions under review. During Hurricane Beryl on July 8th, there were 120 calls in 24 hours, but only two were from Hilshire Village. In June, there was one fire disregard and two EMS calls, with an average response time of 6:12.

The VFD is considering Starlink as a backup for their CAD system. The roof reconstruction contract has been signed, but the start date is pending. Council Member Gordy recommended ensuring a consultant is available for oversight during construction, noting that there was no consultant present during the previous installation.

### **3.C. City Engineer's Report (HDR Engineering)**

Engineer Vasquez reported that he is following up on the status of the unpermitted work on Friarcreek Lane and will keep Mrs. McDuffie informed.

HDR has reviewed previous work done by Donmar Grading to inform new contractors and is gathering locations for quotes. Mayor Buesinger inquired about including culvert cleaning in the project; it will be assessed as needed. Council Member Gordy suggested preparing the RFP as a multi-year contract for annual grading coordination. Engineer Vasquez agreed to work with City staff on a line-item approach.

The site assessment for drainage easement improvements at Friarcreek and Pine Chase has been postponed due to weather. The design phase for Hilshire Green's paving, drainage, and utility improvements is underway, with plans to organize a town hall before the next council meeting. The team is also reviewing connections to Wirt Road for water drainage.

The LSLI Survey team is examining the remaining 10 locations, with mapping in progress and Inframark requested to flag missing locations.

For the Pine Chase Grove water meter area, Engineer Vasquez is obtaining quotes for grading and drainage improvements and will coordinate with the City of Houston for water meter relocation. Mayor Buesinger inquired about the expense for relocation; the City of Houston requested that Hilshire Village handle excavation, with Houston installing the conduit. Secretary Stephens noted no allocated amount for the project in this year's budget. Council Member Gordy asked for adjacent property owner approval and a cost estimate. Engineer Vasquez estimated \$75,000, prompting Council Member Gordy to highlight the need for budget discussion if the project cost reaches this amount. Street paving and point repairs were delayed by the storm, with the contractor aiming to start on August 29th.

For the Wirt Road Safety Project, milestone plans are being sent to the County and Houston. The metes and bounds survey have been authorized and is expected in two weeks, with easement paperwork being prepared. Council Member Gordy stressed the need for communication with participating entities to prevent project cost inflation. Mayor Pro Tem Carey asked for updates on the surveyor and for City Engineer Vasquez to monitor progress closely.



### **3.D. Building Official's Report**

The month of June saw significant activity with numerous new construction projects and several swimming pool permits being finalized.

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

Mayor Buesinger noted that the City experienced more damage from the Derecho than from Hurricane Beryl, particularly compared to the south side of I-10, which faced greater damage, flooding, and infrastructure failures. The Fire Department activated the Emergency Operation Center, and Hilshire Village utilized the fire department for clearing Ridgeley Drive. The Mayor acknowledged the frustration caused by the storm's aftermath and mentioned receiving numerous calls about electricity and internet restoration. Congressman Wesley Hunt's office contacted the Mayor on the day of the storm to offer support and has maintained communication. Mayor Buesinger and Secretary Stephens confirmed that the City's power should be restored and advised residents to contact CenterPoint if they are still without power. Storm debris collection began today.

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

Secretary Stephens said the Call Log was brief, primarily consisting of storm-related calls, but with fewer entries compared to after the Derecho.

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

The third-quarter report shows the new TexPool account earning just under two-thousand in interest in the first month. The city is on track for the year with revenue and expenditures.

## **4. CONSENT AGENDA**

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

4.A. Approve Disbursements

4.B. Approve Check Registers June 2024

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

The motion carried 4-0.

## **5. BUDGET WORKSHOP #1**

**5.A. Review FYE 2025 Preliminary Budget including revenue sources, general expenses and expected increases from contracted services, and capital expenditure planning.**

City Secretary Stephens presented a spreadsheet with rough budget numbers. She reported that the general fund bottom line is doing well. The utility fund is short by

\$60,000 for the proposed 2025 budget indicating that there will need to be an adjustment in the utility rates. Updated figures are expected from the assessors on July 25<sup>th</sup>. Council Member Huber asked how the estimated tax revenue was calculated. City Secretary Stephens said that the projection was on the conservative side and included a 5% variance on the low side. Council Member Huber voiced concern that the rate of water will have to increase.

## 6. DISCUSSION AND POSSIBLE ACTION

### 6.A. Discussion and possible approval of City of Hilshire Village Resolution 2024-264 authorizing Notice of Intent to issue City Certificates of Obligation.

Motion made by Mayor Pro Tem Carey, Seconded by Council Member Huber.  
Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Huber, Council Member Cooper

Joe Morrow from Hilltop Securities explained the debt service options and the process for issuing debt. The first legal step is to publish a Notice of Intent, which starts the process and cannot be changed once published, except to restart the process.

To maintain annual payments at \$360,000, the City could issue \$3.5 million with a 12-year term, which would typically be sold publicly rather than to a bank. The City will need a credit rating from Moody's or S&P, costing around \$15,000, with total issuance costs estimated at \$75,000. The bond would include a call option for 9 years, allowing pre-payment without penalty. A public bond may require an election, but there are two types of bonds that do not: tax notes and certificates of obligation, with the latter requiring pledging a revenue source. If 5% of registered voters petition against the bond, an election must be held.

Council Member Cary asked about the impact of potential Federal interest rate cuts. Morrow noted that if rates rise, the City could use its fund balance to cover higher payments. The Council decided to proceed with a \$3 million, 10-year bond with annual payments of \$360,000.

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

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

The motion carried 4-0.

### 6.B. Discussion and possible action to approve the City of Hilshire Village Resolution # 2024-265 creating a new TexPool account to invest Cultural Education Facilities Finance Corporation (CEFFC) funds.

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

Secretary Stephens said that it would be wise to allow the funds to earn interest, even in the short term, rather than leaving them inactive. Joe Morrow asked if the City is acting as a conduit for the 2024 fiscal year, noting that bank-qualifying



designations could impact the City. However, since the City's total debt remains under \$10 million, there were no concerns.

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

The motion carried 4-0

**6.C. Discussion and possible approval to cancel the Zoom Meetings subscription and switch to Microsoft Teams for virtual meetings.**

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

Secretary Stephens said the amount is minimal but will save the City \$320 annually. Council Member Gordy said that Office 360 includes Teams and switching makes sense.

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

The motion carried 4-0

**6.D. Appoint member(s) to fill a vacancy on the Board of Adjustments. The recommendation from the current BOA members is to promote Brian Wilks from alternate to permanent member and appoint a new alternate.**

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

Council Member Cooper said that she appreciated Cali and David Schwarz dedication to the city but that the optics of a husband and wife being on the same board might discourage civil engagement and Council Member Huber and Mayor Buesinger agreed.

Council Member Cooper amended the motion to promote Brian Wilks from BOA alternate to BOA board member and appoint Keith Young as an alternate BOA member.

Voting Yea: Council Member Gordy, Council Member Huber, Council Member Cooper

Voting Nay: Mayor Pro Tem Cary

The motion carried 3-1

**7. EXECUTIVE SESSION**

The council convened into a closed session at 8:41 PM.

7.A. Council to consider convening into closed session regarding Sec. 551.074, Texas Government Code to discuss personnel matters and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee – Engineering Services.

**8. DISCUSSION AND POSSIBLE ACTION**

Mayor Buesinger re-convened the regular council meeting at 9:03 PM.

8.A. Discussion and possible action, decision, or vote on a matter deliberated in executive session closed meeting.

No action was taken.

**9. FUTURE AGENDA TOPICS**

August 20th Council Meeting to include Budget Workshop #2, approve financial policy, approve proposed tax rate  
September 10th Budget Workshop #3  
September 17th Public Hearing, approve 2025 Budget & 2024 Tax Rate

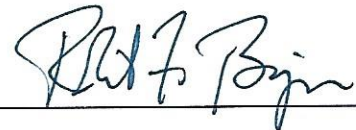
**10. ADJOURNMENT**

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

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

The motion carried 4-0.

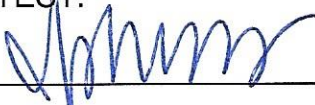
**The meeting was adjourned at 9:04 P.M.**



~~Andy Carey, Mayor Pro Tem~~

Robert F. Baesinger

ATTEST:



Cassie Stephens, City Secretary