



# Regular Council Meeting Minutes

Tuesday, November 18, 2025 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 PM

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 David Schwarz

**Absent**

Council Member Matthew Butts

Also Present: City Attorney Hays, Olson & Olson, Spring Valley Police Department Sgt. Spriggs and Captain Menchaca, HDR Engineers Moylan & Him, Village Fire Department Deputy Chief Witt, City Secretary Stephens.

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

## 3. **REPORTS TO COUNCIL**

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

Approximately 1,167 calls for service were handled during the month of October, including 891 business checks, 45 public relations, and 8 traffic stops that resulted in 12 citations. A notable incident occurred on November 11 at approximately 2:00 a.m. while officers were patrolling Hilshire Village, when a vehicle entered a residential driveway without headlights on. The vehicle was not registered to the address, and when officers attempted to make contact, the driver fled through the front yard, leading to a vehicle pursuit. The minivan crashed, and two suspects fled on foot but were both apprehended. The vehicle was confirmed stolen, and both suspects were charged. Council members had no additional questions.

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

Deputy Chief Witt updated Council on VFD's October activities noting that the budget is on track and EMS revenue has exceeded the projections. The department is fully staffed, and recent community engagement efforts reached approximately 1,000 residents. National Night Out was reported as a success. There have been 73 calls for service this year in Hilshire Village, including 4 calls

in November. Mayor Buesinger asked about the status of the ladder truck repairs; the truck is not yet ready, and an email was sent to the vendor expressing frustration with the delays and lack of communication, though repairs are still moving forward.

### **3.C. City Engineer's Report**

#### **1209 Pine Chase & Pine Chase Grove Water Meter Vaults**

Easement work at 1209 Pine Chase is complete. HDR will schedule a final walkthrough to close out the project. At Pine Chase Grove, all work is complete except for installation of the fencing around the backflow preventers pending brackets from the manufacturer.

#### **1303/1307 Friarcreek Drainage Easement Improvements**

HDR has collected hydraulic modeling data confirming flow velocities and the 100-year water surface elevation. HDR anticipates recommending a U-channel along the improved easement section to protect existing retaining walls and safely convey flows to Spring Branch Creek.

#### **Wirt Road Safety Project**

The School of the Woods sidewalk easement paperwork required re-execution because the original signatures had expired. HDR continues coordinating with Harris County staff and utility partners. Harris County previously anticipated a December 2025 or January 2026 construction start, but no new update has been provided. HDR will coordinate with the Hickory Shadows project contractor to avoid construction conflicts.

#### **Hickory Shadows Paving, Drainage & Water Line Improvements**

The City awarded the contract to Arnold & Co. who has submitted bonds and insurance, and contract documents have been delivered to the City for execution. A pre-construction meeting was held on November 13, 2025. To avoid holiday disruptions, the Notice to Proceed is planned for January 5, 2026. HDR will work through submittal reviews in the interim so materials can be secured ahead of construction.

#### **City-Wide Ditch Regrading & Cleaning**

Several segments have been cut and are awaiting resodding. The contractor will provide unit pricing for specialty grasses (conprivate betterments), with residents covering the difference above St. Augustine costs. Survey review identified multiple inverse-graded culverts on Guinea Drive and other locations. HDR considered two corrective options, culvert resets or grout-fill adjustments, neither of which were part of the original scope. HDR explained that partial grout-fill can still maintain proper hydrostatic flow. A supplemental contractor proposal has been submitted for additional work, including ditch filling, culvert grout-filling, and optional zoysia installation. An additional quote for work on the north side of Glourie has also been received and is pending review.

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

There were no significant permitting issues to report at this time. Secretary Stephens advised contacting Spring Valley PD dispatch if contractors are working outside the allotted hours.

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

The Mayor expressed his appreciation to the residents who participated in the Halloween event hosted by the Civic Club. He also asked if there were any additional trees from the Arbor Day celebration, Secretary Stephens reported that all 100 trees were given away.

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

In addition to the Arbor Day Tree Giveaway, the annual Memorial Villages Recycling Event was a success. Residents from all six Memorial Villages were able to shred paper records, dispose of old medications, donate household items, and even pick up free trees.

A quote has been obtained to replace faded street signs, and once the inventory review is complete, the signs will be purchased and installed by a separate vendor.

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

Secretary Stephens said the check registers may appear different due to software issues; however, there have been no substantive changes. Financially, the City is in the same position as this time last year.

## **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 October 21, 2025.

4.C. Approve Check Registers October 2025.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

Motion carried 3–0.

## **5. PUBLIC HEARING**

5.A. Mayor Buesinger called to order the public hearing for the purpose of receiving testimony for or against granting a Specific Use Permit amendment, in accordance with the City's Zoning Ordinance, to Holy Cross Lutheran Church, located at 7901 Westview Drive at 6:58 PM

Motion made by Mayor Pro Tem Carey; seconded by Council Member Gordy.

Holy Cross Lutheran Church requested approval to amend its existing Specific Use Permit to allow installation of two outdoor refrigerated/freezer units for use by the Spring Branch Food Pantry.

Speakers in Support:

Steve Schulze, President of the Holy Cross Lutheran Church Council,  
Jim Hughes, Board Secretary for the Spring Branch Food Pantry.

Speakers in Opposition:

Andrew and Sandy Ray, Hilshire Village citizens.

## 6. DISCUSSION AND POSSIBLE ACTION

### 6.A. Discussion and possible authorization to amend the scope of work to be performed by Expert Underground Solutions (EUS – Contractor) on the 2025 City-Wide Ditch Cleaning Project to perform grout fill of storm sewer culverts, fill ditches, and installation of zoysia sod for an additional cost of \$11,860.00.

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

Council Member Gordy asked how the cost of the specialty grass would be handled. Staff explained that the contractor is tracking the Zoysia installation as the work progresses, and the City will invoice the affected residents for the cost difference. Mayor Buesinger noted that this is consistent with past practices for driveway improvements, as upgrades within the right-of-way are considered a private betterment.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

Motion carried 3–0.

### 6.B. Discussion and possible approval of the Village Mutual Insurance Cooperative Board's recommendations to provide Medical, Dental, Vision, Life, AD&D, Long Term Disability, and Supplemental Life for City employees for the 2026 calendar year.

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

Secretary Stephens reported that insurance rates were reduced across the board. She noted that the Village Mutual Insurance Cooperative includes several of the other Memorial Villages as well as the Memorial Village Water Authority. Consultant fees are shared among all participating entities, allowing the group to benefit from lower rates as a collective.

Voting Yea: Council Member Gordy, Mayor Pro Tem Carey, Council Member Schwarz

Motion carried 3–0

### 6.C. Discussion and possible action regarding street lighting.

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

Mayor Buesinger stated that he and the Council continue to be approached by multiple residents expressing concerns about dark areas throughout the City. Council Member Schwarz shared a recent incident in which he nearly struck a pedestrian wearing dark clothing at night, emphasizing that dark spots present a life safety concern. City Administrator Stephens reminded Council that most locations lacking adequate lighting would require side yard easement dedications where there currently aren't any. Attorney Hays noted that the City could pursue eminent domain, if necessary, and potentially compensate property owners at market value for the required easements.

Council Member Schwarz suggested that installing lighting at the time of new home construction would be preferable. Administrator Stephens added that previous outreach to property owners along Glourie had been unsuccessful, as many did not respond or expressed no interest. Council Member Gordy mentioned the potential to install a single light pole with overhead lines crossing the street.

Discussion focused on pedestrian safety during early evening hours, dark areas throughout the neighborhood, potential lighting improvements, and coordination with CenterPoint Energy. Mayor Pro-Tem Carey volunteered to conduct an inventory of existing light poles within the City and report back after the holiday.

No formal action was taken, and staff was directed to continue evaluating options and potential locations.

## 7. FUTURE AGENDA TOPICS

Order of election to be held May 2, 2026 for Mayor, Council Position 1 and Council Position 2

### \*\*\*EXECUTIVE SESSION\*\*\*

Mayor Buesinger adjourned the Regular Council Meeting and entered a closed Executive Session authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney) at 7:47 PM

Mayor Buesinger reconvened the meeting at 8:06 PM

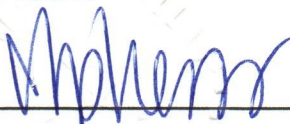
## 8. ADJOURNMENT

There being no further business to come before the Council, Mayor Buesinger adjourned the Regular Council Meeting at 8:07 PM.



Robert F. Buesinger, Mayor

ATTEST:



Cassie Stephens, City Secretary