

Regular Council Meeting Minutes

Tuesday, August 19, 2025 at 6:30 PM
8301 Westview Drive, Houston, Texas 77055

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

1.A. Invocation was given by Council Member Butts

1.B. Pledge of Allegiance

1.C. Present

Council Member Mike Gordy
Council Member Justin Crawford
Mayor Pro Tem Andy Carey
Mayor Bob Buesinger
Council Member David Schwarz
Council Member Matthew Butts

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

2. CITIZEN'S COMMENTS

None

3. DISCUSSION AND POSSIBLE ACTION

3.A. Discussion and possible action to increase awareness and readiness for emergency situations.

Citizen Mark Huber addressed Council regarding an April 28 emergency response, reporting difficulty reaching 911 and the need for residents to have direct Police and Fire dispatch numbers. He requested that the City distribute this information clearly and host CPR training at City Hall, offering to cover certification costs.

Council discussed ensuring updated emergency contacts are provided to residents, noted CPR training could be offered at no cost through the Fire Department, and considered AED placement at City Hall. Mr. Huber also expressed support for the Fire Department, encouraged continued funding for public safety, and presented a personal contribution.

Council directed staff to coordinate with the Fire Department on training and information distribution. No formal action was required.

4. REPORTS TO COUNCIL

4.A. Spring Valley Police Report

In July, the department responded to 23 calls for service, conducted 841 business checks, 103 house checks, and 213 traffic stops, issuing 27 citations. Officers also

investigated a suspicious vehicle that fled during a traffic stop, resulting in a pursuit. The vehicle was stopped in a parking lot, where one individual was arrested on a felony charge and suspected stolen power tools were recovered and turned over to Houston PD.

4.B. Fire Commissioner's Report

In July, the Village Fire Department responded to five incidents, four of which were EMS and one was non-emergency with an average response time of 5:09. EMS revenue through July 31 totaled \$267,000, an improvement over prior years after payouts and fees. One firefighter is out due to injury and another with an extended illness. Equipment updates included the aerial ladder truck expected back in service next week, rescue boat repairs nearing completion, and progress on capital projects such as training tower bids and fuel system replacement.

July activities included station tours, participation in July 4th events, and submission of the hazard mitigation plan to TDEM for five-year renewal. Preparations are also underway for the 2026 FIFA World Cup.

Revisions to the Fire Commission bylaws, aligning with the interlocal agreement and updating notice procedures, were included in the Council packet; no City approval is required but all cities have been notified.

4.C. City Engineer's Report

1209 Pine Chase Easement: On August 4, one reinforced concrete pipe was found collapsed and requires replacement before the retaining wall can be installed. A 36-inch plastic pipe remains in service but will also need future attention. Erosion concerns were noted due to improperly reinforced slope pavement; HDR recommends erosion control mats. No additional approval from Harris County Flood Control is required.

1303 & 1307 Friarcreek Easement: Landtek completed the topographic survey. HDR is coordinating with structural engineer Jeff Mitchell on design options. Due to a 15-foot elevation change, a stepped gabion system may be required to address erosion.

Hilshire Green Paving Improvements: Project is complete. Final payment and acceptance documents are on the agenda for Council's consideration. The City of Houston leak has been repaired, but sod replacement in that area is yet to be done.

Wirt Road Safety Project: HDR requested an update from the Harris County on whether the project will proceed in this fiscal year or the next. No response has been received yet. The City is awaiting confirmation from the City of Houston regarding permitting requirements. Initial feedback indicated approval of the easement, but a right-of-way permit still may be required.

Pine Chase Grove Meter Vault Improvements: The City of Houston has installed covers and curb bumpers. The relocation of electrical control panels remains pending due to the wiring being too short. Grading, landscaping, fencing and irrigation improvements will follow in coordination with property owners.

Citywide Ditch Cleaning Project: Survey data has been received and is under review.

Hickory Shadows Paving, Drainage, and Water Improvements: Bids opened August 7 with eight submissions. The two lowest bids were competitive and within budget. The lowest bidder's similar work dates back more than 10 years, and the second-lowest bidder also has limited comparable experience. HDR recommends allowing the low bidder to present qualifications at a special meeting before Council makes a final decision.

4.D. Building Official's Report

Secretary Stephens presented the Building Official's report. A summary handout was available at the desk for Council and residents, which included comments from past years and feedback received through calls and inspections. The report highlighted ongoing challenges within the Building Department.

The City currently offers Temporary Certificates of Occupancy (TCOs) to allow residents to move in while exterior items are still being completed. While convenient for residents, this practice has created delays in receiving final documents, collecting fees, and ensuring drainage compliance through the As-Built Topo Survey. Research indicated that Hilshire Village is the only city in the area offering TCOs, which has caused complications on the back end of projects.

Updates were also provided on other building-related issues:

Tree Preservation: The City is working to address concerns about tree removal by requiring replanting when removals occur.

Artificial Turf: With rising popularity, an ordinance is being developed to ensure installations are properly permitted and inspected.

Setback Rules: Unique second-story setback requirements continue to cause confusion and require additional staff explanation during plan review.

Property Registration: Staff is considering a property registration ordinance for rental homes vacant longer than six months, stagnant construction projects, or part-time residences. This would allow the City to track, inspect, and generate modest annual revenue.

Substandard Buildings: Hilshire Village has adopted the International Property Maintenance Code, but staff is reviewing additional language used in other cities to strengthen enforcement. Progress has been made on long-standing code enforcement cases, including the property at the corner with a circular driveway and gate.

No action items were requested at this time, though staff will begin working on these topics after budget season. Council was encouraged to review existing ordinances and provide feedback on provisions that may be ineffective or need updating.

During discussion, Council raised concerns about tree safety, noting that heavy rains and past drought conditions have led to large branches falling in public rights-of-way. It was suggested that the City Arborist inspect trees along sidewalks and rights-of-way to ensure they are healthy and trimmed as needed for public safety.

Finally, staff noted that the upcoming adoption of the 2024 Building Codes include changes compared to the 2018 codes. Details will be reviewed in future sessions.

4.E. Mayor Buesinger's Report

Mayor Businger reported that school is back in session and reminded residents to be cautious of increased traffic in the mornings and afternoons, particularly watching for children walking or riding bicycles. The Mayor noted that pedestrian and bicycle activity in the neighborhood has increased, which is positive, but also expressed concern about non-resident drivers speeding and disregarding stop signs, especially at the intersection of Archley and Ridgely. Many of these vehicles appear to be delivery or rideshare drivers.

Additionally, the Mayor addressed parking concerns related to ongoing construction projects. In particular, vehicles have been clustering near 1214 Ridgely, parking partially off the road but still obstructing traffic flow. This congestion has made it difficult for cars to pass safely. The Mayor emphasized the importance of monitoring these issues and will follow up with a communication to address driver behavior and parking enforcement.

4.F. City Secretary's Report:

Secretary Stephens reported that the month's activities were relatively light but noted a few updates. A new control panel has been ordered and will be picked up tomorrow.

She reminded residents of proper garbage collection procedures, as there have been recent issues with trash and accidental disposal of personal items. Trash should be placed in containers visible from the street by 7:00 a.m. on collection day. Items should not be left behind gates, as this creates hazards for collection crews. Residents are encouraged to remind neighbors to properly dispose of trash and keep personal belongings stored securely.

Regarding lighting, the City's representative Jonathan Leach has reestablished contact with CenterPoint to address outstanding light issues. Payment has already been made, and the City is awaiting CenterPoint's work to be scheduled and completed.

Finally, Secretary Stephens reported that the contractor for the ditch project will also be relocating "No Parking" signs as part of the work. One sign near a resident's driveway on Ridgely will be removed, and another will be repositioned further back once construction begins.

4.G. City Treasurer's Report

Secretary Stephens presented the City Treasurer's report, noting finances are on track and monthly reports were provided in the Council packets. Redline versions of the Finance and Investment Policies were also reviewed. Missing items from last year's policy (beginning with Item #12) have been restored, and updates were made for clarity, target ranges, flexibility in contracting, and formatting consistency. The revised Finance Policy will be presented for approval with the annual budget on September 9.

5. CONSENT AGENDA

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

5.A. Approve Disbursements

5.B. Approve Minutes from the Regular Council Meeting July 15, 2025

- 5.C. Approve Check Registers July 2025
- 5.D. Approve Resolution 2025-275 recognizing 9/11/2025 as 9-1-1 Day
- 5.E. Approve Resolution 2025-276 to opt into the new opioid settlement involving Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus
- 5.F. Approve Resolution 2025-277 to opt into the new opioid settlement involving Purdue and Sackler Family
- 5.G. Approve Resolution 2025-278 appointing Mayor Buesinger as Fire Commissioner and Mike Garofalo as Alternate Fire Commissioner

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

The motion carried 5-0.

6. DISCUSSION AND POSSIBLE ACTION

6.A. Discussion and possible approval of City of Hilshire Village Ordinance 849-2025 adopting the 2021 International Fire Code with exceptions.

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

The ordinance, drafted by the Building Official with assistance from the Fire Marshal, updates chapter section numbering and primarily affects commercial buildings. Under the 2021 model, facilities such as dental offices or those in areas with limited radio coverage may be required to install an Emergency Responder Application System if deemed necessary. While such systems are not yet widely available, the ordinance ensures future compliance.

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

The motion carried 5-0.

6.B. Discussion and possible action to authorize payment to Expert Underground Solutions, LLC's Final Invoice for Construction Services provided to the City for the Hilshire Green Paving, Drainage & Utility Improvements Project, Invoice #5 in the amount of \$37,206.03, as well as acceptance and closeout of the project.

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

Council discussed a persistent water leak flowing onto the street, possibly tied to severed interconnects with Houston's water system. The issue has worsened, raising concerns about waste, safety, and sanitation. Council emphasized the need for a permanent solution and improved communication with Houston officials.

Concerns were also noted about paving quality, with minor driveway approach cracks added to the project punch list. The contractor's work remains under a one-year warranty.

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

The motion carried 5-0.

6.C. Discussion and possible action to select a new IT vendor for the City.

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

Council reviewed IT service proposals, narrowed to two finalists after several months of evaluation. Goals include ensuring system reliability, password management, help desk support, improved Wi-Fi, stronger security, and modernized service options such as cloud-based platforms. Proposals ranged from \$15,000–\$20,000 annually with setup fees included.

Council discussed warranties, monthly costs, and cybersecurity risks, noting RSI as a strong candidate based on prior positive experience. Council authorized moving forward within a budgeted scope of \$20,000 or less, with final vendor selection and contract details to be refined.

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

The motion carried 5-0.

7. BUDGET WORKSHOP #2

Council reviewed the proposed operating budget, tax rates, capital improvement projects, utility rates, and salary considerations. Some figures remain estimates pending final reports. Property tax discussion covered adjusted taxable values, the no-new-revenue rate and voter-approval rates. The proposed combined M&O and I&S rate reflect a reduction from last year.

Council reviewed historical tax rate comparisons, budget methodology, and market trends, noting steady new home construction but slightly reduced future projections due to changes in the construction market. Utility rates were examined, with options for modest new or adjusted fees and discussion of smart meters as a long-term investment.

The capital improvement summary was updated with cost escalation factors and discussion was had about prioritization and resident feedback. The budget will be presented at the September 9th special meeting with final adoption of tax rates and utility rates scheduled for September 16th.

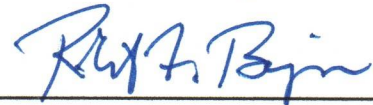
8. FUTURE AGENDA TOPICS

September 9 Public Hearing, Adopt Budget, Finance & Investment Policy

September 16 Public Hearing, Adopt Tax Rate, Adopt Utility Rates

9. ADJOURNMENT

With no further items on the agenda Mayor Buesinger adjourned the meeting at 8:39 P.M.



Robert Buesinger, Mayor

ATTEST:



Cassie Stephens, City Secretary