



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
JUNE 17, 2021
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

In accordance with Governor Abbott's Executive Order or Proclamation dated March 13, 2020 and continued monthly by Executive Orders or Proclamations to the most recent Proclamation dated June 7, 2021 relating to the COVID-19 pandemic and the need to minimize face-to-face contact, the City of Hedwig Village held the June 17, 2021 City Council Meeting in person with several participants joining the meeting via Zoom, as noted below.

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:30 p.m.

Present: Mayor Tom Jinks

Councilmember Scott Davis
Councilmember Harry J. Folloder
Councilmember Dane Johnson
Councilmember Matt Woodruff

Kelly Johnson, City Admin./Secr.-
Treas.
David Gott, Police Chief
Alan Petrov, City Attorney
Kevin Taylor, Building Official
Evan DuVall, Asst. Building Official
Lisa Modisette, Asst. City Secretary

Absent: Councilmember Shirley Rouse

2. PLEDGE OF ALLEGIANCE

Mayor Jinks led the Councilmembers, City staff, and visitors in the Pledge of Allegiance.

3. CITIZEN/VISITOR COMMENTS

Tom Roth, 854 Pecanwood, thanked City staff for their assistance with election related questions and concerns on Election Day.

Barbara Svetlik, 810 Heathcliff Court, spoke regarding the City marker signs. She stated she is unable to read the signs unless she is standing close to the signs. She also expressed concern about the light fixture installed close to the sidewalk at Beinhorn and Piney Point Road. She stated the fixture might become a trip hazard for residents using the sidewalk.

Andrea Hermann, 930 Karos Lane, spoke regarding several topics. She is concerned about the number of trees being removed prior to construction. She questioned the need to move the City Council Meetings from the third Thursday of the month to the second Thursday. She asked how the residents would be informed of any Drainage Committee Meetings. She asked about the Planning and Zoning Commission memberships lasting

only two years. She addressed Mrs. Svetlik's concern regarding the City marker signs. She stated the City signs will have a white backing which will make the sign more readable. She stated the Beautification Committee was not involved in the placement of the light fixtures.

4. REPORTS

A. Financial Report – May 2021 (before audit) – Kelly Johnson, City Admin, Sec.-Treas.

Kelly Johnson discussed the following:

- The City has \$4.97M in restricted funds and \$4.03M in available funds for a total of \$9.01M and the City is fully collateralized.
- Sales tax has increased thirty three percent for June 2021 compared to the same time period in 2020. The sales tax is up seven percent for the year compared to the same time period in 2020.
- The City is forty one percent through the budget year. Revenues for 2021 are approximately seventy five percent of budget and expenditures for 2021 are approximately thirty eight percent of budget.
- The collection rate for the ad valorem tax is ninety nine percent through the end of May 2021.
- The City has paid one half of the fee to Tyler Technologies for the ongoing software install at the police department.

Councilmember Folloder asked for the cause of the small sinkhole that was repaired in May. Kelly Johnson stated the sinkhole was on Magdalene Drive. Terry Vick stated a void (an empty spot) was created when the drainage pipe was put in. The road collapsed into the void. The void was filled in and the road repaired.

B. Police Report – May 2021 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- There was a total of fifteen crimes for May 2021. Three high school students attacked a fellow high school student and stole personal property. The charge of robbery was accepted against the three students. An elderly woman was scammed out of over \$7,000.
- Tyler Technologies is moving forward with the conversion from Cardinal to Incode. The new software should be operational by Labor Day of this year.
- The department has hired a new officer, Joseph Bissett. He previously worked for the Humble Police Department.

Councilmember Woodruff stated the residents have expressed concern regarding speeding and running stop signs in the City. Chief Gott stated he would make the officers aware of the situation.

C. Fire Department – Councilmember Folloder, Commissioner, & Bill Johnson, Alt. Commissioner

Councilmember Folloder discussed the following:

- The department has responded to one hundred fifty six calls in Hedwig Village for the year. Fifty five of those calls were for life threatening incidents and fifteen were for life threatening fire incidents. Response times for Hedwig Village are well below the national average for fire, medical, and advanced life-saving calls. All firefighting personnel are also fully qualified as Emergency Medical Services (EMS).
- The department is fully staffed and on budget.
- The renovation project contractor is attempting to make up for lost time in order to return to the original construction schedule. The project is on budget.
- The Village Fire Department (VFD) responded to a life threatening call in Hunters Creek. A resident fell through a window and received severe cuts due to the glass. The Memorial Village Police Department (MVPD) arrived on scene first and was able to apply pressure to stop the bleeding. The VFD arrived and began life saving procedures and transported the resident to the emergency room at Memorial Hermann. The resident survived the incident due to the quick response time of the MVPD and the VFD.
- The fire department does not bill residents for ambulance transport. The VFD will bill the resident's medical insurance but not the resident. If a resident does receive a bill for an ambulance transport, please notify the VFD.

D. Beautification – Andrea Hermann, Member

Andrea Hermann discussed the following:

- The electrical service has been installed at all City signs. Landscaping around the signs will begin soon.
- There was discussion on removal of dead trees at the last meeting. Terry Vick and crew are handling the tree removal.
- The big project for next year will be park improvements as well as planting more trees.
- The committee meets at City Hall on the first Tuesday of the month at 9:00 a.m.

E. Drainage Committee – Councilmember Rouse

Mayor Jinks discussed the following:

- Several residents have agreed to serve on the committee. One more Councilmember is needed as well as one resident who lives between Piney Point Road and Echo Lane to serve on the committee.
- The next committee meetings will be held on June 30, 2021 at noon and July 6, 2021 at 5:00 p.m. Location of the meetings is unknown at this time.
- Councilmember Rouse, committee chair, is working with City staff to gather the most recent street assessments and drainage studies so all committee

members can be brought up to date on the work previously done in the City. These materials will be distributed at the first meeting.

F. Building Official – Kevin Taylor, Building Official, and Evan DuVall, Assistant Building Official

Evan DuVall discussed the following:

- **Moody Project** – Milk and Cookies will open on Monday, June 21, 2021. Belong Bakery changed their name to Belong Kitchen and continues their improvements. Additional tenant improvements are ongoing, including a fitness space, a conference meeting space, a wine/coffee bar on the ground floor, and a bank on the fourth floor. The shell of Building B is almost complete and final inspections will begin soon. The landscaping and site work will be completed soon, as well.
- **Memorial High School** – The contractor has finished installing the lighting shields. A final photometric survey will be conducted to finalize this section of lighting. This is the same type of lighting that will be installed in other parking areas and will be significantly less intense than the existing parking lot lighting on Echo Lane and Gaylord, which will be replaced as well. The work on the main campus building is continuing with framing and inspections for all floors. After framing is complete, the project will enter the cover stage and, afterward, the interior finishes will be added. This phase of the construction will last for a significant amount of time. The new traffic light has been installed and work to finalize the installation will continue for the next several weeks. The new traffic light will not be active until it has been fully accepted by the City's Traffic Engineer. Once this work is complete, the current traffic light will be removed (southern intersection on Piney Point Road at Gaylord).
- **Sunday Press** – a new permit has been issued for the coffee shop at the corner of Piney Point Road and the I-10 Frontage Road. The coffee shop has received a permit from TxDOT for their driveway configuration. This means there will be more construction for the drive-thru at this location. The construction should take approximately three months to complete.
- **Small Nodes** – The City has issued the first round of comments for street light small nodes in compliance with the City's Design Manual and ordinance. These comments are being addressed and work should begin on these small nodes later in the month or early next month.

Councilmember Woodruff stated he is glad Belong Kitchen has moved into the City. They hire and train individuals with disabilities. He stated it is a wonderful program.

Councilmember Woodruff also questioned the decision to remove the trees from two lots on Beinhorn. He stated the City's tree ordinance may need to be reviewed to avoid future clear cutting of trees. Kevin Taylor, Building Official, stated he met with the City Forester regarding the lots on Beinhorn. The City Forester had valid reasons for allowing the removal of so many trees on those two lots on Beinhorn.

Councilmember Folloder suggested the City Forester take part in any discussion regarding possibly amending the tree ordinance.

Mayor Jinks asked about the pedestrian crossing on Piney Point Road at Gaylord during the traffic light construction. Evan DuVall stated the pedestrian crossing is closed to foot traffic during the traffic light construction. The contractor is attempting to make the pedestrian crossing safer for individuals. There will be an early morning concrete pour to speed the project along faster.

G. Planning & Zoning Commission – Councilmember Scott Davis, Council Liaison

No report.

H. City Administrator – Monthly Update – Kelly Johnson, City Admin, Sec.-Treas.

Kelly Johnson discussed the following:

- The Village Independence Festival (VIF) will not be held this year. The parade will be held on July 5, 2021 starting at 9:45 a.m. The previous committee chair is stepping down, so a new planning committee needs to be formed.
- The 2022 Budget process will begin next month. A budget calendar will be emailed to all Councilmembers. Please verify attendance on the dates listed on the budget calendar.
- The City's summer newsletter was sent out via the email notification list. The newsletter will also be mailed tomorrow.
- Terry Vick will contact Centerpoint to activate the electrical meters that were installed at the City signs. That process could take up to a week.

I. Mayor - Monthly Report

Mayor Jinks discussed the following:

- Communication - The City delivered door hangers to all residences within the City. The door hangers had important phone numbers and information on signing up for the email notification system (e-notification). There was an increase of over one hundred residents who signed up for e-notification after the door hangers were delivered. West Jinks and his friend Quinn Stradinger did a wonderful job delivering the door hangers. Additional hangers will be available at City Hall. The summer 2021 newsletter was sent out via e-notification today. A hard copy will be mailed to all residences tomorrow.
- The trash/recycling issues have been resolved. There should not be any more problems. The service has returned to backdoor pickup.
- The VIF parade will be held on July 5, 2021 starting at 9:45 a.m. There will be a Fun Run and a Children's Bike Ride prior to the parade. The vehicle parade will start at 10:00 a.m.
- The City has a new business, Milk and Cookies, located next to Texadelphia. Support the City's businesses.

5. CONSIDERATION OF ORDINANCES / RESOLUTIONS – The City Council will discuss and consider possible action of the following:

- A. An Ordinance of the City of Hedwig Village, Texas, amending Chapter 2, Administration, Section 2-34, Regular Meetings, of the Hedwig Village Code of Ordinances for the purpose of establishing the second Thursday of the month as the Regular City Council Meeting date.

Councilmember Johnson asked Kelly Johnson if she would have enough time in the beginning of the month to prepare the financial report. Kelly Johnson stated the financial report would be complete and the sales tax report from the state would be available but the other sales tax reports would not be available. Alan Petrov, City Attorney, stated the new meeting date would begin in September 2021. The City Council meeting being held on the third Thursday conflicts with the meetings for the Harris County Mayors and Council Association (HCMCA). The new meeting date will allow attendance at the HCMCA meetings

There was no further discussion.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to approve the ordinance as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

6. CONSIDERATION OF CONTRACTS/AGREEMENTS – The City Council will discuss and consider possible action on the following:

- A. Letter of Engagement to provide the City of Hedwig Village, Texas auditing services for the years ending December 31, 2021 and December 31, 2022.

Kelly Johnson, City Administrator, stated the current contract for auditing services with Belt Harris Pechacek LLP expires with the completion of the 2020 Financial Audit. The Letter of Engagement would extend the contract through the financial audits for Fiscal Years 2021 and 2022. She recommends approval as presented.

There was no further discussion.

Motion was made by Councilmember Woodruff and seconded by Councilmember Johnson to approve the Letter of Engagement as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

7. CONSIDERATION FOR REQUESTS FOR COUNCIL AUTHORIZATION – The City Council will discuss and consider possible action on the following:

- A. Audit Report – 2020 Financial Statements

Stephanie Harris, Managing Partner with Belt Harris Pechacek LLP, presented the City's 2020 Financial Audit. The City had approximately \$29.1M in total assets and \$6.7M in total liabilities. The City's net position as of December 31, 2020 is approximately \$17.9M (page 13 of the audit report). The City had approximately \$7.1M in net expenses and approximately \$8.1M in total revenue for Fiscal Year 2020

(page 15 and pages 20-21 of the audit report). The depreciation of the City's infrastructure is the straight-line method.

Motion was made by Councilmember Folloder and seconded by Councilmember Johnson to accept the 2020 Financial Audit as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

- B. Discussion and possible action to approve appointment to the Board of Adjustments for two-year terms

Mayor Jinks stated the Board of Adjustment (BOA) has three vacancies – one for a regular member and two for alternate members. He recommends Michael Rigo to fill the regular membership vacancy. He stated he is looking for residents to fill the two alternate vacancies and welcomes any suggestions. The BOA is a five member board with four alternates. Alternates will serve at a meeting if a regular member is unavailable.

There was no further discussion.

Motion was made by Councilmember Folloder and seconded by Councilmember Woodruff to approve the appointment of the Board of Adjustments member as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

- C. Discussion and possible action to approve appointments to the Planning and Zoning Commission

Mayor Jinks stated the six residents on the provided list are interested in serving on The Planning and Zoning Commission (P&Z). Four members of P&Z will serve until May 2022 and three will serve until May 2023. The terms for all members are two-year but the memberships are staggered. There are currently six vacancies and due to a lack of quorum two meetings have been cancelled. Councilmember Davis will be the Council Liaison to P&Z.

Councilmember Davis stated he spoke with all potential members on the provided list. He provided each of them with information about the Planning and Zoning Commission and its process. He also informed them of the required Open Meeting Act training they will have to complete. All potential members continued to express an interest on serving on the commission. Councilmember Johnson expressed concern regarding the lack of representation for the east side of the City.

There was no further discussion.

Motion was made by Councilmember Davis and seconded by Councilmember Johnson to approve the appointments to the Planning and Zoning Commission members as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

8. CONSENT AGENDA – All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

A. Approval of Minutes

May 12, 2021 Special Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – none

C. Approval of General Fund Bills over \$2,500

Jones and Carter - \$2,600.00	Memorial High School PTA - \$2,500.00
City of Bunker Hill Village - \$3,109.64	Harris County Auditor - \$3,013.20
Belt Harris Pechacek LLP - \$9,472.00	City of Piney Point Village - \$8,408.00
Houston Custom Metal Works - \$5,460.00	Dana Safety Supply, Inc - \$39,085.26
HCAD - \$8,307.00	Tyler Technologies - \$91,191.00
Accutek - \$2,630.95	CDW Government, Inc. - \$7,994.88
May Recreation Eqpt - \$3,006.00	South Texas Graphics - \$6,650.00

D. Designation of the Spring Branch I.S.D. Tax Assessor-Collector to calculate the 2021 effective tax rate and rollback tax rate for the City of Hedwig Village for Fiscal Year 2022.

E. Approval regarding a contract with Spring Branch Independent School District Tax Office for Ad Valorem Tax Collections.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to approve the consent agenda as presented. Motion carried 4-0.


MOTION CARRIED UNANIMOUSLY

9. ADJOURN

Motion was made by Councilmember Johnson and seconded by Councilmember Woodruff to adjourn the meeting at 7:41 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on July 15, 2021.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary

