



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
MAY 12, 2022
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:31 p.m.

Present: Mayor Tom Jinks

Councilmember Scott Davis	Wendy Baimbridge, City Administrator
Councilmember Harry J. Folloder (left at 6:54 p.m.)	David Gott, Police Chief
Councilmember Shirley Rouse	Lisa Modisette, City Secretary
Councilmember Matt Woodruff	Alan Petrov, City Attorney
Councilmember Elect Patrick J. Breckon	Kevin Taylor, Building Official
Councilmember Elect Clay Trozzo	

Absent: Councilmember Dane Johnson

2. PLEDGE OF ALLEGIANCE

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

3. CANVASSING THE MAY 7, 2022 ELECTION

A. Discussion and possible action regarding an Ordinance canvassing the returns and declaring the results of the General Election held in the City of Hedwig Village, Texas on May 7, 2022; and containing findings and provisions related to the subject.

Lisa Modisette, City Secretary, read the results of the May 7, 2022 General Election into the record.

	<u>Early Voting</u>	<u>Election Day</u>	<u>Total</u>
<u>Councilmember Position No. 2</u>			
Patrick J. Breckon	169	85	254
Dane Johnson	50	24	74
<u>Councilmember Position No. 3</u>			
Clay Trozzo	183	95	278
Brian T. Muecke	45	19	64
<u>Councilmember Position No. 4</u>			
Matt Woodruff	Unopposed	Unopposed	Unopposed
Provisional Ballots			0
	<u>Early Voting</u>	<u>Election Day</u>	<u>Total</u>

Total Ballots Cast	229	114	343
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Percentage of registered voters who voted			20%
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Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the ordinance canvassing the returns and declaring the results of the May 7, 2022 General Election of the City of Hedwig Village, Texas. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

B. Statement of Officer

Councilmembers Breckon, Trozzo, and Woodruff read and signed the Statement of Officer.

C. Oath of Office

Judge Gary Maddox administered the Oath of Office to Councilmember Breckon, Councilmember Trozzo, and Councilmember Woodruff.

The meeting was recessed at 6:38 p.m. for pictures. The meeting reconvened at 6:54 p.m.

4. CITIZEN/VISITOR COMMENTS

Tom Roth, 854 Pecanwood, thanked the fire department and the police department for their quick response to an incident at his home.

Andrea Hermann, 930 Karos Lane, discussed the following:

- Thanked Dane Johnson and Harry Folloder for their service to the City during their terms as Councilmembers.
- Encouraged the new fire department commissioner to attend the fire department commission meetings.
- Requested the City send to the residents a brief message with information about the new Councilmembers.

Harry Craig, 839 Merridel, thanked all the Councilmembers for their service to the City. He encouraged discussion of the impact study.

Joel DeJean stated he was a candidate for the new Congressional District 38 as an Independent.

5. REPORTS

A. Police Report – April 2022 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- Chief Gott thanked everyone who attended the open house that was held this afternoon.
- There is a broken sewer pipe under the police station. The repair will begin soon.
- Crime is slightly higher than in previous months.

- A female suspect fired a firearm at a male subject. The suspect has been charged with Deadly Conduct with a Firearm.

B. Fire Department – Councilmember Folloder, Commissioner

No verbal report was given. A written report was provided to City Council.

C. Beautification – Kathryn Schenk, Committee Chairperson

No verbal report was given. A written report was provided to City Council.

D. Streets and Drainage Committee – Councilmember Rouse

Councilmember Rouse discussed the following:

- The Committee discussed current projects.

E. Building Official – Kevin Taylor, Building Official

Kevin Taylor discussed the following:

- Memorial High School – The bus loop construction is in progress, the concrete has been poured, and inspections are continuing. The City has met with the Spring Branch I.S.D. Police Department to discuss the traffic issues at the traffic light on Echo Lane at Gaylord Drive.
- A residence remodel and three pools were submitted for plan review.
- St. Cecilia Catholic Church has submitted plans to remodel the existing interior sanctuary. Landscaping improvements, walkways, and additional inlets to manage site drainage are also planned.
- Lokesh Krishan, Traffic Engineer with LJA Engineering, Inc., stated the traffic light improvements could possibly begin mid-August and should be finished before the school year starts. Mayor Jinks stated the school district has agreed to pay for the equipment and installation. The traffic lights on Echo Lane at Gaylord Drive should be reprogrammed for the summer months.

F. Planning & Zoning Commission – Councilmember Davis, Council Liaison

Councilmember Davis stated the commission discussed the following:

- The Commission held a meeting last week.
- Discussed requiring a promenade in the commercial districts and recommended holding a Joint Public Hearing.
- Discussed possible amendments to the Planned Unit Development Ordinance and recommended holding a Joint Public Hearing.

G. Financial Report – April 2022, Wendy Baimbridge - City Administrator

Wendy Baimbridge discussed the following:

- The City has \$4.5 million in available funds and \$5.9 million in restricted funds.
- The City is 33.33% through the budget year.

- The Ad Valorem collection rate for the 2021 tax year is 99.93%.
- Sales tax is 2.5 percent higher for April than the same time period as last year.

H. City Administrator – Monthly Update – Wendy Baimbridge - City Administrator

Wendy Baimbridge discussed the following:

- An email was sent out to the Mayor and all Councilmembers regarding a training of newly elected officials. The training will be held by Houston Galveston Area Council (H-GAC) and will include useful information.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Congratulated the new Councilmembers for their win in the May 7, 2022 General Election.
- Harris Council Flood Control District is currently de-silting Soldier's Creek.
- The City Hall debt is paid in full. The police department debt will be paid in full in 2034 and the Tax Note 2020 will be paid in full in 2027.
- Memorial High School Seniors' will hold a car parade on Saturday, May 14, 2022.
- The school district has agreed to pay for the new traffic light equipment and the installation.
- Thanked Dane Johnson and Harry Folloder for their service to the City.
- Thanked Luke Adams for taking the pictures of the Councilmembers during and after the swearing in.
- Matthew Lin is the City's new student summer intern. He is an engineering student at Texas A&M.

The meeting was recessed at 8:15 p.m. The meeting reconvened at 8:22 p.m.

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

- A.** A Resolution of the City of Hedwig Village, Texas declaring certain personal property of the City to be surplus and delegating authority to the City Secretary to dispose of this surplus property.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the resolution as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B.** An Ordinance calling a Joint Public Hearing to be held before the City Council and the Planning and Zoning Commission of the City of Hedwig Village, Texas for the purpose of considering amendments to Article V, Zoning Regulations, Section 506, Business District B; and Article V, Zoning Regulations, Section 509, Planned Unit Developments, Subsection B.2. Residential District A, of the Hedwig Village Planning and Zoning Code to add requirements for commercial promenades in all Business Districts and Planned

Unit Developments in the Residential A Zoning District within the City to manage pedestrian traffic.

Councilmember Rouse expressed concern about the size of the promenade and the size of the landscaping and that it could be viewed as the City taking property. She stated the Design Guide or the Comprehensive Plan could be updated to allow for open spaces and walkability options. She stated there should be other options for promenades and walking trails that is not a law.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to approve the ordinance as presented. Councilmember Rouse voted against the motion. Motion carried 4-1.

MOTION CARRIED

- C. An Ordinance calling for a Joint Public Hearing to be held before the City Council and the Planning and Zoning Commission of the City of Hedwig Village, Texas for the purpose of considering amendments to Article V, Zoning Regulations, Section 509, Planned Unit Developments, Subsection B.1, Business Districts, of the Hedwig Village Planning and Zoning Code to reduce the minimum acreage requirement to apply for a Planned Unit Development in the Business Districts and remove the maximum number of Planned Unit Developments allowed in a Business District of the City.

Councilmember Rouse expressed concern about the proposed amendments to the Planned Unit Development Ordinance. She questioned the need for the changes. She asked why not change the code to facilitate re-vitalization in the commercial districts.

Councilmember Trozzo stated possible construction in the commercial districts have either been placed on hold or have been cancelled.

Motion was made by Councilmember Trozzo and seconded by Councilmember Davis to approve the ordinance as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- D. An Ordinance of the City of Hedwig Village, Texas amending Chapter 58, Parks and Recreation, Section 58-34, Hours of Usage, of the City of Hedwig Village Code of Ordinance to amend the City Park hours.

Mayor Jinks stated the current City Park hours are 7:00 a.m. to 10:00 p.m. He recommends amending the park hours to 7:00 a.m. to one half hour after sunset.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the ordinance as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- E. An Ordinance of the City of Hedwig Village, Texas regarding Catalytic Converters.

Chief Gott stated the number of catalytic converter thefts is increasing. The proposed ordinance would make it unlawful to possess a catalytic converter that has been cut from a vehicle. Each violation is punishable as a Class "C" misdemeanor with a fine of \$500.00.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the ordinance as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

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

- A. Discussion and possible action to approve the extension of the Disaster Debris Removal Agreement with Ceres Environmental Service, Inc.

Lisa Modisette, City Secretary, stated the City currently has an agreement with Ceres Environmental Services (Ceres) to provide disaster debris clean up services in the event of a disaster. The current agreement expires in September of this year. The extension would expire September 7, 2023.

Councilmember Trozzo stated the extension document references an "Exhibit A" which was not provided. Councilmember Rouse asked if the extension could be for a longer time period than one year.

This item was tabled until the June 9, 2022 City Council meeting when the concerns could be addressed.

- B. Discussion and possible action to award bid and approve the contract for the Memorial Village Estate Ditch Project and authorize the Mayor to sign the contract.

Tim Buscha, IDS Engineering, Inc. stated IDS published notice for sealed bids for the Memorial Village Estate Ditch De-Silt Project. Four bids were received. IDS recommends Turner Paving and Construction as the best value for the City. The recommended bid is for approximately \$89,000. Turner Paving and Construction (Turner) was the second lowest bidder. Turner has approximately twenty years' experience. The lowest bidder has only been in business approximately three years and has not done another project of this scope. The next step will be to sign the contract between Turner and the City and to hold a communication meeting for the affected residents. The project should start in June 2022.

Councilmember Rouse stated the Streets and Drainage Committee agrees with the recommendation of IDS. She stated the City will need a communication plan with the residents of Memorial Village Estate to inform the residents of the work at least one week prior to the beginning of the project.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to award the bid to Turner Paving and Construction and to authorize to the Mayor to sign the contract. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

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

- A. Discussion and possible action to proceed with the Drainage Impact Study.

Tim Buscha, IDS Engineering, Inc., stated the Westside Streets and Drainage Project, as studied by LJA Engineering, Inc. (LJA), would not greatly improve the drainage in the west side of the City. IDS Engineering, Inc. (IDS) recommends LJA conduct a Drainage Impact Study to prove that any changes to the drainage in the west side of the City would not have an adverse effect to property downstream. IDS requested adding certain criteria to the impact study, such as adding additional streets, adding a breakdown of existing and proposed surface water elevations, and LJA or IDS should attend several meetings. The proposed cost of the Drainage Impact Study would be approximately \$80,840.

Councilmember Rouse stated the goal of the impact study would be a summary document that clearly spells out the benefits of the drainage project.

Councilmember Woodruff stated that IDS is informing the city that the impact study is needed and would document that no harm will come to other properties downstream.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to proceed with the Drainage Impact Study. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

9. DISCUSSION/ITEMS PRESENTATION OF SPECIAL REPORTS

A. A Proclamation honoring Anna Rigo and Asher Rigo for their theater talents.

This agenda item was tabled.

10. 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

April 14, 2022 Regular Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – two

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

Village Fire Dept. - \$5,284.99

State Treasurer - \$14,362.55

Wells Fargo credit card - \$3,424.65

Helfman Ford - \$29,507.63

Johnson Petrov - \$5,199.16

LJA Engineering (on hold) - \$7,832.44

Accutek - \$4,987.50

IDS Engineering - \$9,792.18

D. Approval of the 1st Quarter 2022 Investment Report.

E. Approval of appointments to the Planning and Zoning Commission for two year terms and to appoint a Commission Chairperson.

F. A Resolution of the City of Hedwig Village, Texas designating the Hedwig Village Commissioner to the Village Fire Department Board of Commissioners.

Councilmember Rouse requested removal of Consent Agenda Items E and F for separate discussion.

Mayor Jinks stated Planning and Zoning member Peter Sanborn has agreed to be the Chairperson and Doug Bergen has agreed to serve as a member on the Commission.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the appointment of Doug Bergen as a member. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Mayor Jinks recommends Councilmember Matt Woodruff as the Hedwig Village Commissioner to the Village Fire Department Board of Commissioners.

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to approve the appointment of Councilmember Woodruff as the Hedwig Village Commissioner to the Village Fire Department Board of Commissioners. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the consent agenda with the removal of the appointments to the Planning and Zoning Commission and designating a Chairperson and removal of the resolution appointing a Hedwig Village Commissioner to the Village Fire Department Board of Commissioners. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

11. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to adjourn the meeting at 9:00 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on June 9, 2022.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, City Secretary