



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
DECEMBER 8, 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 Patrick J. Breckon
Councilmember Scott Davis
Councilmember Shirley Rouse
Councilmember Clay Trozzo

Wendy Baimbridge, City Administrator
David Gott, Police Chief
Lisa Modisette, City Secretary
Alan Petrov, City Attorney
Evan DuVall, Assistant Building Official
Ian Knox, Building Official

Absent: Councilmember Matt Woodruff

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN/VISITOR COMMENTS – Mayor Jinks requested comments be limited to 3 minutes.

Andrea Hermann, 930 Karos Lane, stated there were several items on the agenda that are of import to the residents and reminded the Councilmembers of their fiduciary duty to the citizens.

Harry Craig, 839 Merridel, stated he believes the Westside drainage plan is a good plan and the City needs to proceed with the next steps as recommended by the engineers. He stated there are flooding issues on the west side and the City has an opportunity to improve the issue.

Joshua Black, Boy Scout from Troop #673, attended the meeting to earn requirements for his Communication Merit Badge.

4. REPORTS

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

Chief Gott discussed the following:

- The department held its annual holiday luncheon and award presentation:
 - Award of Excellence – Detective Terry Wu
 - Guardian of the Year – Zeshan Malik
 - Employee of the Year – Amanda Winter
 - 5 Year Service Award – Karin Parades and Mark Payne
 - 10 year Service Award – Cynthia Lisella

- Row Test (a physical fitness test) – 3 officers completed the row test in 4 minutes or under. Williams Jorge completed the row test with the best time of 3:36 minutes.
- Charges have been filed and an arrest has been made for a robbery that occurred at the Chase ATM.
- A suspect has been arrested for several “jugging” cases throughout the Houston area, including cases in Hedwig Village.

B. Fire Department – Councilmember Woodruff, Commissioner

No report.

C. Beautification – Andrea Hermann, Committee Member

Andrea Hermann discussed the following:

- Next year’s project will involve planting trees.

Andrea Hermann will look into the Tree City USA designation for the City.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

Councilmember Rouse discussed the following:

- The committee met last week and reviewed the Drainage Impact Analysis (DIA) from LJA Engineering as well as reviewed the storm sewer maintenance program.
- Councilmember Rouse thanked the committee members for their time to serve on the committee.

E. Building Official – Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- Traffic Light Coordination – the software for the traffic light was installed and the final implementation of the program has begun.
- Design Guide – a scope of work for the design guide was provided to several consultants to obtain a quote for the project. Three estimates were received.
- Small nodes – several small nodes are currently under construction and will be implemented over the coming weeks. The project should be completed in early 2023.
- St. Cecilia Catholic Church – the renovation work is ongoing.
- Commercial Projects - Five projects have been approved. Two projects have been denied.
- Residential projects – 8 projects have been approved. One project has been denied. One project is under review.

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

No report.

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

Wendy Baimbridge discussed the following:

- The City has \$4.9 million in available funds and \$7.1 million in restricted funds for a total of \$12 million.
- The City is 91% through the budget year.
- Sales tax is .83% lower year to date compared to the same period as last year.
- Mixed beverage tax received by the City for August is \$11,604.

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

Wendy Baimbridge discussed the following:

- Russell Abshire was sworn in as a Planning & Zoning Commission member.
- A project status report was provided. City Council was updated on several ongoing projects.
 - The City applied for grant funds for the Westside Streets and Drainage Project. The City will find out if the application was approved in early 2023.
 - Drainage Impact Analysis is complete. City Council decided to enter into an agreement with IDS to move forward on this project.
 - Storm sewer maintenance – City Council decided to enter into an agreement with IDS to move forward on this project. IDS will go out for bids in January 2023.
 - Hedwig Way and Hedwig Circle resurfacing – IDS will go out for bids in January.
 - Drainage meeting held with several local entities to discuss ongoing projects. Possibility of applying for a regional grant for streets and drainage.
 - Traffic light on Echo Lane at Gaylord – the software is installed and the timing of the light is ongoing.
 - Bunker Hill southbound traffic signal – working with the City of Houston and Transtar to install a protected left turn signal.
 - Park Renovation – plan is ongoing.
 - Grant submission for 8 Live Oaks to be planted on Corbindale. The City should know by Spring 2023 if grant is approved.
 - Investment Policy – agenda item this meeting to update the City Investment Policy to allow for more investment opportunities.
 - Investment Consulting – possibly contract with a consulting firm for review of the City investments.
 - Design Guide – agenda item this meeting.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed State of the City:

- Passed an ordinance in December 2021 allowing front yard fencing along major streets in the City.
- Passed an updated tree ordinance in January 2022 to protect heritage trees and to provide guidance to contractors.
- Paid off City Hall debt in March 2022.

- Decrease tax rate by 9.47% for 2022. Maintained tax rate for 2023 budget.
- Decreased expenses in 2023 budget while increasing funding for infrastructure projects.
- Established a Capital Improvement Fund for infrastructure projects.
- Contracted with IDS to manage City infrastructure projects.
- Echo/Gaylord traffic light software was installed and the timing of the light is ongoing.
- Passed an ordinance in May 2022 regarding catalytic converters allowing the police department to effectively investigate this type of theft.
- Established an online auction procedure for surplus City items.
- Harris County Flood Control District began desilting Soldiers Creek in May 2022. Project is ongoing.
- Citizens Assistance link was added to the City homepage.
- Increased communication with residents with quarterly newsletters and monthly emails.
- Memorial Village Estates Ditch Desilt Project completed in the summer of 2022.
- City started an Intragram page in the summer of 2022.
- Established a Telecommuting Policy for City employees.
- Established a Social Media Policy regarding posts relating to City issues.
- Established an Emergency Operations Plan for City employees during inclement weather and other disasters.
- Established a Cash Handling Policy for handling public funds.
- Established a priority list of long-term infrastructure projects.
- Established a long-term strategy regarding yearly maintenance of the storm sewer system.
- Established a long-term strategy for street maintenance for the eastside of the City.
- Contract with Goodman to review and apply for grant funds for the Westside Streets and Drainage Project and sidewalk maintenance.
- Establish a tree account to assist in park upgrades.
- Began a summer intern program in 2021.
- Economic Development – reduced the Planned Unit Development (PUD) size from three acres to one acre. Commercial promenade ordinance passed in August 2022.
- Drainage Impact Analysis completed in September 2022 regarding the Westside Streets and Drainage Project.
- Increased professional development of City Hall staff. Developed Standard Operating Procedures for all tasks.
- Employee Appreciation:
 - Lisa Modisette - 15 years of service
 - Cynthia Lisella – 10 years of service
 - Karin Paredes – 5 years

- Mark Payne – 5 years
- Ongoing projects:
 - Design Guide – on December agenda
 - Investment Policy – on December agenda
 - Investment strategy – implement December 2022

5. 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 in support of the Hedwig Village Police Department Employees.

Mayor Jinks read the Resolution into the record. Chief Gott accepted the resolution on behalf of the department.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the Resolution as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

B. A Resolution of the City of Hedwig Village, Texas Amending the City of Hedwig Village Investment Policy.

Wendy Baimbridge, City Administrator, stated the updated investment policy will allow more investment opportunities for the City. The policy follows all applicable state laws.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the Resolution as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

A. Presentation of the Accreditation of the Hedwig Village Police Department by the Texas Police Chief's Best Practice Program.

Jeff Craig, Police Chief of the Richmond Police Department, is a member of the Texas Police Chief's Association (TPCA). The TPCA is dedicated to improving the quality of service of police departments throughout the State of Texas. The Hedwig Village Police Department received their first accreditation twelve years ago and receives re-accreditation every four years. The accreditation process includes inspections of the police department, interviews with staff, tours of the building, and adherence to one hundred and seventy-three standards that must be met.

Chief Gott accepted the Certificate of Accreditation on behalf of the City and the police department. He thanked the department's staff including Amanda Winter, Civilian Supervisor, who is the Best Practices Program Manager for the department.

Mayor Jinks and Councilmembers thanked the department's staff for their dedication.

7. CONSIDERATION OF CONTRACTS / AGREEMENTS

A. Discussion and Possible Action to Approve a Contract with IDS Engineering Group for Professional Services for Storm Sewer Maintenance.

Tim Buscha, IDS (IDS) Engineering Group, stated the City previously discussed implementing a storm sewer maintenance program to begin in 2023. The bids will be handled by IDS and will include a three year proposal with an optional two one year extensions. During the course of the program, all storm sewers in the City will be TV'ed (reviewed with cameras), cleaned, and inspected for any additional repair work. The annual cost of the program during the three year bid cycle will be included in the budget. The primary focus the first year will be Echo Lane. Subsequent years will include other storm sewers in the City. All storm sewers will be reviewed and cleaned on a ten year cycle.

Mayor Jinks stated the City Council decided to implement an infrastructure maintenance program over the course of a ten year plan.

Councilmember Rouse asked why Echo Lane will be the first storm sewer reviewed and cleaned and what impact will there be to the residents.

Tim Buscha stated there is a possible blockage on Echo Lane. The impact to residents may include traffic delays. The street will be passable to one way traffic during the work and the work will only be done during pre-determined work hours during the day only.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve this agenda item as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

B. Discussion and Possible Action to Approve a Contract for Professional Services for a Design Guide.

Councilmember Trozzo stated a design guide has been a topic of discussion for the Planning & Zoning Commission (P&Z) for several years. Peter Sanborn, Planning and Zoning Commission Chairperson, stated P&Z received quotes from three firms. P&Z unanimously voted to recommend approval of the proposal from Kendig Keast to assist in the creation of a design guide for the commercial districts of the City. The proposal was for the work to be completed in phases.

Councilmember Rouse stated the scope of work is too broad. She questioned the need of the City hiring an outside firm to review decisions that have already been made. She asked how having a design guide would aid in re-development of the commercial districts.

Bret Keast, Kendig Keast owner, stated the guide could potentially put all standards and regulations into one document, which would make it easier to look for any gaps, and would be easier for developers to understand.

Peter Sanborn stated the design guide would include a long-term and comprehensive plan for the City.

Bret Kendig states a design guide could streamline the development/re-development process, make the regulations clear and articulate, and possibly incentivize re-development.

City Council suggested changes to the agreement with Kendig Keast. The changes include:

1. Modify Task 1 to include a workshop with City Council and P&Z.
2. The cost would not to exceed \$49,975.
3. Wendy Baimbridge be named as City Project Manager.
4. Modify Task 4 to include a Joint Public Hearing.

Bret Keast agreed to the suggested changes.

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve this agenda item with the suggested changes. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

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

A. Drainage Impact Analysis from LJA Engineering, Inc.

Tim Buscha, IDS (IDS) Engineering Group, discussed the Drainage Impact Analysis (DIA) for the Westside Streets and Drainage Project. He stated the benefits include reduction in the water ponding on the streets but the reductions will not be uniform throughout the project area. Another benefit will be the replacement of the streets which are at the end of their life span. The project would maintain the current street and sidewalk widths. There would be an increase in the size of some of the drainage pipes. The estimated cost of the project is expected to be approximately \$12.5 million, excluding engineering, in coordination with the Memorial Villages Water Authority. Memorial Villages Water Authority (MVWA) will also replace their water pipes where needed at the time of the construction. The cost of water pipe replacement will be borne by MVWA. The bid process could start in late 2023. The bid award could occur in early 2024. The time frame of the construction could be three years with the engineering portion being one year and construction lasting two years. There are options for the project:

1. Option 1 – the City elects not to do the entire project. The City would replace the streets individually which could take about twenty years and would include some drainage work.
2. Option 2 - the City decides to do the entire project at an approximate cost of \$12.5 million, excluding the engineering portion.
3. Option 3 – Westside Streets and Drainage Project completed in phases. If this option is chosen by the City, IDS recommends all engineering be done in 2023. If phasing the project, coordination with MVWA would be imperative.

Councilmember Trozzo asked for a cost estimate of the design portion. Councilmember Rouse stated LJA Engineering, Inc. (LJA) created a preliminary design and the City could build on that. Councilmember Rouse asked if the City could do anything to improve the water flow.

Tim Buscha stated the estimated cost of the design portion would be approximately \$700,000 - \$800,000. The first step in the project is the design portion. Cost for project management and the bid process would be in addition to the design cost. The City cannot do anything to improve the water flow. Harris County Flood Control is trying to improve Soldiers Creek which may improve flow.

Wendy Baimbridge, City Administrator, organized a drainage meeting consisting of Harris County, Harris County Flood Control, City of Bunker Hill Village, City of Piney Point Village, and City of Houston. The various projects either currently underway or under discussion for the entities in attendance may be beneficial to the City. The entities plan to stay in contact and keep each other informed.

The City has applied for grant funds to cover most of the cost of this project.

Tim Buscha recommends City Council authorize LJA to begin work on the design portion and engage a public relation firm to assist with a public meeting and input.

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to authorize IDS to provide a proposal for the design and the public relations work. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

B. Appointment to the Planning and Zoning Commission

Councilmember Trozzo recommends John Irwin to the Planning and Zoning Commission. Mr. Irwin has been a resident of Hedwig Village since 1996.

Motion was made by Councilmember Trozzo and seconded by Councilmember Rouse to approve this agenda item as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

9. 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

None

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – none

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

Accutek - \$32,691.59

Village Fire Department - \$151,817.28

CompuCycle - \$3,193.75

Johnson Petrov - \$7,833.40

Turner Paving - \$9,850.00

HCAD - \$7,346.00

Bright Landscaping - \$4,107.54

DTK Facility Services - \$3,500.00

BBG Consulting - \$12,500.00

Terry Vick - \$15,467.36

LJA Engineering - \$11,466.75

D. Appointment of the City Administrator to complete the Police Seizure Audit for 2022. Motion was made by Councilmember Breckon and seconded by Councilmember Rouse to approve the consent agenda, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

10. ADJOURN

Motion was made by Councilmember Breckon and seconded by Councilmember Rouse to adjourn the meeting at 9:26 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on January 12, 2023.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary