



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
APRIL 13, 2023
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 7:03 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon
Councilmember Shirley Rouse
Councilmember Clay Trozzo
Councilmember Matt Woodruff
(arrived at 8:02 p.m.)

Wendy Baimbridge, City Administrator
David Gott, Police Chief
Lisa Modisette, City Secretary
Alan Petrov, City Attorney
Ian Knox, Building Official
(left at 6:43 p.m.)

Absent: Councilmember Scott Davis

2. PLEDGE OF ALLEGIANCE

Mayor Jinks led the City Council, City staff, and visitors in the Pledge of Allegiance during the Joint Workshop earlier in the evening.

3. CITIZEN/VISITOR COMMENTS

Michael Puig, 730 Magdalene Drive, requested the light that illuminates the City marker at Taylorcrest and Magdalene Drive be adjusted. The light is very bright at night.

Suzette Puig, 730 Magdalene Drive, spoke about community (feral) cats. She stated she, and other residents, have been trapping, neutering, and releasing (TNR) the feral cats in the City. She stated the feral cat population in the City has been reduced due to her efforts. She questioned why City staff is picking up the water bowls that are left out for the feral cats.

Andrea Hermann, 930 Karos Lane, thanked Councilmember Breckon for his assistance in repairing and painting the wall at the entrance to Memorial Village Estates. She also spoke about the Village Fire Department and the department's budget.

4. REPORTS

A. Police Report – March 2023 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- Two suspects entered a residence by breaking a window. The investigation is ongoing.
- A backpack and a pair of Apple airpods were stolen from a vehicle. The airpods were located near a residence in Third Ward.

- Chief Gott and Mayor Jinks attended the Texas Police chief Conference in Fort Worth last week. The department was recognized for their fourth re-accreditation.

B. Fire Department – Councilmember Woodruff, Commissioner, and Mayor Tom Jinks, Alternate Commissioner

Councilmember Woodruff discussed the following:

- The Board of Commissioners authorized the creation of the search committee to start the search for a new fire chief. The search committee will be comprised of the Hedwig Village Commissioner, the Spring Valley Village Commissioner, the Piney Point Village Alternate Commissioner, and hopefully a fire chief from another local department.
- The Villages will receive a request for additional funds to correct an error in the 2023 Budget line item for salaries.
- The 2024 budget workshops will begin next week.
- The funding of the Capital Replacement Fund may be increased to account for rising costs and inflation.
- The response times are good.
- The “wall times” at the hospital are reducing.
- The two ambulances that were ordered will be delivered when complete. The department is considering replacing the chassis on one of the current ambulances and possibly retaining the remaining ambulance as a reserve unit.
- The financial audit is underway. The auditors may give a report at the next commission meeting. A deeper audit may be requested of the auditors. The Inter-local Agreement requires GAAP accounting principles be used and currently those principles are not being used.
- The department is looking for another accounting firm and software for the monthly financial report.

Councilmember Rouse suggested the department create a Disaster Fund to be funded annually. Councilmember Woodruff stated that was a good idea, however, the department should budget realistically for disasters every year.

C. Beautification – Kathryn Schenk, Chair

Kathryn Schenk discussed the following:

- The committee has been working to replace plants lost to the freeze.
- Campbell Road esplanade has been refreshed. Yardworks, Inc. will refresh the landscaping at the City marker signs.
- The committee is looking for locations to plant trees, possibly on Piney Point Road. The planting should occur in November.
- Houston Garden Club awarded the City a \$5,000 grant to plant trees on Corbindale Road near the fire station and park.
- Previous projects completed by the committee include:
 - The Campbell Road esplanade.
 - The City marker signs.
 - Six oak trees were planted on Clifford by the water authority.

- Irises were planted along Taylorcrest.
- Oak trees were planted on Gaylord by Piney Point.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

- No report

E. Building Official – Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- Memorial High School traffic light – The Echo Lane streetlights are fully coordinated and are working as designed. The Memorial High School Travel Time Study has been submitted and reviewed by the City's Traffic Engineer.
- Design guide – Kendig Keast will continue to work on the Commercial Design Guide. The first draft will be presented to the Planning and Zoning Commission (P&Z) at the April 25, 2023 P&Z meeting.
- St. Cecilia Church – renovations are ongoing and completion is expected mid-year.
- Commercial development – there are five projects currently approved. One project is under review. One additional project should be submitted for review soon.
- Residential development – there are two projects under review. 3 additional projects have been approved.
- Tree removal permits – three permits are under review.

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

Councilmember Trozzo discussed the following:

- The first draft of the design guide will be presented to the Commission at the next meeting on April 25, 2023. The draft will be presented to City Council at the May 11, 2023 meeting.

G. Financial Report – March 2023 - Wendy Baimbridge - City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$6.6 million in available funds and \$6.7 million in restricted funds for a total of \$13.3 million.
- The City is 25% through the budget year.
- Sales tax continues to be significantly higher for year compared to previous years.
- Mixed beverage tax received by the City in February was \$12,127.

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

Wendy Baimbridge discussed the following:

- The 1st Quarter Investment Report is on the agenda for review and approval. The interest the City has earned is significantly higher than in previous years.
- A tentative 2023 Budget calendar was presented to City Council. The first budget workshop is scheduled for July 25, 2023 if a quorum is achieved.
- The July City Council meeting may be cancelled due to the Budget Workshop scheduled for July 25th.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Attended the Texas Police Chief Conference last week. The police department was recognized for attaining their 4th Accreditation.
- The City has worked with TxDOT to improve the traffic flow northbound under I-10. There is now a second turn lane to the left onto I-10.
- Memorial High School Senior Car Parade will be held on Saturday, May 13th at 10:00 a.m. The parade will start on Gaylord and continue south on Piney Point and end near Ecclesia Church. Piney Point Road will be closed to traffic starting at 9:40 a.m.
- The City is working to improve the traffic on Echo Lane at the high school.
- A new video scoreboard at the high school baseball field was dedicated to a Memorial High School student who passed away. Parents raised money to purchase the new scoreboard.

5. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

A. Telecommunication Week Proclamation

Mayor Jinks read the Proclamation into the record. A Proclamation was given to the Hedwig Village Police Department and the Village Fire Department. Chief Gott stated the department has 4 full time dispatchers. Two other civilian employees are also trained as dispatchers and can fill in when needed. The dispatchers have other job duties, such as assisting walk-ins and checking on prisoners in the jail cells.

B. Memorial High School Traffic Time Study

Lokesh Krishan, LJA Engineering, discussed the traffic time study conducted by Kimley Horn at the request of Spring Branch I.S.D. Kinley Horn collected traffic data during three consecutive days in January 2022 and January 2023. The time study reflects an improvement in the traffic times. He further stated that northbound traffic time did not change significantly because of the I-10 metered light. However, Councilmember Rouse stated the traffic has not improved significantly. She stated the traffic on Echo Lane is still an issue. City Council requested Mr. Krishan investigate the possibility of closing the high school parking lot entrance on Echo Lane at Gaylord Drive and how that closure would affect traffic. Councilmember Rouse stated the traffic time study shows how few vehicles are using that entrance, but that entrance adversely affects traffic on Echo Lane. She stated vehicles could be redirected to Mustang Alley with possibly less impact to traffic on Echo Lane. Councilmember Rouse also requested data for vehicles traveling from I-10 to Taylorcrest without exiting Echo Lane.

C. Small Node Poles

No discussion.

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

A. A Resolution to deny Centerpoint Energy request to increase distribution rates.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to adjust the personnel manual to allow the City Administrator three weeks' vacation, effective on the hire date. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

10. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to adjourn the meeting at 9:05 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on May 11, 2023.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary