



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
MAY 11, 2023
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
Councilmember Matt Woodruff
(arrived at 7:55 p.m.)

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

Absent: None

2. PLEDGE OF ALLEGIANCE

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

3. ADMINISTER OATH OF OFFICE

A. Statement of Officer

Mayor Jinks, Councilmember Davis, and Councilmember Rouse read and signed the Statement of Officer prior to taking the Oath of Office.

B. Oath of Office

Judge Maddox performed the Oath of Office for Mayor Jinks, Councilmember Davis, and Councilmember Rouse.

4. CITIZEN/VISITOR COMMENTS

Tom Roth, 854 Pecanwood, thanked the Village Fire Department firefighters on behalf of the congregation of his church.

Peggy Hemus, 711 Glen Echo, stated she heard from a source that part of the Kroger shopping center will be demolished. She stated several businesses have already moved out of the location.

5. REPORTS

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

Chief Gott discussed the following:

- He thanked Larry and Susie Opalka for their years of service to the City.
- The crime numbers are down for the year, on par when compared to last year.

- 4 suspects were arrested in connection to a burglary of a habitation. The Houston Police Department assisted in the case.
- 2 suspects were identified and charges were filed in connection to a burglary of a motor vehicle.
- The schools in the City were locked down due to a potential threat. 2 suspects attempted to steal or break into a vehicle. The police department was notified that one suspect had a weapon. One suspect was arrested. The other suspect was stopped by a Spring Branch ISD police office on school property but evaded capture.

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

Councilmember Woodruff discussed the following:

- A new ambulance was delivered. The second ambulance will be delivered next week.
- The Capital Replacement Fund may be increased due to the expected significant increase in cost of the apparatus. There is discussion on possibly increasing the lifespan of the apparatus but this option may not be feasible.
- The department may replace the chassis on one of the previous ambulances. This option is cheaper than replacing the entire ambulance. The second previous ambulance may be sold or may be kept to serve as a backup.
- A budget workshop was held and another will be held next week.
- A salary survey was completed and no significant increase is anticipated.
- A search committee for the new fire chief has been created and the search will be assisted by the Humble Fire Chief, a former VFD employee.
- Another 2023 budget amendment will be submitted to the Villages due to the 2023 salary line item being incorrect.
- The goal of the Board is to create an accurate 2024 budget, including funds for emergency contingencies.

Mayor Jinks stated Councilmember Woodruff is now the Board of Commissioners Chairperson. The chair position rotates annually between the Villages.

C. Beautification – Kathryn Schenk, Chair

Kathryn Schenk discussed the following:

- The City sign markers were landscaped.
- The Campbell Road esplanade landscaping has been refreshed.
- The flower bed at City Hall has been landscaped.
- The committee will not landscape private or commercial property.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

- The storm sewer cleaning and TVing is ½ complete as of last week. The contractor found several locations where the pipe is now misaligned and quite a bit of silt was removed. The proposed Westside Infrastructure Project would include replacement of drainage pipe.

- Hedwig Circle/Hedwig Way Project - a resident meeting is scheduled for May 17, 2023 at 5:30 p.m. The work is scheduled to begin on May 22, 2023. The project is street replacement only. The project has a 60-day timeline.
- Westside Infrastructure Project – Request for Qualifications (RFQ) was submitted to 10 engineering firms. The RFQs should be received in time for review at the June Council meeting.

E. Building Official – Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- St. Cecilia Church – renovations are ongoing and completion is expected mid-year.
- UT Physicians is opening a new location on the second floor at 950 Corbindale. Permits have been issued.
- Memorial Dance Center is undergoing a remodel. Permits have been issued.
- Commercial development – there are 4 projects under review. 5 additional projects have been approved.
- Residential development – there are 2 projects under review. 7 additional projects have been approved.
- Tree removal permits – 1 project was denied pending a site visit by the City forester.

F. Planning & Zoning Commission –Peter Sanborn, P&Z Chair

Peter Sanborn, Planning and Zoning Commission Chairperson, thanked Larry Opalka for his service to the City and discussed the following regarding the draft design guide:

- The first draft of the design guide was presented to the Commission at the April 25, 2023 meeting. P&Z decided last summer to incorporate a design guide in the City’s Building Code and recommended Kendig Keast for the work. The April meeting was the first time P&Z could discuss the first draft as a group. The first draft included:
 - Site design standards and building orientation.
 - Surface parking.
 - Setbacks.
 - Cross-access easements.
 - Landscaping.
 - Pedestrian accommodations.
 - Building entry orientation.
 - Building modulation/design.
 - Building height/setbacks
 - Parking structures.

Councilmember Rouse commented on the difference between “standards” and “guidelines”. Standards require a change to the existing Code, including a public hearing and a Council vote. Guidelines assist developers to get through the building review process more smoothly. She stated most of the suggestions in the first draft do not apply to all the commercial properties.

Chair Sanborn stated P&Z should plan for the future. The City should have a single set of standards to apply to all lots. The draft design guide includes locations in the Code because the current Code does not have certain requirements.

Mayor Jinks and Chair Sanborn stated the building height in the commercial districts would not increase.

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

Wendy Baimbridge discussed the following:

- The City has \$6.8 million in available funds and \$6.5 million in restricted funds for a total of \$13.3 million.
- The City is 33.3% through the budget year.
- Sales tax continues to be significantly higher for the year compared to previous years.
- Mixed beverage tax received by the City in March was \$12,379.

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

Wendy Baimbridge discussed the following:

- The financial audit for 2022 has begun. The auditors have been onsite for the past two weeks. The report may be available in time for the June Council meeting.
- 2024 Budget work has begun. Councilmembers should check their availability for a public hearing on Tuesday, July 25, 2023 at 6:30 p.m. A second public hearing, if needed, could be held on Thursday, July 27, 2023 at 6:30 p.m.
- A notification letter regarding the upcoming Hedwig Circle/Hedwig Way Project resident meeting was delivered to the residents affected by the project.
- The Tree Advisory Board will hold their first meeting on May 15, 2023 at 6:00 p.m. Funds will be set aside in the 2024 Budget for trees. The City received signs from the National Arbor Foundation and will be placed in a couple of locations in the City.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Councilmember Davis, Councilmember Rouse, and Mayor Jinks were sworn in at the beginning of the meeting. The Councilmembers are proud to serve all residents of the City.
- The City has been responsible when spending City funds. The City paid off the City Hall debt in early 2022. Mayor Jinks thanked Sue Speck for all her work as Mayor.
- The City started a Summer Intern Program. There are three interns this summer.
- The City has lowered the property tax rate and lowered expenses.
- The City issues a newsletter several times a year for better communication with the residents. The City also sends out multiple emails to inform residents of items of interest.

- The City approved the expense to create a design guide for the commercial districts.
- The City has re-instated the infrastructure plan.
- The City contracts with IDS Engineering to manage the infrastructure projects, such as Hedwig Circle/Hedwig Way and the Westside Infrastructure Project.

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 regarding a request from the Village Fire Department Board of Commissioners to approve the Proposed Third 2023 Budget Amendment in the Amount of \$184,000, with Hedwig Village's portion being \$34,040.00.

Chief Miller stated the amendment in the amount \$184,000 would allow the department to re-roof the Annex Building.

Councilmember Woodruff, Hedwig Village VFD Commissioner, stated the decision was made to place a new metal roof over the existing roof with space between the two roofs to allow for air circulation.

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

MOTION CARRIED UNANIMOUSLY

7. CONSIDERATION OF CONTRACTS/AGREEMENTS – 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 Services, Inc.

Wendy Baimbridge, City Administrator, stated Ceres Environmental Services, Inc. increased the cost of their services 5.2%. There are no other changes to the agreement.

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

MOTION CARRIED UNANIMOUSLY

- B.** Discussion and Possible Action to Approve a Contract with Vick Maintenance for Maintenance Services for Certain Public Grounds, Ways, Easements, and Facilities within the City.

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

MOTION CARRIED UNANIMOUSLY

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

- A.** Discussion and Possible Action regarding Appointment/Re-Appointments to the Planning and Zoning Commission for two year terms.

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

MOTION CARRIED UNANIMOUSLY

- B.** Discussion and Possible Action regarding Appointment/Re-Appointments to the Board of Adjustment for two year terms.

Motion was made by Councilmember Trozzo and seconded by Councilmember Rouse to approve the Board of Adjustment members as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

9. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

- A.** Proclamation for Lawrence “Larry” and Beth “Susie” Opalka.

Mayor Jinks read the proclamation in the record. The Opalkas have lived in the City since the late 1990s. Larry and Susie Opalka have been very active in the City, with Mr. Opalka serving on the Planning and Zoning Commission and several other committees for many years and Mrs. Opalka serving on the Parks and Beautification Committee in the 2000s. They both were involved in many City activities, including the July 4th Festival in the City Park.

- 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 13, 2023 Regular City 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 Department - \$3,692.62

Wells Fargo credit card - \$3,714.90

TML Intergov'l Risk Pool. - \$27,387.75

Gard's Quality Printing - \$4,497.00

Accutek – \$5,146.66

The Goodman Group - \$13,500.00

Kendig Keast - \$10,893.03

Schaumburg & Polk - \$3,053.02

Johnson Petrov- \$5,713.39

Bright Landscaping. - \$2,579.45

IDS Engineering - \$6,160.94

Cary Moran - \$2,640.00

State of Texas Treasurer - \$48,314.71

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve the consent agenda. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

11. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to adjourn the meeting at 8:11 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on June 8, 2023.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary