



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR MONTHLY CITY COUNCIL MEETING  
JULY 15, 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 July 1, 2021 relating to the COVID-19 pandemic and the need to minimize face-to-face contact, the City of Hedwig Village held the July 15, 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 6:31 p.m.

Present: Mayor Tom Jinks

Councilmember Scott Davis  
(via Zoom, left 7:43 pm.)  
Councilmember Harry J. Folloder  
Councilmember Dane Johnson  
Councilmember Shirley Rouse  
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: None

**2. PLEDGE OF ALLEGIANCE**

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

**3. CITIZEN/VISITOR COMMENTS**

Andrea Hermann, 930 Karos Lane, commented on the following:

- Budget and Drainage Committee meetings should be placed on the City website calendar.
- The previous administration stated there would be no new taxes to fund the proposed drainage project.
- Memorial Village Water Authority has plans to do construction work in the same areas as the proposed drainage project.
- Inquired if federal funding was available to assist in funding the proposed drainage project.

Tom Roth, 854 Pecanwood, commented on how new residents are notified of the City's ordinances regarding tree protection.

Brian Muecke, 811 Hedwig Way, requested the City Council members and the residents express their support for the Spring Branch I.S.D. Board of Trustees in light of a lawsuit that has recently been filed against the school district.

#### **4. REPORTS**

##### **A. Financial Report – June 2021 – Kelly Johnson, City Admin, Sec.-Treas.**

Kelly Johnson discussed the following:

- The City has approximately \$5M in restricted funds and \$3.9M in available funds for a total of \$8.9M. The City is fully collateralized.
- Sales tax is down sixty four percent for July 2021 compared to the same time period in 2020. The sales tax is down approximately three percent for the year compared to the same time period in 2020. The reduction is due to a retail business that is now located in the City of Houston but continuing to pay its sales tax to the City of Hedwig Village. The Texas Comptroller's Office adjusted the City sales tax for July to account for that issue.
- The City is fifty percent through the budget year. Revenues for 2021 are eighty one percent of budget and expenditures for 2021 are forty six percent of budget.
- The collection rate for the ad valorem tax is ninety nine percent through the end of June 2021.
- The City has paid one half of the fee to Tyler Technologies for the ongoing software install at the police department. The final payment will be due in 2022.
- The City is eligible to receive \$652,000 from the American Rescue Plan. The City is applying for the federal funds. The City will receive half of the amount this calendar year and the balance next calendar year. The funds can be used on storm water infrastructure. The funds must be obligated by the City by 2024 and spent by 2026. The deadline to submit the paperwork for the funds is August 1, 2021.

##### **B. Police Report – June 2021 Crime Report & Statistics – Chief David Gott**

Chief Gott discussed the following:

- The total crimes in the City for the year continue to remain low.
- One violent crime in June 2021 was a road rage incident. The aggressor was arrested.
- Several burglaries to a motor vehicle were reported in the City. All vehicles were left unlocked.
- 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 air conditioning in the jail at the police department is currently not working again. The department is using the jail at Spring Valley Village until the unit is replaced.

- The department is checking on the status of criminal cases filed with the District Attorney's Office (DA) by the department. A significant number of cases have been dismissed either by a Harris County judge or the DA's Office. Mayor Jinks requested Chief Gott check on the status of the road rage case and report back to City Council.

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

Councilmember Folloder discussed the following:

- The department has responded to two hundred thirteen calls in Hedwig Village for the year. Sixty eight of those calls were for life threatening incidents and sixteen 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 total number of calls received includes all calls for service on the freeway. Fire calls are any calls that are non-medical emergency calls.
- The renovation project is on schedule to finish by December 2021. The department will move into the building under a temporary certificate of occupancy in September 2021.
- The Village Fire Department (VFD) is planning two open houses when the building is complete.

**D. Beautification** – Kathryn Schenk, Chairperson

Kathryn Schenk discussed the following:

- The City is in contact with Centerpoint about the electrical service to the City signs.
- The committee discussed future park projects including adding a walking trail around the park.
- A representative from May Recreation attended the meeting to discuss park equipment. The equipment in the park is old and dated but still in working order.
- The committee reviewed and discussed the tree ordinance.

**E. Drainage Committee** – Councilmember Rouse

Councilmember Rouse discussed the following:

- The next Streets and Drainage meeting is scheduled for August 2, 2021 at noon at City Hall. LJA Engineering, Inc. (LJA) will attend the meeting to answer questions about the most recent work the company has done for the City. The committee will submit their questions to LJA prior to the meeting.
- The committee members are reviewing documents given to them at the last meeting.

- The committee received a document ranking the City's streets in priority of work that needs to be done. The listing was compiled by AG/CM in 2019.

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

Evan DuVall discussed the following:

- **Moody Project** – Belong Kitchen is continuing their tenant improvements. Belong Kitchen is staffed by individuals with special needs. 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 work on the main campus building is in the cover stage and the interior finishes will be installed. The kitchen equipment is being installed and the fire sprinkler system is installed. Sidewalks are being replaced. Work on the older buildings is beginning. The new traffic light on Echo Lane at Gaylord has been installed and work to finalize the installation will continue for the next several weeks. The new traffic light at the student drive on Gaylord has experienced some issues. The City's Traffic Engineer is working to correct the issues. Councilmember Rouse asked about the installation of crosswalks across Gaylord between the high school and the Echo Lane Shopping Center.
- **Sunday Press** – this project may be shelved and not completed.
- **Small Nodes** – The City has received the revised plans for the streetlight small nodes in compliance with the City Design Manual and Ordinance. These plans are being reviewed and the permit will be issued if all known items have been addressed.
- The city forester has been working on a proposal for amendments to the tree ordinance to strengthen the tree protection guidelines for the City. The proposed amendments will be reviewed by the City Attorney and will be on next month's City Council agenda.

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

Councilmember Davis discussed the following:

- The Planning and Zoning Commission (P&Z) met on July 6, 2021.
- Front yard fencing was discussed. A Joint Public Hearing will need to be scheduled soon on this topic.
- P&Z discussed the possibility of moving the meeting date and time.
- Alan Petrov, City Attorney, conducted a training for the new members of P&Z.
- A joint workshop between City Council and P&Z was requested to discuss possible topics for P&Z to explore. Guidance from City Council is needed.

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

Kelly Johnson discussed the following:

- The TML Conference is scheduled for October 6-8, 2021 in Houston. Lisa Modisette will register the Councilmembers who plan to attend.
- City staff has been in contact with Centerpoint Energy regarding the electrical service for five City signs.
- Governor Abbott suspended some of the Open Meeting Act requirements for videoconferencing in light of COVID-19 since early 2020. Those suspensions will be lifted effective September 1, 2021. City staff has been in contact with TML in regard to continuing to use Zoom. Zoom does meet all the requirements for videoconferencing after September 1, 2021.

**I. Mayor - Monthly Report**

Mayor Jinks discussed the following:

- The City recognized Officer Art Zambada for his service to the City during his thirty one years with the City and his upcoming retirement on July 31, 2021.
- The City recognized Lucas Williams in honor of his graduating as Valedictorian for 2021 at Memorial High School.
- The newly reformed Planning and Zoning Commission met earlier this month.
- The newly formed Streets and Drainage Committee met earlier this month.
- The Board of Adjustment has one vacancy.
- There are new businesses in the City. Supporting those businesses in the City benefits the City. The sales tax spent in the City is a large portion of the revenues for the City.

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

**A. Recognition of Senior Officer Arthur Zambada.**

Mayor Jinks read a proclamation into the record honoring Police Officer Arthur “Art” Zambada for thirty one years of service to the City and congratulated him on his retirement on July 31, 2021.

**B. Recognition of Lucas Williams, 2021 Valedictorian of Memorial High School.**

Mayor Jinks read a proclamation into the record honoring Lucas Williams as Valedictorian of the 2021 Graduating Class of Memorial High School.

**6. 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 15, 2021 Regular Council Meeting  
June 17, 2021 Regular Council Meeting

**B. Approval of General Fund Bills**

General Fund Bills

Voided Checks – one

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

Triumph Cabling Systems - \$3,500.00	Cary Moran - \$3,280.00
Tyler Technologies - \$17,488.33	LJA Engineering, Inc. - \$8,885.66
Belt Harris Pechacek LLP - \$14,207.00	Johnson Petrov - \$3,079.51
City of Bunker Hill Village - \$4,142.19	C&G Wholesale - \$7,971.49

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

**MOTION CARRIED UNANIMOUSLY**

**7. ADJOURN**

Motion was made by Councilmember Johnson and seconded by Councilmember Woodruff to adjourn the meeting at 7:56 p.m. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on August 19, 2021.

  
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Tom Jinks, Mayor

ATTEST:

  
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Lisa Modisette, Asst. City Secretary