



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
JANUARY 12, 2023
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:30 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon

Councilmember Scott Davis

Councilmember Shirley Rouse

Councilmember Clay Trozzo

Councilmember Matt Woodruff

David Gott, Police Chief

Lisa Modisette, City Secretary

Alan Petrov, City Attorney

Ian Knox, Building Official

Absent: Wendy Baimbridge, City Administrator

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN/VISITOR COMMENTS

Anne Retzler, 913 Magdalene Drive, questioned if the Westside Streets and Drainage Project was necessary. She stated the cost of the project has increased from \$8 million to \$12 million and asked for a breakdown of the total cost of the project, with the separation of drainage cost and the street improvement cost.

Gregory Cokinos, 14 Hedwig Circle, asked what the City was doing to protect trees from being cut down for residential development. He stated the lot at 19 Hedwig Circle has been cleared of most of the trees.

Tom Roth, 854 Pecanwood, asked Councilmember Woodruff to convey his thanks to the Village Fire Department (VFD) for their quick response to a medical emergency at his home. He stated the VFD also responded quickly to another medical emergency at St. Francis Episcopal Church.

Andrea Hermann, 930 Karos Lane, asked what the meeting posting requirements are. She asked why the December 16, 2022 meeting agenda was posted only one hour before the meeting. Alan Petrov, City Attorney, stated the meeting posting requirements was 72 hours prior to the start of the meeting, with the exception of an emergency meeting which only has a one hour posting requirement.

Upasana Bhatia, 11507 Echo Hollow, asked about the maintenance of her street. She stated her street has potholes that need to be repaired. She also would like to be more involved.

4. REPORTS

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

Chief Gott discussed the following:

- The crime statistics for December 2022 are low.
- The annual UCR report was provided for Council review. This report is federally required of all police departments.
- The department followed up on the several previous cases:
 - Walgreens robbery – one suspect received 2 years probation, adjudicated.
 - 2019 family violence – case dismissed by court.
 - DWI case – case dismissed by court.

Councilmember Rouse asked if there were any reports of fireworks in the City on New Year's Eve.

Chief Gott stated that multiple individuals showed up at the Marshal's parking lot but officers arrived and dispersed the crowd.

B. Fire Department – Councilmember Woodruff, Commissioner

Councilmember Woodruff reported on the following:

- The next Board of Commissioners meeting will be the end of January.
- Financial statements were not available for Council review.
- The roof work on the annex building was supposed to begin and be completed in December 2022. However, the contractor did not have the required amount of insurance. A new contractor will be chosen. The work will be done in 2023 and a 2023 budget amendment will need to be done. The roof on the main station building will be repaired as a claim against the contractor's insurance.
- The third ambulance was to be sold but was needed by the department so the air conditioning had to be repaired. Another ambulance also needed to be repaired.
- Mayor Jinks stated that during a Hedwig Village City Council emergency meeting in mid-December 2022, City Council approved funds, up to \$50,000, to cover VFD overtime if needed through the end of 2022.

C. Beautification – Andrea Hermann, Committee Member

Kathryn Schenk discussed the following:

- The City's landscaping survived the recent freeze.
- The committee will plant trees throughout the City with their 2023 budget.
- Irrigation will be needed for future project locations.

Andrea Hermann stated requirements for the Tree City USA designation include:

- Maintain a tree board or department.
- Have a public tree care ordinance.
- The City must spend \$2.00 per capita on urban forestry.
- Celebrate Arbor Day.

Some of the Villages collect a tree fee directly from the contractor to place in their Parks and Beautification budget line item to plant trees.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

Councilmember Rouse discussed the following:

- The committee has not met since the December City Council meeting. A meeting will be planned for the end of January.
- Two projects are in the bid phase – storm sewer cleaning and resurfacing of Hedwig Way and Hedwig Circle. These bids should be received and ready for review by the next committee meeting.
- The Westside Streets and Drainage Project is primarily a street project with some drainage work.

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 – Kendig Keast has been selected for the design guide work. The work will include a joint meeting with City Council and Planning and Zoning, a tour of the commercial districts to determine the scale of the work, and updates to the various design aspects of commercial developments within the City. A third phase may be added to the project at the request of the City.
- 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. One additional project was denied but has since been approved.
- Residential projects – seven projects have been approved.

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

Councilmember Trozzo discussed the following:

- The design guide will include a joint workshop with City Council to begin the project.
- Several Planned Unit Development (PUD) applications may be submitted soon for review.

G. Financial Report – December 2022, Lisa Modisette - City Secretary

Lisa Modisette discussed the following:

- The City has \$6.8 million in available funds and \$5.6 million in restricted funds for a total of \$12.4 million.
- The City is 100% through the budget year.
- Sales tax is .88% lower year to date compared to the same period as last year.

- Mixed beverage tax received by the City for December was \$11,548.
- Total revenues for 2022 is \$7.5 million. Total expenses for 2022 are \$6.4 million. However, 2022 invoices are still being received and paid. All outstanding expenses should be paid by mid-March.

H. City Administrator – Monthly Update – Lisa Modisette - City Secretary

Lisa Modisette discussed the following:

- The first date to file for a place of the May 6, 2023 ballot is January 18, 2023. The last date to file is February 17, 2023 at 5:00 p.m. Write-in candidate deadline to file is February 21, 2023 at 5:00 p.m. The deadline to withdraw an application is February 24, 2023 at 5:00 p.m.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed State of the City:

- City Council held an Emergency Meeting on January 16, 2023 at which the Council approved up to \$50,000 to cover Village Fire Department overtime expenses through the end of 2022.
- Hedwig Village will host the Harris County Mayors' and Councils' Association January meeting to be held on January 19, 2023 at The Goodman next to Treebeards.
- The City implemented a new Investment Policy.
- The City implemented an adverse weather procedure.

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

- A.** An Ordinance of the City of Hedwig Village, Texas providing for the holding of a General Election to be held on May 6, 2023 for the purpose of electing a Mayor and Two (2) Council Members and providing details relating to the holding of such election.

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

MOTION CARRIED UNANIMOUSLY

- B.** A Resolution of the City of Hedwig Village, Texas for the submission for and acceptance of grant funds for the purchase of bullet resistant shields.

Chief Gott stated the department applied for and was approved to receive grant funds to purchase bullet resistant shields. The City will receive \$47,500.00 in grant funds to purchase twelve shields. The City does not need to provide any matching funds. All grant requirements were met by the department.

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

MOTION CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

- A.** Discussion and possible action to accept grant funds from the Office of the Governor, Public Safety Office, Texas Bullet Resistance Shield Grant Program for the purchase of bullet resistant shields.

See agenda item 5B.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the acceptance of the grant funds as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B.** Discussion and possible action on the purchase of firearms for the Police Department.

Chief Gott stated the police department provides weapons to the officers; however, most of the officers carry their own weapons. The City owned weapons were purchased more than twenty years ago. The department has numerous handguns and shotguns that will be traded in for a trade-in value of \$13,537.25. The value of the new weapons for the department is \$21,286.80. The actual cost to the City to purchase the weapons will be approximately \$7,749.55. The department will also have access to a firing range free of charge.

Motion was made by Councilmember Trozzo and seconded by Councilmember Woodruff to approve the firearms purchase up to \$10,000. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- 7. 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

November 10, 2022 Regular City Council Meeting Minutes

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – two

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

Treebeards - \$6,492.00

McCoy's Building Supply - \$5,752.32

Johnson Petrov - \$5,357.71

Idemia Identity & Security- \$3,279.00

Paradigm Traffic Systems - \$33,250.00

LJA Engineering – 10,247.05

Flock Group - \$21,500.00

IDS Engineering - \$5,110.38

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the consent agenda, as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

8. ADJOURN

Councilmember Rouse expressed concern regarding student drop-off at Spring Branch Middle School. She requested the City communicate the concern with the school district and the school administrators.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 7:50 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on February 9, 2023.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary