



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
MARCH 9, 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 Scott Davis
Councilmember Shirley Rouse
Councilmember Clay Trozzo
Councilmember Matt Woodruff

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

Absent: None

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

Jeffrey Wolff, 11623 Spriggs Way, discussed a small node pole installed by Verizon close to his driveway. He stated the placement of the pole violates the law, as he understands, due to the close proximity of the pole to his driveway.

Jennifer Finch, Spring Branch Memorial Library Branch Manager, spoke regarding the different programs and activities the library has for people of all ages. The Plant and Book Festival will be held March 24-25, 2023. She stated the library has received new flooring and new shelving and will receive new security features.

Andrea Hermann, 930 Karos Lane, stated she has been conducting a tree inventory for private property, street by street, within the City.

Margarita Mitchell, 818 Magdalene Drive, spoke regarding the small node pole installed near her house. She stated she received a letter from Verizon but the letter did not state what was being installed. She stated the pole blocks the view when leaving her driveway creating a safety hazard.

4. REPORTS

A. Police Report – February 2023 Crime Report & Statistics, 2022 Annual Report, 2022 Racial Profiling Report – Chief David Gott

Chief Gott discussed the following:

- T. Wu and W. Candido were promoted to Sergeant. B. Bloodworth was promoted to Detective.
- Sergeant D. Owens retired. He was a 20 year veteran of the department.
- The department was awarded \$17,000 in grant funds to purchase bullet shields for the officers. The purchase will be completed when the funds are received.
- The crime numbers are up for the year due to the higher than average number of vehicle burglaries.
- The department performed a traffic stop on a minivan in Hunters Creek. Twelve illegal immigrants fled the van; however, several, including the driver, were caught and arrested. Harris County released the suspects on a \$100 bond each and none of the suspects showed up for their first court date.

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

Councilmember Woodruff discussed the following:

- Chief Miller is doing a great job as Interim Fire Chief.
- The morale at the department is high. The quality of the personnel is very high.
- The budget and financial issues at the department are continuing. Several agenda items this evening include allocating funds to pay for bunker gear, radios, helmets, and boots and to complete the purchase of two new ambulances. Funds approved by City Council last year for the bunker gear was spent on other items. The radios were budgeted in the VFD 2022 Budget but were not purchased.

Councilmember Breckon stated the fire department is not following General Accepted Accounting Principles (GAAP) and the financials do not include the required financial disclosures. The interlocal states the department should follow GAAP.

Councilmember Rouse stated the department should have financial controls and procedures in place. Financial transparency is clearly needed.

Mayor Jinks stated the City the City was put on notice in December 2022 by the Chief at the time that there was a possible severe weather event and the fire department's overtime budget was empty. The City approved, at an emergency meeting in December 2022, up to \$50,000 to cover necessary operational overtime expenses incurred during the last two weeks of 2022 to ensure the public safety needs were met. The VFD implied the overtime budget line item was at zero but, in actuality, the overtime budget line item was already over budget by \$65,000, So unbeknownst to the City, the approved \$50,000 was not enough. He stated the interlocal agreement states the VFD should have requested a budget amendment to cover the overtime expenses in excess of \$10,000 over the budgeted amount.

Chief Miller and Marlo Longoria, VFD Administrator, spoke regarding the 2022 Budget and the requested amendments. Chief Miller stated the VFD will endeavor to do a better job at managing the VFD budget going forward. The department is currently short staffed due to some of the personnel being temporarily promoted. Captain Tim Miller was promoted to Interim Deputy Chief and Jason Ellis was promoted to Captain. Cory Young was promoted to Captain in January. A fire engine is out for repair. Chief Miller met with

hospital staff to reduce the “wall time” the VFD personnel experience whenever they transport a patient to the emergency room. Marlo Longoria provided preliminary budget figures for the 2022 budget overages/shortages before the audit.

Councilmember Woodruff stated the 2023 VFD Budget estimated expenses for salaries is approximately \$200,000 under budget. A 3rd 2023 Budget Amendment will be presented to City Council, probably next month, to correct that error. The 2024 Budget process will begin soon. The department will hire a consultant to conduct a salary survey. The department will also hire a consultant to assist with the upcoming ISO audit. The Board of Commissioners is moving forward with forming a search committee to replace the previous chief.

C. Beautification – Kathryn Schenk, Chair

Kathryn Schenk discussed the following:

- The committee has been discussing possible locations for planting trees. They are considering Echo Lane.
- Sprinkler systems will probably need to be installed when the trees are planted.
- The sprinkler system on Campbell Road was damaged by a telecommunication company doing work in the area.
- The landscaping at the City Hall sign by Piney Point Road will be redone soon.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

Councilmember Rouse discussed the following:

- The committee met on March 8, 2023 to review the two contracts on the agenda this evening.
- A progress report was given on the status of the Westside Streets and Drainage Project. IDS is following up with LJA Engineering on several items.

E. Building Official – Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- Memorial High School traffic light – the lights are installed, programmed, and working as designed. The school district’s traffic engineers have submitted a time travel study. The City’s traffic engineer has reviewed the study and returned it, with comments, to the school district’s traffic engineer. The City received notice that the student drive traffic light was operational during off-peak times. The City’s traffic engineer has checked the configuration to ensure that does not occur again.
- Design guide – Kendig Keast met with the City and the Parks and Beautification Committee and conducted a tour of the City’s commercial districts. A Joint Workshop was held on March 9, 2023, before the City Council meeting, with City Council and Planning & Zoning members to give input regarding the design guide.
- St. Cecilia Church – renovations are ongoing and completion is expected mid-year.
- Commercial development – there are five projects currently approved.
- Residential development – there are six projects currently approved.
- Tree removal permits – one permit was denied.

Councilmember Rouse requested a traffic count during a two week period to confirm if the high school traffic entrance on east Gaylord Drive is being utilized.

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

Councilmember Trozzo discussed the following:

- The design guide will be the main focus throughout the summer and fall.

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

Wendy Baimbridge discussed the following:

- The City has \$6.6 million in available funds and \$6.6 million in restricted funds for a total of \$13.2 million.
- The City is 16.67% through the budget year.
- Sales tax is significantly higher for February compared to previous years.
- Mixed beverage tax received by the City in February was \$15,538.

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

Wendy Baimbridge discussed the following:

- The City has been approved as a Tree City by the Arbor Day Foundation.
- Working with the City of Houston regarding the traffic flow at Bunker Hill Road and Gaylord Drive.
- Harris County Flood Control District has created a work order to remove sediment from the upstream end of Hunters Branch.
- The City will close fiscal year 2022 soon.
- The City has reached the second phase regarding the infrastructure grant applied for in 2022.

I. Mayor – Monthly Report – Mayor Tom Jinks

No report.

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 declaring the unopposed candidates for Mayor and Council Position Nos. 1 and 5 elected; providing that the May 6, 2023 General Municipal Officers Election shall not be held; containing other provisions relating to the subject; providing for severability; and repealing all ordinances or parts of ordinances inconsistent or in conflict herewith.

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

MOTION CARRIED UNANIMOUSLY

- B.** An Ordinance of the City of Hedwig Village, Texas adopting Amendment No. 1 to the original Budget of the City of Hedwig Village, Texas for the Year 2022; providing detailed line item increase or decreases; providing for severability; and containing other provisions relating to the budget.

Wendy Baimbridge, City Administrator, stated the 2022 Budget Amendment are inter-budgetary transfers from several budget line items to cover shortages in other budget line items. The overall budget amount does not change.

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

MOTION CARRIED UNANIMOUSLY

- C. An Ordinance of the City of Hedwig Village, Texas amending the City's Design Manual relating to construction within the City's rights-of-way for the purpose of prohibiting certain poles and related structures from being located in front of residential property.

Wendy Baimbridge, City Administrator, stated this ordinance would amend the City's Design Manual to prohibit placement of poles, such as small node poles, and related equipment in the front yards of residential properties.

Alan Petrov, City Attorney, stated the front yard includes any portion of the yard forward of the build line to the street. The City has utilized all known avenues within the confines of state law to protect residential properties.

Councilmember Rouse expressed concern about the placement of poles in the City's rights-of-way in regards to future infrastructure projects.

Evan DuVall, Building Official, stated former Councilmember Folloder and one other individual comprised a sub-committee that reviewed and approved the locations of the poles previously and currently being installed.

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

MOTION CARRIED UNANIMOUSLY

- D. A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to approve the proposed 1st 2023 Budget Amendment in the amount of \$180,000.

Councilmember Woodruff, Hedwig Village Fire Department Commissioner, stated the VFD annually allocates funds to purchase rolling stock, such as ambulances and fire trucks. The budget line item "Vehicle Expenditures" will be increased by \$180,000 to complete the purchase of two ambulances. The additional funds will be transferred from the Capital Replacement Fund. The City will not have to pay additional funds to the VFD to cover this amendment.

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

MOTION CARRIED UNANIMOUSLY

- E. A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to approve the proposed 2nd 2023 Budget Amendment in the amount of \$49,958.38, with Hedwig Village's portion being \$9,242.30.

Councilmember Woodruff, Hedwig Village Fire Department Commissioner, stated the funds previously requested last year by the VFD to purchase bunker gear was spent on other items. This request includes funds to pay for the ordered bunker gear as well as radios, accountability software for the radios, helmets, and boots for the firefighters. The City will have a one-time additional assessment of \$9,242.30 to cover Hedwig Village's portion.

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

MOTION CARRIED UNANIMOUSLY

- F. A Resolution to suspend the Centerpoint Energy Gas GRIP increase.

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

MOTION CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

- A. Discussion and possible action to award bid and approve a contract for the resurfacing of Hedwig Circle and Hedwig Way.

Tim Buscha, IDS Engineering, stated IDS published a notice for bids for the resurfacing of Hedwig Circle and Hedwig Way. Six bids were received. The best value to the City is AAA Asphalt Paving at a cost of \$553,370.50. The resurfacing could start in late April and take approximately 60-80 days to complete. A letter will be sent to all affected residents informing them of the project and the timeline. There will be a pre-construction meeting between IDS and the contractor. IDS will be the on-site project manager. Councilmember Breckon requested all affected driveways be returned to as close to pre-construction condition as possible.

Hedwig Circle and Hedwig Way are two streets in the City identified as being the most in need of repair.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to award the bid to AAA Asphalt Paving, Inc. and to approve the contract with same. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B. Discussion and possible action to award bid and approve a contract for storm sewer cleaning.

Tim Buscha, IDS Engineering, stated IDS published a notice for bid for the storm sewer cleaning. Four bids were received. The best value to the City is National Works, Inc. at a cost not to exceed \$50,000. The project will include Magdalene Drive and other storm sewer pipes in the Magdalene area that will be affected by the Westside Streets and Drainage Project, as well as Echo Lane. The project could take approximately 30-60 days to complete, depending on the condition of the storm sewer pipes. There will be communications with residents throughout the project.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to award the bid to National Works, Inc. and to approve the contract with same. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

7. CONSIDERATION OF REQUESTS FOR COUNCIL AUTHORIZATION

A. Proclamation in support of Spring Branch I.S.D.'s goal to reform the Recapture Program to allow better investment of local tax dollars to local public schools.

Mayor Jinks stated he attended a meeting at the school district regarding the state's recapture law. The school district will lose approximately \$87 million in tax dollars to the state due to recapture.

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

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS/PRESENTATION FOR SPECIAL REPORTS

A. Discussion of Tree Advisory Board Members

Councilmember Rouse stated four residents, Andrea Hermann, Gregory Cokinos, Billy Gill, and Upasana Bhatia, have volunteered to serve on the Tree Advisory Board. A fifth member is needed. She stated she would serve as the temporary Chair of the Board. An article will appear in the upcoming newsletter requesting anyone interested in serving the City in this capacity to contact Councilmember Rouse. The Board will meet twice a year with the first meeting in April. There are four possible projects for the Board to lead.

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

February 9, 2023 Regular City Council Meeting Minutes

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – one

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

Village Fire Department - \$3,330.74
Axon Enterprises, Inc. - \$6,600.00
HCAD – \$7,822.00

Johnson Petrov - \$6,573.93
The Goodman Corp. - \$2,880.00
IDS Engineering - \$18,537.50

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the consent agenda, as presented. 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 9:55 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on April 6, 2023.

ATTEST:

 /s/
Tom Jinks, Mayor

 /s/
Lisa Modisette, City Secretary