



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
JUNE 8, 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

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

Absent: Councilmember Matt Woodruff

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN/VISITOR COMMENTS

Tom Roth, 854 Pecanwood, thanked the Village Fire Department firefighters for their assistance several days ago. He also thanked the fire department for their presence patrolling the streets during and after the recent heavy storms.

Tom Speck, 11715 Cawdor Way, requested City Council defer any additional spending on the Westside Infrastructure Project until the citizens are informed about the project through a City wide meeting. He stated the project will have a direct impact on the citizens. He stated the project may change the look of the west side of the City with installation of curb and gutter and lowering the streets. The citizens need to know the details of the project, how the project will be funded, and how their tax rate will be affected.

Charlie Horton, 11744 Skene Way, agreed with the comments of Tom Speck regarding the Westside Infrastructure Project. He stated more information about this project needs to go out to citizens. He likes the natural look the neighborhood currently has. He stated this project will require a lot of funds.

4. REPORTS

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

Chief Gott discussed the following:

- The crime numbers are down for the year.
- 4 suspects were arrested in connection to a burglary of a habitation at the Altuve house. The Houston Police Department arrested the suspects.

B. Fire Department – Chief Howard Miller

Chief Miller discussed the following:

- The response time for Hedwig Village for May was 3 minutes 2 seconds.
- Hedwig Village had a total of 41 calls, which included 14 fire calls and 27 EMS calls.
- The 2 new ambulances were delivered. Equipment is being installed and the ambulances should be in service next week.
- Hydro testing continues and should be completed soon.
- The re-roof of the annex building is ongoing.
- Thanked the administrative staff in the department and the Board of Commissioners for their hard work on the budget process.
- Thanked the City Administrators for working with the department during this transition period.

C. Beautification – Kathryn Schenk, Chair

No report.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson/Tim Buscha, IDS

Councilmember Rouse discussed the following:

- The Hedwig Way and Hedwig Circle Road Reconstruction Project is going well. The City's right-of-way was staked out.

Tim Buscha, IDS Engineering Group, discussed the following:

- The storm sewer cleaning and TVing project included the Westside Infrastructure Project streets. Several pipes were discovered to be misaligned and/or damaged. Quite a bit of debris was removed and about half of the pipes had more than six inches of sediment removed. The project is almost complete. IDS will need permission from property owners to finish several pipes. Work will be completed prior to the start of the school year in August.
- Hedwig Circle and Hedwig Way – A public meeting was held in mid-May. The base of Hedwig Way has been reconstructed. The reconstruction of the base of Hedwig Circle has begun. Both roads will be repaved at the same time. The work is estimated to be completed by mid-July.
- The Drainage Committee identified three streets that could be resurfaced this year. City Council will discuss and approve moving forward with this project at the Special Council meeting to be scheduled for the end of June. The three streets are Tiber, Monte Cello, and Capri.
- The Westside Infrastructure Project - Nine Request for Qualifications (RFQ) were received and evaluated. Four firms were chosen to be interviewed. The final decision will be made by City Council at the Special City Council Meeting to be held at the end of June.

E. Tree Advisory Board – Councilmember Rouse

Councilmember Rouse discussed the following:

- The City will celebrate Arbor Day on November 3rd with a tree give away. Committee member Hermann will head up this task.
- The board members will conduct a tree inventory of the City using software licensed from IDS. Committee member Gill will head up this task.
- There will be communication to the residents using the City website, the new resident packet, the newsletter, and the City's social media. Committee member Bhatia will head up this task.
- The board will create a list of eligible trees to be planted using City funds.
- The Tree Advisory Board and the Beautification Committee could possibly work together to plant more understory trees.
- Two Tree City signs will be installed in the City – one at Gaylord Drive and Echo Lane and the other at the City Park.
- The board members could possibly review the tree ordinance and recommend changes.
- The board will meet again in July.

Councilmember Breckon suggested creating an easy-to-read document relating to the tree ordinance.

F. Building Official – Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- St. Cecilia Church – Exterior renovations are complete and minor interior renovations are ongoing.
- 9059 Gaylord Drive – the building is being renovated and there is proposed sitework to add many amenities and improve this site.
- Ricebox – plans were resubmitted yesterday for review.
- Commercial development – there are 5 projects under review. 4 additional projects have been approved.
- Residential development – 6 projects have been approved.
- Tree removal permits – 1 tree removal is under review.
- The City mailed letters to the property owner of 824 Frandora to properly maintain the property. The owners failed to maintain the property. Terry Vick and his crew mowed the property.

G. Planning & Zoning Commission – Councilmember Trozzo, P&Z Liaison

Councilmember Trozzo discussed the following regarding the draft design guide:

- P&Z held a special meeting on May 30th and discussed Section 1 of the draft Design Guide.
 - Site design standards and building orientation.
 - Surface parking.
 - Parking ratios.
 - Setbacks.
 - Cross-access easements.

- Landscaping.
- Kendig Keast will incorporate the comments from City Council, Planning and Zoning Members, and residents into future draft of the guide.
- Kendig Keast provided a draft of Section 1 and 2 of the draft at the P&Z meeting in April. P&Z will discuss the draft of Section 2 at the next meeting. A draft of Section 3 will be provided when complete.

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

Wendy Baimbridge discussed the following:

- The City has \$6.4 million in available funds and \$6.8 million in restricted funds for a total of \$13.2 million.
- The City is 41.67% 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 May was \$11,938.06.

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

Wendy Baimbridge discussed the following:

- The City Administrator requested the Councilmembers confirm availability for a budget workshop on July 25th.

J. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Attended the City of Bunker Hill Village's City Council meeting last month to request permission for Hedwig Village to install a flashing light at the crosswalk on Taylorcrest at Magdalene Drive.
- Visited new residents and welcome packets were delivered.
- The City could possibly begin work on three additional streets by the end of the year.
- The Village Fire Department Board of Commissioners approved a \$9.9 million budget for the department for 2024.

5. 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 Fourth 2023 Budget Amendment in the Amount of \$451,277, with Hedwig Village's portion being \$83,486.24.

Chief Miller stated the amendment in the amount \$451,277 would allow the department to properly fund the salary budget line item, related employee expenses line items, office expenses, and professional expenses. These line items were underbudgeted during the budget process last year by the Village Fire Department.

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

MOTION CARRIED UNANIMOUSLY

6. CONSIDERATION OF CONTRACTS/AGREEMENTS – The City Council will discuss and consider possible action on the following:

A. Discussion and Possible Action to Approve an Agreement with IDS Engineering Group for City Engineering Services.

Wendy Baimbridge, City Administrator, stated the current agreement with IDS Engineering Group (IDS) includes a “not to exceed” dollar amount. This new agreement would not include such language.

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

MOTION CARRIED UNANIMOUSLY

B. Discussion and Possible Action to Award a Request for Qualifications and Approve a Contract for the Design for the Westside Infrastructure Project.

Tim Buscha, IDS Engineering Group, requested a Request for Qualifications (RFQ) from ten firms. Nine firms responded. An evaluation of the responses was undertaken by Wendy Baimbridge, City Administrator, and the members of the Streets and Drainage (S&D) Committee. S&D met on June 7th to discuss the responses and the evaluations. Four firms were chosen by S&D to interview. Interviews will be completed at City Hall. A Special City Council Meeting will be held after the interviews to choose a firm.

Councilmember Trozzo stated the Westside Infrastructure Project will not greatly improve drainage on the west side of the City. He stated the City should prioritize work to replace streets as needed, but not replace pipes if there is no improvement to the drainage on the west side of the City. He stated the City released a video several years ago discussing the project. The video stated the project would destroy trees, disrupt mail boxes, and change elevations to driveways, among other things. He stated the City is not sure what the design should be, therefore should not contract with a firm to design the project.

Councilmember Rouse stated the project is mainly replacing the streets but some drainage pipes will be replaced. The previous modeling work performed by LJA showed minor improvement in drainage. She stated the video mentioned by Councilmember Trozzo was created two years ago and is no longer an accurate portrayal of the project. The streets and the sidewalks will not be widened, as mentioned in the video. However, some of the pipe sections on the west side have failed and will need to be replaced. She stated there are known issues with some of the drainage pipes and known issues with streets. Hollaway can assist the City with getting correct information to the residents regarding the project. The City should choose a firm to design the project to improve the infrastructure.

No action was taken.

C. Discussion and Possible Action to Approve a Contract with Hollaway Environmental + Communications Services, Inc. for public engagement services relating to the Westside Infrastructure Project.

Tim Buscha, IDS Engineering Group, stated Hollaway Environmental + Communications Services, Inc. (Hollaway) has experience garnering public input, informing the public of what the project entails, and sharing the public input with the firm designing the project. Public engagement needs to occur to inform the residents of the details of the project. Hollaway will work with the design firm to create a concept and vision that incorporates the views of City Council and the residents.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the contract as presented. Councilmember Trozzo voted "No". Motion carried 3-1.

MOTION CARRIED

- D.** Discussion and Possible Action to Approve an Agreement with Valley View Consulting, LLC to assist the City of Hedwig Village in the Bid Process for a Depository Bank.

Wendy Baimbridge, City Administrator, stated the City's depository agreement with Frost Bank will expire this year. Valley View Consulting LLC (Valley View) will assist the City in receiving and reviewing bids from financial institutions so the City can choose the next depository for City funds.

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

MOTION CARRIED UNANIMOUSLY

- E.** Discussion and Possible Action to Amend Agreement with Voya Financial Services to allow City Employees to Request a Loan from their 457 Retirement Account.

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

MOTION CARRIED UNANIMOUSLY

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

- A.** Discussion and Possible Action to Cancel the July 13, 2023 City Council Meeting.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to cancel the July 13, 2023 City Council meeting. Motion carried 3-1.

MOTION CARRIED UNANIMOUSLY

- B.** Audit Report – 2022 Financial Statements

Ben Cohan, with Belt Harris Pechacek (Belt Harris), discussed the City's 2022 Financial Audit Report. He stated Belt Harris issued an unmodified opinion of the City's financial position, meaning the financial situation is good and clean. The City had an ending fund balance of \$9.3 million for all funds.

- C.** Discussion and Possible Action to Approve the Placement and Expense up to 75,000 for Rectangular Rapid Flashing Beacons (RRFB) on Taylorcrest Road near Magdalene Drive.

Mayor Jinks stated several residents on the west side requested a flashing light be installed on Taylorcrest at Magdalene Drive for the safety of the children. The City of

Bunker Hill Village City Council agreed to the installation. The goal is to have the flashing light installed before the start of the school year.

Councilmember Breckon stated the flashing light will only activate if someone pushes the activation button. The flashing light will be visible day and night.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the expense and placement of a Rectangular Rapid Flashing Beacons (RRFB) on Taylorcrest Road near Magdalene Drive. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

- 8. 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

May 11, 2023 Regular City Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – none

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

Village Fire Department - \$34,040.00

Johnson Petrov - \$9,218.87

HCAD - \$7,841.00

IDS Engineering - \$6,715.62

Target Specialty - \$12,500.00

Wells Fargo credit card - \$2,862.39

Kendig Keast - \$7,022.50

Harris County Auditor – \$3,020.40

National Works, - \$24,990.39

- D.** Approval of an Agreement with Spring Branch Independent School District Tax Office for Ad Valorem Collections.

- E.** Re-appointment of Municipal Court Judges, Prosecutors, and Court Clerk.

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

MOTION CARRIED UNANIMOUSLY

- 9. CLOSED SESSION** – The City Council will convene into Closed Session as authorized by Chapter 551, Texas Government Code, to discuss the following matters:

A. As authorized by Section 551.072, Deliberations regarding Real Property, to discuss matters relating to real property, including easements; and

B. As authorized by Section 551.071, Consultation with Attorney, to discuss matters relating to real property, including easements.

The City Council adjourned into Closed Session at 7:51 p.m.

The City Council re-convened into Open Session at 8:15 p.m.

10. ACTION – CLOSED SESSION – The City Council will reconvene into open session and take action, if necessary, on the matters discussed in closed session.

None

11. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to adjourn the meeting at 8:15 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on August 10, 2023.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary