



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
AUGUST 10, 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 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

Absent: Councilmember Scott Davis

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 Hedwig village Police Department and the Village Fire Department firefighters for their service to the community.

Andrea Hermann, 930 Karos Lane, asked that residents water their trees due to the drought. She also stated there are two lots in the City that were clear cut of trees but there was no construction following the tree cutting.

4. REPORTS

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

Chief Gott discussed the following:

- All officers are certified in advanced CPR and advanced first aid.
- The department is currently recruiting for a dispatcher.
- The PD vehicles ordered in late 2022 are backordered and it is unclear when they will be delivered.
- School starts next week. School traffic will increase.
- Crime numbers are increasing due to shoplifting and burglary of motor vehicles.

B. Fire Department – Councilmember Woodruff

Councilmember Woodruff stated the Board of Commissioners did not meet in July.

C. Beautification – Andrea Hermann, Member

Andrea Hermann stated the Beautification Committee is unable to resume planting due to the ongoing high temperatures.

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

Councilmember Rouse discussed the following:

- The Committee met with EHRA. Residents attended and gave comments regarding the proposed project. EHRA received committee and resident comments.

Tim Buscha, IDS Engineering Group, discussed the following:

- The storm sewer cleaning and TVing project will begin again soon to finish the first round of cleaning. The TVing showed multiple areas in the storm sewer pipes that are now misaligned, the joints between pipes have failed, some areas of pipes have failed, and tree roots growing into the pipes. The pipes are in poor to very poor condition and have exceeded their service life. Echo Lane will be the next street in the ongoing project to TV and clean the storm pipes. Echo Lane will begin early next year, possibly January 2024. There is a need to work cooperatively with the Memorial Village Water Authority regarding their sanitary/water pipes.
- Hedwig Circle and Hedwig Way – The project is substantially complete. There are some areas where heat damage to the new asphalt has occurred. Repair of those areas will begin soon. The project finished under budget and ahead of schedule.
- Capri/Monto Cello/Tiber/Saybrook Project – request for bids will be published tomorrow, August 11, 2023. A recommendation and agreement based on the bids received will possibly occur at the September City Council meeting.

E. 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.
- Ricebox – plans have been approved.
- Commercial development – there are 5 projects approved with 2 additional projects under review.
- Residential development – 3 new residential projects, 1 generator project, and 1 fence plan are under review. 5 residential remodels, 1 fence plan, and 1 pool was approved.

Mayor and Councilmembers discussed the traffic issue at the Starbucks located at the I-10 feeder and Brogden. Starbucks changed the drive-thru traffic route without the knowledge or approval of the City. The drive-thru traffic now builds up on the feeder road at certain times of the day. TxDOT will be contacted regarding this issue.

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

Councilmember Trozzo discussed the following regarding the draft design guide:

- P&Z reviewed the draft Design Guide. All three sections of the proposed design guide have been delivered to P&Z for review. The guide should be presented to City Council at the September Council meeting.

Councilmember Rouse requested the draft design guide be emailed to Council members for review.

G. Financial Report – June & July 2023 - Wendy Baimbridge - City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$5.4 million in available funds and \$7.3 million in restricted funds for a total of \$12.7 million.
- The City is 58.33% through the budget year.
- Sales tax continues to be significantly higher for the year compared to previous years.
- Mixed beverage tax received in May was \$13,570.69.
- The 2nd Quarter Investment Report is included in the Consent Agenda.

Councilmember Rouse suggested discussing the possibility of charging a convenience fee for the use of credit cards.

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

Wendy Baimbridge discussed the following:

- A public hearing will be held on September 14, 2023 at 6:00 p.m. for the 2024 Proposed Budget and the 2023 Tax Rate.
- The City will receive grant funds for sidewalk improvements.
- The City will restripe all crosswalks prior to the start of school.
- Harris County Flood Control District will begin the de-silt of Soldiers Creek again soon.
- The flashing signage on Taylorcrest has been ordered and will be installed when received.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- School begins next week. The traffic patterns at the intersection of Gaylord Drive (east) and Echo Lane have been changed to improve traffic flow.
- The Hedwig Circle/Hedwig Way Project is under budget and ahead of schedule. Excess funds from this project will be used for the Tiber/Monte Cello/Capri/Saybrook Project.
- Mayor Jinks and several Councilmembers participated in the July 4th parade.

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

- A.** An Ordinance of the City Council of the City of Hedwig Village, Texas, amending Chapter 30, Environment, Section 30-36, Collection of Expenses, of the City of Hedwig Village Code of Ordinances for the purpose of revising the administrative fee.

Mayor Jinks stated Chapter 30, Section 30-36, of the Code of Ordinance is currently written to allow the City to collect only \$25.00 in administrative fees. The proposed ordinance amendment would allow the City to collect actual costs. Mayor Jinks expressed concern that the fees could be excessive. He suggested placing a limit, or a cap, on the amount of administrative fees the City could collect, as well as issuing a citation to the property owner.

Councilmember Woodruff stated a lien filed against a property would ensure the City would be reimbursed. Citations fines are not necessarily collected.

Mayor and Councilmembers suggested a change in the language of the proposed ordinance to cap the administrative fees at \$200 per instance.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to approve the Ordinance as amended. 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 EHRA for Engineering Service relating to the Westside Infrastructure Project.

Tim Buscha, IDS Engineering, discussed the proposed project. The primary purpose of the project is replacing streets and, if needed, storm pipes. This agreement, if approved by the City Council, will allow EHRA to move forward with the engineering aspect of the project. The agreement will include the following:

- Background research, data and modeling review, survey review, and field reconnaissance of the project area.
- Meetings with the Memorial Village Water Authority (MVWA) to coordinate replacement of water and sanitary utilities.
- Evaluate options of roadway cross sections and drainage infrastructure configurations to determine benefits/water reductions, if any.
- Prepare exhibits and materials to support the public engagement meeting and attend said meeting.
- Attend a workshop with City Council and the Streets and Drainage Committee after the public meeting to discuss the public input, discuss the various options, potentially provide a recommendation for Phase 1 of the project, and provide an overall phase plan of the project.

Councilmembers discussed the possibility of working with the MVWA, TIRZ 17, and Harris County regarding drainage.

Tim Buscha stated better communication and improving relationships with the various entities could aid in future projects. An interlocal between the City and MVWA will be

