



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
DECEMBER 14, 2023 – 6:30 P.M. OR IMMEDIATELY
FOLLOWING THE JOINT PUBLIC HEARING
955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:10 p.m.

Present: Mayor Tom Jinks

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

Absent: Councilmember Patrick J. Breckon

Russell Abshire, P&Z Member
Meagan Travis, P&Z Member

The City Council Meeting recessed at 6:29 p.m. for the Planning and Zoning Special Meeting.

The City Council meeting reconvened at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Jinks led City Council Members, Planning & Zoning Members, City staff, and residents in the pledge of allegiance.

3. CITIZEN/VISITOR COMMENTS

Tom Roth, 854 Pecanwood, thanked the Village Fire Department for their work and the City Councilmembers for their volunteer work.

4. REPORTS

A. Police Report – November 2023 Crime Report & Statistics – Captain Paul Warner

Captain Warner discussed the following:

- There was an increase in burglary to motor vehicles, possibly due to the holiday season.
- There was an increase in fraudulent credit charges.
- The police department held its annual awards ceremony. The following department employees received awards:
 - 5 years of service - Sergeant Candido
 - 10 years of service – Sergeant Wu
 - Telecommunicator of the Year – Brittany Hales
 - Supervisor of the Year – Sergeant Wu

- Officer of the Year – Officer Jorge
- 1000 meter rowing champion – Sergeant Candido
 - Chief Gott, Officer Jorge, Officer Blaine, and Officer Bissett completed the 1000 meter rowing challenge in under 4 minutes.

B. Fire Department – Councilmember Woodruff and Chief Miller

Chief Miller discussed the following:

- The roof repair should be completed in a couple of weeks. The contractor will apply for a roof permit. The contractor requested permission to work on the weekend to make for lost time.
- The reserve ambulance will be auctioned online.
- There were 13 fire calls, 17 EMS calls, and 2 non-emergency calls for a total of 32 calls in November for Hedwig Village.

Councilmember Woodruff discussed the following:

- The Commission approved hiring a consultant for the financials.

C. Beautification – Andrea Hermann

Andrea Hermann discussed the following:

- Thanked City Council for the \$25,000 budget. The funds will be used for maintenance of existing landscaping and other various projects.

D. Streets and Drainage Committee – Councilmember Rouse, Chair

Councilmember Rouse discussed the following:

- There will be a discussion with EHRA in January 2024 regarding the Westside Infrastructure Project (WSIP). EHRA is working on a proposal for the design phase project.
- A committee meeting will be scheduled to review the EHRA proposal.
- Saybrook should be completed this week. Tiber, Monte Cello, and Capri are complete.
- The committee will also discuss the TVing and cleaning of the storm sewer system and other possible street projects for 2024.

E. Tree Advisory Board – 2023 Annual Report - Councilmember Rouse, Chair

Councilmember Rouse discussed the following:

- The Tree Advisory Board was established by ordinance in February 2023 as one of the requirements to become a Tree City USA city.
- The City hosted an Arbor Day event on November 3, 2023 at the City Park. 56 trees were donated to residents. Speaker Skip Richter discussed tree care. The Houston Garden Club was also present to discuss tree care and planting and to hand out free seed packets. Board member Billy Gill assembled and give out Lil Gardener kits to the area children. Cary Moran, City Forester, attended to answer questions. Board member Andrea Hermann was also present to answer questions.

- Board members are conducting an on-going tree inventory of trees in City rights-of-way. A database will be prepared and maintained by IDS Engineering.
- The Board published two articles in the City quarterly newsletter to educate the residents. An updated Eligible Tree List was prepared by Board member Upasana Bhatia and Councilmember Shirley Rouse, Board Chair.
- Statistics - The City planted 13 trees and removed 8 trees in 2023. 125 trees were given away during the Recycle Event in October and the Arbor Day event in November. 100 volunteer hours were logged during 2023, including 6 high school students assisting with the tree give away at the Recycle Event.
- Funds were wisely spent to purchase and plant trees, the database for the tree inventory, and tree maintenance, such as watering, stump grinding, etc.
- Priorities for 2024 – create a 5 year tree plan, including where and what to plant and a care and maintenance program. Educate the residents on the City's tree ordinance, complete at least 500 entries into the tree inventory database, coordinate the 2024 Arbor Day event to coincide with the 2024 Recycle Event, to include a tree give away at both events, a \$10,000 budget for the first of the five years in the plan.

F. Building Official – November 2023 Report - Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- 9061 Gaylord - Bludorn Restaurant – a permit has been issued for interior remodeling.
- 8901 Katy Freeway – a permit has been issued for the shell of the building and shared parking is being addressed.
- 9406 Gaylord – additional retail space is being built on the Gaylord side of the property at the corner of Mustang Lane and Gaylord.
- 9429 Katy Freeway – the Office Max space will be remodeled as an Old Navy.
- 9201 Katy Freeway – the Rice Box project will soon begin construction on their building.
- 9075 Gaylord, Village Place Apartments, has been sold.
- Commercial development – 4 projects have been approved, 1 project is under review, and 1 project was denied.
- Residential development:
 - 1 new residence was approved, 1 new residence requires plan resubmittal, 1 remodel was approved, 1 remodel is under plan review, and 4 miscellaneous projects were approved.
 - 1 fence was approved
 - 3 generators were approved
 - 1 pool was approved

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

Councilmember Trozzo discussed the following regarding the draft design guide:

- A Joint Public Hearing will be held on January 11, 2024 regarding the commercial design guide. A possible Joint Workshop/Hearing may need to be scheduled.

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

Wendy Baimbridge discussed the following:

- The City has \$6.6 million in available funds and \$5.6 million in restricted funds for a total of \$12.2 million.
- The City is 91% through the budget year.
- Sales tax continues to be significantly higher for the year compared to previous years.
- Mixed beverage tax received in October was \$11,173.56.

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

Wendy Baimbridge discussed the following:

- The City entered into an agreement with Veritex Community Bank for depository services. The City funds will be transferred in mid-December. Training was attended by the City Administrator, the Accounting/Billing Specialist, and the City Secretary.
- The City re-applied for the Tree City USA designation for 2024. A Resolution to recognize Arbor Day in 2024 will be on the January agenda.
- The Recycle Event held on October 28th was successful. The event collected 80 pounds of medications for destruction, 5,120 pounds of electronics for recycling, 4.9 tons of paper was shredded, and 125 trees were given away to area residents in conjunction with the Arbor Day event.
- The City Administrator attended a Public Funds Investment Act training for the required continuing education.

J. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The police department held its annual awards ceremony. Morale is high in the department.
- 6 streets were rehabilitated this year. The streets are Tiber, Monte Cello, Capri, Saybrook, Hedwig Circle, and Hedwig Way.
- The fire department is ISO 1 certified. The department has begun to inspect fire hydrants.

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

- A. An Ordinance calling a Joint Public Hearing to be held before the City Council and the Planning and Zoning Commission of the City of Hedwig Village, Texas, to consider various amendments to Article V, Zoning Regulations, of the Hedwig Village Planning and Zoning Code for the purpose of updating various regulations within the City’s Business Districts relating to Site Planning, Building Layout, Refuse Containers, Design, Lighting and Parking as well as Nonconforming Structures and a Design guide for Development in the City’s Business Districts.**

Councilmember Rouse requested a document with the proposed guidelines, in addition to the ordinance amendments. Councilmembers Rouse and Trozzo requested a separate agenda item and vote on each ordinance amendment.

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

MOTION CARRIED UNANIMOUSLY

B. An Ordinance of the City of Hedwig Village, Texas, amending Article V, Zoning Regulations, Section 506, Business District B, Subsection A.2, Uses Specifically Prohibited, of the Hedwig Village Planning and Zoning Code for the purpose of prohibiting drive through facilities in all of the Business Districts in the City.

Councilmember Trozzo stated the current Code prohibits drive-throughs in all Business Districts except in Business District B4 and only on a corner lot in that district, with a few other requirements. He asked if a drive-through could be approved through the Planned Unit Development (PUD) process? A PUD would be reviewed by P&Z prior to City Council approval.

Councilmember Rouse stated the City currently has five banks and two restaurants with drive-through facilities. She stated a drive-through is convenient, useful, and safe for the elderly with mobility issues and parents with smaller children. She suggested possibly considering drive-through facilities in some instances, such as a PUD or a property of reasonable size for traffic to be handled on site with no overflow to the street. She is in favor of prohibiting new restaurant drive-throughs.

Will Petrov, City Attorney, stated existing drive-through facilities would be able to, in the future, update their drive-through facilities without losing their "grandfather" status if the structure and the use of the building do not change. However, if an existing business with a drive-through were to redevelop more than a certain percentage of their space, the grandfather status would be lost. Drive-through facilities could not be approved through the PUD process without an amendment to the Code.

Councilmember Woodruff stated minor tweaks to the Code could be discussed at a later date to allow existing drive-through facilities to remodel without losing their grandfather status.

Peter Sanborn stated the purpose of this amendment would be to prohibit future drive-through facilities.

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

MOTION CARRIED UNANIMOUSLY

C. An Ordinance of the City of Hedwig Village, Texas, amending Chapter 34, Fire Prevention and Protection, Article II, Fire Code and Standards, Division 2, Fire Code, Section 34-36, the International Fire Code, and Section 34-37, Amendments to the International Fire Code, of the City of Hedwig Village Code of Ordinances for the purpose of revising the Fire Code of the City.

Councilmember Woodruff, Hedwig Village Fire Commissioner, stated Brian Croft was sworn in as Fire Marshall 2 weeks ago.

Brian Croft, Village Fire Department Fire Marshall, reviewed the City's Fire Prevention and Protection Chapter of the City's Code of Ordinances. He recommended the following amendments:

- Rescind the 2003 edition of the International Fire Code and adopt the 2021 edition, with appendices "A" through "N".
- Update section numbers in the City's Fire Code to better align with the 2021 International Fire Code.
- Rescind the deletion of certain sections of the 2021 International Fire Code.

Councilmember Woodruff requested information on why a fire sprinkler system is prohibited from being charged with anti-freeze.

Fire Marshall Croft explained a fire sprinkler system charged with anti-freeze would need annual inspections by a certified inspector. The fire department cannot guarantee the system is inspected annually nor does it conduct inspections after the initial installation inspection. He stated the fire department had over 200 calls from residents of the Villages to assist in turning off sprinkler systems during Winter Storm Yuri.

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

MOTION CARRIED UNANIMOUSLY

D. An Ordinance of the City Council of the City of Hedwig Village, Texas, Appointing Safebuilt, LLC as the Building Official of the City.

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

MOTION CARRIED UNANIMOUSLY

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

November 9, 2023 Regular City Council Meeting

November 9, 2023 Joint Workshop – City Council and Streets and Drainage Committee

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – none

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

Bright Landscaping - \$2,979.33

CivicPlus, LLC - \$3,585.00

CobbFendley - \$2,652.50

Idemia Identity & Security - \$3,443.00

Johnson Petrov - \$3,253.72

Mac Haik Ford - \$3,646.22

Motion was made by Councilmember Trozzo and seconded by Councilmember Rouse to sever the November 9, 2023 Joint Workshop Minutes for corrections. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to table the November 9, 2023 Joint Workshop Minutes for further review. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Trozzo and seconded by Councilmember Woodruff to approve the consent agenda with the removal of the November 9, 2023 Joint Workshop Minutes. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

7. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to adjourn the meeting at 7:50 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on January 11, 2024.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary