



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
SEPTEMBER 12, 2024 – 6:30 P.M. OR
IMMEDIATELY AFTER THE PUBLIC HEARING
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

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

Absent: None

2. PLEDGE OF ALLEGIANCE

Mayor Jinks led City Council Members, City staff, and residents in the pledge of allegiance during the Public Hearing.

3. CITIZEN/VISITOR COMMENTS

Andrea Hermann, 930 Karos Lane, requested City Council consider that vehicles are much heavier now and the construction vehicle traffic when deciding asphalt versus concrete for the Westside Infrastructure Project. She stated it would be short-sighted for the City to continue to put in asphalt roads.

4. REPORTS

A. Police Report – August 2024 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- Crime numbers remain low.
- One residential burglary was reported. PD recommends residents have their alarm monitoring companies notify the department as the first contact when an alarm is received.
- Graffiti was reported in the City park.
- National Night Out is October 1. If a neighborhood block party is planned, contact the department and an officer will come out.

Chief Gott stated this Council meeting would be his last meeting. He will retire at the end of September. He thanked City Council, former Mayor Sue Speck, and the residents for their support of the department. He stated when he was hired in January 2013 the crime numbers for the first nine months of his tenure was 192. The crime numbers for this year (2024) for the first nine months is 102. He stated the department has been very successful in reducing the crime in the City.

B. Fire Department –Chief Miller

Chief Miller thanked Chief Gott for his years of service.

Chief Miller discussed the following:

- The department has one firefighter/EMS position vacant and has received sixteen applications. The hiring process is ongoing. One firefighter will retire soon, his last day will be September 16th. The department has offered the Administrator/Finance position to an applicant and her start date is October 7th. She has previous experience as a City Finance Director and as a City Administrator.
- The ladder truck is in the shop for replacement of a pump transfer case. The truck will be out for approximately two months.
- There were no major instances in August. One house fire in Hunters Creek Village and one fatality accident on I-10.
- In Hedwig Village, there were twelve fire calls, twenty-one EMS calls, and one non-emergency call for a total of thirty four calls.
- Roof repair – possible start date may be next week.
- The Starlink system is operational for use as backup if the internet stops working.

Councilmember Woodruff stated the fire trucks could be damaged by low hanging tree limbs. He requested the City trim the limbs as needed.

C. Beautification –Andrea Hermann, Committee Member

Andrea Herman discussed the following:

- Trees for Houston has confirmed 150 trees will be available at the Recycle/Arbor Day Event on October 26, 2024.
- A tree stump on Echo Lane at Taylorcrest has been removed. Landscaping will be completed in the area.

D. Streets and Drainage Committee – Councilmember Rouse, Chair

Councilmember Rouse discussed the following:

- The Committee met on August 29, 2024. There were eight residents in attendance.
- EHRA and IDS presented the draft drainage analysis and the draft 70% design plans. Copies or a thumb drive will be available at City Hall for residents to review. EHRA stated the streets will not be moved. The cost estimates to replace mailboxes and driveways with same type/style may be higher than previously thought; additional information will be provided at a later date.
- Comments on the draft 70% design should be provided to the City Administrator prior to October 9th. Those comments will then be given to EHRA.
- Changes to the ordinances discussed at the last meeting should be available for review by Council at the October Council meeting.

E. Engineering Report – Councilmember Rouse

- No report.

F. Building Official – Evan DuVall, Building Official

Evan DuVall discussed the following:

- 9201 Katy Freeway - Rice Box – construction is underway with an expected opening in the 4th Quarter 2024.
- Commercial development – seven projects have been approved and one project is pending resubmittal.
- The City has issued quite a few storm related permits.
- There are quite a few code enforcement issues being resolved.
- Residential development:
 - Three residential new/remodels/additions have been approved and 1 project requires a resubmittal.
 - Eleven generator permits were approved.
 - Five fence plans were approved.
 - Two pool permits were issued.

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

Councilmember Trozzo discussed the following:

- The Commission discussed closing loopholes in the Code regarding ground floor commercial tax generating business requirements.
- The Commission will discuss drainage requirements in the commercial districts at future meetings.

Councilmember Rouse stated any ground floor space not used for utilities should be considered net leasable space for sales tax generating businesses. Councilmember Woodruff stated the intent was to require a certain percentage of ground floor leasable space be used for tax generating retail or restaurants.

Councilmember Trozzo previously discussed driveway design with Evan DuVall, Building Official.

Councilmembers discussed allowing residents to replace a ditch with a drainage pipe and if the City would be responsible for maintaining the pipe and water flow.

H. Financial Report – August 2024 - Wendy Baimbridge, City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$6.6 million in available funds and \$7.7 million in restricted funds for a total of \$14.3 million.
- The City is 66.67% through the budget year.
- Sales tax is down and mixed beverage tax is up for the month of August.
- FEMA reimbursement for the wind storm should be approximately \$18,000.

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

Wendy Baimbridge discussed the following:

- The City is looking into changing the email notification program from the current provider to VLinc. The annual fee would be approximately \$750. Text messaging would be available.

- The 2023 financial audit is complete.
- The TxDOT agreement and the IDS agreement for the sidewalk grant should be available for Council review and approval at the October meeting.
- Terry Vick has re-striped the crosswalks throughout the City. A new crosswalk will be installed at Echo Lane at Taylorcrest.
- The City is looking into RAMP, a possible replacement for the City's Wells Fargo credit cards.
- The City is looking into Starlink as a backup if the internet fails. Internet fiber will be installed to City Hall.
- The Tree Advisory Board will meet next week, on September 17th.
- The 2024 Street Rehab Project - the work performed on Sprucewood, Robinwood, and Whippoorwill is complete.
- Linebarger Goggins Blair & Sampson have invited all Councilmembers to their TML Conference dinner.

J. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks stated Chief Gott has been with the City for 11 ½ years and during that time he instituted several changes to improve the department:

- Crime numbers are declining.
- Mandated the use of body cameras, implemented use of tasers and shields, mobile ticket writers, patrol rifles and updated officers' pistols, and mandated the use of body armor.
- Instrumental in the construction of a new police station.
- Introduced a four-year replacement cycle for department vehicles, updated vehicle graphics, and improved spotlights and in-vehicle camera system on patrol vehicles.
- Implemented a comprehensive officer training program, including a simulator system to train officers in real life situations.
- Updated to a new records management system, installed computer aided dispatch (CAD) for dispatch, implemented the license plate reader camera system throughout the City, ensure that NARCAN and a defibrillator are available in every patrol vehicle and officers are trained to use them if needed, and improved property room procedures.
- Increased neighborhood patrol to cover every street in the City every day.
- Launched crimereports.com for online crime information available to the public, emails a monthly crime report, and created a Facebook page.
- Hosts an annual open house for residents to visit the officers and the department.
- Established National Night Out in Hedwig Village.
- Established an annual department award ceremony.
- Prepares, and presents to Council, an annual department report.

Mayor Jinks thanked Chief Gott for his years of service and his work to improve the department for the residents of the City. The City will host a retirement party for Chief Gott on September 26, beginning at 11:00 a.m. at City Hall.

Mayor Jinks also discussed:

- The City will host a swearing-in ceremony for the incoming police chief, Justin Wood.
- National Night Out will be held on October 1, 2024.
- The annual Recycle/Arbor Day Event will be held on October 26, from 8:00 a.m. to noon at City Hall.
- The Hedwig Village 70th Birthday Event will be held on October 26 at the City park.

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

A. An Ordinance of the City of Hedwig Village, Texas adopting the Budget of the City of Hedwig Village, Texas for the Fiscal Year beginning January 1, 2025 and ending December 31, 2025, and appropriating the several sums set up therein to the objects and purposes therein.

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve the 2025 Fiscal Year Budget, as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

B. Ratification of increased property tax revenues reflected in the Fiscal Year 2025 Budget pursuant to Ordinance 838.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to ratify a property tax rate of \$0.336334/\$100 valuation, as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

C. The 2024 Maintenance and Operating Tax Rate to fund the 2025 Budget.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the 2024 Maintenance and Operating (M&O) Tax Rate of \$0.29578/\$100 valuation, as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

D. The 2024 Debt Tax Rate to fund the 2025 Debt Obligation.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the 2024 Interest and Sinking (I&S) Tax Rate of \$0.040554/\$100 valuation, as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

E. An Ordinance of the City of Hedwig Village, Texas providing for the assessment, levy, and collections of Ad Valorem taxes by the City of Hedwig Village, Texas for the year 2024; providing the date on which such taxes shall be due and payable; providing for penalty and interest on all taxes not timely paid; and repealing all ordinances or parts of ordinances in conflict herewith.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adopt the Ad Valorem Tax Rate of \$0.336334/\$100 valuation, as presented. Motion carried 5-0.

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 Tree Service and Design for tree trimming, removal and planting, landscape design, and other related services.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the agreement with Tree Service and Design as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Councilmembers requested trimming tree limbs over the streets and removal of damaged or broken tree limbs high up in the trees in the park and the City's rights-of-way. Emergency vehicles are hitting the tree branches that form a canopy over the streets. Damaged or broken tree limbs could be dangerous if they fall.

7. CONSIDERATION OF REQUESTS FOR COUNCIL AUTHORIZATIONS – The City Council will discuss and consider possible action on the following:

- A.** Audit Report – 2023 Financial Statements

Robert Belt, with Crowe, discussed the City's 2023 Financial Audit Report. He stated Crowe 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 \$12.37 million for all funds. He also discussed the City's long-term obligation for the employee's retirement plan at Texas Municipal Retirement System (TMRS) and Other Post Employee Benefits (OPEB). The City has a long-term obligation of \$841,000. Although not recommended, the City could, if needed, pay that obligation.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to accept the 2023 Financial Audit as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B.** Discussion and Possible Action to cast a vote for the Texas Municipal League (TML) Region 14 Director election.

Mayor Jinks stated he recommends Joe Zimmerman, Mayor of the City of Sugarland, for the City's vote for the Texas Municipal League (TML) Region 14 Board Member based on discussions with Harris County Precinct 4 Commissioner Tom Ramsey.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to cast the City's ballot for Joe Zimmerman for the TML Region 14 Board Member. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- C.** Discussion and Possible Action to require a bond for companies to work in the City of Hedwig Village Rights-of-way.

Councilmember Woodruff stated that after the recent storms, the City had many wires dangling very low or laying on the ground. He stated this situation is very dangerous, possibly leading to injury or death. A contractor working in the City's Rights-of-way (ROW) is required to have a City issued permit. However, the City does not require a bond from

the owner of the wire for the work to be performed. The bond would have the necessary information the City would need if any repair work needs to be conducted or removal of the wire in case of abandonment.

Councilmembers asked if the bond would apply to all utility easements or just to the City’s ROW, who would be responsible for repair of a leaning pole, would this requirement be based on type of work performed, would this requirement be an ordinance or a policy, and can the City allow a salvage company to remove an abandoned wire if the company who installed it could not be located.

Councilmembers and the City Attorney discussed possible solutions to the concerns raised by the Councilmembers. It is believed the bond would only apply to the City’s ROW. The City Attorney was unaware of any City with abandoned utilities (wires), the requirement would need to be an ordinance in order to be enforceable, the City could require communication companies to remove any abandoned wires during City street construction, unclear if the City could have a salvage company remove the wires if abandoned, a franchise agreement may state what the City and/or communication company could do or state law may not allow certain solutions, and the owner of the pole would be responsible for repairing a leaning pole.

Wendy Baimbridge, City Administrator, stated the City has had difficulty getting the companies to take responsibility for fixing their wires. Councilmember Woodruff stated the State Legislature could pass laws to enforce responsibility of communication wires, if the City was unable to deal with this issue.

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 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

- April 25, 2024 Joint Public Workshop
- May 9, 2024 City Council Regular Meeting
- August 8, 20254 City Council Regular Meeting

B. Approval of General Fund Bills

- General Fund Bills
- Voided Checks – two

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

- | | |
|---------------------------------|---------------------------------|
| Brandon Industries - \$2,771.00 | G&S Automotive - \$5,247.65 |
| IDS Engineering - \$8,262.87 | JellyFish Lighting - \$3,894.00 |
| Wells Fargo - \$11,842.99 | Axon Enterprise - \$8,567.98 |
| Flock Safety - \$25,000.00 | HCAD - \$10,591.00 |
| HdL Companies - \$Q3,654.00 | Johnson Petrov - \$3,382.40 |
| Village Fire Dept. - \$3,977.80 | |

D. Approval of Construction Fund Bills

- | | |
|-------------------------------|--------------------|
| AAA Asphalt - \$60,705.76 | EHRA - \$63,510.54 |
| The Goodman Corp - \$1,164.02 | |

- E. Approval of Agreement with Houston Community Newspapers for a term of one (1) year beginning on November 1, 2024 and ending on October 31, 2025.

Councilmember Rouse requested all minutes be severed for a review and minor corrections.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the consent agenda with the removal of minutes. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the April 25, 2024 minutes with a minor correction. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the August 8, 2024 minutes with no corrections. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to table the May 9, 2024 minutes until the next Council meeting in order for the minutes to be redone as summary minutes, not as a transcript. Motion carried 5-0.

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:

- A. As authorized by Section 551.074, Personnel Matters, to discuss the Police Chief position.
- B. As authorized by Section 551.071, Consultation with Attorney, to discuss legal matters.

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

- A. Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to appoint Justin Wood as the Hedwig Village Police Chief, effective October 1, 2024. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

11. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to adjourn the meeting at 9:30 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on October 10, 2024.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary