



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
MARCH 10, 2022
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 Scott Davis
Councilmember Harry J. Folloder
Councilmember Shirley Rouse
Councilmember Matt Woodruff

David Gott, Police Chief
Lisa Modisette, Asst. City Secretary
Alan Petrov, City Attorney
Kevin Taylor, Building Official

Absent: Councilmember Dane Johnson

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, 954 Pecanwood, stated he attended the Village Fire Department Open House. The fire department personnel gave tours of the station to residents in attendance.

Andrea Hermann, 930 Karos Lane, discussed the following:

- Requested an update on the Westside Streets and Drainage Project.
- Requested an update from the Building Official regarding 902 Constance.
- Provided a Houstonian magazine article on parks in the Houston area.
- Trees for Houston will donate trees again for the Recycle Event.

4. REPORTS

A. Financial Report – Lisa Modisette, Assistant City Secretary

No report was given.

B. Police Report – February 2022 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- Total crime rate for February 2022 was higher than in January 2022.
- Cash, jewelry, and a laptop were stolen from a vehicle on Woodsage.
- Theft of catalytic converters are on the rise in the City and across the state.

C. Fire Department – Councilmember Folloder, Commissioner

Councilmember Folloder discussed the following:

- Alternate Fire Commissioner Bergen attended the meeting.
- The department is fully staffed. All firefighting personnel are also fully qualified as Emergency Medical Services (EMS).
- The department locked in prices on two new ambulances.
- COVID 19 calls are down. Ambulance wait times at the hospital are approximately ninety to one hundred minutes.
- The department has responded to sixty nine calls for service in the City for 2022. Twenty two of those calls were for life threatening EMS incidents and six were for life threatening fire incidents.
- The renovation project is substantially complete. The overhead bay doors have been installed.
- Response times for Hedwig Village are well below the national average for fire, medical, and advanced life-saving calls.
- The open house hosted by the department was well attended by the residents.

D. Beautification – Kathryn Schenk, Committee Chairperson

Kathryn Schenk discussed the following:

- All City monument signs have been landscaped. However, some of the landscaping have died due to the cold weather. Hardier plants will be used as replacements.
- Crepe myrtles on Corbindale have been trimmed and fertilized.
- A live oak tree has been planted on the traffic circle at Monte Cello and Capri.
- Landscaping at the traffic triangle at North Lou Al and South Lou Al is complete. The area has been fertilized, the dead roses have been removed, and the crepe myrtle has been trimmed.
- The committee has been discussing future projects.

E. Streets and Drainage Committee – Councilmember Rouse

Councilmember Rouse discussed the following:

- Streets and Drainage held a meeting on March 9, 2022. Four residents attended. Topics discussed were:
 - The committee discussed the quotes received for the Memorial Village Estates Ditch Project.
 - The Streets and Drainage Committee discussed, and is in favor of, two agreements between the City and IDS Engineering Group.

F. Building Official – Evan DuVall, Assistant Building Official

Evan DuVall discussed the following:

- Memorial High School – The inspections of the bus loop phase have begun. The City Forester has been performing inspections for tree protection and construction methods near existing trees. The repairs to the northerly traffic light are complete.
- Two new residences are under plan review. Several residential remodel plans are under plan review.
- An office remodel, located at 8915 Gaylord Drive, is currently in the final stage of the project. The Teahouse, located at 9412 Gaylord #A, is in the final stages of construction and should be completed soon.

G. Planning & Zoning Commission – Clay Trozzo, Planning & Zoning Chairperson

Clay Trozzo discussed the following:

- The commission held a meeting on February 22, 2022.
- The commission discussed the parking ordinance, possibly allowing shared driveways and other driveway requirements in the commercial district, lighting requirements to reduce glare, the Planned Unit Development ordinance, the design guide to encourage a cohesive look within the City, and setback hardship for variance request.

H. City Administrator – Monthly Update – Lisa Modisette, Assistant City Secretary

Lisa Modisette discussed the following:

- The May election will be held on May 7, 2022. The candidates for Position 2 include Patrick Breckon and Dane Johnson. Candidates for Position 3 include Clay Trozzo and Brian T. Muecke. Position 4 is unopposed with Matt Woodruff the only candidate to file for this position.
- The Board of Adjustment will hold a hearing on March 22, 2022. Pat Murphy is requesting a variance to reduce the front yard setback.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The City is looking to possibly move forward with the Westside Streets and Drainage Project.
- The City agreed to contract with IDS in relation to the Westside Streets and Drainage Project as well as creating an infrastructure maintenance program for the City.
- City Council will discuss the City Administrator position during the executive session later in the meeting.
- Thanked the police department for a ride-along with Officer Bissett.

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 adopting Amendment No. 1 to the Original Budget of the City of Hedwig Village, Texas for the Year 2021; providing detailed

line item increases or decreases; providing for severability; and containing other provisions relating to the subject.

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

MOTION CARRIED UNANIMOUSLY

- B. An Ordinance of the City of Hedwig Village, Texas declaring the unopposed candidate for Council Position No 4 elected; providing that the May 7, 2022 General Municipal Officers Election shall not be held as to Council Position No. 4; 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 Woodruff and seconded by Councilmember Folloder to approve the ordinance as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

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

- A. Consideration and possible action for approval of the Memorial Village Estates Ditch Project.

Mayor Jinks stated the City was made aware of the silt buildup in the ditches in the Memorial Village Estates area. Terry Vick was requested to get quotes to find out how much the work would cost to de-silt the ditches. The City will need to go out for bids due to the estimated cost of the project.

Councilmember Rouse stated the Streets and Drainage Committee discussed the quotes received. The committee will recommend that the clean out of the outfalls will be excluded from the bids and will be a separate project. The Coronavirus State and Local Fiscal Recovery Funds received from the federal government will be used for this project. The City will be required to request sealed bids for the work. Councilmember Woodruff suggested the clean out of the outfalls be included in the scope of work for the bids. Alan Petrov, City Attorney, stated the City could request bids with optional additional work. Terry Vick stated the time frame of the project should be approximately two weeks.

- B. Consideration and possible action for approval of an agreement with IDS Engineering Group for Public Works Management.

Mayor Jinks stated the City does not have a Public Works Department. ISD Engineering Group (IDS) submitted a proposed agreement to handle that work for the City. Mayor Jinks stated part of the service provided by IDS would be to find possible grant funds to cover potential projects the City could do.

Timothy Buscha, President of IDS Engineering Group, stated his firm works with an outside company on finding available grant funds. The agreement between the City and IDS would cover, among other items, establishing and implementing a maintenance program for the City's infrastructure. IDS works with several small cities, including the City of Spring Valley Village, City of West University Place, and City of Waller to name a few.

IDS would assist the City in preparing the City's bid documents for the Memorial Village Estates Ditch Project. The sealed bids would be received and IDS will assist the City in grading and evaluating the bids in terms of value to the City. IDS would include its recommendation when the bids are presented to City Council for final decision. IDS will assist the City in management of the project. The bid process should take about one month.

Councilmember Folloder stated the City is in need of IDS's services but expressed concern the City's budget will not support the rates listed in the agreement. He suggested the City negotiate with IDS to possibly reduce the listed rates to be submitted at the next City Council meeting for discussion and action.

Councilmember Woodruff added language to the "Compensation" section of the agreement.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the agreement with the additional language added. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

- C. Consideration and possible action for approval of an agreement with IDS Engineering Group for review of the Westside Streets and Drainage Project.

Councilmember Rouse requests the City approve the agreement with IDS to review the Westside Streets and Drainage Project. IDS will review the modeling and other materials used by LJA Engineering, Inc. to verify the industry standards had been used. The agreement states the cost for review will not exceed \$8,000.00. The timeline for the review should not exceed one month. Councilmember Folloder opposes spending more City funds for another review of the Westside Streets and Drainage Project. Councilmember Rouse stated the Streets and Drainage Committee cannot make a decision if questions directed to LJA remain unanswered.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the agreement with IDS Engineering Group as presented. Motion carried 3-1. Councilmember Folloder voted against.

MOTION CARRIED

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

- A. Discussion and possible action on Hedwig Village traffic light coordination on Echo Lane/Gaylord Drive and traffic on streets surrounding the high school.

Evan DuVall, Assistant Building Official, and Lokesh Krishnan, Traffic Engineer with LJA Engineering, Inc, spoke regarding the coordination of the traffic light on Echo Lane. The discussion involved installing wireless cards and software to coordinate the light cycles of the two traffic lights near the high school and the traffic light at the feeder road at the freeway. The wireless cards and software will work together to ensure shorter wait times at the lights. The City will work with Spring Branch I.S.D. to install these upgrades. Mr. Krishnan is getting quotes for the hardware and software and the installation costs. LJA will conduct an "after study" of the traffic after the bus loop is completed.

No action was taken on this agenda item.

- 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

February 10, 2022 Regular Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – one

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

Wells Fargo credit card - \$3,993.19

Helfman Ford - \$29,507.63

HDL Companies - \$3,600.00

Harris County Appraisal District - \$7,106.00

TML Intergov'l Risk Pool - \$3,545.00

Johnson Petrov - \$5,877.33

City of Bunker Hill Village - \$3,628.01

- D.** Appointment of Assistant City Secretary to complete the Police Seizure Audit for 2021.

- E.** Authorize Mayor's signature to sign Opioid Settlements when received from the State of Texas in order for the City of Hedwig Village, Texas to participate in the settlements.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to approve the consent agenda as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

9. CLOSED SESSION

- A.** As authorized by Section 551.074, Personnel Matters, to discuss matters related to the City Administrator position.
- B.** As authorized by Section 551.074, Personnel Matters, to discuss matters related to the City Secretary position.

City Council adjourned into Closed Session at 8:30 p.m.

City Council re-convened into Open Session at 9:06 p.m.

10. ACTION – CLOSED SESSION

- A.** Motion as made by Councilmember Woodruff and seconded by Councilmember Rouse to appoint Wendy Baimbridge as the City Administrator and Assistant City Secretary. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

- B.** Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to appointed Lisa Modisette as the City Secretary. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

11. ADJOURN

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to adjourn the meeting at 9:09 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on April 14, 2022.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, City Secretary

