



**CITY OF HEDWIG VILLAGE, TEXAS  
SPECIAL MONTHLY CITY COUNCIL MEETING  
JUNE 23, 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	Wendy Baimbridge, City Administrator
Councilmember Patrick J. Breckon	David Gott, Police Chief
Councilmember Scott Davis	Lisa Modisette, City Secretary
Councilmember Shirley Rouse	Alan Petrov, City Attorney
Councilmember Matt Woodruff	Kevin Taylor, Building Official
Councilmember Clay Trozzo	

Absent: None

**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 fire department for their quick response to a fire incident at the Memorial Grove Condominiums recently. Through the department's efforts, the fire was contained to one unit.

Brian Muecke, 811 Hedwig Way, thanked Dane Johnson for his years of service to the City as a Councilmember. Mr. Johnson was instrumental in the closure of the Memorial Inn and Suites, as well as the approval of the Planned Unit Development for the high school, among many other topics.

Andrea Hermann, 930 Karos Lane, stated she has an article regarding the renovation to the Memorial City Mall if anyone was interested in reading it.

**4. REPORTS**

**A. Police Report – May 2022 Crime Report & Statistics – Chief David Gott**

Chief Gott discussed the following:

- Crime is slightly higher than in previous months.
- A traffic stop resulted in an arrest of an individual in possession of a cut catalytic converter.

**B. Fire Department – Councilmember Woodruff, Commissioner**

Councilmember Woodruff discussed the following:

- The Commission will not meet in June. The next meeting will be in July.

- The Hedwig Village Commissioner has a duty to the City, the City Council, and the fire department.
- Fire department financial data will be presented at each Council meeting.
- The fire department has been exemplary.

**C. Beautification – Kathryn Schenk, Committee Chairperson**

Chairperson Schenk discussed the following:

- Terry Vick is watering the trees on Gaylord Drive, Monte Cello, Capri, and the monument signs.
- The Campbell Road esplanade has been spruced up.
- The committee is discussing a possible project in the City park and a possible project on Taylorcrest between Echo lane and Echo Hollow.
- A butterfly garden is being installed at the City park.
- The committee would like to plant more trees, possibly in the fall.

**D. Streets and Drainage Committee – Councilmember Breckon**

Councilmember Breckon discussed the following:

- LJA Engineering provided the City with City maps with estimates of water levels before and after the proposed Westside Streets and Drainage Project.
- The Committee will next meet on July 7, 2022 at noon.
- The Memorial Village Estate Ditch Desilting Project will begin soon. Notices to the residents will be sent out prior to the start of the work.

**E. Building Official – Evan DuVall, Building Official**

Evan DuVall discussed the following:

- Memorial High School – The bus loop construction is nearing completion. The older school building is being renovated with new mechanical, electrical, and plumbing.
- Traffic light coordination – The contractor has ordered the parts for the traffic light project. The contractor is expected to start work in early August 2022. The project is expected to be completed by the start of the school year.
- Board of Adjustment – A variance request has been submitted to allow for the reconstruction of a non-conforming building damaged by fire at a dry cleaning business located at 9021 Katy Freeway. An appeal of the Building Official's decision has been submitted for a medical office on the first floor of a retail building located at 8741 Katy Freeway. The business owner is stating his business is a retail business due to products being sold at his location.
- Tree Ordinance – a large replacement tree was planted in the front yard on Spriggs Way. The tree replaces a 24" tree that was removed. Tree removal fees have been collected for three single family projects on Cawdor Way, Chowning, and

Spriggs Way. Several residences have reduced the number of tree removals due to the updated tree ordinance.

- New Projects – two new residences have been approved for Cawdor Way and Hedwig Circle. St. Cecilia has submitted a remodel application for their existing sanctuary. The remodel does not include additional square footage. The landscaping will be improved to include new inlets on the property for drainage. A new nail salon, Milano Nail Spa, has been improving their tenant space located at 9355 Katy Freeway.

**F. Planning & Zoning Commission – Councilmember Trozzo, Council Liaison**

Councilmember Trozzo stated the commission discussed the following:

- The Commission meeting was rescheduled to August 11, 2022.
- Discussions included the amendments to the Planned Unit Development Ordinance and requiring a promenade in the commercial districts.

**G. Financial Report – April 2022, Wendy Baimbridge - City Administrator**

Wendy Baimbridge discussed the following:

- The City has \$4.5 million in available funds and \$6.0 million in restricted funds for a total of \$10.5 million.
- The City is 41.67% through the budget year.
- Sales tax is 14.5 percent lower for May compared to the same time period as last year.
- Mixed beverage tax is \$12,430 for the month of May.

**H. City Administrator – Monthly Update – Wendy Baimbridge - City Administrator**

Wendy Baimbridge discussed the following:

- Houston Galveston Area Council will hold a newly elected official training on June 29, 2022. All Councilmembers are invited to attend.

**I. Mayor – Monthly Report – Mayor Tom Jinks**

Mayor Jinks discussed the following:

- A meeting was held with the Superintendent of the school district to discuss the traffic around the high school. The traffic issue will not be solved with the installation of the new traffic lights. The City's traffic engineer will meet with the school district traffic engineer to discuss other options to solve the traffic issues.
- The Memorial Village Estates Ditch De-silting Project will begin soon. Door hangers will be used to communicate with the area residents. There should be no work on the weekend and work will begin and end at a reasonable time during the work week.
- Harris County Flood Control District will need access to the residents' property around Soldiers Creek to de-silt the creek.
- The Villages will hold the annual July 4<sup>th</sup> parade on Piney Point Road.

**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, for the purpose of considering amendments to Article V, Zoning Regulations, Section 506, Business District B; and Article V, Zoning Regulations, Section 509, Planned Unit Developments, Subsection B.2, Residential District A, of the Hedwig Village Planning and Zoning Code to add requirements for commercial promenades and pedestrian trails on certain properties in all Business B zoning districts and planned unit developments in the Residential A zoning district within the City to manage pedestrian traffic.

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve the ordinance as presented. Councilmember Rouse voted against the motion. Motion carried 4-1.

**MOTION CARRIED**

- B.** An Ordinance calling for a Joint Public Hearing to be held before the City Council and the Planning and Zoning Commission of the City of Hedwig Village, Texas for the purpose of considering amendments to Article V, Zoning Regulations, Section 509, Planned Unit Developments, Subsection B.1, Business Districts, of the Hedwig Village Planning and Zoning Code to reduce the minimum acreage requirement to apply for a Planned Unit Development in the Business Districts and remove the maximum number of Planned Unit Developments allowed in a Business District of the City.

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve the ordinance as presented. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- C.** A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to approve the Proposed 2021 Inter-Budgetary Transfers to cover a deficit in the amount of \$120,822.

David Foster, Fire Chief, stated the personnel expenses are over the budgeted amount in 2021 due to staffing the second ambulance using overtime as approved by the Board of Commissioners. The department was also testing every employee for COVID-19 before each shift.

Councilmembers asked about reimbursement for COVID-19 related expense and the increase in retirement and insurance expenses.

Wendy Baimbridge, City Administrator, stated she is working with Marlo Longoria, Village Fire Department Administrator, to itemize COVID-19 expenses for possible reimbursement.

Chief Foster stated the department increases the retirement contribution from 1:5 to 2:1. There is also an increase in hospitalization. Some of the Villages reimbursed the department for COVID-19 related expenses in 2020 but not in 2021.

The City requested and will receive a more detailed spreadsheet regarding the 2021 Inter-Budgetary Transfers.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to table the ordinance as presented until the City Council meeting in August 2022. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- D. A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to approve the Proposed 2022 Budget Amendment in the amount of \$515,846 to cover an increase in personnel expenses in the amount of approximately \$475,531 and an increase of \$40,315 to cover an increase in operational expenses.

Chief Foster stated the department is over budget in personnel expenses due to continued staffing of the second ambulance using overtime. The increase in personnel expense includes hiring three new staff, one per shift, to reduce the need to staff the second ambulance using overtime and a cost of living salary increase for all department employees. There is also an overage of \$40,315 for an increase in operational expenses.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to table the ordinance as presented until the City Council meeting in August 2022. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- E. A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to approve the Proposed 2023 budget in the amount of \$8,689,848 with Hedwig Village's 2023 Assessment being \$1,67,622 (18.5%).

Chief Foster stated the Proposed 2023 Budget includes the following:

- A seven percent salary increase for all department staff.
- An increase in personnel expense, such as health insurance.
- An increase in emergency contingency.
- An increase in vehicle maintenance cost.
- An increase in utilities.
- An increase to the capital replacement fund.

Chief Foster stated it is difficult to hire experienced firefighters/ EMTs if the salaries and benefits are not increased.

Chief Foster stated the interlocal agreement between the Villages state that the budget needs to be approved by Council action by September 30. The budget can be approved by a majority of the Villages. Hedwig Village will be out as a member of the department if not approved by Council action by the September 30<sup>th</sup> deadline.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to table the ordinance as presented until the City Council meeting in August 2022. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

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

- A. Discussion and possible action to approve the extension of the Disaster Debris Removal Agreement with Ceres Environmental Service, Inc.

Lisa Modisette, City Secretary, stated the City currently has an agreement with Ceres Environmental Services (Ceres) to provide disaster debris clean up services in the event of a disaster. The current agreement expires in September of this year. The extension would expire September 7, 2023. The pricing exhibit requested by Councilmember Trozzo was included in the Council packet. Councilmember Rouse requested if the one year term could be extended longer. Ceres was unable to extend the terms.

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

**MOTION CARRIED UNANIMOUSLY**

- B. Letter of engagement from Belt Harris Pechacek to provide the City of Hedwig Village, Texas auditing services for the years ending December 31, 2023 and December 31, 2024.

Lisa Modisette, City Secretary, stated the current auditing agreement the City has with Belt Harris Pechacek will expire after the 2022 Financial Audit is complete.

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

**MOTION CARRIED UNANIMOUSLY**

**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 rescheduling or cancelling the July 14, 2022 City Council Meeting.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to reschedule the July 2022 City Council Meeting to July 20, 2022. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- B. Audit Report – 2021 Financial Statements.

Brian Hebert, with Belt Harris Pechacek, discussed the City's 2021 Financial Audit Report. He stated the City's financial position is good with a total position of \$19,847,887. The City had an ending fund balance of \$7,744,867 for all funds.

- C. Discussion and possible action to approve appointments/re-appointments to the Planning and Zoning Commission.

Mayor Jinks recommended re-appointing Planning and Zoning (P&Z) Commission members Barbara Abrams, Richard Alexander, Alan Ratterree, and Brent Reed.

Motion was made by Councilmember Trozzo and seconded by Councilmember Davis to re-appoint P&Z member as recommended. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**8. DISCUSSION/ITEMS PRESENTATION OF SPECIAL REPORTS**

- A. Discussion and review of the 2023 Fiscal Year Budget Assumptions to prepare the 2023 Budget and review the budget calendar.

Wendy Baimbridge, City Administrator, discussed the possible projections for the 2023 Budget. The budget will include a conservative estimate of property tax and sales tax due to high inflation. The City has a balance of \$63,442 from the 2018 Tax Note, which has been paid in full. The use of these funds is open to discussion and decision. The City has \$1,771,003 available from the 2020 Tax Note, which can be used for storm sewer construction. The City has \$326,000 available from a COVID Grant received last year and another \$326,000 funds to be received this year. These funds can also be used for streets and drainage. Expenses for fuel cost, the Village Fire Department assessment, personnel expenses, purchase of two new vehicles, and general maintenance for City infrastructure are all increasing. The City is looking into reviewing the City fees and possible recouping the credit card fees charged to the City from the banks, and receiving more funds for the auction of two vehicles. The City hopes to keep the tax rate flat this year.

The City has scheduled a budget workshop for July 20, 2022 at 6:30 p.m.

- B. A Proclamation honoring Harry J. Folloder for his years of service to the City.

Harry Folloder was not in attendance.

- C. A Proclamation honoring Dane Johnson for his years of service to the City.

Mayor Jinks presented Dane Johnson with a Proclamation and a gift from the City, as well as a American flag that flew over the United States Capitol Building and a Texas Flag that flew over the State Capitol Building.

- D. A Proclamation honoring Lane VanderVoort, 2022 Memorial High School Valedictorian.

Mayor Jinks presented Lane VanderVoort with a proclamation honoring her 2022 Memorial High School Valedictorian achievement.

- E. A Proclamation honoring Anna Rigo and Asher Rigo for their theater talents.

Mayor Jinks presented Anna Rigo and Asher Rigo Proclamations honoring their skills and talents in theater.

9. **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 12, 2022 Regular Council Meeting

**B. Approval of General Fund Bills**

General Fund Bills

Voided Checks – none

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

Wells Fargo credit card - \$5,811.09

Johnson Petrov - \$6,344.35

G&S Automotive - \$2,714.20

Harris County Appraisal District - \$7,132.00

Accutek - \$3,087.50

Helfman Ford - \$36,145.38

Mesa Mechanical - \$5,980.00

IDS Engineering - \$5,096.35

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the consent as presented. Motion carried 5-0.

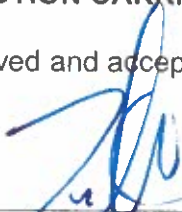
**MOTION CARRIED UNANIMOUSLY**

**10. ADJOURN**

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to adjourn the meeting at 8:48 p.m. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on August 11, 2022.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, City Secretary