



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
AUGUST 11, 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 Patrick J. Breckon
Councilmember Scott Davis
Councilmember Shirley Rouse
Councilmember Matt Woodruff
Councilmember Clay Trozzo

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

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

Andrea Hermann, 930 Karos Lane, addressed several concerns:

- Width and placement of the proposed pedestrian trails.
- Reduction of the acreage requirement for a Planned Unit Development (PUD) will make the business districts denser.
- How much is currently allocated to the park maintenance budget line item and what are the funds used for.
- If the City were to receive grant funding for sidewalks, where would the sidewalks be located.

Anne Retzler, 913 Magdalene Drive, commented on the following:

- She used the online complaint form several times and has not heard back from the City regarding two of the complaints.
- She suggested allotting two minutes for resident comments for new business after City Council discussed the item.
- She questioned new residential construction adhering to the forty percent lot coverage as stated in the Code.
- She stated there are a lot of exposed trash cans and suggested requiring coverage.

Pat Murphy, 11510 Echo Hollow, commented on the proposed Planned Unit Development amendments:

- He stated he is in favor of walkability within the City.
- City Council should approve the proposed Planned Unit Developments (PUD) if the changes benefit the residents and the City.
- Reducing the acreage requirement for a PUD will not improve the City.

Fisher Trigg, property manager of 9201 Katy Freeway, stated he is in favor of the proposed PUD amendments. The property owner is having difficulty selling the property with the PUD ordinance as it is currently written. The property is slightly less than the required three acres.

4. REPORTS

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

Chief Gott discussed the following:

- Crime is slightly lower than in previous months.
- A burglary occurred at Walgreens. Several area police departments assisted in searching the store and arresting the suspects.
- Spring Branch I.S.D. schools start their school year on Monday, August 15, 2022. St. Cecilia's school will begin on Wednesday, August 17, 2022. There will be an increase in the police presence for the first couple of days. Teachers will direct students to the foot bridge over Echo Lane.
- The Police Department officers are required to attend an active shooter training every three years. During an active shooter event, the department will coordinate with other area departments and the fire department.

B. Fire Department – Councilmember Woodruff, Commissioner

Councilmember Woodruff discussed the following:

- City Council questions regarding the 2021 Inter-budgetary transfers and deficit, the 2022 Budget amendment, and the 2023 Budget were answered and backup provided.
- Procedures for additional budget expenditures (expending funds in excess of the approved budget) are stated in the interlocal agreement and should be approved by all participating City Councils, not the Fire Commissioners, prior to the funds being spent. The Village Fire Department attorney interpreted the interlocal differently. Alan Petrov, City Attorney, concurred with Councilmember Woodruff's understanding of the interlocal. The other Villages have already approved the three items listed on this agenda for discussion and approval. If Hedwig Village rejects the 2023 Budget, Hedwig Village will no longer be a participating and voting member.
- Recommend approval of the agenda items – 2021 Inter-Budgetary Transfers and Deficit, 2022 Budget Amendment, and the 2023 Budget.

C. Beautification – Kathryn Schenk, Committee Chairperson

Chairperson Schenk discussed the following:

- The Campbell Road esplanade – Blue Water Irrigation has repaired the sprinkler heads and replaced the back flow preventer.
- The committee is working on a plan for the City park.
- A butterfly garden installed at the City park entrance is complete.

- The Recycle Event is scheduled for October 22, 2022 from 8:00 a.m. to 12 noon at City Hall. Trees for Houston will donate trees again this year to the area residents.
- Landscaping will be done at Echo Lane at Taylorcrest.
- Terry Vick is watering the trees and landscaping due to the drought.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

Councilmember Rouse discussed the following:

- The meeting scheduled for August will be rescheduled.
- The Committee reviewed the preliminary Drainage Impact Analysis and provided comments.
- Doorhangers were delivered to the houses in the Memorial Village Estate area regarding the Ditch Desilting Project.
- Funds will be budgeted over the next couple of years to address several streets within the City (not including the streets included in the Westside Streets and Drainage Project that need repair/replacement). Hedwig Circle and Hedwig Way are top priority streets to be replaced/repared. The money is budgeted for these two streets and the engineering work for the project will begin this year.
- A grant application has been submitted to offset the cost to the City for the Westside Streets and Drainage Project.

E. Building Official – Evan DuVall, Building Official

Evan DuVall discussed the following:

- Traffic light coordination – There was a delay in receiving a part to complete the installation of the new light equipment. The installation will begin after the start of the school year. The flashing yellow light concern should be addressed soon. The turn lane lights should flash yellow to allow traffic to flow.
- The St. Cecilia Catholic Church renovation plan has been approved. The renovation project will address remodeling of the interior of certain sections of the church. Exterior work such as drainage and landscaping will be done. A large tree will be removed, the tree removal fee has been paid, and a large replacement tree will be planted.
- Board of Adjustment – A variance request was approved to allow for the reconstruction of a non-conforming building damaged by fire located at 9021 Katy Freeway. An appeal of the Building Official's decision has been withdrawn from consideration for a retail building located at 8741 Katy Freeway. A variance request was approved for a swimming pool to be placed one foot from a rear utility easement located at 811 Lochtyne Way.
- Plans and permit applications for two new residences, two new swimming pools, and two right-of-way projects have been submitted.

- New Projects – Cuisinery Food Market has opened at 9079 Katy Freeway. Their business model is “take and bake”. Kolache Factory has submitted plans for retail renovation in the same shopping center.
- A permit was issued to repair fire damage in several condos located at 9019 Gaylord Drive.

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

Councilmember Trozzo stated the commission discussed the following:

- The Joint Public Hearing (JPH) scheduled for this evening was cancelled due to lack of a Planning & Zoning (P&Z) quorum. The JPH will be rescheduled to September 8, 2022 at 6:00 p.m.
- The width of the proposed promenade will be twelve feet for the walkway portion and twelve feet for the green space, however, in some commercial areas the total width will only be twelve feet. The location will mainly be on the south side of the commercial districts.
- The proposed Planned Unit Development (PUD) ordinance changes would allow for smaller acreage requirements and should encourage development in the commercial districts.

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

Wendy Baimbridge discussed the following:

- The City has \$6.0 million in available funds and \$7.1 million in restricted funds for a total of \$13.1 million.
- The City is 58.33% through the budget year.
- Sales tax is 13% higher year to date compared to the same time period as last year.
- Mixed beverage tax is \$12,873 for the month of May.

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

There was no report.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Welcomed Jim Pappas, Mayor of Hunters Creek Village, to the meeting.
- The Village mayors and police departments met with the school district to discuss security changes.
- Memorial Village Estate Ditch De-Silting Project is currently underway and should be completed in approximately three weeks.
- Harris County Flood Control District should complete the de-silting of Soldiers Creek soon.

- School starts next week. Use caution when driving and watch for students walking to school.
- Visited four new residents and delivered the new resident's packets.

The meeting was recessed at 8:24 p.m. The meeting reconvened at 8:29 p.m.

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, amending 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.

Councilmember Rouse stated she is in favor of walkability in the City. The benefits to the City include additional green space, preserving trees, retaining property values, directing vehicle traffic to the I-10 feeder road, pedestrian safety, and ensuring no impact to the City's existing infrastructure. However, she also addressed concerns relating to the proposed promenade and the amendments to the Planned Unit Development (PUD) ordinance. Her concerns included adding the promenade requirements as part of the City's comprehensive plan and design guide, not as an ordinance; missing elements, such as lighting, crosswalk signals, signage, and awnings, to name a few. She questioned if other Texas cities have a similar ordinance and what are the results? How would this proposed ordinance increase foot traffic in the commercial districts, benefit residents, and decrease vehicle traffic in the residential areas? How would the proposed promenade protect existing trees? Would the proposed promenade replace existing sidewalks? Would the commercial property owners view the proposed ordinance as a "taking"? A twelve foot promenade, in addition to twelve feet of green space, is a large amount of land. How would the proposed promenade connect to the residential areas? The proposed Planned Unit Development (PUD) amendments from the current three acres to one acre limit the benefits of a PUD to the city and the residents. The purpose of the three acre requirement would be for developers to combine smaller properties into a larger lot to encourage more green space and other benefits to the City and the residents. Councilmember Woodruff stated he agreed with some of the concerns expressed by Councilmember Rouse and also expressed concerns. He stated he is in favor of walkability within the commercial areas of the City.

- B.** An Ordinance of the City of Hedwig Village, Texas for amending 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 Zoning Districts and remove the maximum number of Planned Unit Developments allowed in a Business District of the City.

See discussion under agenda item 5A.

- 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 and to cover a deficit in the amount of \$120,822.

Councilmember Rouse asked if the concerns regarding the procedures had been addressed at the last Board of Commissioners meeting. She also asked what the next steps will be regarding procedures.

Councilmember Woodruff, Hedwig Village Fire Commissioner, stated he expressed his opinion at the Commissioner Meeting that the procedures for approval had not been followed, as stated in the interlocal agreement. The Village Fire Department (VFD) attorney interpreted the interlocal differently. Mayor Jinks was in attendance at the meeting and authorized the City's attorney to render an opinion on behalf of the City. Councilmember Woodruff will suggest the procedure topic be on future Commission meeting agendas until the Commissioners have discussed and resolved the issue.

Chief Foster stated the 2021 Inter-Budgetary Transfer are received by the department from the auditors. Councilmember Rouse this is not only an inter-budgetary transfer, this is also a budget amendment for additional funds spent.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to approve the ordinance as presented. 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 total amount of \$515,846 to cover an increase in Personnel Expenses in the amount of \$475,531 and an increase in Operational Expenses of \$40,315.

Councilmember Woodruff stated the increase under discussion is due to an increase in personnel cost to staff the second ambulance (hiring three new employees) and pay raises for all employees, as well as an increase in operational expenses. The department should have requested approval from the Villages prior to spending any funds not approved by City Councils of the participating Villages.

Chief Foster stated the need to hire three new employees to staff the second ambulance is related to COVID and the wait times of the ambulance crews at the hospital. There is an increase in the calls from the medical offices in the area Villages to transport patients to the emergency room. The department cannot legally transport a patient to any location other than an emergency room.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the ordinance as presented. 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 \$1,607,622 (18.5%).

Mayor Jinks asked about completion of the renovation and the ambulance reimbursement from previous years that was retained by the department to offset the renovation costs.

Chief Foster stated the contractor did not install the roof correctly and the windows in the front office are not rated for high winds, such as in a hurricane. The meeting is scheduled with the department, the architect, the general contractor, the roof contractor, and the roof manufacturer to work out a solution to getting the roof repaired. The retainage of the ambulance reimbursement was added to the renovation budget but funds have not been spent. The renovation costs are under budget but the budget was amended to account for additional expenses.

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

MOTION CARRIED UNANIMOUSLY

- F. A Resolution of the City of Hedwig Village, Texas amending the Schedule of Fees for building permit fees and plan review fees for Commercial and Multi-Family building projects and repealing all or parts of other fee schedules inconsistent or in conflict herewith.

Evan DuVall, Assistant Building Official, stated the costs for issuing a permit have increased and the proposed five percent increase for commercial permits fees would offset those rising costs. The proposed permits increase will go into effect on January 1, 2023.

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

MOTION CARRIED UNANIMOUSLY

- G. A Resolution of the City of Hedwig Village, Texas providing for a schedule of fees for Residential building permits and repealing all or parts of other fee schedules inconsistent or in conflict herewith.

Evan DuVall, Assistant Building Official, stated the proposed five percent increase for residential permits fees would offset the rising costs of issuing permits. The effective date would be January 1, 2023.

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

MOTION CARRIED UNANIMOUSLY

- H. A Resolution of the City of Hedwig Village, Texas establishing a Park Maintenance Fund and dedicating certain tree permit fees to such fund.

The tree permit fees, up to \$100,000, will be dedicated to the Park Maintenance Fund and the funds could be used for future park renovation plans.

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve the ordinance as presented. 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 a contract with the Goodman Corporation for Professional Services to assist with Sidewalk Project Development Funding.

Wendy Baimbridge, City Administrator, stated the Goodman Corporation comes highly recommended and is currently assisting the City in applying for grant funds for the Westside Streets and Drainage Project at no charge. The Goodman Corporation will assist the City in applying for grant funds for a Sidewalk Improvement Project in an effort to complete the sidewalk project without acquiring debt for the City. The grant funds, if received, would be used to repair/replace existing sidewalks within the City and could possibly be used for the proposed promenade.

Councilmember Woodruff suggested including other items in the grant application, such as trash cans and benches for placement along the sidewalks. Councilmember Rouse suggested creating a Sidewalk Committee comprised of residents and City staff for input and making recommendations.

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

MOTION CARRIED UNANIMOUSLY

7. 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

June 23, 2022 Regular Council Meeting July 20, 2022 Budget Workshop

B. Approval of General Fund Bills

General Fund Bills Voided Checks – four

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

Village Fire Department - \$4,391.12	Harris County Auditor - \$3,009.00
Accutek - \$3,953.44	Johnson Petrov - \$4,017.68
Belt Harris Pechacek - \$24,865.00	Bright Landscaping - \$2,706.98
IDS Engineering - \$6,764.52	

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

MOTION CARRIED UNANIMOUSLY

8. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 9:00 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on September 8, 2022.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, City Secretary

