



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
SEPTEMBER 8, 2022
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:32 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
(arrived 6:46 p.m. from P&Z meeting)

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, spoke of her concern regarding the murder at the Bowlero bowling alley on Bunker Hill Road. She stated she wrote a letter to the Chairman of the Board of the bowling alley and sent an email to City of Houston Councilmember Mary Nan Huffman. Councilmember Huffman will hold a public meeting on Tuesday, September 13 at 6:30 p.m. Ms. Hermann encouraged the residents and City Council to attend.

Georgia Shebay, 11703 Woodsage Drive, stated she witnessed a crime being committed at the Mattress Firm located in the 9400 block of Katy Freeway. She stated there were two previous crimes in the City that she witnessed. She stated she is concerned about the increase of crime in the area. She also spoke regarding a concern about the drainage in her yard. She stated she called the City Administrator and received a prompt response.

Peggy Hemus, 711 Glen Echo Lane, stated she was proud of Mrs. Shebay for attempting to stop a crime in process.

4. REPORTS

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

Chief Gott discussed the following:

- Crime is lower for the year compared to last year.
- There were several domestic assaults crimes this month and arrests have been made.

- The bowling alley on Bunker Hill Road turns into a club at night. Houston Police Department has increased patrols in the area in response to the murder.
- The suspect from the Mattress Firm crime stole a purse from inside a vehicle. The purse had an iPhone inside. The department was able to track the iPhone to the mall. The suspect was located but fled before police could arrest him. Charges will be filed.

B. Fire Department – Councilmember Woodruff, Commissioner

Councilmember Woodruff discussed the following:

- The fire department will continue to provide increased documentation for the Council packet.
- Future budgets should include funds for unexpected expenses, such as overtime for weather events.
- The fire department building was substantially renovated last year. However, the front office windows are not properly rated to withstand high winds. There might be approximately a \$9,000 expense to correct this error. The new roof was not properly installed. There is no resolution on this issue yet.
- A smaller building in the back of the property and the training tower were not renovated. Both buildings need a new roof. The estimated cost to replace the roof on the two buildings is \$180,000.
- Chief Foster informed the Commission that he received a letter from the firefighter's union and the Metropolitan Fire Chief's Association stating that the turn out gear needs to be replaced. The current turn out gear is sprayed with fire retardant chemicals that may cause cancer. Chief Foster is asking to use the Ambulance Reimbursement funds to purchase new gear. The estimated cost is approximately \$150,000. Councilmember Woodruff asked for documentation from OSHA about the concern and permissible exposure limits before funds are spent. No decision was made by the Commission on this matter.
- The ambulance personnel are experiencing long waits at the hospital before hospital staff assumes care of a patient. Councilmember Woodruff stated this is a violation of federal law. Care must be assumed by hospital staff when a patient arrives at the hospital. Chief Foster was asked to look into this.
- The old dispatch system automatically updated a Twitter feed. The new dispatch system does not update any Twitter feed and there is no current plan to correct this.

C. Beautification – Kathryn Schenk, Committee Chairperson

Chairperson Schenk discussed the following:

- 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 125 trees again this year to the area residents. There is a \$125 delivery fee this year.

- The Campbell Road esplanade and Taylorcrest have been spruced up with new mulch and fertilizer. The sprinkler heads on Campbell Road have been adjusted and the backflow preventer has been replaced
- The planting along the sidewalk on Taylorcrest will begin soon.
- The Committee is still working on a plan for the City park.
- There is concern regarding utility companies doing work in the City's right of way and not replacing the landscaping after their work is complete.

Councilmember Woodruff asked if a household waste vendor could be added to the Recycle/Donate/Shred Event. Lisa Modisette, City Secretary, stated she looked into this several years ago. Adding a household waste vendor would be cost prohibitive and Harris County does not participate in community events.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

Councilmember Rouse discussed the following:

- The Drainage Impact Analysis (DIA) has been received by the City and emailed to the members of the committee for review.
- Meetings will be held on September 13th and September 19th for the committee members to discuss the DIA prior to the next City Council meeting.
- The Memorial Village Estate Ditch Desilting Project is complete but there remain a few issues. The City is working to correct these issues.

Councilmember Trozzo thanked Terry Vick and crew for clearing debris and trees from Soldiers Creek during the recent rain events.

E. Building Official – Evan DuVall, Building Official

Evan DuVall discussed the following:

- The traffic light installation should begin on September 13, 2022.
- Milano Nail Salon will open for business soon. A new office space tenant improvement located at 9651 Katy Freeway will be completed soon.
- Two new homes have been submitted for plan review. A new home, two swimming pools, and a home addition have been approved for construction.

Councilmembers addressed concerns regarding the safety of empty buildings in the City as well as property maintenance for lots for sale.

Evan DuVall stated the Building Department sends violation letters to property owners regarding maintenance of properties and a notice is attached to the door. The City could mow the yard, if needed.

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

No report.

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

Wendy Baimbridge discussed the following:

- The City has \$5.8 million in available funds and \$7.1 million in restricted funds for a total of \$12.9 million.
- The City is 66.67% through the budget year.
- Sales tax is 11% higher year to date compared to the same time period as last year.
- Mixed beverage tax received by the City for August is \$11,869.
- The City has collected approximately \$40,500 in tree fees for the year.

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

Wendy Baimbridge discussed the following:

- The part-time position at City Hall is filled and will start on September 12th.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The City instituted new policies recently – an Emergency Management Policy and a Cash Handling Policy.
- A small sinkhole at Magdalene and Spriggs Way was repaired.
- Soldiers Creek Desilt Project is stalled due to the recent rain events.
- The Drainage Impact Analysis is currently under review.
- Memorial Village Estate Ditch De-Silting Project is complete.

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

- A.** An Ordinance adopting the Budget of the City of Hedwig Village for the Fiscal Year beginning January 1, 2023 and ending December 31, 2023 and appropriating the several sums set up therein to the objects and purposes therein.

Wendy Baimbridge stated the City's 2023 Budget is in the amount of \$7,788,275, slightly less than the 2022 Budget. The revenue sources, such as sales tax, ad valorem tax, court, and permits were estimated conservatively. The City paid off the City Hall debt and the 2018 Tax Note Debt so the Debt Tax Rate is lower. Expenses have increased, including personnel, office supplies, Village Fire Department (VFD), and gas, to name a few. The City established a Capital Improvement Project (CIP) Account for any future capital construction projects. Any overage in the budget will be transferred to the CIP account.

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

MOTION CARRIED UNANIMOUSLY

- B.** Ratification of increased property tax revenues reflected in the Fiscal Year 2023 Budget adopted pursuant to Ordinance 806.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to ratify the increased property tax as reflected in the 2023 Fiscal Year Budget. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- C. The 2022 Maintenance and Operating Tax Rate to fund the 2023 Budget.

Wendy Baimbridge, City Administrator, stated the 2022 Maintenance and Operating (M&O) Tax Rate to fund the 2023 Fiscal Year Budget will be \$0.293552.

Motion was made by Councilmember Breckon and seconded by Councilmember Davis to approve the 2022 Maintenance and Operating Tax Rate as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- D. The 2022 Debt Rate to fund the 2023 Debt Obligation.

Wendy Baimbridge, City Administrator, stated the 2022 Debt Tax Rate to fund the 2023 Fiscal Year Budget will be \$0.045852.

Motion was made by Councilmember Breckon and seconded by Councilmember Davis to approve the 2022 Debt Tax Rate as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- E. An Ordinance providing for the assessment, levy, and collection of ad valorem taxes by the City of Hedwig Village, Texas for the Year 2022; 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.

Mayor Jinks stated the total 2022 Tax Rate will be \$0.339404.

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

MOTION CARRIED UNANIMOUSLY

- F. 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 Development in the Residential A Zoning District within the City to manage pedestrian traffic.

Peter Sanborn, Planning and Zoning Commission Chairperson, stated the Planning and Zoning Commission (P&Z) discussed this topic for several months to require promenades and pedestrian trails in the commercial districts. P&Z recommends approval of the changes as presented. He stated one of the long-term goals for the City is to encourage re-development of the commercial districts in the City. The proposed changes would only affect future development. The proposed changes would require landscaping, green space, and walkability on the south side of the commercial properties. The Moody

Development Project was used as a template to encourage similar landscaping and green space along Gaylord Drive. The proposed changes should increase foot traffic and increase sales tax revenue.

Councilmember Rouse stated she voiced concerns about the proposed changes at previous meetings. Her concerns include, but not limited to, lack of language in the proposed ordinance to address signage, lighting, crosswalk signals, etc. She stated the proposed changes should be part of the City's comprehensive plan and design guide. The proposed ordinance, as written, does not achieve the effect P&Z is desiring.

Peter Sanborn stated the proposed ordinance, if passed, would be legally binding. The design guide would not be legally binding. Another long-term goal of P&Z would be to improve the design guide.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to amend the language in the proposed ordinance to clarify placement of the promenade and the pedestrian trail. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

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

MOTION CARRIED

The meeting recessed at 8:09 p.m. and reconvened at 8:17 p.m.

- G. An Ordinance of the City of Hedwig Village, Texas amending Article V, Zoning Regulations, Section 509, Planned Unit Development, Subsection B.1, Business Districts, of the 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 Zoning District of the City.

Peter Sanborn, Planning and Zoning (P&Z) Commission Chairperson, recommends approval of the proposed ordinance as presented. He stated the proposed changes allow property owners the opportunity to apply for a Planned Unit Development (PUD) in an effort to encourage re-development of the commercial districts. He stated the PUD process is a multi-step process and can be time consuming for City staff, P&Z, City Council, and the developer. The proposed changes include reducing the acreage requirement to apply for a PUD from three acres to one acre and removing the maximum number of PUDs allowed in a commercial district. The three acre requirement was meant to encourage consolidation of the smaller tracks of land into larger tracks; however, there has been no interest in consolidating the tracks.

Councilmember Rouse commented that the PUD process involves a lot of City resources and time and suggested amending the total acreage for a PUD from three to two. She stated one acre is not sufficient for a PUD as shown by previous PUD developments in the City. A significant number of new properties would be included with the proposed shift to two acres.

Motion was made by Councilmember Rouse to amend the language to reduce the total acreage of Planned Unit Developments from three acres to two. The motion failed due to a lack of a second.

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

MOTION CARRIED

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

- A.** Authorization for the destruction of records according to the City of Hedwig Village's Records Management Retention Schedule.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to authorize the destruction of records 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

August 11, 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

LJA Engineering, Inc. - \$7,954.85

Village Fire Department - \$4,707.84

Wells Fargo credit card - \$3,873.80

Accutek - \$2,534.23

Blue Water Irrigation - \$2,545.00

DTK Facilities - \$4,375.00

HCAD - \$7,177.00

IDS Engineering - \$6,326.84

Johnson Petrov - \$4,370.59

National Works - \$15,900.00

Paradigm Traffic Systems - \$28,400.00

Scott Mermilliod - \$5,750.00

D. Approval of 2nd Quarter Investment Report

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

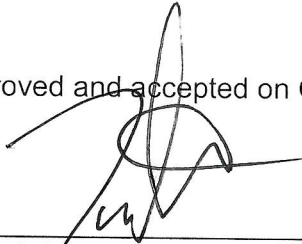
MOTION CARRIED UNANIMOUSLY

8. ADJOURN

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

MOTION CARRIED UNANIMOUSLY

Approved and accepted on October 13, 2022.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, City Secretary

