



**CITY OF HEDWIG VILLAGE, TEXAS
MONTHLY CITY COUNCIL MEETING
OCTOBER 13, 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 Clay Trozzo

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

Absent: Councilmember Matt Woodruff

2. PLEDGE OF ALLEGIANCE

Colton Ritchey, Eagle Scout, and his brother, Pierce, led the City Council, City staff, and visitors in the Pledge of Allegiance.

3. CITIZEN/VISITOR COMMENTS

Andrea Hermann, 930 Karos Lane, stated the residents of Memorial Village Estates are trying to improve the entrance to their neighborhood. She has written a letter to City of Houston Councilwoman Mary Nan Huffman requesting a traffic light at the corner of Bunker Hill Road and Woodsage. She also requested City of Houston improve the timing of the traffic light at Bunker Hill Road and Gaylord Drive.

4. REPORTS

A. Police Report – September 2022 Crime Report & Statistics – Captain Paul Warner

Captain Warner discussed the following:

- Crime is lower for September compared to last month.
- There was a report of vandalism at the apartment complex on Bunker Hill Road at I-10. The case will be handled privately.
- A credit card skimmer was found and removed at the Bank of America ATM machine.
- Citations issued are the same as the previous month.

B. Fire Department – Councilmember Woodruff, Commissioner

No verbal report.

C. Beautification – Kathryn Schenk, Committee Chairperson

Chairperson Schenk discussed the following:

- 100 irises were planted at Taylorcrest and Echo Lane.
- The Campbell Road esplanade has been weeded and trimmed.
- The park improvement project is ongoing. A preliminary design has been received and is being reviewed.
- There is a noticeable trash problem at the park. Suggestions included installing different trash cans, signage regarding disposal of trash, and an article in the newsletter.
- The butterfly garden is almost complete.
- The Recycle Event is scheduled for October 22, 2022 from 8:00 a.m. to 12 noon at 955 Piney Point Road and will include a tree give away.
- Next year projects under discussion include adding sprinklers to several areas around the City.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson

Councilmember Rouse discussed the following:

- No committee meeting was held due to the ongoing work of LJA Engineering to complete the Drainage Impact Analysis.
- A preliminary Drainage Impact Analysis (DIA) has been received by the City. There was no discussion on the report by the committee.
- The agreement with IDS was not reviewed by the committee but Councilmember Rouse recommends approval.

E. Building Official – Evan DuVall, Building Official

Evan DuVall discussed the following:

- Software for the traffic light has been installed and final implementation of the AI augmented intersection has begun.
- The scope of work for the Hedwig Village Design Guide was provided to several consultants in early October to prepare quotes for the project. Two estimates have been received and additional quotes are expected.
- Verizon has agreed to assume responsibility of notifying the residents regarding small node installation. A small nodes map showing the location of small nodes in the City is available.
- The interior renovation of St. Cecilia Church is ongoing.
- Two commercial projects have been approved.
- Two right-of-way projects have been conditionally approved and two are under review.
- Residential development is on the rise. Several projects have been approved and several have been denied. Five generator installations have been approved. Two

fence permits have been approved. One swimming pool has been conditionally approved and one has been denied.

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

Councilmember Trozzo discussed the following:

- The Hedwig Village Design Guide was discussed at the last meeting. The guide will include articulation of elevations, canopies, awnings, exterior lighting, landscaping, site amenities, parking structures, public areas, setbacks, signage, parking in addition to other topics.
- Parking ratios are being reviewed. Councilmember Rouse offered to attend a P&Z meeting to add her perspective to the parking standards discussion.

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

Wendy Baimbridge discussed the following:

- The City has \$5.38 million in available funds and \$7.11 million in restricted funds for a total of \$12.5 million.
- The City is 75% through the budget year.
- Sales tax is 8.25% higher year to date compared to the same period as last year.
- Mixed beverage tax received by the City for August is \$11,391.
- The City has paid back approximately \$100,000 in sales tax that was improperly paid to the City.
- The City submitted paperwork to the Houston Garden Club for a grant to purchase live oak trees to be planted on Corbindale by the park.

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

Wendy Baimbridge discussed the following:

- Harris County Flood Control District will continue to evaluate the condition of Soldiers Creek to continue the de-silt project. Conditions are currently too wet to continue the work.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The Echo Lane/Gaylord traffic light has been installed and the monitoring computer is operational at City Hall.
- Harris County Flood Control District will continue to monitor Soldiers Creek to determine when to continue the de-silting work.
- The butterfly sculpture was installed at the entrance to the City park as part of an Eagle Scout project.
- The Recycle Event is scheduled for October 22, 2022 at City Hall from 8:00 a.m. to noon.

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

- A.** 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 \$150,000 for the purpose of purchasing safety equipment (turn-out gear) for firefighters.

The fire chief is not in attendance to answer questions regarding this agenda item. He will be invited to the November Council meeting.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to table this agenda item. 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.** Agreement with IDS Engineering Group for Professional Engineering Services for Hedwig Way and Hedwig Circle Asphalt Roadway Rehabilitation Project.

Tim Buscha, IDS Engineering Group (IDS), stated a street assessment was completed in 2019. Hedwig Circle and Hedwig Way are priority streets in need of repair and will serve as a pilot project for the Roadway Rehabilitation Project. The asphalt on part of the streets will be replaced and on other areas of the streets the asphalt will be removed, recycled, and reused with concrete to re-pave the roadways. IDS will use several methods to notify the residents in the area regarding the work, including door hangers, email, and letters. The project should take approximately three weeks to complete.

The agreement includes services such as design, bidding, and construction phase services. The design service will include an estimate of construction costs.

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

MOTION CARRIED UNANIMOUSLY

- B.** Agreement with Harris County to utilize current Harris County vendor contracts for the purchase of certain materials, goods, and services.

Wendy Baimbridge, City Administrator, stated the agreement with Harris County will allow the City access to Harris County vendors. Harris County has completed the required bidding process.

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

MOTION CARRIED UNANIMOUSLY

7. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

- A.** Drainage Impact Analysis from LJA Engineering, Inc.

This discussion item was tabled.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to table this agenda item. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

- B. A Proclamation honoring Matthew Lim, Hedwig Village Summer Intern.

Mayor Jinks presented a proclamation honoring Matthew Lim for his work as the 2022 summer intern for Hedwig Village. Helen Lim, Matthew's mother, accepted the proclamation on behalf of Matthew Lim.

- C. A Proclamation honoring Colton Ritchey, Eagle Scout Recipient.

Mayor Jinks presented Colton Ritchey a proclamation honoring his Eagle Scout Project, the butterfly sculpture at the entrance to Hedwig Park.

8. CONSIDERATION OF REQUESTS FOR COUNCIL AUTHORIZATION

- A. Discussion and Possible Action to Approve the Appointment of a Municipal Court Prosecutor

Wendy Baimbridge, City Administrator, recommends approval of the appointment of Katherine C. Parsley as an Associate Prosecutor for the Hedwig Village Municipal Court.

Motion was made by Councilmember Trozzo and seconded by Councilmember Rouse to approve the appointment of a Municipal Court Prosecutor. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

- 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

September 8, 2022 Joint Public Hearing

September 8, 2022 Regular Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – two

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

Village Fire Department - \$4,763.17

Scott Mermilliod - \$5,750.00

Tyler Technologies, Inc. - \$13,200.00

LJA Engineering, Inc. - \$27,530.71

Statewide Traffic Signal - \$8,765.00

HdL Companies - \$3,600.00

IDS Engineering, Inc. - \$2,824.04

Turner Paving & Construction - \$88,029.60

Wells Fargo credit card - \$2,907.27

Tino's Tree Service - \$2,700.00

Accutek - \$3,376.48

Johnson Petrov - \$3,120.74

G&S Automotive - \$2,958.64

- D. Approval of Agreement with Harris County for the annual City donation of \$2,000 to the Spring Branch Memorial Library.

Councilmember Rouse requested the September 8, 2022 Regular City Council Meeting minutes be severed from the consent agenda for corrections.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the consent agenda, with the removal of the September 8, 2022 City Council Meeting minutes, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the September 8, 2022 City Council Meeting minutes with corrections. Motion carried 4-0.

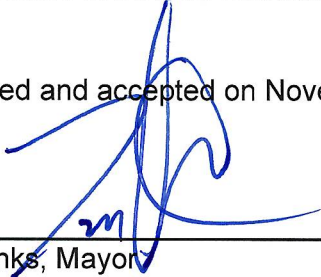
MOTION CARRIED UNANIMOUSLY

10. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to adjourn the meeting at 7:25 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on November 10, 2022.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, City Secretary