



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
SEPTEMBER 14, 2023
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
Councilmember Matt Woodruff

Wendy Baimbridge, City Administrator
David Gott, Police Chief
Lisa Modisette, City Secretary
Alan Petrov, City Attorney
Ian Knox, 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, stated she has noticed several residences within the City that have parking pads in their front yards.

Tom Roth, 854 Pecanwood, thanked the Hedwig Village Police Department and the Village Fire Department firefighters for their service to the community.

4. REPORTS

A. Police Report – August 2023 Crime Report & Statistics, Police Vehicle Graphics – Chief David Gott

Chief Gott discussed the following:

- Crime statistics are lower for August compared to July; however, Burglary of a Motor Vehicle and Shoplifting are two crimes that are increasing in frequency.
- New vehicle graphics for the department will be placed on new vehicles as they are purchased.
- The two PD vehicles ordered in late 2022 should be delivered in October or November.
- A new dispatcher was hired and should start training soon.
- Three officers are on sick leave due to COVID.

B. Fire Department – Councilmember Woodruff and Chief Miller

Councilmember Woodruff discussed the following:

- The Board of Commissioners will continue to look at the Capital Replacement Fund. The cost of replacing the apparatus has significantly increased and the funds budgeted every year will not be enough to cover the expense.
- The department equipment is not properly insured in case of a loss. The equipment is currently insured at declared value, not replacement cost.

Chief Miller discussed the following:

- Harris County Emergency Management hosted a meeting to discuss hurricane preparedness.
- Goode Company BBQ had a fire that was contained to the back of their building. The fire and police departments responded quickly and the fire was extinguished before much damage occurred. Good Co opened up for business the next day.
- All paramedics recertified in Pediatric Advanced Life Support.
- Response time is very good for the month.
- The department maintained its ISO rating of 1.
- The department attended a flag raising at Memorial Hospital on September 11th.
- Rusty Kattner retired as Fire Marshall. Brian Cross was promoted to Fire Marshall.
- The department responded to a call of a child drowning inside the City of Houston city limits. CPR was in progress when the department arrived. The child was transported to the hospital and is expected to make a full recovery.

C. Beautification – Kathryn Schenk, Chair

Kathryn Schenk discussed the following:

- The Campbell Road esplanade was refreshed by Bright Landscaping.
- Nine trees (three Live Oaks and six pines) will be planted later in the year on the second esplanade on Campbell Road.
- The Recycle Day event is scheduled for October 28, 2023.

D. Streets and Drainage Committee – Councilmember Rouse, Chairperson/Tim Buscha, IDS

Councilmember Rouse discussed the following:

- The public engagement meeting for the Westside Infrastructure Project is scheduled for October 19, 2023 in the evening.
- The Committee will meet with Holloway Environmental on September 27, 2023 at noon to review the data collected by EHRA and Holloway regarding the Westside Infrastructure Project (WSIP).
- Possible Joint Workshop with City Council on October 25th or October 26th to discuss the details of the WSIP.

Tim Buscha, IDS Engineering Group, discussed the following:

- Hedwig Circle and Hedwig Way – The project is substantially complete. There are a few areas of damage to the new asphalt that have occurred due to the heat. Repair of those areas will begin in October.

- The storm sewer cleaning and TVing project is complete. A final report will be provided to the City after IDS reviews all the video and data.
- There is a sinkhole on Magdalene and another on Hickorywood. The sinkholes may be related to damaged storm sewer pipes. The two sinkholes will be repaired, possibly in late September.

E. Building Official – Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- 9061 Gaylord - Bludorn Restaurant – a permit has been issued for interior remodeling.
- Ricebox – permit has been issued and construction has begun.
- 8901 Katy Freeway – a demo permit has been issued to clear the site, plans have been reviewed and comments returned to the developer. A new fine dining restaurant will be at the site.
- The recent legislation changes were discussed.
- Commercial development – there are 10 projects approved with 2 additional projects under review.
- Residential development – 4 new residential projects, 6 generator projects, 2 fence plans, 1 residential remodel, 1 driveway, and 1 tree removal permit were approved. 1 residential remodel is under review.

F. Planning & Zoning Commission – Councilmember Trozzo, P&Z Liaison

Councilmember Trozzo discussed the following regarding the draft design guide:

- P&Z will meet on September 26, 2023 and review the draft design guide.
- Councilmember Rouse suggested a Joint Workshop between City Council and P&Z to discuss the guide.

G. Financial Report – August 2023 - Wendy Baimbridge - City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$5.6 million in available funds and \$6.8 million in restricted funds for a total of \$12.4 million.
- The City is 66.67% through the budget year.
- Sales tax continues to be significantly higher for the year compared to previous years.
- Mixed beverage tax received in May was \$12,085.77.

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

Wendy Baimbridge discussed the following:

- The City received bids for bank depository services. Several meetings were held between the City and three banks who submitted bids. The final recommendation should be on the October Council agenda for a vote.
- A new agreement for delinquent ad valorem tax collection was approved by Council and will be effective November 1, 2023.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The Arbor Day event will be held on November 3rd at the City Park. Two local magazines will feature articles.
- The fire and police department responded quickly to the Goode Co fire. The animal hospital next door to Goode Co. was evacuated as a precaution.
- The City will have rehabilitated six streets by the end of the year.
- The City is continuing to move forward with the Westside Infrastructure Project. A public engagement meeting will be held for the Westside residents.

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

A. An Ordinance of the City Council of the City of Hedwig Village, Texas, adopting the Budget for Fiscal Year beginning January 1, 2024 and ending December 31, 2024, and appropriating the Several Sums set up herein to the objects and purposes therein.

Wendy Baimbridge, City Administrator, stated the proposed 2024 Budget is \$8,327,980 with estimated revenues in the amount of \$8,327,980. The budget includes earmarking funds for future construction projects (CIP Fund). The proposed 2023 tax rate is \$0.336334, with \$0.295388 for the Maintenance and Operating (M&O) Tax Rate and \$0.040946 for the Debt Service (I&S) Tax Rate. The proposed 2023 Tax Rate is a one percent reduction from last year's tax rate and a ten percent reduction over a three year period. The police department will purchase three new vehicles as well as update other police equipment. Any funds not spent at the end of year will be placed in the CIP Fund.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the 2024 Budget as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

B. Ratification of increased Property Tax Revenues reflected in the Fiscal Year 2024 Budget adopted pursuant to Ordinance 818.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to ratify a property tax rate of \$0.336334/\$100 valuation as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

C. The 2023 Maintenance and Operating Tax Rate to Fund the 2024 Budget.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to adopt a 2023 Maintenance and Operating Tax Rate of \$0.295388/\$100 valuation as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

D. The 2023 Debt Tax Rate to Fund the 2024 Debt Obligation.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to adopt a 2023 Debt Service Tax Rate of \$0.040946/\$100 valuation 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 2023; 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.**

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to adopt a 2023 Ad Valorem Tax Rate of \$0.336334/\$100 valuation as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- F. 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 an Amendment to Appendix A, Planning and Zoning Code, of the Code of Ordinances of the City of Hedwig Village, Texas, to the Parking, Site and Building Design, Site Planning, Landscaping, Setbacks, Pedestrian Accommodation, Lighting, and Parking Garage requirements for Properties within the Business Zoning Districts within the City of and applicability to redevelopment within the City.**

Motion was made by Councilmember Trozzo and seconded by Councilmember Rouse to table this agenda item. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- 6. CONSIDERATION OF CONTRACTS/AGREEMENTS** – The City Council will discuss and consider possible action on the following:

- A. Discussion and Possible Action to Award the Contract to AAA Asphalt Paving, Inc. for the Tiber/Monte Cello/Capri/Saybrook Road Rehabilitation Project.**

Tim Buscha, IDS Engineering, stated three bids were received. IDS recommends City Council award the contract to AAA Asphalt at a cost of \$377,139. The project will include Tiber, Monte Cello, Capri, and Saybrook. The project should be complete in sixty days. Residents will be notified of the work and will be updated throughout the project.

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

MOTION CARRIED UNANIMOUSLY

- B. Discussion and Possible Action to Approve a Contingent Fee Contract with Perdue Brandon Fielder Collins and Mott pursuant to Section 6.30 of the Tax Code for the Collection of Delinquent Government Receivables owed the City of Hedwig Village, Texas, notice of said Contract is posted with the agenda, and approve Written Findings for same.**

Wendy Baimbridge, City Administrator, stated Perdue Brandon Fielder Collins & Mott will receive fifteen percent of delinquent Ad Valorem taxes collected compared to twenty percent from the firm the City currently has an agreement with.

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

MOTION CARRIED UNANIMOUSLY

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

A. Discussion and Possible Action to Appoint a Municipal Court Prosecutor.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to approve an Alternate Prosecutor as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

B. Discussion and Possible Action for additional Funds in the amount of \$110,000 for the Capri/Monte Cello/Tiber/Saybrook Road Rehabilitation Project.

This agenda item is in conjunction with agenda item 6A to fully fund the Capri/Monte Cello/Capri/Saybrook Road Rehabilitation Project in its entirety. The additional funds will ensure all four streets are completed during the project time frame.

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

MOTION CARRIED UNANIMOUSLY

- 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

August 10, 2023 Regular City Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – one

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

Village Fire Department - \$4,984.90

Johnson Petrov - \$8,807.62

HdL Companies - \$3,600.00

G&S Automotive - \$11,399.08

Dana Safety Supply- \$2,651.84

National Works – \$21,542.89

Kendig Keast - \$12,436.25

Holloway - \$2,667.50

HCAD - \$7,846.00

LJA Engineering - \$5,270.69

IDS Engineering - \$24,992.90

- D. Approval of Agreement with Houston Community Newspaper for a term of one (1) year beginning on November 1, 2023 and ending on October 31, 2024.**

- E. Authorization for the Destruction of Records according to the City of Hedwig Village's Records Management Retention Schedule.

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

MOTION CARRIED UNANIMOUSLY

9. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 7:43 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on October 12, 2023.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary