



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
NOVEMBER 11, 2021
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
Councilmember Harry J. Folloder
Councilmember Dane Johnson
(arrived at 6:35 p.m.)
Councilmember Shirley Rouse
Councilmember Matt Woodruff

David Gott, Police Chief
Alan Petrov, City Attorney
Kevin Taylor, Building Official
Evan DuVall, Asst. Building Official
Lisa Modisette, Asst. City Secretary

Absent: Kelly Johnson, City Admin./Secr.- Treas

2. PLEDGE OF ALLEGIANCE

Mayor Jinks thanked Councilmember Woodruff and all veterans for their military service.

Mayor Jinks led the Councilmembers, City staff, and visitors in the Pledge of Allegiance.

3. CITIZEN/VISITOR COMMENTS

Thomas Clark, 9023 Gaylord Drive #94, spoke regarding the lack of enforcement of the tree ordinance. He read into the record, and provided City Council with, his proposed amendment to the tree ordinance.

Tom Roth, 854 Pecanwood, thanked the volunteers who helped with the trees during the Recycle/Shred/ Donate Event on October 23, 2021. The volunteers were West Jinks, Patrick Ramsey, Ian Casteel, and Kaden Spilman.

Craig Hoffman, 714 Magdalene, spoke regarding the Streets and Drainage Project. He requested access to the data for review.

Andrea Hermann, 930 Karos Lane, thanked Lisa Modisette, Assistant City Secretary, for her work in getting 125 trees for the Recycle/Shred/Donate Event. She stated the trees are such a success the Beautification Committee would like to hand out trees every year. She also referenced an article in the Memorial Examiner on October 27, 2021 about park redevelopment. She requested more information on when the next Street and Drainage Committee meeting would be.

4. REPORTS

A. Financial Report – October 2021 – Kelly Johnson, City Administrator/City Sec.-Treas.

No report.

B. Police Report – October 2021 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- Crime within the City for the month of October 2021 was lower than October 2020.
- A suspect has been stealing items from offices in some of the office buildings. The suspect is currently out on bond for previous similar crimes.
- The department may hire one officer within the next three weeks. One officer has been called up for temporary duty in the Texas National Guard.
- A suspect has been arrested for the sexual assault of a minor that occurred in the City last month. Charges have been accepted by the Harris County District Attorney's Office.

C. Fire Department – Councilmember Folloder, Commissioner, & Bill Johnson, Alt. Commissioner

Councilmember Folloder discussed the following:

- The department has responded to three hundred seventy nine calls for service in the City for the year. One hundred seventeen of those calls were for life threatening incidents and twenty eight were for life threatening fire incidents.
- Response times for Hedwig Village are well below the national average for fire, medical, and advanced life-saving calls. All firefighting personnel are also fully qualified as Emergency Medical Services (EMS).
- The response time between transporting a patient to the hospital and when the ambulance is available for another call is down to approximately one hundred minutes.
- The renovation project is ninety percent complete. The project is under budget. The department personnel moved back into the building two weeks ago. An open house will possibly be scheduled in January 2022 for the residents to tour the facility. An elected official open house will be held prior to the resident open house.
- The fire department's Twitter feed has not yet been fixed.

D. Beautification – Kathryn Schenk, Committee Chairperson

Kathryn Schenk discussed the following:

- The Trees for Houston donation for the Recycle/Shred/Donate event was successful. One hundred twenty five trees were given out during the event. The volunteers who assisted with the trees were a huge help. The committee would prefer to hand out trees every year.
- The landscaping around the City monument signs is ongoing.
- The landscaping at the feeder road of I-10 and Piney Point Road will begin soon.
- There has been discussions of projects for 2022. The possible projects include the park and tree planting and trimming.

E. Streets and Drainage Committee – Councilmember Rouse

Councilmember Rouse discussed the following:

- Councilmember Rouse thanked the committee members and the residents for attending the last two committee meetings.
- The Streets and Drainage Committee held meetings on October 28, 2021 and November 2, 2021.
- The committee discussed the next steps, the preparation of recommendation to City Council, and brainstormed content needed for a public meeting.
- The committee requests City staff to document the inspection and maintenance program for streets, sidewalks, drainage, signs, etc. The committee requests a copy of a 2011 report from an outside vendor for the drainage system inspection and clean out that was performed.
- The committee has open requests for additional information from LJA Engineering, Inc. (LJA) regarding the Westside Streets and Drainage Project, an estimate of CFS at Hunters Branch and Flintdale outfalls, street elevations at key intersections post project, and water surface elevations pre and post project.
- The next drainage meeting date has not yet been determined.

F. Building Official –Evan DuVall, Assistant Building Official

Evan DuVall discussed the following:

- Moody Project – The final inspections of Office Building B has started. A total of three tenant improvements have been approved for this building.
- Memorial High School – The final fire and building inspections for the new student building are ongoing. The bus loop installation is the next phase and will require demolition of a building and removal of trees for a new parking lot. The traffic lights at Gaylord Drive and Echo Lane have been retimed to be on the same light cycle. The City's traffic engineer has discussed the self-operation of the traffic lights during school hours with the school district police officers controlling the lights.
- Small Nodes – The City has issued a permit for eleven small node streetlights within the City.
- A new business, Teahouse, will move into the space next to Southwells.
- An office renovation has been approved for 8915 Gaylord Drive.
- Two new residences are in the plan review stage.

G. Planning & Zoning Commission – Councilmember Scott Davis, Council Liaison

Councilmember Davis discussed the following:

- Councilmember Davis attended the Harris Galveston Area Council (HGAC) General Law Caucus. The attendees re-elected officers to the Board. There are grant funds available from HGAC if the City qualifies.

Clay Trozzo, Planning and Zoning Chairperson, discussed the proposed fence ordinance amendments. The proposed amendments are as follows:

- Allow six and half foot fences to connect to the side of a residence.
- Allow front yard fences for certain residential properties along high traffic roadways. The front yard fence must be eighty percent open, have a maximum height of four feet, can allow masonry columns or a one foot masonry base. Decorative lighting can be installed on top of a front yard fence at the driveway entrance.
- High traffic roads will include Beinhorn Road, Brogden Road, Echo Lane, Piney Point Road, and Taylorcrest Road only.
- Allow a four foot solid front yard fence for properties fronting Bunker Hill Road.
- Increase the height of side and rear fences to ten feet for residential properties adjacent to public use land, such as a church, school, or park.
- Increase the height of rear yard fences to fourteen feet for residential properties that are adjacent to Commercial District B2 properties.
- Require the finished side of a fence to face the roadway.
- Require mechanical screening to block the view of mechanical equipment from the street.
- The maximum height for a fence in the commercial district will be eight feet with an exception for commercial properties to have a fence taller than eight feet to screen utilities, dumpsters, or adjacent to residential properties.
- A commercial fence cannot block access to parking lots and sight visibility cannot be impacted.
- A temporary fence will be required for active building permits. Temporary fencing may be required for smaller construction projects. All major construction sites must have a construction fence installed.
- Allow permitted fence materials. The permitted materials includes, but is not limited to, finished masonry, stained or natural wood, and wrought iron painted black. No barbed or razor wire will be permitted. All fence material must be up to current standards for construction, except for reclaimed wood. All swinging gates must not encroach into the public right-of-way. No vinyl or plastic may be used for screening materials.

H. City Administrator – Monthly Update – Lisa Modisette, Assistant City Secretary

Lisa Modisette discussed the following:

- The Recycle/Donate/Shred Event, held on October 23, 2021, was very successful. Pioneer shredded five and half tons of paper on-site. CompuCycle accepted 4,807 pounds of electronics to recycle. Detective Collins, Hedwig Police Department, collected approximately sixty five pounds of medications which was taken to the Drug Enforcement Agency for proper disposal. Memorial Area Ministries collected a truck full of donated household items.
- The Board of Adjustment (BOA) held a hearing on Tuesday, October 19, 2021. The resident requested a variance for rear-yard setback and a variance for ground coverage. Both variances were denied.

- The BOA will hold another hearing on November 16, 2021 at 6:30 p.m. The resident is requesting a variance for ground coverage.
- The Consent Agenda includes a Resolution to re-appoint Kyle Sears to the Harris Galveston Subsidence District. Mr. Sears has represented the City and several other Villages since 2014. Also included in the Consent Agenda is a renewal of an agreement between the City of Hedwig Village and Harris County to house, support, maintain, and confine City prisoners in county jails. There are no changes to the current agreement with Harris County.

I. Mayor - Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Streets and Drainage Committee has held a couple of meetings since the last Council meeting.
- Board of Adjustment met on October 19, 2021. The variance requests were denied. Another BOA hearing will be held on November 16, 2021.
- Planning and Zoning Commission has met and discussed the proposed fence ordinance.
- The Beautification Committee has been working on the landscaping on the City signs around the City.
- Municipal Court has met twice this month and will meet again next Monday.
- The Recycle/Shred/Donate Event was held on Saturday, October 23, 2021. Lisa Modisette, Assistant City Secretary, and Diana Ruiz, Court Clerk, and Diana's son Edward, were on hand volunteering. West Jinks and three friends were also on hand volunteering.
- Memorial High School Project is ongoing and the new building is closer to receiving its certificate of occupancy.
- Two new residents have moved into the City. Welcome packets will be delivered. Village Fire Department has items for inclusion in the welcome packet.

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 II, Definitions and Interpretation, Section 202, Definitions; Article V, Zoning Regulations, Section 505, Residential Districts A and C, Subsection B.10, Fences, and Article V, Zoning Regulations, Section 506, Business District B, Subsection E.7, Fences, of the Hedwig Village Planning and Zoning Code Regarding the Regulation of Fences within the City.

The proposed changes to the fence ordinance were discussed under agenda item 4G.

The Joint Public Hearing will be held on December 9, 2021 at 6:00 p.m.

Motion was made by Councilmember Woodruff and seconded by Councilmember Johnson to approve the ordinance calling for a Joint Public Hearing. 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.** Consideration and Possible Action for Approval of an Agreement with Tyler Technologies to purchase a Records Management System for the Police Department.

Chief Gott requested approval of the agreement between Tyler Technologies and the City. He stated the Records Management module with Tyler Technologies (Incode) is an improvement over the software the department currently uses from Cardinal Tracking. The agreement would allow Incode to convert all records currently stored in Cardinal to be available in Incode. All reports, call history, etc. would be available in Incode after the conversion. The Seizure Fund account has funds available to cover the cost of the software.

Motion was made by Councilmember Rouse and seconded by Councilmember Johnson to approve the agreement between the City of Hedwig Village and Tyler Technologies for a Records Management System to be paid for from the Seizure Fund Account. 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.** Proposed Recommendation by the Villages Mutual Insurance Cooperative Board for 2022 Insurance Carriers to provide Medical, Dental, Vision, Life, AD&D, Long Term Disability, and Supplemental Life Coverage for the City Employees.

Lisa Modisette stated the Village Mutual Insurance Cooperative Board recommends approval of the 2022 insurance carriers to provide medical, dental, vision, life, AD&D, long term disability, and supplemental life coverages for the City employees. The insurance carriers will be the same as in 2021. There will be a five percent increase in premiums for medical coverage. There is no increase for dental, vision, life, AD&D, long term disability, and supplemental life. The City budgeted for a possible increase of approximately nine percent.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to accept the recommendations of the Village Mutual Insurance Cooperative Board as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B.** Discussion and Possible Action to Reschedule the January 13, 2022 City Council Meeting.

Mayor Jinks stated the January 13, 2022 City Council meeting will occur at the same time as an election training that Kelly Johnson, City Administrator, and Lisa Modisette, Assistant City Secretary, will need to attend. The meeting date will be rescheduled to January 11, 2021.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to reschedule the January 13, 2022 City Council Meeting to January 11, 2022. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

A. Discussion of the Streets and Drainage Committee Progress.

Councilmember Rouse discussed the committee's recommendations of next steps:

- Get clarity from LJA on proposed street elevations and rationale behind the decision to lower any street.
- Get clarity on any changes to CF/s at current City outfalls from LJA.
- Request LJA to provide full view of benefits after street elevations are calculated.
- Meet with Harris County Flood Control District (HCFCD) regarding Hunters Branch.
- Get update on HCFCD basin maps regarding the flow to Hunters Branch.
- Provide general summary of the proposed project on the City website.
- Define approach for restoration of resident improvements post project, such as mailboxes, driveways, etc. How the driveway intersections will be handled if the streets are lowered.
- Public meetings with LJA to answer questions, allow access for residents to ask specific questions. Schedule daytime and evening meetings.
- Meet with the City of Hunters Creek to discuss the project.
- Start and maintain a record of additional ideas for solutions with cost/benefit analysis.
- Identify outside engineering companies to assist with City infrastructure requirements and review options.
- Request City administration to re-start City maintenance programs for streets, storm sewer systems, sidewalks, etc.

Most of the committee members were in favor of the above listed next steps. Councilmembers discussed the scope of the current LJA contract and if LJA owes the City any work that are within the contract perimeters. The American Recovery Act Funds received by the City can be used for storm water/sewer projects and must be used or dedicated within a specific timeline or must be returned. The proposed project is a street project as well as a drainage project. The City needs LJA to prepare a cost estimate of the proposed project with street sizes comparable to what the City has now. The City could possibly have an on-call contract with an outside engineering firm to assist the City and the residents with infrastructure requirements.

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

October 14, 2021 Regular Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – none

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

State of Texas - \$15,027.81

City of Bunker Hill - \$4,301.87

Harris County Public Library - \$2,500.00

Mesa Mechanical - \$17,905.54

TML Intergov'l Risk Pool - \$23,043.50

Johnson Petrov - \$2,762.85

Flock Group - \$15,250.00

D. Approval of an Agreement with Harris County to house, support, maintain, and confine City prisoners in Harris County jails.

E. A Resolution Appointing Kyle Sears to the Harris-Galveston Subsidence District as the Representative for the Cities of Bunker Hill Village, Hedwig Village, Hilshire Village, Humble, Hunters Creek Village, Piney Point Village, and Spring Valley Village on the Board of Directors.

Lisa Modisette requested a correction to the October 14, 2021 City Council Minutes.

Motion was made by Councilmember Folloder and seconded by Councilmember Johnson to approve the consent agenda with the suggested correction. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

10. CLOSED SESSION

A. As authorized by Section 551.074, Personnel Matters, to discuss matters relating to City personnel.

City Council adjourned into Closed Session at 8:17 p.m.

City Council re-convened into Open Session at 9:31 p.m.

11. ACTION – CLOSED SESSION

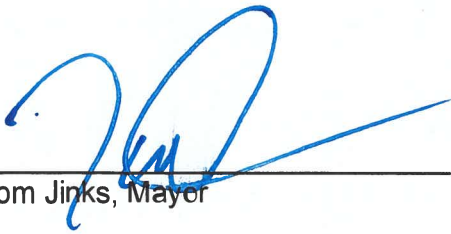
There was no action taken.

12. ADJOURN

Motion was made by Councilmember Johnson and seconded by Councilmember Rouse to adjourn the meeting at 9:31 p.m. Motion carried 5-0.

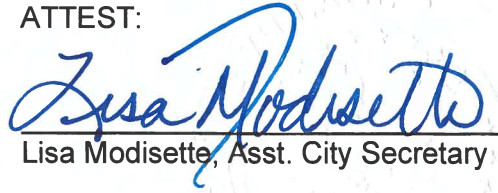
MOTION CARRIED UNANIMOUSLY

Approved and accepted on December 9, 2021.



Tom Jinks, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary

