



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
OCTOBER 12, 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  
Will 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 concerns regarding the large number of parking pads in front of residential homes.

**4. REPORTS**

**A. Police Report – September 2023 Crime Report & Statistics – Chief David Gott**

Chief Gott discussed the following:

- Crime statistics are higher for September compared to August, mainly due to the increasing frequency of Burglary of a Motor Vehicle and Shoplifting.
- Texas passed a new law effective September 1, 2023 making possession of a Catalytic Converter a state jail felony.
- The student shoplifting crime numbers are slightly lower than previous months. Many businesses do not allow groups of students to enter their store together. Sgt. Wu spoke with multiple store managers regarding this topic.

**B. Fire Department – Councilmember Woodruff**

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 any future expenses.
- The department received several quotes to properly insure the major equipment at replacement value in case of a loss. The equipment is currently insured at the declared value.

- There is slight damage to Ladder 1 due to an accident. The truck remains in service.
- The search for a new fire chief is ongoing.

**C. Beautification** – Kathryn Schenk, Chair

Kathryn Schenk discussed the following:

- The Recycle Day event is scheduled for October 28, 2023. Trees for Houston will donate trees for residents.
- The Arbor Day event is scheduled for November 3, 2023 at the City Park.
- Nine trees will be planted on the second esplanade on Campbell Road.
- The Campbell Road esplanade will be refreshed with fall plantings soon.
- The plantings on Echo Lane at Taylorcrest will be refreshed.
- Progress has been made on the butterfly garden at the park entrance.
- A possible project involves mulching and trimming of the trees on Clifford.
- The Gaylord trees have been trimmed and the grass has been fertilized.
- The sprinkler system throughout the City is in need of repair.
- There is a concern regarding the large number of signs around the City, such as political, school, and bandit signs.
- Four trees will be planted on Corbindale across from the fire department. These trees will be paid for with a grant from the Houston Garden Club.

**D. Streets and Drainage Committee** – Councilmember Rouse, Chairperson

Councilmember Rouse discussed the following:

- A meeting was held between the Streets and Drainage Committee, City staff, Tim Buscha, City Engineer, with IDS Engineering, and EHRA to discuss the public engagement meeting for the Westside Infrastructure Project. The public engagement meeting is scheduled for October 19, 2023 at 6:00 p.m.
- The Streets and Drainage Committee requests a joint meeting with City Council to discuss the public engagement meeting and to discuss the proposed Westside Infrastructure Project.

**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.
- 8901 Katy Freeway – Plans have been resubmitted for review.
- Commercial development – 11 projects have been approved.
- Residential development – the following plans have been approved:
  - 3 new residential projects
  - 1 pickleball court project
  - 1 pool
  - 4 generator projects

- 1 fence project
- 1 driveway project
- 1 new residential project is pending resubmittal

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

Councilmember Trozzo discussed the following regarding the draft design guide:

- City Council and P&Z held a joint workshop on October 5, 2023 to review the draft design guide. A second joint workshop will be held on October 30, 2023.
- The draft design guide will not be an ordinance; however, certain aspects of the draft guide will be either new ordinances or changes to existing ordinances. Other aspects of the draft guide will remain guidelines.

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

Wendy Baimbridge discussed the following:

- The City has \$6.9 million in available funds and \$5.3 million in restricted funds for a total of \$12.2 million.
- The City is 75% through the budget year.
- Sales tax continues to be significantly higher for the year compared to previous years.
- Mixed beverage tax received in August was \$10,822.55.

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

Wendy Baimbridge discussed the following:

- Arbor Day is November 3, 2023 at the City Park, beginning at 8:00 a.m.
- Two sink holes have been repaired.
- 4 oak trees will be planted on Corbindale.
- 4 dead trees were removed from the park.
- Recycle Day is October 28, 2023 from 8:00 a.m. to 12 noon at City Hall.
- A joint meeting of City Council, Streets and Drainage Committee, and representatives of EHRA and Hollaway will be held on November 9, 2023, prior to the City Council meeting.

**I. Mayor** – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The police department purchased ballistic shields. Grant funds from the state will be used for this purchase.
- The Westside Public Engagement Meeting will be held on October 19, 2023 at 6:00 p.m. at City Hall. Postcards were mailed to the westside residents. Flyers will be delivered tomorrow.
- The Recycle Event will be held on October 28, 2023.
- Arbor Day will be held on November 3, 2023.

- A second joint workshop between City Council and Planning & Zoning will be held on October 30, 2023.
- There was a gas leak on the east side of the City earlier in the week. City staff worked hard to ensure the gas was turned back on for the businesses in the affected area.
- The Monte Cello/Capri/Tiber/Saybrook Road Rehabilitation Project will begin soon.

**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, Calling a Joint Public Hearing 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, the Hedwig Village Planning and Zoning Code, of the Code of Ordinances of the City of Hedwig Village, Texas to the Parking, Site and Building Design, Landscaping, Set-backs, Lighting, Commercial Dumpsters, and Parking Garage Requirements and Adopting a Design Guide regarding Site and Building Design, Landscaping, and Pedestrian Accommodation for Properties within the Business Zoning Districts within the City 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 a Contract to Veritex Community Bank for Bank Depository Services for Fiscal Year 2024 through 2025 with three (3) optional extensions of twelve-month (12) terms and authorizing the City Administrator to execute the contract and all necessary agreements.**

Wendy Baimbridge, City Administrator, and Orlando Saenz, Valley View Consulting, stated the City received nine bids in response to the City's published Request for Qualifications. Valley View assisted the City Administrator in reviewing the bids to determine the three best values for the City for further review. The three finalists met separately with a panel of City staff and Orlando Saenz for a more in-depth discussion. Upon a final review, Veritex Community Bank was determined to be the best value for the City. The fees are competitive, the online portal is user-friendly, and the Houston headquarters for the bank is located in the City. The recommendation is to approve the agreement with Veritex Community Bank for banking depository services effective January 1, 2024 through December 31, 2025 with three (3) optional additional one year terms. The City will not have to pay the bank fees if a balance is maintained in the accounts.

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

**MOTION CARRIED UNANIMOUSLY**

