



**CITY OF HEDWIG VILLAGE, TEXAS  
SPECIAL CITY COUNCIL MEETING  
JUNE 21, 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  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney

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**

Tim Davis, 815 Hedwig Way, informed City Council of his belief that AAA Asphalt is treating the residents on Hedwig Way and Hedwig Circle poorly. He stated they are damaging property, are not responsive to the residents' concerns, and are not staying within the construction work times. He also stated he attended the Planning & Zoning Commission (P&Z) held in May. He was disappointed the representatives from Kendig Keast only attended the meeting virtually. He stated residents are not in favor of the changes addressed in the draft design guide. The changes include increased building height and changes to the Planned Unit Development (PUD) ordinance. He stated the proposed changes would reduce the residents' enjoyment of their homes, reduce property values, increase traffic issues, increase crime, increase stress on existing infrastructure, and create a problem for the fire department.

Harry Craig, 839 Merridel, spoke in favor of the Westside Infrastructure Project. He encouraged the City Council to approve the agenda item in order to move forward with the project. He stated the City has not spent any substantial funds on drainage in over twenty years.

Taras Makogon, 11774 Duart Drive, stated the City needs to determine the magnitude of the problem before moving forward. He stated the number of homes that have flooded has steadily decreased over the years.

Charlie Horton, 11744 Skene Way, is not in favor of the Westside Infrastructure Project. He believes the project would change the "feel" of the neighborhood.

**4. CONSIDERATION OF REQUESTS FOR COUNCIL AUTHORIZATION** – The City Council will discuss and consider possible action of the following:

**A. Discussion and Possible Action regarding the Street Rehabilitation Project for Tiber, Monte Cello, Capri, and Saybrook at an Approximate Cost of \$215,000.**

Tim Buscha, IDS Engineering Group, stated the City has funding from a grant that needs to be expended in 2023. The City requested AGCM to conduct a street evaluation in 2019 and ranked the streets by priority of needing repair or replacement. Priority 1 streets were in most need of repair or replacement and Priority 5 were streets in least need of repair or replacement. Hedwig Way and Hedwig Circle were Priority 1 streets and are currently ongoing replacement of the street surface. Tiber, Monte Cello, Tiber, and Saybrook were selected by the Streets and Drainage Committee and the City Administrator and are ranked Priority 2 and Priority 3. The City will request bids to “mill and overlay” Tiber, Monte Cello, and Capri with an option to include Saybrook. The repair of the curbs would be included in the cost. Mill and overlay would include removing the surface of the street down to the sub-surface and overlay with asphalt. The streets are currently asphalt streets. Saybrook would be included in the project if the City has the funds.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the Street Rehabilitation Project for Tiber, Monte Cello, Capri, and possibly Saybrook for an approximate cost of \$215,000. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**B. Discussion and Possible Action regarding an Agreement with IDS Engineering Group to Perform Professional Services related to the Street Rehabilitation Project for Tiber, Monte Cello, Capri, and Saybrook.**

Tim Buscha, IDS, stated IDS would oversee the Street Rehabilitation Project for Tiber, Monte Cello, Capri, and possibly Saybrook, to include going out for bids on behalf of the City.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve an agreement with IDS Engineering Group regarding the Street Rehabilitation Project for Tiber, Monte Cello, Capri, and possibly Saybrook. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**C. Discussion and Award of Request for Qualifications for the Westside Infrastructure Project Design.**

Tim Buscha, IDS, stated four firms were interviewed and two of those firms were chosen for City Council decision. IDS recommends EHRA for the design of the proposed project. He stated the City can negotiate with the chosen firm after Council approval. The scope of work would be included in the negotiations. The initial scope of work should include:

- Background research to better understand the project and review previous work.
- Meet with the Streets and Drainage Committee to hear the history of the Westside Infrastructure Project (WSIP) and the goals of the city to replace aged streets and seek improvements of the drainage system.
- Meet with Hollaway to discuss the needs and goals of the public engagement meeting.
- Perform limited drainage analysis to define drainage benefits and explore potential options for possible stormwater detention at St. Cecilia Catholic Church.

- Participate in a public engagement meeting with Hollaway to receive public input on the WSIP.

Mayor Jinks stated the proposed project would not increase the width of streets or sidewalks, except to bring at least one sidewalk into compliance with the Americans with Disabilities Act (ADA). This project began many years ago as a drainage project but has evolved into an infrastructure project.

Tim Buscha stated Magdalene Drive is a Priority 1 street due to age and minimal maintenance. Three small sections of the road were repaired last year. Memorial Village Water Authority (MVWA) needs to replace their infrastructure under Magdalene Drive and has delayed the work until the City's project moves forward. The City project and the MVWA project, ideally, should be done at the same time. Magdalene Drive is currently 60% concrete with the remaining 40% asphalt. The proposed project would replace street type with the same street type, meaning asphalt would replace asphalt and concrete would replace concrete. The design of the proposed project would include options for the work, such as replacing asphalt with concrete or removing and replacing asphalt, as needed. The public engagement meeting would include exhibits of the streets showing various options and receive input from the residents. There are several areas of failed drainage pipe along Magdalene Drive. IDS recommends Magdalene Drive be included in any proposed design work, to also include replacing failing drainage pipes and the MVWA pipes (water and sanitary). Debris flowing through the drainage pipes is partially obstructed by the MVWA pipes, which causes a delay in storm water flowing.

Councilmember Breckon stated the engineering design will include the entire west side of the City in order for any future work to tie in together with no work being redone. Any proposed project may not necessarily include the whole west side.

Councilmember Rouse stated she is in favor of concrete streets as they are more durable and heavy construction equipment could cause less damage.

Councilmember Woodruff suggested the City conduct an analysis of the cost of concrete versus the estimated repair of asphalt.

Councilmember Rouse stated the decision to move forward utilizes all the information provided by current and previous engineering firms as well as receiving resident input to determine the type and scope of project.

Tim Buscha stated the City could host a public engagement meeting in mid- to late August to receive resident input. The City Council could make a decision in December regarding the design aspect of the project.

Mayor Jinks asked if any of the interviewed firms had performed any work in the other Villages.

Tim Buscha stated some of the firms have worked in the Villages in the past but EHRA had not. He stated the Memorial City TIRZ has a long-term drainage plan that could possibly benefit the City.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to award the Request for Qualifications to EHRA for the Westside Infrastructure Project. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- D.** Discussion and Approval of an Agreement with IDS Engineering Group (IDS) for two (2) Licenses for City and IDS Use of a Tree Survey Program and to Administer and Maintain a Database of Trees on City Property and City Rights-of-Way at a Cost of \$8,000.

Councilmember Rouse stated the City is now a Tree City and the Tree Advisory Board needs an inventory of public trees within the City. IDS has an app that allows the City to record the location of trees, size and type of trees, and condition of trees. Volunteers would complete the tree inventory.

Tim Buscha, IDS, stated the City would use the tree survey program to catalogue the trees on City property and City rights-of-way. Two licenses would be required, one for City use and one for IDS use. IDS would serve as the administrator of the program for the City and the City would be a user of the program. The annual renewal cost would be approximately \$1,100. IDS currently has a GIS for the City. The recent storm sewer cleaning has been added and additional layers can be added, such as the tree survey. The City could use this program to survey and add other items within the City to the GIS.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the agreement for two (2) licenses for a tree survey program of public trees within the City at a cost of \$8,000. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**5. ADJOURN**

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 7:36 p.m. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on August 10, 2023.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary