



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
JANUARY 11, 2024 – 6:30 P.M.
955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:00 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

The City Council Meeting recessed at 7:54 p.m.

The City Council meeting reconvened at 8:02 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Jinks led City Council Members, Planning & Zoning Members, City staff, and residents in the pledge of allegiance.

3. CITIZEN/VISITOR COMMENTS

DuVal Dickey, 710 Magdalene Drive, expressed concern over the low turnout of residents at the Public Engagement Meeting regarding the Westside Infrastructure Project (WSIP) and the Streets and Drainage Committee meetings.

Tom Speck, 11751 Cawdor Way, stated Cawdor Way is lower than neighboring streets and therefore, floods more easily. He expressed concern over the possibility of lowering the street to aid in drainage. He is not in favor of curbs on Cawdor Way. He stated the City should not install curbs just for aesthetics. He stated the Hollaway survey did not address lowering the streets or curbs on any side street, just on Magdalene. He conducted a door to door survey of his neighbors and stated approximately half the residents responded. The residents on Cawdor Way stated they do not want curbs nor do they want the street lowered. He also expressed his concern over comments made by some of the Streets and Drainage Committee members regarding curbs and achieving a uniform look for Hedwig Village. He stated the City is a unique sub-division and we are not a one-size fits all community. He stated the City has a rural look, people like the rural look, and the City should maintain that look. He stated the City should concentrate on the best economical choice and the comments from the citizens when moving forward with the design of the project. He stated the project is not a drainage project, however, any work done to the drainage system will help. He pointed out that in the Hollaway report it only addressed curbs along Magdalene. My survey for Cawdor Way stated no one wanted curbs on this street.

Harry Craig, 839 Merridel, stated misinformation regarding WSIP is still being circulated. The misinformation regards the project not improving drainage. He stated the WSIP will improve drainage due to larger drainage pipes being installed. He stated it is not going to solve a 100-year flood or a 10-year flood, and we don't expect that, but it will improve drainage because they are upsizing every storm sewer one size and they are making the pipes where they will flow downhill as opposed to high spots. There will be drainage improvements. It is a streets project, I understand that, and that's the biggest benefit and that is what we need. He is in favor of the entire project being done at one time, even if it means going into debt, to limit the disruption to the residents to one time rather than splitting up and taking ten years to finish the project.

4. REPORTS

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

Chief Gott discussed the following:

- The replacement vehicles ordered for 2023 and 2024 have been delivered to the dealer. The department has not taken possession yet.
- The rifles, approved in the 2024 budget, have been ordered. There is a five month wait for delivery.
- Accepting applications for one officer position.
- There is a slight increase in non-violent crime for the year compared to last year.
- The violent crimes are at the lowest they have been over approximately twelve years.

B. Fire Department – Councilmember Woodruff and Chief Miller

Councilmember Woodruff discussed the following:

- The Commission did not meet in December 2023.
- The accountant hired as a consultant will start next week.

Chief Miller discussed the following:

- The department is fully staffed.
- The new hires are in their probationary period and undergoing department training.
- The ladder truck was involved in an accident. The truck sustained minor damage. The truck is still in service. Chief Miller discussed the protocols regarding an accident.
 - An internal investigation is conducted to determine if departmental policies were violated. In this instance, all departmental policies were followed.
 - The driver of the truck underwent a TxDOT drug and alcohol test.
 - Pictures were taken of the scene and vehicle.
 - A police report was completed.
 - Corrective action taken, if necessary.
- The department received a drone from the Memorial Village Police Department. The drone will be used during certain incidents, such as natural disasters and search and rescue.

- The reserve ambulance will be sold to a local chemical plant for approximately \$57,000. The sale should be finalized next week.
- The department responded to a building fire in the City of Houston on December 16, 2023. VFD took command of the scene.
- There were 11 fire calls, 15 EMS calls, and 3 non-emergency calls for a total of 29 calls in December for Hedwig Village. The average response time was 2 minutes and 33 seconds. Total calls for the department for 2023 were 2,426, to include 1,042 fire, 1,004 EMS, 157 non-emergency, and 223 City of Houston calls.
- The roof work is almost complete. A few “punch-out” items remain.
- Hydro (fire hydrant) testing will begin next week, to be completed by summer.
- Work will begin on the 2025 Budget soon.
- The training tower needs repair work. The work will be included in the 2025 budget.

C. Beautification – Robert (Bob) Wiener, Member

Bob Wiener discussed the following:

- The committee will continue to maintain the landscaping previously installed throughout the City.
- The committee is discussing out-sourcing to a vendor the holiday decorating at City Hall, the Campbell Road entrance sign, and the entrance to the City park.
- The Campbell Road entrance sign possibly needs work.

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

Councilmember Rouse discussed the following:

- A meeting was held on January 4, 2024. Tim Buscha, IDS, Kyle Macy, EHRA, and Alexia, EHRA, attended, in addition to all committee members.
- The committee reviewed the EHRA agreement, as well as the IDS monthly engineering report.

Tim Buscha, IDS, discussed:

- Tim Buscha, IDS, stated he will have prepared an Engineering report for every council meeting whether he is present or not. The goal is to report on CIP activity on going with the City.
- CIP 23-4 - The Tiber/Capri/Monte Cello/Saybrook Road Rehab Project is substantially complete. In the fall of last year, Council approved a 2nd roadway rehab project with residual dollars, and that roadway rehab was a combination of mill and overlay and reclaimed asphalt on Tiber, Monte Cello, Capri and Saybrook. Contract started October 31, 2023 and the work was inspected on December 19, 2023. All but one item is done on Saybrook. There were no complaints or comments from residents and the streets look great. A final walkthrough will be conducted next week.
- Remedial work on the Hedwig Circle/Hedwig Way project is complete.
- CIP 2024 (part 1) – Storm Sewer Rehab 2024. The City has 2 items programmed. A budget was approved on an annual basis of \$55,000 for storm sewer rehab. We have identified the streets of Echo Ln, Mustang Alley, Dunbeath, Lochtyne Circle, Lochtyne Way, and Stonegate. The funds may not get all of the streets, but those

are the streets the work will focus on. The work should begin in late March. Mustang Alley should be completed during Spring Break.

- CIP 2024 (part 2) - The streets to be rehabilitated, pending funding, in 2024 include Echo Wood and Whippoorwill. There is a current budget of \$300,000 for engineering and construction. The recommended package of \$225,000 will include work on Echowood and Whippoorwill. Echowood and Whippoorwill are Category 2 streets from the City report from 2019. Whippoorwill has defective pavement. The goal is to get these two streets repaired in 2024. The Echowood and Whippoorwill work should begin in June or July and will probably take 40 days to complete.
- IDS will confirm the condition of all Category 3 streets throughout the City to reevaluate their condition and present an updated report later this year.
- Mayor Jinks asked Tim Buscha to evaluate Robinwood. Councilmember Breckon asked if Tim Buscha would confirm with the water authority in case they have work they have to do. Tim Bushca replied that yes, he will and that they have a great relationship with the MVWA.
- A review of the EHRA proposal and the cost estimates for the Westside Infrastructure Project (WSIP) Design was conducted.
- A patch repair on Sprucewood, due to a possible subgrade failure, was completed.
- A drainage inlet was damaged during a vehicle accident. The repair is complete. The City will be reimbursed by the driver's insurance company.

Tim Buscha discussed resident comments to the WSIP Public engagement meeting. Comments were received during and after the meeting. A response letter should be available for City review by the end of the month and then sent to the respondents. We had some respondents who had several comments. We will provide a reply based on all the concepts.

E. Building Official – November 2023 Report - 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 – a permit has been issued for the shell of the building and shared parking is being addressed.
- 9406 Gaylord – additional retail space is being built on the Gaylord side of the property at the corner of Mustang Lane and Gaylord.
- 9201 Katy Freeway – the Rice Box project is actively moving forward.
- Commercial development – 3 projects have been approved and 1 project is under review.
- Residential development:
 - 1 new residence requires plan resubmittal, 1 addition was approved, and 1 remodel is under plan review
 - 1 fence was approved
 - 1 generator was approved
 - 1 pool was approved

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

Councilmember Trozzo discussed the following regarding the draft design guide:

- The Joint Public Hearing (JPH) scheduled for just prior to the City Council meeting today (January 11, 2024) has been postponed. There are changes to the design guide. Planning and Zoning Commission will review changes at their January 23, 2024 meeting.

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

Wendy Baimbridge discussed the following:

- The City has \$6.7 million in available funds and \$6.3 million in restricted funds for a total of \$13 million.
- The City is 100% through the budget year.

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

Wendy Baimbridge discussed the following:

- The storm inlet has been repaired and a claim filed with the driver's insurance.
- The City is working with BBG Code to possibly change the procedures regarding large construction sites.

I. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The Hedwig Circle/Hedwig Way Road Rehab Project is complete.
- The Tiber/Monte Cello/Capri/ Saybrook Road Rehab Project will be completed this month.
- The 2024 Road Rehab Project may include Echo Wood and Whippoorwill.
- The City is preparing for the upcoming winter freeze and an email will be sent to residents with helpful information, such as phone numbers.
- The cell tower on Magdalene will be removed in February.

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

A. An Ordinance of the City of Hedwig Village, Texas, providing for the holding of a General Election to be held on May 4, 2024, for the purpose of electing three (3) Councilmembers and providing details relating to the holding of such Election.

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

MOTION CARRIED UNANIMOUSLY

B. 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, to consider various amendments to Article V, Zoning Regulations, of the Hedwig Village Planning and Zoning Code for the purpose of updating various regulations within the City's Business Districts relating to Site Planning, Building Layout, Refuse Containers, Design, Lighting, and Parking as well as Nonconforming Structures and a Design Guide for Development in the City's Business Districts.

The Joint Public Hearing will be rescheduled for February 8, 2024 at 6:00 p.m. prior to the February City Council meeting.

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

MOTION CARRIED UNANIMOUSLY

C. A Resolution of the City of Hedwig Village, Texas amending the City of Hedwig Village Investment Policy.

Wendy Baimbridge, City Administrator, discussed the amendments to the investment policy. The amendments include an increase in the required education hours and an increase in the collateral requirements.

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to approve the Resolution as presented. 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 approve an agreement with EHRA for the Westside Infrastructure Project Design.

Councilmember Rouse asked Tim Buscha, IDS, to comment on the public comments regarding the Westside Infrastructure Project.

Tim Buscha discussed the EHRA agreement for the design of the Westside Infrastructure Project. EHRA provided an agreement listing the scope of services regarding the WSIP design. The design will be based on direction from City Council, the Streets & Drainage Committee (S&D), and the public comments received during and after the WSIP Public Engagement meeting. The cost estimate is for rehabilitating the streets, either asphalt or concrete, and replacing the existing storm sewer with the goal of initially leaving the existing storm sewer system in place (so it can be filled so it wouldn't become a future void) and new trunk lines being installed. Each street would be evaluated to determine if the storm sewer could be put back in the original place so we don't impact trees or other items. Or if there are tree concerns, based on input from the arborist, maybe the City needs to move over and abandon that line in place. The construction costs are based on worst case scenario and we will continue to value-engineer as we go through that 30% to get the most efficient and cost effective design for each street. The design package will include full reconstruction of the streets, replace storm sewer, and an adjustment of the road profile to maximize the drainage benefit. This will include the geotechnical investigation, additional topographical survey, arborist services, (every tree location will be recorded and logged into our GIS database). One item is a schedule which shows if approved tonight, in late April there would be a 30% meeting, which will show findings of any loose ends; for example on Cawdor Way, we could put the trunk line exactly where it was or move it because it jeopardizes a tree so we may put one trunk line in the center of the street. These are a few of the items the City would hash out by the 30% meeting so you have a brand new cost estimate for each street, where I believe you will see a cost estimate decrease. But, you need a 30% level of design to reach that point. This will include coordination with the Memorial Village Water Authority (MVWA) to finalize their drainage aspect so the future interlocal agreement can be developed with MVWA. The

schedule shows that if a successful meeting in April, EHRA would then move to Construction Plans to go out for bid this November.

Tim Buscha referred to a spreadsheet that lists each street in the proposed project, year built or refurbished, existing pavement type, type of street (whether through street or cul-de-sac), condition, existing drainage, and proposed construction. The spreadsheet proposes whether the street will be concrete or asphalt or to be determined, and based on a Geotech investigation, the decision on the road surface will be determined. Also, the spreadsheet lists if the street has or doesn't have a curb. Note, no curbs were identified on any of the cul-de-sac streets. Predominantly, what is there today is what will be there in the future, it will just be new.

Councilmember Trozzo stated that he is against the chart presented changing asphalt streets to concrete. He stated Holloway only asked about curbs on Magdalene.

Tim Buscha, IDS, stated when you have curbs, to maintain the present interface with the adjacent lot, chances are the streets will have to come down somewhat. The commitment was to limit the street lowering to no more than six inches and that would be only if it benefited the drainage.

Councilmember Trozzo agreed with the portion of the chart that indicated no curbs on Duart, Cawdor Way, Skene Way, Spriggs Way, and Joan of Arc and to not drop the streets. He does not believe you can put curbs on Joan of Arc and Denise without lowering the street and bringing in more water. Tim Buscha stated that if you wanted segments of curbs on Denise you would have to use some transition point out and adjust the profile where it didn't modify the profile. Councilmember Rouse said there is no intention to modify the profile of where Hedwig Village streets meet Bunker Hill Road. Councilmember Trozzo stated that there has been no discussion on the ramifications of lowering streets. He also said our residents had a concern about widening the streets. He stated, "Now we are saying, we are not going to widen the traffic areas of the streets." He believes residents do not want any more improvements edging into what they consider their yard, understanding-it is the city right of way, but it's all we have as residents, is that's their yard. I agree we have to do the drainage. Then you go to Magdalene there are sidewalks running all along the west side of the road and a rollover curb would encroach 1' toward the sidewalk. Tim Buscha suggested you may decide to push Magdalene 2 feet east, at the 30% meeting, to avoid moving the sidewalk location.

Councilmember Trozzo stated if the mill and overlay process were used on the asphalt streets, the expense of the project would be much less. He believes asphalt streets would last longer in the City than the average lifespan of asphalt streets due to the lower traffic counts.

Councilmember Breckon asked, "Can you mill and overlay if you are doing the drainage? You have to dig everything up and put a new base down, don't you?" Councilmember Trozzo stated he was sure you don't have to do that.

Tim Buscha, IDS, stated if there is cost savings to be achieved, we would have to get Geotech results to determine the condition of the base to ascertain if we must replace the entire street. Whether you replace with concrete or asphalt, that's a council decision. If the

base has some life in it, you can rehabilitate it and get a certain amount of time out of the street and maybe in 15 years or so, have to do some other repair or remedial action.

Councilmember Breckon stated concrete streets last longer than asphalt streets. He questioned if the streets need to be removed if the drainage pipes need to be replaced. He stated the future expense to maintain asphalt streets negate the initial savings of asphalt. Tim Buscha stated if there is crossing pipes on the asphalt and we are replacing drainage, then you would have to remove the entire street in that area of the pipe crossing. There are not crossing pipes on every asphalt road, only a few.

Councilmember Breckon, referring to the cost estimates for Denise Drive, stated the cost of concrete is \$1.592 million, the cost of asphalt is \$1.501 million. Why would we put asphalt in when we have to replace it in 15 years? Councilmember Trozzo stated that includes future maintenance costs. Councilmember Trozzo asked what the cost savings were today if you did asphalt versus concrete (omitting future maintenance costs on asphalt). Tim Buscha stated if you milled and overlayed all streets, there is an initial cost savings of at least \$1,000,000 or more. Councilmember Trozzo stated it is a responsibility we have to our residents. Councilmember Breckon stated a concrete street lasts 70 years. Councilmember Breckon stated because you must come back and mill and overlay asphalt streets 10 years later, which costs more over time. Councilmember Trozzo pointed out Tim Buscha cost numbers include the cost over the 70-year period. Breckon asked if "I wanted them to come work on my street every 15 years?" Councilmember Trozzo replied that they haven't worked on his street in the past 20 years.

Councilmember Rouse stated this work proposal was her understanding of what was given from the workshop, but if the Geotech testing discovers that the base is in great shape, we could choose to do asphalt instead of concrete at the 30% meeting, but the going forward direction right now is for that street to be concrete because it is a through-street.. Councilmember Trozzo said he did not understand that. Tim Buscha said that was the direction he was instructed and Councilmember Trozzo stated it was not from the workshop. Councilmember Rouse said that was her opinion at the workshop and there was no dissent and there was no discussion of that statement. Councilmember Trozzo agreed there was no discussion on that statement at the workshop. Councilmember Trozzo asked Tim a traffic question. "2016 – 806 cars per day. 2022 - 524 cars per day. That is a reduction and in your opinion is 524 cars per day a lot of traffic?" Tim responded "524 cars per day is not a lot of traffic". Councilmember Woodruff asked Councilmember Trozzo what month and time of day the traffic studies were completed. Trozzo replied, "I think it was December. One was done in December and the other April at 5:03". Councilmember Woodruff stated, "After school hours." Councilmember Woodruff commented that the studies should be total daily traffic to compare apples to apples.

Tim Buscha stated that at the 30% meeting, the City could determine the most cost-effective solutions to improve streets and drainage. Councilmember Rouse stated there would be work done prior to the 30% meeting that would allow us to change a street to concrete if we had to fully replace it and it is what Geotech will tell us. She explained that if three Councilmembers do not agree with that, we need to change the chart because clear direction needs to be given to EHRA. Because if not, we will have a cost machine as we might have had some experience in the past.

Councilmember Woodruff stated regarding drainage, and the need to completely redo a street, it is his understanding that if you keep the drainage the way it is, on either side, then you are not looking at the need to redo the street solely for the reason of drainage. But if you find there is a very valuable tree, impeding your ability to replace the drainage, as is, we may be forced to choose between replacing the street or killing trees. Tim Buscha indicated the arborist will be involved with this. Councilmember Woodruff and Tim Buscha agreed they were using a 50-year design life for the streets. He asked for verification of the lifetime cost of asphalt vs concrete streets. Tim Buscha, IDS, stated from an operation and maintenance standpoint, the City would spend more over the lifetime doing maintenance on the asphalt street than you would most likely spend on concrete. Councilmember Woodruff stated if the City were to complete proper maintenance, a concrete street could last substantially longer. He stated that with proper maintenance, a concrete street could possibly last as long as seventy years. An asphalt street, using the mill and overlay process, could last approximately ten to fifteen years max. Councilmember Breckon asked how many times would you have to mill and overlay an asphalt street? Tim Buscha stated two replacements are the standard Harris County service life of an overlay, with each overlay every 10-15 years. Councilmember Breckon stated that we would have to shut an asphalt street down again at least two times during the lifespan of a concrete street.

Councilmember Rouse stated final decisions could be made by City Council at the 30% meeting.

Councilmember Trozzo recommends TDB (to be determined) all asphalt streets until the Geotech work is complete in order to determine if the street base is solid enough for the mill and overlay process. He stated he agrees that the drainage issues need to be addressed. However, he disagrees with the curb topic and the lowering of the street to accommodate the curbs. He is against lowering several streets including Constance, Denise, North and South Lou Al, and Merridel.

The street elevations would be decided further into the design process. The streets, if curbs were added, would only be lowered by approximately six inches. The decision on lowering streets and which streets could be lowered would be made at the 30% meeting, but Council is not making that decision today.

Councilmember Woodruff stated the decision to be made at this meeting tonight regards the agreement to start the design process and more in-depth decisions would be made at the 30% meeting.

Councilmember Rouse said they haven't made any decision about lowering the streets. Councilmember Trozzo pointed out that curbs will require lowering of the streets. Councilmember Rouse stated that, in her opinion, curbs on the chart means that if the design dictates it, we should incorporate curbs and lower streets a maximum of 6 inches.

Tim Buscha, IDS, clarified that some of the streets in the WSIP have swales, which means that those streets may not have to be lowered to add a curb. He stated an improved drainage benefit should influence which streets have a curb added. Adding a curb does not mean a street has to be lowered, depending on the conditions of the street and the right of way.

Tim Buscha, IDS, stated the EHRA cost estimate includes replacing all of the storm sewer system. He stated the mill and overlay process could not be done on streets that have multiple drainage pipes or sanitary lines crossing under the street. EHRA would determine that information during their design process. There would need to be discussions with Memorial Village Water Authority (MVWA) regarding the work MVWA needs to do and the possibility of sharing the cost of replacing the street, either with concrete or asphalt.

Councilmember Breckon asked for confirmation that streets with curbs have a centerline that slopes slightly to the sides of the street for water to flow to the side.

Tim Buscha stated the slope from the centerline of the street is two percent, regardless of the width of the street. The street may be lowered an additional couple of inches if a curb is added. The streets with swales may not be lowered as much to accommodate a curb. The drainage analysis will determine if adding curbs would be beneficial to improving water flow. Lowering the streets six inches to allow for curbs, if added, would not impede mobility or impede emergency services. He recommends approval of the agreement with EHRA with the understanding that the engineering could dictate the outcome of some concerns and questions.

Councilmember Trozzo notes that only Magdalene residents were asked by Hollaway if they wanted curbs. If curbs are there for drainage, residents need to know that. Tim Buscha, IDS, said the chart frames something so that we are going to walk down this path and anything we check that says it's a conflict to that, we need to reassess at the 30% meeting. Engineering will dictate the outcome.

Wendy Baimbridge, City Administrator, stated the chart provided to Councilmembers in their packet is a draft version subject to change based on decisions to be made at the 30% meeting. Councilmember Rouse stated that we will hold another public meeting after the 30% meeting to share information.

Mayor Jinks commented that the city went out of their way to get public comment and that he agrees with holding a special meeting to further inform the public. Councilmember Trozzo agreed and stated "the public comments says no curbs on Magdalene and y'all are saying, curbs on Magdalene and it's on the chart. I don't understand it. I would like to vote for them to move forward but not agree that curbs should be on Magdalene. I understand that core samples will be taken on the asphalt streets. So, those streets are TBD." Councilmember Trozzo stated if we can't mill and overlay and cannot rehab the base, it's obvious the chart would suggest concrete. But, if you could mill and overlay all of the asphalt streets, it may save a million or 2 million.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the EHRA agreement with the understanding that a particular course of action could be decided at the 30% meeting. Motion carried 4-1. Councilmember Trozzo voted "No".

MOTION CARRIED

Councilmember Woodruff stated City Council approved the agreement with the understanding that we (City Council) are not committing to any course of action by taking

Approved and accepted on March 7, 2024.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary