



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
APRIL 11, 2024 – 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  
(arrived at 7:45 p.m.)

Wendy Baimbridge, City Administrator  
David Gott, Police Chief  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney  
Ian Knox, Building Official

Absent: None

City Council recessed at 7:45 p.m.

City Council reconvened at 7:51 p.m.

**2. PLEDGE OF ALLEGIANCE**

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

Mayor Jinks recognized Peyton Archie, Director of Community Engagement, from Congressman Wesley P. Hunt's Office.

**3. CITIZEN/VISITOR COMMENTS**

Andrea Hermann, 930 Karos Lane, stated the Houston Chronicle had an article related to drainage. She brought the article if anyone wanted to read it. She also expressed concern regarding parking on Woodsage due to construction. The construction workers park on both sides of the street which makes driving on Woodsage difficult. She requests the contractors park on one side of the street only. She also stated the Memorial Examiner had an article featuring Bar Bludorn. The restaurant is now open for dinner with possible plans to open for lunch in the future.

Tom Speck, 11751 Cawdor Way, stated he is pleased to see that Cawdor Way is no longer on the list of streets to be depressed or have curbs installed during the proposed Westside Infrastructure Project. He also stated the engineer from EHRA, at the last Streets and Drainage Committee meeting, stated rollover curbs do not provide any drainage benefit. He stated no resident on Cawdor Way wanted curbs and many other residents in the area stated they do not want curbs. He requested that rollover curbs be removed from all streets for the proposed project. He requested the City hold off making any final decisions regarding the plans until the residents have been notified and given an opportunity to comment.

#### 4. REPORTS

##### A. Police Report – March 2024 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- Memorial Village Police Department (MVPD) was involved in a brief chase with a vehicle with stolen plates. The driver fled the scene of an accident in the vehicle and the passenger fled on foot. Hedwig Village Police Department assisted in the search for the vehicle and the passenger.
- The crime statistics were down for March compared to last month.
- The department has three open officer positions and is actively recruiting two officer positions. One dispatcher will transition to an officer position soon.
- The new police vehicles have new graphics along the side of the vehicle. The new graphics will be installed on vehicles as they are purchased. A picture of the new graphics was posted to the department's Facebook page.

##### B. Fire Department – Chief Howard Miller

Mayor Jinks stated Chief Miller was promoted to Fire Chief at the last Board of Commissioners meeting. Chief Miller stated he has been with the fire department for 44 years.

Chief Miller discussed the following:

- Personnel – one captain is on light duty and one fire/EMS had surgery and has not been released from the doctor to return to work.
- Several applicants are going through the process to fill two open fire/EMS positions.
- The Board of Commissioners has approved the hire of two part-time dispatchers. This should reduce the amount of overtime on this budget line item. All dispatchers are required to be certified through the Texas Commission on Law Enforcement (TCOLE).
- Several pieces of equipment are undergoing preventive maintenance.
- A residential fire on Echo Lane resulted in minor injuries for the homeowner.
- The department responded to 47 incidents in Hedwig Village in March with an average response time of 3:41.
- The roof repair is ongoing. A change order required a new bid for quotes.
- The financial consultant hired by the department is assisting with the 2025 Budget process. Budget preparations are ongoing.
- The testing on the fire hydrants is complete. The Memorial Village Water Authority is completing repairs to several fire hydrants.
- The department participated in several events recently, including a "Get to Know Your Fire Department" event, the Buffalo Bayou Regatta, and the Food Truck Rodeo.

##### C. Beautification – Andrea Hermann, Member

Andrea Hermann discussed the following:

- The committee created a list of what the Committee will take care of and what the City will take care of. The committee will continue the responsibility for the butterfly

garden at the park, the six City signs, the esplanade at Cambell Road, and the Iris plantings.

- The committee recommends a taller sign at the Campbell Road esplanade.

#### **D. Streets and Drainage Committee – Councilmember Rouse, Chair**

Councilmember Rouse discussed the following:

- A Streets and Drainage Committee meeting was held on April 3, 2024. The committee, City staff, Tim Buscha with IDS, and Kyle Sears with EHRA were in attendance.
- There was discussion regarding the Geotechnical Report.
- There was also discussion on mailboxes. The plan is to remove and restore mailboxes.
- EHRA has not identified any curbs that would assist with drainage. Currently there is no recommendation to add curbs.
- Some intersections in the proposed project area currently have curbs. These curbs would remain and be standardized.

#### **E. Engineering Report – Tim Buscha, IDS Engineering Group**

Tim Buscha discussed the following:

- The project for Robinwood Lane and Whippoorwill Lane will go out for bid mid-April. Sprucewood Lane (north of Corbindale Road) may be added as an alternate bid based on pricing. The bid opening is scheduled for April 26, 2024. City Council could award the bid at the May Council meeting. Construction is expected to begin in June or July 2024.
- The 2024 work for the Storm Sewer Cleaning and TVing Project began in late March and is estimated to be complete by the end of April. Mustang Alley is complete. Approximately 200 feet of the pipe was not able to be TVed or cleaned due to lack of entry into the pipe. Some of the pipe along Mustang Alley will need to be cleaned by hand, which was not included in the bid. Magdalene Drive, in the Memorial Village Estate area, is occurring this week. Part of this pipe has collapsed. A quote for repair work for this collapse will be presented to City Council later this year. The TVing and cleaning along Echo Lane is ongoing. The data from this round of work may be available in June 2024 for review.
- A final walkthrough was completed for the Tiber/Monte Cello/Capri/Saybrook Road Rehab Project on January 19, 2024. The project was completed under budget.
- Westside Infrastructure Project –
  - The Geotechnical Report, with engineer comments, on roadway base conditions was discussed at the Streets and Drainage meeting on April 3, 2024 and presented to City Council for this meeting. Two asphalt streets (Denise and Constance) and three concrete streets (Duart, Cawdor Way, and parts of Magdalene) do not have any base. The base should support the street and allow for repair. The recommendation will be to replace the streets with a proper base. The current asphalt streets vary in thickness.

Asphalt streets under four inches in thickness are difficult to mill and overlay.

- The drainage analysis is ongoing. IDS held a meeting with TIRZ 17 recently. TIRZ 17 is sharing information regarding drainage. There is a possible project through Harris County Commissioner Tom Ramsey's Office regarding drainage improvements in the TIRZ 17 area which would improve drainage in the TIRZ 17 area by draining water to the west instead of to the City.
- There are trees in the area that could potentially create an issue regarding roadway construction. City Council will have to review these trees and make decisions.

Tim Buscha stated the topics for discussion at the April 25, 2024 workshop will include road elevations, road materials, and type of repair. A second workshop, the 60% design level meeting, could be held at the end of July. Another public meeting for the residents could be scheduled in the Fall with drawings of individual streets.

Councilmember Trozzo asked for a more detailed project timeline for the discussions, workshops, public meetings, and decision-making meetings. He also asked about the arborist used for the report.

Tim Buscha stated EHRA does not use the City arborist but she could be utilized. The EHRA arborist report will be available soon.

Councilmember Trozzo asked for an answer, at later date, if the storm sewer were to be repaired, not replaced, would that get the City beyond a two-year storm event for the next twenty years? What storm level would a repair get the City to? An estimate to replace the storm sewer is twelve million, how much does the City get for that amount of money?

Tim Buscha stated he has been researching which areas can be repaired and which areas are not salvageable. He stated the City would need to make a decision on road surface on the streets on the west side. IDS and EHRA will provide the facts and Council will make any decision.

#### **F. Building Official – Ian Knox, Assistant Building Official**

Ian Knox introduced Jordan Cruz, a planner with BBG Consulting,

Ian Knox discussed the following:

- 8901 Katy Freeway – the owner is currently working with TxDOT to alter the configuration of one of the existing driveways. Plans have been conditionally approved.
- 9201 Katy Freeway – the project is ongoing with an expected opening date in the third quarter of 2024.
- 9061 Gaylord – Bar Bludorn has received all final inspections and is now open for dinner.
- Commercial development – 3 permits have been issued for remodels, 1 right-of-way permit has been issued, and 1 set of plans will need to be resubmitted.

- Residential development:
  - 2 permits have been issued and 1 set of plans will be resubmitted for review.
  - 1 fence plan was approved.
  - 2 generators were approved.

A public hearing was held on April 9, 2024 for a variance request for front and rear setbacks. The variance was denied.

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

Councilmember Trozzo discussed the following:

- P&Z did not hold a meeting in March and will cancel the April meeting.
- The Commission is possibly needing direction from Council for future topics.

Councilmember Rouse stated the Streets and Drainage Committee may discuss building elevations. Planning & Zoning may also want to discuss this topic. She also stated she would like P&Z to address parking in the commercial districts.

**H. Financial Report** – March 2024 - Wendy Baimbridge, City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$7.7 million in available funds and \$8.3 million in restricted funds for a total of \$16 million.
- The City is 25% through the budget year.
- Sales tax and mixed beverage tax are down slightly for March compared to last year.

**I. City Administrator** – Monthly Update – Wendy Baimbridge, City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City remains a Tree City USA as appointed by the Arbor Day Foundation. Arbor Day will be held in October.
- The financial audit will begin in May.
- The 2025 Budget Workshop will possibly be held in July, with the possibility of cancelling the July Council meeting.
- The 1<sup>st</sup> Quarter 2024 Investment report is included in the Consent Agenda for approval. The interest earned in the 1<sup>st</sup> Quarter of 2024 is higher than anticipated.

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

Mayor Jinks discussed the following:

- A workshop will be held on April 25 at 6:30 p.m. regarding the Westside Infrastructure Project. EHRA will give a 30% design update. The residents are encouraged to attend and give their comments. The comments are requested to

be submitted in advance of the workshop in order to properly address those comments at the workshop.

- The Robinwood/Whippoorwill Road Rehab Project will begin in the next couple of months. Sprucewood (north of Corbindale Road) may be added to the project based on available funds.
- The storm sewer cleaning and TVing is ongoing.
- April 14-20 is 9-1-1 Telecommunicator Week. Dispatchers at the police department and the fire department were thanked for their hard work.
- On March 20, the METRO Small Cities meeting was held. The Mayors of the Small Cities elected Alex Mealer to the METRO Board.

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

**A. A Resolution of the City of Hedwig Village, Texas Suspending the April 10, 2024 Effective Date of the CenterPoint Energy Houston Electric, LLC’s Requested Rate Change.**

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the Resolution as presented. Motion carried 4-0. Councilmember Woodruff was not present for the vote.

**MOTION CARRIED UNANIMOUSLY**

**B. A Resolution of the City Council of the City of Hedwig Village, Texas Declaring Surplus Property and Authorizing the Sale of Surplus Property.**

Chief David Gott stated the police department has several vehicles that are no longer used and are considered surplus. The Spring Branch ISD Police Department is interested in purchasing several vehicles.

Councilmember Rouse asked how the value of the vehicles was determined. Chief Gott stated Kelly Blue Book was used to determine the values, based on mileage and equipment.

Motion was made by Councilmember Trozzo and seconded by Councilmember Davis to approve the Resolution as presented. Motion carried 4-0. Councilmember Woodruff was absent for the vote.

**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 relating to a City Policy regarding private streets.**

Councilmember Rouse motioned to table this agenda item until Councilmember Woodruff could be available to participate in the discussion. Motion was withdrawn.

Mayor Jinks read the policy for the benefit of the residents in attendance. The policy covers such topics as:

1. A petition signed by all property owners abutting the private street requesting the City to accept the street as a public street and to assume operation and maintenance of the street is filed with the City.
2. Report is prepared by the City Engineer detailing the current condition of the private street as well as any improvements necessary to the street and associated drainage to meet the City's minimum construction standards for public street.
3. The City Council approves acceptance of the private street pending number 4 is satisfied.
4. An amending plat signed by all property owners abutting the private street and dedicating to the City and right-of-way for the street, for public ingress and egress, at least fifty (50) feet in width, is filed with the City and once approved is recorded with the County.

All costs, including any legal and engineering costs, for the items listed above will be the sole responsibility of the persons requesting the City to accept the private street.

Mayor Jinks stated Holidan Way, Frandora, Echo Wood, Echo Hollow, Heather Court, Falling Leaf, and Chowning are private streets.

Councilmember Rouse expressed concern over the language of Item 3 (above) regarding the City accepting a private street. She stated the decision by City Council to approve acceptance of the private street should be dependent on Items 1-4 (above). She also expressed concern over the lack of an assessment to offset the expense of repairing the private street. Mayor Jinks explained the lack of assessment is due to the original homeowners who determined the street would be private probably no longer live on that street. He further explained it might be a financial hardship for the current homeowners to fund any repairs.

Councilmember Rouse asked if the City Engineer would make a recommendation to City Council regarding a private street after the engineering report is completed. She stated the City's budget has, theoretically, been lower due to the City not maintaining the private streets.

Councilmember Breckon stated the homeowners living on private streets are paying the same City taxes but are not receiving the same benefits.

Councilmember Trozzo asked how a private street would be ranked regarding street condition in need of repair. Councilmember Rouse stated the private streets are currently ranked regarding condition with public streets.

Mayor Jinks stated the proposed policy does not obligate the City to accept any private street.

Councilmember Rouse requested language be added to the policy to include a time frame for the homeowners to complete the items listed in the policy.

Councilmember Woodruff suggested amending the language to Item 3 of the policy to read:



Approved and accepted on May 9, 2024.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary