



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
JUNE 13, 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 Shirley Rouse  
Councilmember Matt Woodruff

Wendy Baimbridge, City Administrator  
David Gott, Police Chief  
Lisa Modisette, City Secretary  
Evan DuVall, Building Official

Absent: Councilmember Scott Davis  
Councilmember Clay Trozzo

Alan Petrov, City Attorney

City Council recessed at 7:39 p.m.

City Council reconvened at 7:44 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.

**3. CITIZEN/VISITOR COMMENTS**

Peggy Hemus, 711 Glen Echo Lane, thanked City staff for assisting in the storm debris cleanup in her yard. She specifically thanked Yolanda Lopez and Linda Roche.

Tom Roth, 854 Pecanwood, thanked the police department for keeping Hedwig Village safe. He also thanked Mayor Jinks for the daily updates after the May storm. He thanked the City for the swift action in picking up the storm debris after the storm. He requested the Mayor and Councilmembers contact Centerpoint Energy regarding the delay in getting the power restored to the City, especially to the first responders, after the storm. He thanked the police and fire departments for their fast response to the storm.

**4. REPORTS**

**A. Police Report – May 2024 Crime Report & Statistics – Chief David Gott**

Chief Gott discussed the following:

- Crime numbers are low for May 2024 and for the year.
- Response times are very good.

**B. Fire Department – Councilmember Woodruff and Chief Miller**

Chief Miller discussed the following:

- 1 Firefighter/EMS is out on workman's compensation.

- The department has 4 firefighters/EMS openings and several interviews are scheduled. 1 full-time and 1 part-time dispatcher positions are open and interviews are completed.
- The ladder truck is in the shop for repair.
- Engine 1 needs a new engine. An used engine was located and purchased.
- The department responded to several house fires in May, none in Hedwig Village.
- In May, Hedwig Village had 36 fire calls, 18 EMS calls, and 9 non-emergency calls for a total of 63 calls. The average response time for Hedwig Village is 3 minutes and 24 seconds.
- The department responded to 23 storm related calls.
- The Emergency Operations Center (EOC) was not activated during the May storm.
- Roof Repair – the Board of Commissioners requested changes to the contract.
- The 2023 Financial Audit was provided to the Council for review.

**C. Beautification** – Bob Wiener, Member

Bob Wiener discussed the following:

- The butterfly garden is in good shape.
- The Committee discussed the bids received for seasonal lighting at City Hall. They recommend choosing Jelly Fish Lighting.
- A sample of a ceramic tile was presented to Council as a preferred option for refacing the Campbell Road esplanade City sign. Other options were also brought for Council review. The Committee had previously discussed shortening and raising the sign. The estimated cost to move forward with this project is \$25,000.

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

Councilmember Rouse discussed the following:

- The Committee will meet on Tuesday, June 18, 2024 at noon. The topics will include grade elevation requirements for new construction and possible changes to the rules and procedures regarding this topic.

**E. Engineering Report** – Councilmember Rouse

Councilmember Rouse discussed the following:

- The Whippoorwill Lane/Robinwood Lane/Sprucewood Lane Road Rehab Project preconstruction meeting was held in May with construction beginning in mid-July. The plan is to start on Sprucewood and work west.
- The 2024 Storm Sewer Cleaning and TVing Project is complete. IDS will prepare a summary of the data and present it to Council.
- Westside Infrastructure Project – IDS and EHRA held a design kick off meeting to begin the design work based on discussion at the last Council meeting. A schedule of the design efforts will be submitted in June. A draft of the drainage findings of

the planned design will be submitted no later than early August. A planned 70% design review will be held in September.

- Windstorm debris cleanup support – Tim Buscha assisted the City during the cleanup efforts after the May 16<sup>th</sup> storm as a debris monitor. He worked with the Mayor and the City Administrator to coordinate the contractors for debris cleanup. A debris monitor is required for FEMA reimbursement.

**F. Building Official – Evan DuVall, Building Official**

Evan DuVall discussed the following:

- 8901 Katy Freeway – Latuli’s Restaurant - no update.
- 9201 Katy Freeway - Rice Box – construction is underway with an expected opening in the 3<sup>rd</sup> Quarter 2024.
- 9406 Gaylord Drive – Crust Pizza – a permit has been issued for interior work and a sign permit is under review.
- Commercial development – 5 projects have been approved and 3 projects are under review.
- Residential development:
  - 2 residential remodels/additions have been approved and 1 project requires a resubmittal.
  - 1 demo permit is under review.
  - 4 fence plans were approved.
  - 1 roof permit was issued.
  - 2 pool permits were issued.

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

No report.

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

Wendy Baimbridge discussed the following:

- The City has \$7 million in available funds and \$8.3 million in restricted funds for a total of \$15.3 million.
- The City is 41.67% through the budget year.

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

Wendy Baimbridge discussed the following:

- The 2025 Budget – the property values are flat this year. The 2025 ad valorem revenue is estimated to increase 10%. The budget is conservative for 2025. Any surplus will transfer into the Infrastructure (pay-as-you-go) Fund. Sales tax is estimated to decrease due to the loss of TJ Maxx. Permit revenue is estimated to decrease. The Court Revenue is anticipated to be relatively flat for 2025.
- The annual Village Independence Day Parade will be held on July 4, 2024. Councilmembers are requested to let City staff know if they plan to be in the parade.

Councilmember Rouse questioned why the estimated ad valorem taxes are so low. She also questioned creating a reserve account for the park renovation project. The City Administrator stated the ad valorem taxes are low due to ongoing lawsuits from some commercial properties, Harris Center Appraisal District stated the values are flat due to not many properties were sold to affect values one way or another, and the park renovation project is estimated to cost approximately \$1 million.

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

Mayor Jinks discussed the following:

- May 16, 2024 Storm cleanup – some parts of the City were effected harder than others.
  - May 16, 2024 after storm and Friday, May 17 - Trees were down throughout the City, with some trees blocking roads and bringing down power lines. Trees that were blocking roads were removed. Councilmembers, the police department, and residents were informing City Hall staff of streets blocked by trees. Downed trees were blocking Beinhorn and Taylorcrest – these trees were removed and placed to the side of the road. Trees down across Woodsage were removed by Councilmember Breckon and neighbors. Harris County Precinct Three Commissioner Tom Ramsey reached out with an offer of assistance. His crews removed downed trees on Magdalene and returned multiple times over the following days to remove debris.
  - Saturday, May 18 – Trees down on Echo Hollow were removed by Councilmember Davis and neighbors. Councilmember Woodruff purchased 2 chainsaws for the City, with extra chains, to be used to remove more trees and/or limbs. Residents and City/contractor crews removed 80% of the downed trees by Saturday. Mayor Jinks and Tim Buscha created a plan to remove debris from the City's right-of-ways (ROW) and the City park. A City contractor spent 2 ½ days removing trees and debris from the City park. Another contractor was hired to remove debris on Brogden. Terry Vick's crew assisted with tree and debris removal throughout the City.
  - Sunday, May 19 – Mr. Khalid Kajani agreed to let the City use his property on I-10 to stage the debris until Harris County Precinct Three removed the debris to another FEMA approved location. City contractors continued to remove debris to the staging area. The City rented equipment and a trailer to assist in removing debris. Harris County Precinct Three continued their assistance with debris removal. Terry Vick and his crew removed debris on Piney Point and the adjacent cul-de-sacs.
  - 2 weeks post storm – almost all the debris has been removed to the staging area. Terry Vick and his crew will continue to remove debris.

The City has determined that equipment needs to be purchased for future weather events.

- 1 heavy duty chain saw
- Barricades

- More traffic cones
- Hardwire City Hall for telephones and internet. City Hall phones are internet/WIFI based, and the phones and the internet did not work at City Hall for one week post storm. Hardwiring City Hall will ensure the phones and internet will continue to work or at least not be out for long.
- Have contracts in place for tree removal and debris cleanup.

The City spent over \$100,000 on storm related expenses. The City Administrator will file the necessary paperwork for FEMA reimbursement.

Emails were sent out by Mayor Jinks daily, keeping the residents informed of topics such as debris/tree removal, continued communications with CenterPoint, and other items of interest.

The electricity was down city-wide for about 1 week. Some streets received power within days, other streets took about 8 days to have power restored.

Harris County Precinct Three Commissioner Tom Ramsey's Road Maintenance crews removed debris from the staging area throughout the week after the storm.

Mayor Jinks thanked Terry Vick and his crew, Sebastian and Jefferson, City staff, the Councilmembers, and all the residents who assisted after the storm.

Councilmember Rouse suggested a dedicated phone line just for use during an emergency, such as weather events. Councilmember Woodruff suggested ensuring that the City phones work regardless of the event. Councilmember Breckon suggested emergency text messages. Councilmembers Rouse and Woodruff suggested the use of reverse 9-1-1. Chief Gott stated the City has the ability to use reverse 9-1-1 but it has not been used by the City in many years. It involves recording a message through the Harris County 9-1-1 system that is then sent out to phone numbers within the City. The City's email notification system has the ability to send text messages but that ability has not been used by the City. Residents would need to provide their cell phone numbers when they sign up for emails.

**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 regarding a request from the Village Fire Department Board of Commissioners to approve the 2025 Village Fire Department Budget in the amount of \$10,075,920 with Hedwig Village's portion being \$1,864,045.20 (18.5%).**

Councilmember Woodruff discussed the Proposed 2025 Budget for the Village Fire Department (VFD). The VFD 2025 Budget is more streamlined this year to include more broad categories. This will allow the Board of Commissioners (Board) more flexibility to shift funds within categories without needing the Cities' approval prior to the adjustment. The Proposed 2025 VFD Budget is in the amount of \$10,075,045.00 with Hedwig Village portion being \$1,864,045.20. The proposed budget includes retaining the 2023 Budget Surplus and retaining the 2025 Ambulance Reimbursement Funds. Both of these retained funds will be placed in the Capital Replacement Fund.

Councilmember Rouse asked what specifically is different in the proposed 2025 Budget compared to last year and what equipment may be purchased in 2025.

Chief Miller stated there is a 3.5% increase in salaries, medical equipment will be purchased, new uniforms will be purchased, an increase in the liability/property insurance, an increase in professional services, an increase in vehicle and facility maintenance, an increase in vehicle repair and fuel, replacement of the fuel system software, replacement of the fuel system pipes, and replacement of the accounting software.

Councilmember Rouse asked about the VFD X (formerly Twitter) account and possibility of continuing the calls updates.

Councilmember Woodruff stated updating the calls for service on X could violate HIPPA laws. Until this concern is addressed, the department will not be posting on X. Chief Miller stated the department is working to correct any issues regarding posting in social media.

Councilmember Rouse stated the budgeted amount in the past for the Capital Replacement Fund was \$200,000. However, this year, the budgeted \$200,000 plus the retention of the EMS Funds and the retention of the 2023 Budget Surplus increased the Capital Replacement Fund by approximately \$400,000 for 2025. She questioned if the increased budgeted amount to the Capital Replacement Fund would be the new normal for future budgets.

Councilmember Woodruff stated the Capital Replacement Fund does not have enough funds to cover the cost to replace any of the apparatuses. The cost of fire trucks, ambulances, etc. has risen sharply in the past several years. Chief Miller stated, for example, the projected cost of replacing a fire truck, at today's prices, would be approximately \$2.2 million, compared to the last time the department purchased a fire truck at \$1.2 million. The current projected replacement of equipment includes the Assistant Fire Chief vehicle in 2025 or 2026 and a fire engine in 2027. The purchase of new apparatus is approved by the Board of Commissioners. Mayor Jinks stated the insurance valuations of the equipment were too low and have since been raised.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the Proposed 2025 Village Fire Department Budget as presented. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

**B. A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to approve the retention of the 2023 Budget Surplus in the amount of \$238,054 to be placed in the Capital Replacement Fund.**

This agenda item was briefly discussed during Agenda Item 5.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the VFD retention of the 2023 Budget Surplus to be placed in the Capital Replacement Fund as presented. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

**C. A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to approve the retention of the 2025 Emergency Medical Services (EMS) Revenue to be placed in the Capital Replacement Fund.**

This agenda item was briefly discussed during Agenda Item 5.

Councilmember Rouse motioned and seconded by Councilmember Woodruff to approve the VFD retaining the 2025 EMS Reimbursement Revenue to be placed in the Capital Replacement Fund. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

**D. A Resolution of the City of Hedwig Village, Texas to deny CenterPoint Energy Houston Electric, LLC requested rate increase.**

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the Resolution as presented. Motion carried 3-0.

**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 regarding Seasonal Lighting on City Hall.**

Bob Wiener, Beautification Committee Member, stated the Beautification Committee discussed the three bids received for seasonal lighting at City Hall. The committee recommends Jelly Fish Lighting. The quote is \$7,788. Jelly Fish Lighting will install lighting on the edge of the roof, except the back of the building. The color of the lights will be decided on based on the holiday or any other event. The cost of the installation will be funded from the committee's budget. The ongoing maintenance will be covered by the City. The bulbs will be LED and will cost approximately \$13 per bulb if any need replacing.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the agreement with Jelly Fish Lighting, as presented. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

**7. CONSIDERATION OF REQUEST FOR COUNCIL AUTHORIZATION** – The City Council will discuss and consider possible action on the following:

**A. Discussion and Possible Action to Cancel the July 11, 2024 City Council meeting.**

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to cancel the July 11, 2024 City Council meeting. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

**8. 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 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**

None

**B. Approval of General Fund Bills**

General Fund Bills

Voided Checks – three

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

Accutek - \$6,943.14

Southwest Signal Supply - \$37,532.00

Johnson Petrov - \$4,548.84

Silsbee Ford - \$67,362.24

Van Sant Landscape - \$2,875.00

Polar Air Corp - \$5,449.83

Ryan Ford - \$44,680.00

Harris County Appraisal District - \$10,635.00

Village Fire Department - \$3,793.58

Harris County Auditor - \$3,077.40

IDS Engineering - \$5,948.04

HdL Companies - \$3,197.00

National Works - \$17,833.40

Precision One Call - \$84,900.00

Tree Service and Design - \$18,585.00

Bright Landscape - \$9,064.00

CTC Gunworks - \$3,179.09

Wells Fargo credit card - \$2,856.93

**D. Approval of Construction Fund Bills**

IDS - \$30,142.29

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the consent agenda as presented. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

**9. ADJOURN**

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 8:17 p.m. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on August 8, 2024.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary